

Lowell City Council Meeting Agenda

City Hall, 107 East 3rd Street

Tuesday, June 19, 2018 at 7:00 P.M.

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.

City Council Minutes for May 15, 2018

City Council Special Meeting and Work Session Minutes for June 5, 2018

Voucher Directory for June 19, 2018

Presentations, Proclamations, and Awards

1. Yard of the Month Award

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.
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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: None

New Business:

1. Financial Services Contract with Layli A. Nichols – Discussion/Possible Action
2. Police Services Contract with the City of Oakridge – Discussion/Possible Action
3. Animal Control Contract with Lane County Animal Services – Discussion/Possible Action
4. Resolution 701 – Annual Employee Compensation Adjustments – Discussion/Possible Action
5. Committee Appointments – 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:

06-25-18 Lowell School District Board Meeting – 7 PM at PDC in Lundy Elementary
07-02-18 Economic Development Committee Meeting – 7 PM at City Hall
07-03-18 City Council Study Session – 7 PM at City Hall
07-04-18 City Hall Closed for Holiday
07-05-18 Parks and Recreation Committee Meeting – 6 PM at City Hall
07-10-18 Blackberry Jam Festival Committee Meeting – 7 PM at City Hall
07-10-18 Lowell Fire District Board Meeting – 7 PM at Fire Station
07-17-18 City Council Regular Meeting – 7 PM at City Hall

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: June 13, 2018
SUBJECT: Consent Agenda

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

SUMMARY:

The Consent Agenda for the June 19, 2018 City Council meeting includes the minutes for the City Council Meeting on May 15, 2017, Special Meeting and Work Session on June 5, 2018, and the Voucher Directory for June 19, 2018.

FISCAL IMPACT:

1. City Council Meeting Minutes – May 15, 2018 – No fiscal impact.
2. City Council Meeting and Work Session Minutes – June 5, 2017 – No fiscal impact.
3. Voucher Directory – June 19, 2018 – Includes expenditures approved during the annual budget process.

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:

Motion to approve the consent agenda as presented.

ATTACHMENTS:

1. City Council Meeting Minutes – May 15, 2018
2. City Council Special Meeting and Work Session Minutes – June 5, 2017
3. Voucher Directory – June 19, 2018

City of Lowell, Oregon
Minutes of the City Council Executive Session, and Regular Session
May 15, 2018

Executive Session

The Executive Session was called to order at 6:30 PM by Mayor Bennett.

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

Executive Session: ORS 192.660(2)(e)- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The Executive Session was adjourn: 6:47 PM

Regular Session

The Regular Session was called to order at 7:00 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 Harris. PASS 5:0

Public Comments: None

Council Comments: None

City Administrators Report: CA Cobb reported on the following topics: Quarterly Committee Report, 3rd Party Building Inspection Program, Rural Development Initiatives Conference in Portland May 19-20, Lowell Beautification Day success, Employee Performance Reviews, Project Updates, League of Oregon Cities Highlights.

Financial Report: April Financial Report provided in packet.

Police Report: April report provided in packet.

Public Works Report: Max Baker, Public Works Director modeled the new Public Works work shirts and presented written report provided in packet. He reported on Beautification Day success, park inspections, LCC intern report, water leak on South Alder St., new meter installation's continue, and code enforcement report.

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

Old Business: None

New Business:

- **St. Vincent de Paul Contract Amendment** – CA presented amendment to allow SVDP to develop two of the lots for market rate housing, because it is not feasible to build affordable housing on those lots. **Councilor Burford moved to approve the contract amendment with SVDP as amended, second by Councilor Harris. PASS 4:1 Opposed: Councilor Angelini**

- **Committee Appointments** – CA presented applicants for open positions on committees. **Councilor Burford move to appoint Lon Dragt to Position 8 of the Budget Committee, second by Councilor Angelini. PASS 5:0**

- **Councilor Harris move to appoint Lon Dragt to Position 3 on the Planning Commission, second by Councilor Osgood. PASS 5:0**

Councilor Burford move to appoint Mary Wallace, Bob Burr, Aaron Graham to Positions 6,7 & 8 for the Parks & Recreation Master Plan Steering Committee, second by Councilor Harris. PASS 5:0

Mayor Bennett move to appoint Don Swain, Pat Woodhurst, Aaron Graham, Lon Dragt to Positions 6,7,8 & 9 on the Downtown Master Plan Steering Committee, second by Councilor Angelini. PASS 5:0

- **UO Community Service Center Contract for Parks & Recreation Master Plan – CA presented Research Services Agreement No. 25796. Councilor Harris move 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, second by Councilor Angelini. PASS 5:0**
- **LCOG Contract for Downtown Master Plan – CA presented contract. Councilor Angelini move 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, second by Councilor Harris. PASS 5:0**
- **Resolution 696 – Transportation Growth Management Grant Application – CA presented Resolution to pursue grant to develop a local street network plan. Councilor Harris move to approve Resolution 696, as presented, second by Councilor Osgood. PASS 5:0**
- **Housing Needs Analysis Grant Application – CA presented a grant to update buildable lands inventory. Councilor Harris move to submit a request for assistance to the Oregon Department of Land Conservation and Development for a Housing Needs Analysis, second by Councilor Angelini. PASS 5:0**

Other Business:

- **Allow CA to negotiate for the property in Rolling Rock Park – CA explained the need to acquire the two pieces of property in Rolling Rock Park to establish sprinkler system. Mayor Bennett move to allow CA to negotiate to acquire property's in Rolling Rock Park, with the owners on the East end portion of 0.06 acres with Mary Owens, and with Lane County for the West portion of 0.42 acres, second by Councilor Burford. PASS 5:0**
Mayor Comments: Mayor stated that ODOT reported 26,000 ADA ramps needing to be upgraded.

Community Comments: None

Adjourn: 8:28 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jared Cobb, City Recorder

Date

City of Lowell, Oregon
Minutes of the City Council Special Meeting and Study Session
June 5, 2018

The Special Meeting was called to order at 7:00 PM by Mayor Bennett.

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

Recess: 7:01 PM

Public Hearing: 7:01 PM

- **Proposed Uses of State Revenue Sharing** – Mayor read statement for use of State Revenue Sharing. No Public Comment.

Closed 7:02 PM

Public Hearing: 7:02 PM

- **FY 2018-19 Budget and Imposing and Categorizing Tax** - Mayor read required statement. No Public Comment.

Closed 7:03 PM

Special Meeting Reconvened: 7:03 PM

Public Comments: None

Council Comments: None

New Business:

- **Resolution 697 – Establishing Water and Sewer Rates** – CA provided a 3% rate schedule increase recommended by the Budget Committee for inflation cost. **Councilor Burford move to approve Resolution 697: A Resolution Establishing Water and Sewer Rates to be Effective July 1, 2018, second by Councilor Harris. PASS 5:0**
- **Resolution 698 – Certifying Services** – CA stated this is a requirement each year, certifying at least 4 core services are provided, to receive State Revenue Sharing Funds. **Councilor Burford move to approve Resolution 698: A Resolution Certifying Services as presented, second by Councilor Harris. PASS 5:0**
- **Resolution 699 – City’s Election to Receive State Revenues** – CA stated that the required public hearings were held, and the City requests to receive State Revenue Sharing money. **Councilor Burford move to approve Resolution 699: A Resolution Declaring the City’s Election to Receive State Revenues for Fiscal Year 2018-19, second by Councilor Harris. PASS 5:0**
- **Resolution 700 – FY 2018-19 Budget and Imposing and Categorizing Tax** – CA presented recommended approval from Budget Committee of the Fiscal Year 2018-19 Budget, including three changes. **Councilor Burford move to approve Resolution 700: A Resolution Adopting the City Budget for Fiscal Year 2018-19 and Imposing and**

Categorizing Tax, as amended on pages 21, 32 and 33, second by Councilor Harris. PASS 5:0

- **Committee Appointments** – CA stated there was an error in the presented applications for the Parks and Recreation Master Plan Steering Committee, Bob Burr was presented instead of Jerry Bjornstad. **Councilor Harris move to appoint Jerry Bjornstad to the Parks and Recreation Master Plan Steering Committee position seven, in place of Bob Burr, second by Councilor Burford. PASS 5:0**

Other Business: None
Mayor Comments: None
Adjourn: 7:16 PM

The Study Session was called to order at 7:17 PM by Mayor Bennett.

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

Study Session Topic(s)

1. **Update on Building Inspection Program** – CA reported that State has rescinded all of the temporary rules adopted on April 23, 2018 related to program delegation.
2. **Review Lane County Animal Control Contract** – CA is in communication with Lane Animal Control to provide service in the event of a serious dog incident.
3. **Review City Employee Pay Scale** - CA presented the FY 2018-19 Employee Pay Scale. Discussion on employee benefits, and upcoming changes followed.

Adjourn: 7:50 PM

Approved: _____
Don Bennett, Mayor Date

Attest: _____
Jared Cobb, City Recorder Date



Voucher Directory

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

Vendor	Number	Reference	Account Number	Description	Amount
Bridge Town Market	14795			2017-2018 - June 2018 - 1st Council	
		Invoice - 4/24 thru 5/31			
			010-120-6190	Miscellaneous Expenses	\$15.00
			010-120-6610	Gas & Oil	\$290.77
			030-100-6130	Office Supplies/Equipment	\$14.76
			030-100-6610	Gas & Oil	\$100.01
			040-100-6134	General Supplies	\$12.35
			040-100-6134	General Supplies	\$14.77
			040-100-6610	Gas & Oil	\$151.14
		Total Invoice - 4/24 thru 5/31			\$598.80
	Total 14795				\$598.80
Total Bridge Town Market					\$598.80
Century Link	14809			2017-2018 - June 2018 - 1st Council	
		Invoice - 6/11/2018 2:09:56 PM			
			010-100-6440	Telephone Services	\$193.58
			030-100-6435	Internet Services	\$70.00
			030-100-6440	Telephone Services	\$179.10
			040-100-6440	Telephone Services	\$72.31
		Total Invoice - 6/11/2018 2:09:56 PM			\$514.99
	Total 14809				\$514.99
Total Century Link					\$514.99
CIS Trust	0			2017-2018 - June 2018 - 2nd Council	
		CIS Credit Payment 6/8/18			
			010-100-5410	Health Insurance	(\$586.71)
		Total CIS Credit Payment 6/8/18			(\$586.71)
	Total 0				(\$586.71)
Total CIS Trust					(\$586.71)

Vendor	Number	Reference	Account Number	Description	Amount
City of Lowell	0			2017-2018 - June 2018 - 1st Council	
		Invoice - Sanipac BBJ paymnt			
			010-025-4852	Miscellaneous Revenue	\$500.00
		Total Invoice - Sanipac BBJ paymnt			\$500.00
	Total 0				\$500.00
	14796			2017-2018 - June 2018 - 1st Council	
		Invoice - 6/5/2018 10:10:53 AM			
			010-100-6420	Water Services	\$23.65
			010-100-6425	Sewer Services	\$42.60
			010-120-6420	Water Services	\$60.74
			010-120-6425	Sewer Services	\$113.62
			010-150-6420	Water Services	\$7.89
			010-150-6425	Sewer Services	\$14.21
			030-100-6420	Water Services	\$37.82
			030-100-6425	Sewer Services	\$56.81
			040-100-6420	Water Services	\$819.00
			040-100-6425	Sewer Services	\$511.29
		Total Invoice - 6/5/2018 10:10:53 AM			\$1,687.63
	Total 14796				\$1,687.63
Total City of Lowell					\$2,187.63
City of Oakridge	14810			2017-2018 - June 2018 - 1st Council	
		Invoice - June 18-0056			
			010-130-6018	Police Services	\$2,166.67
		Total Invoice - June 18-0056			\$2,166.67
	Total 14810				\$2,166.67
Total City of Oakridge					\$2,166.67
Copy Rite Printing	1613			2017-2018 - June 2018 - 1st Council	
		Invoice - BBJ Labels			
			014-100-6814	Jam Sales Exp	\$165.00
		Total Invoice - BBJ Labels			\$165.00
	Total 1613				\$165.00
Total Copy Rite Printing					\$165.00
Downard, Wayne	14815			2017-2018 - June 2018 - 1st Council	
		Invoice - 204152			
			010-120-6224	Equipment Repair & Maintenance	\$185.00
		Total Invoice - 204152			\$185.00
	Total 14815				\$185.00
Total Downard, Wayne					\$185.00

Vendor	Number	Reference	Account Number	Description	Amount
Eclectic Edge Events, LLC	1615			2017-2018 - June 2018 - 1st Council	
		Invoice - 2018 Devils Dam Dash Deposit			
			014-100-6850	5K Race Exp	\$100.00
		Total Invoice - 2018 Devils Dam Dash Deposit			\$100.00
	Total 1615				\$100.00
Total Eclectic Edge Events, LLC					\$100.00
Lane Council of Governments	14797			2017-2018 - June 2018 - 1st Council	
		Invoice - 68956			
			010-100-6012	Legal Services	\$339.73
		Total Invoice - 68956			\$339.73
	Total 14797				\$339.73
Total Lane Council of Governments					\$339.73
Mid-State Industrial Inc	14798			2017-2018 - June 2018 - 1st Council	
		Invoice - 0175385			
			030-100-6230	Other Repair & Maintenance	\$805.00
		Total Invoice - 0175385			\$805.00
	Total 14798				\$805.00
Total Mid-State Industrial Inc					\$805.00
Mortier Ang Engineers	14799			2017-2018 - June 2018 - 1st Council	
		Invoice - 4094			
			010-100-8012	Capital Outlay - Buildings & Facilities	\$3,881.58
		Total Invoice - 4094			\$3,881.58
	Total 14799				\$3,881.58
Total Mortier Ang Engineers					\$3,881.58
Nichols Layli	14800			2017-2018 - June 2018 - 1st Council	
		Invoice - May 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 - May 2018			\$660.83
	Total 14800				\$660.83
Total Nichols Layli					\$660.83

Vendor	Number	Reference	Account Number	Description	Amount
Northwest Code Professionals					
	14801			2017-2018 - June 2018 - 1st Council	
		Invoice - 1970			
			010-140-6524	Building Permit Costs	\$1,041.64
			010-140-6525	Electrical Permit Costs	\$297.00
		Total Invoice - 1970			\$1,338.64
	Total 14801				\$1,338.64
Total Northwest Code Professionals					\$1,338.64
OAWU					
	14811			2017-2018 - June 2018 - 1st Council	
		Invoice - 24722			
			010-100-6792	Reimbursable Expenditure	\$20.00
			030-100-6140	Travel & Training	\$147.50
			040-100-6140	Travel & Training	\$147.50
		Total Invoice - 24722			\$315.00
	Total 14811				\$315.00
Total OAWU					\$315.00
Oregon Travel Experience					
	14802			2017-2018 - June 2018 - 1st Council	
		Invoice - 91935			
			010-170-6124	Marketing	\$20.00
		Total Invoice - 91935			\$20.00
	Total 14802				\$20.00
Total Oregon Travel Experience					\$20.00
RG Media Company					
	14812			2017-2018 - June 2018 - 1st Council	
		Invoice - 7266238			
			010-100-6120	Publications, Printing & Dues	\$495.00
		Total Invoice - 7266238			\$495.00
	Total 14812				\$495.00
Total RG Media Company					\$495.00
Sanders, Tim					
	14803			2017-2018 - June 2018 - 1st Council	
		Invoice - 45			
			030-100-6028	Other Contract Services	\$300.00
			040-100-6028	Other Contract Services	\$300.00
		Total Invoice - 45			\$600.00
	Total 14803				\$600.00
Total Sanders, Tim					\$600.00

Vendor	Number	Reference	Account Number	Description	Amount
SaniPac	14804			2017-2018 - June 2018 - 1st Council	
		Invoice - 2894342			
			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 - 2894342			\$71.40
	Total 14804				\$71.40
Total SaniPac					\$71.40
Teri Harter	1614			2017-2018 - June 2018 - 1st Council	
		Invoice - 6/5/2018 71725			
			014-100-6816	Quilt Raffle	\$83.93
		Total Invoice - 6/5/2018 71725			\$83.93
	Total 1614				\$83.93
Total Teri Harter					\$83.93
U.S. Equipment Finance	14813			2017-2018 - June 2018 - 1st Council	
		Invoice - 358927135			
			010-100-6024	Copier Contract	\$147.98
		Total Invoice - 358927135			\$147.98
	Total 14813				\$147.98
Total U.S. Equipment Finance					\$147.98
Verizon Wireless	14805			2017-2018 - June 2018 - 1st Council	
		Invoice - 9807731930			
			010-100-6440	Telephone Services	\$63.87
			030-100-6440	Telephone Services	\$63.86
			040-100-6440	Telephone Services	\$63.86
		Total Invoice - 9807731930			\$191.59
	Total 14805				\$191.59
Total Verizon Wireless					\$191.59
Vision Municipal Solutions	14806			2017-2018 - June 2018 - 1st Council	
		Invoice - 09-6239			
			010-100-6022	IT Services	\$139.61
			012-100-6022	IT Services	\$46.53
			030-100-6022	IT Services	\$139.61

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-6022	IT Services	\$139.61
		Total Invoice - 09-6239			\$465.36
	Total 14806				\$465.36
	14814			2017-2018 - June 2018 - 1st Council	
		Invoice - 4843			
			030-100-6130	Office Supplies/Equipment	\$118.29
			040-100-6130	Office Supplies/Equipment	\$118.29
		Total Invoice - 4843			\$236.58
	Total 14814				\$236.58
Total Vision Municipal Solutions					\$701.94
Watson, Shawn					
	14807			2017-2018 - June 2018 - 1st Council	
		Invoice - 6/5/2018 4:56:25 PM			
			010-100-6120	Publications, Printing & Dues	\$78.50
		Total Invoice - 6/5/2018 4:56:25 PM			\$78.50
	Total 14807				\$78.50
Total Watson, Shawn					\$78.50
Grand Total		Vendor Count	23		\$15,062.50

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 14, 2018
SUBJECT: Yard of the Month Award

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

SUMMARY:

On June 7, the Parks and Recreation Committee awarded the Yard of the Month for May to Monica Thompson at 92 Wetleau Drive. Recipients of the designation receive a certificate, \$25 gift card, and a yard sign for the following month. The City would like to congratulate Ms. Thompson for her efforts and becoming the first recipient of the award.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

N/A

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2018
SUBJECT: City Administrator Report

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

SUMMARY:

The attached City Administrator Report is for the period of May 12 – June 15. The report covers the following topics: Housing Workshop, City Council Candidate Packets, 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
Email: jcobb@ci.lowell.or.us

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2018
SUBJECT: City Administrator Report

Housing Workshop

On Thursday, June 7, I attended a Housing Workshop in Cottage Grove hosted by the League of Oregon Cities, Association of Oregon Counties, Oregon Housing and Community Services, and the Oregon Department of Land Conservation and Development. A series of eight workshops were hosted around the state to accomplish two goals:

1. Convene key leaders and partners to begin to identify specific, local needs for technical assistance related to housing.
2. Assess the key resources needed to support ongoing local collaborative problem solving approaches related to housing.

There were several takeaways from the workshop on ways the state, counties, and cities can increase the supply of housing:

1. DLCD removing all or a percentage of wetlands from buildable lands inventories, which would increase the land needed to accommodate future growth. This would justify the expansion of some UGBs.
2. Cities and counties allowing smaller lot sizes to accommodate additional units and reduce the costs of development. Average lot size in Cottage Grove is 5,000 square feet.
3. Smaller cities should consider updating their land development codes to allow accessory dwelling units (ADUs).
4. For affordable housing, consider partnerships with non-profit groups such as St. Vincent de Paul and Homes for Good.
5. Cities and counties should apply for the DLCD Housing Assistance Grant for help with a Housing Needs Analysis (HNA) or development code updates.

City Council Candidate Packets Available

Regular city elections are held at the same time and place as general state elections in accordance with applicable state election laws. The next regular city election in Lowell is scheduled for Tuesday, November 6, 2018. Application packets are available at City Hall and on the website.

The following City Elected positions will be on the ballot:

- Council Position 1 4-year term
- Council Position 4 4-year term

Project Updates

- *Downtown Master Plan* – The first meeting was held on Monday, June 4, to introduce the Steering Committee to the consultants and discuss the overall project and timeline. The Committee also conducted a walking tour of the downtown area. The next meeting will be held in early July.
- *Parks and Recreation Master Plan* – Staff is working with the project consultant on the household survey. The first Steering Committee meeting is scheduled for July 5.
- *Financial Software* – On June 8 I received an email from Caselle that we are moving into the next phase of implementation. Caselle will be taking the data we supplied to setup databases for the general ledger, cash receipting, payroll, and utility management modules. This will be followed by the final phase, which is testing and balancing.
- *Municipal Code* – Completed. We received bound copies of the code earlier this month. The code was launched online last week.
- *Irrigation Systems* – The project to repair the irrigation system in Paul Fisher Park requires a minimum of three quotes. Specifications were prepared and distributed to four contractors over two weeks ago. We have yet to receive one response.

League of Oregon Cities Highlights

Travel Impact Report Say Tourism is Rising – Dean Runyan Associates released its 2018 Oregon Travel Impacts report, which it prepares annually for the Oregon Tourism Commission. The report indicates that tourism in Oregon continued to show steady growth in 2017, with all measures of travel activity above 2016 levels. Specifically, visitor numbers, visitor spending, tax receipts and tourism employment all grew. The purpose of the report is to document the economic significance of the travel industry in Oregon.

New League Resource, Local Government Basics, Now Available – Local Government Basics: 10 Essentials for City Officials, originally published in the March issue of Local Focus magazine, is now available to download as a standalone publication. The guide covers the following basic local government topics:

- Home Rule
- Public Meetings
- Property Taxes
- Public Records
- Budgeting Basics
- Gift Limits
- Code Enforcement
- Political Activity
- Water Rights
- Land Use

<http://www.orcities.org/Portals/17/Library/LocalGovernmentBasicsweb.pdf>

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2018
SUBJECT: Monthly Financial Report

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

SUMMARY:

The Monthly Financial Report for May 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. May 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 - May 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	\$516.51	\$134,913.70	\$133,941.00	100.73 %	(\$972.70)
010-025-4014	Property Taxes - Prior	\$168.96	\$2,148.90	\$2,140.00	100.42 %	(\$8.90)
010-025-4052	Interest Earned	\$31.20	\$3,068.48	\$522.00	587.83 %	(\$2,546.48)
010-025-4132	State Revenue Sharing	\$0.00	\$7,113.20	\$9,202.00	77.30 %	\$2,088.80
010-025-4134	Cigarette Tax	\$259.86	\$997.44	\$1,200.00	83.12 %	\$202.56
010-025-4136	Liquor Tax	\$1,657.74	\$15,619.00	\$16,055.00	97.28 %	\$436.00
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	\$750.61	\$2,187.99	\$1,400.00	156.29 %	(\$787.99)
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	\$300.00	\$300.00	\$600.00	50.00 %	\$300.00
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	\$110.00	\$640.00	\$100.00	640.00 %	(\$540.00)
010-025-4356	Building Permit Fees	\$1,427.13	\$26,654.02	\$18,410.00	144.78 %	(\$8,244.02)
010-025-4358	Electrical Permit Fees	\$443.52	\$3,331.64	\$4,482.00	74.33 %	\$1,150.36
010-025-4360	Dog Licenses	\$0.00	\$574.00	\$300.00	191.33 %	(\$274.00)
010-025-4415	Library Revenue	\$453.70	\$930.03	\$1,000.00	93.00 %	\$69.97
010-025-4417	Lien Searches	\$10.00	\$420.00	\$400.00	105.00 %	(\$20.00)
010-025-4421	SDC/CET Admin Fee	\$0.00	\$2,384.70	\$1,000.00	238.47 %	(\$1,384.70)
010-025-4423	Pay Station Revenue	\$81.50	\$81.50	\$0.00		(\$81.50)
010-025-4511	Park Reimbursement SDC	\$0.00	\$378.00	\$343.00	110.20 %	(\$35.00)
010-025-4625	Municipal Court Revenue	\$125.00	\$1,955.00	\$3,000.00	65.17 %	\$1,045.00
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	\$39.85	\$1,808.00	\$2,000.00	90.40 %	\$192.00
Total REVENUES		\$6,375.58	\$268,401.56	\$311,860.00	86.06 %	\$43,458.44

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total GENERAL FUND		\$6,375.58	\$268,401.56	\$311,860.00	86.06 %	\$43,458.44

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	\$6,675.61	\$61,409.59	\$65,402.00	93.90 %	\$3,992.41
012-025-4513	Transportation Reimbursement SDC	\$0.00	\$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		\$6,675.61	\$67,031.02	\$66,651.00	100.57 %	(\$380.02)
Total STREET FUND		\$6,675.61	\$67,031.02	\$66,651.00	100.57 %	(\$380.02)

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
BBJ FESTIVAL FUND						
REVENUES						
014-025-4052	Interest Earned	\$0.67	\$10.96	\$10.00	109.60 %	(\$0.96)
014-025-4822	BBJ Festival Revenue	\$0.00	\$11,404.75	\$14,834.00	76.88 %	\$3,429.25
014-025-4852	Miscellaneous Revenue	\$0.00	\$0.00	\$0.00		\$0.00
014-025-4860	Craft/Commercial Booth Sales	\$565.00	\$1,245.00	\$0.00		(\$1,245.00)
014-025-4862	Food Booth Sales	\$150.00	\$520.00	\$0.00		(\$520.00)
014-025-4864	Jam Sales	\$30.00	\$115.00	\$0.00		(\$115.00)
014-025-4866	Quilt Raffle Sales	\$888.00	\$1,020.00	\$0.00		(\$1,020.00)
014-025-4868	Program Ad Sales	\$760.00	\$1,105.00	\$0.00		(\$1,105.00)
014-025-4870	Sponsorship Revenue	\$500.00	\$750.00	\$0.00		(\$750.00)
014-025-4878	Car Show Revenue	\$20.00	\$20.00	\$0.00		(\$20.00)
Total REVENUES		\$2,913.67	\$16,190.71	\$14,844.00	109.07 %	(\$1,346.71)
Total BBJ FESTIVAL FUND		\$2,913.67	\$16,190.71	\$14,844.00	109.07 %	(\$1,346.71)

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	\$0.00	\$7,839.00	\$6,608.00	118.63 %	(\$1,231.00)
017-025-4512	Transportation SDC	\$0.00	\$6,986.12	\$3,969.00	176.02 %	(\$3,017.12)
017-025-4530	Water SDC	\$0.00	\$30,478.00	\$25,676.00	118.70 %	(\$4,802.00)
017-025-4540	Sewer SDC	\$0.00	\$8,523.00	\$7,182.00	118.67 %	(\$1,341.00)
017-025-4545	Storm Drainage SDC	\$0.00	\$6,126.56	\$4,515.00	135.69 %	(\$1,611.56)
017-025-4710	Interfund Loan Principle from GF	\$0.00	\$12,895.00	\$12,895.00	100.00 %	\$0.00
Total REVENUES		\$0.00	\$72,847.68	\$61,345.00	118.75 %	(\$11,502.68)
Total SDC FUND		\$0.00	\$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	\$0.00	\$3,938.00	\$3,938.00	100.00 %	\$0.00
Total REVENUES		\$0.00	\$3,938.00	\$3,938.00	100.00 %	\$0.00
Total WATER RESERVE FUND		\$0.00	\$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	\$0.00	\$1,575.00	\$1,575.00	100.00 %	\$0.00
Total REVENUES		\$0.00	\$1,575.00	\$1,575.00	100.00 %	\$0.00
Total SEWER RESERVE FUND		\$0.00	\$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	\$0.00	\$3,300.00	\$0.00		(\$3,300.00)
030-025-4425	Water/Sewer Sales	\$18,988.30	\$259,864.42	\$279,881.00	92.85 %	\$20,016.58
030-025-4426	Bulk Water Sales	\$0.00	\$2,744.18	\$0.00		(\$2,744.18)
030-025-4428	Credit Memo Utilities - (Pre-paid)	\$34.80	\$1,851.76	\$0.00		(\$1,851.76)
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	\$259.64	\$3,442.87	\$4,913.00	70.08 %	\$1,470.13
030-025-4531	Water Reimbursement SDC	\$0.00	\$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	\$375.00	\$6,111.45	\$5,000.00	122.23 %	(\$1,111.45)
030-025-4955	Transfer from Debt Reserve Fund	\$0.00	\$7,714.74	\$39,381.00	19.59 %	\$31,666.26
Total WATER FUND		\$19,657.74	\$291,211.02	\$335,326.00	86.84 %	\$44,114.98

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	\$0.00	\$920.00	\$0.00		(\$920.00)
040-025-4425	Water/Sewer Sales	\$27,128.20	\$301,922.99	\$327,839.00	92.09 %	\$25,916.01
040-025-4430	Water/Sewer Connection Fees	\$0.00	\$0.00	\$150.00	0.00 %	\$150.00
040-025-4541	Sewer Reimbursement SDC	\$0.00	\$4,915.00	\$4,123.00	119.21 %	(\$792.00)
040-025-4852	Miscellaneous Revenue	\$375.00	\$44,814.89	\$4,500.00	995.89 %	(\$40,314.89)
040-025-4955	Transfer from Debt Reserve Fund	\$0.00	\$15,745.00	\$15,745.00	100.00 %	\$0.00
Total REVENUES		\$27,503.20	\$368,317.88	\$352,407.00	104.51 %	(\$15,910.88)
Total SEWER FUND		\$27,503.20	\$368,317.88	\$352,407.00	104.51 %	(\$15,910.88)

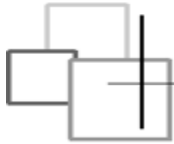
Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
EQUIPMENT FUND						
REVENUES						
050-025-4052	Interest Earned	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
050-025-4849	Capital Asset Disposal	\$0.00	\$16,419.00	\$0.00		(\$16,419.00)
050-025-4910	Transfer from General Fund	\$0.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
050-025-4912	Transfer from Street Fund	\$0.00	\$4,000.00	\$4,000.00	100.00 %	\$0.00
050-025-4930	Transfer from Water Fund	\$0.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
050-025-4940	Transfer from Sewer Fund	\$0.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
Total REVENUES		\$0.00	\$26,419.00	\$10,300.00	256.50 %	(\$16,119.00)
Total EQUIPMENT FUND		\$0.00	\$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		\$63,125.80	\$1,115,931.87	\$1,339,039.00	83.34 %	\$223,107.13

Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-000-0000	GENERAL FUND	\$6,375.58	\$268,401.56	\$311,860.00	86.06 %	\$43,458.44
012-000-0000	STREET FUND	\$6,675.61	\$67,031.02	\$66,651.00	100.57 %	(\$380.02)
014-000-0000	BBJ FESTIVAL FUND	\$2,913.67	\$16,190.71	\$14,844.00	109.07 %	(\$1,346.71)
017-000-0000	SDC FUND	\$0.00	\$72,847.68	\$61,345.00	118.75 %	(\$11,502.68)
020-000-0000	WATER RESERVE FUND	\$0.00	\$3,938.00	\$3,938.00	100.00 %	\$0.00
021-000-0000	SEWER RESERVE FUND	\$0.00	\$1,575.00	\$1,575.00	100.00 %	\$0.00
030-000-0000	WATER FUND	\$19,657.74	\$291,211.02	\$335,326.00	86.84 %	\$44,114.98
040-000-0000	SEWER FUND	\$27,503.20	\$368,317.88	\$352,407.00	104.51 %	(\$15,910.88)
050-000-0000	EQUIPMENT FUND	\$0.00	\$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		\$63,125.80	\$1,115,931.87	\$1,339,039.00	83.34 %	\$223,107.13



Expenditure

Starting Account Number: 010-100-5010 City Administrator
 Ending Account Number: 060-999-9899 Suspense
 Period: 2017-2018 - May 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	\$10,355.45	\$11,243.00	92.11 %	\$887.55
010-100-5014	City Clerk	\$399.48	\$4,394.08	\$4,772.00	92.08 %	\$377.92
010-100-5050	Public Works Director	\$260.39	\$2,864.26	\$3,124.00	91.69 %	\$259.74
010-100-5052	Utility Worker I	\$189.01	\$1,552.38	\$1,636.00	94.89 %	\$83.62
010-100-5054	Utility Worker II	\$150.32	\$1,660.95	\$1,804.00	92.07 %	\$143.05
010-100-5058	Maintenance Worker I	\$83.95	\$727.92	\$804.00	90.54 %	\$76.08
010-100-5220	Overtime	\$78.01	\$595.55	\$1,028.00	57.93 %	\$432.45
010-100-5315	Social Security/Medicare(FICA)	\$165.34	\$1,694.69	\$2,042.00	82.99 %	\$347.31
010-100-5320	Worker's Comp	\$1.10	\$565.55	\$861.00	65.69 %	\$295.45
010-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$2,148.00	0.00 %	\$2,148.00
010-100-5410	Health Insurance	\$413.18	\$5,473.67	\$6,031.00	90.76 %	\$557.33
010-100-5450	Public Employees Retirement	\$248.53	\$2,547.42	\$2,280.00	111.73 %	(\$267.42)
Total PERSONAL SERVICES		\$2,989.23	\$32,431.92	\$37,773.00	85.86 %	\$5,341.08
MATERIALS & SERVICES						
010-100-6010	Auditing	\$0.00	\$3,900.00	\$3,900.00	100.00 %	\$0.00
010-100-6012	Legal Services	\$0.00	\$1,830.18	\$5,000.00	36.60 %	\$3,169.82
010-100-6014	Financial Services	\$198.25	\$2,057.50	\$3,408.00	60.37 %	\$1,350.50
010-100-6022	IT Services	\$282.26	\$2,719.50	\$5,674.00	47.93 %	\$2,954.50
010-100-6024	Copier Contract	\$147.98	\$1,723.59	\$1,920.00	89.77 %	\$196.41
010-100-6028	Other Contract Services	\$0.00	\$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	\$30.00	\$260.57	\$600.00	43.43 %	\$339.43
010-100-6128	Public Notices	\$0.00	\$422.50	\$500.00	84.50 %	\$77.50
010-100-6130	Office Supplies/Equipment	\$119.61	\$945.14	\$950.00	99.49 %	\$4.86
010-100-6134	General Supplies	\$0.00	\$137.26	\$1,500.00	9.15 %	\$1,362.74
010-100-6138	Bank Service Charges	\$0.00	\$356.03	\$1,000.00	35.60 %	\$643.97
010-100-6140	Travel & Training	\$463.04	\$1,482.62	\$1,500.00	98.84 %	\$17.38
010-100-6190	Miscellaneous Expenditures	\$80.26	\$840.14	\$500.00	168.03 %	(\$340.14)

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-100-6220	Building Repair & Maintenance	\$0.00	\$229.64	\$1,000.00	22.96 %	\$770.36
010-100-6234	Non-Capitalized Assets	\$17.99	\$3,997.68	\$2,000.00	199.88 %	(\$1,997.68)
010-100-6420	Water Services	\$23.83	\$361.53	\$300.00	120.51 %	(\$61.53)
010-100-6425	Sewer Services	\$42.60	\$466.57	\$550.00	84.83 %	\$83.43
010-100-6430	Electricity Services	\$311.52	\$1,733.77	\$2,200.00	78.81 %	\$466.23
010-100-6435	Internet Services	\$77.47	\$852.17	\$900.00	94.69 %	\$47.83
010-100-6440	Telephone Services	\$179.68	\$2,246.33	\$2,400.00	93.60 %	\$153.67
010-100-6445	Refuse Services	\$7.14	\$78.54	\$100.00	78.54 %	\$21.46
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		\$1,981.63	\$37,024.42	\$57,265.00	64.65 %	\$20,240.58
CAPITAL OUTLAY						
010-100-8012	Capital Outlay - Buildings & Facilities	\$1,327.90	\$10,948.60	\$50,000.00	21.90 %	\$39,051.40
010-100-8018	Capital Outlay - Software	\$0.00	\$150.00	\$7,955.00	1.89 %	\$7,805.00
Total CAPITAL OUTLAY		\$1,327.90	\$11,098.60	\$57,955.00	19.15 %	\$46,856.40
Total ADMINISTRATION		\$6,298.76	\$80,554.94	\$152,993.00	52.65 %	\$72,438.06

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
PARKS & RECREATION						
PERSONAL SERVICES						
010-120-5010	City Administrator	\$333.29	\$3,451.84	\$3,748.00	92.10 %	\$296.16
010-120-5050	Public Works Director	\$260.39	\$2,864.26	\$3,124.00	91.69 %	\$259.74
010-120-5052	Utility Worker I	\$189.01	\$1,552.38	\$1,636.00	94.89 %	\$83.62
010-120-5054	Utility Worker II	\$150.32	\$1,660.95	\$1,804.00	92.07 %	\$143.05
010-120-5058	Maintenance Worker I	\$755.68	\$6,551.83	\$7,236.00	90.54 %	\$684.17
010-120-5220	Overtime	\$67.64	\$541.94	\$849.00	63.83 %	\$307.06
010-120-5315	Social Security/Medicare(FICA)	\$134.38	\$1,271.95	\$1,539.00	82.65 %	\$267.05
010-120-5320	Worker's Comp	\$1.34	\$1,112.21	\$1,428.00	77.89 %	\$315.79
010-120-5350	Unemployment Insurance	\$0.00	\$0.00	\$1,557.00	0.00 %	\$1,557.00
010-120-5410	Health Insurance	\$181.16	\$2,460.73	\$2,705.00	90.97 %	\$244.27
010-120-5450	Public Employees Retirement	\$201.97	\$1,911.66	\$1,718.00	111.27 %	(\$193.66)
Total PERSONAL SERVICES		\$2,275.18	\$23,379.75	\$27,344.00	85.50 %	\$3,964.25
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	\$0.00	\$485.06	\$1,000.00	48.51 %	\$514.94
010-120-6190	Miscellaneous Expenses	\$298.06	\$405.47	\$250.00	162.19 %	(\$155.47)
010-120-6220	Building Repair & Maintenance	\$0.00	\$626.52	\$1,000.00	62.65 %	\$373.48
010-120-6224	Equipment Repair & Maintenance	\$0.00	\$355.59	\$1,000.00	35.56 %	\$644.41
010-120-6230	Other Repair & Maintenance	\$330.19	\$1,365.19	\$3,000.00	45.51 %	\$1,634.81
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	\$56.43	\$644.45	\$5,000.00	12.89 %	\$4,355.55
010-120-6425	Sewer Services	\$113.62	\$1,244.40	\$1,300.00	95.72 %	\$55.60
010-120-6430	Electricity Services	\$93.00	\$502.89	\$750.00	67.05 %	\$247.11
010-120-6445	Refuse Services	\$21.42	\$235.62	\$200.00	117.81 %	(\$35.62)
010-120-6610	Gas & Oil	\$0.00	\$880.63	\$600.00	146.77 %	(\$280.63)
Total MATERIALS & SERVICES		\$912.72	\$8,753.25	\$53,600.00	16.33 %	\$44,846.75
010-120-8020	Capital Outlay - Parks Improvements	\$0.00	\$0.00	\$40,000.00	0.00 %	\$40,000.00
Total PARKS & RECREATION		\$3,187.90	\$32,133.00	\$120,944.00	26.57 %	\$88,811.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
POLICE						
MATERIALS & SERVICES						
010-130-6018	Police Services	\$4,333.34	\$28,033.37	\$31,920.00	87.82 %	\$3,886.63
Total MATERIALS & SERVICES		\$4,333.34	\$28,033.37	\$31,920.00	87.82 %	\$3,886.63
Total POLICE		\$4,333.34	\$28,033.37	\$31,920.00	87.82 %	\$3,886.63

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
COMMUNITY DEVELOPMENT						
PERSONAL SERVICES						
010-140-5010	City Administrator	\$666.60	\$6,903.52	\$7,495.00	92.11 %	\$591.48
010-140-5014	City Clerk	\$199.74	\$2,197.15	\$2,386.00	92.09 %	\$188.85
010-140-5220	Overtime	\$5.19	\$26.79	\$89.00	30.10 %	\$62.21
010-140-5315	Social Security/Medicare(FICA)	\$66.68	\$698.25	\$834.00	83.72 %	\$135.75
010-140-5320	Worker's Comp	\$0.37	\$43.63	\$69.00	63.23 %	\$25.37
010-140-5350	Unemployment Insurance	\$0.00	\$0.00	\$879.00	0.00 %	\$879.00
010-140-5410	Health Insurance	\$145.37	\$1,949.43	\$2,146.00	90.84 %	\$196.57
010-140-5450	Public Employees Retirement	\$100.24	\$1,049.68	\$931.00	112.75 %	(\$118.68)
Total PERSONAL SERVICES		\$1,184.19	\$12,868.45	\$14,829.00	86.78 %	\$1,960.55
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	\$549.99	\$2,147.08	\$4,000.00	53.68 %	\$1,852.92
010-140-6524	Building Permit Costs	\$1,874.89	\$22,511.46	\$30,303.00	74.29 %	\$7,791.54
010-140-6525	Electrical Permit Costs	\$75.00	\$2,443.45	\$3,483.00	70.15 %	\$1,039.55
Total MATERIALS & SERVICES		\$2,499.88	\$27,340.61	\$69,986.00	39.07 %	\$42,645.39
Total COMMUNITY DEVELOPMENT		\$3,684.07	\$40,209.06	\$84,815.00	47.41 %	\$44,605.94

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
LIBRARY						
PERSONAL SERVICES						
010-150-5320	Worker's Comp	\$0.00	\$104.58	\$46.00	227.35 %	(\$58.58)
Total PERSONAL SERVICES		\$0.00	\$104.58	\$46.00	227.35 %	(\$58.58)
MATERIALS & SERVICES						
010-150-6022	IT Services	\$449.27	\$1,041.73	\$329.00	316.64 %	(\$712.73)
010-150-6130	Office Supplies/Equipment	\$0.00	\$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	\$12.15	\$282.15	\$100.00	282.15 %	(\$182.15)
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	\$7.95	\$120.54	\$150.00	80.36 %	\$29.46
010-150-6425	Sewer Services	\$14.21	\$155.63	\$200.00	77.82 %	\$44.37
010-150-6430	Electricity Services	\$103.84	\$577.94	\$800.00	72.24 %	\$222.06
010-150-6435	Internet Services	\$77.47	\$852.17	\$1,000.00	85.22 %	\$147.83
010-150-6445	Refuse Services	\$7.14	\$78.54	\$90.00	87.27 %	\$11.46
010-150-6530	Summer Reading Program	\$0.00	\$1,049.84	\$1,250.00	83.99 %	\$200.16
Total MATERIALS & SERVICES		\$672.03	\$7,487.73	\$8,269.00	90.55 %	\$781.27
Total LIBRARY		\$672.03	\$7,592.31	\$8,315.00	91.31 %	\$722.69

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
CODE ENFORCEMENT						
PERSONAL SERVICES						
010-160-5010	City Administrator	\$333.29	\$3,451.84	\$3,748.00	92.10 %	\$296.16
010-160-5050	Public Works Director	\$260.39	\$2,864.26	\$3,124.00	91.69 %	\$259.74
010-160-5220	Overtime	\$16.90	\$55.23	\$117.00	47.21 %	\$61.77
010-160-5315	Social Security/Medicare(FICA)	\$46.72	\$487.43	\$585.00	83.32 %	\$97.57
010-160-5320	Worker's Comp	\$0.26	\$203.75	\$342.00	59.58 %	\$138.25
010-160-5350	Unemployment Insurance	\$0.00	\$0.00	\$609.00	0.00 %	\$609.00
010-160-5410	Health Insurance	\$90.28	\$1,227.83	\$1,352.00	90.82 %	\$124.17
010-160-5450	Public Employees Retirement	\$70.22	\$732.71	\$653.00	112.21 %	(\$79.71)
Total PERSONAL SERVICES		\$818.06	\$9,023.05	\$10,530.00	85.69 %	\$1,506.95
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		\$818.06	\$9,023.05	\$13,230.00	68.20 %	\$4,206.95

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
TOURISM						
MATERIALS & SERVICES						
010-170-6028	Other Contract Services	\$0.00	\$6,500.00	\$9,000.00	72.22 %	\$2,500.00
010-170-6124	Marketing	\$0.00	\$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	\$115.06	\$1,837.08	\$2,500.00	73.48 %	\$662.92
010-170-6227	Community Grant Program	\$1,017.80	\$1,017.80	\$3,000.00	33.93 %	\$1,982.20
010-170-6228	Matching Grant Funds	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
Total MATERIALS & SERVICES		\$1,132.86	\$9,674.88	\$21,850.00	44.28 %	\$12,175.12
Total TOURISM		\$1,132.86	\$9,674.88	\$21,850.00	44.28 %	\$12,175.12

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
MUNICIPAL COURT						
PERSONAL SERVICES						
010-180-5010	City Administrator	\$333.29	\$3,451.84	\$3,748.00	92.10 %	\$296.16
010-180-5014	City Clerk	\$199.74	\$2,197.15	\$2,386.00	92.09 %	\$188.85
010-180-5220	Overtime	\$5.19	\$26.79	\$89.00	30.10 %	\$62.21
010-180-5315	Social Security/Medicare(FICA)	\$41.18	\$434.19	\$521.00	83.34 %	\$86.81
010-180-5320	Worker's Comp	\$0.25	\$27.80	\$43.00	64.65 %	\$15.20
010-180-5350	Unemployment Insurance	\$0.00	\$0.00	\$544.00	0.00 %	\$544.00
010-180-5410	Health Insurance	\$116.02	\$1,506.53	\$1,663.00	90.59 %	\$156.47
010-180-5450	Public Employees Retirement	\$61.92	\$652.77	\$581.00	112.35 %	(\$71.77)
Total PERSONAL SERVICES		\$757.59	\$8,297.07	\$9,575.00	86.65 %	\$1,277.93
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	\$0.00	\$561.79	\$1,000.00	56.18 %	\$438.21
010-180-6126	Postage	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-180-6138	Bank Service Charges	\$0.00	\$84.38	\$0.00		(\$84.38)
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		\$0.00	\$1,441.17	\$3,500.00	41.18 %	\$2,058.83
Total MUNICIPAL COURT		\$757.59	\$9,738.24	\$13,075.00	74.48 %	\$3,336.76

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
NON-DEPARTMENTAL						
DEBT SERVICE						
010-800-7120	Loan Principal - SDC Fund Loan	\$0.00	\$12,895.00	\$12,895.00	100.00 %	\$0.00
Total DEBT SERVICE		\$0.00	\$12,895.00	\$12,895.00	100.00 %	\$0.00
OTHER REQUIREMENTS						
010-800-9050	Transfer to Equipment Fund	\$0.00	\$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		\$0.00	\$2,000.00	\$62,830.00	3.18 %	\$60,830.00
Total NON-DEPARTMENTAL		\$0.00	\$14,895.00	\$75,725.00	19.67 %	\$60,830.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total GENERAL FUND		\$20,884.61	\$231,853.85	\$522,867.00	44.34 %	\$291,013.15

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
STREET FUND						
ADMINISTRATION						
PERSONAL SERVICES						
012-100-5010	City Administrator	\$666.60	\$6,903.52	\$7,495.00	92.11 %	\$591.48
012-100-5050	Public Works Director	\$781.13	\$8,592.48	\$9,373.00	91.67 %	\$780.52
012-100-5052	Utility Worker I	\$378.06	\$3,104.46	\$3,272.00	94.88 %	\$167.54
012-100-5054	Utility Worker II	\$300.61	\$3,321.87	\$3,608.00	92.07 %	\$286.13
012-100-5058	Maintenance Worker I	\$167.96	\$1,456.00	\$1,608.00	90.55 %	\$152.00
012-100-5220	Overtime	\$152.18	\$1,139.24	\$1,815.00	62.77 %	\$675.76
012-100-5315	Social Security/Medicare(FICA)	\$187.17	\$1,875.67	\$2,273.00	82.52 %	\$397.33
012-100-5320	Worker's Comp	\$1.34	\$1,111.69	\$1,867.00	59.54 %	\$755.31
012-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$1,584.00	0.00 %	\$1,584.00
012-100-5410	Health Insurance	\$423.28	\$5,706.50	\$6,279.00	90.88 %	\$572.50
012-100-5450	Public Employees Retirement	\$281.35	\$2,819.57	\$2,538.00	111.09 %	(\$281.57)
Total PERSONAL SERVICES		\$3,339.68	\$36,031.00	\$41,712.00	86.38 %	\$5,681.00
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	\$685.82	\$1,136.00	60.37 %	\$450.18
012-100-6016	Engineering Services	\$840.00	\$840.00	\$500.00	168.00 %	(\$340.00)
012-100-6022	IT Services	\$94.08	\$550.20	\$1,498.00	36.73 %	\$947.80
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	\$52.46	\$52.46	\$500.00	10.49 %	\$447.54
012-100-6224	Equipment Repair & Maintenance	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6230	Other Repair & Maintenance	\$0.00	\$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	\$2,581.64	\$13,401.55	\$14,311.00	93.65 %	\$909.45
012-100-6620	Storm Drain Maintenance	\$1,923.00	\$1,923.00	\$2,000.00	96.15 %	\$77.00
012-100-6624	Street Signs	\$0.00	\$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		\$5,557.26	\$31,160.76	\$33,291.00	93.60 %	\$2,130.24
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		\$8,896.94	\$67,241.76	\$165,472.00	40.64 %	\$98,230.24

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total STREET FUND		\$8,896.94	\$71,241.76	\$192,821.00	36.95 %	\$121,579.24

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
BBJ FESTIVAL FUND						
ADMINISTRATION						
MATERIALS & SERVICES						
014-100-6124	Festival Advertisement	\$105.00	\$105.00	\$0.00		(\$105.00)
014-100-6190	Miscellaneous Exp	\$0.00	\$96.50	\$0.00		(\$96.50)
014-100-6440	Telephone Services	\$12.95	\$51.80	\$0.00		(\$51.80)
014-100-6605	Rent	\$70.00	\$210.00	\$0.00		(\$210.00)
014-100-6614	Materials & Services	\$0.00	\$20,323.71	\$26,277.00	77.34 %	\$5,953.29
014-100-6810	Craft/Commercial Booth Exp	\$0.00	\$10.00	\$0.00		(\$10.00)
014-100-6814	Jam Sales Exp	\$269.00	\$269.00	\$0.00		(\$269.00)
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)
014-100-6852	Car Show Exp	\$500.00	\$500.00	\$0.00		(\$500.00)
Total MATERIALS & SERVICES		\$956.95	\$22,065.15	\$26,277.00	83.97 %	\$4,211.85
Total ADMINISTRATION		\$956.95	\$22,065.15	\$26,277.00	83.97 %	\$4,211.85
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		\$956.95	\$22,065.15	\$31,216.00	70.69 %	\$9,150.85

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	\$1,666.51	\$17,258.72	\$18,739.00	92.10 %	\$1,480.28
030-100-5014	City Clerk	\$1,597.92	\$17,577.33	\$19,088.00	92.09 %	\$1,510.67
030-100-5050	Public Works Director	\$1,822.63	\$20,049.18	\$21,869.00	91.68 %	\$1,819.82
030-100-5052	Utility Worker I	\$1,512.12	\$12,417.46	\$13,087.00	94.88 %	\$669.54
030-100-5054	Utility Worker II	\$1,202.36	\$13,286.68	\$14,432.00	92.06 %	\$1,145.32
030-100-5058	Maintenance Worker I	\$335.82	\$2,911.88	\$3,216.00	90.54 %	\$304.12
030-100-5220	Overtime	\$565.75	\$4,494.32	\$7,388.00	60.83 %	\$2,893.68
030-100-5315	Social Security/Medicare(FICA)	\$665.73	\$6,731.09	\$8,182.00	82.27 %	\$1,450.91
030-100-5320	Worker's Comp	\$4.93	\$3,354.89	\$5,618.00	59.72 %	\$2,263.11
030-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$8,029.00	0.00 %	\$8,029.00
030-100-5410	Health Insurance	\$1,993.65	\$26,081.03	\$28,764.00	90.67 %	\$2,682.97
030-100-5450	Public Employees Retirement	\$1,000.83	\$10,119.31	\$9,136.00	110.76 %	(\$983.31)
Total PERSONAL SERVICES		\$12,368.25	\$134,281.89	\$157,548.00	85.23 %	\$23,266.11
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	\$2,057.50	\$3,408.00	60.37 %	\$1,350.50
030-100-6016	Engineering Services	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
030-100-6022	IT Services	\$282.26	\$1,684.45	\$5,185.00	32.49 %	\$3,500.55
030-100-6028	Other Contract Services	\$300.00	\$3,264.96	\$3,750.00	87.07 %	\$485.04
030-100-6110	Insurance And Bonds	\$0.00	\$5,730.88	\$6,413.00	89.36 %	\$682.12
030-100-6120	Publications, Printing & Dues	\$0.00	\$800.48	\$500.00	160.10 %	(\$300.48)
030-100-6126	Postage	\$123.50	\$1,103.20	\$1,750.00	63.04 %	\$646.80
030-100-6130	Office Supplies/Equipment	\$14.13	\$65.45	\$250.00	26.18 %	\$184.55
030-100-6134	General Supplies	\$0.00	\$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	\$234.41	\$1,462.68	\$200.00	731.34 %	(\$1,262.68)
030-100-6220	Building Repair & Maintenance	\$0.00	\$459.00	\$1,000.00	45.90 %	\$541.00
030-100-6224	Equipment Repair & Maintenance	\$782.08	\$2,136.12	\$1,000.00	213.61 %	(\$1,136.12)
030-100-6230	Other Repair & Maintenance	\$797.99	\$11,529.46	\$15,000.00	76.86 %	\$3,470.54
030-100-6234	Non-Capitalized Assets	\$0.00	\$2,337.70	\$3,500.00	66.79 %	\$1,162.30
030-100-6420	Water Services	\$35.71	\$456.46	\$378.00	120.76 %	(\$78.46)
030-100-6425	Sewer Services	\$56.81	\$622.20	\$754.00	82.52 %	\$131.80
030-100-6430	Electricity Services	\$2,344.73	\$13,975.57	\$16,274.00	85.88 %	\$2,298.43
030-100-6435	Internet Services	\$70.00	\$770.00	\$600.00	128.33 %	(\$170.00)
030-100-6440	Telephone Services	\$270.73	\$3,241.85	\$4,662.00	69.54 %	\$1,420.15
030-100-6445	Refuse Services	\$17.85	\$214.35	\$0.00		(\$214.35)
030-100-6520	Permits	\$2,700.00	\$2,700.00	\$0.00		(\$2,700.00)
030-100-6610	Gas & Oil	\$0.00	\$654.79	\$1,000.00	65.48 %	\$345.21
030-100-6720	Chemicals & Lab Supplies	\$1,553.92	\$16,247.99	\$23,588.00	68.88 %	\$7,340.01
030-100-6722	Water/Sewer Analysis	\$156.60	\$2,648.80	\$4,975.00	53.24 %	\$2,326.20

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total MATERIALS & SERVICES		\$9,938.97	\$81,101.19	\$103,987.00	77.99 %	\$22,885.81
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	\$0.00	\$24,640.00	\$28,000.00	88.00 %	\$3,360.00
Total CAPITAL OUTLAY		\$0.00	\$24,790.00	\$35,955.00	68.95 %	\$11,165.00
Total ADMINISTRATION		\$22,307.22	\$240,173.08	\$297,490.00	80.73 %	\$57,316.92

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	\$15,244.00	\$15,244.00	100.00 %	\$0.00
030-800-7125	Loan Interest - RD	\$0.00	\$24,136.00	\$24,137.00	100.00 %	\$1.00
Total DEBT SERVICE		\$0.00	\$64,079.84	\$64,080.00	100.00 %	\$0.16
OTHER REQUIREMENTS						
030-800-9020	Transfer to water Reserve Fund	\$0.00	\$3,938.00	\$3,938.00	100.00 %	\$0.00
030-800-9050	Transfer to Equipment Fund	\$0.00	\$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		\$0.00	\$5,938.00	\$126,114.00	4.71 %	\$120,176.00
Total NON-DEPARTMENTAL		\$0.00	\$70,017.84	\$190,194.00	36.81 %	\$120,176.16

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total WATER FUND		\$22,307.22	\$310,190.92	\$487,684.00	63.60 %	\$177,493.08

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
SEWER FUND						
ADMINISTRATION						
PERSONAL SERVICES						
040-100-5010	City Administrator	\$1,666.50	\$17,259.27	\$18,739.00	92.10 %	\$1,479.73
040-100-5014	City Clerk	\$1,597.96	\$17,577.47	\$19,088.00	92.09 %	\$1,510.53
040-100-5050	Public Works Director	\$1,822.67	\$20,049.29	\$21,869.00	91.68 %	\$1,819.71
040-100-5052	Utility Worker I	\$1,512.19	\$12,418.38	\$13,087.00	94.89 %	\$668.62
040-100-5054	Utility Worker II	\$1,202.37	\$13,286.84	\$14,432.00	92.07 %	\$1,145.16
040-100-5058	Maintenance Worker I	\$335.82	\$2,911.87	\$3,216.00	90.54 %	\$304.13
040-100-5220	Overtime	\$565.78	\$4,494.58	\$7,388.00	60.84 %	\$2,893.42
040-100-5315	Social Security/Medicare(FICA)	\$665.80	\$6,731.93	\$8,182.00	82.28 %	\$1,450.07
040-100-5320	Worker's Comp	\$4.90	\$3,354.87	\$5,618.00	59.72 %	\$2,263.13
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	\$26,081.02	\$28,764.00	90.67 %	\$2,682.98
040-100-5450	Public Employees Retirement	\$1,000.88	\$10,119.77	\$9,136.00	110.77 %	(\$983.77)
Total PERSONAL SERVICES		\$12,368.52	\$134,285.29	\$157,547.00	85.24 %	\$23,261.71
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	\$2,057.50	\$3,408.00	60.37 %	\$1,350.50
040-100-6016	Engineering Services	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
040-100-6022	IT Services	\$282.26	\$1,684.45	\$5,185.00	32.49 %	\$3,500.55
040-100-6028	Other Contract Services	\$300.00	\$3,264.96	\$4,000.00	81.62 %	\$735.04
040-100-6110	Insurance And Bonds	\$0.00	\$5,730.88	\$6,413.00	89.36 %	\$682.12
040-100-6120	Publications, Printing & Dues	\$0.00	\$1,250.48	\$400.00	312.62 %	(\$850.48)
040-100-6126	Postage	\$123.50	\$1,103.20	\$1,500.00	73.55 %	\$396.80
040-100-6130	Office Supplies/Equipment	\$0.00	\$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	\$0.00	\$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	\$234.40	\$234.40	\$300.00	78.13 %	\$65.60
040-100-6220	Building Repair & Maintenance	\$0.00	\$114.99	\$1,000.00	11.50 %	\$885.01
040-100-6224	Equipment Repair & Maintenance	\$130.00	\$2,587.61	\$6,000.00	43.13 %	\$3,412.39
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	\$681.82	\$6,234.25	\$3,552.00	175.51 %	(\$2,682.25)
040-100-6425	Sewer Services	\$511.29	\$5,599.80	\$5,453.00	102.69 %	(\$146.80)
040-100-6430	Electricity Services	\$3,471.55	\$23,720.49	\$28,710.00	82.62 %	\$4,989.51
040-100-6440	Telephone Services	\$110.32	\$1,474.26	\$2,000.00	73.71 %	\$525.74
040-100-6445	Refuse Services	\$17.85	\$271.35	\$200.00	135.68 %	(\$71.35)
040-100-6520	Permits	\$0.00	\$2,535.00	\$6,000.00	42.25 %	\$3,465.00
040-100-6610	Gas & Oil	\$0.00	\$655.53	\$1,465.00	44.75 %	\$809.47
040-100-6720	Chemicals & Lab Supplies	\$0.00	\$10,564.55	\$14,000.00	75.46 %	\$3,435.45
040-100-6722	Water/Sewer Analysis	\$909.00	\$9,577.80	\$11,500.00	83.29 %	\$1,922.20
Total MATERIALS & SERVICES		\$6,970.24	\$87,430.47	\$125,086.00	69.90 %	\$37,655.53

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		\$19,338.76	\$221,865.76	\$290,588.00	76.35 %	\$68,722.24

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	\$6,095.00	\$6,095.00	100.00 %	\$0.00
040-800-7125	Loan Interest - RD	\$0.00	\$9,649.00	\$9,650.00	99.99 %	\$1.00
Total DEBT SERVICE		\$0.00	\$52,564.25	\$52,565.00	100.00 %	\$0.75
OTHER REQUIREMENTS						
040-800-9021	Transfer to Sewer Reserve Fund	\$0.00	\$1,575.00	\$1,575.00	100.00 %	\$0.00
040-800-9050	Transfer to Equipment Fund	\$0.00	\$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		\$0.00	\$3,575.00	\$9,713.00	36.81 %	\$6,138.00
Total NON-DEPARTMENTAL		\$0.00	\$56,139.25	\$62,278.00	90.14 %	\$6,138.75

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total SEWER FUND		\$19,338.76	\$278,005.01	\$352,866.00	78.78 %	\$74,860.99

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
UTILITY DEPOSIT FUND						
ADMINISTRATION						
MATERIALS & SERVICES						
045-100-6907	Deposit Refunds	\$0.00	\$2,270.00	\$0.00		(\$2,270.00)
Total MATERIALS & SERVICES		\$0.00	\$2,270.00	\$0.00		(\$2,270.00)
Total ADMINISTRATION		\$0.00	\$2,270.00	\$0.00		(\$2,270.00)
Total UTILITY DEPOSIT FUND		\$0.00	\$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	\$0.00	\$7,714.74	\$39,381.00	19.59 %	\$31,666.26
055-800-9040	Transfer to Sewer Fund	\$0.00	\$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		\$0.00	\$23,459.74	\$232,947.00	10.07 %	\$209,487.26
Total NON-DEPARTMENTAL		\$0.00	\$23,459.74	\$232,947.00	10.07 %	\$209,487.26

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total DEBT RESERVE FUND		\$0.00	\$23,459.74	\$232,947.00	10.07 %	\$209,487.26

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance	
	Grand Totals		\$72,384.48	\$939,086.43	\$2,099,579.00	44.73 %	\$1,160,492.57

Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-000-0000	GENERAL FUND	\$20,884.61	\$231,853.85	\$522,867.00	44.34 %	\$291,013.15
012-000-0000	STREET FUND	\$8,896.94	\$71,241.76	\$192,821.00	36.95 %	\$121,579.24
014-000-0000	BBJ FESTIVAL FUND	\$956.95	\$22,065.15	\$31,216.00	70.69 %	\$9,150.85
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	\$22,307.22	\$310,190.92	\$487,684.00	63.60 %	\$177,493.08
040-000-0000	SEWER FUND	\$19,338.76	\$278,005.01	\$352,866.00	78.78 %	\$74,860.99
045-000-0000	UTILITY DEPOSIT FUND	\$0.00	\$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	\$0.00	\$23,459.74	\$232,947.00	10.07 %	\$209,487.26
Grand Totals		\$72,384.48	\$939,086.43	\$2,099,579.00	44.73 %	\$1,160,492.57

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2018
SUBJECT: Monthly Police Report

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

SUMMARY:

The Monthly Police Report for May 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. May Police Report

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: June 15, 2018
SUBJECT: Public Works Report

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

SUMMARY:

The attached Public Works Report is for the period of May 15 – June 8. The report covers the following topics: Streets and Parks, Wastewater Treatment Plant, Water Treatment Plant, Staff Training and Certification, 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
Email: mbaker@ci.lowell.or.us

TO: Mayor Bennett and Council
FROM: Max Baker, Public Works Director
DATE: June 19, 2018
SUBJECT: Public Works Report

Streets and Parks

The gravel pull-out at Rolling Rock park was graded and new rock was added.

Park inspections are complete for June.

Wastewater Treatment Plant

One primary clarifier is currently offline for annual maintenance and cleaning.

Water Treatment Plant

Staff repaired a water leak at 40 South Alder Street.

8 more new water meters were installed bringing the total to 44.

3-year Lead & Copper testing starts this quarter.

CCR is completed and will be mailed out this month. A copy will be posted on the City's webpage and in the monthly bridge.

Certification and Training

Public Works Director received approval to take the level I collections and level I distribution exam.

Code Enforcement

Q2

Door Hangers	6
Letters	35
Vehicles	-
Citations	1
Verbal	-

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2018
SUBJECT: Draft Committee Minutes

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

SUMMARY:

The most recent draft minutes for the Economic Development Committee, Downtown Master Plan Committee, Parks and Recreation 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 Economic Development Committee for June 4, 2018.
2. Draft minutes for the Downtown Master Plan Committee for June 4, 2018.
3. Draft minutes for the Parks and Recreation Committee for June 6, 2018.
4. Draft minutes for the Blackberry Jam Festival Committee for June 12, 2018.

**City of Lowell
Economic Development Committee Meeting Minutes
Monday, June 4, 2018
Lowell City Hall**

Call to Order: 6:32 PM by Committee Chair Bjornstad

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

Approval of Minutes – Robert Burr move to approve the amended minutes from May 7, 2018 second by Jerry Bjornstad. PASS 4:0

Old Business: None

New Business:

- **Discuss Rural Development Initiatives Proposal for Small Business**
Organizational Assistance – CA introduced Mary Bosch, Senior Project Manager who introduced the proposal for a 3-Phase Scope of Work: 1-Business Listening, 2-Research Examples of Success, and 3-Get Organized.

Other Business: None

Adjourn: 6:55 PM

Chair Jerry Bjornstad

Attest: Jared Cobb, City Recorder

City of Lowell
Downtown Master Plan Steering Committee Meeting Minutes
Monday, June 4, 2018
Lowell City Hall

Call to Order: 7:01 PM by City Administrator Jared Cobb

Committee Members Present: Jerry Bjornstad, Michael Galvin, Robert Burr, Bill George, Don Swain, Lon Dragt, Aaron Graham

Committee Members Absent: Lisa Bee Wilson, Pat Woodhurst

Selection of Committee Chair – Robert Burr nominated Lon Dragt for Chair, second by Jerry Bjornstad. PASS 6:0, Lon Dragt Abstained

Selection of Committee Vice Chair – Robert Burr nominated Jerry Bjornstad for Vice Chair, second by Lon Dragt. PASS 7:0

New Business:

- **Consultant Introductions – Lane Council of Governments and The Urban Collaborative** – CA introduced Jacob Callister and Henry Hurley of Lane Council of Governments, and with The Urban Collaborative, Zoe Anton and Zeta Fernando. Jacob introduced the Task Plan for the Lowell Downtown Plan. Zoe, Project Manager discussed the design charrette, the designing of a plan strategy.
- **Walking Tour of Downtown Area** - The Committee and guests proceeded to a informational walking tour of the downtown area.

Other Business: None

Adjourn: 8:40 PM

Chair: Lon Dragt

Attest: Jared Cobb, City Recorder

City of Lowell
Parks and Recreation Committee Meeting Minutes
Thursday, June 7 2018
Lowell City Hall

Call to Order: 6:01 P.M. by Chair Hall O'Regan

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

Committee Member Absent: George Wild

Approval of the minutes: Tristan Woodhurst moved to approve minutes from May 3, 2018 second by Hall O'Regan. PASS 4:0

Old Business: None

New Business:

- **Debriefing on Lowell Beautification Day** - CA gave a review of the successful event. There was approx. 43 Volunteers; BCA and LHS students, Lowell Volunteer Fire Dept., and community members. Sanipac provided dumpsters free of charge, that were filled to overflowing, M. Baker Public Works Director and volunteers, made contact with 5 households who needed assistance with yard debris removal, and the two covered walk bridges were painted.
- **Review Yard of the Month Nominations** – CA presented nominations for yard of the month and reviewed evaluation criteria. **Pat Woodhurst move to nominated 92 Wetleau Dr. as Yard of the Month for May, second by Tony Moreci. PASS 4:0**
- **Discussion of Railroad Park Improvements** – CA gave an update, and discussed idea's for improvements and maintaining the newest park that was added to the SDC project list.
- **Update on Paul Fisher Park Irrigation Project** – CA reported he has sent out 4 requests for quotes, but have not received any responses. He will send out more requests in the next week.

Other business: Pat Woodhurst stated he will be moving in August to Creswell, the committee wished him well, and voiced sentiments on how his service will be missed.

Adjourn: 6:31 P.M.

Hall O'Regan – Chair

Attest: _____
Jared Cobb – City Recorder

City of Lowell, Oregon
Minutes of the Blackberry Jam Festival Committee Meeting
June 12, 2018

The meeting was called to order at 7:07 PM by Vice-Chair Michael Galvin

Members Present: Pam Baumann, Mike & Virginia Galvin, Diane Stephens, Joe & Joyce Donnell, Aaron Graham, George Wild, Warren Weathers, Patti Jo Angelini, Daniele McCallum, Alvin Riggs, Nate Anderson, Dawn Hymer, CA - Jared Cobb

Approval of Minutes: Minutes of May 8, 2018 Pam Baumann moved to approve as amended, second by Diane Stephens. Approved by consensus.

Old Business:

Financial: CA presented May financial report.

Sponsorship: All sponsors have paid except Emerald Valley Dental, and they have been invoiced.

Crafts: Pam stated she only has 10 spaces left for vendors.

Food Vendors: No report

Entertainment: Paula provided an email report, signed contracts are coming in, and she will provide water and ice for entertainment only this year.

Quilt Show: Diane stated quilt sales continue, the Pine Needlers will purchase the quilt racks with a grant received from the City of Lowell. Quilt Show will be at Lundy Elementary School Gym.

Car Show: Nate reported he has 7 sponsors, classes have been added this year, arrangements have been made with the school for use of the football field and crowd's nest for sound system. Pie making arrangements have been made, and Jessica Coleman will handle the food booth. Girls Volleyball will conduct 50/50 Raffle, and he is in need of more raffle prizes.

5KRun: Daniele reported that Eclectic Edge Events LLC has been contracted to handle the event. Flyers are out, and registration is on the website. Start time is 8:30 AM on Sunday.

Fishing Derby: Alvin reported they are completing all the necessary paperwork, it has been changed to Saturday only, and Warren stated they expect \$400 in donations.

Kidz Korner: Dawn reported Savannah Largent is working on collecting donations for prizes. She is in need of a 10X10 canopy, and assistance to setup canopies. Her priority is working on getting volunteers to staff games.

Parade: Fire Chief Lon Dragt presented a proposed parade route, to alleviate blocked traffic. Discussion followed and it was agreed to move the last leg of the parade from Main St. to E. North Shore Drive. Diane will send out a notice to parade registrants when available.

Grease Pole Climb: No report

Pie Baking/ Eating Contest: No report

RC Airplanes: No report

Horseshoe Event: No report

K9 Event: Arrangements are made.

Garbage: Joe reported Sanipac will provide a dumpster free of charge, he is working on making

contact for the recycle bins, and gator use.

Layout/set-up/Grounds: Nothing to report.

Toilets: Arrangements made.

City: CA is in the process of obtaining Liability Certificates.

Security: Arrangements made.

Information Booth: Joyce provided a signup sheet to work 2 hours shifts at the information booth, to assist with sale of jam, quilt raffle tickets, past years car show t-shirts and to monitor dining area by wiping tables off and picking up garbage.

Programs & Advertising: Diane and Patti Jo presented rough draft of program, the schedule was reviewed for accuracy, and Friday, June 15th set as deadline for ads. Poster created by Aaron was sent to printers.

New Business: None

Other Business: None

Adjourn: 8:40 PM

Vice-Chair Michael Galvin

Attest: _____
City Recorder – Jared Cobb

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2018
SUBJECT: Annual Financial Services Contract

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

SUMMARY:

The City of Lowell currently maintains a financial services contract for FY 2017-18 with Layli A. Nichols, in the amount of \$11,360. Staff has been pleased with the progress made over the last year and requests renewal of the contract for FY 2018-19. The proposed contract is for an amount not to exceed \$11,928 and the terms and conditions remain unchanged.

FISCAL IMPACT:

The Adopted FY 2018-19 Budget includes funds for a contract accountant.

COURSES OF ACTION:

1. Motion to award the financial services contract to Layli A. Nichols, as submitted.
2. Motion to award the financial services contract to Layli A. Nichols, as amended.
3. No Action.

RECOMMENDATION:

Motion to award the financial services contract to Layli A. Nichols, as submitted.

ATTACHMENTS:

1. Annual Financial Services Contract

**AGREEMENT FOR
FINANCIAL AND ACCOUNTING CONSULTATION SERVICES**

THIS AGREEMENT is made as of July 1, 2018, by and between the City of Lowell, Oregon (“City”) and Layli A. Nichols, a sole proprietor (“Consultant”).

RECITALS

- A. This agreement acknowledges that the City has secured the offer of Consultant to perform the accounting and financial services as described herein.
- B. City desires to utilize the services of Consultant as an independent contractor for financial and accounting consultation for the City.
- C. Consultant represents that it is fully qualified to perform such services by virtue of its experience, training and expertise.

NOW THEREFORE, in consideration of performance by the parties of the promises, covenants, and conditions herein contained, the parties hereto agree as follows:

1. Consultant’s Services.

The nature, scope, and level of specific services to be performed by Consultant are as set forth in Exhibit A attached hereto.

2. Term of Agreement.

This agreement is effective on the date set forth in the initial paragraph of this Agreement and shall remain in effect through June 30, 2019 unless earlier terminated pursuant to section 9.

3. Compensation.

City Agrees to compensate Consultant for its services for a total amount of \$8,047.15 for monthly services and \$3,880.80 for Audit Services as outlined in Exhibit A. Monthly services shall be paid in 12 equal installments. Audit Services shall be paid in one lump sum, upon completion. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of the awarded contract of \$11,927.95 unless specifically approved in advance, in writing, by City.

4. Notices.

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during the receiving party’s regular business hours or by facsimile or email before or during receiving party’s regular business hours; or (b) on the second business day following deposit in the United States mail, postage prepaid to the addresses heretofore below, or to such other addresses as the parties may, from time to time, designate in writing pursuant to the provisions of this section.

City:
City of Lowell
P.O. Box 490
Lowell, OR 97452

Consultant:
Layli A Nichols
535 Spruce Court
Creswell, OR 97426

5. Status as an independent Contractor.

Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control of the conduct of Consultant except as set forth in this agreement. Consultant shall not, at any time, or in any manner, represent that it is in any way an employee of City.

6. Assignability; Subcontracting.

Consultant shall not assign, transfer, or subcontract any interest in this Agreement or the performance of any of Consultant's obligations hereunder, without the prior written consent of City.

7. Compliance with Laws.

Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state, and local governments. Consultant shall be solely responsible for the payment of all taxes, including workers' compensation.

8. Conflict of Interest.

Consultant covenants that it presently has no interest and shall not acquire interest, direct or indirect, which may be affected by the services to be performed by Consultant under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Furthermore Consultant shall avoid the appearance of having any interest, which would conflict in any manner with the performance of its services pursuant to this Agreement. Nothing in this section shall, however, preclude Consultant from accepting other engagements with City.

9. Termination.

This contract may be terminated by either City or Consultant in writing by giving five business days' notice to the other party. In the event this Agreement is terminated, Consultant shall be paid for any services properly performed through the last working day the Agreement is in effect.

10. Attorney's Fees.

In the event that either party to this Agreement shall commence any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover its costs of suit, including reasonable attorney's fees.

11. Amendment.

This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

12. Severability.

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

13. Exhibits.

All documents referenced as exhibits in this Agreement are hereby incorporated in this agreement.

14. Entire Agreement.

This Agreement, and any other documents incorporated herein by specific reference, represents the entire and integrated agreement between City and Consultant. This agreement supersedes all prior oral or written negotiations, representations or agreements.

In witness whereof, the parties have executed this Agreement as of the date first written above.

Jared Cobb, City Administrator

Layli A. Nichols, Consultant

Exhibit A
Scope of Services

Consultant will provide the following services as outlined in below:

Monthly Services

1. Monthly bank reconciliations of the General Checking Account.
2. Quarterly bank reconciliations for all other bank accounts, including LGIP, Trust and Agency and Blackberry Jam Festival
3. Monthly review of budget to actual revenues and expenditures.
4. Quarterly balance sheet tie-out and reconciliation to subsidiary ledgers.
5. Other technical support, billed as appropriate.

Audit Preparation

1. Review of the revenues and expenditures compared to the adopted budget.
2. Reconciliation of the June 30th balance sheet accounts for both fund basis and modified accrual basis financial statements.
3. If necessary, preparation for a Single Audit (audit of expenditures of federal awards).
4. Lead staff through the audit team's on-site fieldwork visits.
5. Report drafting in coordination with the audit firm for final issuance on or before December 31st deadline.
6. Presentation and work sessions with the City Council, as requested.

All work papers and reports must be retained by the Accountant for a minimum of five (5) years, unless notified in writing by the City of the need to extend the retention period. Working papers will be made available, upon request, to the City of Lowell.

As part of the overall contract, the City expects to receive from the Accountant a variety of technical assistance throughout the fiscal year. This assistance would include answers to accounting, reporting, or internal control questions.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2018
SUBJECT: Law Enforcement Services Contract
with City of Oakridge

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

SUMMARY:

On June 13, 2018, the City of Oakridge submitted a new contract for law enforcement services to cover FY 2018-19. This contract reflects an increase of \$1,300, or 5% over the FY 2017-18 contract.

FISCAL IMPACT:

This anticipated increase was included in the FY 2018-19 Adopted Budget.

COURSES OF ACTION:

1. Motion to approve the 2018-19 contract for law enforcement services with the City of Oakridge.
2. Motion to approve the 2018-19 contract for law enforcement services with the City of Oakridge, as amended.

RECOMMENDATION:

Motion to approve the 2018-19 contract for law enforcement services with the City of Oakridge.

ATTACHMENTS:

1. Contract for Law Enforcement Services – City of Lowell/City of Oakridge

AGREEMENT FOR LAW ENFORCEMENT SERVICES

CITY OF LOWELL/CITY OF OAKRIDGE

THIS AGREEMENT is made and entered by and between the CITY OF LOWELL hereinafter called Lowell, a municipal corporation of the State of Oregon, and the CITY OF OAKRIDGE, hereinafter called Oakridge, a municipal corporation of the State of Oregon.

WITNESSETH

WHEREAS, Lowell is desirous of contracting with Oakridge for the performance of the hereinafter described law enforcement functions within the boundaries of Lowell by Oakridge thereof, and;

WHEREAS, Oakridge has agreed to tender such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provisions of ORS 190.010.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS HEREIN CONTAINED, IT IS MUTUALLY AGREED AS FOLLOWS:

1. **TERM:** The term of this agreement shall be 12 months, commencing July 1, 2018 and terminating June 30, 2019.
2. **COMPENSATION:** Lowell shall pay to Oakridge for such law enforcement services as provided herein as follows:
 - a. Costs for this period. Payments shall be made in equal installments.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>HOURS</u>	<u>HOURLY RATE</u>
July 1, 2018-June 30, 2019	\$27,300.00	480	\$56.88

b. In the event an incident within Lowell requires extraordinary police services above and beyond the typical investigation and causes the hours to be performed on behalf of Lowell to exceed the 40-hour month average, Lowell shall pay for such services at the established hourly rate listed above. Prior to any payments being made under this subparagraph, the City Administrators shall review the time involved in the investigation and jointly agree on the additional amount of compensation which should be due.

3. **POLICE RESPONSIBILITIES:** Oakridge agrees to provide police protection within the corporate limits of Lowell to the extent and in the manner herein set forth. The police services shall encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by a city police department. Such services shall include enforcement and investigations involved in the field of public safety, criminal law enforcement, or related fields within the legal power of the Chief of Police

to so provide and shall be provided in conformance with the standards generally accepted within the policing profession. The Oakridge Police shall:

- a. Provide enforcement of State Statutes and Lowell Ordinances regarding criminal offenses and Oregon Vehicle Code Violations.
 - b. Provide enforcement of all other Lowell ordinances which by their nature are generally enforceable by police action on a call basis, responding to Lowell staff or resident complaints of ordinance violations, but generally no ordinance enforcement by random patrol.
 - c. Provide a random 10-hour weekly patrol of Lowell in marked police vehicles. An average of 40 patrol hours shall be conducted within Lowell city limits each calendar month. Administrative hours will be included in the 40 total hours to include investigative reports and other administrative duties as needed.
 - d. Provide a written report to Lowell on or before the 8th day of each month setting forth the actual number of calls for service and number of citations and arrests for the previous month. The Chief of Police or his designee shall attend any and all meetings concerning policing issues as requested by Lowell. Example of report is included as Attachment 1.
 - e. Make available for the performance of the duties herein properly supervised officers, certified by the Oregon Department of Public Safety Standards and Training (except as to reserve officer/cadets), and furnish and supply all other necessary labor, supervision, equipment, communications facilities, and supplies to maintain the level of services to be rendered hereunder.
4. **PERSONNEL:** The rendition of such service, standards of performance, the discipline of officers, and other matters incident to the performance of such services and control of personnel so employed shall remain solely with the City of Oakridge.
- a. With the exception of police department reserves, all personnel employed in the performance of such services pursuant to this agreement shall be Oakridge employees and all persons employed hereunder shall have City pensions, salary, workers compensation and any status or rights under the provisions of City employment paid for by Oakridge.
 - b. Lowell shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any Oakridge personnel performing services hereunder for Lowell or any liability other than that provided for in this agreement. Except as otherwise herein specified, Lowell shall not be liable for compensation or indemnity to any Oakridge employee for any injury, or sickness arising out of his or her employment.
5. **COURT:** It is mutually agreed that all arrests for felony crimes or other misdemeanors, except those cited under Lowell Ordinance 273 which may be cited into the Lowell Municipal Court, will be presented to the District Attorney for Lane County, State of

Oregon, for trial in the appropriate court of jurisdiction, and the court of jurisdiction will be entitled to all portions of fines, forfeitures, etc. normally retained by them. All violations of Oregon Vehicle Code and ordinance violations committed within the incorporated limits of Lowell will be cited to appear in the Lowell Municipal Court, Lane County, Oregon, or such other court as has jurisdictions over the offense cited. Oakridge will provide a bailiff for the Lowell Municipal Court who shall be present whenever the Court is in session. An Officer schedule to testify at Court may serve as Bailiff. Bailiff time will be accounted for separately from patrol time and will be paid for at the established rate from Court revenues. A minimum of one hour will be charged for each Court session. Required Court appearances by Officers, above and beyond Bailiff duty will also be accounted for separately and paid from Court receipts. All net revenue generated and retained by the Lowell Municipal Court will be divided equally with the City of Oakridge, to assist in covering additional costs of services. Lowell will deposit all Court revenue into a Trust and Agency Account. Court Revenue will be accounted for as follows on a quarterly basis:

- a) From Gross Receipts, all Statutory Assessments, including the Court Administration Surcharge will be deducted and paid from the Trust and Agency Account.
 - b) From Gross Receipts, direct Court costs for the Judge and any other required personnel services, including but not limited to City Attorney and Interpreter, if required, plus 10% Court Administrative Costs in addition to previous year Court Administration Surcharge and will be deducted for payment to the City of Lowell.
 - c) From Gross Receipts, Bailiff costs and additional costs for Officers to appear in Court, will be deducted for payment to the City of Oakridge.
 - d) The remaining net revenue will be divided equally between Lowell and Oakridge.
 - e) Within 30 days of the end of each fiscal year quarter, a check will be written from the Trust and Agency Account to the City of Lowell for costs identified in b above plus Lowell's share of net receipts.
 - f) Within 30 days of the end of each fiscal year quarter, a check will be written from the Trust and Agency Account to the City of Oakridge for costs identified in c above plus Oakridge's share of net receipts.
6. **DISPUTE RESOLUTION:** Specifically, the Administrators shall attempt to resolve any disputes between the cities concerning the terms of this agreement and the performance thereof and may recommend that the cities enter into mediation or arbitration if the Administrators are unable to resolve a dispute matter. The type and quality of service shall be reviewed annually by the respective councils.
7. **TERMINATION:** This agreement may be terminated by either city at any time upon giving two (2) months written notice of their intent to do so. Further, if the City of Lowell receives a UHP COPS Grant the contract will be adjusted as needed.
8. **HOLD HARMLESS:** The parties hereby covenant and agree to hold and save each other, their officers, agents and other employees, harmless from all claims whatsoever, including attorney's fees and costs, by reason of any act or omission of each city, its officers, agents, or employees. Oakridge will provide Lowell a certificate of insurance

indicating the City of Oakridge carries an insurance policy providing liability insurance for its Police Department and any contractual arrangements with other agencies.

9. **MISCELLANEOUS:**

- a. Any amendments or modification hereto shall be made in writing as approved by respective councils.

IN WITNESS WHEREOF, this instrument has been executed in duplicate pursuant to resolutions heretofore duly and legally adopted by each of the parties hereto.

CITY OF OAKRIDGE

CITY OF LOWELL

James Coey, Mayor Date

Don Bennett, Mayor Date

ATTEST:

Kevin Martin Date
Chief of Police

Jaroed Cobb Date
City Administrator

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2018
SUBJECT: Lane County Animal Services
Intergovernmental Agreement

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

SUMMARY:

The City of Lowell currently provides limited animal control services. This includes pet licensing and responding to dog at-large complaints. The attached contract would enhance services by providing a trained officer to respond to priority incidents, such as animal bites, and animals endangering public safety.

FISCAL IMPACT:

The Adopted FY 2018-19 Budget includes \$2,500 for animal services.

COURSES OF ACTION:

1. Motion to approve the Intergovernmental Agreement for Lane County Animal Services Enforcement Services, as presented.
2. Motion to approve the Intergovernmental Agreement for Lane County Animal Services Enforcement Services, as amended.

RECOMMENDATION:

Motion to approve the Intergovernmental Agreement for Lane County Animal Services Enforcement Services as presented.

ATTACHMENTS:

1. Intergovernmental Agreement for Lane County Animal Services Enforcement Services

INTERGOVERNMENTAL AGREEMENT
FOR
Lane County Animal Services Enforcement Services

This Agreement is entered into by and between Lane County, a political subdivision of the State of Oregon ("County"), and City of Lowell, an Oregon unit of local government ("City"), referred to collectively in this Agreement as the parties.

County and City agree as follows:

1. RECITALS

- 1.1 ORS 190.010 and the Lane County Home Rule Charter provide that units of local government may enter into agreements for the performance of any or all functions and activities that a party to the agreements, its officers, or agents, have authority to perform.
- 1.2 The parties have determined it is in their mutual interest for County to perform certain functions for City on a reimbursement basis.
- 1.3 The parties desire to enter into an agreement whereby County will provide limited Animal Enforcement Services as described in Section 2.1 below.

2. SCOPE OF AGREEMENT.

- 2.1 County shall provide limited enforcement services, including court appearances and prosecution, as requested by its designee at an hourly rate of \$133.18 per officer per hour during regular business hours for the period of July 1, 2018 through June 30, 2019. Hourly rates for subsequent years will be updated annually in accordance with any County adopted budgetary personnel changes. The hourly rate will be calculated from the time the Lane County Animal Services (LCAS) Animal Welfare Officer is dispatched until the time the LCAS Animal Welfare Officer becomes available for LCAS service.
- 2.2 Calls will be responded to in the following order of priority, only by designated person(s) on approved list supplied by CITY:
 - a) Animal bites (owner unknown and animal is at large).
 - b) Animals endangering public safety (vicious animal at large).
 - c) Injured animals.
 - d) Neglect/abuse to animals (animals in immediate danger).
- 2.3 City shall:
 - a) Pay County monthly for County service and personnel utilized as authorized by City in accordance with Sections 2.1 & 2.2 above.
 - b) Assign principal responsibility for coordination between City and County on matters of animal control services to a designee, for the purposes of facilitating the flow of information between City and County concerning limited Animal Control services, maximizing service to the satisfaction of both parties, and assisting City to establish a working relationship with this individual in order to answer all formal or informal requests for information or clarification from City.
 - c) Implement an effective means of communication with City and its designee when County cannot respond to emergency calls.
- 2.4 The parties hereto further agree that:
 - a) All animal control citations issued by County within City's city limits shall be prosecuted by County pursuant to the Lane Code, and that County is authorized to conduct preliminary investigations and prosecutions of possible violations of the Oregon Revised Statutes and Lane County Code pertaining to animal control.
 - b) County, on behalf of City, may cite any person who violates any section of the Lane County Code related to animal control within City's city limits, by issuing a Lane County summons

with copies provided to the Lane County Infraction Clerk at County, and said citation shall be prosecuted by County under Lane County's Animal ordinance.

- c) The books and records of each party to this Agreement, and such other records as may be reasonably required by either party, shall be open and available for the purpose of audit and inspection at reasonable and convenient times. County will supply monthly reports with billing.
- d) Parties will fully cooperate with each other in providing all information that one of them shall reasonably need to perform their duties under the Agreement, including that which may be necessary for City to assume full responsibility for dogs and other animal control within its boundaries upon the termination of this Agreement.
- e) City will continue to issue dog licenses according to the existing City Ordinance.
- f) It is understood that when priority calls are received, they will be responded to in the order that they are received as well as the order of priority, subject to availability of County resources.
- g) City will be informed by County of any changes in its rates of fees and for those fees to begin 30 days from notification.

3. DOCUMENTS FORMING THE AGREEMENT

3.1 The Agreement. The Agreement consists of this document and all exhibits listed below, which are incorporated into this Agreement.

3.2 Exhibits. None.

4. CONSIDERATION AND PAYMENT

4.1 In consideration for City's performance under this Agreement, County shall:

- a) Submit a monthly invoice to City with appropriate documentation and reports detailing services provided.

4.2 In consideration for County's performance under this Agreement, City shall:

- b) Upon receipt of invoice from County, pay County for animal enforcement services provided by County within 30 days of receipt of approved invoice.

5. EFFECTIVE DATE AND DURATION

5.1 Effective Date. Upon the signature of all parties, this Agreement is effective upon signature by all parties.

5.2 Duration. Unless extended or terminated earlier in accordance with its terms, this Agreement will terminate three years from the execution date. However, such expiration shall not extinguish or prejudice either party's right to enforce this agreement with respect to any breach or default in performance which has not been cured.

6. AUTHORIZED REPRESENTATIVES. Each of the parties designates the following individuals as their authorized representatives for administration of this Agreement. Any notice required under this Agreement must be addressed to the authorized representative stated here. A party may designate a new authorized representative by written notice to the other.

6.1 County's Authorized Representative.

Sr. Welfare Officer Bernard Perkins
541-682-2374 (Office)
Email: Bernard.perkins@co.lane.or.us

6.2 City's Authorized Representative.

Jared Cobb, City Administrator (or designee)
541-937-2157 (Office)
Email: jcobb@ci.lowell.or.us

- 7. INDEMNIFICATION.** To the extent permitted by the Oregon Constitution, and to the extent permitted by the Oregon Tort Claims Act, and to the extent otherwise provided for in private contracts of insurance, each party agrees to indemnify, defend, and hold the other and its officers, employees, or agents, harmless from all damages, losses and expenses, including but not limited to attorney fees, and to defend all claims, proceedings, lawsuits, and judgments arising out of or resulting from the indemnifying party's negligence in the performance of or failure to perform under this Agreement. No party to this Agreement will be required to indemnify or defend the other party for any liability arising solely out of wrongful acts of another party, or that party's own officers, employees, or agents.
- 8. MODIFICATION AND TERMINATION.** No modification or amendment to this Agreement will bind either party unless in writing and signed by both parties. The parties may jointly agree to terminate this Agreement at any time by written agreement.
- 9. MISCELLANEOUS PROVISIONS**
- 9.1 Disputes.** The parties are required to exert every effort to cooperatively resolve any disagreements that may arise under this Agreement. This may be done at any management level, including at a level higher than the persons directly responsible for administration of the Agreement. In the event that the parties alone are unable to resolve any conflict under this Agreement, they are encouraged to resolve their differences through mediation or arbitration, using such process as they may choose at the time.
- 9.2 Waiver.** Failure of either party to enforce any provision of the Agreement does not constitute a waiver or relinquishment by the party of the right to such performance in the future nor of the right to enforce that or any other provision of this Agreement.
- 9.3 Severability.** If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions are not affected; and the rights and obligations of the parties are to be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- 9.4 Time is of the Essence.** The parties agree that time is of the essence with respect to all provisions of this Agreement.
- 9.5 No Third-Party Beneficiaries.** County and City are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives or may be construed to give or provide any benefit or right to third persons, either directly or indirectly, that is greater than the rights and benefits enjoyed by the general public, unless that party is identified by name in this Agreement.
- 9.6 Headings.** The headings and captions in this Agreement are for reference and identification purposes only and may not be used to construe the meaning or to interpret the Agreement.
- 9.7 Force Majeure.** Neither party will be held responsible for delay or default due to Force Majeure acts, events or occurrences unless they could have been avoided by the exercise of reasonable care, prudence, foresight, and diligence by that party.
- 9.8 Multiple Counterparts.** This Agreement and any subsequent amendments may be executed in several counterparts, facsimile or otherwise, all of which when taken together will constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement and any amendments so executed will constitute an original.

9.9 Merger. This Agreement contains the entire agreement of County and City with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements and understandings.

EACH PARTY, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

CITY:

CITY OF LOWELL

COUNTY:

LANE COUNTY, OREGON

By: _____
Jared Cobb

Title: City Administrator

Date: _____

Address:
City of Lowell
107 East Third Street
Lowell, OR 97452

By: _____
Dan Hurley

Title: Interim Public Works Director

Date: _____

Address:
Lane County Public Works
3050 Delta Highway North
Eugene, Oregon 97408

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2018
SUBJECT: Resolution 701
Employee Compensation Adjustments

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

SUMMARY:

In accordance with the City of Lowell Personnel Policies and Procedures Employee Manual, each employee is required to have an annual evaluation. Employees that receive a satisfactory or better evaluation are eligible for a step increase, which must be approved by City Council resolution. The attached resolution awards step increases for each position.

FISCAL IMPACT:

All regular step increases were included in the 2018-19 Adopted Budget.

COURSES OF ACTION:

1. Motion to approve Resolution 701: A Resolution Making Employee Compensation Adjustments for Fiscal Year 2018-19, as presented.
2. Motion to approve Resolution 701: A Resolution Making Employee Compensation Adjustments for Fiscal Year 2018-19, as amended.

RECOMMENDATION:

Motion to approve Resolution 701: A Resolution Making Employee Compensation Adjustments for Fiscal Year 2018-19, as presented.

ATTACHMENTS:

1. Resolution 701: A Resolution Making Employee Compensation Adjustments for Fiscal Year 2018-19.
2. Attachment 1: FY 2018-19 City of Lowell Pay Scale

CITY OF LOWELL, OREGON

RESOLUTION 701

A RESOLUTION MAKING EMPLOYEE COMPENSATION ADJUSTMENTS FOR FY 2018-19

WHEREAS, in accordance with the City of Lowell Personnel Policies and Procedures Manual, all employees were provided with a formal performance evaluation; and

WHEREAS, step increases for each employee receiving a satisfactory evaluation were included in the 2018-19 Adopted Budget; now therefore

BE IT RESOLVED, that the City Council of the City of Lowell, Oregon, hereby adopts the following for the fiscal year beginning July 1, 2018:

1. The employee pay scale contained as Attachment 1: FY 2018-19 City of Lowell Pay Scale.
2. The following employees are awarded step increases:
 - a. Joyce Donnell, City Clerk, Step 8
 - b. Max Baker, Public Works Director, Step 8
 - c. Thomas Von Flatern, Utility Worker, Step 6
 - d. Robert Daigneault, Maintenance Worker, Step 4
3. This resolution supersedes Resolution 678 adopted June 20, 2017.

Adopted by the City Council of the City of Lowell, this 19th day of June 2018.

Yea: _____

Nay: _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Recorder

ATTACHMENT 1: FY 2018-19 CITY OF LOWELL PAY SCALE

MONTHLY / YEARLY / HOURLY PAY SCALE AMOUNTS

Employee Position	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
City Administrator	Negotiated under Employment Contract							
City Clerk	\$ 2,981.00	\$ 3,130.05	\$ 3,286.55	\$ 3,450.88	\$ 3,623.42	\$ 3,804.60	\$ 3,994.83	\$ 4,194.57
	\$ 35,776.00	\$ 37,564.80	\$ 39,443.04	\$ 41,415.19	\$ 43,485.95	\$ 45,660.25	\$ 47,943.26	\$ 50,340.42
	\$ 17.20	\$ 18.06	\$ 18.96	\$ 19.91	\$ 20.91	\$ 21.95	\$ 23.05	\$ 24.20
Public Works Director	\$ 3,886.00	\$ 4,080.30	\$ 4,284.32	\$ 4,498.53	\$ 4,723.46	\$ 4,959.63	\$ 5,207.61	\$ 5,467.99
	\$ 46,632.00	\$ 48,963.60	\$ 51,411.78	\$ 53,982.37	\$ 56,681.49	\$ 59,515.56	\$ 62,491.34	\$ 65,615.91
	\$ 22.42	\$ 23.54	\$ 24.72	\$ 25.95	\$ 27.25	\$ 28.61	\$ 30.04	\$ 31.54
Utility Worker	\$ 2,473.00	\$ 2,596.65	\$ 2,726.48	\$ 2,862.81	\$ 3,005.95	\$ 3,156.24	\$ 3,314.06	\$ 3,479.76
	\$ 29,676.00	\$ 31,159.80	\$ 32,717.79	\$ 34,353.68	\$ 36,071.36	\$ 37,874.93	\$ 39,768.68	\$ 41,757.11
	\$ 14.27	\$ 14.98	\$ 15.73	\$ 16.52	\$ 17.35	\$ 18.21	\$ 19.12	\$ 20.08
Maintenance Worker	\$ 1,994.80	\$ 2,094.54	\$ 2,199.27	\$ 2,309.23	\$ 2,424.69	\$ 2,545.93	\$ 2,673.22	\$ 2,806.88
	\$ 23,337.60	\$ 24,504.48	\$ 25,729.70	\$ 27,016.19	\$ 28,367.00	\$ 29,785.35	\$ 31,274.62	\$ 32,838.35
	\$ 11.22	\$ 11.78	\$ 12.37	\$ 12.99	\$ 13.64	\$ 14.32	\$ 15.04	\$ 15.79

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2018
SUBJECT: Committee Appointments

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

SUMMARY:

The City is recruiting volunteers to fill vacancies on the Parks and Recreation Master Plan Steering Committee. Open positions are published each month in The Bridge newsletter. A summary of the open positions and the committee applications are attached.

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.

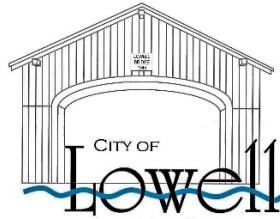
“I make a motion to appoint the following residents to the Budget Committee: Position 1 – Don Bennett, Position 2 – Jim Burford...”

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 Applications (none received at time of posting)



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.

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	Mary Wallace	N/A
7	Jerry Bjornstad	N/A
8	Aaron Graham	N/A
9	OPEN	N/A
Applicants: None received at the time of posting.		