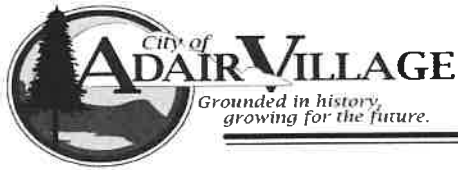


**2021-2022**

**ANNUAL BUDGET**



## Fiscal Year 2021-22 Budget Message

TO: Adair Village Budget Committee  
FROM: Pat Hare, Budget Officer  
DATE: April 2021

### Introduction

I present the Adair Village Budget for Fiscal Year 2021-22 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 obtain critical pieces of property, continued to reduce water loss, complete building projects, and foster growth.

The City of Adair Village has followed the COVID-19 situation carefully by regularly seeking out the official guidance from the Governor's office and the CDC. This budget and the process laid out meets all regulatory requirements. The City's response has focused on the health and safety of its staff and citizens, while also maintaining the services provided by the City.

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 supported by Utility Worker III Eric Harvey and the city's new Utility Worker Jeremy Gaskey, will continue to improve all of our facilities, and to make upgrades to our City's infrastructure. In the last fiscal year, the City has partnered with the City of Tangent to run their wastewater facilities and maintain their parks.

The City will continue to strengthen our financial management systems with a focus on segregation of duties in our daily activities. Utility Clerk Kathy Edmaiston continues to work full-time handling utility billing and all accounts receivable. The City continues to contract with Smith-Wagar Brucker Consulting LLC which has allowed the City to get caught up and to stay current on our audits, and to be another financial resource in preparation of the budget and fiscal responsibility. Last year the City began using government accounting software, Caselle, for its utility billing, accounts payable and other accounting functions. The cloud-based software will significantly streamline each function and allow for better tracking of funds and more efficient audit preparation.

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

This summer we are budgeting and preparing to have a summer program but are unsure of what the landscape will look like.

The City has added 105 homes this year which will increase the tax base significantly. In addition, the City expects an additional approximately 38 homes to be built this year, adding further to the tax base benefitting the budget next year.

All of the City's General Fund income resources from the State-cigarette and liquor taxes and state revenue sharing are expected to increase somewhat due to the marijuana tax. Assessed value on property within the City is anticipated to increase slightly this year due to the completion of Serve Pro and the residential growth. In Oregon, property tax growth lags actual growth. Assessed value for the next fiscal year is based on property values as of January 1. Although significant growth is expected during this calendar year, the City will not realize the tax benefit from that growth until November 2022. Our utility franchise fees have remained consistent or have 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 our efforts to provide consistent beginning balances across all our Funds.

The City has been preparing and planning for the replacement of the 60 year old wastewater system and now has a plan approved by Department of Environmental Quality to do so. The city has partnered with Business Oregon for funding the first phase of the project of about \$2.5 million. Civil West is in the final stages of designing the new facility and we hope to be out to bid by this summer. Currently the City rates are \$59.50 a month for wastewater, the affordability index for Adair Village shows the rates should be at \$62.50. This is the rate at which the City will be eligible for low interest loans, grant funding and potential matching funds. With the new development of additional homes and the rate increase, the City will be able to afford the 9-million-dollar project in phases over the next five years. There will be an increase of \$3.00 for wastewater as of July 1, 2021. The City will continue to monitor expenses closely this year.

Footnotes are provided at the bottom of the budget sheets where some added information and detail is likely to be helpful in 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 involves the first public hearing and provides background information for the Budget Committee. The second session, allows 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 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 accepted accounting procedures. These funds include the General (divided into five sub-sections), Water, Wastewater, Storm Drain, Streets, Reserve, and Systems Development Funds. 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 stipulate that these funds operate as not-for-profit. The Street Fund is considered to be 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 PERS contribution rate will go up this year but the City has prepared for this over the last few years so it will not have a major effect on the overall budget. City staffs are members of the Oregon Public Service Retirement Plan (OPSRP), which requires a lower contribution rate than the older Tier 1/Tier 2 plans.

### **General Fund**

The City leased the entire AVIS property to Republic Service this year which will have a big impact on revenue generated by city property. The city continues to contract with the City of Tangent, Oregon, to provide wastewater services. This has been a significant positive impact on the wastewater fund and the General Fund. The City also purchased the 4-plex on William R. Carr St. directly across from City Hall. Rent from each of these units will contribute to the General Fund. We also expect higher planning fees due to more reviews because of the additional homes in Calloway Creek but that is charged back to the developer.

The General Fund accounts for general revenues and operating expenses, and is funded primarily by tax, shared State revenues, leases and other fees. Overall, I expect General Fund revenues to increase slightly due to added tax revenues and slight increases in most franchise fees.

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 solely by Benton County - which means there is no income for the Fund, very limited expense, and only a small amount of personnel time required. Information about these individual sub-accounts is presented below.

**ADMINISTRATION:** All basic consultant contracts-Attorney (general services), Planner, and Community Service (code enforcement)-will be funded primarily from this sub-account. Additional attorney, engineering, and planning costs for specific projects are included in the Water, Wastewater, Storm Drain, and Street Funds under Contract Services. Personnel Services costs include ongoing work of planning, meeting preparation, contracts, franchises, and leases, and reporting to the City Council and State and Federal agencies. Personnel Services costs will increase this year due to minimum wage, health insurance and PERS contributions. The City will also continue to contract with for the services of Patrick Depa, a Planner shared by Benton County, Monroe, Philomath, and Adair Village. Having a professional planner has fostered vastly better communication between the County and the City. The expertise he brings has allowed the work of planning for the City to be done thoroughly and professionally. It has also fostered better follow through with all planning applications. The City has also benefitted by the sharing of ideas and best practices being implemented in one location.

**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. Staff has completed most of the work associated with the \$100,000 five-year loan for the work on the community area. With additional funds this year from taxes and property leases, the City will have the additional funds to cover the loan payments.

**PARKS:** We are working on a grant for the park in between City Hall and the barracks, including a sound barrier wall, a walking path cover for the town square, and bathrooms.

**PUBLIC SAFETY:** The budget for Public Safety will slightly increase 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 Personnel Services charge which represents five (5) percent of the City Administrator’s salary, which is used in coordination and oversight of the BCSO contract.

### **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. In fiscal year 2017-2018, the City began to utilize this fund as a true reserve fund. Money that had previously been designated in individual funds for certain purposes has now been transferred into the one holding fund. Additional transfers in to fund future capital acquisitions are budgeted for the upcoming year.

### **Storm Drain Fund**

The charge for storm drains was raised to \$4.00 per month per resident household in 2019. The fund is beginning to level off. We now have more requirements from the Department of Environmental Quality to meet storm water quality which has resulted in higher operating and reporting costs. We will have to watch this fund carefully but we are not proposing an increase 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 (Americans with Disabilities Act) improvements to the sidewalks when appropriate. Improving sidewalks in conjunction with street improvements is a requirement.

The City received an ODOT grant for approximately \$100,000 to put sidewalks in on the North side of Arnold Ave. The sidewalk will run past the century link building connect to the existing sidewalk and then extend down to the entrance at Benton County Park.

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 only utilized for specific purposes associated with capacity enhancement. The revenues include a “reimbursement allowance” for prior expenditures and bonded debt. The reimbursement portions are transferred to the Water and Wastewater Funds 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. The City saw a significant increase in this fund from the development of the Calloway Creek and William R. Carr Subdivisions. New SDC methodology was implemented which increased the impact on the fund significantly.

### **Wastewater Fund**

The City has been preparing and planning for the replacement of the 1950’s wastewater system for many years. Although an increase at this time is difficult given general financial strain and

uncertainty, we are looking at a modest increase in wastewater fees in order to replace the plant in five years.

The revenues in the Wastewater fund come primarily from User Fees and had remained relatively constant since the last increase. 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.

Last year we proposed an increase in the wastewater fee of approximately 7.75 percent. This allows the City to keep up with inflation and to continue to provide basic maintenance and operating costs, and has brought the Wastewater Fund balance into a positive position.

The City has received the award from Infrastructure Funding Authority for \$2.5 million for the first phase of the new wastewater facility.

Over the last five years, since bringing our Public Works back in house, we have focused on becoming more self reliant. This year's budget will show a slight decrease in the system maintenance and repair line item, as we are hoping that the new construction will relieve some of the repair costs.

#### **Water Fund**

The Water Fund is also a proprietary fund. The water rates were last increased on June 15, 2015. This rate allowed the City to undertake the \$2.84 million water tank project that was funded with an Infrastructure Financing Authority (IFA) loan. The city will not be proposing an increase to the water fund this year but will need to monitor the fund as over 50 percent of the existing infrastructure is from the 1950s.

The City will be looking at two major projects in water this year that include replacing the water line from Hospital Hill to the Calloway Pump Station and working on funding for a new water main from the water plant to the city. FEMA has grant funding for 75 percent of the project. The first step will be the design and application process.

#### **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.

**Trailer**

The City has been putting money in the Reserve Fund for a new trailer in public works. This purchase is expected to be made in the 2021-2022 budget year.

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

The City budgets overlays approximately every two years. The City will be using some of this money to conduct the crack sealing mentioned in the Street Fund overview. The rest of the money will continue to carry over for future use.



**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2021-2022**

**GENERAL FUND - COMBINED REVENUES**

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	APPROVED	ADOPTED
	2018-19	2019-20	BUDGET	BUDGET	BUDGET	BUDGET
	2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
<b>RESOURCES</b>						
Beginning Fund Balance	264,482	301,963	150,000	400,000	-	-
Violation Fines	5,692	-	1,500	1,500	-	-
Cigarette Tax	3,970	1,177	1,100	1,000	-	-
Franchise Fees	40,689	51,466	50,000	60,000	-	-
Interest Income	37,040	29,320	12,000	12,000	-	-
Lease-Building	27,949	24,236	32,000	32,000	1	-
Lease-Property	24,427	74,152	58,000	78,000	2	-
Leases-Property Tax	3,205	792	4,900	4,900	3	-
Leases-Utilities	16,463	6,183	14,000	14,000	4	-
Liquor Tax	15,049	17,064	16,500	22,400	-	-
Miscellaneous Revenue	793	1,738	4,000	4,000	-	-
Parks Grant	-	6,500	-	-	-	-
Planning and Zoning Fees	97,693	550	10,000	10,000	-	-
Property Tax - Current Year	122,686	137,952	140,000	185,000	-	-
Property Tax - Prior Years	4,906	783	2,500	500	-	-
Refunds	6,602	324	200	200	-	-
Residential Rental	-	11,619	21,600	22,800	-	-
Revenue Sharing	8,418	9,213	9,500	10,500	-	-
Room Rental	83	-	120	120	-	-
SDC Administrative Fees	-	82,698	-	15,000	-	-
Tangent Contract	-	32,720	-	119,100	-	-
Transient Lodging Tax	-	5,000	119,100	500	-	-
Transfer In - Water Fund	-	150,000	-	-	-	-
Transfer In - SDC Fund	-	600,000	-	-	-	-
Transfer In - Reserve	15,000	-	14,996	10,000	-	-
<b>TOTAL RESOURCES</b>	<b>695,147</b>	<b>1,545,450</b>	<b>662,016</b>	<b>1,003,520</b>	-	-
<i>Income minus Beginning Fund Balance</i>	430,665	1,243,487	512,016	603,520	-	-
<b>EXPENDITURES</b>						
Administration /Planning	105,148	134,555	194,230	229,802	-	-
Parks	21,409	19,189	59,860	58,152	-	-
Public Safety	38,919	39,775	45,282	45,403	-	-
Non-Departmental	106,005	160,794	142,824	158,674	-	-
<b>Subtotal department expenditures</b>	<b>271,481</b>	<b>354,313</b>	<b>442,196</b>	<b>492,031</b>	-	-
<b>Capital outlay</b>						
<b>Capital outlay</b>	<b>93,221</b>	<b>772,476</b>	-	-	-	-
<b>DEBT SERVICE</b>						
Barracks Building Loan	11,127	22,254	22,254	22,254	-	-
<b>Subtotal debt service</b>	<b>11,127</b>	<b>22,254</b>	<b>22,254</b>	<b>22,254</b>	-	-
<b>TRANSFERS****</b>						
To Water Fund (Interfund Loan Repayment)	-	-	9,577	9,577	-	-
To SDC Fund (Interfund Loan Repayment)	-	-	38,307	38,307	-	-
Wastewater Fund	-	-	-	-	-	-
Reserve Fund - Parks	15,000	5,000	5,000	5,000	-	-
Reserve Fund - Accounting Software	2,355	-	-	-	-	-
Reserve Fund - Public Safety	-	-	-	-	-	-
<b>Subtotal Transfers</b>	<b>17,355</b>	<b>5,000</b>	<b>52,884</b>	<b>52,884</b>	-	-
Contingency	-	-	74,000	150,000	-	-
<b>Total Appropriations</b>	<b>393,184</b>	<b>1,154,043</b>	<b>591,334</b>	<b>717,169</b>	-	-
<b>Reserve for Future Expenditure</b>	<b>301,963</b>	<b>391,407</b>	<b>70,681</b>	<b>286,351</b>	-	-
<b>TOTAL</b>	<b>695,147</b>	<b>1,545,450</b>	<b>662,015</b>	<b>1,003,520</b>	-	-

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

2- Leases on AVIS and small farm sites.

3- Property taxes on all City property under lease.

4-Utilities went down once the store opened the restaurant (They pay their utilities now)

**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2021-2022**

**GENERAL FUND - COMBINED EXPENSES**

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	BUDGET	CITY
	2018-19	2019-20	BUDGET	BUDGET	COMM	COUNCIL
	2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
<b>Personal Services</b>						
Staffing	50,669	51,897	107,321	110,267	-	-
Taxes	6,316	4,880	14,832	13,248	-	-
Health Insurance	12,548	11,434	25,729	25,729	-	-
Retirement	11,767	13,125	26,916	26,037	-	-
<b>Subtotal Personal Services</b>	<b>81,300</b>	<b>81,336</b>	<b>174,798</b>	<b>175,282</b>	-	-
<b>Material and Services</b>						
Audit	1,170	2,066	2,850	5,700	-	-
Bank Charges	283	280	750	750	-	-
City Attorney	12,941	12,119	15,000	15,000	-	-
City Engineer	-	-	-	30,000	-	-
City Planner	7,299	32,892	30,000	30,000	-	-
Contract Services	89,582	122,267	90,800	93,800	-	-
Contract Services - Tangent Contract	-	-	12,000	12,000	-	-
Dues	4,766	4,645	5,250	5,250	-	-
Election Fees	-	-	1,000	1,000	-	-
Equipment-Rental/Lease	872	-	600	600	-	-
Equipment-Maint. & Repair	141	1,138	4,700	4,700	-	-
Equipment-Purchase	450	3,663	1,400	1,400	-	-
Events	2,015	2,158	2,000	2,000	-	-
Improvements -Buildings & Parks	1,250	205	5,500	5,500	-	-
Maintenance-Buildings & Parks	1,992	6,506	6,000	6,000	-	-
Insurance	7,796	7,238	7,150	7,550	-	-
Mayor and Council Expenses	90	2,587	1,000	1,000	-	-
Mileage	-	57	350	350	-	-
Miscellaneous	1,021	7,887	3,250	3,250	-	-
Municipal Court	-	-	-	-	-	-
Parks-Youth Activities	4,620	1,520	6,000	6,000	-	-
Postage	830	1,538	2,575	2,575	-	-
Publication and Legal Notices	654	1,687	1,500	1,500	-	-
Security Alarm	-	490	800	800	-	-
Software Hosting Fees	-	2,333	4,824	4,824	-	-
Supplies	6,865	8,205	4,100	4,200	-	-
Taxes (property taxes on leased property)	2,270	5,809	9,000	9,000	-	-
Telephone	4,763	4,668	4,600	4,600	-	-
Transit	18,053	17,049	20,000	20,000	-	-
Travel and Training	932	868	3,000	3,000	-	-
Utilities	19,281	23,458	22,950	22,950	-	-
Vehicle Fuel & Maintenance	399	-	1,450	1,450	-	-
<b>Subtotal Materials and services</b>	<b>190,335</b>	<b>273,333</b>	<b>270,399</b>	<b>306,749</b>	-	-
<b>Capital Outlay</b>						
Building Improvements	743,395	-	-	-	-	-
Park Improvements	-	-	-	-	-	-
<b>Subtotal Capital Outlay</b>	<b>743,395</b>	<b>7,500</b>	<b>7,500</b>	-	-	-
<b>Debt Service</b>						
Barracks Building Loan	-	-	22,254	22,254	-	-
<b>Subtotal Debt Service</b>	-	-	<b>22,254</b>	<b>22,254</b>	-	-
<b>Transfers****</b>						
To Wastewater Fund	-	-	-	-	-	-
To Reserve Fund	-	-	5,000	5,000	-	-
<b>Subtotal Transfers</b>	-	-	<b>5,000</b>	<b>5,000</b>	-	-
Contingencies	-	-	74,000	150,000	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,015,030</b>	<b>369,669</b>	<b>563,951</b>	<b>659,285</b>	-	-
<b>UNAPPROPRIATED ENDING BAL</b>	<b>301,963</b>	<b>391,407</b>	<b>70,681</b>	<b>286,351</b>	-	-
<b>TOTAL</b>	<b>1,316,993</b>	<b>761,076</b>	<b>634,632</b>	<b>945,636</b>	-	-

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

**CITY OF ADAIR VILLAGE ANNUAL BUDGET**

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

	<b>TOTAL</b>	<b>Admin/ Planning</b>	<b>Non-Dept</b>	<b>Parks</b>	<b>Public Safety</b>
<b>Personal Services (Overall Salaries)</b>					
City Administrator	69,840	64,020	-	-	5,820
Utility/Court Clerk	8,417	8,417	-	-	-
Finance Clerk	3,607	3,607	-	-	-
Recreation Coordinator	14,403	-	-	14,403	-
Public Works-Parks	14,001	-	-	14,001	-
Parks Summer Prog. Coord. Asst.	-	-	-	-	-
Taxes	13,248	10,509	-	1,935	804
Health Insurance	25,729	17,395	-	7,136	1,198
Retirement Benefits	26,037	20,654	-	3,803	1,581
<b>Subtotal Personal Services</b>	<b>175,282</b>	<b>124,602</b>	<b>-</b>	<b>41,277</b>	<b>9,403</b>
<b>Material and Services</b>					
Audit	5,700	-	5,700	-	-
Bank Charges	750	-	750	-	-
City Attorney	15,000	15,000	-	-	-
City Planner	30,000	30,000	-	-	-
Contract Services	93,800	27,000	30,000	800	36,000
Contract Services - Tangent Contract	12,000	-	12,000	-	-
Dues	35,250	30,000	5,250	-	-
Election Fees	1,000	-	1,000	-	-
Equipment-Lease/Rental	600	-	500	100	-
Equipment-Maint. & Repair	4,700	-	4,500	200	-
Equipment-Purchase	1,400	-	1,200	200	-
Events	2,000	-	-	2,000	-
Improvements-Buildings & Parks	5,500	-	4,000	1,500	-
Insurance	7,550	-	6,150	1,400	-
Maintenance-Building/Parks	6,000	-	5,000	1,000	-
Mayor and Council Expenses	1,000	-	1,000	-	-
Mileage	350	250	-	100	-
Miscellaneous	3,250	250	2,500	500	-
Municipal Court	-	-	-	-	-
Parks-Youth Activities	6,000	-	-	6,000	-
Postage	2,575	-	2,500	75	-
Property Taxes	9,000	-	9,000	-	-
Publication and Legal Notices	1,500	-	1,500	-	-
Security Alarm	800	-	800	-	-
Software Hosting Fees	4,824	-	4,824	-	-
Supplies	4,200	200	3,500	500	-
Telephone	4,600	-	4,600	-	-
Transit	20,000	-	20,000	-	-
Travel and Training	3,000	2,500	-	500	-
Utilities	22,950	-	22,200	750	-
Vehicle Fuel & Maintenance	1,450	-	200	1,250	-
<b>Subtotal Materials and Services</b>	<b>306,749</b>	<b>105,200</b>	<b>148,674</b>	<b>16,875</b>	<b>36,000</b>
<b>Capital Outlay</b>					
Building Improvements	-	-	-	-	-
<b>Subtotal Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Debt Service</b>					
Barracks Building	22,254	-	22,254	-	-
<b>Subtotal Fund Reserves</b>	<b>22,254</b>	<b>-</b>	<b>22,254</b>	<b>-</b>	<b>-</b>
<b>Transfers****</b>					
To Water Fund	9,577	-	9,577	-	-
To SDC Fund	38,307	-	38,307	-	-
To Reserve Fund	5,000	-	-	5,000	-
<b>Subtotal Transfers</b>	<b>52,884</b>	<b>-</b>	<b>47,884</b>	<b>5,000</b>	<b>-</b>
Contingencies	150,000	-	-	-	-
Unappropriated End Balance	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>707,169</b>	<b>229,802</b>	<b>218,812</b>	<b>63,152</b>	<b>45,403</b>

**CITY OF ADAIR VILLAGE ANNUAL BUDGET**  
**FISCAL YEAR 2021-2022**

**GENERAL FUND - ADMINISTRATION & PLANNING**

	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED BUDGET 2020-21	PROPOSED BUDGET 2021-22	APPROVED BUDGET 2021-22	ADOPTED BUDGET 2021-22
<b>PERSONNEL SERVICES</b>						
Staffing	40,776	40,421	75,331	76,044	-	-
Taxes	3,387	3,801	10,411	10,509	-	-
Health Insurance	11,709	10,569	17,395	17,395	-	-
Retirement	7,429	10,243	18,893	20,654	-	-
<b>Subtotal Personnel Services</b>	<b>63,301</b>	<b>65,034</b>	<b>122,030</b>	<b>124,602</b>	-	-
<b>MATERIALS AND SERVICES</b>						
City Attorney	12,941	12,119	15,000	15,000	-	-
Planning Consultant	7,299	32,892	30,000	30,000	-	-
Contract Services	21,000	24,214	24,000	27,000	-	-
Development Engineering	-	-	-	30,000	-	-
Mileage	-	-	250	250	-	-
Miscellaneous	60	296	250	250	-	-
Permits	-	-	-	-	-	-
Supplies	5	-	200	200	-	-
Travel and Training	542	-	2,500	2,500	-	-
<b>Subtotal Materials and Services</b>	<b>41,847</b>	<b>69,521</b>	<b>72,200</b>	<b>105,200</b>	-	-
<b>GRAND TOTAL</b>	<b>105,148</b>	<b>134,555</b>	<b>194,230</b>	<b>229,802</b>	-	-

1- Code Compliance Officer is fully funded here.

**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2021-2022**

**GENERAL FUND - NONDEPARTMENTAL**

	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED BUDGET 2020-21	PROPOSED BUDGET 2021-22	APPROVED BUDGET 2021-22	ADOPTED BUDGET 2021-22
<b>MATERIALS &amp; SERVICES</b>						
Audit Services	1,170	2,066	2,850	5,700	-	-
Banking Charges	283	280	750	750	-	-
Contracted Services	36,651	65,242	30,000	30,000	-	-
Contracted Services - Tangent Contract	-	-	12,000	12,000	-	-
COVID Reimbursable Expenses	-	-	50,000	-	-	-
Dues (organizational)	4,766	4,645	5,250	5,250	-	-
Election Fees	-	-	1,000	1,000	-	-
Equipment-Lease & Rental	872	-	500	500	-	-
Equipment Maintenance and Repair	-	441	4,500	4,500	-	-
Equipment-Purchase Small	350	-	1,200	1,200	-	-
Improvements-Buildings	450	-	4,000	4,000	-	-
Insurance	6,851	6,226	6,150	6,150	-	-
Maintenance-Buildings	1,821	6,189	5,000	5,000	-	-
Mayor and Council Expenses	90	2,587	1,000	1,000	-	-
Miscellaneous	682	7,591	2,500	2,500	-	-
Postage	830	1,538	2,500	2,500	-	-
Property Taxes - Rental Properties	2,270	5,809	9,000	9,000	-	-
Publications and Legal Notices	654	1,687	1,500	1,500	-	-
Security Alarm	-	490	800	800	-	-
Software Hosting Fees	-	2,333	4,824	4,824	-	-
Supplies	6,021	7,906	3,500	3,500	-	-
Telephone	4,763	4,668	4,600	4,600	-	-
Transit	18,053	17,049	20,000	20,000	-	-
Travel and Training	390	847	-	-	-	-
Utilities	19,038	23,200	22,200	22,200	-	-
Vehicles-Fuel	-	-	200	200	-	-
<b>Subtotal Materials &amp; Services</b>	<b>106,005</b>	<b>160,794</b>	<b>195,824</b>	<b>148,674</b>	-	-
<b>CAPITAL OUTLAY</b>						
Equipment	-	-	7,500	10,000	-	-
Building Improvements (Remodel)	93,194	29,081	-	-	-	-
Land Purchase	-	743,395	-	-	-	-
<b>Subtotal Capital Outlay</b>	<b>93,194</b>	<b>772,476</b>	<b>7,500</b>	<b>10,000</b>	-	-
<b>TRANSFERS</b>						
To Water Fund (Interfund Loan Repayment)	-	-	9,577	9,577	-	-
To SDC Fund (Interfund Loan Repayment)	-	-	38,307	38,307	-	-
To Wastewater Fund	-	-	-	-	-	-
To Reserve - Accounting Software	4,710	-	-	-	-	-
<b>Subtotal Transfers</b>	<b>4,710</b>	-	<b>47,884</b>	<b>47,884</b>	-	-
<b>DEBT SERVICE</b>						
Barracks Building Loan	11,127	22,254	22,254	22,254	-	-
<b>Subtotal Debt Service</b>	<b>11,127</b>	<b>22,254</b>	<b>22,254</b>	<b>22,254</b>	-	-
<b>Total</b>	<b>215,036</b>	<b>955,524</b>	<b>273,462</b>	<b>228,812</b>	-	-
Less: Capital Outlay, Transfers and Debt Service	15,837	794,730	70,138	70,138	-	-
<b>Amount to Fund Summary</b>	<b>199,199</b>	<b>160,794</b>	<b>203,324</b>	<b>158,674</b>	-	-

1- This includes the contract for payroll services, property management , accounting and closeout support, copier lease, HVAC contract, and new website.

**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2021-2022**

**GENERAL FUND - PARKS**

	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED BUDGET 2020-21	PROPOSED BUDGET 2021-22	APPROVED BUDGET 2021-22	ADOPTED BUDGET 2021-22
<b>PERSONNEL SERVICES</b>						
Staffing	4,948	6,647	26,169	28,403	-	-
Taxes	2,317	625	3,617	1,935	-	-
Health Insurance	124	42	7,136	7,136	-	-
Retirement	3,266	1,668	6,563	3,803	-	-
<b>Subtotal Personnel Services</b>	<b>10,655</b>	<b>8,982</b>	<b>43,485</b>	<b>41,277</b>	-	-
<b>MATERIALS AND SERVICES</b>						
Contract Services	202	-	800	800	-	-
Equipment-Lease & Rental	-	-	100	100	-	-
Equipment Maintenance and Repair	141	697	200	200	-	-
Equipment-Purchase Small	100	3,663	200	200	-	-
Events	2,015	2,158	2,000	2,000	-	-
Improvements-Buildings & Parks	800	205	1,500	1,500	-	-
Insurance	945	1,012	1,000	1,400	-	-
Maintenance-Buildings & Parks	171	317	1,000	1,000	-	-
Mileage	-	57	100	100	-	-
Miscellaneous	279	-	500	500	-	-
Postage	-	-	75	75	-	-
Supplies	839	299	400	500	-	-
Travel and Training	-	21	500	500	-	-
Utilities	243	258	750	750	-	-
Vehicles	399	-	1,250	1,250	-	-
Youth Activities	4,620	1,520	6,000	6,000	-	-
<b>Subtotal Materials &amp; Services</b>	<b>10,754</b>	<b>10,207</b>	<b>16,375</b>	<b>16,875</b>	-	-
<b>CAPITAL OUTLAY</b>						
Park Improvements	-	-	-	-	-	-
Park Equipment	-	-	-	-	-	-
<b>Subtotal Capital Outlay</b>	-	-	-	-	-	-
<b>TRANSFERS</b>						
To Reserve Fund	12,500	5,000	5,000	5,000	-	-
<b>Subtotal Transfers</b>	<b>12,500</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	-	-
<b>TOTAL EXPENDITURES</b>						
	<b>33,909</b>	<b>24,189</b>	<b>64,860</b>	<b>63,152</b>	-	-
Less: Transfers	12,500	5,000	5,000	5,000	-	-
<b>Amount to Fund Summary</b>	<b>21,409</b>	<b>19,189</b>	<b>59,860</b>	<b>58,152</b>	<b>0</b>	<b>0</b>

**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2021-2022**

**GENERAL FUND - PUBLIC SAFETY**

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
	<b>2018-19</b>	<b>2019-20</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
			<b>2020-21</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2021-22</b>
<b>PERSONNEL SERVICES</b>						
Staffing	4,945	4,829	5,820	5,820	<sup>1</sup> -	-
Taxes	612	454	804	804	-	-
Health Insurance	715	823	1,198	1,198	-	-
Retirement	1,072	1,214	1,460	1,581	-	-
<b>Subtotal Personnel Services</b>	<b>7,344</b>	<b>7,320</b>	<b>9,282</b>	<b>9,403</b>	-	-
<b>MATERIALS AND SERVICES</b>						
Contract Services	31,575	32,455	36,000	36,000	<sup>2</sup> -	-
<b>Subtotal Materials &amp; Services</b>	<b>31,575</b>	<b>32,455</b>	<b>36,000</b>	<b>36,000</b>	-	-
<b>TOTAL EXPENDITURES</b>	<b>38,919</b>	<b>39,775</b>	<b>45,282</b>	<b>45,403</b>	-	-
Less: Transfers	-	-	-	-	-	-
<b>Amount to Fund Summary</b>	<b>38,919</b>	<b>39,775</b>	<b>45,282</b>	<b>45,403</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.

**CITY OF ADAIR VILLAGE ANNUAL BUDGET**  
**FISCAL YEAR 2021-2022**

**SYSTEM DEVELOPMENT CHARGE FUND**

	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED BUDGET 2020-21	PROPOSED BUDGET 2021-22	APPROVED BUDGET 2021-22	ADOPTED BUDGET 2021-22
<b>RESOURCES</b>						
Beginning Fund Balance: Street -- Impr.	39,909	43,685	39,365	594,939	-	-
Beginning Fund Balance: Water (Impr. @ .95)	163,346	191,902	160,187	621,097	-	-
Beginning Fund Balance: Wastewater (Impr. @ .66)	34,707	56,228	33,104	129,838	-	-
Beginning Fund Balance: Storm Drain Improvements	5,093	10,249	4,259	138,287	-	-
Beginning Fund Balance: Parks Improvements	1,855	4,505	1,697	115,224	-	-
Beginning Fund Balance: Compliance Surcharge	1,747	1,747	4,479	1,832	-	-
<b>Total Beginning Fund Balances</b>	<b>246,657</b>	<b>308,316</b>	<b>243,091</b>	<b>1,601,217</b>	-	-
Street Improvement Charges	9,161	294,254	5,480	5,480	2	-
Water Improvement Charges	50,595	700,935	30,265	30,265	2	-
Wastewater Improvement Charges	26,204	30,420	15,675	15,675	2	-
Storm Drain Improvements	5,843	47,063	1,855	1,855	2	-
Park Improvements	2,650	66,476	1,585	1,585	2	-
Water Reimbursement Charges	-	-	85	85	2	-
Wastewater Reimbursement Charges	-	-	220	220	2	-
SDC fees - Other	-	-	4,373	4,373	1	-
Interest on Investments	-	-	-	-	-	-
<b>Total SDC Charges</b>	<b>94,452</b>	<b>1,139,148</b>	<b>59,538</b>	<b>59,538</b>	-	-
<b>TRANSFERS IN</b>						
Transfer - General Fund Debt Repayment	-	-	38,307	38,307	-	-
<b>Total Resources</b>	<b>341,109</b>	<b>1,447,464</b>	<b>340,936</b>	<b>1,699,062</b>	-	-
<b>MATERIALS AND SERVICES</b>						
Engineering Services	32,793	-	-	-	-	-
<b>Transfers</b>						
To General Fund	-	600,000	-	-	-	-
<b>Total Transfers</b>	-	<b>600,000</b>	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>32,793</b>	<b>600,000</b>	-	-	-	-
<b>CONTINGENCY</b>						
<b>RESERVE FOR FUTURE EXPENDITURE</b>	308,316	847,464	340,936	1,699,062	-	-

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

2- These charges include the income from 5 new residential homes.

**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 2021-2022**

**STORM DRAIN FUND**

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	APPROVED	ADOPTED
	2018-19	2019-20	BUDGET	BUDGET	BUDGET	BUDGET
	2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
<b>RESOURCES</b>						
Beginning Fund Balance	12,036	4,990	6,000	17,000	-	-
Storm Drain Assessments	18,230	32,043	25,000	35,000	-	-
Miscellaneous	-	-	200	200	-	-
<b>TOTAL RESOURCES</b>	<b>30,266</b>	<b>37,033</b>	<b>31,200</b>	<b>52,200</b>	<b>-</b>	<b>-</b>
<i>Net Revenues</i>	<i>18,230</i>	<i>32,043</i>	<i>25,200</i>	<i>35,200</i>	<i>-</i>	<i>-</i>
<b>PERSONNEL SERVICES</b>						
Staffing	12,402	13,191	12,101	12,657	-	-
Taxes	1,625	1,240	1,672	1,749	-	-
Health Insurance	4,242	4,089	4,411	4,411	-	-
Retirement	2,679	3,309	3,035	3,438	-	-
<b>Subtotal Personnel Services</b>	<b>20,948</b>	<b>21,829</b>	<b>21,219</b>	<b>22,254</b>	<b>-</b>	<b>-</b>
<b>MATERIALS AND SERVICES</b>						
Audit	-	-	-	950	-	-
Contract Services	2,893	1,500	1,929	1,929	-	-
Engineer	-	-	-	-	-	-
Equipment Rental	-	1,975	200	200	-	-
Software Hosting Fees	-	389	804	804	-	-
Supplies	-	-	70	70	-	-
System Maintenance and Repair	-	-	1,400	1,400	-	-
Vehicle Fuel & Maintenance	-	-	200	200	-	-
<b>Subtotal Materials &amp; Services</b>	<b>2,893</b>	<b>3,864</b>	<b>4,603</b>	<b>5,553</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>						
Equipment	-	-	-	-	-	-
Storm Drain Improvements	-	-	-	-	-	-
<b>Subtotal Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>23,841</b>	<b>25,693</b>	<b>25,822</b>	<b>27,807</b>	<b>-</b>	<b>-</b>
<b>TRANSFERS</b>						
<b>To Reserve Fund</b>						
Accounting Software	235	-	-	-	-	-
Equipment	1,200	200	-	200	-	-
<b>Total Transfers</b>	<b>1,435</b>	<b>200</b>	<b>-</b>	<b>200</b>	<b>-</b>	<b>-</b>
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL APPROPRIATED</b>	<b>25,276</b>	<b>25,893</b>	<b>25,822</b>	<b>28,007</b>	<b>-</b>	<b>-</b>
<b>RESERVE FOR FUTURE EXPENDITURE</b>	<b>4,990</b>	<b>11,140</b>	<b>5,378</b>	<b>24,193</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>28,831</b>	<b>37,033</b>	<b>31,200</b>	<b>52,200</b>	<b>-</b>	<b>-</b>

**CITY OF ADAIR VILLAGE ANNUAL BUDGET**  
**FISCAL YEAR 2021-2022**

**STREET FUND**

	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED BUDGET 2020-21	PROPOSED BUDGET 2021-22	APPROVED BUDGET 2021-22	ADOPTED BUDGET 2021-22
<b>RESOURCES</b>						
Beginning Fund Balance	95,378	112,466	105,000	110,000	-	-
State Highway Tax	62,974	60,843	60,000	62,000	-	-
Small Cities Allotment	-	-	-	98,700	-	-
Miscellaneous	-	-	200	200	-	-
<b>TOTAL RESOURCES</b>	<b>158,352</b>	<b>173,309</b>	<b>165,200</b>	<b>270,900</b>	<b>-</b>	<b>-</b>
	62,974	60,843	60,200	160,900	-	-
<b>PERSONNEL SERVICES</b>						
Staffing	15,167	16,346	14,300	15,056	-	-
Taxes	1,723	1,537	1,976	2,081	-	-
Health Insurance	5,447	4,915	5,380	5,380	-	-
Retirement	3,215	4,103	3,587	4,089	-	-
<b>Subtotal Personnel Services</b>	<b>25,552</b>	<b>26,901</b>	<b>25,243</b>	<b>26,606</b>	<b>-</b>	<b>-</b>
<b>MATERIALS AND SERVICES</b>						
Audit	-	-	950	950	-	-
Contract Services	-	881	1,500	1,500	-	-
Dues	-	-	-	-	-	-
Engineering	-	-	-	2,000	-	-
Equipment Maintenance	-	-	-	-	-	-
Equipment Purchase	100	-	-	-	-	-
Equipment Rental	-	-	250	250	-	-
Insurance	3,071	3,239	3,800	4,000	-	-
Miscellaneous	-	-	100	100	-	-
Publications and Legal Notices	-	-	-	-	-	-
Supplies	252	-	-	-	-	-
Software Hosting Fees	-	389	804	804	-	-
Street Maintenance	386	14,227	-	10,000	-	-
Street Signs	347	-	-	-	-	-
Street Sweeping	4,500	2,250	6,000	6,000	1	-
Utilities	9,177	11,486	11,000	11,000	-	-
Vehicle Fuel and Maintenance	-	-	-	-	-	-
<b>Subtotal Materials &amp; Services</b>	<b>17,833</b>	<b>32,472</b>	<b>24,404</b>	<b>36,604</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>						
Street Improvements	-	-	-	98,700	2	-
<b>Subtotal Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>98,700</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>43,385</b>	<b>59,373</b>	<b>49,647</b>	<b>161,910</b>	<b>-</b>	<b>-</b>
<b>TRANSFERS OUT</b>						
<b>Transfer to Reserve Fund:</b>						
Equipment	2,501	200	200	200	-	-
<b>Total Transfer to Reserve Fund</b>	<b>2,501</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>-</b>	<b>-</b>
<b>CONTINGENCY</b>			8,600	50,000	-	-
<b>TOTAL APPROPRIATED</b>	<b>45,886</b>	<b>59,573</b>	<b>58,247</b>	<b>212,110</b>	<b>-</b>	<b>-</b>
<b>RESERVE FOR FUTURE EXPENDITURE</b>	112,466	113,736	106,953	58,790	-	-
<b>TOTAL</b>	<b>158,352</b>	<b>173,309</b>	<b>165,200</b>	<b>270,900</b>	<b>-</b>	<b>-</b>

1 - Sweep 5 times per year.

2 - Street improvement projects generally estimated for every other year, but none for 2021-22.

**CITY OF ADAIR VILLAGE ANNUAL BUDGET**  
**FISCAL YEAR 2021-2022**

**WASTEWATER FUND**

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	APPROVED	ADOPTED
	2018-19	2019-20	BUDGET	BUDGET	BUDGET	BUDGET
			2020-21	2021-22	2021-22	2021-22
<b>RESOURCES</b>						
Beginning Fund Balance	2,988	(1,508)	10,000	90,000	-	-
Sewer User Fees	218,787	256,792	271,200	320,000	-	-
Proposed Rate Increase	-	-	14,400	-	-	-
Tangent Contract	-	8,242	30,000	30,000	-	-
Miscellaneous Revenues	-	-	1,000	1,000	-	-
IFA Loan	-	677	-	2,500,000	-	-
Transfer in from Reserve Fund	-	8,209	-	-	-	-
<b>TOTAL RESOURCES</b>	<b>221,775</b>	<b>272,412</b>	<b>326,600</b>	<b>2,941,000</b>	-	-
			316,600	2,851,000	-	-
<b>PERSONNEL SERVICES</b>						
Staffing	54,764	59,604	60,278	63,091	-	-
Taxes	6,231	5,607	8,330	8,719	-	-
Health Insurance	22,620	20,293	21,771	21,771	-	-
Retirement	11,519	14,966	15,118	17,135	-	-
<b>Subtotal Personnel Services</b>	<b>95,134</b>	<b>100,470</b>	<b>105,497</b>	<b>110,717</b>	-	-
<b>MATERIALS AND SERVICES</b>						
Audit	3,140	3,342	1,425	3,800	-	-
Bank Charges-NSF	-	-	500	500	-	-
Chemicals	2,816	5,622	4,500	10,000	-	-
Contract Services	517	4,301	2,200	2,200	-	-
Dues	-	-	100	100	-	-
Equipment Maintenance	-	593	1,500	1,500	-	-
Equipment Rental/Lease	-	2,982	-	-	-	-
Equipment Purchase	100	-	-	-	-	-
Engineering Contract	40,719	14,438	-	-	-	-
Insurance	5,906	6,275	6,200	10,000	-	-
Laboratory Analysis	2,912	3,177	4,000	4,000	-	-
Mileage	-	-	500	500	-	-
Miscellaneous	45	-	1,000	1,000	-	-
Permits	100	3,181	2,200	2,200	-	-
Postage	700	-	550	550	-	-
Publications and Legal Notices	-	-	250	250	-	-
Refunds	133	700	-	-	-	-
Software Hosting Fees	-	1,166	2,412	2,412	-	-
Supplies	-	145	500	500	-	-
System Maintenance	20,378	7,471	75,000	45,000	-	-
Telephone	1,826	1,580	2,500	2,500	-	-
Travel and Training	440	270	1,000	1,000	-	-
Utilities	8,563	9,500	8,200	8,200	-	-
Vehicle Fuel and Maintenance	1,747	-	3,300	3,300	-	-
<b>Subtotal Materials &amp; Services</b>	<b>90,042</b>	<b>64,743</b>	<b>117,837</b>	<b>99,512</b>	-	-

Wastewater

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	BUDGET	CITY
Wastewater Fund -- continued	2018-19	2019-20	BUDGET	BUDGET	COMM	COUNCIL
			2020-21	2021-22	2021-22	2021-22
<b>CAPITAL OUTLAY</b>						
Equipment	-	-	7,500	-	-	-
Wastewater Improvements	2,415	-	-	2,500,000	-	-
<b>Subtotal Capital Outlay</b>	<b>2,415</b>	<b>-</b>	<b>7,500</b>	<b>2,500,000</b>	<b>-</b>	<b>-</b>
<b>DEBT SERVICE</b>						
1997 Revenue Bonds -- USB	450	-	-	-	-	-
2012 DEQ WWFP Loan	28,797	2,055	30,000	30,000	-	-
<b>Subtotal Debt Service</b>	<b>29,247</b>	<b>2,055</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>-</b>
<b>TRANSFERS</b>						
To Reserve Fund	-	-	-	-	-	-
Equipment	6,445	400	400	400	-	-
<b>Subtotal Transfers</b>	<b>6,445</b>	<b>400</b>	<b>400</b>	<b>400</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>223,283</b>	<b>167,668</b>	<b>261,234</b>	<b>2,740,629</b>	<b>-</b>	<b>-</b>
<b>CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>38,000</b>	<b>150,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL APPROPRIATED</b>	<b>223,283</b>	<b>167,668</b>	<b>299,234</b>	<b>2,890,629</b>	<b>-</b>	<b>-</b>
<b>RESERVE FOR FUTURE EXPENDITURE</b>	<b>(1,508)</b>	<b>104,744</b>	<b>34,866</b>	<b>50,371</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>221,775</b>	<b>272,412</b>	<b>334,100</b>	<b>2,941,000</b>	<b>-</b>	<b>-</b>

7,500

**CITY OF ADAIR VILLAGE ANNUAL BUDGET**  
**FISCAL YEAR 2021-2022**

**WATER FUND**

	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED BUDGET 2020-21	PROPOSED BUDGET 2021-22	APPROVED BUDGET 2021-22	ADOPTED BUDGET 2021-22
<b>RESOURCES</b>						
Beginning Fund Balance	587,803	723,308	680,000	625,000	-	-
Deposits for New Service	5,460	14,668	4,000	4,000	-	-
Metered Water Sales	285,684	421,688	330,000	420,000	-	-
Outside Water Assessments	253,938	190,353	250,000	190,000	-	-
New Connections	7,390	24,445	2,000	2,000	-	-
Reconnect Fees	870	121	2,000	500	-	-
Miscellaneous Revenue	2,332	6,695	500	500	-	-
Refunds	-	-	1,000	1,000	-	-
IFA Water Loan	120,661	33,341	-	646,000	-	-
FEMA Grant	-	-	-	259,500	-	-
Transfer in from Reserve	-	8,209	-	-	-	-
Transfer - General Fund Debt Repayment	-	-	9,577	9,577	-	-
<b>TOTAL RESOURCES</b>	<b>1,264,138</b>	<b>1,422,828</b>	<b>1,279,077</b>	<b>2,158,077</b>	-	-
<i>New Revenues</i>	676,335	699,520	599,077	1,533,077	-	-
<b>PERSONNEL SERVICES</b>						
Staffing	120,120	128,820	150,884	157,735	-	-
Taxes	11,929	12,139	20,852	21,799	-	-
Health Insurance	45,236	41,316	53,435	53,435	-	-
Retirement	24,331	32,407	37,842	42,841	-	-
<b>Subtotal Personnel Services</b>	<b>201,616</b>	<b>214,682</b>	<b>263,013</b>	<b>275,810</b>	-	-
<b>MATERIALS AND SERVICES</b>						
Audit	4,140	3,342	4,275	7,600	-	-
Bank Charges-NSF	45	2,271	200	200	-	-
Chemicals	27,295	13,702	30,000	30,000	-	-
Contract Services	8,868	14,702	75,000	35,000	-	-
Dues	837	613	3,000	3,000	-	-
Engineering Services	13,276	2,549	20,000	20,000	-	-
Equipment Maintenance	1,187	1,840	2,000	2,000	-	-
Equipment Purchase	6,779	8,982	4,000	4,000	-	-
Equipment Rental/Lease	-	-	3,000	3,000	-	-
Insurance	7,795	8,200	8,500	8,500	-	-
Laboratory Analysis	2,834	1,917	5,000	5,000	-	-
Miscellaneous	1,171	246	2,000	2,000	-	-
Permits	75	900	1,000	1,000	-	-
Postage	12	-	600	600	-	-
Publications and Legal Notices	-	-	100	100	-	-
Refunds	198	1,130	500	500	-	-
Software Hosting Fees	-	3,499	7,236	7,236	-	-
Supplies	418	102	1,000	1,000	-	-
System Maintenance and Repair	54,572	44,396	45,000	45,000	-	-
Telephone	2,941	3,107	3,400	3,400	-	-
Travel and Training	1,318	-	3,000	3,000	-	-
Utilities	30,460	27,304	33,000	33,000	-	-
Vehicle Fuel and Maintenance	3,679	7,686	5,500	5,500	-	-
<b>Subtotal Materials &amp; Services</b>	<b>167,900</b>	<b>146,488</b>	<b>257,311</b>	<b>220,636</b>	-	-

Water

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	APPROVED	ADOPTED
	2018-19	2019-20	BUDGET	BUDGET	BUDGET	BUDGET
Water Fund -- continued			2020-21	2021-22	2021-22	2021-22
<b>CAPITAL OUTLAY</b>						
Equipment	-	-	7,500	-	-	-
Meters	-	-	-	-	-	-
Water Improvements	110,793	78,074	150,000	100,000	-	-
New Pump Station	-	-	100,000	-	-	-
Hospital Hill Waterline Replacement (IFA)	-	-	-	646,000	-	-
Transmission Line Upgrade Project	-	-	-	346,000	-	-
<b>Subtotal Capital Outlay</b>	<b>110,793</b>	<b>78,074</b>	<b>257,500</b>	<b>1,092,000</b>	-	-
<b>DEBT SERVICE</b>						
1980 Water Revenue P & I	5,877	-	-	-	-	-
1997 Water Revenue Bonds P & I	-	-	-	-	-	-
IFA Loan	42,381	-	125,000	125,000	-	-
<b>Subtotal Debt Service</b>	<b>48,258</b>	-	<b>125,000</b>	<b>125,000</b>	-	-
<b>TRANSFERS</b>						
To General Fund	-	100,000	-	-	-	-
To Reserve Fund	-	-	-	-	-	-
Equipment	12,263	12,263	3,200	3,200	-	-
<b>Subtotal Transfers</b>	<b>12,263</b>	<b>112,263</b>	<b>3,200</b>	<b>3,200</b>	-	-
<b>TOTAL EXPENDITURES</b>	<b>540,830</b>	<b>551,507</b>	<b>906,024</b>	<b>1,716,646</b>	-	-
<b>CONTINGENCY</b>	-	-	<b>100,000</b>	<b>100,000</b>	-	-
<b>TOTAL APPROPRIATED</b>	<b>540,830</b>	<b>551,507</b>	<b>1,006,024</b>	<b>1,816,646</b>	-	-
<b>RESERVE FOR FUTURE EXPENDITURE</b>						
TOTAL	723,308	871,321	370,553	341,431	-	-
<b>TOTAL</b>	<b>1,264,138</b>	<b>1,422,828</b>	<b>1,376,577</b>	<b>2,158,077</b>	-	-

1 - State mandated operating permits

Carry Forward

Carry Forward	2013	2014	2015	2016	2017	2018	2019	2020 Est	2021 Est	2022
	Ending	Ending	Ending	Ending	Ending	Ending	Ending	Ending	Ending	Prop Budget
GF	\$ 69,251	\$ 178,109	\$ 140,948	\$ 164,414	\$ 161,175	\$ 264,482	\$ 301,963	\$ 391,407	\$ 400,000	\$ 286,351
Reserve	\$ 16,418	\$ 16,418	\$ 16,418	\$ 16,418	\$ 16,418	\$ 96,915	\$ 121,914	\$ 114,496	\$ 108,300	\$ 117,300
Storm Drain	\$ 25,534	\$ 21,643	\$ 26,713	\$ 30,274	\$ 16,573	\$ 12,036	\$ 4,990	\$ 11,140	\$ 17,000	\$ 24,193
Street	\$ 61,978	\$ 73,098	\$ 70,645	\$ 83,970	\$ 84,244	\$ 95,378	\$ 112,466	\$ 113,736	\$ 110,000	\$ 58,790
SDC	\$ 181,811	\$ 192,139	\$ 192,139	\$ 203,419	\$ 235,357	\$ 246,657	\$ 308,316	\$ 847,464	\$ 1,601,217	\$ 1,699,062
Street										
Wastewater										
Water										
Wastewater	\$ (76,787)	\$ (86,458)	\$ (56,888)	\$ (15,356)	\$ (6,931)	\$ 2,988	\$ (1,508)	\$ 104,744	\$ 90,000	\$ 50,371
Water	\$ 293,741	\$ 278,356	\$ 143,648	\$ 141,725	\$ 389,367	\$ 587,803	\$ 723,308	\$ 871,321	\$ 625,000	\$ 341,431
<b>Total</b>	\$ 571,946	\$ 673,305	\$ 533,623	\$ 624,864	\$ 896,203	\$ 1,306,259	\$ 1,571,449	\$ 2,454,308	\$ 2,951,517	\$ 2,577,497
<b>Pool Account</b>	\$ 501,599	\$ 602,561	\$ 504,379	\$ 577,858	\$ 929,705	\$ 1,170,463	\$ 1,405,610	\$ 1,867,675		

**CITY OF ADAIR VILLAGE ANNUAL BUDGET**  
**FISCAL YEAR 20~~21~~-22**

**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	\$51,728	\$54,314	\$57,030	\$59,881	\$62,876	\$66,019
Assistant City Recorder	\$40,486	\$42,510	\$44,635	\$46,867	\$49,210	\$51,671
Utility/Court Clerk	\$32,973	\$34,622	\$36,353	\$38,171	\$40,079	\$42,083
Admin/Finance Assistant	\$32,973	\$34,622	\$36,353	\$38,171	\$40,079	\$42,083
Recreation Coordinator	\$34,292	\$36,006	\$37,807	\$39,697	\$41,682	\$43,766
Public Works Supervisor	\$51,438	\$54,010	\$56,711	\$59,546	\$62,524	\$65,650
Utility Worker III	\$42,806	\$44,947	\$47,194	\$49,554	\$52,031	\$54,633
Utility Worker II	\$36,566	\$38,395	\$40,314	\$42,330	\$44,447	\$46,669
Utility Worker I	\$26,528	\$27,854	\$29,247	\$30,709	\$32,245	\$33,857
Records Clerk	\$32,973	\$34,622	\$36,353	\$38,171	\$40,079	\$42,083
Assistant City Administrator	\$24.87	\$26.11	\$27.42	\$28.79	\$30.23	\$31.74
Assistant City Recorder	\$19.46	\$20.44	\$21.46	\$22.53	\$23.66	\$24.84
Utility/Court Clerk	\$15.85	\$16.65	\$17.48	\$18.35	\$19.27	\$20.23
Admin/Finance Assistant	\$15.85	\$16.65	\$17.48	\$18.35	\$19.27	\$20.23
Recreation Coordinator	\$16.49	\$17.31	\$18.18	\$19.09	\$20.04	\$21.04
Public Works Supervisor	\$24.73	\$25.97	\$27.26	\$28.63	\$30.06	\$31.56
Utility Worker III	\$20.58	\$21.61	\$22.69	\$23.82	\$25.02	\$26.27
Utility Worker II	\$17.58	\$18.46	\$19.38	\$20.35	\$21.37	\$22.44
Utility Worker I	\$12.75	\$13.39	\$14.06	\$14.76	\$15.50	\$16.28
Records Clerk	\$15.85	\$16.65	\$17.48	\$18.35	\$19.27	\$20.23



# Personnel by Fund

POSITION	FTE	Salary	Cost	GF-Admin	GF-Bldg	GF-Parks	GF-PPS	TOTAL-GF	SD	Sir	WW	W	TOTAL
<b>City Administrator</b>													
Salary	100.00%	\$ 116,400	\$ 116,400	\$ 64,020	-	-	\$ 5,820	\$ 69,840	\$ 2,910	-	\$ 8,730	\$ 34,920	\$ 116,400
Taxes		\$ 16,086	\$ 16,086	\$ 8,848	-	-	\$ 804	\$ 9,652	\$ 402	-	\$ 1,206	\$ 4,826	\$ 16,086
Health Insurance		\$ 23,968	\$ 23,968	\$ 13,182	-	-	\$ 1,198	\$ 14,381	\$ 599	-	\$ 1,798	\$ 7,190	\$ 23,968
Retirement Benefits		\$ 31,614	\$ 31,614	\$ 17,388	-	-	\$ 1,581	\$ 18,969	\$ 780	-	\$ 2,371	\$ 9,484	\$ 31,614
<b>Total</b>		\$ 188,068	\$ 188,068	\$ 103,438	-	-	\$ 9,403	\$ 112,841	\$ 4,702	-	\$ 14,105	\$ 56,420	\$ 188,068
<b>Utility/Court Clerk</b>													
Salary	100.00%	\$ 42,083	\$ 42,083	\$ 8,417	-	-	-	\$ 8,417	\$ 1,052	-	\$ 9,469	\$ 23,146	\$ 42,083
Taxes		\$ 5,816	\$ 5,816	\$ 1,163	-	-	-	\$ 1,163	\$ 145	-	\$ 1,309	\$ 3,199	\$ 5,816
Health Insurance		\$ 21,064	\$ 21,064	\$ 4,213	-	-	-	\$ 4,213	\$ 527	-	\$ 4,740	\$ 11,585	\$ 21,064
Retirement Benefits		\$ 11,430	\$ 11,430	\$ 2,286	-	-	-	\$ 2,286	\$ 286	-	\$ 2,572	\$ 6,286	\$ 11,430
<b>Total Salary</b>		\$ 80,394	\$ 80,394	\$ 16,079	-	-	-	\$ 16,079	\$ 2,010	-	\$ 18,089	\$ 44,217	\$ 80,394
<b>Finance Clerk</b>													
Salary	60.00%	\$ 40,079	\$ 24,048	\$ 3,607	-	-	-	\$ 3,607	\$ 601	\$ 1,202	\$ 6,113	\$ 12,024	\$ 24,048
Taxes		\$ 3,323	\$ 3,323	\$ 499	-	-	-	\$ 499	\$ 83	\$ 166	\$ 914	\$ 1,662	\$ 3,323
Health Insurance		\$ -	\$ -	\$ -	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retirement Benefits		\$ 6,531	\$ 6,531	\$ 980	-	-	-	\$ 980	\$ 163	\$ 327	\$ 1,796	\$ 3,266	\$ 6,531
<b>Total Salary</b>		\$ 33,902	\$ 33,902	\$ 5,085	-	-	-	\$ 5,085	\$ 848	\$ 1,695	\$ 9,323	\$ 16,951	\$ 33,902
<b>Rec Coordinator</b>													
Salary	40.00%	\$ 36,006	\$ 14,403	\$ -	-	\$ 14,403	-	\$ 14,403	\$ -	-	\$ -	\$ -	\$ 14,403
Taxes		\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	\$ -
Health Insurance		\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	\$ -
Retirement Benefits		\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	\$ -
<b>Total Salary</b>		\$ 14,403	\$ 14,403	\$ -	-	\$ 14,403	-	\$ 14,403	\$ -	-	\$ -	\$ -	\$ 14,403
<b>Public Works Supervisor</b>													
Salary	100.00%	\$ 65,650	\$ 65,650	\$ -	-	\$ -	-	\$ -	\$ 3,282	\$ 6,565	\$ 16,412	\$ 39,390	\$ 65,650
Taxes		\$ 9,073	\$ 9,073	\$ -	-	\$ -	-	\$ -	\$ 454	\$ 907	\$ 2,268	\$ 5,444	\$ 9,073
Health Insurance		\$ 18,123	\$ 18,123	\$ -	-	\$ -	-	\$ -	\$ 906	\$ 1,812	\$ 4,531	\$ 10,874	\$ 18,123
Retirement Benefits		\$ 17,831	\$ 17,831	\$ -	-	\$ -	-	\$ -	\$ 892	\$ 1,783	\$ 4,458	\$ 10,698	\$ 17,831
<b>Total</b>		\$ 110,676	\$ 110,676	\$ -	-	\$ -	-	\$ -	\$ 5,534	\$ 11,068	\$ 27,669	\$ 66,405	\$ 110,676
<b>Public Works III</b>													
Salary	100.00%	\$ 49,554	\$ 49,554	\$ -	-	\$ -	-	\$ -	\$ 2,478	\$ 4,955	\$ 14,866	\$ 27,255	\$ 49,554
Taxes		\$ 6,848	\$ 6,848	\$ -	-	\$ -	-	\$ -	\$ 342	\$ 685	\$ 2,054	\$ 3,767	\$ 6,848
Health Insurance		\$ 23,786	\$ 23,786	\$ -	-	\$ -	-	\$ -	\$ 1,189	\$ 2,379	\$ 7,136	\$ 13,082	\$ 23,786
Retirement Benefits		\$ 13,459	\$ 13,459	\$ -	-	\$ -	-	\$ -	\$ 673	\$ 1,346	\$ 4,038	\$ 7,402	\$ 13,459
<b>Total</b>		\$ 93,647	\$ 93,647	\$ -	-	\$ -	-	\$ -	\$ 4,682	\$ 9,365	\$ 28,094	\$ 51,506	\$ 93,647
<b>Public Works II</b>													
Salary	100.00%	\$ 46,669	\$ 46,669	\$ -	-	\$ 14,001	-	\$ 14,001	\$ 2,333	\$ 2,333	\$ 7,000	\$ 21,001	\$ 46,669
Taxes		\$ 6,450	\$ 6,450	\$ -	-	\$ 1,935	-	\$ 1,935	\$ 322	\$ 322	\$ 967	\$ 2,902	\$ 6,450
Health Insurance		\$ 23,786	\$ 23,786	\$ -	-	\$ 7,136	-	\$ 7,136	\$ 1,189	\$ 1,189	\$ 3,568	\$ 10,704	\$ 23,786
Retirement Benefits		\$ 12,675	\$ 12,675	\$ -	-	\$ 3,803	-	\$ 3,803	\$ 634	\$ 634	\$ 1,901	\$ 5,704	\$ 12,675
<b>Total</b>		\$ 89,580	\$ 89,580	\$ -	-	\$ 26,874	-	\$ 26,874	\$ 4,479	\$ 4,479	\$ 13,437	\$ 40,311	\$ 89,580
<b>Parks Summer Program Coordinator Asst.</b>													
Salary	30.00%	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	\$ -
Taxes		\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	\$ -
Health Insurance		\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	\$ -
Retirement Benefits		\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	\$ -
<b>Total</b>		\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	\$ -
<b>Health Insurance</b>													
Salary		\$ 358,806	\$ 358,806	\$ 76,044	\$ -	\$ 28,403	\$ 5,820	\$ 110,267	\$ 12,657	\$ 15,056	\$ 63,091	\$ 157,735	\$ 358,806
Taxes		\$ 47,597	\$ 47,597	\$ 10,509	\$ -	\$ 1,935	\$ 804	\$ 13,248	\$ 1,749	\$ 2,081	\$ 8,719	\$ 21,799	\$ 47,597
Health Insurance		\$ 110,727	\$ 110,727	\$ 17,395	\$ -	\$ 7,136	\$ 1,198	\$ 25,729	\$ 4,411	\$ 5,380	\$ 17,771	\$ 53,435	\$ 110,727
Retirement Benefits		\$ 93,540	\$ 93,540	\$ 20,654	\$ -	\$ 3,803	\$ 1,581	\$ 26,037	\$ 3,438	\$ 4,089	\$ 17,135	\$ 42,841	\$ 93,540

## Personnel by Fund

POSITION	FTE	Salary	Cost	GF-Admin	GF-Bldg	GF-Parks	GF-PS	TOTAL-GF	SD	Str	WW	W	TOTAL
TOTAL	500.00%	\$ 610,670	\$ 610,670	\$ 124,602	\$ -	\$ 41,277	\$ 9,403	\$ 175,282	\$ 22,254	\$ 26,606	\$ 110,717	\$ 275,810	\$ 610,670
		Salary \$ 610,670		7.81% 7.81%		6.76% 6.76%	1.54% 1.54%	28.87% 28.87%	3.63% 3.63%	4.34% 4.34%	18.13% 18.13%	45.23% 45.23%	100.00%
		Taxes 12.46% 12.46%		2.02% 2.02%		2.48% 2.48%	0.31% 0.31%	4.34% 4.34%	3.63% 3.63%	4.34% 4.34%	18.13% 18.13%	45.23% 45.23%	100.00%
		Health Insurance 10.00% 10.00%		1.63% 1.63%		2.02% 2.02%	0.26% 0.26%	3.63% 3.63%	3.02% 3.02%	3.63% 3.63%	14.88% 14.88%	36.54% 36.54%	100.00%
		Retirement Benefits 20.00% 20.00%		4.06% 4.06%		5.17% 5.17%	0.52% 0.52%	8.87% 8.87%	8.11% 8.11%	10.00% 10.00%	41.76% 41.76%	100.00%	100.00%