

**LOWELL CITY COUNCIL
REGULAR MEETING
TUESDAY, MAY 15, 2018 AT 7:00 P.M.
Lowell City Hall, 107 East 3rd Street, Lowell, Oregon**

Please silence your cell phones as a courtesy to everyone

Call to Order/Roll Call/Pledge

Councilors: Mayor Bennett ____ Burford ____ Osgood ____ Angelini ____ Harris ____

Approval of Agenda

Consent Agenda: Council members may request an item be removed from the Consent Agenda to be discussed as the first business item of the meeting.

Minutes – City Council Regular Meeting – April 17, 2018

Voucher Directory – May 15, 2018

Public Comments: Speakers will be limited to three (3) minutes. The Council may ask questions, but will not engage in discussion or make decisions based on public comment at this time. The Mayor may direct the City Administrator to follow up on comments received. When called, please state your name and address for the record. Direct all comments to the Council through the Mayor.

Council Comments (three minutes per speaker)

All speakers are expected to be polite, courteous, and respectful when making their comments. Personal attacks, insults, profanity, and inflammatory comments will not be permitted.

Reports of the City Administrator:

City Administrator Report

Financial Report

Police Report

Public Works Report

Draft Committee Minutes

Business Meeting: Items Removed from Consent Agenda

Old Business

New Business:

1. St. Vincent de Paul Contract Amendment – Discussion/Possible Action
2. Committee Appointments – Discussion/Possible Action
3. UO Community Service Center Contract for Parks & Recreation Master Plan – Discussion/Possible Action
4. LCOG Contract for Downtown Master Plan – Discussion/Possible Action
5. Resolution 696 – Transportation Growth Management Grant Application – Discussion/Possible Action
6. Housing Needs Analysis Grant Application – Discussion/Possible Action

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Joyce Donnell at 541-937-2157.

Other Business

Mayor Comments

Community Comments: Limited to two (2) minutes if prior to 9:30 PM

Adjourn

Future Meetings / Dates to Remember:

05-17-18	Municipal Court at 7 PM at City Hall
06-04-18	Economic Development Committee Meeting at 6:30 PM at City Hall
06-04-18	Downtown Master Plan Steering Committee Meeting at 7 PM at City Hall
06-05-18	City Council Meeting (Budget Hearing), followed by Work Session at 7 PM at City Hall
06-07-18	Parks & Recreation Committee Meeting at 6 PM at City Hall
06-12-18	Blackberry Jam Festival Committee Meeting at 7 PM at City Hall
06-12-18	Lowell Rural Fire Protection District Board Meeting at 7 PM at Lowell Fire Station
06-19-18	City Council Meeting at 7 PM at City Hall
06-25-18	Lowell School District Board Meeting at 7 PM at Lundy School in PDC

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Joyce Donnell at 541-937-2157.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 11, 2018
SUBJECT: Consent Agenda

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

The Consent Agenda for the May 15, 2018 City Council meeting includes the minutes for the Executive Session and Regular City Council Meeting on April 17, 2018 and the Voucher Directory for May 15, 2018.

FISCAL IMPACT:

1. City Council Executive/Regular Meeting Minutes – April 17, 2018 – No fiscal impact.
2. Voucher Directory – May 15, 2018– Includes expenditures that were approved during the annual budget process. Items above the purchasing threshold of the City Administrator or Department Head are presented to the City Council for prior approval.

COURSES OF ACTION:

1. Motion to approve the consent agenda as presented.
2. Motion to remove an item from the consent agenda and place on the Business Meeting for additional review, discussion or amendment.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. City Council Executive Session and Regular Meeting Minutes – April 17, 2018
2. Voucher Directory – May 15, 2018

City of Lowell, Oregon
Minutes of the City Council Executive Session, and Regular Session
April 17, 2018

Executive Session

The Executive Session was called to order at 6:35 PM by Mayor Bennett.

Members Present: Mayor Don Bennett, Jim Burford, Maggie Osgood, Gail Harris, Patricia Angelini

Executive Session: ORS 192.660(2)(f)- To consider information or records that are exempt by law for public inspection.

The Executive Session was adjourn: 6:53 PM

Regular Session

The Regular Session was called to order at 7:02 PM by Mayor Bennett.

Members Present: Mayor Don Bennett, Jim Burford, Maggie Osgood, Gail Harris, Patricia Angelini

Consent Agenda: Councilor Burford move to approve consent agenda, second by Councilor Angelini. PASS 5:0

Public Comments: None

Council Comments: None

City Administrators Report: CA Cobb reported on the following topics: Third-Party Building Inspection Program, RAIN Oregon Entrepreneur Survey, LOC Regional Meetings, Lowell Beautification Day, Project Updates, and League of Oregon Cities Highlights.

Financial Report: March Financial Report provided in packet.

Police Report: March report provided in packet.

Public Works Report: Max Baker, Public Works Director presented written report provided in packet. He reported on vandalism and other issues occurring in the City Parks, working on installing security cameras, new water meters have been installed on North and South Alder, and beginning on West Main Street. Code Enforcement report.

Draft Committee Minutes: Minutes for Blackberry Jam Festival Committee, Parks & Recreation Committee and Economic Development Committee provided in packet.

Old Business:

- **Utility Bill Adjustment Request** – CA presented the case for a customer who had a substantial water leak, and her request for an adjustment. Customer was unable to be present for meeting. Councilor Osgood read a statement for the record in support of the customer.
- Councilor Osgood move to approve an adjustment to account #1184 due to water supply leak of \$4379.76, second by Mayor Bennett. PASS 4:1 Councilor Burford opposed.**

New Business:

- **Committee Appointments** – CA presented two volunteer applications for BBJ Festival Committee. **Councilor Angelini move to appoint the following residents to the BBJ Festival Committee: Aaron Graham to Position 2, and Timarion Stratis to Position 5, second by Councilor Burford. PASS 5:0**
- **Staff Credit Card Limit Increase** – CA presented request for increase in credit card limit and a card for CA. **Councilor Burford move to approve the request of issuance of three credit cards from Banner Bank with an individual credit limit of \$2,500 and combined limit of \$7,500, with cards issued to Jared Cobb, Joyce Donnell, and Max Baker, second by Councilor Harris. PASS 5:0**
- **Community Grant Program Applications** – CA presented applications from Dexter Lake Farmers Market, and Pine Needler Quilt Group, as recommended by the Economic Development Committee. **Councilor Burford move to approve the FY 2017-18 Community Grant Program request of \$1,023.07 for the Dexter Lake Farmers Market, second by Councilor Angelini. PASS 5:0 Councilor Angelini move to approve the FY 2017-18 Community Grant Program request of \$1,800 for the Pine Needlers Quilt Group, second by Councilor Osgood. PASS 4:1 Councilor Burford opposed.**
- **Resolution 694 – Deferral of System Development Charges** – CA presented Resolution which would defer SDC payments for up to 18 months, change of ownership of the developed property, refinancing of a construction loan, or issuance of a certificate of occupancy, whichever comes first. The agreement would allow the City to lien the property until SDC's are paid. **Councilor Burford move to approve Resolution 694 authorizing the deferral of system development charges, second by Councilor Harris. PASS 5:0**
- **Resolution 695 – Budget Transfers** – CA presented Resolution to complete all of the budgeted transfers. **Councilor Harris move to approve Resolution 695, as written, second by Councilor Angelini. PASS 5:0**
- **Lowell School District Summer Recreation Program Support** – CA presented Parks and Recreation Committee recommendation for \$2,000 to support the 2018 Summer Recreation Program. **Councilor Osgood move to approve \$2,000 for the Lowell School District Summer Recreation Program, second by Councilor Harris. PASS 5:0**
- **Liquor License Renewal Application** – CA presented OLCC list for renewals. No recommendation was provided.
- **DLCD Grant Agreement for Downtown Master Plan** – CA presented Economic Development Committees recommendation for approval of agreement for a \$30,000 grant from the Department of Land Conservation and Development. **Councilor Angelini move to approve the grant agreement for the Downtown Master Plan with the Department of Land Conservation and Development and authorize the City Administrator to sign the agreement, second by Councilor Harris. PASS 5:0**
- **Downtown Master Plan Project Consultant** – CA presented recommendation from Economic Development Committee to request a proposal from the Lane Council of Governments, for a planning consultant for the development of the Downtown Master Plan. **Councilor Angelini move to request a proposal from the Lane Council of Governments for the development of the Lowell Downtown Master Plan, second by Councilor Harris. PASS 5:0**

Other Business: None

Mayor Comments: Mayor reported on the meeting with Lane Act Committee.

Community Comments: Hall O'Regan 62 E 3rd St., commented on the Lowell School District Summer Rec Program, has encouraged families from surrounding Cities to move here. Brian White, District Manager of Sanipac, commented on the integrity of the Council in the way they handled the water leak issue, kudo's to everyone. The scheduled Work Session to follow, was canceled.

Adjourn: 8:19 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jared Cobb, City Recorder

Date

DRAFT



Voucher Directory

Fiscal : 2017-2018 - May 2018
Council Date : All

Vendor	Number	Reference	Account Number	Description	Amount
Beyer, Amber				2017-2018 - May 2018 - 1st Council	
	14752	Invoice - Dep Refund 456 E 1st St.			
			030-000-2020	Utility Deposits	\$60.00
		Total Invoice - Dep Refund 456 E 1st St.			\$60.00
	Total 14752				\$60.00
Total Beyer, Amber					\$60.00
Cascade Columbia				2017-2018 - May 2018 - 1st Council	
	14743	Invoice - 716763, 720242			
			030-100-6720	Chemicals & Lab Supplies	\$1,553.92
		Total Invoice - 716763, 720242			\$1,553.92
	Total 14743				\$1,553.92
Total Cascade Columbia					\$1,553.92
Century Link				2017-2018 - May 2018 - 1st Council	
	14758	Invoice - May 20, 2018			
			010-100-6440	Telephone Services	\$138.78
			030-100-6435	Internet Services	\$70.00
			030-100-6440	Telephone Services	\$232.99
			040-100-6440	Telephone Services	\$72.58
		Total Invoice - May 20, 2018			\$514.35
	Total 14758				\$514.35
Total Century Link					\$514.35
City of Lowell				2017-2018 - May 2018 - 1st Council	
	14744	Invoice - 4/27/2018			
			010-100-6420	Water Services	\$23.83
			010-100-6425	Sewer Services	\$42.60
			010-120-6420	Water Services	\$56.43
			010-120-6425	Sewer Services	\$113.62
			010-150-6420	Water Services	\$7.95
			010-150-6425	Sewer Services	\$14.21
			030-100-6420	Water Services	\$35.71
			030-100-6425	Sewer Services	\$56.81

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-6420	Water Services	\$681.82
			040-100-6425	Sewer Services	\$511.29
		Total Invoice - 4/27/2018			\$1,544.27
	Total 14744				\$1,544.27
Total City of Lowell					\$1,544.27
Cobb, Jared					
	14745			2017-2018 - May 2018 - 1st Council	
		Invoice - Reimb Budget binders			
			010-100-6130	Office Supplies/Equipment	\$29.99
		Total Invoice - Reimb Budget binders			\$29.99
	Total 14745				\$29.99
	14753			2017-2018 - May 2018 - 1st Council	
		Invoice - Reimburs Beautification BBQ food			
			010-120-6190	Miscellaneous Expenses	\$171.73
		Total Invoice - Reimburs Beautification BBQ food			\$171.73
	Total 14753				\$171.73
Total Cobb, Jared					\$201.72
J & K Auto Repair Inc.					
	14746			2017-2018 - May 2018 - 1st Council	
		Invoice - 42638			
			030-100-6224	Equipment Repair & Maintenance	\$782.08
		Total Invoice - 42638			\$782.08
	Total 14746				\$782.08
Total J & K Auto Repair Inc.					\$782.08
Lane Council of Governments					
	14754			2017-2018 - May 2018 - 1st Council	
		Invoice - 68457			
			010-150-6022	IT Services	\$223.27
		Total Invoice - 68457			\$223.27
	Total 14754				\$223.27
Total Lane Council of Governments					\$223.27
Lane Electric Cooperative					
	14747			2017-2018 - May 2018 - 1st Council	
		Invoice - 54/24/2018			
			010-100-6430	Electricity Services	\$160.92
			010-120-6430	Electricity Services	\$46.50
			010-150-6430	Electricity Services	\$53.64
			010-170-6226	Covered Bridge Maintenance	\$56.98
			012-100-6430	Electricity Services	\$1,292.93
			030-100-6430	Electricity Services	\$1,064.50

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-6430	Electricity Services	\$2,057.66
		Total Invoice - 54/24/2018			\$4,733.13
	Total 14747				\$4,733.13
Total Lane Electric Cooperative					\$4,733.13
Nichols Layli					
	14755			2017-2018 - May 2018 - 1st Council	
		Invoice - Apr. 2018			
			010-100-6014	Financial Services	\$198.25
			012-100-6014	Financial Services	\$66.08
			030-100-6014	Financial Services	\$198.25
			040-100-6014	Financial Services	\$198.25
		Total Invoice - Apr. 2018			\$660.83
	Total 14755				\$660.83
Total Nichols Layli					\$660.83
Northwest Code Professionals					
	14756			2017-2018 - May 2018 - 1st Council	
		Invoice - 1939			
			010-140-6524	Building Permit Costs	\$1,874.89
			010-140-6525	Electrical Permit Costs	\$75.00
		Total Invoice - 1939			\$1,949.89
	Total 14756				\$1,949.89
Total Northwest Code Professionals					\$1,949.89
SaniPac					
	14757			2017-2018 - May 2018 - 1st Council	
		Invoice - 2866625			
			010-100-6445	Refuse Services	\$7.14
			010-120-6445	Refuse Services	\$21.42
			010-150-6445	Refuse Services	\$7.14
			030-100-6445	Refuse Services	\$17.85
			040-100-6445	Refuse Services	\$17.85
		Total Invoice - 2866625			\$71.40
	Total 14757				\$71.40
Total SaniPac					\$71.40

Vendor	Number	Reference	Account Number	Description	Amount
U.S. Equipment Finance	14759			2017-2018 - May 2018 - 1st Council	
		Invoice - 356814715			
			010-100-6024	Copier Contract	\$147.98
		Total Invoice - 356814715			\$147.98
	Total 14759				\$147.98
Total U.S. Equipment Finance					\$147.98
VanMastricht, William & Nida	14748			2017-2018 - May 2018 - 1st Council	
		Invoice - 1531.0 Dep. Refund			
			030-000-2020	Utility Deposits	\$84.58
		Total Invoice - 1531.0 Dep. Refund			\$84.58
	Total 14748				\$84.58
Total VanMastricht, William & Nida					\$84.58
Verizon Wireless	14749			2017-2018 - May 2018 - 1st Council	
		Invoice - 9805878573			
			010-100-6440	Telephone Services	\$37.74
			030-100-6440	Telephone Services	\$37.74
			040-100-6440	Telephone Services	\$37.74
		Total Invoice - 9805878573			\$113.22
	Total 14749				\$113.22
Total Verizon Wireless					\$113.22
Vision Municipal Solutions	14750			2017-2018 - May 2018 - 1st Council	
		Invoice - 09-6200			
			010-100-6022	IT Services	\$139.61
			012-100-6022	IT Services	\$46.53
			030-100-6022	IT Services	\$139.61
			040-100-6022	IT Services	\$139.61
		Total Invoice - 09-6200			\$465.36
	Total 14750				\$465.36
Total Vision Municipal Solutions					\$465.36
Grand Total		Vendor Count	15		\$13,106.00

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 11, 2018
SUBJECT: City Administrator Report

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

The attached City Administrator Report is for the period of April 14 – May 11. The report covers the following topics: Committee Report, Third-Party Building Inspection Program, Regards to Rural Conference, Lowell Beautification Day, Performance Reviews, Project Updates, and League of Oregon Cities Highlights.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

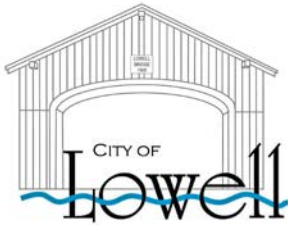
This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. City Administrator Report



City Administrator's Office
P.O. Box 490 Lowell, OR 97452
Phone: 541-937-2157
Fax: 541-937-2936
Email: jcobb@ci.lowell.or.us

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 11, 2018
SUBJECT: City Administrator Report

Committee Report

Our advisory committees have completed work plans for the 2018 year and started many activities and projects. A summary of activities and projects is included in the attached Committee Report.

3rd Party Building Inspection Program

As anticipated, the Department of Business and Consumer Services, Building Codes Division, adopted new rules regarding 3rd party inspection programs. The new rules, as far as I am aware, were adopted without soliciting any public comment. The first communication that I received is from the attached email dated April 25, which explains the newly adopted rules. BCD has provided cities that are up for renewal July 1 with formal notice that their building programs will not be reauthorized and gave them 30 days to make alternative arrangements, which includes sharing inspectors with up to two other municipalities, forming a special service district, utilizing the services of Lane County or the State. Notably, they are prohibiting councils of governments, such as LCOG, from providing these services. The City of Lowell is not up for reauthorization until 2021, however, as stated in the email they anticipate issuing additional letters of noncompliance by December 31.

Regards to Rural Conference

Rural Development Initiatives (RDI) offered me a scholarship to attend their Regards to Rural Conference in Portland May 19-20. The conference will bring together attendees from rural and urban places to find solutions to benefit rural communities. I plan to attend and will provide the Economic Development Committee with materials and a report.

Lowell Beautification Day

The 2018 Lowell Beautification Day was a great success. We had 43 volunteers that painted the two covered bridges, cleaned up Paul Fisher Park and Rolling Rock Park, provided curbside pickup service of large household items, and helped residents unload items into the dumpsters and yard waste containers. All three containers were filled by the end of the event. A special thank you to the Lowell School District, Bridge Charter Academy, and the Lowell Fire District for their support of the event!

Performance Reviews

Annual performance reviews have been completed for all staff. The average score was 3.6 out of 5.0. Each evaluation included a summary of strengths, weaknesses, and recommendations for improvement. A copy of the evaluation tool is attached for your reference.

Based on these evaluations and Personnel Manual, a step increase will be recommended in the Proposed Budget for each employee. All salary increases are contingent on funding availability and inclusion in the Adopted Budget. If included, I will prepare a resolution in June that provides these step increases for consideration by the City Council.

Project Updates

- *Downtown Master Plan* – The consultant agreement with LCOG is on the agenda for consideration. Applications have been received for Downtown Master Plan Steering Committee and are also included for consideration. If approved, the project will start late May, with an introductory steering committee meeting scheduled for May 4 at 7:00 p.m.
- *Parks and Recreation Master Plan* – The consultant agreement with the UO Community Service Center is on the agenda for consideration. Applications have been received for Parks and Recreation Master Plan Steering Committee and are also included for consideration. If approved, the project will start late May, with the first steering committee meeting tentatively scheduled for May 7 at 7:00 p.m.
- *Financial Software* – No update. Staff has submitted Utility Billing and General Ledger data and working towards a go-live date of July 1.
- *Municipal Code* – Staff has reviewed the draft of the municipal code and returned to Municode. We are currently waiting to hear back on the go-live date.
- *Irrigation Systems* – The project to repair the irrigation system in Paul Fisher Park requires a minimum of three quotes. Specifications are being prepared and will be sent to irrigation contractors. They will also be posted on the City’s website under Bids/RFPs. The goal is to provide a recommendation to the City Council at the next regular meeting for consideration. Staff continues to work on the land acquisition issues for the Rolling Rock Park irrigation project.

League of Oregon Cities Highlights

League Publishes Model Email and Social Media Policy – A new LOC publication, the “Model Email and Social Media Policy,” is now available to assist cities with the development of their own email and social media policies. The model policy: establishes guidelines for the use of city-provided email services; addresses the use of official city social media accounts; and assists in the compliance with the Oregon Public Records Law, and the avoidance of protected free speech violations.

Building Codes Division Enacts New Rules – The Oregon Building Codes Division (BCD) sent letters Monday (April 22) to local jurisdictions that are scheduled for renewal of their building inspection program. The letters indicate the need to show compliance with new rules implemented by the BCD based on advice from the Oregon Department of Justice.

The rules change how local programs are staffed and the qualifications for building officials. In particular, local programs will have to designate a government employee as a city's building official, and the city must have a certified electrical inspector on staff or under a contract with another municipality. If an employee is shared between municipalities, the employee cannot provide services to more than three cities. If four or more jurisdictions want to jointly appoint a single person, they will have to work with the state to create a "regional service area."

In addition to these new programmatic changes, the person appointed as a local building official must be certified as a building official and an A-level structural inspector. Prior to the new rules, a building official was not required to hold an inspectors license to oversee an inspection program.

The League is reviewing the rules and determining how to address the significant concerns raised by these new requirements. This includes providing assistance to cities that are either interested in potential litigation or complying with the new rules.

Cities Required to Account for Bridge and Pavement Conditions – As the League has previously reported, one of the accountability measures contained in HB 2017, the transportation package enacted last year, is the requirement that cities participate in a biennial reporting exercise relating to the condition of roads and bridges in Oregon. The League has been working with the Oregon Department of Transportation (ODOT) on a simple reporting methodology that will allow cities to comply with this requirement in a manner that is low cost and not labor-intensive.

Today, the League is sending an email to mayors, city managers, public works directors and city street officials in all 241 cities in Oregon, explaining the process that will be used to comply with these reporting requirements.

While reporting deadlines are not until January 2019, it is important for cities to understand the process now and begin to formulate plans for compliance. Actual pavement condition reports will only be required of cities with streets on the federal-aid highway system, but cities not owning facilities on that system will nevertheless be required to submit a form to confirm their status.

The League and ODOT will be in regular communication with cities during the course of 2018 to remind them of their obligation and to answer questions.

Registration Open for Regional Housing Workshops – The League is joining the Association of Oregon Counties (AOC) and the Oregon Housing and Community Services Department (OHCS) to present eight housing workshops across the state over the next two months. Workshops will be tailored to identified needs and interests of each region.

The League, AOC and OHCS reviewed research, held conversations, and investigated local efforts to address the shortage of housing units being developed statewide. Using that information, tailored agendas are being developed that will focus on regionally-shared concerns and provide the success stories from neighboring communities. Along with the region-specific

program, there will be a resource fair open during the workshop to put attendees in touch with partners and tools that can assist with housing development.

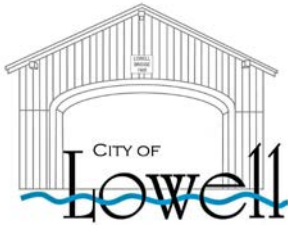
Using the information collected before and during the workshop, the League, AOC and OHCS will be creating a new technical assistance opportunity to provide direct community support. In addition, these workshops will be used to facilitate conversations between counties and cities to identify areas for future efforts and policy issues needing statewide solutions.

Below are the workshop dates and locations.

- May 14 - John Day
- May 15 - Hermiston
- May 30 - Madras
- June 5 - Coos Bay
- June 6 - Medford
- June 7 - Cottage Grove
- June 12 - Salem
- TBD – Tillamook

Any representative of a city is welcome to attend. There is a cost of \$15 per person.

***Please let me know if you are interested in attending one of these workshops and I will get you registered. I plan to attend the workshop in Cottage Grove. ***



City Administrator's Office
P.O. Box 490 Lowell, OR 97452
Phone: 541-937-2157
Fax: 541-937-2936
Email: jcobb@ci.lowell.or.us

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 11, 2018
SUBJECT: Quarterly Committee Report

The following is a review of the activities for each committee from January to date.

Economic Development

- Continues to work on a Branding and Marketing Plan.
- Recommended an SDC Deferment Policy.
- Received an update on building permit activity.
- Recommended the creation of a Downtown Master Plan Steering Committee.
- Recommended approval of community grants to the Dexter Lake Farmers Market and the Pineneedlers Quilt Group.
- Reviewed the grant agreement for the Downtown Master Plan and recommended approval.
- Recommended contracting with the Lane Council of Governments to serve as project consultant for the Downtown Master Plan.
- Received a presentation from Jackie Mikalonis with Oregon Regional Solutions.
- Reviewed a proposal from Rural Development Initiatives (RDI) regarding the development of a regional economic development organization or chamber of commerce.
- Discussed incentives to promote the development of affordable housing.

Planning Commission

- Processed two land use applications; a site plan review for a multi-family development with four units, and a property line adjustment and variance.

Parks and Recreation Committee

- Discussed and recommended security cameras for parks facilities to deter vandalism.
- Reviewed UO Proposal for the Parks and Recreation Master Plan; recommended using the UO Community Service Center to serve as project consultant and approved the scope of work.
- Received a presentation from the Lowell School District on their Summer Recreation Program and recommended a donation of \$2,000 to support the program.
- Recommended the creation of a Parks and Recreation Master Plan Steering Committee.
- Completed planning for the 2018 Lowell Beautification Day.
- Completed planning for the 2018 Yard of the Month Program.

- Started planning for the 2018 Holiday Tree Lighting and Boat Parade.
- Discussed repairs to the caboose in Rolling Rock Park.

Library Committee

- Received an update on the computer lab and software improvements.
- Approved an application for new library volunteers.
- Completed planning for the spring book sale.
- Recommended starting a monthly senior program to start in May.
- Hosted the first senior program, entitled “Senior Moments”, which included refreshments, discussion, and the film Oregon Splendor.

Blackberry Jam Festival Committee

- The Committee continues to plan for the event and is seeking volunteers for the 2018 Blackberry Jam Festival.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 11, 2018
SUBJECT: Monthly Financial Report

DISCUSSION
 ACTION
 RESOLUTION
 ORDINANCE
 PROCLAMATION
 REPORT

SUMMARY:

The Monthly Financial Report for April is attached for your review.

FISCAL IMPACT:

None.

COURSES OF ACTION:

This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. April Revenue and Expenditure reports



Revenue

Starting Account Number: 010-025-4012 Property Taxes - Current
 Ending Account Number: 060-025-4930 Transfer from Water Fund
 Period: 2017-2018 - April 2018
 Printing: Full
 Non Activity Accounts: Hide
 Balance Records: Hide
 Investment Records: Hide
 Operation Totals: Hide

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
GENERAL FUND REVENUES						
010-025-4012	Property Taxes - Current	\$0.00	\$133,972.81	\$133,941.00	100.02 %	(\$31.81)
010-025-4014	Property Taxes - Prior	\$0.00	\$1,829.17	\$2,140.00	85.48 %	\$310.83
010-025-4052	Interest Earned	\$0.00	\$3,006.44	\$522.00	575.95 %	(\$2,484.44)
010-025-4132	State Revenue Sharing	\$2,472.06	\$7,113.20	\$9,202.00	77.30 %	\$2,088.80
010-025-4134	Cigarette Tax	\$0.00	\$737.58	\$1,200.00	61.47 %	\$462.42
010-025-4136	Liquor Tax	\$1,224.79	\$13,961.26	\$16,055.00	86.96 %	\$2,093.74
010-025-4152	Tourism Grant	\$0.00	\$9,002.69	\$8,739.00	103.02 %	(\$263.69)
010-025-4154	Library Summer Reading Program Grant	\$0.00	\$1,000.00	\$1,000.00	100.00 %	\$0.00
010-025-4225	Loan Proceeds	\$0.00	\$0.00	\$50,000.00	0.00 %	\$50,000.00
010-025-4310	Cable Franchise Fees	\$0.00	\$1,437.38	\$1,400.00	102.67 %	(\$37.38)
010-025-4312	Electric Franchise Fees	\$0.00	\$47,774.81	\$44,026.00	108.51 %	(\$3,748.81)
010-025-4314	Garbage Franchise Fees	\$0.00	\$0.00	\$600.00	0.00 %	\$600.00
010-025-4316	Telecom Franchise Fees	\$0.00	\$2,457.63	\$2,500.00	98.31 %	\$42.37
010-025-4352	Land Use/ Development	\$0.00	\$868.00	\$4,000.00	21.70 %	\$3,132.00
010-025-4354	Permits & Variances	\$0.00	\$530.00	\$100.00	530.00 %	(\$430.00)
010-025-4356	Building Permit Fees	\$1,992.48	\$25,226.89	\$18,410.00	137.03 %	(\$6,816.89)
010-025-4358	Electrical Permit Fees	\$112.00	\$2,888.12	\$4,482.00	64.44 %	\$1,593.88
010-025-4360	Dog Licenses	\$48.00	\$574.00	\$300.00	191.33 %	(\$274.00)
010-025-4415	Library Revenue	\$25.40	\$476.33	\$1,000.00	47.63 %	\$523.67
010-025-4417	Lien Searches	\$60.00	\$410.00	\$400.00	102.50 %	(\$10.00)
010-025-4421	SDC/CET Admin Fee	\$259.95	\$2,384.70	\$1,000.00	238.47 %	(\$1,384.70)
010-025-4511	Park Reimbursement SDC	\$47.00	\$378.00	\$343.00	110.20 %	(\$35.00)
010-025-4625	Municipal Court Revenue	\$300.00	\$1,830.00	\$3,000.00	61.00 %	\$1,170.00
010-025-4752	Reimbursement Revenue	\$0.00	\$1,292.83	\$5,000.00	25.86 %	\$3,707.17
010-025-4820	BBJ Fund Payment	\$0.00	\$500.00	\$500.00	100.00 %	\$0.00
010-025-4852	Miscellaneous Revenue	\$45.00	\$1,268.15	\$2,000.00	63.41 %	\$731.85
Total REVENUES		\$6,586.68	\$260,919.99	\$311,860.00	83.67 %	\$50,940.01
Total GENERAL FUND		\$6,586.68	\$260,919.99	\$311,860.00	83.67 %	\$50,940.01

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
STREET FUND						
REVENUES						
012-025-4052	Interest Earned	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-025-4142	State Distributions	\$4,982.24	\$54,733.98	\$65,402.00	83.69 %	\$10,668.02
012-025-4513	Transportation Reimbursement SDC	\$104.00	\$1,340.34	\$749.00	178.95 %	(\$591.34)
012-025-4752	Reimbursement Revenue	\$0.00	\$4,281.09	\$0.00		(\$4,281.09)
Total REVENUES		\$5,086.24	\$60,355.41	\$66,651.00	90.55 %	\$6,295.59
Total STREET FUND		\$5,086.24	\$60,355.41	\$66,651.00	90.55 %	\$6,295.59

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
BBJ FESTIVAL FUND						
REVENUES						
014-025-4052	Interest Earned	\$0.00	\$1.90	\$10.00	19.00 %	\$8.10
014-025-4822	BBJ Festival Revenue	\$35.00	\$11,404.75	\$14,834.00	76.88 %	\$3,429.25
014-025-4860	Craft/Commercial Booth Sales	\$290.00	\$680.00	\$0.00		(\$680.00)
014-025-4862	Food Booth Sales	\$210.00	\$370.00	\$0.00		(\$370.00)
014-025-4864	Jam Sales	\$15.00	\$85.00	\$0.00		(\$85.00)
014-025-4866	Quilt Raffle Sales	\$31.00	\$132.00	\$0.00		(\$132.00)
014-025-4868	Program Ad Sales	\$345.00	\$345.00	\$0.00		(\$345.00)
014-025-4870	Sponsorship Revenue	\$500.00	\$750.00	\$0.00		(\$750.00)
Total REVENUES		\$1,426.00	\$13,768.65	\$14,844.00	92.76 %	\$1,075.35
Total BBJ FESTIVAL FUND		\$1,426.00	\$13,768.65	\$14,844.00	92.76 %	\$1,075.35

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
SDC FUND						
REVENUES						
017-025-4052	Interest Earned	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
017-025-4510	Park SDC Fees	\$985.00	\$7,839.00	\$6,608.00	118.63 %	(\$1,231.00)
017-025-4512	Transportation SDC	\$592.00	\$6,986.12	\$3,969.00	176.02 %	(\$3,017.12)
017-025-4530	Water SDC	\$3,830.00	\$30,478.00	\$25,676.00	118.70 %	(\$4,802.00)
017-025-4540	Sewer SDC	\$1,071.00	\$8,523.00	\$7,182.00	118.67 %	(\$1,341.00)
017-025-4545	Storm Drainage SDC	\$673.00	\$6,126.56	\$4,515.00	135.69 %	(\$1,611.56)
017-025-4710	Interfund Loan Principle from GF	\$12,895.00	\$12,895.00	\$12,895.00	100.00 %	\$0.00
Total REVENUES		\$20,046.00	\$72,847.68	\$61,345.00	118.75 %	(\$11,502.68)
Total SDC FUND		\$20,046.00	\$72,847.68	\$61,345.00	118.75 %	(\$11,502.68)

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
WATER RESERVE FUND						
REVENUES						
020-025-4930	Transfer from Water Fund	\$3,938.00	\$3,938.00	\$3,938.00	100.00 %	\$0.00
Total REVENUES		\$3,938.00	\$3,938.00	\$3,938.00	100.00 %	\$0.00
Total WATER RESERVE FUND		\$3,938.00	\$3,938.00	\$3,938.00	100.00 %	\$0.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
SEWER RESERVE FUND						
REVENUES						
021-025-4940	Transfer from Sewer Fund	\$1,575.00	\$1,575.00	\$1,575.00	100.00 %	\$0.00
Total REVENUES		\$1,575.00	\$1,575.00	\$1,575.00	100.00 %	\$0.00
Total SEWER RESERVE FUND		\$1,575.00	\$1,575.00	\$1,575.00	100.00 %	\$0.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
WATER FUND						
030-025-4052	Interest Earned	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
030-025-4370	Water/Sewer Connection Permit Fees	\$250.00	\$3,300.00	\$0.00		(\$3,300.00)
030-025-4425	Water/Sewer Sales	\$19,609.58	\$240,876.12	\$279,881.00	86.06 %	\$39,004.88
030-025-4426	Bulk Water Sales	\$0.00	\$2,744.18	\$0.00		(\$2,744.18)
030-025-4428	Credit Memo Utilities - (Pre-paid)	\$305.79	\$1,816.96	\$0.00		(\$1,816.96)
030-025-4430	Water/Sewer Connection Fees	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
030-025-4435	Fire Hydrant Fee	\$301.58	\$3,183.23	\$4,913.00	64.79 %	\$1,729.77
030-025-4531	Water Reimbursement SDC	\$745.00	\$5,908.00	\$4,851.00	121.79 %	(\$1,057.00)
030-025-4752	Reimbursement Revenue	\$0.00	\$273.60	\$0.00		(\$273.60)
030-025-4852	Miscellaneous Revenue	\$241.38	\$5,736.45	\$5,000.00	114.73 %	(\$736.45)
030-025-4955	Transfer from Debt Reserve Fund	\$7,714.74	\$7,714.74	\$39,381.00	19.59 %	\$31,666.26
Total WATER FUND		\$29,168.07	\$271,553.28	\$335,326.00	80.98 %	\$63,772.72

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
SEWER FUND						
REVENUES						
040-025-4052	Interest Earned	\$0.00	\$0.00	\$50.00	0.00 %	\$50.00
040-025-4370	Water/Sewer Connection Permit Fees	\$115.00	\$920.00	\$0.00		(\$920.00)
040-025-4425	Water/Sewer Sales	\$27,413.66	\$274,794.79	\$327,839.00	83.82 %	\$53,044.21
040-025-4430	Water/Sewer Connection Fees	\$0.00	\$0.00	\$150.00	0.00 %	\$150.00
040-025-4541	Sewer Reimbursement SDC	\$618.00	\$4,915.00	\$4,123.00	119.21 %	(\$792.00)
040-025-4852	Miscellaneous Revenue	\$275.92	\$44,439.89	\$4,500.00	987.55 %	(\$39,939.89)
040-025-4955	Transfer from Debt Reserve Fund	\$15,745.00	\$15,745.00	\$15,745.00	100.00 %	\$0.00
Total REVENUES		\$44,167.58	\$340,814.68	\$352,407.00	96.71 %	\$11,592.32
Total SEWER FUND		\$44,167.58	\$340,814.68	\$352,407.00	96.71 %	\$11,592.32

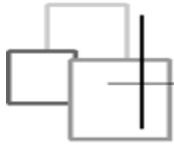
Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
EQUIPMENT FUND						
REVENUES						
050-025-4052	Interest Earned	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
050-025-4849	Capital Asset Disposal	\$35.00	\$16,419.00	\$0.00		(\$16,419.00)
050-025-4910	Transfer from General Fund	\$2,000.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
050-025-4912	Transfer from Street Fund	\$4,000.00	\$4,000.00	\$4,000.00	100.00 %	\$0.00
050-025-4930	Transfer from Water Fund	\$2,000.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
050-025-4940	Transfer from Sewer Fund	\$2,000.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
Total REVENUES		\$10,035.00	\$26,419.00	\$10,300.00	256.50 %	(\$16,119.00)
Total EQUIPMENT FUND		\$10,035.00	\$26,419.00	\$10,300.00	256.50 %	(\$16,119.00)

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
DEBT RESERVE FUND						
REVENUES						
055-025-4052	Interest Earned	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
055-025-4917	Transfer from SDC Fund	\$0.00	\$0.00	\$180,493.00	0.00 %	\$180,493.00
Total REVENUES		\$0.00	\$0.00	\$180,793.00	0.00 %	\$180,793.00
Total DEBT RESERVE FUND		\$0.00	\$0.00	\$180,793.00	0.00 %	\$180,793.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance	
	Grand Totals		\$122,028.57	\$1,052,191.69	\$1,339,039.00	78.58 %	\$286,847.31

Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-000-0000	GENERAL FUND	\$6,586.68	\$260,919.99	\$311,860.00	83.67 %	\$50,940.01
012-000-0000	STREET FUND	\$5,086.24	\$60,355.41	\$66,651.00	90.55 %	\$6,295.59
014-000-0000	BBJ FESTIVAL FUND	\$1,426.00	\$13,768.65	\$14,844.00	92.76 %	\$1,075.35
017-000-0000	SDC FUND	\$20,046.00	\$72,847.68	\$61,345.00	118.75 %	(\$11,502.68)
020-000-0000	WATER RESERVE FUND	\$3,938.00	\$3,938.00	\$3,938.00	100.00 %	\$0.00
021-000-0000	SEWER RESERVE FUND	\$1,575.00	\$1,575.00	\$1,575.00	100.00 %	\$0.00
030-000-0000	WATER FUND	\$29,168.07	\$271,553.28	\$335,326.00	80.98 %	\$63,772.72
040-000-0000	SEWER FUND	\$44,167.58	\$340,814.68	\$352,407.00	96.71 %	\$11,592.32
050-000-0000	EQUIPMENT FUND	\$10,035.00	\$26,419.00	\$10,300.00	256.50 %	(\$16,119.00)
055-000-0000	DEBT RESERVE FUND	\$0.00	\$0.00	\$180,793.00	0.00 %	\$180,793.00
Grand Totals		\$122,028.57	\$1,052,191.69	\$1,339,039.00	78.58 %	\$286,847.31



Expenditure

Starting Account Number: 010-100-5010 City Administrator
 Ending Account Number: 060-999-9899 Suspense
 Period: 2017-2018 - April 2018
 Printing: Full
 Non Activity Accounts: Hide
 Balance Records: Hide
 Investment Records: Hide
 Operation Totals: Hide

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
GENERAL FUND						
ADMINISTRATION						
PERSONAL SERVICES						
010-100-5010	City Administrator	\$999.92	\$9,355.53	\$11,243.00	83.21 %	\$1,887.47
010-100-5014	City Clerk	\$399.48	\$3,994.60	\$4,772.00	83.71 %	\$777.40
010-100-5050	Public Works Director	\$260.39	\$2,603.87	\$3,124.00	83.35 %	\$520.13
010-100-5052	Utility Worker I	\$136.33	\$1,363.37	\$1,636.00	83.34 %	\$272.63
010-100-5054	Utility Worker II	\$150.31	\$1,510.63	\$1,804.00	83.74 %	\$293.37
010-100-5058	Maintenance Worker I	\$58.58	\$643.97	\$804.00	80.10 %	\$160.03
010-100-5220	Overtime	\$54.16	\$517.54	\$1,028.00	50.34 %	\$510.46
010-100-5315	Social Security/Medicare(FICA)	\$157.55	\$1,529.35	\$2,042.00	74.89 %	\$512.65
010-100-5320	Worker's Comp	\$38.73	\$564.45	\$861.00	65.56 %	\$296.55
010-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$2,148.00	0.00 %	\$2,148.00
010-100-5410	Health Insurance	\$413.18	\$4,060.49	\$6,031.00	67.33 %	\$1,970.51
010-100-5450	Public Employees Retirement	\$236.80	\$2,298.89	\$2,280.00	100.83 %	(\$18.89)
Total PERSONAL SERVICES		\$2,905.43	\$28,442.69	\$37,773.00	75.30 %	\$9,330.31
MATERIALS & SERVICES						
010-100-6010	Auditing	\$0.00	\$3,900.00	\$3,900.00	100.00 %	\$0.00
010-100-6012	Legal Services	\$230.72	\$1,830.18	\$5,000.00	36.60 %	\$3,169.82
010-100-6014	Financial Services	\$198.25	\$1,859.25	\$3,408.00	54.56 %	\$1,548.75
010-100-6022	IT Services	\$859.66	\$2,437.24	\$5,674.00	42.95 %	\$3,236.76
010-100-6024	Copier Contract	\$168.79	\$1,575.61	\$1,920.00	82.06 %	\$344.39
010-100-6028	Other Contract Services	\$33.12	\$99.36	\$2,000.00	4.97 %	\$1,900.64
010-100-6110	Insurance And Bonds	\$0.00	\$5,730.89	\$6,413.00	89.36 %	\$682.11
010-100-6120	Publications, Printing & Dues	\$0.00	\$3,248.09	\$4,000.00	81.20 %	\$751.91
010-100-6122	Newsletter Expenditure	\$0.00	\$0.00	\$1,350.00	0.00 %	\$1,350.00
010-100-6126	Postage	\$0.00	\$230.57	\$600.00	38.43 %	\$369.43
010-100-6128	Public Notices	\$160.00	\$422.50	\$500.00	84.50 %	\$77.50
010-100-6130	Office Supplies/Equipment	\$77.92	\$825.53	\$950.00	86.90 %	\$124.47
010-100-6134	General Supplies	\$3.34	\$137.26	\$1,500.00	9.15 %	\$1,362.74
010-100-6138	Bank Service Charges	(\$3.48)	\$356.03	\$1,000.00	35.60 %	\$643.97
010-100-6140	Travel & Training	\$0.00	\$1,019.58	\$1,500.00	67.97 %	\$480.42
010-100-6190	Miscellaneous Expenditures	\$123.26	\$400.26	\$500.00	80.05 %	\$99.74

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-100-6220	Building Repair & Maintenance	\$195.64	\$229.64	\$1,000.00	22.96 %	\$770.36
010-100-6234	Non-Capitalized Assets	\$0.00	\$3,979.69	\$2,000.00	198.98 %	(\$1,979.69)
010-100-6420	Water Services	\$37.32	\$337.70	\$300.00	112.57 %	(\$37.70)
010-100-6425	Sewer Services	\$42.60	\$423.97	\$550.00	77.09 %	\$126.03
010-100-6430	Electricity Services	\$0.00	\$1,422.25	\$2,200.00	64.65 %	\$777.75
010-100-6435	Internet Services	\$77.47	\$774.70	\$900.00	86.08 %	\$125.30
010-100-6440	Telephone Services	\$206.50	\$2,066.65	\$2,400.00	86.11 %	\$333.35
010-100-6445	Refuse Services	\$7.14	\$71.40	\$100.00	71.40 %	\$28.60
010-100-6510	Council Expenditure	\$0.00	\$779.70	\$2,000.00	38.99 %	\$1,220.30
010-100-6512	State Ethics Commission	\$0.00	\$475.12	\$600.00	79.19 %	\$124.88
010-100-6792	Reimbursable Expenditure	\$0.00	\$50.00	\$5,000.00	1.00 %	\$4,950.00
Total MATERIALS & SERVICES		\$2,418.25	\$34,683.17	\$57,265.00	60.57 %	\$22,581.83
CAPITAL OUTLAY						
010-100-8012	Capital Outlay - Buildings & Facilities	\$144.54	\$9,620.70	\$50,000.00	19.24 %	\$40,379.30
010-100-8018	Capital Outlay - Software	\$0.00	\$150.00	\$7,955.00	1.89 %	\$7,805.00
Total CAPITAL OUTLAY		\$144.54	\$9,770.70	\$57,955.00	16.86 %	\$48,184.30
Total ADMINISTRATION		\$5,468.22	\$72,896.56	\$152,993.00	47.65 %	\$80,096.44

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
PARKS & RECREATION						
PERSONAL SERVICES						
010-120-5010	City Administrator	\$333.29	\$3,118.55	\$3,748.00	83.21 %	\$629.45
010-120-5050	Public Works Director	\$260.39	\$2,603.87	\$3,124.00	83.35 %	\$520.13
010-120-5052	Utility Worker I	\$136.33	\$1,363.37	\$1,636.00	83.34 %	\$272.63
010-120-5054	Utility Worker II	\$150.31	\$1,510.63	\$1,804.00	83.74 %	\$293.37
010-120-5058	Maintenance Worker I	\$527.42	\$5,796.15	\$7,236.00	80.10 %	\$1,439.85
010-120-5220	Overtime	\$40.33	\$474.30	\$849.00	55.87 %	\$374.70
010-120-5315	Social Security/Medicare(FICA)	\$110.80	\$1,137.57	\$1,539.00	73.92 %	\$401.43
010-120-5320	Worker's Comp	\$3.84	\$1,110.87	\$1,428.00	77.79 %	\$317.13
010-120-5350	Unemployment Insurance	\$0.00	\$0.00	\$1,557.00	0.00 %	\$1,557.00
010-120-5410	Health Insurance	\$181.16	\$1,779.57	\$2,705.00	65.79 %	\$925.43
010-120-5450	Public Employees Retirement	\$166.53	\$1,709.69	\$1,718.00	99.52 %	\$8.31
Total PERSONAL SERVICES		\$1,910.40	\$20,604.57	\$27,344.00	75.35 %	\$6,739.43
MATERIALS & SERVICES						
010-120-6028	Other Contract Services	\$0.00	\$0.00	\$37,000.00	0.00 %	\$37,000.00
010-120-6134	General Supplies	\$21.16	\$485.06	\$1,000.00	48.51 %	\$514.94
010-120-6190	Miscellaneous Expenses	\$3.11	\$107.41	\$250.00	42.96 %	\$142.59
010-120-6220	Building Repair & Maintenance	\$0.00	\$626.52	\$1,000.00	62.65 %	\$373.48
010-120-6224	Equipment Repair & Maintenance	\$10.00	\$355.59	\$1,000.00	35.56 %	\$644.41
010-120-6230	Other Repair & Maintenance	\$0.00	\$1,035.00	\$3,000.00	34.50 %	\$1,965.00
010-120-6234	Non-Capitalized Assets	\$0.00	\$2,007.43	\$2,000.00	100.37 %	(\$7.43)
010-120-6239	Maintenance - Nelson Land Donation	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
010-120-6420	Water Services	\$52.88	\$588.02	\$5,000.00	11.76 %	\$4,411.98
010-120-6425	Sewer Services	\$113.62	\$1,130.78	\$1,300.00	86.98 %	\$169.22
010-120-6430	Electricity Services	\$0.00	\$409.89	\$750.00	54.65 %	\$340.11
010-120-6445	Refuse Services	\$21.42	\$214.20	\$200.00	107.10 %	(\$14.20)
010-120-6610	Gas & Oil	\$332.91	\$880.63	\$600.00	146.77 %	(\$280.63)
Total MATERIALS & SERVICES		\$555.10	\$7,840.53	\$53,600.00	14.63 %	\$45,759.47
010-120-8020	Capital Outlay - Parks Improvements	\$0.00	\$0.00	\$40,000.00	0.00 %	\$40,000.00
Total PARKS & RECREATION		\$2,465.50	\$28,445.10	\$120,944.00	23.52 %	\$92,498.90

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
POLICE						
MATERIALS & SERVICES						
010-130-6018	Police Services	\$0.00	\$23,700.03	\$31,920.00	74.25 %	\$8,219.97
Total MATERIALS & SERVICES		\$0.00	\$23,700.03	\$31,920.00	74.25 %	\$8,219.97
Total POLICE		\$0.00	\$23,700.03	\$31,920.00	74.25 %	\$8,219.97

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
COMMUNITY DEVELOPMENT						
PERSONAL SERVICES						
010-140-5010	City Administrator	\$666.61	\$6,236.92	\$7,495.00	83.21 %	\$1,258.08
010-140-5014	City Clerk	\$199.74	\$1,997.41	\$2,386.00	83.71 %	\$388.59
010-140-5220	Overtime	\$6.92	\$21.60	\$89.00	24.27 %	\$67.40
010-140-5315	Social Security/Medicare(FICA)	\$66.81	\$631.57	\$834.00	75.73 %	\$202.43
010-140-5320	Worker's Comp	\$2.21	\$43.26	\$69.00	62.70 %	\$25.74
010-140-5350	Unemployment Insurance	\$0.00	\$0.00	\$879.00	0.00 %	\$879.00
010-140-5410	Health Insurance	\$145.36	\$1,429.06	\$2,146.00	66.59 %	\$716.94
010-140-5450	Public Employees Retirement	\$100.43	\$949.44	\$931.00	101.98 %	(\$18.44)
Total PERSONAL SERVICES		\$1,188.08	\$11,309.26	\$14,829.00	76.26 %	\$3,519.74
MATERIALS & SERVICES						
010-140-6016	Engineering Services	\$0.00	\$205.50	\$0.00		(\$205.50)
010-140-6028	Other Contract Services	\$0.00	\$33.12	\$31,500.00	0.11 %	\$31,466.88
010-140-6120	Publications, Printing & Dues	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-140-6126	Postage	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
010-140-6140	Travel & Training	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-140-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
010-140-6522	Land Use/Development Costs	\$0.00	\$1,597.09	\$4,000.00	39.93 %	\$2,402.91
010-140-6524	Building Permit Costs	\$1,687.36	\$20,636.57	\$30,303.00	68.10 %	\$9,666.43
010-140-6525	Electrical Permit Costs	\$416.01	\$2,368.45	\$3,483.00	68.00 %	\$1,114.55
Total MATERIALS & SERVICES		\$2,103.37	\$24,840.73	\$69,986.00	35.49 %	\$45,145.27
Total COMMUNITY DEVELOPMENT		\$3,291.45	\$36,149.99	\$84,815.00	42.62 %	\$48,665.01

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
LIBRARY						
PERSONAL SERVICES						
010-150-5320	Worker's Comp	\$79.89	\$104.58	\$46.00	227.35 %	(\$58.58)
Total PERSONAL SERVICES		\$79.89	\$104.58	\$46.00	227.35 %	(\$58.58)
MATERIALS & SERVICES						
010-150-6022	IT Services	\$548.96	\$592.46	\$329.00	180.08 %	(\$263.46)
010-150-6130	Office Supplies/Equipment	\$21.16	\$297.58	\$0.00		(\$297.58)
010-150-6134	General Supplies	\$0.00	\$359.93	\$1,250.00	28.79 %	\$890.07
010-150-6190	Miscellaneous Expenses	\$20.00	\$270.00	\$100.00	270.00 %	(\$170.00)
010-150-6220	Building Repair & Maintenance	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
010-150-6234	Non-Capitalized Assets	\$0.00	\$2,671.68	\$2,900.00	92.13 %	\$228.32
010-150-6420	Water Services	\$12.44	\$112.59	\$150.00	75.06 %	\$37.41
010-150-6425	Sewer Services	\$14.21	\$141.42	\$200.00	70.71 %	\$58.58
010-150-6430	Electricity Services	\$0.00	\$474.10	\$800.00	59.26 %	\$325.90
010-150-6435	Internet Services	\$77.47	\$774.70	\$1,000.00	77.47 %	\$225.30
010-150-6445	Refuse Services	\$7.14	\$71.40	\$90.00	79.33 %	\$18.60
010-150-6530	Summer Reading Program	\$0.00	\$1,049.84	\$1,250.00	83.99 %	\$200.16
Total MATERIALS & SERVICES		\$701.38	\$6,815.70	\$8,269.00	82.42 %	\$1,453.30
Total LIBRARY		\$781.27	\$6,920.28	\$8,315.00	83.23 %	\$1,394.72

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
CODE ENFORCEMENT						
PERSONAL SERVICES						
010-160-5010	City Administrator	\$333.29	\$3,118.55	\$3,748.00	83.21 %	\$629.45
010-160-5050	Public Works Director	\$260.39	\$2,603.87	\$3,124.00	83.35 %	\$520.13
010-160-5220	Overtime	\$0.00	\$38.33	\$117.00	32.76 %	\$78.67
010-160-5315	Social Security/Medicare(FICA)	\$45.42	\$440.71	\$585.00	75.34 %	\$144.29
010-160-5320	Worker's Comp	\$13.90	\$203.49	\$342.00	59.50 %	\$138.51
010-160-5350	Unemployment Insurance	\$0.00	\$0.00	\$609.00	0.00 %	\$609.00
010-160-5410	Health Insurance	\$90.28	\$887.55	\$1,352.00	65.65 %	\$464.45
010-160-5450	Public Employees Retirement	\$68.28	\$662.49	\$653.00	101.45 %	(\$9.49)
Total PERSONAL SERVICES		\$811.56	\$7,954.99	\$10,530.00	75.55 %	\$2,575.01
MATERIALS & SERVICES						
010-160-6028	Other Contract Services	\$0.00	\$0.00	\$2,500.00	0.00 %	\$2,500.00
010-160-6134	General Supplies	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-160-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
Total MATERIALS & SERVICES		\$0.00	\$0.00	\$2,700.00	0.00 %	\$2,700.00
Total CODE ENFORCEMENT		\$811.56	\$7,954.99	\$13,230.00	60.13 %	\$5,275.01

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
TOURISM						
MATERIALS & SERVICES						
010-170-6028	Other Contract Services	\$3,250.00	\$6,500.00	\$9,000.00	72.22 %	\$2,500.00
010-170-6124	Marketing	\$40.00	\$320.00	\$2,000.00	16.00 %	\$1,680.00
010-170-6126	Postage	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-170-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
010-170-6226	Covered Bridge Maintenance	\$0.00	\$1,722.02	\$2,500.00	68.88 %	\$777.98
010-170-6227	Community Grant Program	\$0.00	\$0.00	\$3,000.00	0.00 %	\$3,000.00
010-170-6228	Matching Grant Funds	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
Total MATERIALS & SERVICES		\$3,290.00	\$8,542.02	\$21,850.00	39.09 %	\$13,307.98
Total TOURISM		\$3,290.00	\$8,542.02	\$21,850.00	39.09 %	\$13,307.98

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
MUNICIPAL COURT						
PERSONAL SERVICES						
010-180-5010	City Administrator	\$333.29	\$3,118.55	\$3,748.00	83.21 %	\$629.45
010-180-5014	City Clerk	\$199.74	\$1,997.41	\$2,386.00	83.71 %	\$388.59
010-180-5220	Overtime	\$6.92	\$21.60	\$89.00	24.27 %	\$67.40
010-180-5315	Social Security/Medicare(FICA)	\$41.31	\$393.01	\$521.00	75.43 %	\$127.99
010-180-5320	Worker's Comp	\$1.97	\$27.55	\$43.00	64.07 %	\$15.45
010-180-5350	Unemployment Insurance	\$0.00	\$0.00	\$544.00	0.00 %	\$544.00
010-180-5410	Health Insurance	\$116.01	\$1,140.51	\$1,663.00	68.58 %	\$522.49
010-180-5450	Public Employees Retirement	\$62.11	\$590.85	\$581.00	101.70 %	(\$9.85)
Total PERSONAL SERVICES		\$761.35	\$7,289.48	\$9,575.00	76.13 %	\$2,285.52
MATERIALS & SERVICES						
010-180-6020	Judge Contract	\$0.00	\$750.00	\$1,125.00	66.67 %	\$375.00
010-180-6021	Bailiff Contract	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
010-180-6028	Other Contract Services	\$362.35	\$561.79	\$1,000.00	56.18 %	\$438.21
010-180-6126	Postage	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-180-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-180-6560	State Assessments	\$0.00	\$45.00	\$675.00	6.67 %	\$630.00
Total MATERIALS & SERVICES		\$362.35	\$1,356.79	\$3,500.00	38.77 %	\$2,143.21
Total MUNICIPAL COURT		\$1,123.70	\$8,646.27	\$13,075.00	66.13 %	\$4,428.73

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
NON-DEPARTMENTAL						
DEBT SERVICE						
010-800-7120	Loan Principal - SDC Fund Loan	\$12,895.00	\$12,895.00	\$12,895.00	100.00 %	\$0.00
Total DEBT SERVICE		\$12,895.00	\$12,895.00	\$12,895.00	100.00 %	\$0.00
OTHER REQUIREMENTS						
010-800-9050	Transfer to Equipment Fund	\$2,000.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
010-800-9990	Contingency	\$0.00	\$0.00	\$52,330.00	0.00 %	\$52,330.00
010-800-9995	Reserved for future use - Parks	\$0.00	\$0.00	\$8,500.00	0.00 %	\$8,500.00
Total OTHER REQUIREMENTS		\$2,000.00	\$2,000.00	\$62,830.00	3.18 %	\$60,830.00
Total NON-DEPARTMENTAL		\$14,895.00	\$14,895.00	\$75,725.00	19.67 %	\$60,830.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total GENERAL FUND		\$32,126.70	\$208,150.24	\$522,867.00	39.81 %	\$314,716.76

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
STREET FUND						
ADMINISTRATION						
PERSONAL SERVICES						
012-100-5010	City Administrator	\$666.61	\$6,236.92	\$7,495.00	83.21 %	\$1,258.08
012-100-5050	Public Works Director	\$781.13	\$7,811.35	\$9,373.00	83.34 %	\$1,561.65
012-100-5052	Utility Worker I	\$272.63	\$2,726.40	\$3,272.00	83.33 %	\$545.60
012-100-5054	Utility Worker II	\$300.61	\$3,021.26	\$3,608.00	83.74 %	\$586.74
012-100-5058	Maintenance Worker I	\$117.22	\$1,288.04	\$1,608.00	80.10 %	\$319.96
012-100-5220	Overtime	\$80.67	\$987.06	\$1,815.00	54.38 %	\$827.94
012-100-5315	Social Security/Medicare(FICA)	\$169.75	\$1,688.50	\$2,273.00	74.29 %	\$584.50
012-100-5320	Worker's Comp	\$75.81	\$1,110.35	\$1,867.00	59.47 %	\$756.65
012-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$1,584.00	0.00 %	\$1,584.00
012-100-5410	Health Insurance	\$423.28	\$4,158.22	\$6,279.00	66.22 %	\$2,120.78
012-100-5450	Public Employees Retirement	\$255.18	\$2,538.22	\$2,538.00	100.01 %	(\$0.22)
Total PERSONAL SERVICES		\$3,142.89	\$31,566.32	\$41,712.00	75.68 %	\$10,145.68
MATERIALS & SERVICES						
012-100-6010	Auditing	\$0.00	\$1,300.00	\$1,300.00	100.00 %	\$0.00
012-100-6014	Financial Services	\$66.08	\$619.74	\$1,136.00	54.55 %	\$516.26
012-100-6016	Engineering Services	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6022	IT Services	\$316.53	\$456.12	\$1,498.00	30.45 %	\$1,041.88
012-100-6028	Other Contract Services	\$0.00	\$9,076.54	\$4,000.00	226.91 %	(\$5,076.54)
012-100-6110	Insurance And Bonds	\$0.00	\$1,910.30	\$2,138.00	89.35 %	\$227.70
012-100-6134	General Supplies	\$0.00	\$88.74	\$0.00		(\$88.74)
012-100-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6224	Equipment Repair & Maintenance	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6230	Other Repair & Maintenance	\$486.38	\$486.38	\$750.00	64.85 %	\$263.62
012-100-6234	Non-Capitalized Assets	\$0.00	\$670.90	\$500.00	134.18 %	(\$170.90)
012-100-6430	Electricity Services	\$0.00	\$10,819.91	\$14,311.00	75.61 %	\$3,491.09
012-100-6620	Storm Drain Maintenance	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
012-100-6624	Street Signs	\$22.72	\$174.87	\$500.00	34.97 %	\$325.13
012-100-6626	Street Lights	\$0.00	\$0.00	\$3,658.00	0.00 %	\$3,658.00
Total MATERIALS & SERVICES		\$891.71	\$25,603.50	\$33,291.00	76.91 %	\$7,687.50
CAPITAL OUTLAY						
012-100-8018	Capital Outlay - Software	\$0.00	\$50.00	\$2,651.00	1.89 %	\$2,601.00
012-100-8030	Capital Outlay - Street Improvements	\$0.00	\$0.00	\$87,818.00	0.00 %	\$87,818.00
Total CAPITAL OUTLAY		\$0.00	\$50.00	\$90,469.00	0.06 %	\$90,419.00
Total ADMINISTRATION		\$4,034.60	\$57,219.82	\$165,472.00	34.58 %	\$108,252.18

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
NON-DEPARTMENTAL						
OTHER REQUIREMENTS						
012-800-9050	Transfer to Equipment Fund	\$4,000.00	\$4,000.00	\$4,000.00	100.00 %	\$0.00
012-800-9990	Contingency	\$0.00	\$0.00	\$23,349.00	0.00 %	\$23,349.00
Total OTHER REQUIREMENTS		\$4,000.00	\$4,000.00	\$27,349.00	14.63 %	\$23,349.00
Total NON-DEPARTMENTAL		\$4,000.00	\$4,000.00	\$27,349.00	14.63 %	\$23,349.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total STREET FUND		\$8,034.60	\$61,219.82	\$192,821.00	31.75 %	\$131,601.18

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
BBJ FESTIVAL FUND						
ADMINISTRATION						
MATERIALS & SERVICES						
014-100-6190	Miscellaneous Exp	\$0.00	\$70.00	\$0.00		(\$70.00)
014-100-6440	Telephone Services	\$25.90	\$38.85	\$0.00		(\$38.85)
014-100-6605	Rent	\$70.00	\$140.00	\$0.00		(\$140.00)
014-100-6614	Materials & Services	\$0.00	\$20,683.33	\$26,277.00	78.71 %	\$5,593.67
014-100-6810	Craft/Commercial Booth Exp	\$0.00	\$10.00	\$0.00		(\$10.00)
014-100-6816	Quilt Raffle	\$0.00	\$414.14	\$0.00		(\$414.14)
014-100-6850	5K Race Exp	\$0.00	\$85.00	\$0.00		(\$85.00)
Total MATERIALS & SERVICES		\$95.90	\$21,441.32	\$26,277.00	81.60 %	\$4,835.68
Total ADMINISTRATION		\$95.90	\$21,441.32	\$26,277.00	81.60 %	\$4,835.68
NON-DEPARTMENTAL						
OTHER REQUIREMENTS						
014-800-9990	Contingency	\$0.00	\$0.00	\$4,939.00	0.00 %	\$4,939.00
Total OTHER REQUIREMENTS		\$0.00	\$0.00	\$4,939.00	0.00 %	\$4,939.00
Total NON-DEPARTMENTAL		\$0.00	\$0.00	\$4,939.00	0.00 %	\$4,939.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total BBJ FESTIVAL FUND		\$95.90	\$21,441.32	\$31,216.00	68.69 %	\$9,774.68

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
SDC FUND						
NON-DEPARTMENTAL						
017-800-8020	Capital Outlay - Parks Improvements	\$0.00	\$0.00	\$36,625.00	0.00 %	\$36,625.00
017-800-8030	Capital Outlay - Street Improvements	\$0.00	\$0.00	\$19,666.00	0.00 %	\$19,666.00
017-800-8050	Capital Outlay - Sewer Systems Improvements	\$0.00	\$0.00	\$133,483.00	0.00 %	\$133,483.00
017-800-8060	Capital Outlay - Stormwater Improvements	\$0.00	\$0.00	\$24,412.00	0.00 %	\$24,412.00
Total NON-DEPARTMENTAL		\$0.00	\$0.00	\$214,186.00	0.00 %	\$214,186.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total SDC FUND		\$0.00	\$0.00	\$214,186.00	0.00 %	\$214,186.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
WATER RESERVE FUND						
NON-DEPARTMENTAL						
OTHER REQUIREMENTS						
020-800-9992	Reserved for Water Bond Payment	\$0.00	\$0.00	\$15,752.00	0.00 %	\$15,752.00
Total OTHER REQUIREMENTS		\$0.00	\$0.00	\$15,752.00	0.00 %	\$15,752.00
Total NON-DEPARTMENTAL		\$0.00	\$0.00	\$15,752.00	0.00 %	\$15,752.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total WATER RESERVE FUND		\$0.00	\$0.00	\$15,752.00	0.00 %	\$15,752.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
SEWER RESERVE FUND						
NON-DEPARTMENTAL						
OTHER REQUIREMENTS						
021-800-9997	Reserved for Sewer Bond Payment	\$0.00	\$0.00	\$8,245.00	0.00 %	\$8,245.00
Total OTHER REQUIREMENTS		\$0.00	\$0.00	\$8,245.00	0.00 %	\$8,245.00
Total NON-DEPARTMENTAL		\$0.00	\$0.00	\$8,245.00	0.00 %	\$8,245.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total SEWER RESERVE FUND		\$0.00	\$0.00	\$8,245.00	0.00 %	\$8,245.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
WATER FUND						
ADMINISTRATION						
PERSONAL SERVICES						
030-100-5010	City Administrator	\$1,666.48	\$15,592.21	\$18,739.00	83.21 %	\$3,146.79
030-100-5014	City Clerk	\$1,597.91	\$15,979.41	\$19,088.00	83.71 %	\$3,108.59
030-100-5050	Public Works Director	\$1,822.65	\$18,226.55	\$21,869.00	83.34 %	\$3,642.45
030-100-5052	Utility Worker I	\$1,090.57	\$10,905.34	\$13,087.00	83.33 %	\$2,181.66
030-100-5054	Utility Worker II	\$1,202.42	\$12,084.32	\$14,432.00	83.73 %	\$2,347.68
030-100-5058	Maintenance Worker I	\$234.42	\$2,576.06	\$3,216.00	80.10 %	\$639.94
030-100-5220	Overtime	\$378.02	\$3,928.57	\$7,388.00	53.18 %	\$3,459.43
030-100-5315	Social Security/Medicare(FICA)	\$611.37	\$6,065.36	\$8,182.00	74.13 %	\$2,116.64
030-100-5320	Worker's Comp	\$229.03	\$3,349.96	\$5,618.00	59.63 %	\$2,268.04
030-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$8,029.00	0.00 %	\$8,029.00
030-100-5410	Health Insurance	\$1,993.67	\$19,587.38	\$28,764.00	68.10 %	\$9,176.62
030-100-5450	Public Employees Retirement	\$919.10	\$9,118.48	\$9,136.00	99.81 %	\$17.52
Total PERSONAL SERVICES		\$11,745.64	\$117,413.64	\$157,548.00	74.53 %	\$40,134.36
MATERIALS & SERVICES						
030-100-6010	Auditing	\$0.00	\$3,900.00	\$3,900.00	100.00 %	\$0.00
030-100-6012	Legal Services	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
030-100-6014	Financial Services	\$198.25	\$1,859.25	\$3,408.00	54.56 %	\$1,548.75
030-100-6016	Engineering Services	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
030-100-6022	IT Services	\$949.61	\$1,402.19	\$5,185.00	27.04 %	\$3,782.81
030-100-6028	Other Contract Services	\$366.24	\$2,964.96	\$3,750.00	79.07 %	\$785.04
030-100-6110	Insurance And Bonds	\$0.00	\$5,730.88	\$6,413.00	89.36 %	\$682.12
030-100-6120	Publications, Printing & Dues	\$90.00	\$800.48	\$500.00	160.10 %	(\$300.48)
030-100-6126	Postage	\$63.50	\$979.70	\$1,750.00	55.98 %	\$770.30
030-100-6130	Office Supplies/Equipment	\$21.17	\$51.32	\$250.00	20.53 %	\$198.68
030-100-6134	General Supplies	\$570.58	\$2,441.63	\$2,000.00	122.08 %	(\$441.63)
030-100-6138	Bank Service Charges	\$0.00	\$595.67	\$1,400.00	42.55 %	\$804.33
030-100-6140	Travel & Training	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
030-100-6190	Miscellaneous Expenditures	\$1,228.27	\$1,228.27	\$200.00	614.14 %	(\$1,028.27)
030-100-6220	Building Repair & Maintenance	\$0.00	\$459.00	\$1,000.00	45.90 %	\$541.00
030-100-6224	Equipment Repair & Maintenance	\$10.00	\$1,354.04	\$1,000.00	135.40 %	(\$354.04)
030-100-6230	Other Repair & Maintenance	\$0.00	\$10,731.47	\$15,000.00	71.54 %	\$4,268.53
030-100-6234	Non-Capitalized Assets	\$0.00	\$2,337.70	\$3,500.00	66.79 %	\$1,162.30
030-100-6420	Water Services	\$39.26	\$420.75	\$378.00	111.31 %	(\$42.75)
030-100-6425	Sewer Services	\$56.81	\$565.39	\$754.00	74.99 %	\$188.61
030-100-6430	Electricity Services	\$0.00	\$11,630.84	\$16,274.00	71.47 %	\$4,643.16
030-100-6435	Internet Services	\$70.00	\$700.00	\$600.00	116.67 %	(\$100.00)
030-100-6440	Telephone Services	\$296.97	\$2,971.12	\$4,662.00	63.73 %	\$1,690.88
030-100-6445	Refuse Services	\$17.85	\$196.50	\$0.00		(\$196.50)
030-100-6610	Gas & Oil	\$250.95	\$654.79	\$1,000.00	65.48 %	\$345.21
030-100-6720	Chemicals & Lab Supplies	\$170.95	\$14,694.07	\$23,588.00	62.29 %	\$8,893.93
030-100-6722	Water/Sewer Analysis	\$361.80	\$2,492.20	\$4,975.00	50.09 %	\$2,482.80
Total MATERIALS & SERVICES		\$4,762.21	\$71,162.22	\$103,987.00	68.43 %	\$32,824.78

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
CAPITAL OUTLAY						
030-100-8018	Capital Outlay - Software	\$0.00	\$150.00	\$7,955.00	1.89 %	\$7,805.00
030-100-8020	Capital Outlay - Other Improvements	\$4,640.00	\$24,640.00	\$28,000.00	88.00 %	\$3,360.00
Total CAPITAL OUTLAY		\$4,640.00	\$24,790.00	\$35,955.00	68.95 %	\$11,165.00
Total ADMINISTRATION		\$21,147.85	\$213,365.86	\$297,490.00	71.72 %	\$84,124.14

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
NON-DEPARTMENTAL						
DEBT SERVICE						
030-800-7020	Loan Principal	\$0.00	\$14,438.30	\$14,438.00	100.00 %	(\$0.30)
030-800-7021	Loan Interest	\$0.00	\$2,839.03	\$2,839.00	100.00 %	(\$0.03)
030-800-7122	Loan Principal - SPWF	\$0.00	\$3,856.27	\$3,856.00	100.01 %	(\$0.27)
030-800-7123	Loan Interest - SPWF	\$0.00	\$3,566.24	\$3,566.00	100.01 %	(\$0.24)
030-800-7124	Loan Principal - RD	\$0.00	\$0.00	\$15,244.00	0.00 %	\$15,244.00
030-800-7125	Loan Interest - RD	\$0.00	\$0.00	\$24,137.00	0.00 %	\$24,137.00
Total DEBT SERVICE		\$0.00	\$24,699.84	\$64,080.00	38.55 %	\$39,380.16
OTHER REQUIREMENTS						
030-800-9020	Transfer to water Reserve Fund	\$3,938.00	\$3,938.00	\$3,938.00	100.00 %	\$0.00
030-800-9050	Transfer to Equipment Fund	\$2,000.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
030-800-9990	Contingency	\$0.00	\$0.00	\$91,800.00	0.00 %	\$91,800.00
030-800-9993	Reserved for future use - Water	\$0.00	\$0.00	\$28,376.00	0.00 %	\$28,376.00
Total OTHER REQUIREMENTS		\$5,938.00	\$5,938.00	\$126,114.00	4.71 %	\$120,176.00
Total NON-DEPARTMENTAL		\$5,938.00	\$30,637.84	\$190,194.00	16.11 %	\$159,556.16

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total WATER FUND		\$27,085.85	\$244,003.70	\$487,684.00	50.03 %	\$243,680.30

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
SEWER FUND						
ADMINISTRATION						
PERSONAL SERVICES						
040-100-5010	City Administrator	\$1,666.51	\$15,592.77	\$18,739.00	83.21 %	\$3,146.23
040-100-5014	City Clerk	\$1,597.95	\$15,979.51	\$19,088.00	83.71 %	\$3,108.49
040-100-5050	Public Works Director	\$1,822.67	\$18,226.62	\$21,869.00	83.34 %	\$3,642.38
040-100-5052	Utility Worker I	\$1,090.62	\$10,906.19	\$13,087.00	83.34 %	\$2,180.81
040-100-5054	Utility Worker II	\$1,202.36	\$12,084.47	\$14,432.00	83.73 %	\$2,347.53
040-100-5058	Maintenance Worker I	\$234.42	\$2,576.05	\$3,216.00	80.10 %	\$639.95
040-100-5220	Overtime	\$378.03	\$3,928.80	\$7,388.00	53.18 %	\$3,459.20
040-100-5315	Social Security/Medicare(FICA)	\$611.45	\$6,066.13	\$8,182.00	74.14 %	\$2,115.87
040-100-5320	Worker's Comp	\$229.01	\$3,349.97	\$5,618.00	59.63 %	\$2,268.03
040-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$8,028.00	0.00 %	\$8,028.00
040-100-5410	Health Insurance	\$1,993.65	\$19,587.37	\$28,764.00	68.10 %	\$9,176.63
040-100-5450	Public Employees Retirement	\$919.16	\$9,118.89	\$9,136.00	99.81 %	\$17.11
Total PERSONAL SERVICES		\$11,745.83	\$117,416.77	\$157,547.00	74.53 %	\$40,130.23
MATERIALS & SERVICES						
040-100-6010	Auditing	\$0.00	\$3,900.00	\$3,900.00	100.00 %	\$0.00
040-100-6012	Legal Services	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
040-100-6014	Financial Services	\$198.25	\$1,859.25	\$3,408.00	54.56 %	\$1,548.75
040-100-6016	Engineering Services	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
040-100-6022	IT Services	\$949.61	\$1,402.19	\$5,185.00	27.04 %	\$3,782.81
040-100-6028	Other Contract Services	\$366.24	\$2,964.96	\$4,000.00	74.12 %	\$1,035.04
040-100-6110	Insurance And Bonds	\$0.00	\$5,730.88	\$6,413.00	89.36 %	\$682.12
040-100-6120	Publications, Printing & Dues	\$240.00	\$1,250.48	\$400.00	312.62 %	(\$850.48)
040-100-6126	Postage	\$63.50	\$979.70	\$1,500.00	65.31 %	\$520.30
040-100-6130	Office Supplies/Equipment	\$21.17	\$45.63	\$250.00	18.25 %	\$204.37
040-100-6134	General Supplies	\$0.00	\$1,106.99	\$2,000.00	55.35 %	\$893.01
040-100-6138	Bank Service Charges	(\$2.54)	\$595.67	\$1,350.00	44.12 %	\$754.33
040-100-6140	Travel & Training	\$0.00	\$450.00	\$1,500.00	30.00 %	\$1,050.00
040-100-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
040-100-6220	Building Repair & Maintenance	\$5.99	\$114.99	\$1,000.00	11.50 %	\$885.01
040-100-6224	Equipment Repair & Maintenance	\$10.00	\$2,457.61	\$6,000.00	40.96 %	\$3,542.39
040-100-6230	Other Repair & Maintenance	\$0.00	\$193.01	\$12,500.00	1.54 %	\$12,306.99
040-100-6234	Non-Capitalized Assets	\$0.00	\$2,477.67	\$1,000.00	247.77 %	(\$1,477.67)
040-100-6420	Water Services	\$745.21	\$5,552.43	\$3,552.00	156.32 %	(\$2,000.43)
040-100-6425	Sewer Services	\$511.29	\$5,088.51	\$5,453.00	93.32 %	\$364.49
040-100-6430	Electricity Services	\$0.00	\$20,248.94	\$28,710.00	70.53 %	\$8,461.06
040-100-6440	Telephone Services	\$136.28	\$1,363.94	\$2,000.00	68.20 %	\$636.06
040-100-6445	Refuse Services	\$17.85	\$253.50	\$200.00	126.75 %	(\$53.50)
040-100-6520	Permits	\$0.00	\$2,535.00	\$6,000.00	42.25 %	\$3,465.00
040-100-6610	Gas & Oil	\$219.00	\$655.53	\$1,465.00	44.75 %	\$809.47
040-100-6720	Chemicals & Lab Supplies	\$1,465.78	\$10,564.55	\$14,000.00	75.46 %	\$3,435.45
040-100-6722	Water/Sewer Analysis	\$1,008.00	\$8,668.80	\$11,500.00	75.38 %	\$2,831.20
Total MATERIALS & SERVICES		\$5,955.63	\$80,460.23	\$125,086.00	64.32 %	\$44,625.77

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
CAPITAL OUTLAY						
040-100-8018	Capital Outlay - Software	\$0.00	\$150.00	\$7,955.00	1.89 %	\$7,805.00
Total CAPITAL OUTLAY		\$0.00	\$150.00	\$7,955.00	1.89 %	\$7,805.00
Total ADMINISTRATION		\$17,701.46	\$198,027.00	\$290,588.00	68.15 %	\$92,561.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
NON-DEPARTMENTAL						
DEBT SERVICE						
040-800-7020	Loan Principal	\$0.00	\$18,038.00	\$18,038.00	100.00 %	\$0.00
040-800-7021	Loan Interest	\$0.00	\$11,359.76	\$11,360.00	100.00 %	\$0.24
040-800-7122	Loan Principal - SPWF	\$0.00	\$3,856.26	\$3,856.00	100.01 %	(\$0.26)
040-800-7123	Loan Interest - SPWF	\$0.00	\$3,566.23	\$3,566.00	100.01 %	(\$0.23)
040-800-7124	Loan Principal - RD	\$0.00	\$0.00	\$6,095.00	0.00 %	\$6,095.00
040-800-7125	Loan Interest - RD	\$0.00	\$0.00	\$9,650.00	0.00 %	\$9,650.00
Total DEBT SERVICE		\$0.00	\$36,820.25	\$52,565.00	70.05 %	\$15,744.75
OTHER REQUIREMENTS						
040-800-9021	Transfer to Sewer Reserve Fund	\$1,575.00	\$1,575.00	\$1,575.00	100.00 %	\$0.00
040-800-9050	Transfer to Equipment Fund	\$2,000.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
040-800-9990	Contingency	\$0.00	\$0.00	\$6,138.00	0.00 %	\$6,138.00
Total OTHER REQUIREMENTS		\$3,575.00	\$3,575.00	\$9,713.00	36.81 %	\$6,138.00
Total NON-DEPARTMENTAL		\$3,575.00	\$40,395.25	\$62,278.00	64.86 %	\$21,882.75

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total SEWER FUND		\$21,276.46	\$238,422.25	\$352,866.00	67.57 %	\$114,443.75

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
UTILITY DEPOSIT FUND						
ADMINISTRATION						
MATERIALS & SERVICES						
045-100-6907	Deposit Refunds	\$240.00	\$2,270.00	\$0.00		(\$2,270.00)
Total MATERIALS & SERVICES		\$240.00	\$2,270.00	\$0.00		(\$2,270.00)
Total ADMINISTRATION		\$240.00	\$2,270.00	\$0.00		(\$2,270.00)
Total UTILITY DEPOSIT FUND		\$240.00	\$2,270.00	\$0.00		(\$2,270.00)

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
EQUIPMENT FUND						
ADMINISTRATION						
CAPITAL OUTLAY						
050-100-8014	Capital Outlay - Vehicles & Equipment	\$0.00	\$0.00	\$40,995.00	0.00 %	\$40,995.00
Total CAPITAL OUTLAY		\$0.00	\$0.00	\$40,995.00	0.00 %	\$40,995.00
Total ADMINISTRATION		\$0.00	\$0.00	\$40,995.00	0.00 %	\$40,995.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total EQUIPMENT FUND		\$0.00	\$0.00	\$40,995.00	0.00 %	\$40,995.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
DEBT RESERVE FUND						
NON-DEPARTMENTAL						
OTHER REQUIREMENTS						
055-800-9030	Transfer to Water Fund	\$7,714.74	\$7,714.74	\$39,381.00	19.59 %	\$31,666.26
055-800-9040	Transfer to Sewer Fund	\$15,745.00	\$15,745.00	\$15,745.00	100.00 %	\$0.00
055-800-9993	Reserved for future use - Water	\$0.00	\$0.00	\$149,120.00	0.00 %	\$149,120.00
055-800-9997	Reserved for future use - Sewer	\$0.00	\$0.00	\$28,701.00	0.00 %	\$28,701.00
Total OTHER REQUIREMENTS		\$23,459.74	\$23,459.74	\$232,947.00	10.07 %	\$209,487.26
Total NON-DEPARTMENTAL		\$23,459.74	\$23,459.74	\$232,947.00	10.07 %	\$209,487.26

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total DEBT RESERVE FUND		\$23,459.74	\$23,459.74	\$232,947.00	10.07 %	\$209,487.26

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance	
	Grand Totals		\$112,319.25	\$798,967.07	\$2,099,579.00	38.05 %	\$1,300,611.93

Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-000-0000	GENERAL FUND	\$32,126.70	\$208,150.24	\$522,867.00	39.81 %	\$314,716.76
012-000-0000	STREET FUND	\$8,034.60	\$61,219.82	\$192,821.00	31.75 %	\$131,601.18
014-000-0000	BBJ FESTIVAL FUND	\$95.90	\$21,441.32	\$31,216.00	68.69 %	\$9,774.68
017-000-0000	SDC FUND	\$0.00	\$0.00	\$214,186.00	0.00 %	\$214,186.00
020-000-0000	WATER RESERVE FUND	\$0.00	\$0.00	\$15,752.00	0.00 %	\$15,752.00
021-000-0000	SEWER RESERVE FUND	\$0.00	\$0.00	\$8,245.00	0.00 %	\$8,245.00
030-000-0000	WATER FUND	\$27,085.85	\$244,003.70	\$487,684.00	50.03 %	\$243,680.30
040-000-0000	SEWER FUND	\$21,276.46	\$238,422.25	\$352,866.00	67.57 %	\$114,443.75
045-000-0000	UTILITY DEPOSIT FUND	\$240.00	\$2,270.00	\$0.00		(\$2,270.00)
050-000-0000	EQUIPMENT FUND	\$0.00	\$0.00	\$40,995.00	0.00 %	\$40,995.00
055-000-0000	DEBT RESERVE FUND	\$23,459.74	\$23,459.74	\$232,947.00	10.07 %	\$209,487.26
Grand Totals		\$112,319.25	\$798,967.07	\$2,099,579.00	38.05 %	\$1,300,611.93

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 11, 2018
SUBJECT: Monthly Police Report

DISCUSSION
 ACTION
 RESOLUTION
 ORDINANCE
 PROCLAMATION
 REPORT

SUMMARY:

The Monthly Police Report for April is presented for your review and discussion.

FISCAL IMPACT:

None.

COURSES OF ACTION:

This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. April Police Report

LOWELL PATROL LOG APRIL 2018

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
1-Apr	407	21:00	22:30	1:30						
2-Apr	407	22:00	23:30	1:30						
4-Apr	406	23:30	1:00	1:30						
5-Apr	406	23:30	1:00	1:30						
6-Apr	406	23:45	1:15	1:30						
7-Apr	407	22:00	23:30	1:30						
10-Apr	406	23:30	1:00	1:30						
11-Apr	406	23:30	1:00	1:30						
12-Apr	406	23:30	1:00	1:30						
13-Apr	407	0:00	1:30	1:30						
14-Apr	407	22:00	23:30	1:30						
15-Apr	407	21:00	22:30	1:30						
17-Apr	406	0:00	1:30	1:30						
18-Apr	406	23:30	1:00	1:30						
18-Apr	407	22:00	23:30	1:30						
21-Apr	406	23:30	1:00	1:30						
22-Apr	406	0:00	1:00	1:00						
23-Apr	406	23:30	1:00	1:30						
24-Apr	406	23:30	1:00	1:30						
25-Apr	407	0:00	1:30	1:30						
25-Apr	407	21:30	23:00	1:30						
26-Apr	407	23:00	0:30	1:30						
28-Apr	406	23:30	1:00	1:30						
30-Apr	406	23:30	1:00	1:30						
30-Apr	407	22:00	23:30	1:30						
Admin				3						
TOTAL HOURS				40	0	0	0	0	0	0

TRAFFIC VIOLATIONS	CITATION	WARNING
SPEED		
DWS		
FAIL TO SIGNAL		
STOP VIOLATIONS		
OTHER MOVING		
NON-MOVING		
DEFECTIVE EQUIPMENT		
SEAT BELT		
NO LICENSE		
REGISTRATION VIOLATIONS		
NO INSURANCE		
ALCOHOL/MARIJUANA		
NO PROOF INSURANCE		
TOTAL	0	0

DATE	TIME	DESCRIPTION
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AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Max Baker, Public Works Director
DATE: May 11, 2018
SUBJECT: Public Works Report

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

The attached Public Works Report is for the period of April 14 – May 11. The report covers the following topics: Streets and Parks, Wastewater Treatment Plant, Water Treatment Plant, and Code Enforcement.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

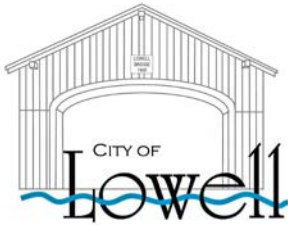
This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. Public Works Report



Public Works Department
P.O. Box 490 Lowell, OR 97452
Phone: 541-937-2157
Fax: 541-937-2936
Email: mbaker@ci.lowell.or.us

TO: Mayor Bennett and Council
FROM: Max Baker, Public Works Director
DATE: May 15, 2018
SUBJECT: Public Works Report

Streets and Parks

Staff would like to give a huge thank you to all the volunteers who helped with Lowell Beautification Day and a special thanks to the Lowell Fire Department for cooking lunch.

Park inspections are complete for May. Staff replaced a window in RR park and repaired the swing set at PF park.

Wastewater Treatment Plant

A new LCC intern began their one-year Wastewater Treatment training program with the City of Lowell on April 30th.

Water Treatment Plant

Staff repaired a water leak on South Alder Street.

5 new water meters were installed on West Main Street.

Code Enforcement

YTD totals

Door Hangers	14
Letters	16
Vehicles	2
Citations	8
Verbal	3

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 11, 2018
SUBJECT: Draft Committee Minutes

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

The most recent draft minutes for the Planning Commission, Parks and Recreation Committee, Economic Development Committee, and Blackberry Jam Festival Committee are attached for your review.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

For review and discussion only.

RECOMMENDATION:

For review and discussion only.

ATTACHMENTS:

1. Draft minutes for the Planning Commission for May 2, 2018.
2. Draft minutes for the Parks and Recreation Committee for May 3, 2018.
3. Draft minutes for the Economic Development Committee for May 7, 2018.
4. Draft minutes for the Blackberry Jam Festival Committee for May 8, 2018.

**City of Lowell, Oregon
Minutes of the Planning Commission Meeting
May 2, 2018**

The meeting was called to order at 7:00 PM by Commissioner Chair Bjornstad

Members Present: Jerry Bjornstad, , Don Swain, Stacie Harris, Mary Wallace

Administer Oath of Office: CA Cobb administered Oath of Office to Stacie Harris and Jerry Bjornstad.

Selection of Commission Chair - Mary Wallace nominated Jerry Bjornstad for Commission Chair, second by Don Swain. PASS 4:0

Selection of Commission Vice-Chair – Jerry Bjornstad nominated Mary Wallace for Vice-Chair, second by Stacie Harris. PASS 4:0

Approval of Planning Commission Minutes: Commissioner Swain moved to approve minutes from November 1, 2017, second by Commissioner Harris. PASS 4:0

Old Business: None

New Business: 7:34 PM

- a. Land Use File 2018-001 – Site Plan Review for Two Duplexes at Moss St. & 4th Street.**

Planning Commission Meeting Closed: 7:08 PM

Public Hearing Open: 7:08 PM

- Staff Report – Henry Hearley, LCOG presented report, staff recommends the Planning Commission Approve a site plan review as conditioned, for the proposed development of two duplexes on a single lot in the R-3 zone. William George, the applicant, responded to Commissioners questions, Lon Dragt, property owner adjacent to proposed development inquired if owner would consider changing the proposed chain fence, to a wooden fence. Mr. George agreed to place a wooden fence.

Public Hearing Closed: 7:25 PM

Planning Commission Meeting Open: 7:26 PM

- Commission Deliberation – Discussion followed in regard to wetlands.
- Commission Decision – **Commissioner Harris move to approve with the three conditions, and also the change to the fence on the westside of property, being a solid wood fence, second by Commissioner Swain. PASS 4:0**

Jared Cobb removed himself from the meeting table, and was seated in the audience, being the applicant for the following variance and property line adjustment.

- b. Land Use File 2018-02 – Variance & Property Line Adjustment at 188 E 2nd Street.**

Planning Commission Meeting Closed: 7:28 PM

Public Hearing Open: 7:28 PM

- Staff Report – Henry Hearley, LCOG presented report, staff recommends the Planning Commission Approve, in conjunction, a property line adjustment, and a variance request to the 7,000 square foot lot minimum in the preliminary property line adjustment plat submitted by the applicant. Jonathan Oaks, Oaks Engineering, the representative for applicant was present. A condition was made to dedicate an easement for utilities to serve the other parcel, and a final survey to be submitted to the County

Public Hearing Closed:7:40 PM

Planning Commission Meeting Open: 7:40 PM

- Commission Deliberation – none
- Commission Decision – **Commissioner Swain move to approve the application with the one condition, second by Commissioner Wallace. PASS 4:0**

CA Cobb returned to the meeting table.

- c. Discussion of 2018 Work Plan – CA presented work plan as provided. **Commissioner Harris move to accept the 2018 Planning Commission Work Plan, second by Commissioner Bjornstad. PASS 4:0**

Other Business: Commissioner Bjornstad stated there is a request for a Commissioner to be part of the Parks & Rec. Master Plan and the Downtown Master Plan Steering Committees. Commissioner Swain volunteered to be on the Downtown Master Plan Steering Committee. Commissioner Wallace volunteered to be on the Parks & Rec Master Plan Steering Committee.

Adjourn: 7:48 PM

**City of Lowell
Parks and Recreation Committee Meeting Minutes
Thursday, May 3, 2018
Lowell City Hall**

Call to Order: 6:04 P.M. by Chair Hall O'Regan

Committee Members Present: Hall O'Regan, Tristan Woodhurst, Pat Woodhurst, Tony Moreci, George Wild

Approval of the minutes: Pat Woodhurst moved to approve minutes from Apr. 5, 2018 second by Tristan Woodhurst. PASS 4:0

Old Business:

- **Planning for Lowell Beautification Day** – CA provided an update on planned activities for Saturday, May 5, 2018. Sanipac will be providing two dumpsters at the HS parking lot for Waste & Recycling, PTO bottle and can recycling, and the Nexus plant sale will be going on at the same time. Supplies have been purchased to paint the two small covered bridges, Volunteer Fire Dept. will be helping Joyce with the BBQ, Max will lead the curbside pickup service with HS volunteers.
- **Planning for the Yard of the Month Program** – CA provided update on posting of information for nominating a yard of the month. Tony stated that Jimmy Martini will donate a \$25 gift certificate from the Bridgetown Market.
- **Planning for the Holiday Tree Lighting and Boat Parade** – CA provided a time line for coordinating event. Discussion followed on the insurance and safety requirements to host the boat parade.

New Business:

- **Discussion of Caboose Repairs** – CA reported that the Budget Committee did include \$5,000 in repairs for the caboose.

Other business: CA reported that he met with the consultants from U of O to discuss Parks & Rec. Master Plan. First meeting with committee and consultants to be in June. Lane County is working on the paperwork for the acquisition of land in Rolling Rock Park.

Adjourn: 7:49 P.M.

Hall O'Regan – Chair

Attest: _____
Jared Cobb – City Recorder

City of Lowell
Economic Development Committee Meeting Minutes
Monday, May 7, 2018
Lowell City Hall

Call to Order: 7:02 PM by Committee Chair Bjornstad

Committee Members Present: Jerry Bjornstad, Michael Galvin, Robert Burr, Bill George, Lisa Bee Wilson

Approval of Minutes – Bill George move to approve minutes from Apr. 2, 2018 second by Robert Burr. PASS 5:0

Old Business: None

New Business:

- **Introduction to Rural Development Initiatives** – Representatives were unable to attend meeting, will attend next month.
- **Introduction to Regional Solutions** – Jackie Mikalonis, from Regional Solutions gave a presentation. The Governor has appointed an advisory committee to each of the 11 regions, Lowell being the South Valley/Mid Coast Region. It is to support the economic development; one project was Oregon RAIN. Melissa Murphy of Business Oregon, a partner agency, introduced herself.
- **Discussion of Chamber of Commerce Concepts** – CA presented the proposal from Rural Development Initiatives, to develop a Chamber of Commerce concept. Discussion followed.
- **Discussion of Housing Development Incentives** – Jerry Valencia spoke on creating affordable housing. Discussion followed.
- **Discussion of Representative for the Parks and Recreation Master Plan Steering Committee** – Robert Burr volunteered to be on the Parks & Recreation Master Plan Steering Committee.
- **Other Business:** Rick Magnall, Dexter Lake Farmers Market, gave an update on plans for the market this summer, each month featuring a special topic. CA announced the Downtown Master Plan Steering Committee will tentatively meet on June 4, 2018 at 7 PM, with EDC Committee meeting being held prior, at 6:30 PM.

Adjourn: 8:50 PM

Chair Jerry Bjornstad

Attest: Jared Cobb, City Recorder

City of Lowell, Oregon
Minutes of the Blackberry Jam Festival Committee Meeting
May 8, 2018

The meeting was called to order at 7:08 PM by Vice-Chair Michael Galvin

Members Present: Gerry Burr, Mike and Virginia Galvin, Diane Stephens, Joyce Donnell, Aaron Graham, Tim Stratis, George Wild, Warren Weathers, Patti Jo Angelini, Savannah Largent, CA - Jared Cobb

Approval of Minutes: Minutes of Apr. 10, 2018 Gerry Burr moved to approve, second by Diane Stephens. Approved by consensus.

Old Business:

Financial: CA presented April financial report.

Public Relations: Patti Jo stated that Gail Orcutt will handle free social advertising, Patti Jo will set up a share gmail account for everyone to send their pictures to, so they can be used as needed.

Programs: Patti Jo encouraged change to the program with higher quality of paper, and spot color. The consensus agreed and to decrease quantity produced.

Advertising: Diane listed 3 advertisers requiring invoicing, Joyce will send them out.

Sponsorship: Patti Jo will create an application to present with the sponsor package.

Crafts: Pam provided an email stating all is going well. Patti Jo will provide a social media push for vendors.

Food Vendors: Rhett provided an email that stated he has received 5 deposits, and is in contact with Pat Todd's ice cream. Working on coordinating menu's this month.

Entertainment: Joyce reviewed contracts that have been returned, and pending.

Quilt Show: Gerry presented a \$885 in ticket sales.

Car Show: No report provided.

5KRun: No report provided. Patti Jo would like to work with Danielle in promoting the event.

Parade: Diane reported that she will be sending out notices to past attendees.

Fishing Derby: Warren reported the committee will be meeting tomorrow to discuss ideas to increase attendance.

Kidz Korner: No report provided. Savannah would like her group 'Small Town Hero's' to place collection bins for toys, and jars for money to purchase toys for Kidz Korner. Committee approved by consensus.

Other Activities: Tim Stratis suggested dividing the grease pole climb into two age groups: 12 and under, and 13 – 18. Committee approved by consensus. Aaron reported he is following up on the 3 on 3 tourney. Savannah and the 'Small Town Hero's' will be in charge of Coins in the Hay. Aaron Manfrede provided an email that the team for making pies is coming together.

RC Airplanes: No report provide.

Horseshoe Event: No report provided.

K9 Event: George reported all is a go for Sat. 1-1:45 PM.

Garbage: No report.

Layout/set-up/Grounds: No report.

Toilets: Nothing new to report.

City: Nothing to report

Security: Nothing new to report.

BBJ Jam: Joyce reported finding with Sweet Creek as a jam producer. St. Cousair Oregon Orchards, Inc. formally Berry Noir, will provide the same jars of jam as in the past without labels. Committee consensus was to have Aaron design a new label, and we will place labels on the jars of jam. Joyce will order 10 cases, 5 of seeded and 5 seedless.

New Business:

- a. Check Signers: CA presented request to have Executive Committee Members as signers on the BBJ account. **Gerry Burr move to approve all Executive Committee Members as signers on the Blackberry Jam Festival Account, second by George Wild. Approved by consensus.**

Other Business: None

Adjourn: 8:48 PM

Vice-Chair Michael Galvin

Attest: _____
City Recorder – Jared Cobb

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 12, 2018
SUBJECT: Consent Agenda

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

St. Vincent de Paul (SVDP) has sold 18 of their 20 lots for affordable housing. Unfortunately, they have been unable to bring the development costs down on two lots to meet affordable housing income requirements. The lots are located on a steep slope, requiring more costly foundations. The lots are located on the east end of the development, below Wetleau Drive on Pacific Crest Way. SDVP is requesting permission to sell the two lots on the open market.

FISCAL IMPACT:

1. None.

COURSES OF ACTION:

1. Motion to approve the contract amendment, as presented.
2. Motion to approve the contract amendment, as amended.
3. No action.

RECOMMENDATION:

Motion to approve the contract amendment, as presented.

ATTACHMENTS:

1. Contract amendment to be provided prior to the meeting.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 12, 2018
SUBJECT: Committee Appointments

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

The City is actively recruiting volunteers to fill vacancies on the Planning Commission (1), Budget Committee (1), Downtown Master Plan Steering Committee (9), and Parks and Recreation Master Plan Steering Committee (9). Open positions are published each month in The Bridge newsletter. Staff has received one application for the Budget Committee, two at-at-large applications for the Downtown Master Plan Steering Committee, and one at-large application for the Parks and Recreation Master Plan Steering Committee.

FISCAL IMPACT:

None.

COURSES OF ACTION:

A motion should be made to approve the appointments for each position to the individual board, commission, or committee.

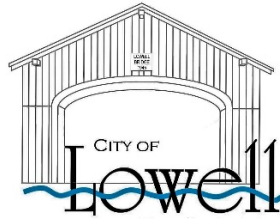
“I make a motion to appoint the following residents to the Budget Committee: Position 1 – Don Bennett, Position 2 – Jim Burford...”

RECOMMENDATION:

A motion should be made to approve the appointments for each position to the individual board, commission, or committee as described in the sample motion above.

ATTACHMENTS:

1. City Council Appointments – Boards, Commissions, and Committees
2. Committee Application(s)



Committee Appointments

Boards, Commissions, and Committees

The following document provides an overview of the membership, terms, powers and duties, and reporting requirements for each committee. A list of open positions, terms, and prospective applicants is also provided to assist the City Council with the selection of new members.

NOTE: Applicants with an asterisk (*) currently serve on the board.

Budget Committee

Membership: The Budget Committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body.

Term of Office: Members of the Budget Committee shall serve a term of three years. The terms shall be staggered so that, as near as practicable, one-third of the terms of the appointive members end each year.

Powers and Duties: The Budget Committee shall have the powers and duties which are assigned by state law or city charter. This includes, but is not limited to, review and approval of the annual budget and property tax rates.

Reporting: No report is required.

Position	Name	Term Expires
1	Don Bennett	December 31, 2018
2	Patricia-Jo Angelini	December 31, 2020
3	Jim Burford	December 31, 2020
4	Maggie Osgood	December 31, 2018
5	Gail Harris	December 31, 2020
6	Bill George	December 31, 2020
7	Jerry Bjornstad	December 31, 2018
8		December 31, 2018
9	Gerry Burr	December 31, 2019
10	Maureen Weathers	December 31, 2019
Applicants: Lon Dragt		

Planning Commission

Membership: The Planning Commission shall consist of five members and meet the following criteria:

- (1) Four members shall reside within the City of Lowell.
- (2) One member may reside within the City of Lowell Urban Growth Boundary (UGB).
- (3) No two or more members shall be engaged in the same kind of occupation, business, trade or profession.

Term of Office: Members of the Planning Commission shall serve a term of two years. Expiration of the terms shall be staggered such that the terms of three members expire of December 31st of odd numbered years and the terms of two members expire on December 31st of even numbered years.

Powers and Duties: The Commission shall review and make recommendations regarding planning, zoning, and development within the city, and shall have the powers and duties which are assigned by state law or city charter.

Reporting: An annual report describing the activities of the previous calendar year shall be submitted by January 31 of each year.

Position	Name	Term Expires
1	Jerry Bjornstad	December 31, 2019
2	Stacie Harris	December 31, 2019
3		December 31, 2019
4	Mary Wallace	December 31, 2018
5	Don Swain	December 31, 2018
Applicants: Lon Dragt		

Parks and Recreation Master Plan Steering Committee

Membership: The Parks and Recreation Master Plan Steering Committee shall be comprised of the following:

- (1) Five-member Parks and Recreation Committee
- (2) One representative of the Planning Commission
- (3) One representative of the Economic Development Committee
- (4) Two at-large representatives

Term of Office: This is an ad-hoc committee. The committee will dissolve after the work is completed and a master plan is recommended to the City Council.

Powers and Duties: Collaborate with staff, planning consultant(s), and the public to recommend an update to the 2007 Lowell Parks & Open Space Master Plan.

Reporting: An interim report will be provided to the City Council on the progress of the committee.

Position	Name	Term Expires
1	Pat Woodhurst	N/A
2	Tristan Woodhurst	N/A
3	Hall O'Regan	N/A
4	Tony Moreci	N/A
5	George Wild	N/A
6		N/A
7		N/A
8		N/A
9		N/A
Applicants: Mary Wallace (Planning Commission Member) Bob Burr (Economic Development Committee Member) Aaron Graham (At-Large)		

Downtown Master Plan Steering Committee

Membership: The Downtown Master Plan Steering Committee shall be comprised of the following:

- (1) Five-member Economic Development Committee
- (2) One representative of the Planning Commission
- (3) One representative of the Parks and Recreation Committee
- (4) Two at-large representatives

Term of Office: This is an ad-hoc committee. The committee will dissolve after the work is completed and a master plan is recommended to the City Council.

Powers and Duties: Collaborate with staff, planning consultant(s), and the public to recommend a Downtown Master Plan for adoption to the City Council.

Reporting: An interim report will be provided to the City Council on the progress of the committee.

Position	Name	Term Expires
1	Michael Galvin	N/A
2	Robert Burr	N/A
3	Lisa Bee-Wilson	N/A
4	Jerry Bjornstad	N/A
5	Bill George	N/A
6		N/A
7		N/A
8		N/A
9		N/A
Applicants: Don Swain (Planning Commission Member) Pat Woodhurst (Parks and Recreation Committee Member) Aaron Graham (At-Large) Lon Dragt (At-Large)		

APR 11 2018

D



VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Aaron Graham
Street Address:	17 E 4th Street
Mailing Address:	_____
City/State/Zip Code:	Lowell, OR 97452
Home Phone:	(541) 937-2828
Work Phone:	_____
E-Mail Address:	atgraham@yahoo.com

Background	
Years of Residence in Lowell:	3
Place of Employment:	Sharefaith Inc
Occupation:	Graphic Artist
Educational Background:	
Prior Civic Activities:	

Boards, Commissions, or Committees of Interest

Please check all of the following Boards, Commissions, or Committees that interest you:

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library Committee
- Blackberry Jam Festival Committee
- Other short-term task groups ← Parks & Recreation Master Plan Steering Committee

Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board, Commission, or Committee to which you are applying.

Background in graphic design. Homeowner passionate about improving things and creating a better future for my children.

Motivation

Discuss your motivation for serving on this Board, Commission, or Committee.

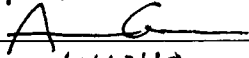
Helping improve the city, city parks, and areas.

Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Aaron Graham
Signature	
Date	4/10/18

Our Policy

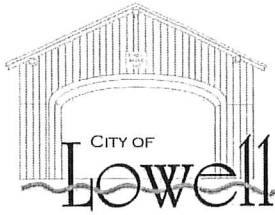
It is the policy of the City of Lowell to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The City of Lowell accepts applications from potential volunteers throughout the year and will hold applications until vacancies exist on specific boards, commissions, or committees. Thank you for completing this application form and for your interest in volunteering with us.

Applications may be submitted by mail, in person, or email to:

City of Lowell
P.O. Box 490
107 East Third Street
Lowell, OR 97452
volunteer@ci.lowell.or.us

APR 18 2018

JD



VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Lon P Dragt
Street Address:	306 N. Damon St.
Mailing Address:	P.O. Box 430
City/State/Zip Code:	Lowell, Oregon 97452
Home Phone:	541-868-6215
Work Phone:	541-937-3393
E-Mail Address:	dragt2300@gmail.com

Background	
Years of Residence in Lowell:	1 yr
Place of Employment:	Lowell Rural Fire Protection District
Occupation:	Fire Chief
Educational Background:	Some College, Accounting, Emergency Medicine
Prior Civic Activities:	None

Boards, Commissions, or Committees of Interest

Please check all of the following Boards, Commissions, or Committees that interest you:

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library Committee
- Blackberry Jam Festival Committee
- Other short-term task groups

Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board, Commission, or Committee to which you are applying.

With the fire service training I have had in management & safety which covers access, building codes, and public safety

Motivation

Discuss your motivation for serving on this Board, Commission, or Committee.

This is my home for retirement. Being the local fire chief I wish to assist in building a better community

Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Lon P Dragt
Signature	Lon P Dragt
Date	4/18/18

Our Policy

It is the policy of the City of Lowell to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The City of Lowell accepts applications from potential volunteers throughout the year and will hold applications until vacancies exist on specific boards, commissions, or committees. Thank you for completing this application form and for your interest in volunteering with us.

Applications may be submitted by mail, in person, or email to:

City of Lowell
P.O. Box 490
107 East Third Street
Lowell, OR 97452
volunteer@ci.lowell.or.us

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 12, 2018
SUBJECT: UO Community Service Center
Contract for Parks and Recreation MP

DISCUSSION
 ACTION
 RESOLUTION
 ORDINANCE
 PROCLAMATION
 REPORT

SUMMARY:

At the March 20, 2018 City Council meeting the Council approved using the UO Community Service Center and their scope of work for the Parks and Recreation Master Plan. Attached is the formal contract for consideration.

FISCAL IMPACT:

The City received a \$32,000 grant from the Oregon Parks and Recreation Department. Match of \$11,268 is included in the approved budget.

COURSES OF ACTION:

1. Motion to approve Research Services Agreement No. 25796 with the University of Oregon for the development of the Parks and Recreation Master Plan in an amount not to exceed \$43,268.00 and to authorize the City Administrator to sign the contract documents.
2. No action.

RECOMMENDATION:

Motion to approve Research Services Agreement No. 25796 with the University of Oregon for the development of the Parks and Recreation Master Plan in an amount not to exceed \$43,268.00 and to authorize the City Administrator to sign the contract documents.

ATTACHMENTS:

1. Research Services Agreement No. 25796

RESEARCH SERVICES AGREEMENT NO. 25796

This research services agreement (“Agreement”) is between the City of Lowell, Oregon (“Client”), and the University of Oregon (“University”).

1. Scope of Work

University will perform the services described in **Exhibit A - Scope of Work** (the “Work”).

2. Period of Performance

This Agreement is effective when signed by both parties and will terminate on 2/28/2019.

3. Payment

A. Fixed Fee. Client will pay University a Fixed Fee of \$43,268.00 for performance of the Work. University may incur expenses as of 5/1/2018.

B. Payment Schedule and Address. Client will make payments according to the following schedule.

1. Schedule.

Client will pay University \$2,500.00 of the fixed fee upon receipt of invoice following completion of Tasks 1-3 as described in Exhibit A.

Client will pay University \$28,500.00 of the fixed fee upon receipt of invoice following completion of Tasks 4 and 5 as described in Exhibit A.

Client will pay University \$6,000.00 of the fixed fee upon receipt of invoice following completion of Task 6 as described in Exhibit A.

Client will pay University \$6,268.00 of the fixed fee upon receipt of invoice following completion of Tasks 7 and 8 as described in Exhibit A.

2. Payment Address.

Client will submit payments to:

University of Oregon
c/o Cashiers
PO Box 3237
University of Oregon
Eugene, OR 97403-0327

4. Funds Available and Authorized

Client certifies at the time of signing this Agreement that within Client’s current appropriation or limitation it has sufficient funds available and authorized for expenditure to cover all payments this Agreement requires.

5. Termination

Both parties may mutually agree to terminate this Agreement at any time. Either party may terminate this Agreement with 30 calendar days written notice to the other party’s Business Contact. If Client terminates this Agreement, it will pay University for services rendered, work performed, non-cancellable obligations created, and costs incurred up to the date of termination.

6. Ownership of the Work Product

A. University Work Product. All work product and intellectual property including, without limitation, any inventions, improvements and discoveries conceived including, all computer

software, copyrightable works, material, reports and data created in the course of performance of the Work ("Work Product") University produces under this Agreement is the property of University. University grants to Client a royalty-free, non-exclusive, non-commercial and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, that Work Product.

- B. Client Work Product.** All Work Product Client produces under this Agreement is the property of Client. Client grants to University a royalty-free, non-exclusive and irrevocable license to reproduce, publish, otherwise use, and to authorize others to use, that Work Product for research and educational purposes.
- C. Joint Work Product.** Client and University are joint owners of and both may reproduce, publish or otherwise use, and to authorize others to use the Work Product produced by both parties jointly under this Agreement.

7. Disclaimer

UNIVERSITY DISCLAIMS ANY AND ALL WARRANTIES BOTH EXPRESS AND IMPLIED WITH REGARD TO UNIVERSITY'S PERFORMANCE OF THE WORK AND ANY DELIVERABLES UNIVERSITY PRODUCES UNDER THIS AGREEMENT, INCLUDING THEIR CONDITION, CONFORMITY TO ANY REPRESENTATION OR DESCRIPTION, THE EXISTENCE OF ANY LATENT OR PATENT DEFECTS THEREIN, THEIR MERCHANTABILITY OR FITNESS FOR A PARTICULAR USE OR PURPOSE, VALIDITY OF ANY INTELLECTUAL PROPERTY RIGHTS OR CLAIMS, OR NONINFRINGEMENT OF ANY THIRD PARTY INTELLECTUAL PROPERTY RIGHTS.

8. Insurance

University is self-insured under ORS Chapter 352, with adequate levels of excess liability insurance.

9. Notice and Contacts

- A. Notices.** Except as otherwise expressly provided in this Agreement, the parties will provide any communications or notices in writing by personal delivery, facsimile, first-class mail (postage prepaid) or email to the other party at their address set forth below unless either party has designated a different contact with a previous notice.
- B. Effective Date.** All notices a party mails are effective three (3) days after the party mails the notice. All notices a party sends by facsimile or email are effective when the transmitting machine generates receipt of the transmission. All communications or notices a party delivers in person are effective when that party actually delivers the notice.
- C. Contacts.**

Communications concerning work to be performed under this Agreement will be sent to:

Client (Technical)

Jared Cobb
107 East Third St
Lowell, OR 97452
Phone: (541) 937-2157
jcobb@ci.lowell.or.us

University (Technical)

Robert Parker
1209 University of Oregon
Eugene, OR 97403-1209
Phone: (541) 346-3801
rgp@uoregon.edu

Invoices and communications in regards to this Agreement will be sent to:

Client (Business)

Same as Technical Contact

University (Business)

Sponsored Projects Services

5219 University of Oregon
Eugene, OR 97403-5219
Phone: (541) 346-5138
sponsoredprojects@uoregon.edu

10. Confidential Information

"Confidential Information" is any materials, written information, and data that the Client marks "Confidential" or non-written information and data that the Client discloses and identifies at the time of disclosure to University as confidential and later reduces to writing and transmits to University within 30 days of their non-written disclosure. University agrees to use the same degree of care it uses to protect its own confidential information and, to the extent permitted by law, including but not limited to the Oregon Public Records Law, to maintain as confidential for a period of 3 years the Confidential Information Client discloses to University under this Agreement. University's obligations in this section do not apply to information in the public domain or that University independently knows or obtained.

11. Publicity

Client will not authorize or commission the publication of any promotional materials containing any reference to University without University's prior written approval. University may include Client's name in listings of research sponsors.

12. Independent Contractors

University and Client are independent contractors and nothing in this Agreement creates a partnership, agency, or joint venture between the parties. Neither party has the power to bind or obligate the other in any manner, other than as this Agreement expressly sets forth. Each party is responsible for wages, hours and conditions of employment of their respective personnel under this Agreement.

13. Choice of Law

The laws of the State of Oregon govern this Agreement.

14. Indemnity

- A. **University.** To the fullest extent permitted by the laws of the State of Oregon, University will protect, indemnify, and save Client harmless from and against any damage, cost or liability for any or all injuries to persons or property arising from University or its employees' or agents' negligent acts or omissions under this Agreement.
- B. **Client.** To the fullest extent permitted by the laws of the jurisdiction in which Client's headquarters is located, Client will protect, indemnify, and save University harmless from and against any damage, cost or liability for any or all injuries to persons or property arising from Client or its employees' or agents' negligent acts or omissions under this Agreement or their use of or reliance on any University Work Product.

15. Sovereignty

Nothing in this Agreement is a waiver of Oregon's sovereign or governmental immunities.

16. Severability

If a court of competent jurisdiction determines any term or provision of this Agreement is invalid or unenforceable to any extent, it will not affect the remainder of this Agreement, and each term and provision of this Agreement will remain valid and enforceable to the fullest extent law allows.

17. Compliance

University agrees to comply with all applicable Federal and state laws, including but not limited to those regarding nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, or disability.

18. Non-Waiver

If either party fails to enforce any provision of this Agreement it does not constitute that party's waiver of that or any other term or provision of this Agreement.

19. Execution and Counterparts

The parties may execute this Agreement in counterparts, and via facsimile or electronically transmitted signature (i.e. emailed scanned true and correct copy of the signed Agreement), each of which the parties will consider an original and all of which together will constitute one and the same agreement. At the request of a party, the other party will confirm facsimile or electronically transmitted signature page by delivering an original signature page to the requesting party.


20. Entire Agreement; Modification

This Agreement, including all exhibits and attachments, constitutes the sole agreement between the parties with respect to its subject matter.

CLIENT

UNIVERSITY OF OREGON

Signature



Signature

Name

Analinda Camacho

Name

Title

Director, Sponsored Projects Services

Title

Date

4-19-18

Date

Tax ID No. _____

Tax ID No. 46-4727800

Exhibit A - Scope of Work

EXHIBIT A: SCOPE OF WORK

LOWELL PARK SYSTEM MASTER PLAN UPDATE

This exhibit provides a detailed scope of work outlining the tasks that will lead to the creation of a Parks and Open Space Master Plan for the City of Lowell.

The CSC team will work under the direction of Robert Parker, CSC Program Director; Michael Howard, Assistant Program Director will manage the day-to-day activities of the CSC team. The CSC team will include Community Service Center faculty and students from both the Community and Regional Planning and Landscape Architecture programs at the University of Oregon.

TASK 1: PROJECT INITIATION AND RESEARCH

To initiate the project, we will meet with representatives from the City of Lowell and the Lowell Parks Advisory Committee. During these initial meetings, we will review the project goals and objectives, the project approach and schedule. We propose to facilitate a discussion with the Parks Advisory Committee to begin to articulate both their goals for this planning process, as well as an initial discussion about vision, issues, and opportunities for Lowell's parks system. In advance of this meeting we will prepare a memorandum to the City summarizing data collection needs for the project and a draft outline of the final plan. We will also create a project website similar to the one we created for Phoenix, OR (www.phoenixoregonparks.org/). This will serve as an important tool for disseminating information about the plan update and engaging residents in the planning process.

As a part of the project initiation, we also propose conduct 8-10 interviews with stakeholders. We will work with City staff to identify people to interview, such as Parks Advisory Committee members, City Council members, city representatives, staff from state and federal agencies, and key community members. These interviews will identify issues, opportunities, and constraints of the current parks system, and begin to envision future growth opportunities.

Product(s): Memo summarizing data needs; draft outline of the Parks Master Plan; stakeholder interview notes identifying preliminary issues and opportunities for the park system; preliminary vision statement.

TASK 2: REVIEW AND ASSESSMENT OF PREVIOUS PLANNING EFFORTS AND DEMOGRAPHICS

Drawing on information from City staff, the Parks Advisory Committee, and secondary research, the CSC team will identify existing programs and resources (funding and staff) related to parks and open space planning. The CSC will also inventory key City plans and policies that directly impact parks and open space planning (the Comprehensive Plan, operating budget, Oregon Statewide Comprehensive Outdoor Recreation Plan, etc.). The CSC will identify a preliminary list of existing programs, resources, plans, and policies, and then verify the inventory through interviews with City staff, the Parks and Recreation Committee, and other key stakeholders.

Product(s): Existing conditions memo

TASK 3: PARK FACILITY INVENTORY AND ASSESSMENT

Working with City staff, the CSC will compile an inventory of City-owned or managed park and recreational sites and facilities, including any natural or open space areas, trails, and bicycle/ pedestrian routes. Consistent with the 2007 plan, we will include other facilities within the study area including federal, state, county, and school facilities. As part of the assessment we will conduct a field visit of all the parks in the City system—preferably with the parks maintenance manager and other City staff. The inventory will include maps, photographs, and a description of all parklands owned or managed by the City. It will document the facilities and features of each park, and include a general assessment of the physical condition and functionality of facilities in each park.

Using GIS data that shows the location of City parks and open space facilities, we will develop a parks system map for inclusion in the parks plan. If necessary, we will map any facilities that are not in current City databases. Finally, the CSC will review the park classification system in the 2007 plan and make any needed updates. We will apply the classification system to calculate the current level-of-service (LOS; typically shown as developed city park acres per 1,000 population) provided to Lowell residents by City-owned facilities.

Product(s): Parks inventory and deficiencies – Chapter in Plan

TASK 4: GAP ANALYSIS/ NEEDS ASSESSMENT

The gap analysis/needs assessment provides a comprehensive view of the current and future parks, trails, and open space needs in Lowell. We will base the needs analysis on methodologies advocated by the National Recreation and Park Association (NRPA) and the Oregon Parks and Recreation Department (OPRD). Recognizing that different communities have different needs, the NRPA recommends a systems approach when determining park adequacy. This method places emphasis on locally identified needs and desires rather than pushing a blanket standard that may or may not be responsive to community growth and desires.

A systems approach takes into account the real demand for facilities on a given day and is an assessment of common needs (as opposed to a professional judgment made by an outside source or inflexible per capita “level of service standards” that do not factor in local conditions). This systems approach to park planning is detailed in Park, Recreation Open Space and Greenway Guidelines published in 1995 by the NRPA.

4.1: Community Profile: CSC will update the community profile including data about key community characteristics such as age, income, household size and type, development trends and any other factors important to City staff and the Parks Advisory Committee. We will review demographic data from the Census, the American Community Survey (ACS), sports participation data from the National Sporting Goods Association’s (NSGA) annual Sports Participation Survey for the state of Oregon, information from the Statewide Comprehensive Outdoor Recreation Plan (SCORP), and the State Trails Plan.

4.2: Household Survey: To understand community recreation patterns and facility preferences, the CSC will conduct a household survey. We propose using either utility billing lists maintained by the City, or, if the City does not have a list, registered voters.

We use the “Tailored Design Method” (developed by Dr. Don Dillman) to ensure a systematic approach to survey design and analysis. We will develop survey questions based on input from City staff and the Parks and Recreation Committee, as well as previous park needs surveys conducted by the CSC. The survey will address recreation participation patterns, park use, and preferred park system

improvements. We will tabulate and analyze survey responses and present the full results in an appendix to the plan.

4.3: Youth and Community Workshops: We propose to host four community workshops/public meetings, including one workshop with high school students or other youth groups. The intent of the community workshops is to gather input from residents at various stages of the planning process. We believe it is particularly important to engage residents who are not always vocal in planning processes, such as youth, elderly, and the Latino community.

We propose to conduct three of the community workshops in conjunction with the concept plans described in Task 5. To gain a deeper understanding of issues on the sites and in their relationship with the surrounding neighborhoods, the CSC team will solicit input from community members, including neighbors and youth, and present conceptual design alternatives (Task 5) to the community for feedback. CSC asks that City officials and Parks Advisory Committee members join us at the event to give feedback on the design alternatives.

The community workshops and events will last between one and four hours. Ideally, some will take place in parks and some will piggy-back on existing events that are likely to draw crowds (such as the farmers market, the Blackberry Festival, and events at Dexter Reservoir – Lowell State Park). During the workshops and events, CSC staff will facilitate a discussion of issues, concerns, and opportunities through a variety of interactive activities. The CSC will produce visuals such as posters and maps to aid discussion.

Task 4.4: Needs Assessment. Using data from Tasks 4.1 through 4.3, CSC will develop a detailed parks and open space needs assessment. CSC will then facilitate a meeting with the Parks and Recreation Committee to review the key issues identified through the needs assessment and identify any further opportunities, constraints, or vision elements of the should be included in the plan. The Parks and Recreation Committee will provide direction regarding proposed recommendations to address identified opportunities and constraints.

Product(s): Needs Assessment – Chapter / Appendices in Plan

TASK 5: PARK CONCEPT PLANS

CSC will prepare conceptual development plans for Rolling Rock Park and the Railroad right-of-way (ROW). CSC will facilitate meetings between the United States Army Corps of Engineers (USACE) and Oregon Parks and Recreation Department to discuss a lease agreement for Orchard Park (USACE) and discuss future improvements for Lowell State Park (OPRD). The intent is to clarify future use and management of the facilities and to determine interest in partnering with the City for desired improvements.

The concept plans will be produced at a level of detail to identify and graphically represent major site components but not at the level of detail of schematic design or design development drawings. In addition, a trail concept will be developed from Rolling Rock Park to Lowell State Park and from Rolling Rock Park to the Covered Bridge Interpretive Center. Financial capacity will be a consideration in preparing design options and the CSC will develop planning-level cost estimates for major capital improvements identified in the concept plans. The concept planning process will include the following steps:

- *Document Review.* The CSC will review any existing documents, maps, drawings, and photographs related to the project prior to site visits to each park facility with City staff and the Parks and Recreation Committee.
- *Site Analysis.* During the site visits, the CSC will document existing conditions, opportunities, and constraints. Based on information gathered through document review and the site visits, the CSC will develop preliminary programmatic elements for the sites, a vision for the projects, and construction budgets.
- *Initial Design Concepts.* The CSC will use the products of the previous steps to produce a set of design drawings to present to City officials, the Parks and Recreation Committee, and the public. Plan drawings, accompanying section and perspective drawings (as needed), and written and verbal descriptions will provide insight into the placement of design elements, site circulation, parking, and visual character envisioned in the two to three design alternatives.
- *Public Concept Review Workshops.* See Task 4.3.

The concept plans will be presented as an appendix to the Parks Master Plan. CSC will prepare concept diagrams that can be printed at large scale for sharing with the community.

Product(s): Concept plans (Appendix to Master Plan)

TASK 6: RECOMMENDATIONS

Recommendations provide specific guidelines and strategies for addressing current and future park system improvements. We propose five sub-tasks to develop a comprehensive set of recommendations for the Parks and Open Space Master Plan.

6.1: Vision, Goals, and Objectives: The CSC will work with City staff and the Parks Advisory Committee to create a vision, goals, and objectives to address issues and needs identified during Tasks 1-4. The vision and goals will create the strategic direction for the Lowell park system. Goals provide a general end toward which Lowell's organizational efforts should be directed. Goals are broad statements that typically address elements such as safety, maintenance, design, inclusivity, etc. Objectives are the specific policies that work to make the identified goals a reality. We will dedicate a portion of at least two Commission meetings to discussion the vision, goals, and objectives.

6.2: Recommendations: Working with City staff and other stakeholders, we will develop recommendations for the entire park system and each of the park and recreation facilities in the Lowell Park System (including open space and trail facilities). Specific recommendations will allow the City to leverage funding and provide a prioritized list, by park, of necessary and desirable improvements. The facility recommendations will form the basis for the Capital Improvements Plan (CIP). CSC will also review and update park design guidelines to address safety, accessibility, sustainability, maintenance, and aesthetics of a parks system. We will work with City staff and the Parks and Recreation Committee to review and amend the design guidelines for each City park classification.

6.3: Operation and Funding Analysis: Having goals, policies, and recommendations is meaningless without the financial capacity to implement them. To effectively analyze financial capacity and funding options available to the City of Lowell, we will conduct an operation and funding analysis. Based on analysis of current and past operation and funding expenditures and revenues, we will identify a range of possible local, state, federal, and private funding strategies to provide the resources necessary for park improvements, operation, and maintenance.

6.4: Land Acquisition Strategy: CSC will review and updated the land acquisition strategy. The land acquisition strategy identifies a set of guidelines the City can use to evaluate acquisitions. If useful, we will prepare a map that shows general land acquisition opportunities and include cost estimates of future land acquisition.

6.5: Capital Improvement Plan: We will utilize the specific facility recommendations created in Tasks 6.2 and 6 to prepare a detailed Parks Capital Improvements Plan (CIP). The CIP will reflect input from three sources: (1) residents of Lowell, gained through the community survey and workshops; (2) the inventory of existing parks and facilities; and (3) direction from City staff and the Parks Advisory Committee. The purpose of the CIP is to provide specific details for proposed improvements at the park level—including capital improvements proposed in the Task 5 concept plans. The CIP provides a description of each project, estimated costs, and timeline for completion.

Product(s): Vision, Goals, and Recommendations – Chapter(s) in Plan; five- and ten-year capital improvement program – Separate CIP Document

TASK 7: DRAFT AND FINAL PARKS AND OPEN SPACE MASTER PLAN

We will use information collected in Tasks 1-6 to prepare a draft update of the Lowell parks and open space master plan. The CSC will submit the draft plan for review by City staff and the Parks and Recreation Committee. The draft plan will include data, analysis, maps, and recommendations consistent with the previous tasks. We will also submit a draft capital improvements plan.

After City review, we will present the draft parks and open space master plan to local decision makers. While we are flexible on strategy, a joint City Council, Planning Commission, and Parks and Recreation Committee briefing would be an efficient way to present the draft plan.

We will address both staff comments and input from the draft parks and open space master plan presentation to create the final Parks and Open Space Master Plan. The CSC will provide an electronic copy of the final report, and electronic copies of all documents, data, maps, posters, and meeting materials produced during the project. The CSC will assist the City with adoption of the plan and will be available for one public hearing.

Product(s): Draft and Final Parks Master Plan

TASK 8: UPDATED PARKS AND RECREATION COMPREHENSIVE PLAN ELEMENT

Comprehensive plans in Oregon govern how land will be used and developed over time to meet the changing needs of a community. Comprehensive plans contain policies that help jurisdictions operationalize long-range objectives for growth and change. These policies provide jurisdictions with guidance about how they should manage land uses to achieve the community’s vision for the future.

To complement the new Parks and Open Space Master Plan, the CSC can update the Parks and Recreation element of the Lowell comprehensive land use plan to reflect the new vision for parks. Policies in the comprehensive plan should focus on guiding land use decisions that impact parks and open space. The CSC is available to assist City staff with the completing the Post-Acknowledgement Plan Amendment process required to formally amend the Comprehensive Plan.

Product(s): Updated Parks and Recreation Comprehensive Plan Element

Summary of Deliverables and Meetings

CSC proposes to provide the following deliverables:

- Draft and final update of the Lowell Parks and Open Space Master Plan, including concept plans developed as part of the update
- 5 Parks Advisory Committee meetings
- 1 youth workshop
- 3 public workshops
- Capital improvements plan (5- and 10- year)
- An updated parks and recreation comprehensive plan element

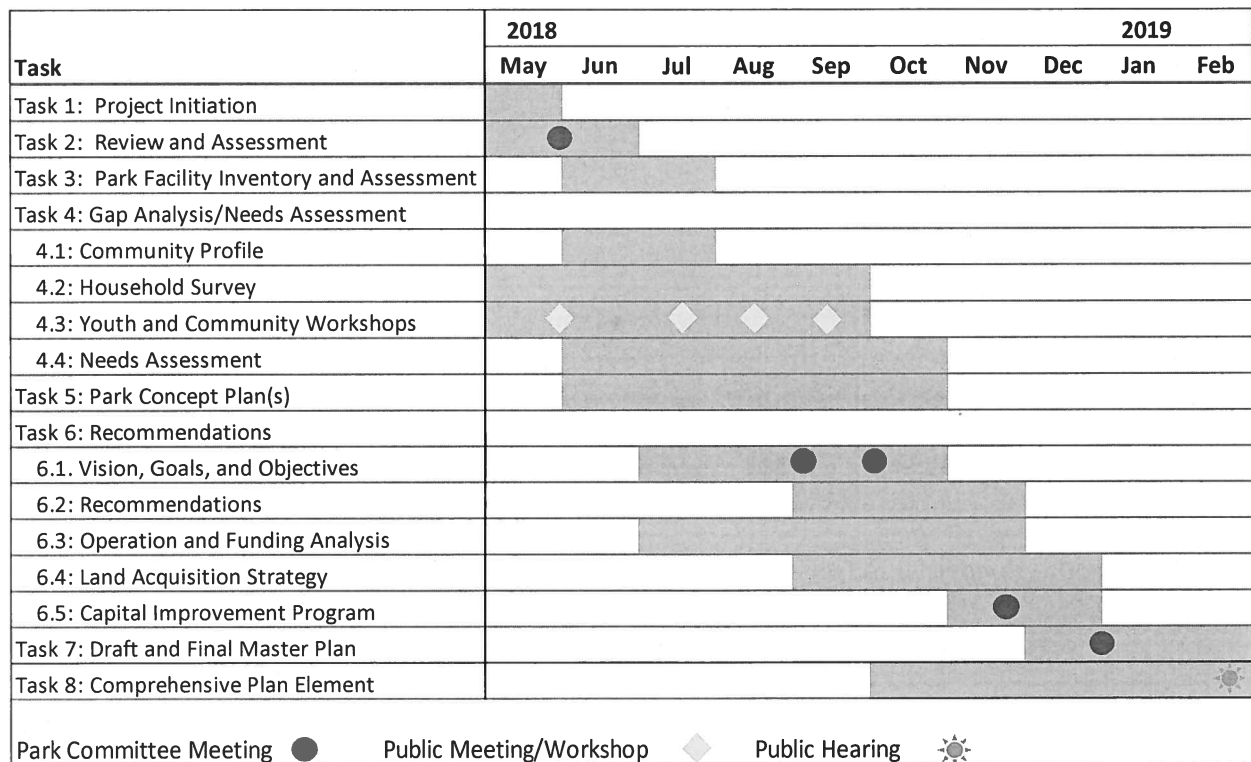
Budget and Schedule

We propose to complete the deliverables described in this proposal for a fixed fee of \$43,268 with the following billing schedule:

Completion of Tasks 1, 2, and 3:	July 31, 2018	\$2,500
Completion of Tasks 4 and 5	October 31, 2018	\$28,500
Completion of Task 6	December 31, 2018	\$6,000
Completion of Tasks 7 and 8	February 28, 2019	\$6,268
TOTAL:		\$43,268

We propose to initiate this project in May 2018 and complete all activities by February 2019 according to the schedule shown in Figure 1.

Figure 1. Project Schedule



AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 12, 2018
SUBJECT: LCOG Intergovernmental Agreement
for the Downtown MP

DISCUSSION
 ACTION
 RESOLUTION
 ORDINANCE
 PROCLAMATION
 REPORT

SUMMARY:

At the April 17, 2018 City Council meeting the Council approved using the Lane Council of Governments for the Downtown Master Plan. Attached is the formal contract for consideration.

FISCAL IMPACT:

The City received a \$30,000 grant from the Oregon Parks and Recreation Department. Match of \$10,000 is included in the approved budget.

COURSES OF ACTION:

1. Motion to approve the intergovernmental agreement with the Lane Council of Governments in an amount not to exceed \$40,000.00 and to authorize the City Administrator to sign the contract documents.
2. No action.

RECOMMENDATION:

Motion to approve the intergovernmental agreement with the Lane Council of Governments in an amount not to exceed \$40,000.00 and to authorize the City Administrator to sign the contract documents.

ATTACHMENTS:

1. Lane Council of Governments Intergovernmental Agreement

INTERGOVERNMENTAL AGREEMENT

BETWEEN: Lane Council of Governments (LCOG), an organization of governments within Lane County, Oregon

AND: The City of Lowell (AGENCY), a unit of local government of the State of Oregon

EFFECTIVE DATE: May 25, 2018

RECITALS

- A. ORS 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers, or agents have the authority to perform.
- B. Provision of services for the remuneration specified in this agreement will mutually benefit the parties.
- C. AGENCY and LCOG desire to enter into an agreement where-in LCOG will provide the services described in this agreement and Attachment A (attached hereto and incorporated herein by reference).

AGREEMENT

1. **Duration.** The agreement term shall take effect on the Effective Date and shall continue in place until June 30, 2019 or until earlier terminated pursuant to Paragraph 4 of this agreement.
2. **Services to be Provided.** LCOG agrees to provide services to AGENCY as outlined in Attachment A, Scope of Work.
3. **Compensation.** AGENCY shall pay LCOG within 30 days of receipt of an invoice, which shall be issued quarterly unless otherwise agreed to by the parties in writing. The invoice will reflect hourly rates for LCOG personnel plus any direct expenses associated with the Work performed. The total cost of this agreement shall not exceed \$40,000.
4. **Termination.** Upon thirty days' prior written notice delivered to the persons designated in Paragraph 6 to receive notice, either party, without cause, may terminate its participation in this agreement.
5. **Amendments.** This agreement may be modified or extended by written amendment signed by both parties.
6. **Administration.** Each party designates the following person as its representative for purposes of administering this agreement. Either party may change its designated representative by giving written notice to the other as provided in paragraph 14.

For LCOG: Jacob Callister
859 Willamette St., Suite 500
Eugene, OR 97401-2910
Ph: 541-682-4114

City of Lowell
Jared Cobb
City Administrator
107 East Third Street
Lowell, OR 97452
Ph: 541-937-2157

7. **Records/Inspection.** AGENCY and LCOG shall each maintain records of its costs and expenses under this agreement for a period of not less than three full fiscal years following completion of this agreement. Upon reasonable advance notice, either party or its authorized representatives may from time to time inspect, audit, and make copies of the other party's records related to this agreement.

8. **Indemnification.** To the extent allowed by the Oregon Constitution and the Oregon Revised Statutes, each of the parties hereto agrees to indemnify, defend, and save the other harmless from any claims, liability or damages including attorney fees, at trial and on appeal, arising out of any error, omission or act of negligence on the part of the indemnifying party, its officers, agents, or employees in the performance of this agreement.
9. **Dispute Resolution.** The parties shall exert every effort to cooperatively resolve any disagreements they may have under this Agreement. In the event that the parties alone are unable to resolve any conflict under this Agreement, they agree to present their disagreements to a mutually agreeable mediator for mediation. Each party shall bear its own costs for mediation and the parties shall share the cost of the mediator. This mediation procedure shall be followed to its conclusion prior to either party seeking relief from the court, except in the case of an emergency.

If the dispute remains unresolved through mediation, the parties may agree in writing to submit the dispute to arbitration, using such arbitration process as they may choose at the time and which includes the following conditions:

- a. The location of the arbitration shall be in Eugene, Oregon;
- b. Each party shall bear its own costs (except arbitration filing costs), witness fees, and attorney fees;
- c. Arbitration filing costs and any arbitrator's fees will be divided equally between the parties; and
- d. Judgment upon the award rendered by the arbitrator may be entered in the Circuit Court in Lane County, Oregon.

10. **Insurance.** Each party working under this agreement is either a subject employer under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires each to provide Worker's Compensation coverage for all its subject workers, or is an employer that is exempt under ORS 656.126.
11. **Subcontracting.** AGENCY acknowledges that LCOG intends to sub-contract with The Urban Collaborative for design work related to the services to be provided under this Agreement. Apart from that arrangement, LCOG shall not subcontract the Work under this agreement, in whole or in part, without the AGENCY's prior written approval. LCOG shall require any approved subcontractor to agree, as to the portion of the Work subcontracted, to comply with all obligations of LCOG specified in this agreement. Notwithstanding the AGENCY's approval of a subcontractor, LCOG shall remain obligated for full performance of this agreement and AGENCY shall incur no obligation to any sub-contractor.
12. **Assignment.** Neither party shall assign this agreement in whole or in part, or any right or obligation hereunder, without the other party's written approval.
13. **Compliance With Laws.** LCOG shall comply with all applicable federal, state, and local laws, rules, ordinances, and regulations at all times and in the performance of the Work, including all applicable State and local public contracting provisions.
14. **Notices.** Any notices permitted or required by this agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to the representative designated in paragraph 6. Either party may change its address by notice given to the other in accordance with this paragraph.
15. **Integration.** This agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either oral or written, between the parties.
16. **Interpretation.** This agreement shall be governed by and interpreted in accordance with the laws of the State of Oregon.

LANE COUNCIL OF GOVERNMENTS:

AGENCY: City of Lowell

By: _____
Brendalee S. Wilson, Executive Director

By: _____
(name, title)

Date: _____

Date: _____

Task 3: Stakeholder Interviews and Community Engagement

Consultant, with guidance from the Grantee, will interview key business owners, community organizations, and other stakeholders. The consultant will present to the Steering Committee key findings from the stakeholder interviews. The consultant and Grantee will convene and facilitate an interactive public meeting that includes the following components: Introductions; Project Process and Objectives; Downtown/Study Area Challenges and Opportunities; Identification of other Model Downtowns; Visual Preference Survey; and, Solicitation of Public Comments.

Task 3 Products:

- 3-1: Technical Memo (or comparable) that reports on key findings from stakeholder interviews
- 3-2: Steering Committee Meeting #3 – Presentation on key findings from stakeholder interviews
- 3-3: Public Meeting #1

Task 3 timeline: August 1, 2018 to September 30, 2018

LCOG Task 3 budget TGM/Local Match/Total: **\$4,500/ \$2,000/ \$6,500**

Task 4: Downtown Concept Plan Development

Consultant, with assistance from the Grantee, will facilitate a public design charrette with PAC members and key stakeholders. The Consultant will develop an illustrative map of the study area with project locations. Based on input from the steering committee, stakeholders, and public, the Consultant will develop concept plans for the downtown gateway areas and each streetscape with integrated stormwater facilities (including street sections for Pioneer Street, Main Street, North Shore Drive, and Moss Street). The Consultant, with assistance from the Grantee, will gain feedback from the steering committee and public on the concept plans.

Task 4 Products:

- 4-1: Downtown Design Charrette
- 4-2: Technical Memo (or comparable) that highlights Design Charrette Outcomes
- 4-3: Study Area Map including Project Locations
- 4-4: Concept Plans for the Downtown Gateway Areas
- 4-5: Concept Streetscape Plans with Integrated Stormwater Facilities (including Street Sections for Pioneer Street, Main Street, North Shore Drive, and Moss Street)
- 4-6: Steering Committee Meeting #4 – Review and Refine Concept Plans
- 4-7: Public Meeting #2 – Feedback on Concept Plans

Task 4 timeline: October 1, 2018 to November 30, 2018

LCOG Task 4 budget TGM/Local Match/Total: **\$2,250/ \$1,200/ \$3,450**

Task 5: Policy and Code Amendments Development

Based on background information collected in Task 1, and based on public comments received, Consultant will develop a set of recommended comprehensive plan policy amendments and a set of recommended development code amendments to advance implementation of the downtown vision.

Task 5 Products:

- 5-1: Set of recommended Comprehensive Plan Policy Amendments
- 5-2: Set of recommended Development Code Amendments
- 5-3: Steering Committee Meeting #5 – Review proposed Plan and Code Amendments

Task 5 timeline: December 1, 2018 to December 31, 2018

LCOG Task 5 budget TGM/Local Match/Total: **\$4,500/ \$2,000/ \$6,500**

Task 6: Prioritized Capital Improvement Plan and Implementation Strategy

Consultant to develop descriptions, details, and cost estimates for individual capital improvement project concepts and create an implementation strategy to complete the identified projects and programs.

Task 6 Products:

- 6-1: Technical Memo (or comparable) that provides descriptions, details, and cost estimates for individual capital improvement concepts
- 6-2: Technical Memo (or comparable) that provides an implementation strategy to complete the individual capital improvement projects and programs
- 6-3: Steering Committee Meeting #6 – Capital Project Prioritization

Task 6 timeline: December 1, 2018 to December 31, 2018

LCOG Task 6 budget TGM/Local Match/Total: **\$3,750/ \$1,300/ \$5,050**

Task 7: Review of Draft Lowell Downtown Master Plan

Consultant to produce draft Lowell Downtown Master Plan, solicit feedback on the draft document from the Steering Committee and public, and make amendments, as appropriate. Consultant, with support and direction from Grantee, will submit the draft plan and sets of associated plan policies and development code amendments to the Lowell Planning Commission and City Council for review.

Task 7 Products:

- 7-1: Draft Lowell Downtown Master Plan
- 7-2: Steering Committee Meeting #7 – Review Draft Lowell Downtown Master Plan

Task 7 timeline: January 1, 2019 to February 28, 2019

LCOG Task 7 budget TGM/Local Match/Total: **\$2,500/ \$0 / \$2,500**

Task 8: Public Hearings and Adoption

Grantee, with assistance from Consultant, will present the hearings-ready draft Lowell Downtown Master Plan and associated comprehensive plan policies and zoning code amendments at public hearings before the Lowell Planning Commission and City Council. The City Council will adopt the Downtown Master Plan and associated plan policies and code amendments.

Submit 35-day notice. Prepare and submit Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation, and Product(s) from Tasks 1-7 at least 35 days before first evidentiary hearing. Send Attachment D and Tasks 1-7 Products in a digital media format to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information, and to the Plan Amendment Specialist at the e-mail address specified in Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation.

Submit Notice of Adoption. Prepare and submit Attachment E, Form 2 Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation, with the signed ordinance according to the instructions on the form. Submit the notice on digital media to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information, and to the Plan Amendment Specialist at the e-mail address specified in Attachment E, Form 2 Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation.

Task 8 Products:

8-1: Hearings-Ready Draft Lowell Downtown Master Plan

8-2: Hearings-Ready Sets of recommended Comprehensive Plan Policy Amendments and Development Code Amendments

8-3: Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation, including the draft Lowell Downtown Master Plan and recommended Plan and Code Amendments, at least 35 days prior to the initial evidentiary hearing.

8-4: Attachment E, Form 2 DLCD Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation, and signed ordinances, any findings, and the participation list.

Task 8 timeline: March 1, 2019 to May 31, 2019

LCOG Task 8 budget TGM/Local Match/Total:

\$500/ \$1,500/ \$2,000

LCOG Downtown Plan Budget Summary

	TGM Funds	Local Match	Total
Task 1 – Project Background / Plan Reviews	\$1,500	\$1,000	\$2,500
Task 2 – Physical Analysis of Downtown / Study Area	\$3,750	\$1,000	\$4,750
Task 3 – Stakeholder Interviews and Comm. Engagement	\$2,250	\$1,200	\$3,450
Task 4 – Downtown Concept Plan Development	\$11,250	\$2,000	\$13,250
Task 5 – Policy and Code Amendments Development	\$4,500	\$2,000	\$6,500
Task 6 – Prioritized CIP and Implementation Strategy	\$3,750	\$1,300	\$5,050
Task 7 – Review of Draft Lowell Downtown Master Plan	\$2,500		\$2,500
Task 8 – Public Hearings and Adoption	\$500	\$1,500	\$2,000
TOTAL LCOG BUDGET	\$30,000	\$10,000	\$40,000

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 12, 2018
SUBJECT: Resolution 696 – TGM Grant

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

One of the objectives included in the FY 2018 Strategic Plan was to submit a grant application for the development of the City’s first Local Street Network Plan. The City has applied for this grant four times over the past ten years. To improve our chances, this year the City has committed funds to develop a Street Preservation Plan and is also working with LCOG on the grant application.

FISCAL IMPACT:

Staff recommends making a request of \$65,000. A 12% match, or \$7,800, is required. Street funds are eligible and available for the project.

COURSES OF ACTION:

1. Motion to approve Resolution 696, as presented.
2. Motion to approve Resolution 696, as amended.
3. No action.

RECOMMENDATION:

Motion to approve Resolution 696, as presented.

ATTACHMENTS:

1. Resolution 696

CITY OF LOWELL, OREGON

RESOLUTION 696

A RESOLUTION IN SUPPORT OF REQUESTING FUNDING THROUGH THE TRANSPORTATION GROWTH MANAGEMENT PROGRAM TO DEVELOP A LOCAL STREET NETWORK PLAN

WHEREAS, the Department of Land Conservation and Development and the Oregon Department of Transportation are jointly accepting applications for the Transportation and Growth Management Program; and

WHEREAS, the City Council of the City of Lowell desires to participate in this grant program to the greatest extent possible as a means of providing Transportation System Plan (TSP) Goals and Strategies to guide future street improvements that will provide safety and comfort for all locals and visitors, and will highlight Lowell’s unique assets, public spaces, and support economic vitality; and

WHEREAS, the Lowell City Council has made a Local Street Network Plan a priority and included the project in the FY 2018 Strategic Plan; and

WHEREAS, the City of Lowell intends to seek agency and public participation and adopt a Local Street Network Plan should the grant funds be awarded; and

WHEREAS, the City of Lowell has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; now therefore,

BE IT RESOLVED that the Lowell City Council demonstrates its support for the submittal of a grant application to the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development for the development of a citywide Local Street Network Plan and this resolution shall be effective following its adoption by the City Council.

Adopted by the City Council of the City of Lowell this 15th day of May 2018.

Yea: _____

Nay: _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Recorder

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 12, 2018
SUBJECT: Housing Needs Analysis

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

One of the objectives included in the FY 2018 Strategic Plan was to submit a grant application for an update of the buildable lands inventory. Last week the Department of Land Conservation and Development emailed a solicitation for housing projects. The City of Lowell is eligible for a Housing Needs Analysis.

FISCAL IMPACT:

No match is required.

COURSES OF ACTION:

1. Motion to submit a request for assistance to the Oregon Department of Land Conservation and Development for a Housing Needs Analysis.
2. No action.

RECOMMENDATION:

Motion to submit a request for assistance to the Oregon Department of Land Conservation and Development for a Housing Needs Analysis.

ATTACHMENTS:

1. Request for Assistance – Oregon Housing Planning Project



REQUEST FOR ASSISTANCE OREGON HOUSING PLANNING PROJECT



The Oregon Department of Land Conservation and Development (DLCD) is accepting requests for planning assistance from cities and counties to update comprehensive plans and land use regulations to increase the affordability and supply of housing in the state.

Background

During the 2018 legislative session, the legislature appropriated funds to DLCD for the purpose of providing technical assistance to local governments in increasing the affordability of housing within urban growth boundaries ([HB 4006](#)). Technical assistance will include an analysis of housing needs, audits of land use codes (to identify barriers to housing development), revisions to land use codes (to remove barriers), and implementation plans for increasing housing supply.

To provide this assistance, DLCD will contract with consultants experienced in completing Housing Needs Analyses (HNAs) and updating land use codes, and the consultant will work for a city – or group of cities within a county or region – to prepare draft updates to the comprehensive plan or code. For jurisdictions with up-to-date plans and codes, assistance with developing a strategy to implement the plan is also offered. The projects must be completed and funds expended by June 30, 2019.

Available Services

Cities and counties may request assistance developing one of the following products.

Housing Needs Analysis. The consultant will work with one or more advisory committees appointed by the city – or the county acting on behalf of a group of cities – to prepare a hearings-ready draft HNA. An HNA includes a housing needs projection (addressing housing types and price levels), residential land needs analysis, buildable lands inventory, and identification of measures for accommodating needed housing as described in OAR chapter 660, divisions 7 and 8. The purpose of an HNA is to ensure that cities have an available land supply to accommodate their housing needs over the next 20 years.

Code Audit. The consultant will work with an advisory committee appointed by the city or county to conduct a code audit of existing zoning and development code(s) to identify permitting criteria and processes that are a barrier to housing development. Specifically, an audit will assess the presence of a clear and objective approval path for needed housing, identify criteria or processes that may be a barrier to the development of needed housing, and determine whether permitted use lists and development standards ensure that the mix and density of allowed housing can accommodate needed housing as identified in the HNA. Priority will be given to cities with HNAs updated within the last five years.

Code Update. The consultant will work with an advisory committee appointed by the city or county to conduct a code update of the zoning and development code(s) to remove barriers to housing development and add provisions to increase housing development, types, and affordability. The code update will address local needs by updating the code(s) as needed to: provide or enhance a clear and objective approval path for Needed Housing, remove or amend criteria or processes that hinder development of needed housing, and update permitted use lists and development standards to ensure that the mix and density of allowed housing can accommodate needed housing. In addition to

comprehensive code updates, a city may propose a code update focused on a more specific or targeted subject affecting residential development (e.g., off-street parking standards, lot-dimension standards) that have already been identified as a barrier to the development of needed housing by an adopted HNA or code audit. Priority will be given to cities with HNAs updated within the last five years.

Housing Strategy Implementation Plan. For communities with HNAs less than five year old, the consultant will work with an advisory committee appointed by the city or county to develop an action plan to implement one or more of the housing strategies identified in the HNA. A housing strategy may include changes to zoning, programs to manage short-term or vacation rentals, incentives for affordable housing, SDC waivers, or other regulatory or non-regulatory tools.

Eligibility

All cities and counties are eligible to submit a Request for Assistance. Because housing planning is completed for a specific urban growth area, a non-Metro county government is eligible only as a convener for a group of cities within its boundaries. A Metro county is eligible for its urban area.

If the department receives more interest than available funding can accommodate, priority will be given first to cities that are over 10,000 population and severely rent-burdened.¹ Second priority will be given to other cities that are severely rent-burdened; third priority will be to cities over 10,000 population with high population growth rates. The department will also consider local government readiness, geographic distribution, consultant availability and expertise, and type of technical assistance requested.

Application and Next Steps

Complete and sign one-page application (on following page). Applications will be accepted through June 15, 2018.

Selected jurisdictions will be asked to sign a memorandum of understanding that spells out the roles and responsibilities of the consultant, DLCD, and the local government.

Additional Information

Please contact your DLCD regional representative with questions or for more information.

<u>Mid-Willamette Valley</u> Angela Carnahan angela.carnahan@state.or.us 503-934-0056	<u>East Metro</u> Jennifer Donnelly jennifer.donnelly@state.or.us 503-725-2183	<u>West Metro</u> Anne Debbaut anne.debbaut@state.or.us 503-725-2182
<u>Central Oregon:</u> Scott Edelman scott.edelman@state.or.us 541-306-8530	<u>Southern Oregon</u> Josh LeBombard josh.lebombard@state.or.us 541-414-7932	<u>South Coast</u> Dave Perry dave.perry@state.or.us 541-574-1584
<u>North Coast</u> Matt Spangler matt.spangler@state.or.us 541-574-1095	<u>Eastern Oregon :</u> Phil Stenbeck phil.stenbeck@state.or.us 541-325-6924	<u>Southern Willamette Valley</u> Patrick Wingard patrick.wingard@state.or.us 541-393-7675

¹ HB 4006 prioritized funding for these cities, and defined a “severely rent burdened” city as one where 25 percent or more of the renter households in the city spend more than 50 percent of the income of the household on gross rent for housing.

REQUEST FOR ASSISTANCE: Oregon Housing Planning Project		
City: <i>OR</i>		
County:		
For these cities:		
Contact Person (name and title):		
Contact phone number:		
Contact e-mail address:		
Service of Interest. Select one. <input type="checkbox"/> Housing Needs Analysis <input type="checkbox"/> Code audit (priority will be given where HNA is less than five years old) <input type="checkbox"/> Code update (priority will be given where HNA is less than five years old) <input type="checkbox"/> Housing strategy implementation plan (if HNA is less than five years old)		
By signing below, the local government demonstrates community support as required by ORS 284.753(5) – signature by an elected official authorized to act on behalf of the governing body.		
_____ Signature of local governing body representative		_____ Date
_____ Title		

Submittal

Please submit this Request for Assistance by June 15, 2018 to DLCD by email to the following address: DLCD.GFGrant@state.or.us.