

Lowell City Council Meeting Agenda
City Hall, 107 East 3rd Street
Tuesday, November 20, 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 Regular Meeting Minutes for October 16, 2018

City Council Special Meeting and Executive Session for October 24, 2018

City Council Special Meeting and Executive Session for October 30, 2018

City Council Work Session Minutes for November 6, 2018

Voucher Directory for October 2018

Public Hearings

1. Fiscal Year 2018/19 Supplemental Budget

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.

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:

1. Ordinance 297 – Water Leak Adjustments – Discussion/Possible Second Reading and Adoption

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.

New Business:

1. Request for Proposals – Community Facilities Study – Discussion/Possible Action
2. Resolution 706 – Fiscal Year 2018/19 Supplemental Budget – Discussion/Possible Action
3. Resolution 707 – Budget Transfers– Discussion/Possible Action
4. Resolution 708 – Property Acquisition Loan – Discussion/Possible Action

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

Other Business

Mayor Comments

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

Adjourn

Future Meetings / Dates to Remember:

- 11-22&23-18 City Hall and Library Closed for Thanksgiving
- 11-26-18 Lowell School District Board Meeting – 7 PM in PDC at Lundy School
- 12-01-18 Covered Bridge and Tree Lighting – 5 PM
- 12-03-18 Economic Development Committee Meeting – 7 PM at City Hall
- 12-04-18 City Council Executive Session – 5:30 PM at Lundy Professional Development Center
- 12-04-18 City Council Work Session – 7 PM at Lundy Professional Development Center
- 12-05-18 Planning Commission Meeting – 7 PM at City Hall
- 12-08-18 Fire Department Open House/Thanksgiving Dinner– 4-6 PM Fire Hall
- 12-10-18 Lowell School District Board Meeting – 7 PM at PDC in Lundy Elementary
- 12-11-18 Lowell Fire District Board Meeting – 7 PM at Fire Station
- 12-18-18 City Council Regular Meeting – 7 PM at City Hall
- 12-25-18 City Hall/Library Closed for Christmas Day

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.

City of Lowell, Oregon
Minutes of the City Council Regular Session and Executive Session
October 16, 2018

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 moved to approve consent agenda, second by Councilor Osgood. PASS 5:0

Presentations, Proclamations, and Awards:

- **Yard of the Month Award** was presented to Socrates Edwards of 16 E Lakeview Ave., for the month of October by Mayor Bennett.
- **RAIN Oregon Agreement** – Caroline Cummings, Executive Director presented Memorandum of Understanding to continue developing and supporting an entrepreneurial ecosystem in East Lane County that focuses on helping traded-sector startups launch and thrive. City of Lowell would contribute \$5,000 to the collaborative for support of a part-time RAIN Rural Venture Catalyst, who will be dedicated to East Lane County. **Councilor Burford moved to authorize the City Administrator to sign the Memorandum of Understanding with RAIN and the City of Oakridge, as written. Second by Councilor Angelini. PASS 5:0**

Public Comments: Tim Stratis, 486 D Street, presented request for an adjustment on his water bill due to a large leak that occurred in August.

Council Comments: None

City Administrator Report: CA Cobb reported on the following topics: Safe Routes to School, CIS Safety Award, Oregon PERs, Facility Site Visits, Project Updates and League of Oregon Cities Highlights.

Financial Report: CA reviewed Quarterly Financial Report as provided in packet.

Police Report: September report provided in packet.

Public Works Report: Max Baker, Public Works Director presented report. Topics included: New cameras and motion lights were installed at Paul Fisher Park, new cameras and security lights are to be installed on Rolling Rock Park Stage, water leak was repaired on East Main Street, all algae sample results are still no detects, and code enforcement continues.

Draft Committee Minutes: Minutes from EDC, Downtown MP Steering Committee, Planning Commission, Parks & Rec. Committee, BBJ Committee included in packet.

Old Business: None

New Business:

- **Resolution 705 – Social Media Policy** – CA presented guidelines for the use of City of Lowell Website and social media sites. Councilor Angelini recommended making the word ‘website’ plural in the document. **Councilor Angelini moved to approve Resolution 705 –**

A Resolution Providing Guidelines for the Use of the City of Lowell Website(s) and Social Media Sites, as amended, second by Councilor Harris. PASS 5:0

- **Ordinance 297 – Water Leak Adjustments** – CA introduced item for First Reading. **Councilor Harris moved to approve the First Reading of Ordinance 297, as written, second by Councilor Angelini. PASS 5:0 Mayor Bennett proceeded with the First Reading of Ordinance 297, an Ordinance Amending Lowell Revised Code, Section 4.153.**

Other: None

Mayor Comments: Mayor reported on School Summer Recreation Program, he participated in a litter clean up at Clearwater Park organized by the Mid-Willamette Water Shed, and Fall Creek draw down has begun.

Public Meeting closed: 8:15 PM

Executive Session: 8:28 PM

Executive Session was called to order by Mayor Bennett

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

Executive Session Closed: 8:42 PM

Public Meeting Adjourn: 8:42 PM

Approved:

Don Bennett, Mayor

Date

Attest:

Jared Cobb, City Recorder

Date

City of Lowell, Oregon
Minutes of the City Council Special Meeting and Executive Session
October 24, 2018

The Special Meeting was called to order at 7:01 PM by Mayor Bennett.

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

Members Absent: Patricia Angelini

Approval of Agenda: Approved by consensus.

Convene to Executive Session: ORS 192.660(2)(e)(f)(h)

Closed Special Meeting Session: 7:02 PM

Executive Session Meeting: 7:02 PM

- **ORS 192.660(2)(e)(f)(h) – To Conduct deliberations with persons designated by the governing body to negotiate real property transactions; to consider information or records that are exempt by law from public inspection; and to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.**

Councilor Angelini joined the meeting via telephone conference

Executive Session Meeting Closed: 8:13 PM

Reconvene to Special Meeting: 8:14 PM

Public Comments: None

Council Comments: None

New Business:

- **City of Lowell v. Hatten Roofing and Construction** – CA reported that the mediation settlement yesterday came to \$330,000, which would provide a net of just over \$200,00 to the city. **Mayor Bennett moved to approve the settlement agreement with Hatton Roofing and Heater Construction in the amount of \$330,000 and authorizing the Mayor to sign the agreement, second by Councilor Harris.** Councilor Burford would like to include the verbiage of ‘less the attorney fees’. **PASS 5:0**

Other:

- **Acquisition of 53 E Main Street** – CA presented information on acquiring the property at 53 E Main Street for the development of the downtown area. **Mayor Bennett moved to allow the CA to negotiate to acquire 53 E Main Street, second by Councilor Osgood.** **PASS 5:0**

Mayor Comments: None
Public Meeting Adjourn: 8:25 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jared Cobb, City Recorder

Date

DRAFT

City of Lowell, Oregon
Minutes of the City Council Special Meeting and Executive Session
October 30, 2018

The Special Meeting was called to order at 7:04 PM by Mayor Bennett.

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

Members Absent: Maggie Osgood,

Approval of Agenda: Approved by consensus.

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

Closed Special Meeting Session: 7:05 PM

Executive Session Meeting: 7:05 PM

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

Members Absent: Maggie Osgood,

- **ORS 192.660(2)(e)– To Conduct deliberations with persons designated by the governing body to negotiate real property transactions.**

Executive Session Meeting Closed: 7:46 PM

Reconvene to Special Meeting: 7:48 PM

Public Comments: None

Council Comments: None

New Business:

- **Acquisition of 53 E Main Street** – CA reported on negotiations with property owner, \$165,000 was agreed upon by owner. This would go before the Budget Committee for approval of a supplemental budget. **Councilor Harris moved to approve the purchase of 53 E Main Street for not more than \$165,000, contingent on approval of a supplemental budget and providing \$2,0000 in earnest money, second by Councilor Angelini. PASS 3:1 Councilor Burford opposed.**

Other:

- **Funding the Projects for Downtown Plan** – CA provided a rough draft outline proposal to fund the projects.

Mayor Comments: None

Public Meeting Adjourn: 8:20 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jared Cobb, City Recorder

Date

DRAFT

**City of Lowell, Oregon
Minutes of the City Council Work Session
November 6, 2018**

The Work Session was called to order at 7:03 PM by Mayor Bennett.

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

Member Absent: Maggie Osgood

Study Session Topic(s)

1. **Park Irrigation Projects** – CA reported that All American Landscaping provided a quote to install valves, backflow device and timer for system for \$2180.00, with PW’s providing some support. Then testing will begin on system so it can be repaired.
2. **Community Facilities Study** - CA provided scoring matrix on proposals from Seder Architecture + Urban Design LLC and Urban Collaborative. Discussion on what uses would there be for the old City Hall and the new City Hall.
3. **Service Improvements Report** – CA provided annual report on improvements made to City services: Community Development, Police, Information Technology, Code Enforcement, Library, Finance, Economic Development, Public Works, and Parks.
4. **Social Media Report** – CA provided annual review of the official communications using the City website and social media.
5. **Downtown Master Plan Report** – CA provided an update on the progress of the Downtown Master Plan.
6. **Parks and Recreation Master Plan Report** – CA provided an update on the progress of the Parks and Recreation Master Plan.
7. **Strategic Plan Review** – CA provided annual review of 2018 Strategic Plan.
8. **City Administrator Review** – CA provided the annual evaluation form of City Administrator to completed by the Council.
9. **Other:** CA requested to have the Work Session canceled in January, 2019.

Adjourn: 8:40 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jared Cobb, City Recorder

Date



Voucher Directory

Fiscal : 2018-2019 - October 2018
Council Date : All

Vendor	Number	Reference	Account Number	Description	Amount
Banner Bank					
	1683			2018-2019 - October 2018 - 2nd Council	
		Invoice - U637271-67			
			014-100-6440	Telephone Services	\$15.05
		Total Invoice - U637271-67			\$15.05
	Total 1683				\$15.05
	15020			2018-2019 - October 2018 - 2nd Council	
		Invoice - 10/24/2018 2:59:36 PM			
			010-100-6220	Building Repair & Maintenance	\$25.59
			030-100-6140	Travel & Training	\$52.71
			030-100-6224	Equipment Repair & Maintenance	\$188.88
			030-100-6720	Chemicals & Lab Supplies	\$55.60
			040-100-6140	Travel & Training	\$52.70
			040-100-6224	Equipment Repair & Maintenance	\$35.98
		Total Invoice - 10/24/2018 2:59:36 PM			\$411.46
	Total 15020				\$411.46
	15034			2018-2019 - October 2018 - 2nd Council	
		Invoice - 10/30/2018 2:34:08 PM			
			010-100-6022	IT Services	\$71.63
			010-120-6134	General Supplies	\$8.48
			010-140-6028	Other Contract Services	\$50.00
		Total Invoice - 10/30/2018 2:34:08 PM			\$130.11
	Total 15034				\$130.11
Total Banner Bank					\$556.62
Cascade Columbia					
	15021			2018-2019 - October 2018 - 2nd Council	
		Invoice - 734085			
			030-100-6720	Chemicals & Lab Supplies	\$463.00
		Total Invoice - 734085			\$463.00
	Total 15021				\$463.00
Total Cascade Columbia					\$463.00
Century Link					
	15011			2018-2019 - October 2018 - 2nd Council	
		Invoice - 10/16/2018 11:24:32 AM			
			010-100-6440	Telephone Services	\$144.44
			030-100-6435	Internet Services	\$70.00

Vendor	Number	Reference	Account Number	Description	Amount
			030-100-6440	Telephone Services	\$238.48
			040-100-6440	Telephone Services	\$74.93
		Total Invoice - 10/16/2018 11:24:32 AM			\$527.85
	Total 15011				\$527.85
Total Century Link					\$527.85
CenturyLink Business Services	15012			2018-2019 - October 2018 - 2nd Council	
		Invoice - 1451867465			
			010-100-6440	Telephone Services	\$3.40
		Total Invoice - 1451867465			\$3.40
	Total 15012				\$3.40
Total CenturyLink Business Services					\$3.40
Certified Folder Display Service, Inc.	15013			2018-2019 - October 2018 - 2nd Council	
		Invoice - 39175			
			010-170-6124	Marketing	\$220.80
		Total Invoice - 39175			\$220.80
	Total 15013				\$220.80
Total Certified Folder Display Service, Inc.					\$220.80
CIS Trust	15002			2018-2019 - October 2018 - 1st Council	
		Health Insurance - 1394			
			010-100-5410	Health Insurance	\$60.93
			010-120-5410	Health Insurance	\$60.93
			010-160-5410	Health Insurance	\$60.93
			012-100-5410	Health Insurance	\$182.80
			030-100-5410	Health Insurance	\$426.53
			040-100-5410	Health Insurance	\$426.53
		Total Health Insurance - 1394			\$1,218.65
		Health Insurance - 1395			
			010-100-5410	Health Insurance	\$88.05
			010-120-5410	Health Insurance	\$29.35
			010-140-5410	Health Insurance	\$58.70
			010-160-5410	Health Insurance	\$29.35
			010-180-5410	Health Insurance	\$29.35
			012-100-5410	Health Insurance	\$58.70
			030-100-5410	Health Insurance	\$146.76
			040-100-5410	Health Insurance	\$146.75
		Total Health Insurance - 1395			\$587.01
		Health Insurance - 1397			
			010-100-5410	Health Insurance	\$173.32
			010-140-5410	Health Insurance	\$86.66
			010-180-5410	Health Insurance	\$86.66

Vendor	Number	Reference	Account Number	Description	Amount
			030-100-5410	Health Insurance	\$693.29
			040-100-5410	Health Insurance	\$693.29
		Total Health Insurance - 1397			\$1,733.22
		Health Insurance - 1398			
			010-100-5410	Health Insurance	\$61.55
			010-120-5410	Health Insurance	\$61.55
			012-100-5410	Health Insurance	\$123.09
			030-100-5410	Health Insurance	\$492.41
			040-100-5410	Health Insurance	\$492.40
		Total Health Insurance - 1398			\$1,231.00
		Life Insurance - 1394			
			010-100-5050	Public Works Director	\$0.13
			010-100-5220	Overtime	\$0.02
			010-120-5050	Public Works Director	\$0.13
			010-120-5220	Overtime	\$0.02
			010-160-5050	Public Works Director	\$0.13
			010-160-5220	Overtime	\$0.02
			012-100-5050	Public Works Director	\$0.38
			012-100-5220	Overtime	\$0.06
			030-100-5050	Public Works Director	\$0.89
			030-100-5220	Overtime	\$0.14
			040-100-5050	Public Works Director	\$0.90
			040-100-5220	Overtime	\$0.14
		Total Life Insurance - 1394			\$2.96
	Total 15002				\$4,772.84
Total CIS Trust					\$4,772.84
City of Lowell					
	1601			2018-2019 - October 2018 - 1st Council	
		Invoice - 1st Qtr. FY 18-19			
			010-180-6028	Other Contract Services	\$374.96
		Total Invoice - 1st Qtr. FY 18-19			\$374.96
	Total 1601				\$374.96
	14989			2018-2019 - October 2018 - 1st Council	
		Invoice - 10/2/2018 2:11:38 PM			
			010-100-6420	Water Services	\$23.84
			010-100-6425	Sewer Services	\$43.88
			010-120-6420	Water Services	\$83.90
			010-120-6425	Sewer Services	\$117.02
			010-150-6420	Water Services	\$7.95
			010-150-6425	Sewer Services	\$14.63
			030-100-6420	Water Services	\$60.67
			030-100-6425	Sewer Services	\$58.51
			040-100-6420	Water Services	\$865.13

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-6425	Sewer Services	\$526.59
		Total Invoice - 10/2/2018 2:11:38 PM			\$1,802.12
	Total 14989				\$1,802.12
Total City of Lowell					\$2,177.08
City of Oakridge					
	1602			2018-2019 - October 2018 - 1st Council	
		Invoice - 1st Qtr FY 18-19			
			010-130-6912	Contracted Services/Police	\$0.00
			010-180-6028	Other Contract Services	\$112.55
		Total Invoice - 1st Qtr FY 18-19			\$112.55
	Total 1602				\$112.55
Total City of Oakridge					\$112.55
Civil West Engineering					
	15022			2018-2019 - October 2018 - 2nd Council	
		Invoice - 2101-001.01.007, 2101.014.003			
			010-140-6016	Engineering Services	\$144.94
			012-100-6016	Engineering Services	\$2,100.00
		Total Invoice - 2101-001.01.007, 2101.014.003			\$2,244.94
	Total 15022				\$2,244.94
Total Civil West Engineering					\$2,244.94
DCBS-Fiscal Services					
	15005			2018-2019 - October 2018 - 1st Council	
		Invoice - July, August & Sept. 2018			
			010-140-6524	Building Permit Costs	\$714.72
			010-140-6525	Electrical Permit Costs	\$197.04
		Total Invoice - July, August & Sept. 2018			\$911.76
	Total 15005				\$911.76
Total DCBS-Fiscal Services					\$911.76
Department of State Lands					
	15035			2018-2019 - October 2018 - 2nd Council	
		Invoice - 201810059129122			
			030-000-2020	Utility Deposits	\$6.77
		Total Invoice - 201810059129122			\$6.77
	Total 15035				\$6.77
Total Department of State Lands					\$6.77

Vendor	Number	Reference	Account Number	Description	Amount
Eike, Aldrich P.C.					
	15036			2018-2019 - October 2018 - 2nd Council	
		Invoice - 4636			
			010-100-8012	Capital Outlay - Buildings & Facilities	\$212.34
		Total Invoice - 4636			\$212.34
	Total 15036				\$212.34
Total Eike, Aldrich P.C.					\$212.34
Ferguson					
	14990			2018-2019 - October 2018 - 1st Council	
		Invoice - 0697338-1; 0697338			
			030-100-6134	General Supplies	\$1,025.17
		Total Invoice - 0697338-1; 0697338			\$1,025.17
	Total 14990				\$1,025.17
Total Ferguson					\$1,025.17
Grainger					
	15023			2018-2019 - October 2018 - 2nd Council	
		Invoice - 9935316142			
			030-100-6134	General Supplies	\$46.90
			040-100-6134	General Supplies	\$46.90
		Total Invoice - 9935316142			\$93.80
	Total 15023				\$93.80
Total Grainger					\$93.80
Hunter Communications					
	15014			2018-2019 - October 2018 - 2nd Council	
		Invoice - 10/16/2018 11:12:06 AM			
			010-100-6435	Internet Services	\$77.47
			010-150-6435	Internet Services	\$77.47
		Total Invoice - 10/16/2018 11:12:06 AM			\$154.94
	Total 15014				\$154.94
Total Hunter Communications					\$154.94
IRS-Federal Income Tax					
	20181001			2018-2019 - October 2018 - 1st Council	
		Federal Income Tax - 1394			
			010-100-5050	Public Works Director	\$12.24
			010-100-5220	Overtime	\$1.91
			010-120-5050	Public Works Director	\$12.24
			010-120-5220	Overtime	\$1.91
			010-160-5050	Public Works Director	\$12.24
			010-160-5220	Overtime	\$1.91
			012-100-5050	Public Works Director	\$36.71
			012-100-5220	Overtime	\$5.72
			030-100-5050	Public Works Director	\$85.61

Vendor	Number	Reference	Account Number	Description	Amount
			030-100-5220	Overtime	\$13.34
			040-100-5050	Public Works Director	\$85.65
			040-100-5220	Overtime	\$13.34
			Total Federal Income Tax - 1394		\$282.82
			Federal Income Tax - 1395		
			010-100-5010	City Administrator	\$61.51
			010-120-5010	City Administrator	\$20.50
			010-140-5010	City Administrator	\$41.01
			010-160-5010	City Administrator	\$20.50
			010-180-5010	City Administrator	\$20.50
			012-100-5010	City Administrator	\$41.01
			030-100-5010	City Administrator	\$102.52
			040-100-5010	City Administrator	\$102.52
			Total Federal Income Tax - 1395		\$410.07
			Federal Income Tax - 1396		
			010-100-5058	Maintenance Worker I	\$0.25
			010-120-5058	Maintenance Worker I	\$2.26
			012-100-5058	Maintenance Worker I	\$0.50
			030-100-5058	Maintenance Worker I	\$1.01
			040-100-5058	Maintenance Worker I	\$1.00
			Total Federal Income Tax - 1396		\$5.02
			Federal Income Tax - 1397		
			010-100-5014	City Clerk	\$16.30
			010-140-5014	City Clerk	\$8.15
			010-180-5014	City Clerk	\$8.15
			030-100-5014	City Clerk	\$65.18
			040-100-5014	City Clerk	\$65.19
			Total Federal Income Tax - 1397		\$162.97
			Federal Income Tax - 1398		
			010-100-5054	Utility Worker II	\$6.41
			010-100-5220	Overtime	\$3.05
			010-120-5054	Utility Worker II	\$6.41
			010-120-5220	Overtime	\$3.05
			012-100-5054	Utility Worker II	\$12.81
			012-100-5220	Overtime	\$6.10
			030-100-5054	Utility Worker II	\$51.25
			030-100-5220	Overtime	\$24.40
			040-100-5054	Utility Worker II	\$51.26
			040-100-5220	Overtime	\$24.40
			Total Federal Income Tax - 1398		\$189.14
			Medicare - 1394 (1)		
			010-100-5050	Public Works Director	\$1.98
			010-100-5220	Overtime	\$0.31
			010-120-5050	Public Works Director	\$1.98
			010-120-5220	Overtime	\$0.31
			010-160-5050	Public Works Director	\$1.98

Vendor	Number	Reference	Account Number	Description	Amount
			010-160-5220	Overtime	\$0.31
			012-100-5050	Public Works Director	\$5.95
			012-100-5220	Overtime	\$0.93
			030-100-5050	Public Works Director	\$13.87
			030-100-5220	Overtime	\$2.16
			040-100-5050	Public Works Director	\$13.88
			040-100-5220	Overtime	\$2.16
			Total Medicare - 1394 (1)		\$45.82
			Medicare - 1394 (2)		
			010-100-5315	Social Security/Medicare(FICA)	\$2.29
			010-120-5315	Social Security/Medicare(FICA)	\$2.29
			010-160-5315	Social Security/Medicare(FICA)	\$2.29
			012-100-5315	Social Security/Medicare(FICA)	\$6.88
			030-100-5315	Social Security/Medicare(FICA)	\$16.03
			040-100-5315	Social Security/Medicare(FICA)	\$16.04
			Total Medicare - 1394 (2)		\$45.82
			Medicare - 1395 (1)		
			010-100-5010	City Administrator	\$7.25
			010-120-5010	City Administrator	\$2.42
			010-140-5010	City Administrator	\$4.83
			010-160-5010	City Administrator	\$2.42
			010-180-5010	City Administrator	\$2.42
			012-100-5010	City Administrator	\$4.83
			030-100-5010	City Administrator	\$12.08
			040-100-5010	City Administrator	\$12.08
			Total Medicare - 1395 (1)		\$48.33
			Medicare - 1395 (2)		
			010-100-5315	Social Security/Medicare(FICA)	\$7.25
			010-120-5315	Social Security/Medicare(FICA)	\$2.42
			010-140-5315	Social Security/Medicare(FICA)	\$4.83
			010-160-5315	Social Security/Medicare(FICA)	\$2.42
			010-180-5315	Social Security/Medicare(FICA)	\$2.42
			012-100-5315	Social Security/Medicare(FICA)	\$4.83
			030-100-5315	Social Security/Medicare(FICA)	\$12.08
			040-100-5315	Social Security/Medicare(FICA)	\$12.08
			Total Medicare - 1395 (2)		\$48.33
			Medicare - 1396 (1)		
			010-100-5058	Maintenance Worker I	\$0.41
			010-120-5058	Maintenance Worker I	\$3.69
			012-100-5058	Maintenance Worker I	\$0.82
			030-100-5058	Maintenance Worker I	\$1.63
			040-100-5058	Maintenance Worker I	\$1.64
			Total Medicare - 1396 (1)		\$8.19
			Medicare - 1396 (2)		
			010-100-5315	Social Security/Medicare(FICA)	\$0.41
			010-120-5315	Social Security/Medicare(FICA)	\$3.69

Vendor	Number	Reference	Account Number	Description	Amount
			012-100-5315	Social Security/Medicare(FICA)	\$0.82
			030-100-5315	Social Security/Medicare(FICA)	\$1.63
			040-100-5315	Social Security/Medicare(FICA)	\$1.64
			Total Medicare - 1396 (2)		\$8.19
			Medicare - 1397 (1)		
			010-100-5014	City Clerk	\$3.04
			010-140-5014	City Clerk	\$1.52
			010-180-5014	City Clerk	\$1.52
			030-100-5014	City Clerk	\$12.17
			040-100-5014	City Clerk	\$12.16
			Total Medicare - 1397 (1)		\$30.41
			Medicare - 1397 (2)		
			010-100-5315	Social Security/Medicare(FICA)	\$3.04
			010-140-5315	Social Security/Medicare(FICA)	\$1.52
			010-180-5315	Social Security/Medicare(FICA)	\$1.52
			030-100-5315	Social Security/Medicare(FICA)	\$12.17
			040-100-5315	Social Security/Medicare(FICA)	\$12.16
			Total Medicare - 1397 (2)		\$30.41
			Medicare - 1398 (1)		
			010-100-5054	Utility Worker II	\$1.14
			010-100-5220	Overtime	\$0.55
			010-120-5054	Utility Worker II	\$1.14
			010-120-5220	Overtime	\$0.55
			012-100-5054	Utility Worker II	\$2.29
			012-100-5220	Overtime	\$1.08
			030-100-5054	Utility Worker II	\$9.15
			030-100-5220	Overtime	\$4.36
			040-100-5054	Utility Worker II	\$9.15
			040-100-5220	Overtime	\$4.36
			Total Medicare - 1398 (1)		\$33.77
			Medicare - 1398 (2)		
			010-100-5315	Social Security/Medicare(FICA)	\$1.69
			010-120-5315	Social Security/Medicare(FICA)	\$1.69
			012-100-5315	Social Security/Medicare(FICA)	\$3.37
			030-100-5315	Social Security/Medicare(FICA)	\$13.51
			040-100-5315	Social Security/Medicare(FICA)	\$13.51
			Total Medicare - 1398 (2)		\$33.77
			Social Security Tax - 1394 (1)		
			010-100-5050	Public Works Director	\$8.48
			010-100-5220	Overtime	\$1.32
			010-120-5050	Public Works Director	\$8.48
			010-120-5220	Overtime	\$1.32
			010-160-5050	Public Works Director	\$8.48
			010-160-5220	Overtime	\$1.32
			012-100-5050	Public Works Director	\$25.43
			012-100-5220	Overtime	\$3.96

Vendor	Number	Reference	Account Number	Description	Amount
			030-100-5050	Public Works Director	\$59.31
			030-100-5220	Overtime	\$9.24
			040-100-5050	Public Works Director	\$59.33
			040-100-5220	Overtime	\$9.24
			Total Social Security Tax - 1394 (1)		\$195.91
			Social Security Tax - 1394 (2)		
			010-100-5315	Social Security/Medicare(FICA)	\$9.80
			010-120-5315	Social Security/Medicare(FICA)	\$9.80
			010-160-5315	Social Security/Medicare(FICA)	\$9.80
			012-100-5315	Social Security/Medicare(FICA)	\$29.39
			030-100-5315	Social Security/Medicare(FICA)	\$68.55
			040-100-5315	Social Security/Medicare(FICA)	\$68.57
			Total Social Security Tax - 1394 (2)		\$195.91
			Social Security Tax - 1395 (1)		
			010-100-5010	City Administrator	\$31.00
			010-120-5010	City Administrator	\$10.33
			010-140-5010	City Administrator	\$20.67
			010-160-5010	City Administrator	\$10.33
			010-180-5010	City Administrator	\$10.33
			012-100-5010	City Administrator	\$20.67
			030-100-5010	City Administrator	\$51.66
			040-100-5010	City Administrator	\$51.66
			Total Social Security Tax - 1395 (1)		\$206.65
			Social Security Tax - 1395 (2)		
			010-100-5315	Social Security/Medicare(FICA)	\$31.00
			010-120-5315	Social Security/Medicare(FICA)	\$10.33
			010-140-5315	Social Security/Medicare(FICA)	\$20.67
			010-160-5315	Social Security/Medicare(FICA)	\$10.33
			010-180-5315	Social Security/Medicare(FICA)	\$10.33
			012-100-5315	Social Security/Medicare(FICA)	\$20.67
			030-100-5315	Social Security/Medicare(FICA)	\$51.66
			040-100-5315	Social Security/Medicare(FICA)	\$51.66
			Total Social Security Tax - 1395 (2)		\$206.65
			Social Security Tax - 1396 (1)		
			010-100-5058	Maintenance Worker I	\$1.75
			010-120-5058	Maintenance Worker I	\$15.76
			012-100-5058	Maintenance Worker I	\$3.50
			030-100-5058	Maintenance Worker I	\$7.01
			040-100-5058	Maintenance Worker I	\$7.01
			Total Social Security Tax - 1396 (1)		\$35.03
			Social Security Tax - 1396 (2)		
			010-100-5315	Social Security/Medicare(FICA)	\$1.75
			010-120-5315	Social Security/Medicare(FICA)	\$15.76
			012-100-5315	Social Security/Medicare(FICA)	\$3.50
			030-100-5315	Social Security/Medicare(FICA)	\$7.01

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-5315	Social Security/Medicare(FICA)	\$7.01
		Total Social Security Tax - 1396 (2)			\$35.03
		Social Security Tax - 1397 (1)			
			010-100-5014	City Clerk	\$13.00
			010-140-5014	City Clerk	\$6.50
			010-180-5014	City Clerk	\$6.50
			030-100-5014	City Clerk	\$52.02
			040-100-5014	City Clerk	\$52.01
		Total Social Security Tax - 1397 (1)			\$130.03
		Social Security Tax - 1397 (2)			
			010-100-5315	Social Security/Medicare(FICA)	\$13.00
			010-140-5315	Social Security/Medicare(FICA)	\$6.50
			010-180-5315	Social Security/Medicare(FICA)	\$6.50
			030-100-5315	Social Security/Medicare(FICA)	\$52.02
			040-100-5315	Social Security/Medicare(FICA)	\$52.01
		Total Social Security Tax - 1397 (2)			\$130.03
		Social Security Tax - 1398 (1)			
			010-100-5054	Utility Worker II	\$4.89
			010-100-5220	Overtime	\$2.33
			010-120-5054	Utility Worker II	\$4.89
			010-120-5220	Overtime	\$2.33
			012-100-5054	Utility Worker II	\$9.78
			012-100-5220	Overtime	\$4.66
			030-100-5054	Utility Worker II	\$39.14
			030-100-5220	Overtime	\$18.63
			040-100-5054	Utility Worker II	\$39.14
			040-100-5220	Overtime	\$18.63
		Total Social Security Tax - 1398 (1)			\$144.42
		Social Security Tax - 1398 (2)			
			010-100-5315	Social Security/Medicare(FICA)	\$7.22
			010-120-5315	Social Security/Medicare(FICA)	\$7.22
			012-100-5315	Social Security/Medicare(FICA)	\$14.44
			030-100-5315	Social Security/Medicare(FICA)	\$57.77
			040-100-5315	Social Security/Medicare(FICA)	\$57.77
		Total Social Security Tax - 1398 (2)			\$144.42
	Total 20181001				\$2,807.14
	20181050				
		2018-2019 - October 2018 - 2nd Council			
		Federal Income Tax - 1399			
			010-100-5050	Public Works Director	\$11.74
			010-120-5050	Public Works Director	\$11.74
			010-160-5050	Public Works Director	\$11.74
			012-100-5050	Public Works Director	\$35.22
			030-100-5050	Public Works Director	\$82.18
			040-100-5050	Public Works Director	\$82.18
		Total Federal Income Tax - 1399			\$234.80

Vendor	Number	Reference	Account Number	Description	Amount
			Federal Income Tax - 1400		
			010-100-5010	City Administrator	\$61.51
			010-120-5010	City Administrator	\$20.50
			010-140-5010	City Administrator	\$41.01
			010-160-5010	City Administrator	\$20.50
			010-180-5010	City Administrator	\$20.50
			012-100-5010	City Administrator	\$41.01
			030-100-5010	City Administrator	\$102.52
			040-100-5010	City Administrator	\$102.52
			Total Federal Income Tax - 1400		\$410.07
			Federal Income Tax - 1401		
			010-100-5058	Maintenance Worker I	\$0.45
			010-120-5058	Maintenance Worker I	\$4.04
			012-100-5058	Maintenance Worker I	\$0.90
			030-100-5058	Maintenance Worker I	\$1.80
			040-100-5058	Maintenance Worker I	\$1.79
			Total Federal Income Tax - 1401		\$8.98
			Federal Income Tax - 1402		
			010-100-5014	City Clerk	\$16.54
			010-100-5220	Overtime	\$0.57
			010-140-5014	City Clerk	\$8.27
			010-140-5220	Overtime	\$0.29
			010-180-5014	City Clerk	\$8.27
			010-180-5220	Overtime	\$0.29
			030-100-5014	City Clerk	\$66.18
			030-100-5220	Overtime	\$2.29
			040-100-5014	City Clerk	\$66.17
			040-100-5220	Overtime	\$2.29
			Total Federal Income Tax - 1402		\$171.16
			Federal Income Tax - 1403		
			010-100-5054	Utility Worker II	\$6.08
			010-100-5220	Overtime	\$1.84
			010-120-5054	Utility Worker II	\$6.08
			010-120-5220	Overtime	\$1.84
			012-100-5054	Utility Worker II	\$12.15
			012-100-5220	Overtime	\$3.68
			030-100-5054	Utility Worker II	\$48.61
			030-100-5220	Overtime	\$14.72
			040-100-5054	Utility Worker II	\$48.61
			040-100-5220	Overtime	\$14.72
			Total Federal Income Tax - 1403		\$158.33
			Medicare - 1399 (1)		
			010-100-5050	Public Works Director	\$1.98
			010-120-5050	Public Works Director	\$1.98
			010-160-5050	Public Works Director	\$1.98
			012-100-5050	Public Works Director	\$5.95

Vendor	Number	Reference	Account Number	Description	Amount
			030-100-5050	Public Works Director	\$13.88
			040-100-5050	Public Works Director	\$13.87
			Total Medicare - 1399 (1)		\$39.64
			Medicare - 1399 (2)		
			010-100-5315	Social Security/Medicare(FICA)	\$1.98
			010-120-5315	Social Security/Medicare(FICA)	\$1.98
			010-160-5315	Social Security/Medicare(FICA)	\$1.98
			012-100-5315	Social Security/Medicare(FICA)	\$5.95
			030-100-5315	Social Security/Medicare(FICA)	\$13.88
			040-100-5315	Social Security/Medicare(FICA)	\$13.87
			Total Medicare - 1399 (2)		\$39.64
			Medicare - 1400 (1)		
			010-100-5010	City Administrator	\$7.25
			010-120-5010	City Administrator	\$2.42
			010-140-5010	City Administrator	\$4.83
			010-160-5010	City Administrator	\$2.42
			010-180-5010	City Administrator	\$2.42
			012-100-5010	City Administrator	\$4.83
			030-100-5010	City Administrator	\$12.08
			040-100-5010	City Administrator	\$12.08
			Total Medicare - 1400 (1)		\$48.33
			Medicare - 1400 (2)		
			010-100-5315	Social Security/Medicare(FICA)	\$7.25
			010-120-5315	Social Security/Medicare(FICA)	\$2.42
			010-140-5315	Social Security/Medicare(FICA)	\$4.83
			010-160-5315	Social Security/Medicare(FICA)	\$2.42
			010-180-5315	Social Security/Medicare(FICA)	\$2.42
			012-100-5315	Social Security/Medicare(FICA)	\$4.83
			030-100-5315	Social Security/Medicare(FICA)	\$12.08
			040-100-5315	Social Security/Medicare(FICA)	\$12.08
			Total Medicare - 1400 (2)		\$48.33
			Medicare - 1401 (1)		
			010-100-5058	Maintenance Worker I	\$0.44
			010-120-5058	Maintenance Worker I	\$3.96
			012-100-5058	Maintenance Worker I	\$0.88
			030-100-5058	Maintenance Worker I	\$1.77
			040-100-5058	Maintenance Worker I	\$1.76
			Total Medicare - 1401 (1)		\$8.81
			Medicare - 1401 (2)		
			010-100-5315	Social Security/Medicare(FICA)	\$0.44
			010-120-5315	Social Security/Medicare(FICA)	\$3.96
			012-100-5315	Social Security/Medicare(FICA)	\$0.88
			030-100-5315	Social Security/Medicare(FICA)	\$1.77
			040-100-5315	Social Security/Medicare(FICA)	\$1.76
			Total Medicare - 1401 (2)		\$8.81

Vendor	Number	Reference	Account Number	Description	Amount
		Medicare - 1402 (1)			
			010-100-5014	City Clerk	\$3.04
			010-100-5220	Overtime	\$0.11
			010-140-5014	City Clerk	\$1.52
			010-140-5220	Overtime	\$0.05
			010-180-5014	City Clerk	\$1.52
			010-180-5220	Overtime	\$0.05
			030-100-5014	City Clerk	\$12.17
			030-100-5220	Overtime	\$0.42
			040-100-5014	City Clerk	\$12.16
			040-100-5220	Overtime	\$0.42
		Total Medicare - 1402 (1)			\$31.46
		Medicare - 1402 (2)			
			010-100-5315	Social Security/Medicare(FICA)	\$3.15
			010-140-5315	Social Security/Medicare(FICA)	\$1.57
			010-180-5315	Social Security/Medicare(FICA)	\$1.57
			030-100-5315	Social Security/Medicare(FICA)	\$12.59
			040-100-5315	Social Security/Medicare(FICA)	\$12.58
		Total Medicare - 1402 (2)			\$31.46
		Medicare - 1403 (1)			
			010-100-5054	Utility Worker II	\$1.14
			010-100-5220	Overtime	\$0.35
			010-120-5054	Utility Worker II	\$1.14
			010-120-5220	Overtime	\$0.35
			012-100-5054	Utility Worker II	\$2.29
			012-100-5220	Overtime	\$0.69
			030-100-5054	Utility Worker II	\$9.14
			030-100-5220	Overtime	\$2.78
			040-100-5054	Utility Worker II	\$9.15
			040-100-5220	Overtime	\$2.78
		Total Medicare - 1403 (1)			\$29.81
		Medicare - 1403 (2)			
			010-100-5315	Social Security/Medicare(FICA)	\$1.49
			010-120-5315	Social Security/Medicare(FICA)	\$1.49
			012-100-5315	Social Security/Medicare(FICA)	\$2.98
			030-100-5315	Social Security/Medicare(FICA)	\$11.92
			040-100-5315	Social Security/Medicare(FICA)	\$11.93
		Total Medicare - 1403 (2)			\$29.81
		Social Security Tax - 1399 (1)			
			010-100-5050	Public Works Director	\$8.48
			010-120-5050	Public Works Director	\$8.48
			010-160-5050	Public Works Director	\$8.48
			012-100-5050	Public Works Director	\$25.43
			030-100-5050	Public Works Director	\$59.31
			040-100-5050	Public Works Director	\$59.33
		Total Social Security Tax - 1399 (1)			\$169.51

Vendor	Number	Reference	Account Number	Description	Amount
			Social Security Tax - 1399 (2)		
			010-100-5315	Social Security/Medicare(FICA)	\$8.48
			010-120-5315	Social Security/Medicare(FICA)	\$8.48
			010-160-5315	Social Security/Medicare(FICA)	\$8.48
			012-100-5315	Social Security/Medicare(FICA)	\$25.43
			030-100-5315	Social Security/Medicare(FICA)	\$59.31
			040-100-5315	Social Security/Medicare(FICA)	\$59.33
			Total Social Security Tax - 1399 (2)		
			\$169.51		
			Social Security Tax - 1400 (1)		
			010-100-5010	City Administrator	\$31.00
			010-120-5010	City Administrator	\$10.33
			010-140-5010	City Administrator	\$20.67
			010-160-5010	City Administrator	\$10.33
			010-180-5010	City Administrator	\$10.33
			012-100-5010	City Administrator	\$20.67
			030-100-5010	City Administrator	\$51.66
			040-100-5010	City Administrator	\$51.66
			Total Social Security Tax - 1400 (1)		
			\$206.65		
			Social Security Tax - 1400 (2)		
			010-100-5315	Social Security/Medicare(FICA)	\$31.00
			010-120-5315	Social Security/Medicare(FICA)	\$10.33
			010-140-5315	Social Security/Medicare(FICA)	\$20.67
			010-160-5315	Social Security/Medicare(FICA)	\$10.33
			010-180-5315	Social Security/Medicare(FICA)	\$10.33
			012-100-5315	Social Security/Medicare(FICA)	\$20.67
			030-100-5315	Social Security/Medicare(FICA)	\$51.66
			040-100-5315	Social Security/Medicare(FICA)	\$51.66
			Total Social Security Tax - 1400 (2)		
			\$206.65		
			Social Security Tax - 1401 (1)		
			010-100-5058	Maintenance Worker I	\$1.88
			010-120-5058	Maintenance Worker I	\$16.94
			012-100-5058	Maintenance Worker I	\$3.76
			030-100-5058	Maintenance Worker I	\$7.54
			040-100-5058	Maintenance Worker I	\$7.53
			Total Social Security Tax - 1401 (1)		
			\$37.65		
			Social Security Tax - 1401 (2)		
			010-100-5315	Social Security/Medicare(FICA)	\$1.88
			010-120-5315	Social Security/Medicare(FICA)	\$16.94
			012-100-5315	Social Security/Medicare(FICA)	\$3.76
			030-100-5315	Social Security/Medicare(FICA)	\$7.54
			040-100-5315	Social Security/Medicare(FICA)	\$7.53
			Total Social Security Tax - 1401 (2)		
			\$37.65		
			Social Security Tax - 1402 (1)		
			010-100-5014	City Clerk	\$13.00
			010-100-5220	Overtime	\$0.45
			010-140-5014	City Clerk	\$6.50

Vendor	Number	Reference	Account Number	Description	Amount
			010-140-5220	Overtime	\$0.23
			010-180-5014	City Clerk	\$6.50
			010-180-5220	Overtime	\$0.23
			030-100-5014	City Clerk	\$52.01
			030-100-5220	Overtime	\$1.80
			040-100-5014	City Clerk	\$52.01
			040-100-5220	Overtime	\$1.80
			Total Social Security Tax - 1402 (1)		\$134.53
			Social Security Tax - 1402 (2)		
			010-100-5315	Social Security/Medicare(FICA)	\$13.45
			010-140-5315	Social Security/Medicare(FICA)	\$6.73
			010-180-5315	Social Security/Medicare(FICA)	\$6.73
			030-100-5315	Social Security/Medicare(FICA)	\$53.81
			040-100-5315	Social Security/Medicare(FICA)	\$53.81
			Total Social Security Tax - 1402 (2)		\$134.53
			Social Security Tax - 1403 (1)		
			010-100-5054	Utility Worker II	\$4.89
			010-100-5220	Overtime	\$1.48
			010-120-5054	Utility Worker II	\$4.89
			010-120-5220	Overtime	\$1.48
			012-100-5054	Utility Worker II	\$9.78
			012-100-5220	Overtime	\$2.96
			030-100-5054	Utility Worker II	\$39.16
			030-100-5220	Overtime	\$11.85
			040-100-5054	Utility Worker II	\$39.14
			040-100-5220	Overtime	\$11.85
			Total Social Security Tax - 1403 (1)		\$127.48
			Social Security Tax - 1403 (2)		
			010-100-5315	Social Security/Medicare(FICA)	\$6.37
			010-120-5315	Social Security/Medicare(FICA)	\$6.37
			012-100-5315	Social Security/Medicare(FICA)	\$12.74
			030-100-5315	Social Security/Medicare(FICA)	\$51.01
			040-100-5315	Social Security/Medicare(FICA)	\$50.99
			Total Social Security Tax - 1403 (2)		\$127.48
			Total 20181050		\$2,651.08
			Total IRS-Federal Income Tax		\$5,458.22
J & K Electrical LLC	15024			2018-2019 - October 2018 - 2nd Council	
			Invoice - 1411A, 1412A		
			010-120-6224	Equipment Repair & Maintenance	\$768.00
			040-100-6224	Equipment Repair & Maintenance	\$509.99
			Total Invoice - 1411A, 1412A		\$1,277.99
			Total 15024		\$1,277.99
			Total J & K Electrical LLC		\$1,277.99

Vendor	Number	Reference	Account Number	Description	Amount
Lane Council of Governments	14991			2018-2019 - October 2018 - 1st Council	
		70000			
			010-100-6012	Legal Services	\$178.09
		Total 70000			\$178.09
	Total 14991				\$178.09
Total Lane Council of Governments					\$178.09
Lane County Waste Mgmt.	15025			2018-2019 - October 2018 - 2nd Council	
		Invoice - PWA00009192			
			012-100-6028	Other Contract Services	\$911.07
		Total Invoice - PWA00009192			\$911.07
	Total 15025				\$911.07
Total Lane County Waste Mgmt.					\$911.07
Lane Electric Cooperative	14992			2018-2019 - October 2018 - 1st Council	
		Invoice - 10/2/2018 2:39:04 PM			
			010-100-6430	Electricity Services	\$109.77
			010-120-6430	Electricity Services	\$48.87
			010-150-6430	Electricity Services	\$36.59
			010-170-6226	Covered Bridge Maintenance	\$63.55
			012-100-6430	Electricity Services	\$1,205.92
			030-100-6430	Electricity Services	\$655.57
			040-100-6430	Electricity Services	\$362.12
		Total Invoice - 10/2/2018 2:39:04 PM			\$2,482.39
	Total 14992				\$2,482.39
15037				2018-2019 - October 2018 - 2nd Council	
		Invoice - 10/30/2018 2:28:41 PM			
			010-100-6430	Electricity Services	\$125.33
			010-120-6430	Electricity Services	\$46.70
			010-150-6430	Electricity Services	\$41.78
			010-170-6226	Covered Bridge Maintenance	\$64.86
			012-100-6430	Electricity Services	\$563.07
			030-100-6430	Electricity Services	\$1,020.37
			040-100-6430	Electricity Services	\$3,016.41
		Total Invoice - 10/30/2018 2:28:41 PM			\$4,878.52
	Total 15037				\$4,878.52
Total Lane Electric Cooperative					\$7,360.91

Vendor	Number	Reference	Account Number	Description	Amount
Lane Forest Products					
	14993			2018-2019 - October 2018 - 1st Council	
		Invoice - S156328, S156440, S156471			
			010-120-6230	Other Repair & Maintenance	\$617.80
		Total Invoice - S156328, S156440, S156471			\$617.80
	Total 14993				\$617.80
Total Lane Forest Products					\$617.80
Lowell Mini Storage					
	1684			2018-2019 - October 2018 - 2nd Council	
		Invoice - Nov. 2018			
			014-100-6605	Rent	\$80.00
		Total Invoice - Nov. 2018			\$80.00
	Total 1684				\$80.00
Total Lowell Mini Storage					\$80.00
Lowell School District					
	1680			2018-2019 - October 2018 - 1st Council	
		Invoice - Donation to Girls Basketball - BBJ 5K Run			
			014-100-6850	5K Race Exp	\$100.00
		Total Invoice - Donation to Girls Basketball - BBJ 5K Run			\$100.00
	Total 1680				\$100.00
	1682			2018-2019 - October 2018 - 1st Council	
		Invoice - BBJ 2018 Wrestling Team Donation			
			014-100-6854	Fishing Derby Exp	\$208.81
		Total Invoice - BBJ 2018 Wrestling Team Donation			\$208.81
	Total 1682				\$208.81
	15015			2018-2019 - October 2018 - 2nd Council	
		Invoice - 1st Qtr. FY 18-19 CET Tax			
			010-000-2015	CET Tax Collected	\$5,925.23
		Total Invoice - 1st Qtr. FY 18-19 CET Tax			\$5,925.23
	Total 15015				\$5,925.23
Total Lowell School District					\$6,234.04
Mid-State Industrial Inc					
	15026			2018-2019 - October 2018 - 2nd Council	
		Invoice - 0177626			
			030-100-6230	Other Repair & Maintenance	\$690.00
		Total Invoice - 0177626			\$690.00
	Total 15026				\$690.00
Total Mid-State Industrial Inc					\$690.00

Vendor	Number	Reference	Account Number	Description	Amount
MortierAng Engineers					
	15016			2018-2019 - October 2018 - 2nd Council	
		Invoice - 4471			
			010-100-8012	Capital Outlay - Buildings & Facilities	\$439.85
		Total Invoice - 4471			\$439.85
	Total 15016				\$439.85
Total MortierAng Engineers					\$439.85
Nelson, Pat					
	14994			2018-2019 - October 2018 - 1st Council	
		Invoice - 10/2/2018 2:05:20 PM			
			030-000-2020	Utility Deposits	\$86.23
		Total Invoice - 10/2/2018 2:05:20 PM			\$86.23
	Total 14994				\$86.23
Total Nelson, Pat					\$86.23
Nichols Layli					
	15006			2018-2019 - October 2018 - 1st Council	
		Invoice - Sept. 9 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 - Sept. 9 2018			\$660.83
	Total 15006				\$660.83
Total Nichols Layli					\$660.83
Northwest Code Professionals					
	14995			2018-2019 - October 2018 - 1st Council	
		Invoice - 2144			
			010-140-6524	Building Permit Costs	\$0.00
			010-140-6525	Electrical Permit Costs	\$364.50
		Total Invoice - 2144			\$364.50
	Total 14995				\$364.50
Total Northwest Code Professionals					\$364.50
One Call Concepts					
	15027			2018-2019 - October 2018 - 2nd Council	
		Invoice - 8090420			
			030-100-6230	Other Repair & Maintenance	\$1.57
			040-100-6230	Other Repair & Maintenance	\$1.58
		Total Invoice - 8090420			\$3.15
	Total 15027				\$3.15
Total One Call Concepts					\$3.15

Vendor	Number	Reference	Account Number	Description	Amount
Oregon Assoc. of Water Utilities					
	15028			2018-2019 - October 2018 - 2nd Council	
		Invoice - 25420			
			030-100-6140	Travel & Training	\$75.00
			040-100-6140	Travel & Training	\$75.00
		Total Invoice - 25420			\$150.00
	Total 15028				\$150.00
Total Oregon Assoc. of Water Utilities					\$150.00
Oregon Dept of Revenue					
	20181002			2018-2019 - October 2018 - 1st Council	
		StateTax - 1394			
			010-100-5050	Public Works Director	\$8.89
			010-100-5220	Overtime	\$1.38
			010-120-5050	Public Works Director	\$8.89
			010-120-5220	Overtime	\$1.38
			010-160-5050	Public Works Director	\$8.89
			010-160-5220	Overtime	\$1.38
			012-100-5050	Public Works Director	\$26.67
			012-100-5220	Overtime	\$4.15
			030-100-5050	Public Works Director	\$62.26
			030-100-5220	Overtime	\$9.69
			040-100-5050	Public Works Director	\$62.23
			040-100-5220	Overtime	\$9.69
		Total StateTax - 1394			\$205.50
		StateTax - 1395			
			010-100-5010	City Administrator	\$33.28
			010-120-5010	City Administrator	\$11.09
			010-140-5010	City Administrator	\$22.18
			010-160-5010	City Administrator	\$11.09
			010-180-5010	City Administrator	\$11.09
			012-100-5010	City Administrator	\$22.18
			030-100-5010	City Administrator	\$55.47
			040-100-5010	City Administrator	\$55.46
		Total StateTax - 1395			\$221.84
		StateTax - 1396			
			010-100-5058	Maintenance Worker I	\$1.33
			010-120-5058	Maintenance Worker I	\$11.93
			012-100-5058	Maintenance Worker I	\$2.65
			030-100-5058	Maintenance Worker I	\$5.31
			040-100-5058	Maintenance Worker I	\$5.30
		Total StateTax - 1396			\$26.52
		StateTax - 1397			
			010-100-5014	City Clerk	\$13.43
			010-140-5014	City Clerk	\$6.71
			010-180-5014	City Clerk	\$6.71

Vendor	Number	Reference	Account Number	Description	Amount
			030-100-5014	City Clerk	\$53.71
			040-100-5014	City Clerk	\$53.70
			Total StateTax - 1397		\$134.26
			StateTax - 1398		
			010-100-5054	Utility Worker II	\$4.57
			010-100-5220	Overtime	\$2.18
			010-120-5054	Utility Worker II	\$4.57
			010-120-5220	Overtime	\$2.18
			012-100-5054	Utility Worker II	\$9.13
			012-100-5220	Overtime	\$4.35
			030-100-5054	Utility Worker II	\$36.51
			030-100-5220	Overtime	\$17.38
			040-100-5054	Utility Worker II	\$36.52
			040-100-5220	Overtime	\$17.38
			Total StateTax - 1398		\$134.77
			Transit Tax - 1394		
			010-100-5050	Public Works Director	\$0.14
			010-100-5220	Overtime	\$0.02
			010-120-5050	Public Works Director	\$0.14
			010-120-5220	Overtime	\$0.02
			010-160-5050	Public Works Director	\$0.14
			010-160-5220	Overtime	\$0.02
			012-100-5050	Public Works Director	\$0.41
			012-100-5220	Overtime	\$0.06
			030-100-5050	Public Works Director	\$0.95
			030-100-5220	Overtime	\$0.15
			040-100-5050	Public Works Director	\$0.96
			040-100-5220	Overtime	\$0.15
			Total Transit Tax - 1394		\$3.16
			Transit Tax - 1395		
			010-100-5010	City Administrator	\$0.50
			010-120-5010	City Administrator	\$0.17
			010-140-5010	City Administrator	\$0.33
			010-160-5010	City Administrator	\$0.17
			010-180-5010	City Administrator	\$0.17
			012-100-5010	City Administrator	\$0.33
			030-100-5010	City Administrator	\$0.83
			040-100-5010	City Administrator	\$0.83
			Total Transit Tax - 1395		\$3.33
			Transit Tax - 1396		
			010-100-5058	Maintenance Worker I	\$0.03
			010-120-5058	Maintenance Worker I	\$0.26
			012-100-5058	Maintenance Worker I	\$0.06
			030-100-5058	Maintenance Worker I	\$0.11
			040-100-5058	Maintenance Worker I	\$0.11
			Total Transit Tax - 1396		\$0.57

Vendor	Number	Reference	Account Number	Description	Amount
		Transit Tax - 1397			
			010-100-5014	City Clerk	\$0.21
			010-140-5014	City Clerk	\$0.10
			010-180-5014	City Clerk	\$0.10
			030-100-5014	City Clerk	\$0.85
			040-100-5014	City Clerk	\$0.84
		Total Transit Tax - 1397			\$2.10
		Transit Tax - 1398			
			010-100-5054	Utility Worker II	\$0.08
			010-100-5220	Overtime	\$0.04
			010-120-5054	Utility Worker II	\$0.08
			010-120-5220	Overtime	\$0.04
			012-100-5054	Utility Worker II	\$0.16
			012-100-5220	Overtime	\$0.07
			030-100-5054	Utility Worker II	\$0.63
			030-100-5220	Overtime	\$0.30
			040-100-5054	Utility Worker II	\$0.63
			040-100-5220	Overtime	\$0.30
		Total Transit Tax - 1398			\$2.33
		Workers Comp - 1394 (1)			
			010-100-5050	Public Works Director	\$0.06
			010-100-5220	Overtime	\$0.01
			010-120-5050	Public Works Director	\$0.06
			010-120-5220	Overtime	\$0.01
			010-160-5050	Public Works Director	\$0.06
			010-160-5220	Overtime	\$0.01
			012-100-5050	Public Works Director	\$0.17
			012-100-5220	Overtime	\$0.03
			030-100-5050	Public Works Director	\$0.40
			030-100-5220	Overtime	\$0.06
			040-100-5050	Public Works Director	\$0.41
			040-100-5220	Overtime	\$0.06
		Total Workers Comp - 1394 (1)			\$1.34
		Workers Comp - 1394 (2)			
			010-100-5320	Worker's Comp	\$0.07
			010-120-5320	Worker's Comp	\$0.07
			010-160-5320	Worker's Comp	\$0.07
			012-100-5320	Worker's Comp	\$0.20
			030-100-5320	Worker's Comp	\$0.46
			040-100-5320	Worker's Comp	\$0.47
		Total Workers Comp - 1394 (2)			\$1.34
		Workers Comp - 1395 (1)			
			010-100-5010	City Administrator	\$0.21
			010-120-5010	City Administrator	\$0.07
			010-140-5010	City Administrator	\$0.14
			010-160-5010	City Administrator	\$0.07

Vendor	Number	Reference	Account Number	Description	Amount
			010-180-5010	City Administrator	\$0.07
			012-100-5010	City Administrator	\$0.14
			030-100-5010	City Administrator	\$0.33
			040-100-5010	City Administrator	\$0.34
			Total Workers Comp - 1395 (1)		\$1.37
			Workers Comp - 1395 (2)		
			010-100-5320	Worker's Comp	\$0.21
			010-120-5320	Worker's Comp	\$0.07
			010-140-5320	Worker's Comp	\$0.14
			010-160-5320	Worker's Comp	\$0.07
			010-180-5320	Worker's Comp	\$0.07
			012-100-5320	Worker's Comp	\$0.14
			030-100-5320	Worker's Comp	\$0.33
			040-100-5320	Worker's Comp	\$0.34
			Total Workers Comp - 1395 (2)		\$1.37
			Workers Comp - 1396 (1)		
			010-100-5058	Maintenance Worker I	\$0.03
			010-120-5058	Maintenance Worker I	\$0.27
			012-100-5058	Maintenance Worker I	\$0.06
			030-100-5058	Maintenance Worker I	\$0.13
			040-100-5058	Maintenance Worker I	\$0.12
			Total Workers Comp - 1396 (1)		\$0.61
			Workers Comp - 1396 (2)		
			010-100-5320	Worker's Comp	\$0.03
			010-120-5320	Worker's Comp	\$0.27
			012-100-5320	Worker's Comp	\$0.06
			030-100-5320	Worker's Comp	\$0.13
			040-100-5320	Worker's Comp	\$0.12
			Total Workers Comp - 1396 (2)		\$0.61
			Workers Comp - 1398 (1)		
			010-100-5054	Utility Worker II	\$0.06
			010-100-5220	Overtime	\$0.03
			010-120-5054	Utility Worker II	\$0.06
			010-120-5220	Overtime	\$0.03
			012-100-5054	Utility Worker II	\$0.12
			012-100-5220	Overtime	\$0.06
			030-100-5054	Utility Worker II	\$0.47
			030-100-5220	Overtime	\$0.22
			040-100-5054	Utility Worker II	\$0.47
			040-100-5220	Overtime	\$0.22
			Total Workers Comp - 1398 (1)		\$1.74
			Workers Comp - 1398 (2)		
			010-100-5320	Worker's Comp	\$0.09
			010-120-5320	Worker's Comp	\$0.09
			012-100-5320	Worker's Comp	\$0.18
			030-100-5320	Worker's Comp	\$0.69

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-5320	Worker's Comp	\$0.69
		Total Workers Comp - 1398 (2)			\$1.74
	Total 20181002				\$744.50
	20181051			2018-2019 - October 2018 - 2nd Council	
		StateTax - 1399			
			010-100-5050	Public Works Director	\$8.66
			010-120-5050	Public Works Director	\$8.66
			010-160-5050	Public Works Director	\$8.66
			012-100-5050	Public Works Director	\$25.99
			030-100-5050	Public Works Director	\$60.66
			040-100-5050	Public Works Director	\$60.65
		Total StateTax - 1399			\$173.28
		StateTax - 1400			
			010-100-5010	City Administrator	\$33.28
			010-120-5010	City Administrator	\$11.09
			010-140-5010	City Administrator	\$22.18
			010-160-5010	City Administrator	\$11.09
			010-180-5010	City Administrator	\$11.09
			012-100-5010	City Administrator	\$22.18
			030-100-5010	City Administrator	\$55.47
			040-100-5010	City Administrator	\$55.46
		Total StateTax - 1400			\$221.84
		StateTax - 1401			
			010-100-5058	Maintenance Worker I	\$1.46
			010-120-5058	Maintenance Worker I	\$13.06
			012-100-5058	Maintenance Worker I	\$2.90
			030-100-5058	Maintenance Worker I	\$5.80
			040-100-5058	Maintenance Worker I	\$5.80
		Total StateTax - 1401			\$29.02
		StateTax - 1402			
			010-100-5014	City Clerk	\$13.50
			010-100-5220	Overtime	\$0.47
			010-140-5014	City Clerk	\$6.75
			010-140-5220	Overtime	\$0.23
			010-180-5014	City Clerk	\$6.75
			010-180-5220	Overtime	\$0.23
			030-100-5014	City Clerk	\$54.00
			030-100-5220	Overtime	\$1.87
			040-100-5014	City Clerk	\$54.00
			040-100-5220	Overtime	\$1.87
		Total StateTax - 1402			\$139.67
		StateTax - 1403			
			010-100-5054	Utility Worker II	\$4.71
			010-100-5220	Overtime	\$1.42
			010-120-5054	Utility Worker II	\$4.71

Vendor	Number	Reference	Account Number	Description	Amount
			010-120-5220	Overtime	\$1.42
			012-100-5054	Utility Worker II	\$9.43
			012-100-5220	Overtime	\$2.86
			030-100-5054	Utility Worker II	\$37.72
			030-100-5220	Overtime	\$11.42
			040-100-5054	Utility Worker II	\$37.71
			040-100-5220	Overtime	\$11.42
			Total StateTax - 1403		\$122.82
			Transit Tax - 1399		
			010-100-5050	Public Works Director	\$0.14
			010-120-5050	Public Works Director	\$0.14
			010-160-5050	Public Works Director	\$0.14
			012-100-5050	Public Works Director	\$0.41
			030-100-5050	Public Works Director	\$0.94
			040-100-5050	Public Works Director	\$0.96
			Total Transit Tax - 1399		\$2.73
			Transit Tax - 1400		
			010-100-5010	City Administrator	\$0.50
			010-120-5010	City Administrator	\$0.17
			010-140-5010	City Administrator	\$0.33
			010-160-5010	City Administrator	\$0.17
			010-180-5010	City Administrator	\$0.17
			012-100-5010	City Administrator	\$0.33
			030-100-5010	City Administrator	\$0.83
			040-100-5010	City Administrator	\$0.83
			Total Transit Tax - 1400		\$3.33
			Transit Tax - 1401		
			010-100-5058	Maintenance Worker I	\$0.03
			010-120-5058	Maintenance Worker I	\$0.28
			012-100-5058	Maintenance Worker I	\$0.06
			030-100-5058	Maintenance Worker I	\$0.12
			040-100-5058	Maintenance Worker I	\$0.12
			Total Transit Tax - 1401		\$0.61
			Transit Tax - 1402		
			010-100-5014	City Clerk	\$0.21
			010-100-5220	Overtime	\$0.01
			010-140-5014	City Clerk	\$0.10
			010-180-5014	City Clerk	\$0.10
			030-100-5014	City Clerk	\$0.85
			030-100-5220	Overtime	\$0.03
			040-100-5014	City Clerk	\$0.84
			040-100-5220	Overtime	\$0.03
			Total Transit Tax - 1402		\$2.17
			Transit Tax - 1403		
			010-100-5054	Utility Worker II	\$0.08
			010-100-5220	Overtime	\$0.02

Vendor	Number	Reference	Account Number	Description	Amount
			010-120-5054	Utility Worker II	\$0.08
			010-120-5220	Overtime	\$0.02
			012-100-5054	Utility Worker II	\$0.16
			012-100-5220	Overtime	\$0.05
			030-100-5054	Utility Worker II	\$0.64
			030-100-5220	Overtime	\$0.19
			040-100-5054	Utility Worker II	\$0.63
			040-100-5220	Overtime	\$0.19
			Total Transit Tax - 1403		\$2.06
			Workers Comp - 1399 (1)		
			010-100-5050	Public Works Director	\$0.05
			010-120-5050	Public Works Director	\$0.05
			010-160-5050	Public Works Director	\$0.05
			012-100-5050	Public Works Director	\$0.16
			030-100-5050	Public Works Director	\$0.37
			040-100-5050	Public Works Director	\$0.37
			Total Workers Comp - 1399 (1)		\$1.05
			Workers Comp - 1399 (2)		
			010-100-5320	Worker's Comp	\$0.05
			010-120-5320	Worker's Comp	\$0.05
			010-160-5320	Worker's Comp	\$0.05
			012-100-5320	Worker's Comp	\$0.16
			030-100-5320	Worker's Comp	\$0.37
			040-100-5320	Worker's Comp	\$0.37
			Total Workers Comp - 1399 (2)		\$1.05
			Workers Comp - 1400 (1)		
			010-100-5010	City Administrator	\$0.18
			010-120-5010	City Administrator	\$0.06
			010-140-5010	City Administrator	\$0.12
			010-160-5010	City Administrator	\$0.06
			010-180-5010	City Administrator	\$0.06
			012-100-5010	City Administrator	\$0.12
			030-100-5010	City Administrator	\$0.32
			040-100-5010	City Administrator	\$0.31
			Total Workers Comp - 1400 (1)		\$1.23
			Workers Comp - 1400 (2)		
			010-100-5320	Worker's Comp	\$0.18
			010-120-5320	Worker's Comp	\$0.06
			010-140-5320	Worker's Comp	\$0.12
			010-160-5320	Worker's Comp	\$0.06
			010-180-5320	Worker's Comp	\$0.06
			012-100-5320	Worker's Comp	\$0.12
			030-100-5320	Worker's Comp	\$0.32
			040-100-5320	Worker's Comp	\$0.31
			Total Workers Comp - 1400 (2)		\$1.23

Vendor	Number	Reference	Account Number	Description	Amount
		Workers Comp - 1401 (1)			
			010-100-5058	Maintenance Worker I	\$0.03
			010-120-5058	Maintenance Worker I	\$0.26
			012-100-5058	Maintenance Worker I	\$0.06
			030-100-5058	Maintenance Worker I	\$0.12
			040-100-5058	Maintenance Worker I	\$0.11
		Total Workers Comp - 1401 (1)			\$0.58
		Workers Comp - 1401 (2)			
			010-100-5320	Worker's Comp	\$0.03
			010-120-5320	Worker's Comp	\$0.26
			012-100-5320	Worker's Comp	\$0.06
			030-100-5320	Worker's Comp	\$0.12
			040-100-5320	Worker's Comp	\$0.11
		Total Workers Comp - 1401 (2)			\$0.58
		Workers Comp - 1402 (1)			
			010-100-5014	City Clerk	\$0.12
			010-140-5014	City Clerk	\$0.06
			010-180-5014	City Clerk	\$0.06
			030-100-5014	City Clerk	\$0.49
			030-100-5220	Overtime	\$0.02
			040-100-5014	City Clerk	\$0.49
			040-100-5220	Overtime	\$0.02
		Total Workers Comp - 1402 (1)			\$1.26
		Workers Comp - 1402 (2)			
			010-100-5320	Worker's Comp	\$0.12
			010-140-5320	Worker's Comp	\$0.06
			010-180-5320	Worker's Comp	\$0.06
			030-100-5320	Worker's Comp	\$0.51
			040-100-5320	Worker's Comp	\$0.51
		Total Workers Comp - 1402 (2)			\$1.26
		Workers Comp - 1403 (1)			
			010-100-5054	Utility Worker II	\$0.06
			010-100-5220	Overtime	\$0.01
			010-120-5054	Utility Worker II	\$0.06
			010-120-5220	Overtime	\$0.01
			012-100-5054	Utility Worker II	\$0.11
			012-100-5220	Overtime	\$0.03
			030-100-5054	Utility Worker II	\$0.45
			030-100-5220	Overtime	\$0.14
			040-100-5054	Utility Worker II	\$0.45
			040-100-5220	Overtime	\$0.14
		Total Workers Comp - 1403 (1)			\$1.46
		Workers Comp - 1403 (2)			
			010-100-5320	Worker's Comp	\$0.07
			010-120-5320	Worker's Comp	\$0.07
			012-100-5320	Worker's Comp	\$0.14

Vendor	Number	Reference	Account Number	Description	Amount
			030-100-5320	Worker's Comp	\$0.59
			040-100-5320	Worker's Comp	\$0.59
		Total Workers Comp - 1403 (2)			\$1.46
	Total 20181051				\$708.69
Total Oregon Dept of Revenue					\$1,453.19
Osgood, Maggie					
	15017			2018-2019 - October 2018 - 2nd Council	
		Invoice - 10/16/2018 Senior Moments Snack			
			010-150-6134	General Supplies	\$8.00
		Total Invoice - 10/16/2018 Senior Moments Snack			\$8.00
	Total 15017				\$8.00
Total Osgood, Maggie					\$8.00
Page Freezer Software, Inc					
	15029			2018-2019 - October 2018 - 2nd Council	
		Invoice - 5391			
			010-100-6022	IT Services	\$1,288.00
		Total Invoice - 5391			\$1,288.00
	Total 15029				\$1,288.00
Total Page Freezer Software, Inc					\$1,288.00
Payroll Vendor					
		Direct Deposit Run - 10/17/2018		2018-2019 - October 2018 - 2nd Council	
		ACH Pay - 1394		Max Baker	
			010-100-5050	Public Works Director	\$96.59
			010-100-5220	Overtime	\$15.04
			010-120-5050	Public Works Director	\$96.59
			010-120-5220	Overtime	\$15.04
			010-160-5050	Public Works Director	\$96.59
			010-160-5220	Overtime	\$15.04
			012-100-5050	Public Works Director	\$289.77
			012-100-5220	Overtime	\$45.13
			030-100-5050	Public Works Director	\$676.16
			030-100-5220	Overtime	\$105.30
			040-100-5050	Public Works Director	\$676.14
			040-100-5220	Overtime	\$105.30
		Total ACH Pay - 1394			\$2,232.69
		ACH Pay - 1395		Jared B Cobb	
			010-100-5010	City Administrator	\$336.21
			010-120-5010	City Administrator	\$112.07
			010-140-5010	City Administrator	\$224.14
			010-160-5010	City Administrator	\$112.07
			010-180-5010	City Administrator	\$112.07
			012-100-5010	City Administrator	\$224.14
			030-100-5010	City Administrator	\$560.37

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-5010	City Administrator	\$560.36
		Total ACH Pay - 1395			\$2,241.43
		ACH Pay - 1396		Robert G. Daigneault	
			010-100-5058	Maintenance Worker I	\$22.76
			010-120-5058	Maintenance Worker I	\$204.85
			012-100-5058	Maintenance Worker I	\$45.53
			030-100-5058	Maintenance Worker I	\$91.05
			040-100-5058	Maintenance Worker I	\$91.04
		Total ACH Pay - 1396			\$455.23
		ACH Pay - 1397		Joyce Donnell	
			010-100-5014	City Clerk	\$151.17
			010-140-5014	City Clerk	\$75.58
			010-180-5014	City Clerk	\$75.58
			030-100-5014	City Clerk	\$604.68
			040-100-5014	City Clerk	\$604.67
		Total ACH Pay - 1397			\$1,511.68
		ACH Pay - 1398		Thomas J Von Flatern	
			010-100-5054	Utility Worker II	\$57.03
			010-100-5220	Overtime	\$27.15
			010-120-5054	Utility Worker II	\$57.03
			010-120-5220	Overtime	\$27.15
			012-100-5054	Utility Worker II	\$114.05
			012-100-5220	Overtime	\$54.28
			030-100-5054	Utility Worker II	\$456.17
			030-100-5220	Overtime	\$217.14
			040-100-5054	Utility Worker II	\$456.20
			040-100-5220	Overtime	\$217.15
		Total ACH Pay - 1398			\$1,683.35
		ACH Pay - 1399		Max Baker	
			010-100-5050	Public Works Director	\$97.45
			010-120-5050	Public Works Director	\$97.45
			010-160-5050	Public Works Director	\$97.45
			012-100-5050	Public Works Director	\$292.34
			030-100-5050	Public Works Director	\$682.13
			040-100-5050	Public Works Director	\$682.13
		Total ACH Pay - 1399			\$1,948.95
		ACH Pay - 1400		Jared B Cobb	
			010-100-5010	City Administrator	\$336.24
			010-120-5010	City Administrator	\$112.08
			010-140-5010	City Administrator	\$224.16
			010-160-5010	City Administrator	\$112.08
			010-180-5010	City Administrator	\$112.08
			012-100-5010	City Administrator	\$224.16
			030-100-5010	City Administrator	\$560.38

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-5010	City Administrator	\$560.39
		Total ACH Pay - 1400			\$2,241.57
		ACH Pay - 1401		Robert G. Daigneault	
			010-100-5058	Maintenance Worker I	\$24.27
			010-120-5058	Maintenance Worker I	\$218.34
			012-100-5058	Maintenance Worker I	\$48.52
			030-100-5058	Maintenance Worker I	\$97.02
			040-100-5058	Maintenance Worker I	\$97.04
		Total ACH Pay - 1401			\$485.19
		ACH Pay - 1402		Joyce Donnell	
			010-100-5014	City Clerk	\$150.73
			010-100-5220	Overtime	\$5.22
			010-140-5014	City Clerk	\$75.36
			010-140-5220	Overtime	\$2.61
			010-180-5014	City Clerk	\$75.36
			010-180-5220	Overtime	\$2.61
			030-100-5014	City Clerk	\$602.91
			030-100-5220	Overtime	\$20.87
			040-100-5014	City Clerk	\$602.91
			040-100-5220	Overtime	\$20.87
		Total ACH Pay - 1402			\$1,559.45
		ACH Pay - 1403		Thomas J Von Flatern	
			010-100-5054	Utility Worker II	\$57.21
			010-100-5220	Overtime	\$17.33
			010-120-5054	Utility Worker II	\$57.21
			010-120-5220	Overtime	\$17.33
			012-100-5054	Utility Worker II	\$114.42
			012-100-5220	Overtime	\$34.66
			030-100-5054	Utility Worker II	\$457.68
			030-100-5220	Overtime	\$138.63
			040-100-5054	Utility Worker II	\$457.69
			040-100-5220	Overtime	\$138.64
		Total ACH Pay - 1403			\$1,490.80
		Total Direct Deposit Run - 10/17/2018			\$15,850.34
		Total Payroll Vendor			\$15,850.34
PERS					
	20181003			2018-2019 - October 2018 - 1st Council	
		Employer Retirement - 1394			
			010-100-5450	Public Employees Retirement	\$18.17
			010-120-5450	Public Employees Retirement	\$18.17
			010-160-5450	Public Employees Retirement	\$18.17
			012-100-5450	Public Employees Retirement	\$54.51
			030-100-5450	Public Employees Retirement	\$127.18

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-5450	Public Employees Retirement	\$127.18
		Total Employer Retirement - 1394			\$363.88
		Employer Retirement - 1395			
			010-100-5450	Public Employees Retirement	\$57.50
			010-120-5450	Public Employees Retirement	\$19.17
			010-140-5450	Public Employees Retirement	\$38.33
			010-160-5450	Public Employees Retirement	\$19.17
			010-180-5450	Public Employees Retirement	\$19.17
			012-100-5450	Public Employees Retirement	\$38.33
			030-100-5450	Public Employees Retirement	\$95.80
			040-100-5450	Public Employees Retirement	\$95.83
		Total Employer Retirement - 1395			\$383.30
		Employer Retirement - 1396			
			010-100-5450	Public Employees Retirement	\$3.25
			010-120-5450	Public Employees Retirement	\$29.24
			012-100-5450	Public Employees Retirement	\$6.50
			030-100-5450	Public Employees Retirement	\$12.99
			040-100-5450	Public Employees Retirement	\$13.00
		Total Employer Retirement - 1396			\$64.98
		Employer Retirement - 1397			
			010-100-5450	Public Employees Retirement	\$24.12
			010-140-5450	Public Employees Retirement	\$12.06
			010-180-5450	Public Employees Retirement	\$12.06
			030-100-5450	Public Employees Retirement	\$96.47
			040-100-5450	Public Employees Retirement	\$96.48
		Total Employer Retirement - 1397			\$241.19
		Employer Retirement - 1398			
			010-100-5450	Public Employees Retirement	\$13.39
			010-120-5450	Public Employees Retirement	\$13.39
			012-100-5450	Public Employees Retirement	\$26.79
			030-100-5450	Public Employees Retirement	\$107.15
			040-100-5450	Public Employees Retirement	\$107.15
		Total Employer Retirement - 1398			\$267.87
		Non-Taxable Retirement - 1394			
			010-100-5050	Public Works Director	\$8.20
			010-100-5220	Overtime	\$1.28
			010-120-5050	Public Works Director	\$8.20
			010-120-5220	Overtime	\$1.28
			010-160-5050	Public Works Director	\$8.20
			010-160-5220	Overtime	\$1.28
			012-100-5050	Public Works Director	\$24.61
			012-100-5220	Overtime	\$3.83
			030-100-5050	Public Works Director	\$57.42
			030-100-5220	Overtime	\$8.94
			040-100-5050	Public Works Director	\$57.41

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-5220	Overtime	\$8.94
			Total Non-Taxable Retirement - 1394		\$189.59
			Non-Taxable Retirement - 1395		
			010-100-5010	City Administrator	\$30.00
			010-120-5010	City Administrator	\$10.00
			010-140-5010	City Administrator	\$20.00
			010-160-5010	City Administrator	\$10.00
			010-180-5010	City Administrator	\$10.00
			012-100-5010	City Administrator	\$20.00
			030-100-5010	City Administrator	\$49.98
			040-100-5010	City Administrator	\$50.00
			Total Non-Taxable Retirement - 1395		\$199.98
			Non-Taxable Retirement - 1396		
			010-100-5058	Maintenance Worker I	\$1.69
			010-120-5058	Maintenance Worker I	\$15.25
			012-100-5058	Maintenance Worker I	\$3.39
			030-100-5058	Maintenance Worker I	\$6.79
			040-100-5058	Maintenance Worker I	\$6.78
			Total Non-Taxable Retirement - 1396		\$33.90
			Non-Taxable Retirement - 1397		
			010-100-5014	City Clerk	\$12.58
			010-140-5014	City Clerk	\$6.29
			010-180-5014	City Clerk	\$6.29
			030-100-5014	City Clerk	\$50.34
			040-100-5014	City Clerk	\$50.34
			Total Non-Taxable Retirement - 1397		\$125.84
			Non-Taxable Retirement - 1398		
			010-100-5054	Utility Worker II	\$4.73
			010-100-5220	Overtime	\$2.25
			010-120-5054	Utility Worker II	\$4.73
			010-120-5220	Overtime	\$2.25
			012-100-5054	Utility Worker II	\$9.47
			012-100-5220	Overtime	\$4.51
			030-100-5054	Utility Worker II	\$37.90
			030-100-5220	Overtime	\$18.02
			040-100-5054	Utility Worker II	\$37.88
			040-100-5220	Overtime	\$18.02
			Total Non-Taxable Retirement - 1398		\$139.76
	Total 20181003				\$2,009.79
	20181052				
			2018-2019 - October 2018 - 2nd Council		
			Employer Retirement - 1399		
			010-100-5450	Public Employees Retirement	\$15.72
			010-120-5450	Public Employees Retirement	\$15.72
			010-160-5450	Public Employees Retirement	\$15.72
			012-100-5450	Public Employees Retirement	\$47.16

Vendor	Number	Reference	Account Number	Description	Amount
			030-100-5450	Public Employees Retirement	\$110.05
			040-100-5450	Public Employees Retirement	\$110.04
			Total Employer Retirement - 1399		\$314.41
			Employer Retirement - 1400		
			010-100-5450	Public Employees Retirement	\$57.50
			010-120-5450	Public Employees Retirement	\$19.17
			010-140-5450	Public Employees Retirement	\$38.33
			010-160-5450	Public Employees Retirement	\$19.17
			010-180-5450	Public Employees Retirement	\$19.17
			012-100-5450	Public Employees Retirement	\$38.33
			030-100-5450	Public Employees Retirement	\$95.80
			040-100-5450	Public Employees Retirement	\$95.83
			Total Employer Retirement - 1400		\$383.30
			Employer Retirement - 1401		
			010-100-5450	Public Employees Retirement	\$3.49
			010-120-5450	Public Employees Retirement	\$31.43
			012-100-5450	Public Employees Retirement	\$6.99
			030-100-5450	Public Employees Retirement	\$13.97
			040-100-5450	Public Employees Retirement	\$13.96
			Total Employer Retirement - 1401		\$69.84
			Employer Retirement - 1402		
			010-100-5450	Public Employees Retirement	\$24.95
			010-140-5450	Public Employees Retirement	\$12.48
			010-180-5450	Public Employees Retirement	\$12.48
			030-100-5450	Public Employees Retirement	\$99.81
			040-100-5450	Public Employees Retirement	\$99.82
			Total Employer Retirement - 1402		\$249.54
			Employer Retirement - 1403		
			010-100-5450	Public Employees Retirement	\$11.82
			010-120-5450	Public Employees Retirement	\$11.82
			012-100-5450	Public Employees Retirement	\$23.65
			030-100-5450	Public Employees Retirement	\$94.58
			040-100-5450	Public Employees Retirement	\$94.58
			Total Employer Retirement - 1403		\$236.45
			Non-Taxable Retirement - 1399		
			010-100-5050	Public Works Director	\$8.20
			010-120-5050	Public Works Director	\$8.20
			010-160-5050	Public Works Director	\$8.20
			012-100-5050	Public Works Director	\$24.61
			030-100-5050	Public Works Director	\$57.42
			040-100-5050	Public Works Director	\$57.41
			Total Non-Taxable Retirement - 1399		\$164.04
			Non-Taxable Retirement - 1400		
			010-100-5010	City Administrator	\$30.00
			010-120-5010	City Administrator	\$10.00
			010-140-5010	City Administrator	\$20.00

Vendor	Number	Reference	Account Number	Description	Amount
			010-160-5010	City Administrator	\$10.00
			010-180-5010	City Administrator	\$10.00
			012-100-5010	City Administrator	\$20.00
			030-100-5010	City Administrator	\$49.98
			040-100-5010	City Administrator	\$50.00
			Total Non-Taxable Retirement - 1400		\$199.98
			Non-Taxable Retirement - 1401		
			010-100-5058	Maintenance Worker I	\$1.83
			010-120-5058	Maintenance Worker I	\$16.39
			012-100-5058	Maintenance Worker I	\$3.64
			030-100-5058	Maintenance Worker I	\$7.29
			040-100-5058	Maintenance Worker I	\$7.29
			Total Non-Taxable Retirement - 1401		\$36.44
			Non-Taxable Retirement - 1402		
			010-100-5014	City Clerk	\$12.58
			010-100-5220	Overtime	\$0.44
			010-140-5014	City Clerk	\$6.29
			010-140-5220	Overtime	\$0.22
			010-180-5014	City Clerk	\$6.29
			010-180-5220	Overtime	\$0.22
			030-100-5014	City Clerk	\$50.34
			030-100-5220	Overtime	\$1.74
			040-100-5014	City Clerk	\$50.33
			040-100-5220	Overtime	\$1.74
			Total Non-Taxable Retirement - 1402		\$130.19
			Non-Taxable Retirement - 1403		
			010-100-5054	Utility Worker II	\$4.73
			010-100-5220	Overtime	\$1.43
			010-120-5054	Utility Worker II	\$4.73
			010-120-5220	Overtime	\$1.43
			012-100-5054	Utility Worker II	\$9.47
			012-100-5220	Overtime	\$2.87
			030-100-5054	Utility Worker II	\$37.89
			030-100-5220	Overtime	\$11.47
			040-100-5054	Utility Worker II	\$37.88
			040-100-5220	Overtime	\$11.47
			Total Non-Taxable Retirement - 1403		\$123.37
			Total 20181052		\$1,907.56
Total PERS					\$3,917.35
Petty Cash					
	15007		2018-2019 - October 2018 - 1st Council		
		Invoice - 10/9/2018 12:05:53 PM			
			010-100-6126	Postage	\$15.82

Vendor	Number	Reference	Account Number	Description	Amount
			010-120-8020	Capital Outlay - Parks Improvements	\$71.94
		Total Invoice - 10/9/2018 12:05:53 PM			\$87.76
	Total 15007				\$87.76
Total Petty Cash					
Pitney Bowes Global Financial Services LLC					
	15008			2018-2019 - October 2018 - 1st Council	
		Invoice - 3307253894			
			010-100-6028	Other Contract Services	\$33.12
			030-100-6028	Other Contract Services	\$66.24
			040-100-6028	Other Contract Services	\$66.24
		Total Invoice - 3307253894			\$165.60
	Total 15008				\$165.60
Total Pitney Bowes Global Financial Services LLC					
Purchase Power					
	15018			2018-2019 - October 2018 - 2nd Council	
		Invoice - 10/16/2018 11:07:40 AM			
			010-100-6126	Postage	\$19.25
			010-100-6126	Postage	\$30.00
			030-100-6126	Postage	\$60.00
			040-100-6126	Postage	\$60.00
		Total Invoice - 10/16/2018 11:07:40 AM			\$169.25
	Total 15018				\$169.25
Total Purchase Power					
Rays Towing					
	15030			2018-2019 - October 2018 - 2nd Council	
		Invoice - A0421			
			040-100-6224	Equipment Repair & Maintenance	\$185.00
		Total Invoice - A0421			\$185.00
	Total 15030				\$185.00
Total Rays Towing					
Redner, Julie					
	15019			2018-2019 - October 2018 - 2nd Council	
		Invoice - 10/16/2018 11:10:26 AM			
			010-025-4352	Land Use/ Development	\$292.00
		Total Invoice - 10/16/2018 11:10:26 AM			\$292.00
	Total 15019				\$292.00
Total Redner, Julie					

Vendor	Number	Reference	Account Number	Description	Amount
Renewable Resource Group Inc.					
	14996			2018-2019 - October 2018 - 1st Council	
		Invoice - 108256, 108255, 108254			
			030-100-6722	Water/Sewer Analysis	\$180.00
			040-100-6722	Water/Sewer Analysis	\$201.60
		Total Invoice - 108256, 108255, 108254			\$381.60
	Total 14996				\$381.60
	15031			2018-2019 - October 2018 - 2nd Council	
		Invoice - 108539, 108677, 108844, 108883, 109046			
			030-100-6722	Water/Sewer Analysis	\$72.00
			040-100-6722	Water/Sewer Analysis	\$604.80
		Total Invoice - 108539, 108677, 108844, 108883, 109046			\$676.80
	Total 15031				\$676.80
Total Renewable Resource Group Inc.					\$1,058.40
Sanders, Tim					
	14997			2018-2019 - October 2018 - 1st Council	
		Invoice - 49			
			040-100-6028	Other Contract Services	\$300.00
		Total Invoice - 49			\$300.00
	Total 14997				\$300.00
Total Sanders, Tim					\$300.00
SaniPac					
	14998			2018-2019 - October 2018 - 1st Council	
		Invoice - 3004468			
			010-100-6445	Refuse Services	\$8.21
			010-120-6445	Refuse Services	\$22.50
			010-150-6445	Refuse Services	\$8.21
			030-100-6445	Refuse Services	\$18.92
			040-100-6445	Refuse Services	\$18.92
		Total Invoice - 3004468			\$76.76
	Total 14998				\$76.76
Total SaniPac					\$76.76
Select Portfolio Servicing INC.					
	15009			2018-2019 - October 2018 - 1st Council	
		Invoice - Deposit Refund 123 W 2nd St. Lowell, OR			
			030-000-2020	Utility Deposits	\$12.14
		Total Invoice - Deposit Refund 123 W 2nd St. Lowell, OR			\$12.14
	Total 15009				\$12.14
Total Select Portfolio Servicing INC.					\$12.14

Vendor	Number	Reference	Account Number	Description	Amount
U.S. Equipment Finance					
	15010			2018-2019 - October 2018 - 1st Council	
		Invoice - 368037701			
			010-100-6024	Copier Contract	\$147.98
		Total Invoice - 368037701			\$147.98
	Total 15010				\$147.98
Total U.S. Equipment Finance					\$147.98
University of Oregon					
	15038			2018-2019 - October 2018 - 2nd Council	
		Invoice - 3753V0-2			
			010-100-6028	Other Contract Services	\$2,500.00
		Total Invoice - 3753V0-2			\$2,500.00
	Total 15038				\$2,500.00
Total University of Oregon					\$2,500.00
USA Blue Book					
	15032			2018-2019 - October 2018 - 2nd Council	
		Invoice - 699128, 710591			
			030-100-6720	Chemicals & Lab Supplies	\$451.16
		Total Invoice - 699128, 710591			\$451.16
	Total 15032				\$451.16
Total USA Blue Book					\$451.16
Verizon Wireless					
	15033			2018-2019 - October 2018 - 2nd Council	
		Invoice - 9815148712			
			010-100-6440	Telephone Services	\$64.68
			030-100-6440	Telephone Services	\$64.69
			040-100-6440	Telephone Services	\$64.69
		Total Invoice - 9815148712			\$194.06
	Total 15033				\$194.06
Total Verizon Wireless					\$194.06
Vision Municipal Solutions					
	15039			2018-2019 - October 2018 - 2nd Council	
		Invoice - 09-6442			
			010-100-6022	IT Services	\$139.61
			010-100-6022	IT Services	\$139.61
			012-100-6022	IT Services	\$46.53
			030-100-6022	IT Services	\$139.61
		Total Invoice - 09-6442			\$465.36
	Total 15039				\$465.36
Total Vision Municipal Solutions					\$465.36

Vendor	Number	Reference	Account Number	Description	Amount
Von Flatern, Thomas					
	14999			2018-2019 - October 2018 - 1st Council	
		Invoice - 10/2/2018 2:50:11 PM			
			040-100-6134	General Supplies	\$8.98
		Total Invoice - 10/2/2018 2:50:11 PM			\$8.98
	Total 14999				\$8.98
Total Von Flatern, Thomas					\$8.98
Watson, Shawn					
	15000			2018-2019 - October 2018 - 1st Council	
		Invoice - 10/2/2018 1:58:07 PM			
			010-140-6028	Other Contract Services	\$279.00
		Total Invoice - 10/2/2018 1:58:07 PM			\$279.00
	Total 15000				\$279.00
Total Watson, Shawn					\$279.00
Weathers, Warren & Maureen					
	1681			2018-2019 - October 2018 - 1st Council	
		Invoice - Reimburse. for Fishing Derby Prizes			
			014-100-6854	Fishing Derby Exp	\$91.19
		Total Invoice - Reimburse. for Fishing Derby Prizes			\$91.19
	Total 1681				\$91.19
Total Weathers, Warren & Maureen					\$91.19
Withnell Dodge					
	15001			2018-2019 - October 2018 - 1st Council	
		Invoice - 10/2/2018 2:04:01 PM			
			050-100-8014	Capital Outlay - Vehicles & Equipment	\$23,452.67
		Total Invoice - 10/2/2018 2:04:01 PM			\$23,452.67
	Total 15001				\$23,452.67
Total Withnell Dodge					\$23,452.67
Grand Total		Vendor Count	53		\$90,450.73

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: November 18, 2018
SUBJECT: Public Hearing – Fiscal Year 2018/19
Supplemental Budget

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

SUMMARY:

An opportunity was presented by a resident to purchase property in the downtown area to expand Rolling Rock Park. As an unforeseen expenditure, the purchase requires the adoption of a supplemental budget. In accordance with ORS 294.473, notice of the hearing was provided in the November 15, 2018 edition of the Eugene Register Guard.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

1. FY 2018/19 Supplemental Budget Hearing Notice

NOTICE OF SUPPLEMENTAL BUDGET HEARING

- For supplemental budgets proposing a change in any fund's expenditures by **more than 10 percent**.

A public hearing on a proposed supplemental budget for City of Lowell
(District Name)

for the current fiscal year will be held at Lowell City Hall, 107 E 3rd St, Lowell, OR 97452
(Location)

The hearing will take place on 11/20/2018 at 7:00 P.M.
(Date)

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after November 9, 2018 at
(Date)

Lowell City Hall, 107 E 3rd ST, Lowell, OR 97452 between the hours of 9:00 A.M. and 5:30 P.M.
(Location) (Time)

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: General

Resource	Amount	Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.	Amount
1 <u>Loan Proceeds</u>	\$ 135,000.00	1 <u>Parks and Recreation, Capital Outlay</u>	\$ 287,095.00
2 _____	_____	2 _____	_____
3 _____	_____	3 _____	_____
Revised Total Fund Resources	\$ 686,157.00	Revised Total Fund Requirements	\$ 686,157.00

Explanation of change(s):

The City of Lowell has an opportunity to make improvements and expand Rolling Rock Park to Main Street. Funds will be used to purchase 53 E. Main Street. The purchased property will be used as match funding for a grant with the Oregon Parks and Recreation Department to make significant improvements to Rolling Rock Park, including irrigation, landscaping, parking and pedestrian improvements.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: November 18, 2018
SUBJECT: Yard of the Month Award

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

SUMMARY:

On November 1, the Parks and Recreation Committee awarded the Yard of the Month for November to Dave and Joey Corwin of 82 North Hyland Lane. Recipients of the designation receive a certificate, \$25 gift card, and a yard sign for the following month. The City would like to congratulate the Dave and Joey Corwin for their efforts.

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: November 18, 2018
SUBJECT: City Administrator Report

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

SUMMARY:

The attached City Administrator Report is for the period of October 13 – November 18. The report covers the following topics: Oregon RAIN Venture Catalyst, Covered Bridge Tree Lighting, 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
2. Oregon RAIN Flyer



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: November 18, 2018
SUBJECT: City Administrator Report

Oregon RAIN Venture Catalyst

On Friday, November 16, representatives of Lowell, Oakridge and Veneta interviewed two candidates for the East Lane County Venture Catalyst position. Both candidates are a great fit for the position and our hiring committee anticipates making a selection this week. Officially, the position starts December 10 and should start working with communities in early January. The position will assist entrepreneurs in the traded sector but will also connect others to resources available with the Small Business Development Center at Lane Community College.

Covered Bridge Tree Lighting

The Lowell Covered Bridge Tree Lighting has been scheduled for Saturday, December 1. Parking at the Covered Bridge is being limited to handicap parking and for volunteers. However, ample parking will be available at the Lowell Junior/Senior High School and on Main Street, with a free shuttle to the Covered Bridge starting at 4:45 p.m. The event starts at 5:00 with refreshments. This year's tree has been furnished by Carroll's Country Christmas Trees.

Project Updates

Staff has developed a "Projects" page on the City website. Residents may access this page to receive updates on City projects by visiting www.ci.lowell.or.us/projects. The page may also be accessed from the homepage under the "I Want To..." tab.

- *Paul Fisher Park Irrigation Repairs and Improvements* – Staff met with a contractor on Monday, October 15 to discuss the Paul Fisher Park irrigation repairs and improvements. The contractor provided a quote of \$2,180.20 to connect the three existing zones with electric valves, a new 1½ double check backflow device, and a remote timer. The work is currently being scheduled. Once completed, the contractor will troubleshoot the system and identify any needed repairs to the supply lines or sprinkler heads.
- *Downtown Master Plan* – The City hosted a public open house on Wednesday, November 14 at 7:00 p.m. to review the illustrative plan with the public and solicit additional feedback. The illustrative plan was generally well received. The next step is to start work

on recommended comprehensive plan policy and land development code amendments that will support implementation of the illustrative plan.

- *Parks and Recreation Master Plan* – The City hosted a Parks and Recreation Master Plan Steering Committee on October 18. The Committee discussed the concept plans for Rolling Rock Park and the railroad right-of-way. Staff is currently working on scheduling the next Steering Committee meeting, as well as a public meeting to review the concept plans with residents and other stakeholders.

League of Oregon Cities Highlights

Elected Essentials Workshops to Start in November

The LOC's Elected Essentials program returns next month to provide newly elected officials, experienced elected officials, and city staff with free training on the basics of municipal governance in Oregon. Registration for Elected Essentials will open on October 24, and seating is limited for this high-demand LOC training.

Each Elected Essentials workshop will start with an overview of these core municipal concepts:

- Council Responsibilities;
- Oregon's Ethics Law;
- Oregon's Public Meetings Law; and
- Oregon's Public Records Law.

In addition, significant time will be devoted to a facilitated discussion of how to best achieve and maintain a high-functioning governing body. The focus of the final two segments of each workshop will be determined by the city managers in the specific region that is hosting the workshop - recognizing that different regions in Oregon face different challenges.

Dates and Locations:

November 28 – McMinnville

November 29 – Tigard

November 30 – Hood River

December 5 – Manzanita

December 6 – Waldport

December 12 – Monroe

December 12-13 – Hermiston (two 4-hour sessions during evening hours)

December 13 – Bandon

December 13 – Klamath Falls

December 14 – Grants Pass

January 10 – Sisters

January 18 – Baker City

January 23 – Salem

LOC Files Suit Against the Federal Communications Commission

On Wednesday, the LOC joined the League of California Cities, the League of Arizona Cities and Towns, the city of Seattle, the city of Tacoma, and King County, Wa. in filing suit against the Federal Communications Commission (FCC) in the U.S. Ninth Circuit Court of Appeals.

The lawsuit asks the Ninth Circuit to review the FCC's order captioned [*In the Matter of Accelerating Wireless Broadband Deployment by Removing Barriers to Infrastructure Investment*](#), Declaratory Ruling and Third Report and Order released September 27. While the FCC's order purports to further the FCC's goal of accelerating the deployment of 5G small cell technology, it will limit or eliminate municipalities' traditional local regulatory authority over zoning and right-of-way management and municipalities' proprietary rights over whether and on what terms they may allow communications providers rights to access, occupy and use government-owned real and personal property.

In challenging the FCC's order, the League and its partners assert that the order:

- Is arbitrary, capricious, and an abuse of discretion within the meaning of the Administrative Procedure Act, 5 U.S.C. § 701 *et seq.*;
- Violates federal law, including, but not limited to, the Constitution of the United States, the Communications Act of 1934, as amended, and the Commission's regulations promulgated thereunder; and
- Is otherwise contrary to law.

During the LOC Board of Directors' September meeting, LOC staff was directed to hire outside counsel to file suit against the FCC regarding this matter.

City Day at the Capitol 2019

City officials are invited to attend City Day at the Capitol, scheduled for Thursday, January 24. Co-sponsored by the League and the Oregon Mayors Association, City Day at the Capitol is local government's major event of the legislative session. Most importantly, it is also the opportunity for city officials from around Oregon to stand together in support of the League's advocacy efforts and let legislators know how actions they take could impact local communities. Highlights of City Day at the Capitol will include a briefing from League staff on legislative priorities, hearing from the legislative leadership about their objectives for the session, individual visits with legislators, and a reception for legislators and city officials.

REQUEST: Oregon Regional Accelerator & Innovation Network (RAIN) is asking the State of Oregon for **\$1 million as support for statewide expansion of Oregon RAIN's Rural Venture Catalyst Model during the 2019-21 biennium.** Funds will be leveraged for additional grants, contracts, and other support.

PURPOSE: Oregon RAIN was originally created to advance the formation of high-growth innovative start-ups in Lane, Linn, Benton, and Lincoln Counties. Recently, **the Oregon RAIN Board of Directors voted unanimously to expand services to small and rural communities statewide,** recognizing that entrepreneurs in rural communities are systemically left behind¹ due to demographic, socio-economic, and geographic barriers.

Oregon RAIN enters communities only when invited, and when we join them, we live by the credo, **"Join-in, Listen, & Serve,"** understanding each community is best served when they are self-determined. Oregon RAIN's Rural Venture Catalysts are **selected from local communities.** They engage with the community to support a unique, regional entrepreneurial ecosystem that **supports high-impact entrepreneurs, creates jobs, and generates new economic opportunity** in each region they serve.

Oregon RAIN is already working to build thriving entrepreneurial ecosystems in many of Oregon's rural communities:

Florence, Newport, Lincoln City, Toledo, Adair Village, Adair Village, Brownsville, Harrisburg, Monroe, Philomath, Sweet Home, Halsey, Oakridge, Lowell, and most recently, Veneta & Albany.

WHY RURAL ENTREPRENEURSHIP: When innovation, entrepreneurship, and opportunity are not accessible to rural communities, everyone in the state is negatively impacted. **In order for the State of Oregon to achieve an economic system that realizes its full promise, everyone in the state must be able to participate.** RAIN's statewide expansion will be modeled on the Kauffman Foundation's **"Zero Barriers to Startup" initiative** of identifying barriers to entrepreneurship and then working with communities to develop solutions to overcome them.

IMPACT: Oregon RAIN Rural Venture Catalysts **bridge the rural-urban divide** by connecting rural entrepreneurs to *people, programs, physical assets, and capital* and inspire current and future generations of founders. With your support, we expect to exponentially increase Oregon RAIN's results and impact in rural Oregon.

Impact of Rural Startups Assisted by RAIN				
227 Companies Assisted	317 Jobs Created	\$8.7M Startup Revenue	\$2.74M Capital Raised	294 Mentors Engaged

TESTIMONIALS

At a visit to RAIN-supported startups in Florence last year, **Governor Kate Brown** said:

"These entrepreneurs are the job creators of the future."



Erin Reynolds, City Manager for the City of Florence, said:

"We have provided substantial financial support for the [RAIN] program, because we know that entrepreneurship support programs are extremely important to a viable economic development strategy."

CURRENT FUNDERS

FEDERAL

EDA \$300,000

STATE

Business Oregon \$500,000 (17/19 biennium)
Business Oregon ROI \$70,000

PRIVATE

Oregon Pacific Bank \$5,000
The Ford Family Foundation \$100,000
Oregon Community Foundation (via OEN) \$42,000

COUNTIES

Lane \$50,000 Benton \$40,000
Linn \$50,000 Lincoln \$20,000

CITIES

Florence \$30,000 Lebanon \$8,200
Adair Village \$450 Sweet Home \$4,750
Brownsville \$900 Harrisburg \$1,900
Halsey \$1,000 Philomath \$2,450
Monroe \$350 Oakridge \$5,000
Lowell \$5,000 Albany \$20,000
Veneta \$5,000

¹ In 1977, more than two out of every ten U.S. startups were in rural areas. Today, just over one in every ten startups is in a rural area. <https://goo.gl/Qbjow7>

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: November 18, 2018
SUBJECT: Monthly Financial Report

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

SUMMARY:

The Monthly Financial Report for October 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. October 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: 2018-2019 - October 2018
 Printing: Full
 Non Activity Accounts: Hide
 Balance Records: Hide
 Investment Records: Hide
 Operation Totals: Hide

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
GENERAL FUND REVENUES						
010-025-4012	Property Taxes - Current	\$0.00	\$0.00	\$138,610.00	0.00 %	\$138,610.00
010-025-4014	Property Taxes - Prior	\$0.00	\$4,018.20	\$2,512.00	159.96 %	(\$1,506.20)
010-025-4052	Interest Earned	\$0.00	\$130.69	\$3,500.00	3.73 %	\$3,369.31
010-025-4132	State Revenue Sharing	\$0.00	\$2,296.91	\$9,654.00	23.79 %	\$7,357.09
010-025-4134	Cigarette Tax	\$226.49	\$467.93	\$1,199.00	39.03 %	\$731.07
010-025-4136	Liquor Tax	\$1,674.12	\$5,760.30	\$18,280.00	31.51 %	\$12,519.70
010-025-4145	Transient Room Tax	\$0.00	\$0.00	\$332.00	0.00 %	\$332.00
010-025-4151	Grant Revenue	\$0.00	\$0.00	\$63,000.00	0.00 %	\$63,000.00
010-025-4152	Tourism Grant	\$9,639.44	\$9,639.44	\$9,024.00	106.82 %	(\$615.44)
010-025-4154	Library Summer Reading Program Grant	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
010-025-4310	Cable Franchise Fees	\$0.00	\$881.05	\$1,481.00	59.49 %	\$599.95
010-025-4312	Electric Franchise Fees	\$0.00	\$24,715.63	\$50,163.00	49.27 %	\$25,447.37
010-025-4314	Garbage Franchise Fees	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
010-025-4316	Telecom Franchise Fees	\$0.00	\$0.00	\$2,335.00	0.00 %	\$2,335.00
010-025-4352	Land Use/ Development	(\$292.00)	\$116.00	\$7,500.00	1.55 %	\$7,384.00
010-025-4354	Permits & Variances	\$110.00	\$220.00	\$100.00	220.00 %	(\$120.00)
010-025-4356	Building Permit Fees	\$11,707.51	\$20,643.86	\$39,450.00	52.33 %	\$18,806.14
010-025-4358	Electrical Permit Fees	\$645.12	\$2,484.16	\$5,810.00	42.76 %	\$3,325.84
010-025-4360	Dog Licenses	\$0.00	\$308.00	\$500.00	61.60 %	\$192.00
010-025-4415	Library Revenue	\$120.10	\$278.45	\$500.00	55.69 %	\$221.55
010-025-4417	Lien Searches	\$80.00	\$290.00	\$200.00	145.00 %	(\$90.00)
010-025-4419	Election Filing Fees	\$0.00	\$50.00	\$50.00	100.00 %	\$0.00
010-025-4421	SDC/CET Admin Fee	\$326.09	\$646.60	\$3,730.00	17.34 %	\$3,083.40
010-025-4423	Pay Station Revenue	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-025-4511	Park Reimbursement SDC	\$0.00	\$0.00	\$735.00	0.00 %	\$735.00
010-025-4625	Municipal Court Revenue	\$399.96	\$977.46	\$2,000.00	48.87 %	\$1,022.54
010-025-4752	Reimbursement Revenue	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
010-025-4852	Miscellaneous Revenue	\$96.65	\$274.10	\$2,000.00	13.71 %	\$1,725.90

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total REVENUES		\$24,733.48	\$74,198.78	\$369,065.00	20.10 %	\$294,866.22
Total GENERAL FUND		\$24,733.48	\$74,198.78	\$369,065.00	20.10 %	\$294,866.22

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	\$7,168.17	\$26,381.59	\$77,554.00	34.02 %	\$51,172.41
012-025-4513	Transportation Reimbursement SDC	\$0.00	\$0.00	\$1,605.00	0.00 %	\$1,605.00
Total REVENUES		\$7,168.17	\$26,381.59	\$79,659.00	33.12 %	\$53,277.41
Total STREET FUND		\$7,168.17	\$26,381.59	\$79,659.00	33.12 %	\$53,277.41

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
BBJ FESTIVAL FUND						
REVENUES						
014-025-4052	Interest Earned	\$0.00	\$1.60	\$10.00	16.00 %	\$8.40
014-025-4852	Miscellaneous Revenue	\$0.00	\$327.00	\$500.00	65.40 %	\$173.00
014-025-4860	Craft/Commercial Booth Sales	\$0.00	\$235.00	\$3,000.00	7.83 %	\$2,765.00
014-025-4862	Food Booth Sales	\$0.00	\$530.00	\$800.00	66.25 %	\$270.00
014-025-4864	Jam Sales	\$110.00	\$1,060.00	\$1,000.00	106.00 %	(\$60.00)
014-025-4866	Quilt Raffle Sales	\$0.00	\$2,358.02	\$4,000.00	58.95 %	\$1,641.98
014-025-4868	Program Ad Sales	\$0.00	\$220.00	\$2,700.00	8.15 %	\$2,480.00
014-025-4870	Sponsorship Revenue	\$0.00	\$250.00	\$2,250.00	11.11 %	\$2,000.00
014-025-4872	Pie Sales	\$0.00	\$194.00	\$0.00		(\$194.00)
014-025-4876	5K Race Revenue	\$495.00	\$595.00	\$1,100.00	54.09 %	\$505.00
014-025-4878	Car Show Revenue	\$10.00	\$3,207.00	\$4,000.00	80.18 %	\$793.00
014-025-4880	Fishing Derby Revenue	\$0.00	\$440.00	\$350.00	125.71 %	(\$90.00)
014-025-4882	Horseshoe Tourney Revenue	\$0.00	\$100.00	\$100.00	100.00 %	\$0.00
014-025-4884	Kidz Korner Revenue	\$0.00	\$776.00	\$1,000.00	77.60 %	\$224.00
014-025-4886	Pie Eating Contest Revenue	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
014-025-4888	RC Flyers Revenue	\$0.00	\$60.00	\$400.00	15.00 %	\$340.00
Total REVENUES		\$615.00	\$10,353.62	\$21,410.00	48.36 %	\$11,056.38
Total BBJ FESTIVAL FUND		\$615.00	\$10,353.62	\$21,410.00	48.36 %	\$11,056.38

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
SDC FUND						
REVENUES						
017-025-4530	Water SDC	\$3,830.00	\$7,660.00	\$0.00		(\$7,660.00)
Total REVENUES		\$3,830.00	\$7,660.00	\$0.00		(\$7,660.00)
Total SDC FUND		\$3,830.00	\$7,660.00	\$0.00		(\$7,660.00)

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

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

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	\$1,000.00	\$2,415.00	\$0.00		(\$2,415.00)
030-025-4425	Water/Sewer Sales	\$27,864.85	\$120,312.73	\$299,635.00	40.15 %	\$179,322.27
030-025-4426	Bulk Water Sales	\$153.00	\$153.00	\$0.00		(\$153.00)
030-025-4428	Credit Memo Utilities - (Pre-paid)	\$334.17	(\$691.72)	\$0.00		\$691.72
030-025-4430	Water/Sewer Connection Fees	\$0.00	\$0.00	\$3,750.00	0.00 %	\$3,750.00
030-025-4435	Fire Hydrant Fee	\$300.85	\$1,427.92	\$3,957.00	36.09 %	\$2,529.08
030-025-4531	Water Reimbursement SDC	\$745.00	\$1,490.00	\$10,395.00	14.33 %	\$8,905.00
030-025-4852	Miscellaneous Revenue	\$355.00	\$1,538.62	\$5,000.00	30.77 %	\$3,461.38
Total WATER FUND		\$30,752.87	\$126,645.55	\$323,037.00	39.20 %	\$196,391.45

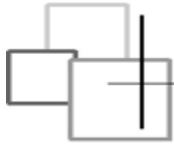
Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
SEWER FUND						
REVENUES						
040-025-4370	Water/Sewer Connection Permit Fees	\$345.00	\$805.00	\$0.00		(\$805.00)
040-025-4425	Water/Sewer Sales	\$32,367.50	\$116,568.11	\$340,134.00	34.27 %	\$223,565.89
040-025-4430	Water/Sewer Connection Fees	\$0.00	\$0.00	\$805.00	0.00 %	\$805.00
040-025-4541	Sewer Reimbursement SDC	\$0.00	\$0.00	\$8,835.00	0.00 %	\$8,835.00
040-025-4852	Miscellaneous Revenue	\$380.00	\$1,722.23	\$4,500.00	38.27 %	\$2,777.77
040-025-4955	Transfer from Debt Reserve Fund	\$0.00	\$0.00	\$15,745.00	0.00 %	\$15,745.00
Total REVENUES		\$33,092.50	\$119,095.34	\$370,019.00	32.19 %	\$250,923.66
Total SEWER FUND		\$33,092.50	\$119,095.34	\$370,019.00	32.19 %	\$250,923.66

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
EQUIPMENT FUND						
REVENUES						
050-025-4910	Transfer from General Fund	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
050-025-4912	Transfer from Street Fund	\$0.00	\$0.00	\$4,000.00	0.00 %	\$4,000.00
050-025-4930	Transfer from Water Fund	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
050-025-4940	Transfer from Sewer Fund	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
Total REVENUES		\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
Total EQUIPMENT FUND		\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance	
	Grand Totals		\$100,192.02	\$364,334.88	\$1,178,703.00	30.91 %	\$814,368.12

Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-000-0000	GENERAL FUND	\$24,733.48	\$74,198.78	\$369,065.00	20.10 %	\$294,866.22
012-000-0000	STREET FUND	\$7,168.17	\$26,381.59	\$79,659.00	33.12 %	\$53,277.41
014-000-0000	BBJ FESTIVAL FUND	\$615.00	\$10,353.62	\$21,410.00	48.36 %	\$11,056.38
017-000-0000	SDC FUND	\$3,830.00	\$7,660.00	\$0.00		(\$7,660.00)
020-000-0000	WATER RESERVE FUND	\$0.00	\$0.00	\$3,938.00	0.00 %	\$3,938.00
021-000-0000	SEWER RESERVE FUND	\$0.00	\$0.00	\$1,575.00	0.00 %	\$1,575.00
030-000-0000	WATER FUND	\$30,752.87	\$126,645.55	\$323,037.00	39.20 %	\$196,391.45
040-000-0000	SEWER FUND	\$33,092.50	\$119,095.34	\$370,019.00	32.19 %	\$250,923.66
050-000-0000	EQUIPMENT FUND	\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
Grand Totals		\$100,192.02	\$364,334.88	\$1,178,703.00	30.91 %	\$814,368.12



Expenditure

Starting Account Number: 010-100-5010 City Administrator
 Ending Account Number: 060-999-9899 Suspense
 Period: 2018-2019 - October 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	\$3,499.72	\$12,300.00	28.45 %	\$8,800.28
010-100-5014	City Clerk	\$419.45	\$1,468.06	\$5,010.00	29.30 %	\$3,541.94
010-100-5050	Public Works Director	\$273.41	\$956.92	\$3,280.00	29.17 %	\$2,323.08
010-100-5052	Utility Worker I	\$0.00	\$0.00	\$1,718.00	0.00 %	\$1,718.00
010-100-5054	Utility Worker II	\$157.81	\$552.30	\$1,895.00	29.15 %	\$1,342.70
010-100-5058	Maintenance Worker I	\$58.64	\$228.11	\$844.00	27.03 %	\$615.89
010-100-5220	Overtime	\$90.02	\$317.45	\$1,079.00	29.42 %	\$761.55
010-100-5315	Social Security/Medicare(FICA)	\$152.94	\$537.22	\$2,228.00	24.11 %	\$1,690.78
010-100-5320	Worker's Comp	\$0.85	\$243.13	\$891.00	27.29 %	\$647.87
010-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$2,093.00	0.00 %	\$2,093.00
010-100-5410	Health Insurance	\$383.85	\$1,151.55	\$6,411.00	17.96 %	\$5,259.45
010-100-5450	Public Employees Retirement	\$229.91	\$807.60	\$3,004.00	26.88 %	\$2,196.40
Total PERSONAL SERVICES		\$2,766.80	\$9,762.06	\$40,753.00	23.95 %	\$30,990.94
MATERIALS & SERVICES						
010-100-6010	Auditing	\$0.00	\$0.00	\$4,290.00	0.00 %	\$4,290.00
010-100-6012	Legal Services	\$178.09	\$729.38	\$5,000.00	14.59 %	\$4,270.62
010-100-6014	Financial Services	\$198.25	\$793.00	\$3,570.00	22.21 %	\$2,777.00
010-100-6022	IT Services	\$1,638.85	\$2,615.79	\$6,596.00	39.66 %	\$3,980.21
010-100-6024	Copier Contract	\$147.98	\$591.92	\$2,093.00	28.28 %	\$1,501.08
010-100-6028	Other Contract Services	\$2,533.12	\$6,022.05	\$1,000.00	602.21 %	(\$5,022.05)
010-100-6110	Insurance And Bonds	\$0.00	\$5,643.02	\$6,594.00	85.58 %	\$950.98
010-100-6120	Publications, Printing & Dues	\$0.00	\$1,795.41	\$3,550.00	50.57 %	\$1,754.59
010-100-6122	Newsletter Expenditure	\$0.00	\$0.00	\$1,200.00	0.00 %	\$1,200.00
010-100-6126	Postage	\$65.07	\$155.07	\$500.00	31.01 %	\$344.93
010-100-6128	Public Notices	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
010-100-6130	Office Supplies/Equipment	\$0.00	\$90.73	\$1,000.00	9.07 %	\$909.27
010-100-6134	General Supplies	\$0.00	\$244.82	\$750.00	32.64 %	\$505.18
010-100-6138	Bank Service Charges	\$0.00	\$74.16	\$1,400.00	5.30 %	\$1,325.84
010-100-6140	Travel & Training	\$0.00	\$0.00	\$1,500.00	0.00 %	\$1,500.00
010-100-6190	Miscellaneous Expenditures	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-100-6220	Building Repair & Maintenance	\$25.59	\$25.59	\$1,000.00	2.56 %	\$974.41
010-100-6234	Non-Capitalized Assets	\$0.00	\$269.99	\$2,000.00	13.50 %	\$1,730.01
010-100-6420	Water Services	\$23.84	\$109.78	\$413.00	26.58 %	\$303.22
010-100-6425	Sewer Services	\$43.88	\$174.24	\$524.00	33.25 %	\$349.76
010-100-6430	Electricity Services	\$235.10	\$610.01	\$2,010.00	30.35 %	\$1,399.99
010-100-6435	Internet Services	\$77.47	\$309.88	\$985.00	31.46 %	\$675.12
010-100-6440	Telephone Services	\$212.52	\$800.06	\$2,629.00	30.43 %	\$1,828.94
010-100-6445	Refuse Services	\$8.21	\$53.77	\$91.00	59.09 %	\$37.23
010-100-6510	Council Expenditure	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
010-100-6512	State Ethics Commission	\$0.00	\$475.12	\$600.00	79.19 %	\$124.88
010-100-6792	Reimbursable Expenditure	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
Total MATERIALS & SERVICES		\$5,387.97	\$21,583.79	\$57,795.00	37.35 %	\$36,211.21
CAPITAL OUTLAY						
010-100-8012	Capital Outlay - Buildings & Facilities	\$652.19	\$3,406.53	\$25,000.00	13.63 %	\$21,593.47
010-100-8018	Capital Outlay - Software	\$0.00	\$0.00	\$7,955.00	0.00 %	\$7,955.00
Total CAPITAL OUTLAY		\$652.19	\$3,406.53	\$32,955.00	10.34 %	\$29,548.47
Total ADMINISTRATION		\$8,806.96	\$34,752.38	\$131,503.00	26.43 %	\$96,750.62

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
PARKS & RECREATION						
PERSONAL SERVICES						
010-120-5010	City Administrator	\$333.30	\$1,166.55	\$4,100.00	28.45 %	\$2,933.45
010-120-5050	Public Works Director	\$273.41	\$956.92	\$3,280.00	29.17 %	\$2,323.08
010-120-5052	Utility Worker I	\$0.00	\$0.00	\$1,718.00	0.00 %	\$1,718.00
010-120-5054	Utility Worker II	\$157.81	\$552.30	\$1,895.00	29.15 %	\$1,342.70
010-120-5058	Maintenance Worker I	\$527.54	\$2,053.23	\$7,598.00	27.02 %	\$5,544.77
010-120-5220	Overtime	\$82.75	\$288.38	\$891.00	32.37 %	\$602.62
010-120-5315	Social Security/Medicare(FICA)	\$105.17	\$383.80	\$1,662.00	23.09 %	\$1,278.20
010-120-5320	Worker's Comp	\$0.94	\$426.07	\$1,473.00	28.93 %	\$1,046.93
010-120-5350	Unemployment Insurance	\$0.00	\$0.00	\$1,558.00	0.00 %	\$1,558.00
010-120-5410	Health Insurance	\$151.83	\$455.49	\$2,874.00	15.85 %	\$2,418.51
010-120-5450	Public Employees Retirement	\$158.11	\$577.01	\$2,240.00	25.76 %	\$1,662.99
Total PERSONAL SERVICES		\$1,790.86	\$6,859.75	\$29,289.00	23.42 %	\$22,429.25
MATERIALS & SERVICES						
010-120-6028	Other Contract Services	\$0.00	\$0.00	\$44,268.00	0.00 %	\$44,268.00
010-120-6134	General Supplies	\$8.48	\$420.69	\$1,000.00	42.07 %	\$579.31
010-120-6190	Miscellaneous Expenses	\$0.00	\$140.00	\$500.00	28.00 %	\$360.00
010-120-6220	Building Repair & Maintenance	\$0.00	\$61.60	\$2,500.00	2.46 %	\$2,438.40
010-120-6224	Equipment Repair & Maintenance	\$768.00	\$1,002.52	\$1,000.00	100.25 %	(\$2.52)
010-120-6230	Other Repair & Maintenance	\$617.80	\$617.80	\$3,000.00	20.59 %	\$2,382.20
010-120-6234	Non-Capitalized Assets	\$0.00	\$1,597.44	\$2,000.00	79.87 %	\$402.56
010-120-6239	Maintenance - Nelson Land Donation	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
010-120-6420	Water Services	\$83.90	\$296.45	\$5,000.00	5.93 %	\$4,703.55
010-120-6425	Sewer Services	\$117.02	\$464.68	\$1,397.00	33.26 %	\$932.32
010-120-6430	Electricity Services	\$95.57	\$260.22	\$579.00	44.94 %	\$318.78
010-120-6445	Refuse Services	\$22.50	\$88.92	\$272.00	32.69 %	\$183.08
010-120-6610	Gas & Oil	\$0.00	\$212.69	\$789.00	26.96 %	\$576.31
Total MATERIALS & SERVICES		\$1,713.27	\$5,163.01	\$62,805.00	8.22 %	\$57,641.99
010-120-8020	Capital Outlay - Parks Improvements	\$71.94	\$12,973.94	\$60,000.00	21.62 %	\$47,026.06
Total PARKS & RECREATION		\$3,576.07	\$24,996.70	\$152,094.00	16.44 %	\$127,097.30

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
POLICE						
MATERIALS & SERVICES						
010-130-6018	Police Services	\$0.00	\$4,550.00	\$29,106.00	15.63 %	\$24,556.00
Total MATERIALS & SERVICES		\$0.00	\$4,550.00	\$29,106.00	15.63 %	\$24,556.00
Total POLICE		\$0.00	\$4,550.00	\$29,106.00	15.63 %	\$24,556.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
COMMUNITY DEVELOPMENT						
PERSONAL SERVICES						
010-140-5010	City Administrator	\$666.60	\$2,333.10	\$8,200.00	28.45 %	\$5,866.90
010-140-5014	City Clerk	\$209.70	\$733.96	\$2,505.00	29.30 %	\$1,771.04
010-140-5220	Overtime	\$3.63	\$14.50	\$94.00	15.43 %	\$79.50
010-140-5315	Social Security/Medicare(FICA)	\$67.32	\$235.76	\$921.00	25.60 %	\$685.24
010-140-5320	Worker's Comp	\$0.32	\$7.74	\$73.00	10.60 %	\$65.26
010-140-5350	Unemployment Insurance	\$0.00	\$0.00	\$894.00	0.00 %	\$894.00
010-140-5410	Health Insurance	\$145.36	\$436.08	\$2,278.00	19.14 %	\$1,841.92
010-140-5450	Public Employees Retirement	\$101.20	\$354.40	\$1,242.00	28.53 %	\$887.60
Total PERSONAL SERVICES		\$1,194.13	\$4,115.54	\$16,207.00	25.39 %	\$12,091.46
MATERIALS & SERVICES						
010-140-6016	Engineering Services	\$144.94	\$144.94	\$500.00	28.99 %	\$355.06
010-140-6028	Other Contract Services	\$329.00	\$329.00	\$40,000.00	0.82 %	\$39,671.00
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	\$500.00	0.00 %	\$500.00
010-140-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
010-140-6522	Land Use/Development Costs	\$0.00	\$2,979.80	\$7,500.00	39.73 %	\$4,520.20
010-140-6524	Building Permit Costs	\$714.72	\$10,641.86	\$30,371.00	35.04 %	\$19,729.14
010-140-6525	Electrical Permit Costs	\$561.54	\$1,918.71	\$4,515.00	42.50 %	\$2,596.29
Total MATERIALS & SERVICES		\$1,750.20	\$16,014.31	\$83,986.00	19.07 %	\$67,971.69
Total COMMUNITY DEVELOPMENT		\$2,944.33	\$20,129.85	\$100,193.00	20.09 %	\$80,063.15

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
LIBRARY						
PERSONAL SERVICES						
010-150-5320	Worker's Comp	\$0.00	\$17.60	\$50.00	35.20 %	\$32.40
Total PERSONAL SERVICES		\$0.00	\$17.60	\$50.00	35.20 %	\$32.40
MATERIALS & SERVICES						
010-150-6022	IT Services	\$0.00	\$418.50	\$1,529.00	27.37 %	\$1,110.50
010-150-6130	Office Supplies/Equipment	\$0.00	\$78.42	\$500.00	15.68 %	\$421.58
010-150-6134	General Supplies	\$8.00	\$314.69	\$1,250.00	25.18 %	\$935.31
010-150-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
010-150-6220	Building Repair & Maintenance	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-150-6234	Non-Capitalized Assets	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
010-150-6420	Water Services	\$7.95	\$36.59	\$150.00	24.39 %	\$113.41
010-150-6425	Sewer Services	\$14.63	\$58.10	\$200.00	29.05 %	\$141.90
010-150-6430	Electricity Services	\$78.37	\$203.34	\$800.00	25.42 %	\$596.66
010-150-6435	Internet Services	\$77.47	\$309.88	\$1,000.00	30.99 %	\$690.12
010-150-6445	Refuse Services	\$8.21	\$31.77	\$100.00	31.77 %	\$68.23
010-150-6530	Summer Reading Program	\$0.00	\$739.56	\$1,250.00	59.16 %	\$510.44
Total MATERIALS & SERVICES		\$194.63	\$2,190.85	\$7,629.00	28.72 %	\$5,438.15
Total LIBRARY		\$194.63	\$2,208.45	\$7,679.00	28.76 %	\$5,470.55

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
CODE ENFORCEMENT						
PERSONAL SERVICES						
010-160-5010	City Administrator	\$333.30	\$1,166.55	\$4,100.00	28.45 %	\$2,933.45
010-160-5050	Public Works Director	\$273.41	\$956.92	\$3,280.00	29.17 %	\$2,323.08
010-160-5220	Overtime	\$21.29	\$82.79	\$123.00	67.31 %	\$40.21
010-160-5315	Social Security/Medicare(FICA)	\$48.05	\$168.81	\$640.00	26.38 %	\$471.19
010-160-5320	Worker's Comp	\$0.25	\$86.47	\$353.00	24.50 %	\$266.53
010-160-5350	Unemployment Insurance	\$0.00	\$0.00	\$617.00	0.00 %	\$617.00
010-160-5410	Health Insurance	\$90.28	\$270.84	\$1,434.00	18.89 %	\$1,163.16
010-160-5450	Public Employees Retirement	\$72.23	\$253.76	\$863.00	29.40 %	\$609.24
Total PERSONAL SERVICES		\$838.81	\$2,986.14	\$11,410.00	26.17 %	\$8,423.86
MATERIALS & SERVICES						
010-160-6028	Other Contract Services	\$0.00	\$0.00	\$4,500.00	0.00 %	\$4,500.00
010-160-6134	General Supplies	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
010-160-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-160-6540	Dog/Cat Control	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
Total MATERIALS & SERVICES		\$0.00	\$0.00	\$5,150.00	0.00 %	\$5,150.00
Total CODE ENFORCEMENT		\$838.81	\$2,986.14	\$16,560.00	18.03 %	\$13,573.86

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
TOURISM						
MATERIALS & SERVICES						
010-170-6124	Marketing	\$220.80	\$420.80	\$2,000.00	21.04 %	\$1,579.20
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	\$128.41	\$486.85	\$2,500.00	19.47 %	\$2,013.15
010-170-6227	Community Grant Program	\$0.00	\$1,559.35	\$3,000.00	51.98 %	\$1,440.65
010-170-6228	Matching Grant Funds	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
Total MATERIALS & SERVICES		\$349.21	\$2,467.00	\$12,850.00	19.20 %	\$10,383.00
Total TOURISM		\$349.21	\$2,467.00	\$12,850.00	19.20 %	\$10,383.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
MUNICIPAL COURT						
PERSONAL SERVICES						
010-180-5010	City Administrator	\$333.30	\$1,166.55	\$4,100.00	28.45 %	\$2,933.45
010-180-5014	City Clerk	\$209.70	\$733.96	\$2,505.00	29.30 %	\$1,771.04
010-180-5220	Overtime	\$3.63	\$14.50	\$94.00	15.43 %	\$79.50
010-180-5315	Social Security/Medicare(FICA)	\$41.82	\$146.51	\$571.00	25.66 %	\$424.49
010-180-5320	Worker's Comp	\$0.19	\$4.84	\$45.00	10.76 %	\$40.16
010-180-5350	Unemployment Insurance	\$0.00	\$0.00	\$552.00	0.00 %	\$552.00
010-180-5410	Health Insurance	\$116.01	\$348.03	\$1,769.00	19.67 %	\$1,420.97
010-180-5450	Public Employees Retirement	\$62.88	\$220.28	\$770.00	28.61 %	\$549.72
Total PERSONAL SERVICES		\$767.53	\$2,634.67	\$10,406.00	25.32 %	\$7,771.33
MATERIALS & SERVICES						
010-180-6020	Judge Contract	\$0.00	\$450.00	\$1,250.00	36.00 %	\$800.00
010-180-6028	Other Contract Services	\$487.51	\$637.18	\$1,000.00	63.72 %	\$362.82
010-180-6126	Postage	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-180-6138	Bank Service Charges	\$0.00	\$0.00	\$150.00	0.00 %	\$150.00
010-180-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-180-6560	State Assessments	\$0.00	\$135.00	\$675.00	20.00 %	\$540.00
Total MATERIALS & SERVICES		\$487.51	\$1,222.18	\$3,275.00	37.32 %	\$2,052.82
Total MUNICIPAL COURT		\$1,255.04	\$3,856.85	\$13,681.00	28.19 %	\$9,824.15

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
NON-DEPARTMENTAL						
OTHER REQUIREMENTS						
010-800-9050	Transfer to Equipment Fund	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
010-800-9990	Contingency	\$0.00	\$0.00	\$77,488.00	0.00 %	\$77,488.00
010-800-9995	Reserved for future use - Parks	\$0.00	\$0.00	\$8,000.00	0.00 %	\$8,000.00
Total OTHER REQUIREMENTS		\$0.00	\$0.00	\$87,488.00	0.00 %	\$87,488.00
Total NON-DEPARTMENTAL		\$0.00	\$0.00	\$87,488.00	0.00 %	\$87,488.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total GENERAL FUND		\$17,965.05	\$95,947.37	\$551,154.00	17.41 %	\$455,206.63

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
STREET FUND						
ADMINISTRATION						
PERSONAL SERVICES						
012-100-5010	City Administrator	\$666.60	\$2,333.10	\$8,200.00	28.45 %	\$5,866.90
012-100-5050	Public Works Director	\$820.21	\$2,870.77	\$9,841.00	29.17 %	\$6,970.23
012-100-5052	Utility Worker I	\$0.00	\$0.00	\$3,435.00	0.00 %	\$3,435.00
012-100-5054	Utility Worker II	\$315.62	\$1,104.66	\$3,789.00	29.15 %	\$2,684.34
012-100-5058	Maintenance Worker I	\$117.23	\$456.27	\$1,689.00	27.01 %	\$1,232.73
012-100-5220	Overtime	\$186.78	\$659.44	\$1,377.00	47.89 %	\$717.56
012-100-5315	Social Security/Medicare(FICA)	\$161.14	\$567.96	\$2,462.00	23.07 %	\$1,894.04
012-100-5320	Worker's Comp	\$1.06	\$486.52	\$1,927.00	25.25 %	\$1,440.48
012-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$2,252.00	0.00 %	\$2,252.00
012-100-5410	Health Insurance	\$364.59	\$1,093.77	\$6,672.00	16.39 %	\$5,578.23
012-100-5450	Public Employees Retirement	\$242.26	\$853.83	\$3,319.00	25.73 %	\$2,465.17
Total PERSONAL SERVICES		\$2,875.49	\$10,426.32	\$44,963.00	23.19 %	\$34,536.68
MATERIALS & SERVICES						
012-100-6010	Auditing	\$0.00	\$0.00	\$1,430.00	0.00 %	\$1,430.00
012-100-6014	Financial Services	\$66.08	\$264.32	\$1,190.00	22.21 %	\$925.68
012-100-6016	Engineering Services	\$2,100.00	\$7,628.75	\$19,094.00	39.95 %	\$11,465.25
012-100-6022	IT Services	\$46.53	\$232.65	\$1,198.00	19.42 %	\$965.35
012-100-6028	Other Contract Services	\$911.07	\$2,378.08	\$12,400.00	19.18 %	\$10,021.92
012-100-6110	Insurance And Bonds	\$0.00	\$1,881.00	\$2,198.00	85.58 %	\$317.00
012-100-6134	General Supplies	\$0.00	\$0.00	\$150.00	0.00 %	\$150.00
012-100-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6224	Equipment Repair & Maintenance	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6230	Other Repair & Maintenance	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
012-100-6234	Non-Capitalized Assets	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6430	Electricity Services	\$1,768.99	\$5,474.70	\$15,292.00	35.80 %	\$9,817.30
012-100-6620	Storm Drain Maintenance	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
012-100-6624	Street Signs	\$0.00	\$280.80	\$500.00	56.16 %	\$219.20
012-100-6626	Street Lights	\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
Total MATERIALS & SERVICES		\$4,892.67	\$18,140.30	\$67,952.00	26.70 %	\$49,811.70
CAPITAL OUTLAY						
012-100-8018	Capital Outlay - Software	\$0.00	\$0.00	\$2,651.00	0.00 %	\$2,651.00
012-100-8030	Capital Outlay - Street Improvements	\$0.00	\$0.00	\$60,350.00	0.00 %	\$60,350.00
Total CAPITAL OUTLAY		\$0.00	\$0.00	\$63,001.00	0.00 %	\$63,001.00
Total ADMINISTRATION		\$7,768.16	\$28,566.62	\$175,916.00	16.24 %	\$147,349.38

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
NON-DEPARTMENTAL						
OTHER REQUIREMENTS						
012-800-9050	Transfer to Equipment Fund	\$0.00	\$0.00	\$4,000.00	0.00 %	\$4,000.00
012-800-9990	Contingency	\$0.00	\$0.00	\$19,195.00	0.00 %	\$19,195.00
Total OTHER REQUIREMENTS		\$0.00	\$0.00	\$23,195.00	0.00 %	\$23,195.00
Total NON-DEPARTMENTAL		\$0.00	\$0.00	\$23,195.00	0.00 %	\$23,195.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total STREET FUND		\$7,768.16	\$28,566.62	\$199,111.00	14.35 %	\$170,544.38

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
BBJ FESTIVAL FUND						
ADMINISTRATION						
MATERIALS & SERVICES						
014-100-6022	IT Services	\$0.00	\$0.00	\$450.00	0.00 %	\$450.00
014-100-6120	Programs	\$0.00	\$1,079.27	\$1,200.00	89.94 %	\$120.73
014-100-6124	Festival Advertisement	\$0.00	\$325.00	\$1,400.00	23.21 %	\$1,075.00
014-100-6126	Postage	\$0.00	\$0.00	\$50.00	0.00 %	\$50.00
014-100-6190	Miscellaneous Exp	\$0.00	\$1,692.67	\$1,850.00	91.50 %	\$157.33
014-100-6440	Telephone Services	\$15.05	\$53.90	\$0.00		(\$53.90)
014-100-6445	Refuse Services	\$0.00	\$812.00	\$90.00	902.22 %	(\$722.00)
014-100-6605	Rent	\$80.00	\$300.00	\$500.00	60.00 %	\$200.00
014-100-6614	Materials & Services	\$0.00	\$112.65	\$0.00		(\$112.65)
014-100-6810	Craft/Commercial Booth Exp	\$0.00	\$111.08	\$750.00	14.81 %	\$638.92
014-100-6812	Food Booth Exp	\$0.00	\$40.00	\$0.00		(\$40.00)
014-100-6814	Jam Sales Exp	\$0.00	\$374.00	\$1,000.00	37.40 %	\$626.00
014-100-6816	Quilt Raffle	\$0.00	\$2,645.00	\$4,000.00	66.13 %	\$1,355.00
014-100-6820	Sponsorship Exp	\$0.00	\$50.51	\$0.00		(\$50.51)
014-100-6822	Pie Sales Exp	\$0.00	\$186.80	\$0.00		(\$186.80)
014-100-6850	5K Race Exp	\$100.00	\$495.00	\$1,100.00	45.00 %	\$605.00
014-100-6852	Car Show Exp	\$0.00	\$3,055.07	\$4,000.00	76.38 %	\$944.93
014-100-6854	Fishing Derby Exp	\$300.00	\$500.00	\$350.00	142.86 %	(\$150.00)
014-100-6856	Horseshoe Tourney Exp	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
014-100-6858	Kidz Korner Exp	\$0.00	\$290.00	\$1,000.00	29.00 %	\$710.00
014-100-6860	Pie Eating Contest Exp	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
014-100-6862	RC Flyers Exp	\$0.00	\$100.00	\$400.00	25.00 %	\$300.00
014-100-6864	Entertainment Exp	\$0.00	\$3,780.32	\$3,850.00	98.19 %	\$69.68
Total MATERIALS & SERVICES		\$495.05	\$16,003.27	\$22,290.00	71.80 %	\$6,286.73
Total ADMINISTRATION		\$495.05	\$16,003.27	\$22,290.00	71.80 %	\$6,286.73
NON-DEPARTMENTAL						
OTHER REQUIREMENTS						
014-800-9990	Contingency	\$0.00	\$0.00	\$14,671.00	0.00 %	\$14,671.00
Total OTHER REQUIREMENTS		\$0.00	\$0.00	\$14,671.00	0.00 %	\$14,671.00
Total NON-DEPARTMENTAL		\$0.00	\$0.00	\$14,671.00	0.00 %	\$14,671.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total BBJ FESTIVAL FUND		\$495.05	\$16,003.27	\$36,961.00	43.30 %	\$20,957.73

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	\$19,690.00	0.00 %	\$19,690.00
Total OTHER REQUIREMENTS		\$0.00	\$0.00	\$19,690.00	0.00 %	\$19,690.00
Total NON-DEPARTMENTAL		\$0.00	\$0.00	\$19,690.00	0.00 %	\$19,690.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total WATER RESERVE FUND		\$0.00	\$0.00	\$19,690.00	0.00 %	\$19,690.00

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

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
WATER FUND						
ADMINISTRATION						
PERSONAL SERVICES						
030-100-5010	City Administrator	\$1,666.48	\$5,832.66	\$20,499.00	28.45 %	\$14,666.34
030-100-5014	City Clerk	\$1,677.90	\$5,872.66	\$20,040.00	29.30 %	\$14,167.34
030-100-5050	Public Works Director	\$1,913.76	\$6,698.16	\$22,963.00	29.17 %	\$16,264.84
030-100-5052	Utility Worker I	\$0.00	\$0.00	\$13,742.00	0.00 %	\$13,742.00
030-100-5054	Utility Worker II	\$1,262.51	\$4,418.76	\$15,157.00	29.15 %	\$10,738.24
030-100-5058	Maintenance Worker I	\$234.50	\$912.60	\$3,377.00	27.02 %	\$2,464.40
030-100-5220	Overtime	\$669.71	\$2,340.03	\$7,759.00	30.16 %	\$5,418.97
030-100-5315	Social Security/Medicare(FICA)	\$568.00	\$1,994.70	\$8,831.00	22.59 %	\$6,836.30
030-100-5320	Worker's Comp	\$3.52	\$1,450.00	\$5,797.00	25.01 %	\$4,347.00
030-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$8,003.00	0.00 %	\$8,003.00
030-100-5410	Health Insurance	\$1,758.99	\$5,276.96	\$30,614.00	17.24 %	\$25,337.04
030-100-5450	Public Employees Retirement	\$853.80	\$2,998.49	\$11,907.00	25.18 %	\$8,908.51
Total PERSONAL SERVICES		\$10,609.17	\$37,795.02	\$168,689.00	22.41 %	\$130,893.98
MATERIALS & SERVICES						
030-100-6010	Auditing	\$0.00	\$0.00	\$4,290.00	0.00 %	\$4,290.00
030-100-6012	Legal Services	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
030-100-6014	Financial Services	\$198.25	\$793.00	\$3,570.00	22.21 %	\$2,777.00
030-100-6016	Engineering Services	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
030-100-6022	IT Services	\$139.61	\$1,116.55	\$5,418.00	20.61 %	\$4,301.45
030-100-6028	Other Contract Services	\$66.24	\$1,032.48	\$7,100.00	14.54 %	\$6,067.52
030-100-6110	Insurance And Bonds	\$0.00	\$5,643.03	\$6,594.00	85.58 %	\$950.97
030-100-6120	Publications, Printing & Dues	\$0.00	\$119.00	\$1,000.00	11.90 %	\$881.00
030-100-6126	Postage	\$60.00	\$432.50	\$1,516.00	28.53 %	\$1,083.50
030-100-6130	Office Supplies/Equipment	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
030-100-6134	General Supplies	\$1,072.07	\$2,002.61	\$2,570.00	77.92 %	\$567.39
030-100-6138	Bank Service Charges	\$0.00	\$0.00	\$2,744.00	0.00 %	\$2,744.00
030-100-6140	Travel & Training	\$127.71	\$956.25	\$1,000.00	95.63 %	\$43.75
030-100-6190	Miscellaneous Expenditures	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
030-100-6220	Building Repair & Maintenance	\$0.00	\$19.87	\$1,000.00	1.99 %	\$980.13
030-100-6224	Equipment Repair & Maintenance	\$188.88	\$223.41	\$2,000.00	11.17 %	\$1,776.59
030-100-6230	Other Repair & Maintenance	\$691.57	\$7,394.41	\$15,000.00	49.30 %	\$7,605.59
030-100-6234	Non-Capitalized Assets	\$0.00	\$29.99	\$3,500.00	0.86 %	\$3,470.01
030-100-6420	Water Services	\$60.67	\$1,296.60	\$524.00	247.44 %	(\$772.60)
030-100-6425	Sewer Services	\$58.51	\$232.34	\$698.00	33.29 %	\$465.66
030-100-6430	Electricity Services	\$1,675.94	\$5,858.45	\$16,438.00	35.64 %	\$10,579.55
030-100-6435	Internet Services	\$70.00	\$280.00	\$865.00	32.37 %	\$585.00
030-100-6440	Telephone Services	\$303.17	\$1,240.06	\$3,672.00	33.77 %	\$2,431.94
030-100-6445	Refuse Services	\$18.92	\$74.61	\$0.00		(\$74.61)
030-100-6610	Gas & Oil	\$0.00	\$201.03	\$1,000.00	20.10 %	\$798.97
030-100-6720	Chemicals & Lab Supplies	\$969.76	\$6,184.49	\$20,332.00	30.42 %	\$14,147.51
030-100-6722	Water/Sewer Analysis	\$252.00	\$1,347.60	\$4,000.00	33.69 %	\$2,652.40
Total MATERIALS & SERVICES		\$5,953.30	\$36,478.28	\$106,781.00	34.16 %	\$70,302.72

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
CAPITAL OUTLAY						
030-100-8018	Capital Outlay - Software	\$0.00	\$0.00	\$7,955.00	0.00 %	\$7,955.00
030-100-8020	Capital Outlay - Other Improvements	\$0.00	\$0.00	\$28,000.00	0.00 %	\$28,000.00
Total CAPITAL OUTLAY		\$0.00	\$0.00	\$35,955.00	0.00 %	\$35,955.00
Total ADMINISTRATION		\$16,562.47	\$74,273.30	\$311,425.00	23.85 %	\$237,151.70

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
NON-DEPARTMENTAL						
DEBT SERVICE						
030-800-7020	Loan Principal	\$0.00	\$0.00	\$15,102.00	0.00 %	\$15,102.00
030-800-7021	Loan Interest	\$0.00	\$0.00	\$2,177.00	0.00 %	\$2,177.00
030-800-7122	Loan Principal - SPWF	\$0.00	\$0.00	\$4,056.00	0.00 %	\$4,056.00
030-800-7123	Loan Interest - SPWF	\$0.00	\$0.00	\$3,367.00	0.00 %	\$3,367.00
030-800-7124	Loan Principal - RD	\$0.00	\$0.00	\$15,663.00	0.00 %	\$15,663.00
030-800-7125	Loan Interest - RD	\$0.00	\$0.00	\$23,718.00	0.00 %	\$23,718.00
Total DEBT SERVICE		\$0.00	\$0.00	\$64,083.00	0.00 %	\$64,083.00
OTHER REQUIREMENTS						
030-800-9020	Transfer to water Reserve Fund	\$0.00	\$0.00	\$3,938.00	0.00 %	\$3,938.00
030-800-9050	Transfer to Equipment Fund	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
030-800-9990	Contingency	\$0.00	\$0.00	\$70,733.00	0.00 %	\$70,733.00
Total OTHER REQUIREMENTS		\$0.00	\$0.00	\$76,671.00	0.00 %	\$76,671.00
Total NON-DEPARTMENTAL		\$0.00	\$0.00	\$140,754.00	0.00 %	\$140,754.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total WATER FUND		\$16,562.47	\$74,273.30	\$452,179.00	16.43 %	\$377,905.70

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
SEWER FUND						
ADMINISTRATION						
PERSONAL SERVICES						
040-100-5010	City Administrator	\$1,666.50	\$5,832.77	\$20,499.00	28.45 %	\$14,666.23
040-100-5014	City Clerk	\$1,677.82	\$5,872.39	\$20,040.00	29.30 %	\$14,167.61
040-100-5050	Public Works Director	\$1,913.81	\$6,698.33	\$22,963.00	29.17 %	\$16,264.67
040-100-5052	Utility Worker I	\$0.00	\$0.00	\$13,742.00	0.00 %	\$13,742.00
040-100-5054	Utility Worker II	\$1,262.51	\$4,418.78	\$15,157.00	29.15 %	\$10,738.22
040-100-5058	Maintenance Worker I	\$234.44	\$912.55	\$3,377.00	27.02 %	\$2,464.45
040-100-5220	Overtime	\$669.73	\$2,340.06	\$7,759.00	30.16 %	\$5,418.94
040-100-5315	Social Security/Medicare(FICA)	\$567.99	\$1,994.74	\$8,831.00	22.59 %	\$6,836.26
040-100-5320	Worker's Comp	\$3.51	\$1,450.01	\$5,797.00	25.01 %	\$4,346.99
040-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$8,003.00	0.00 %	\$8,003.00
040-100-5410	Health Insurance	\$1,758.97	\$5,276.92	\$30,614.00	17.24 %	\$25,337.08
040-100-5450	Public Employees Retirement	\$853.87	\$2,998.61	\$11,907.00	25.18 %	\$8,908.39
Total PERSONAL SERVICES		\$10,609.15	\$37,795.16	\$168,689.00	22.41 %	\$130,893.84
MATERIALS & SERVICES						
040-100-6010	Auditing	\$0.00	\$0.00	\$4,290.00	0.00 %	\$4,290.00
040-100-6012	Legal Services	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
040-100-6014	Financial Services	\$198.25	\$793.00	\$3,570.00	22.21 %	\$2,777.00
040-100-6016	Engineering Services	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
040-100-6022	IT Services	\$0.00	\$976.94	\$4,736.00	20.63 %	\$3,759.06
040-100-6028	Other Contract Services	\$366.24	\$1,332.48	\$4,000.00	33.31 %	\$2,667.52
040-100-6110	Insurance And Bonds	\$0.00	\$5,643.03	\$6,594.00	85.58 %	\$950.97
040-100-6120	Publications, Printing & Dues	\$0.00	\$119.00	\$400.00	29.75 %	\$281.00
040-100-6126	Postage	\$60.00	\$431.00	\$1,500.00	28.73 %	\$1,069.00
040-100-6130	Office Supplies/Equipment	\$0.00	\$15.63	\$250.00	6.25 %	\$234.37
040-100-6134	General Supplies	\$55.88	\$237.82	\$2,000.00	11.89 %	\$1,762.18
040-100-6138	Bank Service Charges	\$0.00	\$0.00	\$1,500.00	0.00 %	\$1,500.00
040-100-6140	Travel & Training	\$127.70	\$856.24	\$1,000.00	85.62 %	\$143.76
040-100-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
040-100-6220	Building Repair & Maintenance	\$0.00	\$422.25	\$1,000.00	42.23 %	\$577.75
040-100-6224	Equipment Repair & Maintenance	\$730.97	\$6,366.23	\$5,000.00	127.32 %	(\$1,366.23)
040-100-6230	Other Repair & Maintenance	\$1.58	\$39.38	\$12,500.00	0.32 %	\$12,460.62
040-100-6234	Non-Capitalized Assets	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
040-100-6420	Water Services	\$865.13	\$2,499.59	\$6,794.00	36.79 %	\$4,294.41
040-100-6425	Sewer Services	\$526.59	\$2,091.06	\$6,469.00	32.32 %	\$4,377.94
040-100-6430	Electricity Services	\$3,378.53	\$10,274.12	\$28,619.00	35.90 %	\$18,344.88
040-100-6440	Telephone Services	\$139.62	\$446.67	\$1,686.00	26.49 %	\$1,239.33
040-100-6445	Refuse Services	\$18.92	\$74.61	\$324.00	23.03 %	\$249.39
040-100-6520	Permits	\$0.00	\$0.00	\$3,100.00	0.00 %	\$3,100.00
040-100-6610	Gas & Oil	\$0.00	\$175.66	\$1,388.00	12.66 %	\$1,212.34
040-100-6720	Chemicals & Lab Supplies	\$0.00	\$3,975.04	\$13,000.00	30.58 %	\$9,024.96
040-100-6722	Water/Sewer Analysis	\$806.40	\$3,475.80	\$11,500.00	30.22 %	\$8,024.20
Total MATERIALS & SERVICES		\$7,275.81	\$40,245.55	\$124,020.00	32.45 %	\$83,774.45

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
CAPITAL OUTLAY						
040-100-8018	Capital Outlay - Software	\$0.00	\$0.00	\$7,955.00	0.00 %	\$7,955.00
Total CAPITAL OUTLAY		\$0.00	\$0.00	\$7,955.00	0.00 %	\$7,955.00
Total ADMINISTRATION		\$17,884.96	\$78,040.71	\$300,664.00	25.96 %	\$222,623.29

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
NON-DEPARTMENTAL						
DEBT SERVICE						
040-800-7020	Loan Principal	\$0.00	\$0.00	\$18,171.00	0.00 %	\$18,171.00
040-800-7021	Loan Interest	\$0.00	\$0.00	\$10,571.00	0.00 %	\$10,571.00
040-800-7122	Loan Principal - SPWF	\$0.00	\$0.00	\$4,056.00	0.00 %	\$4,056.00
040-800-7123	Loan Interest - SPWF	\$0.00	\$0.00	\$3,367.00	0.00 %	\$3,367.00
040-800-7124	Loan Principal - RD	\$0.00	\$0.00	\$6,263.00	0.00 %	\$6,263.00
040-800-7125	Loan Interest - RD	\$0.00	\$0.00	\$9,482.00	0.00 %	\$9,482.00
Total DEBT SERVICE		\$0.00	\$0.00	\$51,910.00	0.00 %	\$51,910.00
OTHER REQUIREMENTS						
040-800-9021	Transfer to Sewer Reserve Fund	\$0.00	\$0.00	\$1,575.00	0.00 %	\$1,575.00
040-800-9050	Transfer to Equipment Fund	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
040-800-9990	Contingency	\$0.00	\$0.00	\$103,805.00	0.00 %	\$103,805.00
Total OTHER REQUIREMENTS		\$0.00	\$0.00	\$107,380.00	0.00 %	\$107,380.00
Total NON-DEPARTMENTAL		\$0.00	\$0.00	\$159,290.00	0.00 %	\$159,290.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total SEWER FUND		\$17,884.96	\$78,040.71	\$459,954.00	16.97 %	\$381,913.29

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
UTILITY DEPOSIT FUND						
ADMINISTRATION						
MATERIALS & SERVICES						
045-100-6907	Deposit Refunds	\$190.42	\$1,570.42	\$0.00		(\$1,570.42)
Total MATERIALS & SERVICES		\$190.42	\$1,570.42	\$0.00		(\$1,570.42)
Total ADMINISTRATION		\$190.42	\$1,570.42	\$0.00		(\$1,570.42)
Total UTILITY DEPOSIT FUND		\$190.42	\$1,570.42	\$0.00		(\$1,570.42)

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
EQUIPMENT FUND						
ADMINISTRATION						
CAPITAL OUTLAY						
050-100-8014	Capital Outlay - Vehicles & Equipment	\$23,452.67	\$23,452.67	\$53,579.00	43.77 %	\$30,126.33
Total CAPITAL OUTLAY		\$23,452.67	\$23,452.67	\$53,579.00	43.77 %	\$30,126.33
Total ADMINISTRATION		\$23,452.67	\$23,452.67	\$53,579.00	43.77 %	\$30,126.33

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total EQUIPMENT FUND		\$23,452.67	\$23,452.67	\$53,579.00	43.77 %	\$30,126.33

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Grand Totals		\$84,318.78	\$317,854.36	\$1,780,873.00	17.85 %	\$1,463,018.64

Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-000-0000	GENERAL FUND	\$17,965.05	\$95,947.37	\$551,154.00	17.41 %	\$455,206.63
012-000-0000	STREET FUND	\$7,768.16	\$28,566.62	\$199,111.00	14.35 %	\$170,544.38
014-000-0000	BBJ FESTIVAL FUND	\$495.05	\$16,003.27	\$36,961.00	43.30 %	\$20,957.73
020-000-0000	WATER RESERVE FUND	\$0.00	\$0.00	\$19,690.00	0.00 %	\$19,690.00
021-000-0000	SEWER RESERVE FUND	\$0.00	\$0.00	\$8,245.00	0.00 %	\$8,245.00
030-000-0000	WATER FUND	\$16,562.47	\$74,273.30	\$452,179.00	16.43 %	\$377,905.70
040-000-0000	SEWER FUND	\$17,884.96	\$78,040.71	\$459,954.00	16.97 %	\$381,913.29
045-000-0000	UTILITY DEPOSIT FUND	\$190.42	\$1,570.42	\$0.00		(\$1,570.42)
050-000-0000	EQUIPMENT FUND	\$23,452.67	\$23,452.67	\$53,579.00	43.77 %	\$30,126.33
	Grand Totals	\$84,318.78	\$317,854.36	\$1,780,873.00	17.85 %	\$1,463,018.64

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: November 18, 2018
SUBJECT: Monthly Police Report

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

SUMMARY:

The Monthly Police Report for October 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. October Police Report

LOWELL PATROL LOG OCTOBER 2018

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
1-Oct	406	2:30	4:00	1:30						
2-Oct	406	0:00	0:30	0:30						
3-Oct	406	1:00	2:00	1:00						
3-Oct	401	15:00	18:00	3:00						
4-Oct	406	5:00	6:30	1:30						
6-Oct	406	2:30	4:00	1:30						
7-Oct	406	2:30	4:00	1:30						
8-Oct	406	2:30	4:00	1:30						
12-Oct	406	4:00	5:00	1:00						
12-Oct	421	4:00	5:00	1:00						
13-Oct	406	3:00	4:30	1:30						
14-Oct	406	2:30	4:00	1:30						
15-Oct	408	5:00	7:00	2:00						
16-Oct	408	3:00	5:00	2:00						
18-Oct	406	2:30	4:00	1:30						
19-Oct	406	2:30	4:00	1:30						
20-Oct	406	3:00	4:30	1:30						
22-Oct	409	7:30	8:30	1:00						
24-Oct	406	2:30	4:00	1:30						
24-Oct	406	7:30	8:30	1:00						
25-Oct	406	2:30	4:00	1:30						
26-Oct	406	4:00	5:00	1:00						
27-Oct	409	4:00	5:00	1:00						
28-Oct	406	2:30	4:00	1:30						
30-Oct	406	2:30	4:00	1:30						
31-Oct	406	2:30	4:00	1:30						
TOTAL HOURS				37	0	0	0	0	0	0

FFIC 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: November 16, 2018
SUBJECT: Public Works Report

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

SUMMARY:

The attached Public Works Report is for the period of October 13 – November 16. The report covers the following topics: Streets and Parks, Wastewater Treatment Plant, Water Treatment Plant, and Code Enforcement.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. Public Works Report



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

TO: Mayor Bennett and Council
FROM: Max Baker, Public Works Director
DATE: November 20, 2018
SUBJECT: Public Works Report

Streets and Parks

Staff has been working on preparations for the Bridge lighting ceremony.

Cameras have been installed and programmed at both City parks and the Stage.

Wastewater Treatment Plant

Friday 11/16/18 staff had a walkthrough with a Vocation Rehabilitation Student interested in this training in the wastewater field.

Water Treatment Plant

Algae in the lake seems to be gone for the season. All sample results were ND.

Training and Certification

Max attended a week long Public Works Leadership training in Cannon Beach. The class was one of three classes. The next class will be in Bend April 2019.

Code Enforcement

Letters- 2

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: November 18, 2018
SUBJECT: Draft Committee Minutes

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

SUMMARY:

The most recent draft minutes for the Parks and Recreation Master Plan Steering Committee, Economic Development Committee, Downtown Master Plan Steering 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 Parks and Recreation MP Committee for October 18, 2018.
2. Draft minutes for the Economic Development Committee for November 5, 2018.
3. Draft minutes for the Downtown MP Steering Committee for November 5, 2018.
4. Draft minutes for the Parks and Recreation Committee for November 1, 2018.
5. Draft minutes for the Blackberry Jam Festival Committee for November 13, 2018.

City of Lowell
Lowell Parks and Recreation Master Plan Steering Committee Meeting Minutes
Thursday, October 18, 2018
Lowell City Hall

Call to Order: 7:05 P.M. by Vice-Chair Tony Moreci.

Committee Members Present: Hall O'Regan, Aaron Graham, Tristan Woodhurst, Mary Wallace, Tony Moreci, Sara Mikulich

Committee Members Absent: Jerry Bjornstad, George Wild, Joe Brazill,

Approval of Minutes: Tony Moreci moved to approve the minutes of August 16, 2018, second by Hall O'Regan. PASS: Unanimously

Joe Brazill arrived to meeting.

I. Vision and Goals: Michael Howard, Institute for Policy Research and Engagement of University of Oregon presented draft vision and goals.

II. Review Draft Conceptual Plans:

- a. Rolling Rock Park: CA Cobb presented the rough sketch of downtown from the Downtown Master Steering Committee Workshop for discussion. Michael presented a conceptual plan for discussion.
- b. Railroad Right-of -Way: Michael presented conceptual plan slide show of the area for discussion, creating a network of trails.

III. Next Steps:

- a. Schedule: Michael would like to have the Public Concept Plan Meeting in December, he will work with CA to schedule date.

Adjourn: 8:35 P.M.

Approved: _____
Tony Moreci – Vice-Chair

Attest: _____
Jared Cobb – City Recorder

**City of Lowell
Parks and Recreation Committee Meeting Minutes
Thursday, November 1, 2018
Lowell City Hall**

Call to Order: 7:04 P.M. by Chair Hall O'Regan

Committee Members Present: Hall O'Regan, George Wild, Joe Brazill

Committee Members Absent: Tony Moreci, Sara Mikulich

Approval of the minutes: Hall O'Regan moved to approve minutes from Oct. 4, 2018, second by George Wild. PASS 3:0

Old Business:

- **Review Yard of the Month Nominations** – CA presented one nomination for committee's consideration, 82 N Hyland Lane. **George Wild nominated 82 N Hyland Ln. as Yard of the Month for November, second by Joe Brazill. PASS 3:0**
- **Discuss Holiday Bridge Lighting** – The Lowell HS Band/Choir will perform, with plans to have a Santa, the buses from the school for transportation, and the Fire Dept. clean the bridge and do traffic control. Plans are to decorate the bridge with lights on the 17th of November at 11 AM.
- **Other business:**
 - CA provided an update on the irrigation project. An irrigation contractor did come out and assess the project, it will be done in two phases. They will install the controls and a timer, once that is done the system will be charged and they will replace heads as needed for a quote of \$2,180.00.
 - CA gave update on acquisition of property at 53 E Main St., and the Oregon Parks & Recreation Dept. has a grant program available for the project in the spring.

Adjourn: 8:02 P.M.

Approved: _____
Hall O'Regan – Chair

Attest: _____
Jared Cobb – City Recorder

City of Lowell
Downtown Master Plan Steering Committee Meeting Minutes
Monday, November 5, 2018
Lowell City Hall

Call to Order: 7:00 PM by Chair Lon Dragt

Committee Members Present: Michael Galvin, Robert Burr, Bill George, Lon Dragt, Aaron Graham, Lisa Bee Wilson, Pat Woodhurst, Don Swain

Committee Member Absent: Jerry Bjornstad

Approval of Minutes: Michael Galvin moved to approve the minutes of Sept. 25, 2018, second by Bill George. **PASS 8:0**

Old Business: None

New Business:

- **Review and Discuss Downtown Conceptual Plan -** CA introduced Zoe Anton, Project Manager, Planner with The Urban Collaborative, and Jake Callister, Senior Planner with Lane Council of Governments. Zoe presented a review of the process and progress, the conceptual plan, and next steps. Jake provided information on the Public Meeting that will be held on Wednesday, November 14th from 5 – 7 PM at the Fire Hall, and upcoming meetings. Discussion followed on questions about the plan.

- **Other Business:** None

Adjourn: 8:25 PM

Chair: Lon Dragt

Attest: Jared Cobb, City Recorder

**City of Lowell
Economic Development Committee Meeting Minutes
Monday November 5, 2018
Lowell City Hall**

Call to Order: 6:30 PM by Michael Galvin

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

Committee Member Absent: Jerry Bjornstad

Approval of Minutes – Robert Burr moved to approve the minutes from Sept. 25, 2018, second by Lisa Bee Wilson. PASS 4:0

Old Business: None

New Business:

- **Discuss Oregon Paddle Sports Demo Day – CA introduced item, Lisa Bee Wilson contacted Oregon Paddle Sports to encourage an exhibition here on Dexter Lake. They responded and are excited to come and demo their equipment. Discussion on how to promote the event and that CA would contact State Park's to make arrangements followed. Bill George moved to approve going forward with the planning of a one day exhibition event with Oregon Paddle Sports, second by Robert Burr. PASS 4:0.**

Other Business: None

Adjourn: 6:50 PM

Chair Jerry Bjornstad

Attest: Jared Cobb, City Recorder

City of Lowell, Oregon
Minutes of the Blackberry Jam Festival Committee Meeting
November 13, 2018

The meeting was called to order at 7:05 PM by Vice-Chair Michael Galvin

Members Present: Pam Baumann, Michael & Virginia Galvin, Tim Stratis, George Wild, Gerry Burr, Diane Stephens, Joyce Donnell, CA - Jared Cobb

Approval of Minutes: Gerry Burr moved to approve the minutes of October 9, 2018, second by George Wild. Approved by consensus.

Old Business:

Financial: CA Cobb will continue to work on verbiage for how events would contribute a percentage back to the festival for operation expenses.

Public Relations, Programs & Advertising: No report.

Poster: No report

Sponsorship: No change

Crafts: Pam stated she will start working on plotting vendor spaces in the former Food Court area.

Food Vendors: CA stated that the County has agreed to work with the City in closing the street for the festival and the food trucks will be located on the north side of North Shore Drive.

Entertainment: No report

Quilt Show: No change

Car Show: No report

5KRun: CA reported that the Girls Basketball are interested in doing a Basketball Tournament instead of coordinating the 5K Race. A suggestion was on contacting the Track Team to see if they would be interested in taking on the event.

Parade: Diane announced that Dr. Walt Hanline has accepted to be the Grand Marshal for 2019.

Fishing Derby: No report

Kids Activities: It was reported Small Town Heroes have been at the office working on sorting donations and washing stuffed animals.

Grease Pole Climb: Tim stated he is working on the pole.

Pie Baking/ Eating Contest/ Coins in the Hay: Tim will contact the PTO and discuss coordination of the event.

Horseshoe Event: No report

K9 Event: No change.

Garbage/Recycle/Toilets: No change.

Layout/set-up/Grounds: CA will continue to work on more electrical connections, and a working map of the area.

Security: No change.

New Business: None

Other Business:

- Tim requested not to meet in December. **Tim Stratis moved to have the next BBJ meeting on January 8, 2019, second by Gerry Burr. Approved by consensus.**
- Exploration of having a Beer/Wine Garden at festival was discussed. More to follow in January.
- Discontinue use of PO Box 212 address. Will use only PO Box 490 going forward

Adjourn: 8:13 PM

Approved: _____ **Date:** _____
Michael Galvin – Vice-Chair

Attest: _____ **Date:** _____
Jared Cobb – City Recorder

DRAFT

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: November 18, 2018
SUBJECT: Ordinance 297 – Water Leak
Adjustments

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

SUMMARY:

The Lowell Revised Code does not currently allow for water leak adjustments. The proposed amendment would provide one (1) adjustment per twelve (12) month period. Adjustments would only be permitted when the customer can demonstrate the leak has been repaired by providing a copy of a plumbing invoice or receipts for materials. Moreover, adjustments would not be provided for plumbing fixtures or faucets that are left running for an extended period. A first reading of Ordinance 297 was completed at the October 16, 2018 City Council meeting.

FISCAL IMPACT:

The City receives a limited number of adjustment requests. The amendment is not anticipated to have a material fiscal impact.

COURSES OF ACTION:

1. Motion to approve a Second Reading of Ordinance 297, as written.
2. Motion to approve a Second Reading of Ordinance 297, as amended.
3. No action.

RECOMMENDATION:

Motion to approve a Second Reading of Ordinance 297, as written.

If approved, Ordinance 297 should be read in full by the Mayor. Upon completion, a motion can be made to adopt Ordinance 297.

ATTACHMENTS:

1. Ordinance 297 – An Ordinance Amending Lowell Revised Code, Section 4.153.

CITY OF LOWELL, OREGON

ORDINANCE 297

AN ORDINANCE AMENDING LOWELL REVISED CODE, SECTION 4.153.

THE CITY OF LOWELL ORDAINS AS FOLLOWS:

Section 1. The following section of the Lowell Revised Code 4.153 is hereby amended as follows.

Sec. 4.153. - Adjustment of bills.

- ~~(a) Unusually high water bills resulting from leakage occurring in the customer's plumbing system will not normally be adjusted. It is the customer's responsibility to maintain their plumbing system leak free. The City Administrator is authorized to approve an adjustment in cases of extreme financial hardship, but under no circumstances may adjustments be made that lower the water bill to under the lowest incremental water rate. As a courtesy, the City may notify customers with unusually high water use of such use as soon as possible after the monthly meter reading.~~
- (a) Where it can be demonstrated that an existing leak on the customer's side of the meter has been repaired, the utility may allow an adjustment of up to 50 percent of the estimated excess consumption due to leakage, for no more than the last two billing periods. Adjustments shall not be permitted when the excess consumption is due to the apparent continued waste of water due to a negligent failure to repair the leak. No more than one adjustment shall be provided in any twelve (12) month period.

Adopted by the City Council of the City of Lowell, this 20th day of November 2018.

Yea: _____

Nay: _____

Approved: _____
Don Bennett, Mayor

First Reading:
Second Reading:
Adopted:
Signed:
Effective Date:

Attest: _____
Jared Cobb, City Administrator

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: November 18, 2018
SUBJECT: Community Facilities Study

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

SUMMARY:

On September 19, 2018 the City released a Request for Proposals for a Community Facilities Study. The RFP closed on October 10. Two proposals were received from The Urban Collaborative and Seder Architecture/PARC Resources. Subsequently, the Evaluation Committee reviewed and scored the proposals. The Committee recommends awarding the project to The Urban Collaborative.

FISCAL IMPACT:

The FY 2018/19 General Fund, Administration budget includes \$25,000 for Capital Outlay – Buildings and Facilities.

COURSES OF ACTION:

1. Motion to accept the recommendation of the Evaluation Committee and award the Community Facilities Study project to The Urban Collaborative.
2. Motion to award the Community Facilities Study project to Seder Architecture and PARC Resources.
3. Motion to reject the proposals and republish the Request for Proposals.

RECOMMENDATION:

Motion to accept the recommendation of the Evaluation Committee and award the Community Facilities Study project to The Urban Collaborative.

ATTACHMENTS:

1. Staff Report



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

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: November 18, 2018
SUBJECT: Community Facilities Study

Request for Proposals for a Community Facilities Study (RFP 2018-02) closed on October 10, 2018. The evaluation Committee, comprised of the City Administrator, City Clerk, and Public Works Director reviewed and evaluated two proposals received from Seder Architecture/PARC Resources and The Urban Collaborative. An overview of the evaluation criteria, recommendation for award, and project funding are provided below.

Evaluation Criteria and Scoring

The Evaluation Committee reviewed proposals for the minimum requirements and scored them on the following criteria. The results are provided below:

Criteria	Seder/PARC Resources	Urban Collaborative	Maximum Points
1. Experience and Qualifications of Project Team Members and Firm	26	28	30
2. Project Understanding/Approach	27	30	30
3. Work Examples	18	19	20
4. Contract Price	18	13	20
Total:	89	90	100

Recommendation for Award

Both firms have significant experience developing facility studies and designing public facilities. The Evaluation Committee recommends awarding the Community Facilities Study project to The Urban Collaborative. The following is a summary of each criterion:

1. Both firms have significant experience. The Urban Collaborative maintains more diverse experience, with projects including the development of City design standards, facility studies, and building design.

2. The Urban Collaborative proposed a more robust outreach strategy. They also placed a greater focus on collaboration, placemaking, and how the new Community Facilities will contribute to a defined, thriving downtown.
3. Both firms submitted excellent work examples. Seder/PARC Resources provided a long list of projects to demonstrate their abilities. Likewise, The Urban Collaborative provided a detailed list. The Urban Collaborative was given a slight edge due to the strong integration of building form and landscape design (“placemaking”).
4. Seder/PARC Resources scored higher due their proposed contract price of \$19,687. The Urban Collaborative submitted a proposal for \$24,890.

Project Funding

The current FY 2018/19 Budget for the Administration Department includes \$25,000 for Capital Outlay – Buildings and Facilities. Staff recommends using these funds to complete the Community Facilities Study.

"It's like having a group of experts in our back pocket!"

*Wanda Powless
Klamath Crisis Center*

For PARC Resources

"PARC's assistance has brought many millions of dollars into this community and I truly appreciate the professional manner in which you have assisted this County and community."

*Steve Grasty, Retired Judge
Harney County*

For PARC Resources

"Great Work! Great Job! And Much Thanks! I am looking forward to continuing our partnership and once again I want to thank you for the incredible work you have done for us "

*Dean Dollarhide
Board Chairman
Northern Wasco County
Parks & Recreation District*

For Seder Architecture+ Urban Design

"So often communities don't have professionals with vision available to them. You (Mark Seder) have vision, a successful history in a number of places, and credibility ... not to mention a can-do positive attitude ... all of which brings the light of hope and optimism to a community when they 'see' what could happen."

*John McArdle, Mayor,
City of Independence*

For Seder Architecture+ Urban Design



Courtesy of Trip Advisor

PROPOSAL

for services for the Lowell Community Facilities Study

PARC RESOURCES

With Seder Architecture + Urban Design LLC

1-800-758-6812

www.parcresources.com

Eastern Regional Office:

PO Box 549/101 East Main
Weston, Oregon 97886
(541) 566-9384

Central Regional Office:

64644 Cook Road
Bend, Oregon 97701
(541) 330-0485

Legal Status:

Limited Liability Company (LLC)

Service Area:

United States of America

Authorized Contact:

Stan Foster, President

EXPERIENCE

PARC Resources has been actively involved in a multitude of community planning efforts over the years. From Master Planning the Burns Paiute Reservation with Seder Architecture + Urban Design, to creating a pathway and a Facility Plan for the Town of Twisp, Washington, PARC Resources has demonstrated the benefits of a community-based grassroots planning approach to assisting communities plan their future. We have provided Business, Feasibility, Facilities, Capital and Master Planning for the Port of Morrow, City of Reedsport, Oakridge, Rufus, Umatilla, Pilot Rock, Lincoln City 4-Cs, City of Rockaway Beach, Airway Heights, Washington Industrial Park, and many more. Our knowledge of rural communities and working knowledge of economic development planning makes us an excellent choice to assist the City in this important effort.

Master Planning in all of its forms and varieties has been a specific and acknowledged strength of Seder Architecture + Urban Design. Their long list of planning projects includes many community Facilities Plans, including several collaborating with PARC Resources, as well as twelve adopted Downtown Revitalization and Action Plans. The firm's groundbreaking college and university Facilities Master Plans for Western Oregon University, Arizona State University, and Oregon Institute of Technology have received accolades and have led directly to major renovations, expansions, and upgrades of key university facilities, two of which have won national design awards. A number of Master Planned, designed and completed City Halls, libraries and Community Centers in rural communities makes Seder particularly a good fit both in collaboration with PARC Resources, and for your Lowell Community Facilities.

QUALIFICATIONS

Public Affairs Research Consultants (PARC) Resources

Founded in 1985, PARC Resources is a consortium of professional consultants who provide professional services under contract for state, regional, local, and tribal governments as well as for private sector for-profit and not-for-profit organizations.

We shape each project team to fit our client's needs, bringing together the best-suited people to achieve results. Our pool of experts includes facilitators, marketing specialists, researchers, grant writers, architects and urban designers, feasibility analysts, AICP-certified planners, economic development specialists, and project managers. Our strength is the extent and diversity of qualifications that our affiliate consultants bring to the consortium. Our consultants are selected on the basis of their capabilities and we subscribe to a Code of Values that includes a strict policy of nondiscrimination.

Seder Architecture + Urban Design LLC

Seder Architecture + Urban Design works in partnership with municipalities, stakeholders, citizens, officials, and potential funding sources to envision and plan for bright futures. We've been particularly focused on the needs, challenges, and unique "value-adding" opportunities of the Northwest's rural communities.

Seder projects have been published locally and nationally and have won national and local design awards and competitions. Most importantly, though, each plan and project has delivered initial, lasting, and sustainable value to the institution and community. Seder Architecture + Urban Design is, according to ORS 279A.120, a Resident Bidder in the State of Oregon.

Profile of the Project Team

Stan Foster, *President, PARC Resources*

Stan will take the lead on coordinating the team, assisting community facilitation, and participating in strategy development for the Facilities Plan. Stan's training and experience in planning, community consensus building, and economic development planning makes his contribution to our team important to maintaining a local approach to all strategic planning.

Mark A. Seder, RA, LEED ap, *Principal, Seder Architecture + Urban Design LLC*

A certified sustainability designer with national and local award-winning designs and completed projects, Mark will attend and contribute to all meetings with the City and will develop the architectural, and cost planning recommendations for the final Facilities Plan. Seder Architects will produce designs and concept options for City properties based on community input. These will include one set of building upgrades, renovations, re-purposing, and expansions, as well one set of new construction concepts for the Steering Committee's consideration. Site improvement concepts will also be integrated, which could involve aspects of parking improvements, accessibility upgrades, additional outdoor programmed space, etc.

Mark has led this process on numerous Strategic and Master Plans as well as on other Facilities and Downtown plans including the design and realization of a number of City Hall, Library and Community Center projects. Mark will integrate all physical aspects of your Facilities Plan into valuable and institutionally supported concepts and recommendations, building on both the assets of existing and potential facilities and sites, and integrating with institutional goals, missions, and visions. Mark will coordinate directly with the work of Stan Foster and Laura Prado to closely align facilities and site recommendations with current and projected and supported needs. Mark will also ensure that all copies of the conceptual designs are available digitally for easy access and dissemination.

Dr. Robert (Bob) Irvine, *Vice President PARC Resources*

Bob will oversee the drafting and development of the Facilities Plan as well as provide all economic development data essential to a viable plan. He has provided similar services to many enterprises in his more than a decade and a half with PARC Resources. Bob's experience will ensure that the study is a practical guide for integrating with a facility development/expansion/replacement strategy. Bob will direct the creative team, overseeing the researchers, writers, and analysts. Bob will integrate his findings directly with Mark Seder to determine best options to meet the economic and related needs of the citizens of Cascade Locks and the surrounding area in coming years and decades.

Laura Prado, *Client Services Manager, PARC Resources*

Laura will serve as the principal research specialist, conducting interviews and assisting with community workshop facilitation. Laura will also be involved in summarizing the findings of the community outreach efforts and presenting these results in representative tables, charts, and outcome summaries. Her support of research objectives will ensure that all information is sought to inform this process and final outcomes.

PARC and Seder will call upon other team members as needed to complete your Facilities Plan with the most efficiency and the most effective results. This may include computer graphics assistants, researchers, proofreaders, and desktop publishing specialists.

PROJECT APPROACH AND UNDERSTANDING

The scope of work below includes all elements requested in the City's request for proposals. As stated, we are a grassroots, community-based planning group committed to local control and practical results. While some groups come into a community with pre-conceived notions and boilerplate plans, we make every document a local product. We make sure that our final products are locally "owned" and committed to, as this local ownership is critical to any implementation strategy. Our team shares common values as active listeners, responsive planners, and creative strategists in all implementation. We are

dedicated to rural environments and believe that the size of the population should not be a factor in getting the best professional services possible. The PARC Team has worked together with our clients to make a difference in each community we work in and by providing the support necessary to effect change with the highest customer service.

PARC Resources and Seder Architecture + Urban Design will evaluate all previous strategic and physical planning work in order to establish a baseline of expectations and opportunities. After completing this review and performing an initial conference call with representatives of the steering committee, we will be ready to initiate the community-based planning process so integral to success. We propose a community-based process that will reach out to all segments of Lowell's population. This process will include initial interviews with city staff, a meeting with the Downtown Master Plan Steering Committee, a tour of the existing facility and potential project sites, and a community workshop, facilitated by PARC Resources to gain a sense of the community's needs – particularly with regard to the library and community center. PARC Resources will then distill this information to present to the Steering Committee with recommendations on top priorities for the committee's consideration and approval.

Once the Steering Committee sets the final priorities for the facility, Seder Architecture + Urban Design will complete the first draft of the two sets of conceptual drawings, to include one set for rehabilitation and one set for new construction. These drawings will be presented to the Steering Committee for feedback before editing and finalizing the designs and providing cost estimates. While Seder Architecture + Urban Design completes the drawings, PARC Resources will compose the accompanying narrative, which will include background information, needs statement, community outreach process, findings, proposed facility designs, timeline, budget, and funding plan.

All information will be presented to the city employees and the general public for one final round of community input and comment before the Steering Committee approves the plan. Once approved, PARC Resources and Seder Architect + Urban Design will present the plan to the City Council and PARC Resources will take the responsibility of publishing the document. The final deliverable will include a package containing five bound copies, one unbound copy, and a flash drive with all project documents.

Commitment to Community

Over the past 25 years, PARC Resources and Seder Architecture + Urban Design have worked on successful projects throughout the west. We prioritize the community process because we know that getting community support is paramount for any project's success. Our commitment not only to our clients, but to their communities provide long-term relationships, allowing us to draw on what we have learned working together to realize multiple projects over many years. Always, our business approach is to be responsive to the communities in which we are working, and to achieve positive sustainable results that can be relied upon.

WORK PRODUCT SAMPLES

PARC Resources and Seder Architecture + Urban Design have successfully partnered on a number of projects from Community Facilities to Master Planning. Our complimentary skills allow us to provide comprehensive Strategic Business Planning, Capital Facilities Planning, and Physical Site Planning and Envisioning and Design services that address institutional and community needs, strategic planning objectives, and phased development to meet long-term objectives. PARC and Seder have partnered or otherwise collaborated on the following projects, to name just a few:

- Wasco County Tenth Street Property Master Plan
- Burns Paiute Tribe Reservation Master Planning

- Klamath Commission on Children and Families Klamath Intergenerational Community Center Master Plan and Concept Design
- Elgin Opera House Master Plan and Phased Renovation/Restoration Project
- SAGE Center Port of Morrow Agricultural Visitor Center Business Feasibility and Master Plan Design
- Rogue River Community Center Business Feasibility Plan & Concept Design
- City of Rufus Community Center + Renewable Energy Visitor Center Renovation Master Plan & Design
- City of Rufus Strategic Plan + Town Center Plan
- City of Oakridge Strategic Plan and Community Center Feasibility and Design Master Plan Study
- City of Pilot Rock Strategic & Civic Center Plan
- Chiloquin Visions In Progress Strategic Plan
- North Wasco Park and Recreation District Thompson Park Master Plan (Seder), Phase One Design/Feasibility (Seder), and Business Feasibility Study (PARC), Seder went on to design and complete the new \$ 4.5 million Northern Wasco County Aquatic Center, including new 50 meter/8 lane multi-use pool, new Splash Park, new Bathhouse with second floor Parks District Offices, skateboard park and other site improvements. The center has enjoyed tremendous popularity and success in its three full summers of operations, drawing from the community and well beyond.
- Harney County Hines Mill Site Master Plan
- Chiloquin Mill Site Master Plan
- South Sherman Fire & Rescue Fire Station Capital Plan (PARC Resources) with Conceptual Designs (Seder)
- Athena's Gem Theatre Restoration Project

Burns Paiute Reservation Master Plan

Budget: \$35,000

PARC Resources and Seder Architecture + Urban Design provided an extensive evaluation of the existing infrastructure on the Burns Paiute Tribe Reservation Lands in Burns, Oregon. This work included design charrettes, detailed "as-built" evaluations of existing buildings, evaluation of the long-term needs of the Tribe, and a twenty-year Master Plan document that identifies key developments and improvements to the reservation lands. This project was a six-month process and included many local meetings and fact-finding efforts with Tribal members, workers, and the surrounding community. Dr. Irvine provided all economic analysis and drafting of the plan. Mark Seder provided all physical and projected development visual concepts, and Stan Foster provided all team coordination and facilitation.

Port of Morrow Agricultural Center Business Feasibility and Master Concepts Plan

Budget: \$30,000

PARC Resources and Seder Architecture + Urban Design completed a detailed Business Feasibility Plan as well as a Preliminary Design, respectively, for a new agricultural visitor center in Boardman, Oregon. This work included detailed programming and community participation in the concept of a new visitor center focused on energy, water, transportation, and agricultural practices, as well as companies, resources, and innovations shaping the industry. The coordinated work between design and business operation was critical in coming up with a sustainable approach to this interesting facility.

Elgin Opera House Master Plan and Phased Restoration Project

Budget: \$15,000

PARC Resources and Seder Architecture + Urban Design completed the conceptual designs and capital campaign strategy to restore an historic opera house in the small town of Elgin, Oregon in Union County. The opera house was in use as a community theatre and as it approached its centennial anniversary, the community determined the need to address deferred maintenance that had left the building in need of some significant repairs. In addition, the community wanted to strengthen the building to ensure its sustainability for the next hundred years. The project was completed over three phases and over a million dollars of renovations and improvements to the Opera House. Seder Architecture + Urban Design provided ongoing project management support with PARC Resources providing grant writing services. This culminated in a "Grand Re-Opening" day long Community Celebration marking both the completion of the Opera House Renovation phases, and the 100th Anniversary of the facility.

These examples represent only a small handful of the projects PARC Resources and Seder Architecture + Urban Design have worked on over the years. Additional examples are attached at the end of this proposal. Additional samples of our work are available upon request.

PROJECT COST

PARC Resources and Seder Architecture + Urban Design have prepared the following proposed scope of work and price structure for this planning effort. Numbers written in green represent the cost for services from Seder Architecture + Urban Design.

Timeframe	Item	Responsible party	Outcome	NTE Price
November	Review existing reports and plans	PARC Resources, Seder Architecture	Avoid redundancy	\$ 129 \$ 120
	Schedule interviews and meetings	PARC Resources, city staff	Itinerary set for December	\$ -
December	Meet with Downtown Master Plan Steering Committee	PARC Resources, Downtown Steering Committee, Seder Architecture	Ask questions about existing plan and gather Downtown Steering Committee perspective	\$ 129 \$ 120
	Interview city staff to identify and prioritize space and facility needs	City Staff PARC Resources Seder Architecture	Identify needs and priorities of staff	\$ 516 \$ 480
	Tour facilities and potential project sites	PARC Resources, Seder Architecture	Photograph problem areas; Architect to take measurements and gather information	\$ -
	Facilitate Community Workshop(s)	PARC Resources Seder Architecture	Gather needs/wants input from the community	\$ 516 \$ 480
	Begin drafting planning document	PARC Resources	Summarize current plans, clearly define facility problems, report on community input.	\$ 1,935
January	Meet with Steering Committee	PARC Resources, Steering Committee Seder Architecture	Report findings from interviews and workshop; finalize priorities	\$ 258 \$ 240
	Prepare conceptual drawings	Seder Architecture	Two sets of conceptual drawings (for rehabilitation and new facility) based on priorities set by Steering Committee	\$ 3,720
	Continue drafting planning document	PARC Resources	Document steering committee priorities	\$ 645
February	Meet with Steering Committee	PARC Resources, Steering Committee Seder Architecture	Comment on conceptual drawings	\$ 129 \$ 120
	Revise conceptual drawings, if needed	Seder Architecture	Conceptual drawings ready for steering committee approval	\$ -

	Prepare cost estimates	Seder Architecture	Projected cost of facilities' improvements or replacements	\$	800
	Complete first draft of planning document	PARC Resources	Draft ready for Steering Committee review	\$	2,193
March	Meet with Steering Committee	PARC Resources, Steering Committee	Review draft and note necessary changes	\$	258
	City staff meeting	PARC Resources, city staff	Progress update on planning & preliminary designs	\$	258
	Facilitate Second Community Workshop(s)	PARC Resources Seder Architecture	Progress update on planning & preliminary designs	\$	516
	Revise planning document as-needed	PARC Resources Seder Architecture,	Draft ready for Steering Committee review	\$	1,290
	Steering Committee final review	Steering Committee	Review draft and approve changes from previous meeting	\$	-
April	Proofread & finalize plan	PARC Resources	Finalized document ready for council approval	\$	1,032
	Present plan to City Council	PARC Resources Seder Architecture	Seek council approval	\$	- -
	Publish the documents	PARC Resources	Package includes five bound copies, one unbound copy and a flash drive with digital copies	\$	410
PARC Subtotal				\$	10,214
Seder Subtotal				\$	6,560
Associated Travel Costs				\$	2,913
Total				\$	19,687

ADDITIONAL SERVICES

PARC Resources is available to provide follow-up fundraising support services on an as-needed basis. Such support can include training volunteers to manage local fundraising efforts, creating brochure and other supporting fundraising documents, grant writing services, and technical assistance. Seder Architecture + Urban Design can provide full construction documents and project management upon request.

COST CONSIDERATIONS/STATEMENT OF AVAILABILITY

PARC Resources' representative for this proposal is Stan Foster. He is authorized to negotiate and execute an agreement between the parties. Stan is reachable through our Bend, Oregon office at 64644 Cook Avenue / Bend, OR 97703 / 800-758-6812 / stan@parcresources.com.

Mark Seder of Seder Architecture + Urban Design will lead the architectural and facility assessment team, which will evaluate the existing building and site(s) and provide recommendations on all aspects of existing and potential building facilities and site upgrades and changes. Mark can be reached at Seder's Portland Office at 3219 NE Thompson Street / Portland, OR 97212 / 503-209-5596 / markstudiopdx@gmail.com.

By affixing my signature below, I attest that I have the authority to commit PARC Resources to complete the proposed project described herein. The proposal is good for sixty (60)-days from the date of my signature.



October 8, 2018

Stan Foster

Date

PARC Resources & Seder Architecture + Urban Design thanks you for this opportunity to propose, and we much look forward to taking the next steps to be your selected team. As you can see, we've had much experience together, and as a measure of this, have collaborated in the production of this proposal, much as we will do if selected to work with you. The following pages contain supplemental materials, including references, individual consultant resumes, examples of similar projects, and a two-page sample of our work from a capital campaign plan for the City of Grass Valley, Oregon's Pavilion Restoration Project.

REFERENCES

for PARC RESOURCES

Mike Shippey, Chairman
Willamette Resources Educational Network (WREN)
(541) 683-6494

Steve Grasty, Judge
Harney County
(541) 573-6356

for SEDER ARCHITECTURE + URBAN DESIGN

Bob Francis, City Manager
City of Hood River
(541) 386-1488

Don Sampson, recent former Executive Director
Confederated Tribes of the Umatilla Indian Reservation
(541) 276-3165

for PARC and SEDER

Paul Koch, Executive Director, Port of Cascade Locks
Former City Manager, Cities of Cascade Locks and Pilot
Rock
(503) 309-1460

Scott Green, Executive Director
Northern Wasco County Park & Recreation District
541-296-9533

Joe Martin, Director
The Dalles Youth Center Coalition (541) 298-4277

Dean Dollarhide, Board Member
Northern Wasco County Park & Recreation District
541-296-1966

Phil Houk, Mayor
(541) 966-0200
City of Pendleton

PARC has the kind of background that an individual organization could not possibly replicate without hiring a very expensive staff member, which, of course, no small nonprofits have the ability to do. They have systems in place. They follow up with their clients. They get into the thinking of each organization they represent and help formulate ideas and strategies to achieve specific goals.

- Frank Geltner, Oregon Council for the Arts

"Great job last night. The Council was very impressed with the layout (and they are not easily impressed). They thought the flow was terrific and the space allocation was more than generous. They also appreciated the data on the costs associated with the "VW", "Chevy", "Caddy", and "LEED" options. This was VERY HELPFUL."

- Bob Francis, City of Hood River

STAN FOSTER

EXPERIENCE

1995-current	President Public Affairs Research Consultants (PARC)
1988-1994	Executive Director Community Action Program East Central Oregon (CAPECO)
1984-87	Chief Planner State of Oregon
1982-83	Business Development Planner/Special Transportation Manager Chemeketa Community College-Mid Willamette Valley SSA
1979-82	Senior Land-Use Planner/Social Services Director Polk County, Department of Community Development
1977-79	Social Service Director Yamhill County Board of Commissioners
1972-1974	Elementary School Teacher Ausable Springs School for Emotionally Disturbed Children (Canada)

EDUCATION & TRAINING

- 1977 Bachelor of Science, Portland State University
- 1978-82 American Planning Association
- 1984 Certified Emergency Planning Instructor
- 1985 Certified Hazardous Material Response Planning Instructor
- 1988 Outward Bound Instructor
- 1993 Senior Fellow - American Leadership Forum
- 1994 High Ropes Adventure Trainer

BOARDS & COMMISSIONS

- 1977 Child Care Commission
- 1979 Social Services Commission for Yamhill County
- 1982 Senior Citizen Transportation District for Polk County
- 1983 Oregon Hazmat Coordinating Council
- 1985 Peace Plaza Committee
- 1989 Youth Services Commission
- 1992 Umatilla County Home Rule Charter Committee

MARK A SEDER RA, LEED AP.

EXPERIENCE

Principal and founder, Seder Architecture + Urban Design LLC, 2007 to present

Principal, Seder Architecture pc, 1994 – 2007

Project Designer / Manager, Associating with Portland firms, 1990 - 1994

Design & Planning Principal, Bloodworth Ellis Seder McNamara, 1986 - 1990

EDUCATION & TRAINING

- University of Oregon, Bachelor of Architecture 1975, with Commendations for Design and Media.
- Continuing attendance at numerous professional seminars, trade shows and conferences.
- Continuing education courses in sustainability, computer graphics and other areas of practice.
- Oregon Registered Architect 1980.
- LEED Accredited Design Professional 2005.

SELECTED PRESENTATIONS, AWARDS, AND HONORS

- Rufus Community Center + Renewable Energy Visitor Center presentations to Governor's Office, Senator Ron Wyden, and other senate delegation representatives, the major power companies, Renewable Northwest Project, OMSI, Northwest Power & Conservation Council, SolarWorld Americas, and others
- OIT College Union Building, Citation for Design Excellence, Renovation and Modernization, published 2004, American School & University Magazine (included College Union Area Master Plan)
- Werner University Center Phases I, II and III, Citation for design excellence, Renovation and Modernization, 2002 (Resulting from Werner University Center Master Plan by Seder)
- Werner University Center Phases I, II and III Hammurabi Award, 2003. (Resulting from Werner University Center Master Plan by Seder)
- National Design Award: "CityKids" Child Development Center in The Portland Building, Portland, Oregon. 2003
- Citation for Design Excellence, project in process & completed project, OIT College Union Building, American School & University Magazine, 2002
- "Best in the West" and several other regional awards, Independence Station Mixed Use Development design
- Invited presenter and panelist, Oregon Mayors' Association Conferences, August 2003 and July 2004: "How to Plan and Design your City for Effective Growth and Development"
- Invited presenter, Oregon Design Conference 2003: Downtown Urban Design for Oregon's Small & Medium-Sized Cities
- Invited presenter, American Institute of Architects Regional Conference, August 2003: "The public process in downtown urban design and public projects"
- American Institute of Architects Design Award, Goodwill Industries Corporate Headquarters and Flagship Retail and Training Facility

SELECTED PUBLICATIONS

- American School & University Magazine; Werner University Center 2002
- American School & University Magazine; OIT College Union, 2002 (unbuilt) and 2004 (built)
- Northwest Passages; ACUI Region 14 Newsletter, Two student union design articles
- American School & University Magazine; "CityKids" Child Development Center
- Architecture Magazine; Goodwill Industries Corporate Headquarters, Design Award, 1995.

ROBERT IRVINE, Ph.D.

EXPERIENCE

Vice President, PARC Resources*	Weston, Oregon
Adjunct Professor, Blue Mountain Community College*	Pendleton, Oregon
Adjunct Professor of History, * Southern New Hampshire University	Manchester, NH
Resource Faculty Member, Eastern Oregon University	La Grande, Oregon
Associate Director, Homestead Youth Lodge	Pendleton, Oregon
Lecturer, Western Oregon University	Monmouth, Oregon
Instructor, Kansas State University	Manhattan, Kansas
Geological Associate, RZA-AGRA	Portland, Oregon

**Current positions*

SELECTED ACCOMPLISHMENTS

- Author: Built to Fail, Rowman & Littlefield, with Randy Trani, 2014
- Author: Fallacies in Education, Rowman & Littlefield, with Randy Trani, 2010
- Developed marketing and market capture models for regional tourism venues.
- Served as project manager and grant administrator for capital project funded, in part, by federal funds.
- Developed and presented water law and the historical development of the U.S.
- Successfully implemented funding plan through grant writing and loan packaging.
- Conducted field research and survey analysis for use in economic analysis.
- Successfully managed small tourism-related business in Alaska.
- Completed analysis of water law and the environment as it impacted the development of the American west.

SKILLS & TRAINING

- Grant Writing
- Financial Feasibility Analysis
- Research Techniques & Processes
- Public Facilitation
- Economic Analysis

EDUCATION

- 1997, Ph.D. in American History, Kansas State University
- 1992, Masters in Management, Willamette University
- 1990, B.A. in Geology, Whitman College

LAURA PRADO

Grant Writing Specialist and Lead Trainer, PARC Resources	Weston, OR
Continuity Specialist/Customer Service Coordinator, PARC Resources	Weston, OR
Phone-A-Thon Manager, Whitman College	Walla Walla, WA
Customer Support Technician, Sykes Inc.	Milton-Freewater, OR
Medical Records File Clerk, Family Practice Associates of Walla Walla	Walla Walla, WA

EDUCATION

- 2005-2009 Bachelor of Arts in Sociology, Whitman College
- 2016-Present Masters Candidate, Southern New Hampshire University

SELECTED ACCOMPLISHMENTS

- Researched, created and managed the company contact database.
- Organized employees for greater efficiency.
- Developed and presented informational lecture on sports medicine.
- Developed and presented informational lecture on race in the media.
- Facilitated financial gifts to Whitman College totaling \$129,736 in individual gifts over four months.

SKILLS & TRAINING

- Grant writing
- Research techniques & processes
- Effective communication
- Background in technology, specifically internet connectivity
- Computer proficiency
- Organizational skills
- Background in Customer Service

COMMUNITY SERVICE AND PROFESSIONAL ASSOCIATIONS

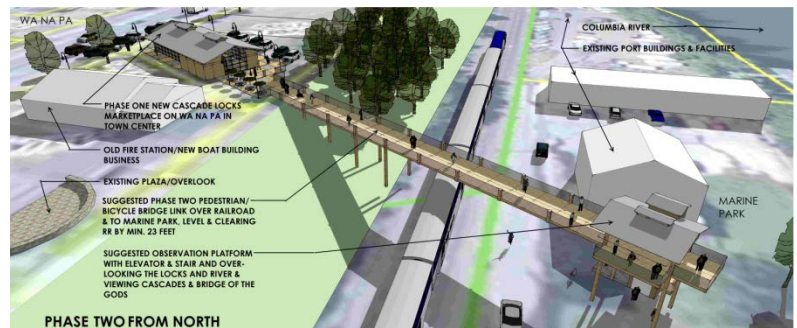
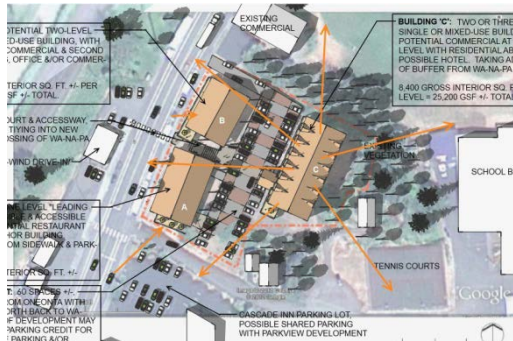
- 2004-2008: Triangle Little League Softball Coach
- 2007-2008: Blue Mountain Humane Society Volunteer
- 2009-2016: Whitman College Associate Class Representative
- 2013-2014: Weston Parks & Recreation Commission, Chair
- 2018: Milton-Freewater Trails Planning Group
- 2018: Walla Walla Community Council Affordable Housing Study Committee

SAMPLE PROJECTS

Port of Cascade Locks Studies

The Port of Cascade Locks' varied land holdings range from industrial infrastructured bare land to current industrial buildings, town center properties ideal for commercial development and Marine Park, a varied regional attraction on the Columbia.

Seder Architecture + Urban Design was asked by the Port to separately study planning & design options for their Parkview and Marketplace sites on WaNaPa Avenue in the Town Center. Working with the Port and community, our completed *Parkview Site Study* creates a three-building complex with two buildings taking advantage of prime WaNaPa commercial frontage, with the third building featuring tremendous views and screening from the street, being up slope and behind the lower buildings. The complex centers on a pedestrian-paved parking court serving all buildings and also suggests connecting to parking across a side street for flexible shared sites parking, rather than prescriptive site-by-site parking.



Our *Marketplace Site Study* creates two structures, a Farmers' Market Building and a Flex Building that will feature the new Thunder Island Brewpub. These linear shed roof buildings will have common themes of WaNaPa frontage, openness, and connections to their sites and views. Site between the buildings will again be a multi-use parking court serving both, usable for outdoor events at certain times. An exciting future possibility fulfilling a goal of the Port is to extend the Farmer's Market Building floor outdoors as a deck/bridge passing high over the railroad, becoming a new lookout interpretive platform in Marine Park, and then by stair and elevator, connecting down to the park. This experientially rich connection partially fulfills a port goal and would give pedestrians and cyclists a second and more direct, vehicle-free park access and other visitors a platform to enjoy the tremendous views of the Columbia, Bridge of the Gods, Thunder Island, and the Cascade Mountains on both sides of the river.



Historic Hood River City Hall Renovation Master Plan and Project

Seder Architecture + Urban Design, 2012 and continuing

Historic Downtown Facility Master Plan, CM/GC process leadership & selection, \$ 1.1 million renovation project, brought in on time and on budget. Structural upgrades, masonry restoration & interior historic woodwork renovation. New casework blending with historic character. Innovative glass and walls "open air" partially enclosed staff offices.



City of Umatilla City Hall and Library

PARC Resources

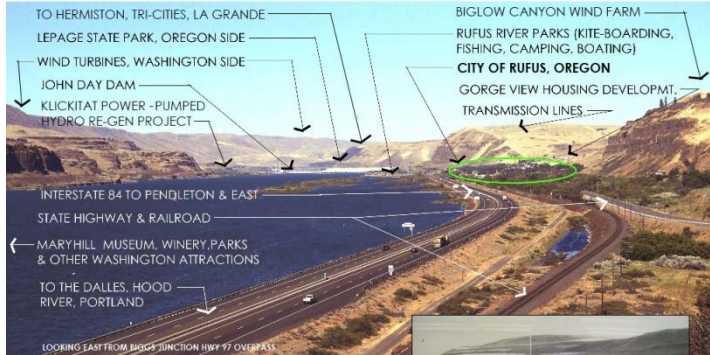


The City of Umatilla contracted PARC Resources to develop the fundraising strategy and complete grant work for the combined City Hall and Library. The City Hall project was already underway and the City needed to raise \$600,000 to complete the library portion

of the building. The community set an aggressive, but ultimately successful local fundraising goal of \$250,000, leaving the balance to come from private foundations. The completed building is still a point of pride in this small community, even a decade after the project's completion.

Rufus Projects

The small Eastern Columbia Gorge City of Rufus, Oregon sits in a scenic and very accessible location on the Columbia with a dry sunny climate, very visible wind towers and the John Day dam nearby. Since 2006, Seder Architecture + Urban Design has teamed with PARC Resources to envision renovations to the former elementary school to better serve the community as a Community Center. In the last five years with our addition of a Renewable Energy Visitor Center, the **RCC + Energy Center** has gained widespread knowledge and support from key state leaders in government, renewable energy, education and tourism.



"We're telling the stories of renewable energy...in the readily accessible heart of 'America's Foremost Renewable Energy Corridor'...while



More recently, Seder & PARC again collaborated in each of our disciplines on an innovative **Rufus Town Center & Strategic Plan** in 2012 to integrate not only the RCC + Energy Center, but a number of other current and coming projects and improvements. As well as having recently established the Rufus Industrial Park, a developer has recently broken ground on Phase 1 of a 53 lot Gorge Vista Housing Development in town. The highway department will repave and add streetscapes to the main street (i.e. the state highway) in the town center. Our plan also establishes an innovative new pathway beneath freeway and thru two large culverts to directly connect the town center to the three miles of Columbia Riverfront for pedestrians and cyclists.

RUFUS TOWN CENTER AND STRATEGIC PLAN

CITY OF RUFUS, OREGON

PARC RESOURCES SEDER ARCHITECTURE + URBAN DESIGN FEBRUARY 10, 2013



The Twisp Complex

PARC Resources: 2008 - 2010

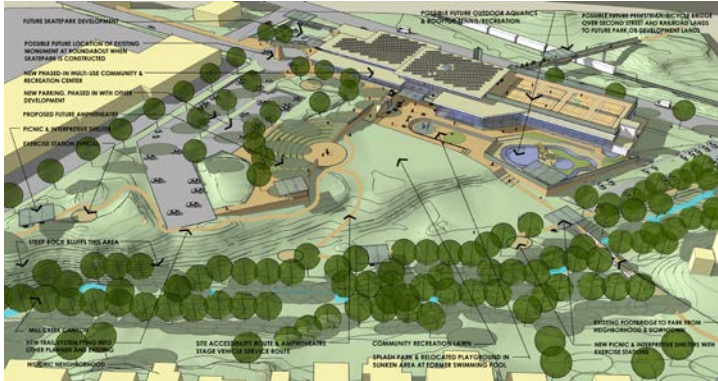
PARC Resources conducted a community-wide needs assessment and Business Feasibility Study on acquiring a surplus 6.8-acre forest service complex located in the heart of Twisp, Washington in the Methow Valley. We were able to determine a re-use strategy and determine an acceptable purchase price based on debt service capacity. After the purchase was made and closed, we completed a community-based planning process that resulted in a complete Master Plan and Business Plan for the next ten years for the complex to be fully re-utilized. The project has been renamed "Twisp Works" and is managed by a Public Development Authority. It has sustainable revenue streams to complete the redevelopment of the site over the next ten years.

City of Rockaway Beach – City Hall

PARC Resources

The City of Rockaway Beach hired PARC to develop the feasibility study for their combined City Hall and Community Center in 1999. The plan included a market analysis and operating budget for the community center in relation to the cost of construction the building. Once the plan was finalized and adopted by the City Council, the City hired PARC Resources to provide grant writing services, raising more than \$550,000 in private and state grants to supplement the USDA Facilities Loan and local contributions. The facility was completed by 2003 and remains open and much-used by the community today.





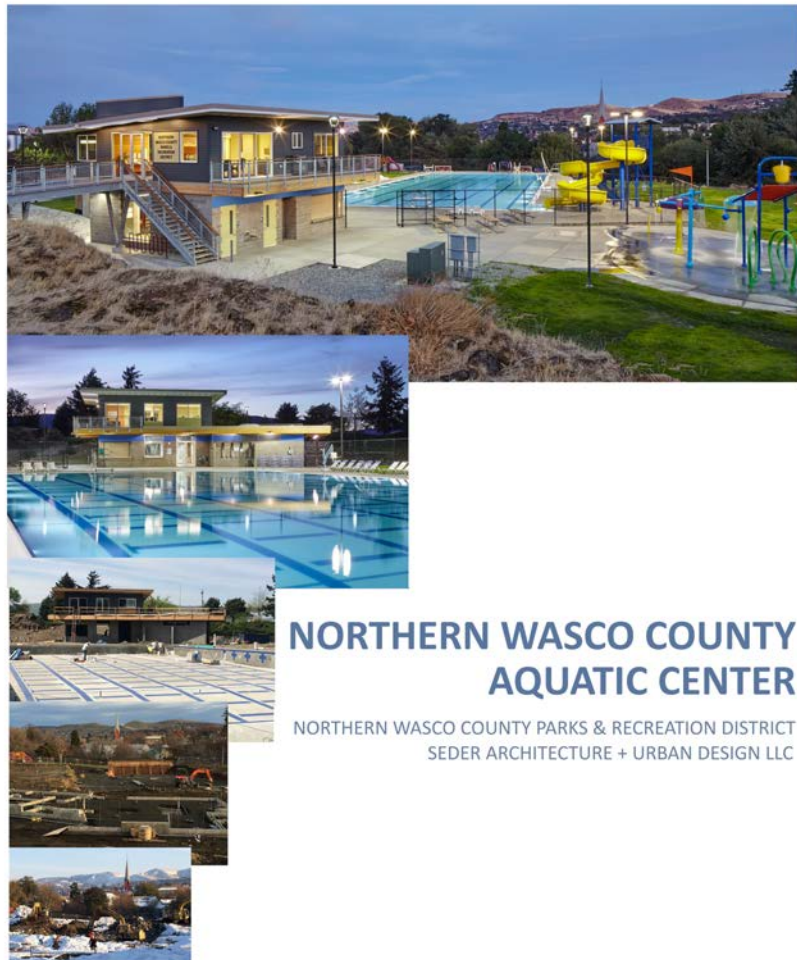
Thompson Park Master Plan, Phase One Design and Feasibility, and Design and Realization of new Northern Wasco County Aquatic Center

Seder Architecture + Urban Design 2009-present

Working with a parks and facilities committee as well as parks director and personnel, we provided

a strong vision-oriented Park Master Plan in 2009 based on capturing the maximum value of this well-located community park and resource. Our Master Plan centers on the creation of a new all-season multi-use aquatic, recreation and community center with incredibly high community and visitor visibility and access including directly from Interstate 84 and from the major community thoroughfare, Second Street. The new facility strongly showcases its multi-use recreation and fun aspects to passers by through major glazing of the entire street façade, while at the same time serving to shield all parklands from intrusive traffic and transportation impacts. A shelter and trail system take full advantage of the wonderful natural features of large rock outcroppings and the wild Mill Creek Canyon in this urban setting, with a community performance and lounging amphitheater set into a natural rock bowl.

We followed quickly from our Master Plan with the design and feasibility work for Phase One of the proposed overall park improvements. Phase I establishes the new aquatic and recreation center plus a new skateboard park and other initial site improvements. In 2011, we were asked to continue our design and project work, to realize the new Aquatic Center and related facilities, which opened in the summer of 2014. Easily visible from the I-84 freeway and very accessible from the community, the Northern Wasco County Aquatic Center, including new 50 meter/8 lane pool, splash park, Bathhouse with Concession and Parks District Offices and skateboard park has enjoyed tremendous popularity and success. Future phases will add other community facilities to the center and much enhance the park site with new and improved trail and shelter system, new tennis courts, restrooms and the new multi-use amphitheater.



NORTHERN WASCO COUNTY AQUATIC CENTER

NORTHERN WASCO COUNTY PARKS & RECREATION DISTRICT
SEDER ARCHITECTURE + URBAN DESIGN LLC

Chapter 3: The Existing Pavilion



Located just off Highway 97, the community Pavilion is a clearly visible landmark that unifies and symbolizes the community of Grass Valley. The building is surrounded by large and mature deciduous trees, sprawling lawns, and a seasonal stream. The 5,000 square foot one-story Pavilion also sits as the corner building on a major community intersection. With the crossing North Street leading to the Grass Valley/South Sherman County Elementary School and to the popular and growing Oregon Raceway Park only two miles from town,

it is a great location for the building. Further, it is nestled in idyllic surroundings, adding to the charm of this community landmark.

The Pavilion is a much beloved historic structure built circa 1916, which is “the” site in Grass Valley for large gatherings and community events. The construction is typical of the period in which it was built, and the overall structure is reminiscent of a barn with a stage, large open floor, and high ceilings, adding to the character and functionality of the building. As a community gathering point, the building should be familiar, open, accessible, and inviting, and this building achieves those goals, including ADA accessibility. This makes it ideal for a wide variety of events. For nearly 100 years, the building has hosted weddings, funerals, birthday parties, meetings, banquets, movies, plays, concerts, and even roller skating. It is truly a multipurpose facility that is the community’s first and best option for any sort of gathering.

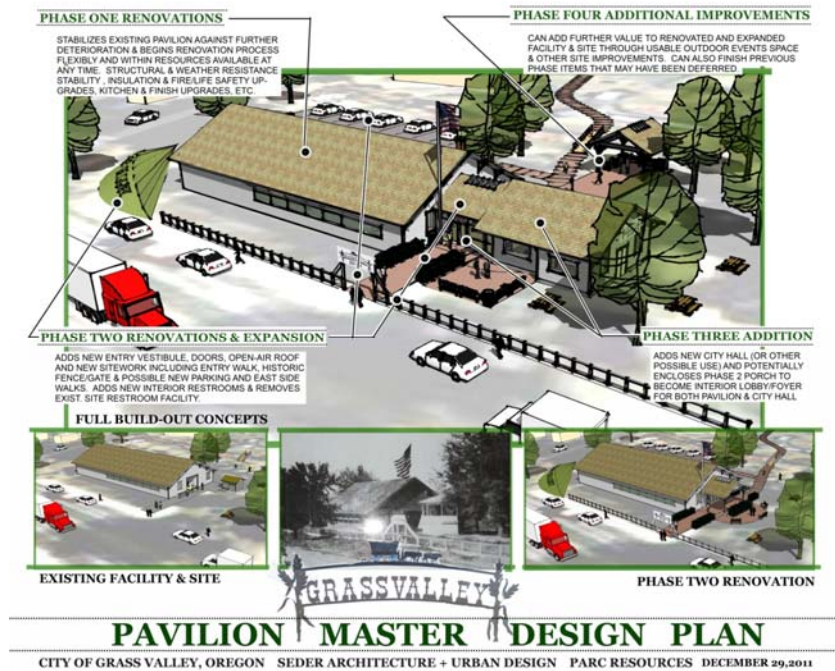


Despite all of the positive features of the building, the simple fact is that the building is nearing its 100th anniversary and much of the necessary maintenance to keep the building in good condition has been deferred due to budget constraints. Therefore, the community is committed to refurbishing the building and keeping it functional for another century.

Overall, the building is stable and will be useful for another few years. However, there are underlying problems that need to be addressed including cracks in the footings, points in the ceiling that sag, walls that are out of alignment and out of plumb, and outdated electrical and plumbing that will need to be brought up to current standards and codes. Other critical problems are the need for new and additional insulation, replacing windows and generally improving the energy efficiency of the building. Because of the poor insulation, the building is drafty and costly to heat, which is both uncomfortable and expensive for the City to operate in the winter.

In addition to the wear and tear of the aging building, there are also design flaws such the lack of bathroom facilities within the building. Instead, building patrons rely on an outdoor bathroom structure that is closed during the winter months. It is unclear whether the building contains hazardous substances such as asbestos. An exterior concrete ramp and railings in addition to the two steps to access the building at the main level, do give ADA-required access to this level, although not to the stage level. It also appears that the Auditorium should have a second and well separated means of fire egress, as the two exits either side of the stage go immediately up staircases and to non-existent and inadequate exterior exit balconies. Addressing these structural drawbacks is critical to enhancing the building for the health, comfort, and safety of patrons.

PARC Resources recommends restoring the building and addressing the critical concerns mentioned above. The building has significant historic and sentimental value to the residents of Grass Valley for obvious reasons. In addition, the cost of restoring the building is lower than new construction for a building with similar functionality, so there is no logical reason to build a new facility. Seder Architecture + Urban Design created the conceptual drawings for this facility, including descriptions of each construction phase as shown below.



CITY OF LOWELL

COMMUNITY FACILITIES STUDY



RFP Title:

Community Facilities Study
RFP #2018-02

Proposer Primary Contact

Mark Gillem, PhD, FAIA, FAICP
800 Willamette Street, Suite 790
Eugene, OR 97401

M. 510-551-8065
mark@urbancollaborative.com

Date of Submission

October 10, 2018

Prepared for:

City of Lowell
Jared Cobb, City Administrator
107 East Third Street
Lowell, OR 97452

Response to Request for Proposals

October 10, 2018

TRANSMITTAL LETTER

October 10, 2018

Jared Cobb
City Administrator
City of Lowell
107 East Third Street
Lowell, OR 97452

RE: Proposal for City of Lowell Community Facilities Study, RFP #2018-02

Dear Mr. Cobb and Members of the Selection Team,

I am pleased to submit our proposal for the City of Lowell Community Facilities Study. **The Urban Collaborative** (UC) is more than qualified to fulfill all services within the scope of work and project goals and objectives identified in the Request for Proposals. The UC is an interdisciplinary design firm that has prepared master plans, comprehensive plans, form-based codes, land use plans, and facilities concept plans regionally, nationally, and across the globe. As a local firm, we can provide on-site support throughout the entire project process. Moreover, we are currently working with the Lowell community to develop a Downtown Master Plan and would apply our experience to this next step in planning. The team will work closely with the City of Lowell, City Council, Downtown Master Plan Steering Committee, staff, residents, and other stakeholders throughout the design process. Working with the people who will implement and use the community facilities will ensure our team's ability to develop concept plans that reflect the community's vision and meet the needs and desires of staff and residents.

Our projects in the region include preparing concept plans, renderings, and a cost estimate for the Lutherwood Lodge and Administration building in Cheshire, Oregon. The plans, developed through a participatory process, included several community facilities. In Wilsonville, Oregon, our team developed architectural design standards for the Old Town neighborhood, including concepts for four distinct building types that adhered to the neighborhood's desired historic character. In addition, we have experience in similar scale community facilities studies and concept plans as a result of our work with the Department of Defense at installations in the U.S. and around the world. Similar to small towns, installations have limited budgets and a need for beautiful administrative and community facilities within their areas. Our team designed the Torii Community Center and Library at an American military base in Japan that supported a community of families similar in size to Lowell.

The UC is known for creating award-winning plans that promote the vision and goals of the community. Our comprehension of your objectives for the Community Facilities Study has guided the assembly of a team with a proven track record in community engagement, facilities studies, building concept plans, and cost estimates. We have enjoyed working with the City of Lowell during the first stages of developing the Downtown Master Plan and are eager to further collaborate with local government and community members in this important and exciting work. If you have any questions, please contact me anytime at mark@urbancollaborative.com or by phone at 510-551-8065.

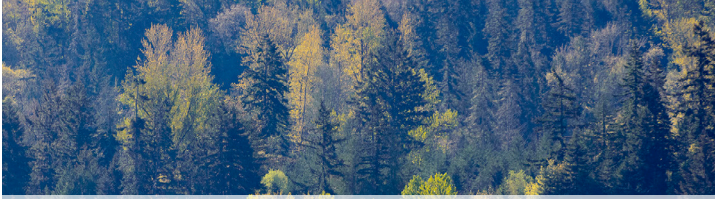
This proposal is irrevocable for 70 days from the proposal opening date.

Sincerely,



Mark Gillem, PhD, FAIA, FAICP
Principal
The Urban Collaborative, LLC

A New Vision for Community Facilities in Lowell



Beautiful and Functional Facilities



For the Entire Community,



That Enhance Lowell's Small Town Feel and Historic Character



Meeting the Needs of the Community



In a Central Location.

This vision supports the emerging Downtown Master Plan vision and goals and the 2018 Strategic Plan Vision of "A rural lakeside community, with a high quality of life, great outdoor activities, proud of our history, looking forward to the future through a representative government."

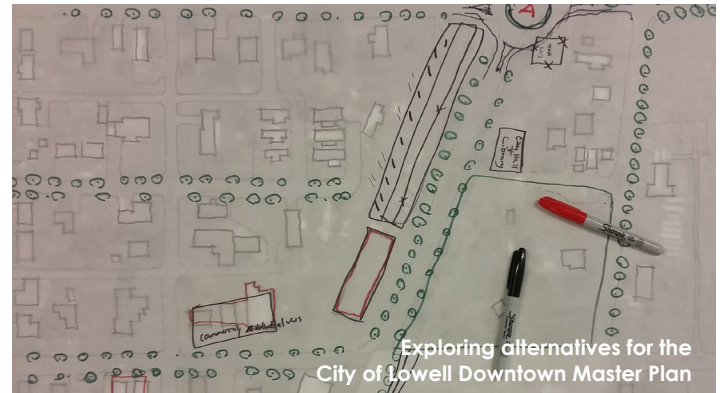
The Urban Collaborative's planning process starts with reviewing previous planning documents and working with the city and stakeholders to understand the opportunities and goals of the community. We use this information as a base to help the community create a new vision for future community facilities that addresses the administrative needs of the City, responds to the desires of the community, and identifies priorities for implementation.

EXPERIENCE

The Urban Collaborative has ample experience conducting community facilities studies for communities of all sizes. These studies help to identify the vision and components of concept plans for civic buildings. We have **completed architectural concept plans for over forty communities** worldwide. Our team is currently working with the Lowell community to develop the Downtown Master Plan and has experience working with other municipalities of similar size including a Joint Comprehensive Plan for the town of Emporia, Kansas, and community planning work at small American military installations around the world.

The UC has developed facility plans for numerous communities similar to Lowell, including a lodge and administrative building at a youth summer camp for Camp Lutherwood in Cheshire, Oregon; a Community Center and Library, Fire Station, and a Community Club for the Marine Corps Air Station Iwakuni; and administrative head quarters and flexible training facilities for several installations. These communities, while diverse, are of the same size as a small town and have similar needs and wants for their community and administrative facilities. Throughout each of these projects our team uses a participatory planning process to **engage communities and ensure the proposed facility design serves the needs and desires of the community** or the organization.

The UC has experience in **preparing budget estimates for the design and construction** of public facilities. In 2017 our team completed a Customer Concept Document for the Joint Operations Center at Fort Polk. Like a small town, the DoD installations we work with need a facility that could meet multiple needs on a tight budget. We help our clients in **identifying funding, including securing grant funding**. We design **flexible spaces for potential income generating activities** such as event rooms that can also be classrooms. Our team works with stakeholders to ensure a realistic budget for conceptual projects so a planning board can identify funding sources. It is our goal to help the City of Lowell to plan for future capital expenditures and inform the community about its capital needs while building a City Hall that supports the community's vision.



Our History and Services

The Urban Collaborative (UC) is a planning and design firm headquartered in Eugene, Oregon that helps communities establish a collaborative vision and define implementation plans to achieve their goals. The UC has a reputation for creating great places through community engagement, stakeholder collaboration, and context-based planning. Established in 2006, we have received over 35 national, state, and local planning and design awards. With 24 staff members with degrees in planning, architecture, landscape architecture, economics, and engineering, our multi-disciplinary team thinks creatively and brings expertise in planning and design along with effective implementation tools to all of our projects.

The Urban Collaborative provides the following services:

- Comprehensive Planning
- Architecture
- Strategic Visioning + Analysis
- Form Based Planning
- Street Design Guidelines
- Concept Plans
- Programming Documents
- Sustainability Analysis
- Transportation Planning
- Public Facilities Planning
- Low-Impact Development
- Resiliency Planning
- Implementation Plans



Recent Awards

- American Planning Association-Federal Planning Division (APA-FPD) Outstanding Federal Planning Project – Honor Award, USAG-Miami Future Development Plan, 2017
- American Institute of Architects and South West Oregon (AIA-SWO), People's Choice Award, Master Planning Category
- APA FPD. Outstanding Technical Plan or Study – Citation Award Fort Polk Joint Operations Center Customer Concept Document, Louisiana, 2017
- APA FPD. Outstanding Collaborative Planning Project – Merit Award: NASA Johnson Space Center Master Plan Update, Texas & New Mexico, 2017
- APA FPD. Outstanding Federal Area Development Plan Project – Honor Award: Fort Polk Warrior Plaza ADP, Louisiana, 2016
- American Planning Association Hawaii Annual Chapter Award. Outstanding Planning Award – Joint Base Pearl Harbor-Hickam Master Plan, 2016
- APA FPD. Outstanding Technical Plan or Study Merit Award: Parks Reserve Forces Training Area Development Execution Plan, Dublin, California, 2016
- APA FPD. Outstanding Federal Planning Project Honor Award: Fort Buchanan Area Development Plan, San Juan, Puerto Rico, 2016
- APA FPD. Outstanding Area/Site Development Plan Merit Award: Fort Knox South Wilson Area Development Plan, Radcliff, Kentucky (with Merrick and Co), 2016
- APA FPD. Outstanding Technical Plan or Study Honor Award: Fort Hood Area Development Execution Plan, Killeen, Texas, 2016
- Outstanding Environmental Planning Project Honor Award: Parks Reserve Forces Training Area Sustainability Component Plan, Dublin, California, 2016

Community Facilities Studies

The Urban Collaborative (UC) has experience conducting similar scale public facilities studies as well as developing concept plans for civic buildings for communities across the nation and American installations across the globe. These studies, developed through a participatory planning process, include floor plans, interior and exterior renderings, and cost estimates.

REFERENCES

Project: Torii Community Center and Library, (Iwakuni, Japan)

Contact:

Mr. Emilio Rovira
Planning Division, Facilities Department
MCAS Iwakuni, Misumi-Cho
Iwakuni-Shi, Yamaguchi-Ken
Japan, 740-0025
emilio.rovira@usmc.mil
+81 827.79.6403

Project: Camp Lutherwood Lodge and Administrative Offices, (Cheshire, Oregon)

Contact:

Mrs. Andrea Scofield
22960 OR-36
Cheshire, OR 97419
andrea@lutherwoodoregon.org
503.679.6625

Project: Parks RFTA Training Center, (Dublin, California)

Contact:

Mr. Jerry Zekert
Chief of Master Planning, Headquarters U.S. Army of Engineers
441 G Street NW
Washington, DC 20314-1000
Jerry.C.Zekert@usace.army.mil
540.847.5246

Project: Joint Operations Center at Fort Polk, (Alexandria, LA)

Contact:

Mr. Joey Ball
819 Taylor St., Rm 3B10
Fort Worth, TX 76102
joey.b.ball@usace.army.mil
817.886.1878



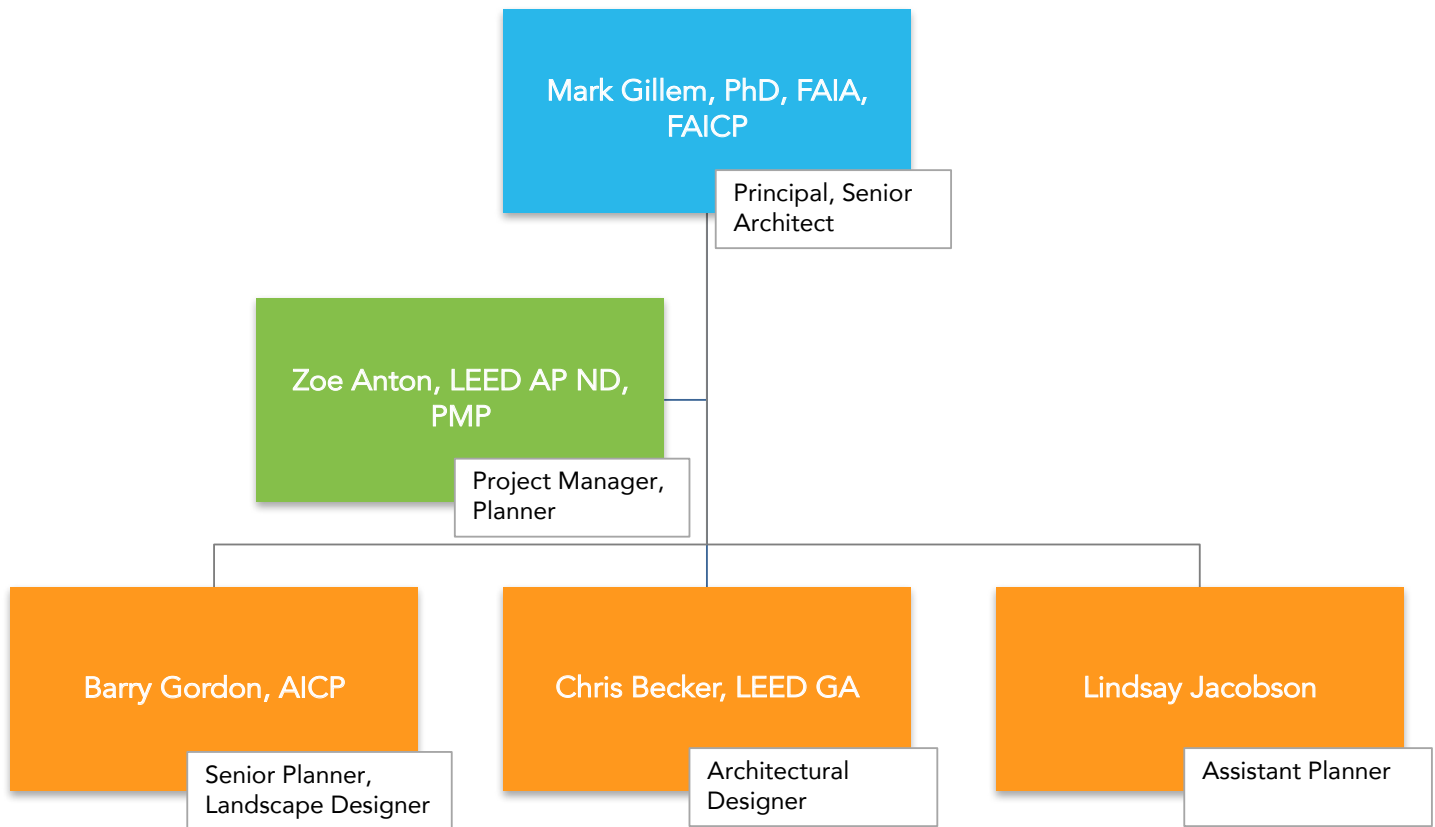
Atrium of the Community Club at Marine Corps Air Station Iwakuni

Community Club at Marine Corps Air Station Iwakuni



Team Organization

Our principal-in-charge, Mark Gillem, PhD, FAIA, FAICP, will be the Senior Architect and Facilitator and oversee the entire community facilities study effort. Zoe Anton, PMP, LEED AP ND, be the Project Manager for the team. She is currently leading the Downtown Master Plan for Lowell and is familiar with working with the City and Steering Committee. Keeping continuity of the team, Lindsay Jacobson will continue to be the Assistant Planner as well as Architectural Designer.



Our full staff are experienced and qualified and able to help as needed:

ARCHITECTURE STAFF

Virginia Bailey, CPHC
Dede Christopher
Lyndsey Deaton, RA, LEED AP, PMP
Marc Holt, RA, LEED AP
Jessica Kelly, LEED AP
Dale Masin, RA

LANDSCAPE ARCHITECTURE & PLANNING STAFF

Steve Baird, AICP
Hesham Issa, PhD, AIA
Tricia Kessler, AICP
Holly Workman, AICP
Kellie Dziedzic, LEED GA
Jane Jewett
Joaquin Pedrin, RLA
Donald Rickman, LEED AP

COST ESTIMATING STAFF

Jason Fajardo
Mike Knowles
Tim McAdams, AICP

GIS & CAD SUPPORT STAFF

John Gonzales
Eric Knobelspiesse
Jay Pezzotti

PROPOSER QUALIFICATIONS: Project Team

MARK GILLEM PhD, FAIA, FAICP

Principal, Senior Architect, The Urban Collaborative
Professor, University of Oregon



Education

Architecture PhD, University of California, Berkeley
Master of Architecture, University of California, Berkeley
Bachelor of Architecture, University of Kansas

Professional Registrations

Oregon Registered Architect, #6082
California Registered Architect, #C27707
Fellow, American Institute of Architects (FAIA)
Fellow, American Institute of Certified Planners (FAICP)
Director, International Association for the Study of Traditional Environments (IASTE)

Qualifications

Dr. Gillem has extensive experience in helping communities develop strategic visions that drive sustainable development. He has completed plans at a range of scales; from comprehensive plans at over 60 sites to numerous conceptual architectural plans (15% design). His planning work has received over 30 awards from the American Planning Association Federal Planning Division (APA FPD).

Selected Projects:

City of Lowell, OR, Downtown Master Plan

As the principal-in-charge, Dr. Gillem oversees all aspects of the Downtown Master Plan. He works directly with the in-house project manager and collaboratively with the Steering Committee and stakeholders to ensure the needs and desires of the community are met.

Torii Community Center and Library, Iwakuni, Japan

As the lead architect and principal-in-charge for this customer concept document Dr. Gillem's participation ensures the architectural designs meet the intent of the master plan and detailed form-based code developed under a larger real property master planning project. This 15% conceptual design architectural project includes a youth and teen center, library, and town pool. He worked directly with senior officials and stakeholder. This architecture project is one of nine projects developed at Iwakuni.

Camp Lutherwood Lodge and Administrative Offices, Cheshire, OR

As the principal-in-charge, Dr Gillem oversees all aspects of the Lodge and Administrative Offices Complex. He works directly with the in-house project manager

and collaboratively with the Camp Master Plan and Development Steering Committees, numerous focus groups, and community working sessions.

Parks RFTA Training Center, Dublin, CA

Dr. Gillem was the lead architect and principal-in-charge for this customer concept document. His involvement ensures the architectural designs meet the intent of the master plan developed under his guidance. This 15% conceptual design architecture project included two Marine Corps Reserve Centers with Administrative, Physical Training, and Vehicle Maintenance Centers.

Joint Operations Center, Alexandria, LA

Dr Gillem oversaw all aspects of this 15% conceptual design. The operations center laid the framework for all customer concept design and cost estimating for the U.S. Army.

Emporia and Lyon County, KS, Joint Comprehensive Plan.

As principal-in-charge and senior planner, Dr. Gillem guided the visioning process and facilitated an intensive planning charrette. He helped transition the city and county from a land use plan to a regulating plan in order to better implement the community's goals. Dr. Gillem led stakeholders and a team of planners to develop a principles, goals, and objectives to meet the community's vision and needs for a sustainable future.

Tacoma, WA, Joint Base Lewis-McChord Comprehensive Plan.

Senior planner and principal-in-charge of the master plan process. The project included direct planning with the local municipality and state department of transportation to solve major traffic issues. (Outstanding Sustainable Planning Design or Development, 2008; Outstanding Federal Planning Project, 2010)

Wilsonville, OR, Old Town Single-Family Design Standards

Dr. Gillem, as architect and senior planner, led the development of simple and flexible standards that helped to meet the community's desire to continue the historic character of their neighborhood.

Yakima, WA, Training Center Area Development Plan.

As principal-in-charge, Dr. Gillem led the effort for the U.S. Army's premier Pacific Northwest range and training installation. A small developed area, located on the west side of the 328,000 acre training complex, contains the parade field, headquarters and other support facilities for both permanent and transient units and families. The entire plan was designed using a natural, historic, and built systems overlay analysis methodology.

Clayton, OH, Comprehensive Plan.

As principal-in-charge, Dr. Gillem led the charrette facilitation and land use regulating plan development. In a diverse community, Dr. Gillem worked extensively with local government to ensure that all needs of the community were met. He helped to align the future land use plan with the community's goals, which will enable Clayton to grow while preserving their agricultural land and unique character.

PROPOSER QUALIFICATIONS: Project Team

ZOE ANTON, LEED AP ND, PMP

Project Manager, Planner
The Urban Collaborative



Education

Master of Science, Environmental Policy and Regulation,
London School of Economics and Political Science (LSE)
Bachelor of Arts, International Relations,
Bachelor of Arts, French, University of Oregon

Professional Registrations

U.S. Green Building Council, LEED Accredited Professional
Project Management Certification, Association for Project
Management

Qualifications

Ms. Anton has over eight years of experience in sustainable design and development, urban planning, and policy development. She has managed projects at various scales and consistently keeps projects on schedule and within budget. Ms. Anton has served as primary and contributing author to numerous comprehensive plans, economic development strategies, and community facilities studies. Her focus is on participatory planning, sustainable growth, and capacity building throughout the planning process.

Selected Projects:

Downtown Master Plan, City of Lowell, OR

Ms. Anton is currently the project manager and planner for the Downtown Master Plan. She has worked collaboratively with the Steering Committee and stakeholders to ensure the needs and desires of the community are met.

Old Town Single-Family Design Standards, Wilsonville, OR

As project manager, Ms. Anton directed all aspects of the process from initial analysis and stakeholder engagement to presenting at public hearings.

Joint Comprehensive Plan, Emporia and Lyon County, KS

As project manager, Ms. Anton led the overall project process as well as facilitated all community engagement, including one-on-one interviews, designing and implementing a web survey, leading focus groups, and co-facilitating a week-long planning charrette. She conducted a public facilities study and developed a phased implementation plan aligned with the community's vision.

Comprehensive Plan, Clayton, OH,

Ms. Anton co-facilitated the design charrette and worked specifically to align a new nodal development plan with the community's economic development goals.

BARRY GORDON, AICP, LEED Green Associate

Senior Planner, Landscape Designer
The Urban Collaborative



Education

Master of Landscape Architecture; Master of Community
and Regional Planning, University of Oregon
Bachelor of Science in Community Development and
Applied Economics, University of Vermont

Professional Registrations

American Institute of Certified Planners (AICP)
U.S. Green Building Council, LEED Green Associate

Qualifications

Mr. Gordon has extensive experience in sustainable design and development, education and training, policy development, public and private sector urban design, and landscape preservation planning. He has completed plans, form-based codes, and implementation plans for cities and communities at a range of scales worldwide.

Selected Projects:

Torii Community Center and Library, Iwakuni, Japan

Mr. Gordon is currently in his third year as the program manager and senior planner for this large planning program. He has led and or assisted in the facilitation of architecture and planning workshops and helped complete over 100 project deliverables from large-scale planning reports to detailed form-based codes, and 15% conceptual design architectural project. He works directly with senior officials and stakeholders alike.

Lutherwood Lodge and Administrative Offices, Cheshire, OR

As the quality assurance manager, Mr. Gordon reviewed all planning deliverables with the project team for quality and consistency prior to delivery to the client and then with the client and stakeholders during the design review period.

Parks RFTA Training Center, Dublin, CA

As a project planner, Mr. Gordon assisted in all aspects of a series of workshops that generated the planning vision and form-based code that informed this project. He worked with stakeholders, the planner from the adjacent city of Dublin, and the developer, ensuring an implementable project.

Joint Operations Center at Fort Polk, Alexandria, LA

As the quality assurance manager Mr. Gordon reviewed all planning deliverables with the project team for quality and consistency prior to delivery to the client.

PROPOSER QUALIFICATIONS: Project Team

CHRIS BECKER, LEED Green Associate

Architectural Designer
The Urban Collaborative



Education

Bachelor of Architecture, University of Oregon

Professional Registrations

U.S. Green Building Council, LEED Green Associate

Qualifications

Mr. Becker has over six years of experience in facilitating, urban design, and master planning. He brings expertise in graphic design, 3D modeling, architectural design, sustainable urban planning, and energy modeling. He works to ensure the project vision and goals developed with clients are reflected in the high quality products delivered at the end of the project.

Selected Projects:

Torii Community Center and Library, Iwakuni, Japan

Mr. Becker facilitated youth and adult focus groups and architectural design workshops. As the technical lead of the community's form-based code, he ensured the facility conforms to the form-based code, the community's needs, and the surrounding architectural styles. He also assisted in preparing an estimated capital construction budget.

Maintenance Facility and Administrative Center, Siting Study, Havelock, NC

As a technical lead, Mr. Becker helped execute all aspects of the project to ensure successful facility design and community engagement in the process. He conducted one-on-one interviews with stakeholders, drafted architectural plans, and helped prepare budget estimates for design and construction of the facility.

Lutherwood Lodge and Administrative Offices, Cheshire, OR

Mr. Becker met with clients and assisted with the architectural design documentation. He performed project quality and consistency reviews prior to delivery of the plans to the client.

Joint Operations Center, Customer Concept Document, Alexandria, LA

As an architectural designer, Mr. Becker assisted with the development of architectural plans, renderings, graphic communication, and facility programming documents. Additionally, he supported the overall quality assurance and quality check team.

LINDSAY JACOBSON

Assistant Planner, Architectural Designer
The Urban Collaborative



Education

Master of Architecture, Ecological Design Certificate;
University of Oregon
Bachelor of Arts in Interior Architecture, California State University in Sacramento

Qualifications

Ms. Jacobson is a Masters of Architecture graduate and has five years education and experience specializing in ecologically-focused architecture and planning. She has demonstrated understanding of the relationships between environmental and socio-cultural ecological processes, sustainable architecture and urban development, and how design and planning disciplines collaboratively approach these relationships.

Selected Projects:

Downtown Master Plan, City of Lowell, OR

Ms. Jacobson is currently the assistant planner for the Lowell Downtown Master Plan. She co-facilitated the downtown design workshop and is working with community members, Steering Committee members, and stakeholders to develop a new master plan for downtown Lowell.

Kintai Inn Lodge & Conference Center, Iwakuni, Japan

Ms. Jacobson assisted in the design for the Kintai Inn Lodge and Conference Center. She developed the Revit 3D Model, produced final architectural drawings for the customer concept document, and performed an energy analysis for the project.

Old Town Single-Family Design Standards, Wilsonville, OR

As a design assistant, Ms. Jacobson helped to develop and create 3D models and graphics illustrating the new design principles of the form based code for Old Town's Residential architecture.

Avionics Repair Facility Conceptual Design, NAS Lemoore, CA

As an architectural designer, Ms. Jacobson produced the Revit 3D Model and the final plans, sections, and elevations for the new facility conceptual design. She performed thorough energy calculations and systems analysis for the program needs for the facility, and created photo-realistic interior and exterior renderings for the project.

Proposed Process



November 2018

PRELIMINARY ANALYSIS

As a result of the planning process for the Downtown Master plan, our team is familiar with many past planning efforts in Lowell. We will build on our current analysis of existing conditions. This stage will further allow us to learn from existing reports and plans and ongoing efforts. We will:

- Evaluate previous city planning work that addresses City Hall, the library, and other community facilities
- Assess current zoning and land use, including any new proposals being developed during the Downtown Master Plan process
- Explore current administrative needs and community desires for an updated or new City Hall and community building
- Analyze Lowell's current community facilities and how they could be improved to better contribute to the overall goals of the community as well as contribute to economic development

This analysis and the corresponding recommendations would be presented to the Downtown Master Plan Steering Committee.

KICKOFF MEETING + STAKEHOLDER INTERVIEWS

We will attend a kick-off meeting with the Steering Committee to discuss the current state of the City Hall and Library building, potential project sites, and facility needs, as well as relevant findings from the Downtown Master Planning process. In addition, our team will conduct interviews with stakeholders including City

staff, residents, and other stakeholders to better identify and prioritize community facility needs.

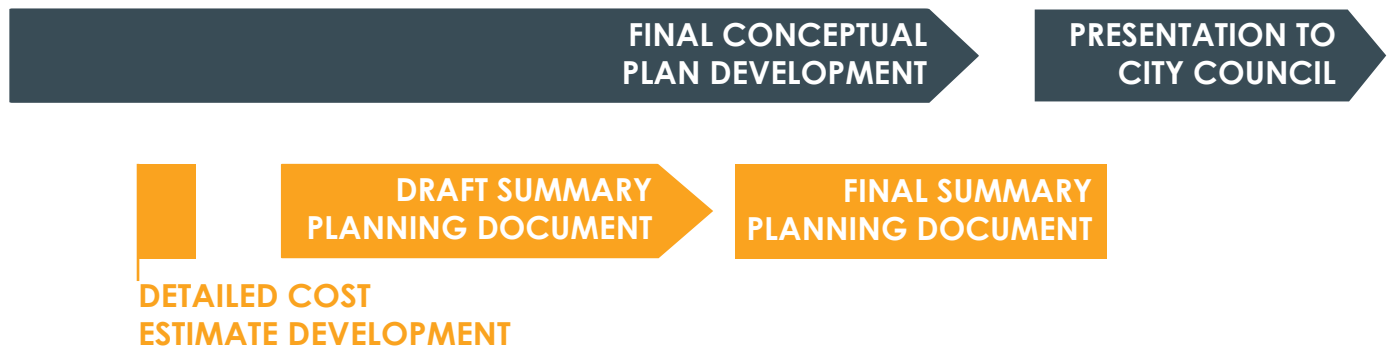
DRAFT CONCEPTUAL PLANS DEVELOPMENT

Our team, building on public engagement input, will draft two conceptual plans for the City Hall and Library facility. One will address the rehabilitation of the existing facility and the other will present a conceptual plan for a new facility. Each draft conceptual plan will include the following elements:

- Floorplan
- Elevations
- Interior design rendering
- Exterior design rendering
- High level cost estimate

PUBLIC COMMUNITY WORKSHOP

Our team follows a proven methodology for participatory planning and design. As part of this process we will conduct a half-day community workshop, or two evening sessions of two hours each, for staff and residents. Throughout the workshop we will work with dedicated stakeholders and community members to refine a clear vision, goals, and objectives for community facilities in Lowell. In addition, we will consider design opportunities that could generate revenue and help Lowell meet its economic goals. In order to ensure informed planning decisions for the City, we will work with participants to analyze and refine the components of a rehabilitated or new facility, which will lead to a better understanding of the community's preferred conceptual plan.



April 2019

With this analysis in place, our team will evaluate relevant courses of action for the City Hall and Library. This will help to outline priority needs and functions for the facility in the near term.

STEERING COMMITTEE REVIEW MEETING

We will attend and present at a Steering Committee meeting to review outcomes from the public workshop and identify a preferred conceptual plan to carry forward.

FINAL CONCEPTUAL PLAN DEVELOPMENT

Based on the comprehensive analysis, community input, and Steering Committee review, we will develop a final concept plan for the preferred approach. The final conceptual plan will include the following elements:

- Floorplan
- Elevations
- Interior design renderings
- Exterior design renderings

DETAILED COST ESTIMATE DEVELOPMENT

Our team will develop a parametric cost estimate based on the preferred conceptual plan for the Lowell City Hall, Library, and Community Facility.

DRAFT SUMMARY PLANNING DOCUMENT

Our team will prepare a summary planning document that incorporates the conceptual plan and cost estimate as well as documents the planning process. The report will help the City plan for future expenditures while also informing the community about capital needs.

FINAL SUMMARY PLANNING DOCUMENT

Following a Steering Committee review, our team will incorporate comments and prepare a final summary planning document for the City Council's review.

PRESENTATION TO CITY COUNCIL

Our team will present the planning document and conceptual plan to the City Council for adoption. The report will address facility needs for administration as well as other services that are desired by the community and identify priorities.

PROJECT APPROACH AND UNDERSTANDING: Meeting Goals

The Urban Collaborative will facilitate a process that engages a wide range of community stakeholders. Our focus is on the creation of places rather than objects, and we think a strong vision is the key to successful community facilities. From the community's vision we will evaluate design opportunities that promote economic development and generate revenue. Throughout the process we will work with the City to develop a program that meets the needs and wants of the community.

Our philosophy and work approach is focused on four key areas:

Collaboration. We have pioneered a process that integrates the goals and needs of all involved, whether actively or passively, in an engaging and effective manner. We have deep knowledge and expertise in survey methods, focus groups, charrettes, and participatory facility planning, and we use these skills on all of our projects.

Our firm does not accept development ideas and programs at face value though. As our clients educate us on the nuances of their unique community that may impact planning, we also educate our clients on creative solutions that harness these attributes as **opportunities for economic and cultural growth** in the future.

This process results in more informed facility plans that serve the organization and the community.

Placemaking. We believe in the design and creation of great places. By working with community members to create these places, they are more invested in the outcome, and more likely to support urban amenities that lead to a more vibrant building and community.

We facilitate this process by working with community and organization members to create a facility vision as the first step. With the vision guiding the remainder of the process, we keep stakeholders focused on the overall objectives of the broader community and previously established economic goals.

Creating great places draws people to downtowns and neighborhoods, spurring private development and contributing to a thriving economy.

Using Illustrations to Communicate a Clear Vision



PROJECT APPROACH AND UNDERSTANDING: Characteristics of Service

Economic Sustainability. Our goal is to create places that are economically, environmentally, and socially sustainable. We will focus on including the city's economic development goals as a foundation of this community facilities study.

Through our preliminary analysis, we will evaluate previous planning studies, existing administrative needs, and analyze Lowell's current facilities for design opportunities which could stimulate economic development.

By conducting interviews with staff, residents, and stakeholders, our team will build on our **experience developing the Downtown Master Plan** to produce realistic and sustainable conceptual plans for the community facilities.

Responsiveness. We pride ourselves on being responsive to client needs and in our ability to orchestrate collaborative planning efforts for communities.

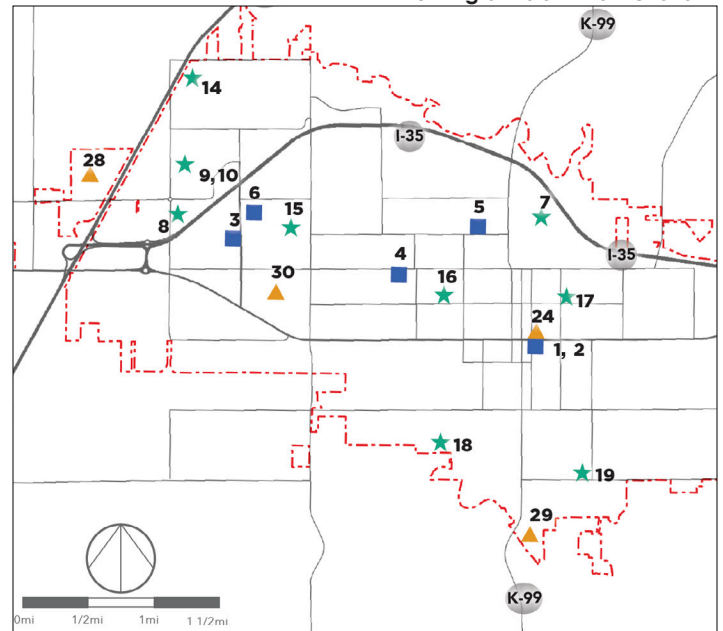
The UC will provide informed recommendations to **meet the needs and wants of the community** through the development of two conceptual plans for the City Hall and Library facility; one to address the rehabilitation of the existing facility and the other to present a conceptual plan for a new facility.

With the collaboration between stakeholders and the steering committee, the Urban Collaborative will facilitate the evaluation and analysis of the alternative plans in order to develop a recommended plan for the City Council to review and adopt.

Illustrating the Plan



Turning a Vision into Actions



WORK PRODUCT SAMPLES

Torii Community Center and Library Customer Concept Document (Iwakuni, Japan)

The Urban Collaborative led a public engagement process to generate conceptual architectural designs for a library, community center, teen center, and neighborhood pool. The project is located in the town center of Marine Corps Air Station Iwakuni - a growing small community of overseas families. Our team held **focus groups with youth, parents, adult community members, library staff, community planners, and key decision-makers** to determine a vision for the facility, the appropriate siting, and architectural plans to meet the client's and the community's needs.

The process resulted in a **vision statement and architectural concept** for the facility: **a contemporary mixed-use building that is welcoming to the community, with clearly defined spaces, incorporating narrow wings and collaborative spaces.**

The contractor and stakeholder team **analyzed multiple sites** and identified its preferred location. The site, located in the community's foremost residential and community-focused area, also sits adjacent to the installation's central park. Library staff and community planners worked with our architects to determine the building's programmatic requirements to include multi-purpose rooms, teen storage cubbies and hang out areas, maker rooms, reading alcoves, and staff work stations, personal offices, and break room/kitchen.

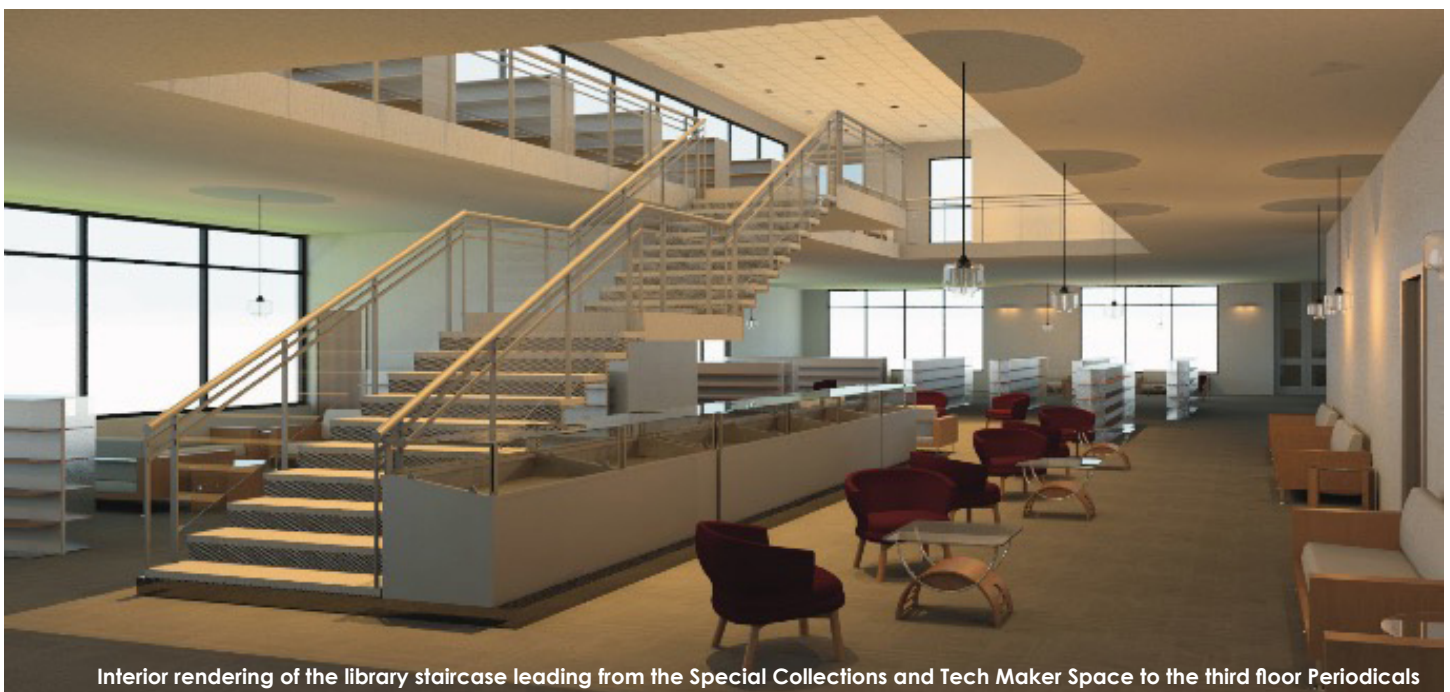
The UC created **architectural design alternatives and the preferred plan by** following the design vision, goals, and objectives, and inspiration gathered from stakeholder groups.

Project Reference:

Mr. Emilio Rovira
Planning Division, Facilities Dept
MCAS Iwakuni, Misumi-Cho
Iwakuni-Shi, Yamaguchi-Ken
Japan, 740-0025
emilio.rovira@usmc.mil
+81 827.79.6403



Youth Focus Group



Interior rendering of the library staircase leading from the Special Collections and Tech Maker Space to the third floor Periodicals

WORK PRODUCT SAMPLES

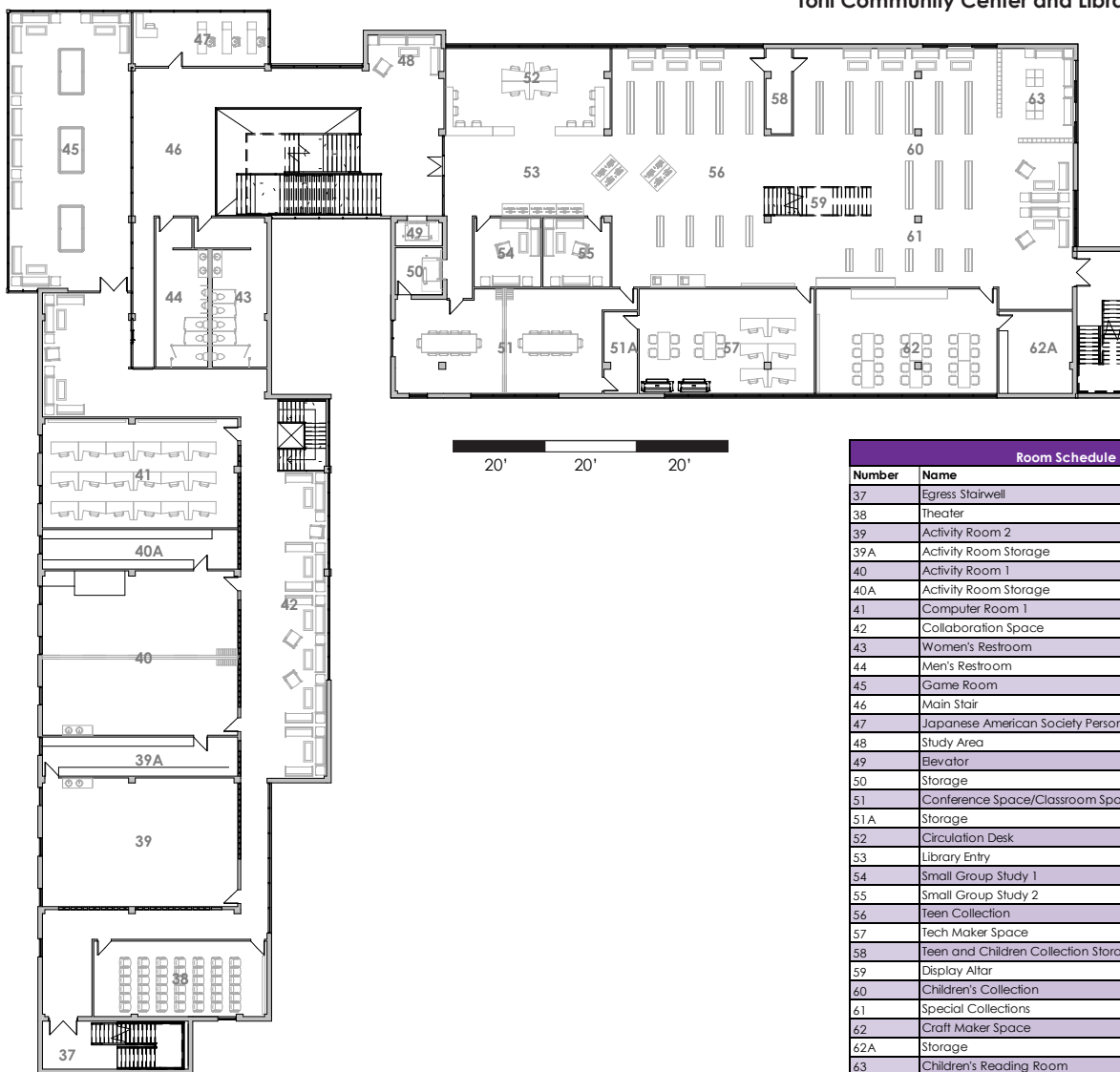
The conceptual design for the Torii Community Center and Library has narrow wings to create opportunities for **passive design strategies**, such as natural light and ventilation. The L-shape footprint allows for the segregation of different types of uses, including **public and administrative spaces**.

Our team of architects and planners developed a **detailed project cost estimate** based upon the selected conceptual design. We worked with our client to develop presentation materials for the planning board.

The deliverable establishes a planning framework for the facility and will reduce the design time, limit design changes and conserve design funds.

Project Elements:

- Public Engagement (including a four-day workshop, 40 interviews, open houses, focus groups, and follow-on reviews with stakeholders)
- Community Vision and Principles
- Focus Groups with Staff, Youth & Adults
- Site Identification within Master Plan
- Conceptual Floor Plans, Sections and Renderings
- Cost Estimate
- Energy Modeling



Torii Community Center and Library, Second Floor Plan

Room Schedule Level 2			
Number	Name	Area	Level
37	Egress Stairwell	334 SF	Level 2
38	Theater	620 SF	Level 2
39	Activity Room 2	1194 SF	Level 2
39A	Activity Room Storage	362 SF	Level 2
40	Activity Room 1	1527 SF	Level 2
40A	Activity Room Storage	366 SF	Level 2
41	Computer Room 1	1011 SF	Level 2
42	Collaboration Space	1076 SF	Level 2
43	Women's Restroom	411 SF	Level 2
44	Men's Restroom	345 SF	Level 2
45	Game Room	1608 SF	Level 2
46	Main Stair	2342 SF	Level 2
47	Japanese American Society Personal Office	343 SF	Level 2
48	Study Area	120 SF	Level 2
49	Elevator	56 SF	Level 2
50	Storage	106 SF	Level 2
51	Conference Space/Classroom Space	1022 SF	Level 2
51A	Storage	127 SF	Level 2
52	Circulation Desk	682 SF	Level 2
53	Library Entry	739 SF	Level 2
54	Small Group Study 1	221 SF	Level 2
55	Small Group Study 2	221 SF	Level 2
56	Teen Collection	1724 SF	Level 2
57	Tech Maker Space	869 SF	Level 2
58	Teen and Children Collection Storage	101 SF	Level 2
59	Display Altar	280 SF	Level 2
60	Children's Collection	1453 SF	Level 2
61	Special Collections	1388 SF	Level 2
62	Craft Maker Space	897 SF	Level 2
62A	Storage	286 SF	Level 2
63	Children's Reading Room	343 SF	Level 2

WORK PRODUCT SAMPLES

Camp Lutherwood, Cheshire, Oregon Lodge and Entry Facility Customer Concept Documents

In 2016 **The Urban Collaborative** completed a set of two customer concept designs for a youth summer camp in Cheshire, Oregon. The customer concept designs were part of a multi-year collaborative effort starting with the camp's master plan and continuing through the schematic design and preliminary cost estimate of the new buildings on-site.

Project Reference:

Andrea Scofield
22960 OR-36
Cheshire, OR 97419
andrea@lutherwoodoregon.org
503.679.6625

The Urban Collaborative engaged over 250 participants in 14 workshops and focus groups over a period of four-years to complete the Master Plan and customer concept designs. During the customer concept design process, the team relied and built on the information collected during the previous workshops by facilitating focus groups, stakeholder workshops, and individual interviews aimed at creating a vision and identity for the new facilities that aligned with the overall Master Plan.

To understand the requirements for the new facilities, the team completed a detailed site and existing building analysis through interviews, creating as-built drawings of the existing buildings, reviewing utility and man-made/natural constraints, and facilitating site-walks with stakeholders.

Through exhaustive analysis of site constraints and opportunities, detailed document review, and comprehensive engagement with stakeholders the camp can move forward with energy-efficient, rustic-modern development that aligns with the master-plan, has been approved by the majority of stakeholders including the board of directors, and builds on their operational vision and growth strategy.



The Board of Director's Workshop



Showing Main Entry to Lodge/Hotel Facility

WORK PRODUCT SAMPLES

Lodge Vision:

"Our vision of the lodge is a series of flexible spaces made of natural materials, flooded by natural light, with a strong connection to nature from within."

Entry Vision:

"Our successful entry is a place that is efficient, welcoming, and safe, with clear signage and wayfinding. The entry should contain buildings with complimentary functions, ample and hidden parking, and appropriate landscaping to help set the tone for the camp upon arrival."

Project Elements:

- Existing Conditions Analysis
- Utilities Analysis
- Programming
- Alternative Analysis
- Energy Modeling
- Master Plan
- Camp Vision and Principles
- Public Engagement (including 14 workshops, with interviews, presentations, and focus groups)
- Two Customer Concept Documents



WORK PRODUCT SAMPLES

Dublin, California

Parks RFTA Training Center, Customer Concept Document

The UC developed a customer concept document for a new Reserve Center for the Marine Forces Reserve Command in Dublin, California. The report outlines a **comprehensive set of program requirements** for the design and construction of a new Marine Corps Forces Reserve Training Center at Parks Reserve Forces Training Area.

The Parks RFTA Training Center, customer concept document includes a conceptual **site plan linked to an existing master plan**, conceptual **floor plans** and **elevations** were **linked to the Installation Design Guide** and **master plan design standards**, conceptual **building sections**, a **systems narrative**, and a conceptual **cost estimate**.

The report also includes a **detailed program table**, a **summary of the vision and planning patterns** for the facility, and **renderings** of the facility. In addition, an **energy model of the proposed project identifies a path towards net-zero energy**.

The customer concept document enables the installation and MARFORRES to understand the implications of their requirements, validate the programmed areas and enable the project manager to facilitate design with a clear statement of customer requirements.

The plan **establishes a planning framework** for the facilities, and **will reduce the design time, limit design changes**, and **conserve design funds**.

Project Reference:

Ms. Cyndi Skinner
cynthia.a.skinner.civ@mail.mil
503.570.1536

Project Elements:

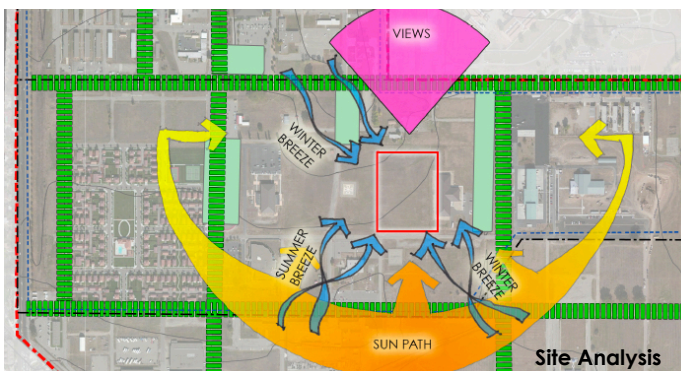
- Existing Conditions Analysis
- Vision and Principle Development
- Utilities Analysis
- Programming
- Alternative Analysis
- Parametric Cost Estimating
- LEED Analysis
- Conceptual Floor Plans, Elevations, Sections



Above: East and West Elevations



Building Rendering



Site Analysis



Bird's-Eye Perspective

WORK PRODUCT SAMPLES

Alexandria, Louisiana Joint Operations Center, Customer Concept Document

This Customer Concept Document outlines a **comprehensive set of program requirements** for the design and construction of a new Joint Operations Center at Fort Polk.

A customer concept document includes a **conceptual site plan linked to the installation's Master Plan**, **conceptual floor plans for each floor linked to the Facility Standards**, **conceptual elevations for each side of the building linked to the Vision Plan**, **conceptual building sections, a systems narrative, and a conceptual cost estimate**. All of these elements are created at the planning level.

The report includes a **detailed program table**, a summary of the vision and planning patterns for the facility, and renderings of the facility. In addition, an energy model of the proposed project **identifies a path for energy efficiency**. A capital construction and design budget estimate based upon the architectural drawings, enable decision makers to plan for funding. These are all conceptual planning documents only and are not to be used for construction.

This customer concept document will enable the client to understand the implications of their requirements, validate the programmed areas and enable the project manager to facilitate design with a clear statement of customer requirements. It establishes a planning framework for the facility, and will reduce the design time, limit design changes, and conserve design funds.

Project Reference:

Mr. Joey Ball
joey.b.ball@usace.army.mil
817.886.1878

Project Elements:

- Existing Conditions Analysis
- Vision and Principle Development
- Utilities Analysis
- Programming
- Alternative Analysis
- Parametric Cost Estimating
- Energy Modeling
- Conceptual Floor Plans, Elevations, Sections



Ground Perspective



Bird's-Eye Perspective

PROJECT COST

Project Budget

<u>Community Facilities Study Tasks</u>	<u>Total Cost</u>	<u>Total Hours</u>
Stakeholder Interviews and Engagement	\$1,050.00	15
Conceptual Plans Development	\$12,650.00	235
Public Community Workshop	\$2,200.00	32
Summary Planning Document and Cost Estimate	\$7,900.00	133
Meetings and Presentations	\$700.00	10
Total Burdened Labor Cost	\$24,500.00	
Travel, Printing, & Other Direct Costs	\$390.00	
TOTALS	\$24,890.00	425

Assumptions

1. The City of Lowell and will provide background information, maps, and other technical knowledge.
2. The City of Lowell will be responsible for printing all draft and final deliverables other than materials used during meetings.
3. In-person meetings include two steering committee meetings, one public community workshop, and one City Council presentation.
4. The City of Lowell will coordinate outreach and public communication.

Hourly Rates and Estimated Hours for Each Team Member

<u>Position</u>	<u>Estimated Hours</u>	<u>Fully Burdened Hourly Rates</u>
Senior Architect	13	\$150
Project Manager	75	\$90
Senior Planner	14	\$90
Architectural Designer	162	\$50
Assistant Planner	161	\$40

ADDITIONAL SERVICES

The Urban Collaborative has the capability to provide final design construction documents and specifications, energy modeling, LEED certification assistance (Neighborhood Development, Building Design and Construction, Interior Design and Construction), additional renderings and physical model making, construction administration, bid management, owners rep services, value engineering, design management if another firm is selected for the final design.

For example, the Urban Collaborative can assist the city to identify a team to prepare the construction drawings and coordinate that process. Additionally, we can assist the city to identify a contractor team to build the project using a design-bid-build or design-bid approach and serve as the Owner's Representative through the entire process. We can help manage the financing process as well.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: November 18, 2018
SUBJECT: FY 2018/19 Supplemental Budget

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

SUMMARY:

An opportunity was presented by a resident to purchase property in the downtown area to expand Rolling Rock Park. As an unforeseen expenditure, the purchase requires the adoption of a supplemental budget. In accordance with ORS 294.473, notice of the hearing was provided in the November 15, 2018 edition of the Eugene Register Guard.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

1. Motion to adopt Resolution 706 – A Resolution Adopting a Supplemental Budget for Fiscal Year 2018-2019 and Making Supplemental Appropriations.
2. No action.

RECOMMENDATION:

1. Motion to adopt Resolution 706 – A Resolution Adopting a Supplemental Budget for Fiscal Year 2018-2019 and Making Supplemental Appropriations.

ATTACHMENTS:

1. Resolution 706 - A Resolution Adopting a Supplemental Budget for Fiscal Year 2018-2019 and Making Supplemental Appropriations.
2. FY 2018/19 Supplemental Budget Hearing Notice
3. Amended FY 2018/19 General Fund Line Item Budget

CITY OF LOWELL, OREGON**RESOLUTION 706****A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2018-2019 AND MAKING SUPPLEMENTAL APPROPRIATIONS**

WHEREAS, the City of Lowell budget for Fiscal Year 2018-2019 was adopted by the City Council on Tuesday, June 5, 2018; and

WHEREAS, an occurrence or condition which had not been ascertained at the time of the preparation of the budget for the current year requires a change in financial planning; and

WHEREAS, in order not to overspend appropriations, it is necessary to increase a program appropriation within the General Fund; and

WHEREAS, in accordance with local budget law, notice was published on November 15, 2018 of the public hearing that was held before the City Council on November 20, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOWELL AS FOLLOWS:

The City of Lowell amends the budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019 to include increases in revenues and appropriations within the following funds:

	Current Appropriations	Change in Appropriations	Amended Appropriations
General Fund			
Administration	131,504	0	131,504
Parks & Recreation	152,095	135,000	287,095
Police	29,106	0	29,106
Community Development	100,194	0	100,194
Library	7,679	0	7,679
Code Enforcement	16,560	0	16,560
Tourism	12,850	0	12,850
Municipal Court	13,682	0	13,682
Transfers	2,000	0	2,000
Contingency	77,488	0	77,488
Total Appropriations	543,158	135,000	678,158

This resolution shall become effective immediately upon its passage by the City Council.

ADOPTED by the City Council of the City of Lowell this 20th day of November 2018.

Ayes _____

Nays _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Recorder

NOTICE OF SUPPLEMENTAL BUDGET HEARING

- For supplemental budgets proposing a change in any fund's expenditures by **more than 10 percent**.

A public hearing on a proposed supplemental budget for City of Lowell
(District Name)

for the current fiscal year will be held at Lowell City Hall, 107 E 3rd St, Lowell, OR 97452
(Location)

The hearing will take place on 11/20/2018 at 7:00 P.M.
(Date)

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after November 9, 2018 at
(Date)

Lowell City Hall, 107 E 3rd ST, Lowell, OR 97452 between the hours of 9:00 A.M. and 5:30 P.M.
(Location) (Time)

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: General

Resource	Amount	Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.	Amount
1 <u>Loan Proceeds</u>	\$ 135,000.00	1 <u>Parks and Recreation, Capital Outlay</u>	\$ 287,095.00
2 _____	_____	2 _____	_____
3 _____	_____	3 _____	_____
Revised Total Fund Resources	\$ 686,157.00	Revised Total Fund Requirements	\$ 686,157.00

Explanation of change(s):

The City of Lowell has an opportunity to make improvements and expand Rolling Rock Park to Main Street. Funds will be used to purchase 53 E. Main Street. The purchased property will be used as match funding for a grant with the Oregon Parks and Recreation Department to make significant improvements to Rolling Rock Park, including irrigation, landscaping, parking and pedestrian improvements.

CITY OF LOWELL
GENERAL FUND RESOURCES
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
110-000-3100 BEGINNING BALANCE	94,227	123,608	147,607	184,077	179,407	179,407	179,407
SUBTOTAL FUND BALANCE	94,227	123,608	147,607	184,077	179,407	179,407	179,407
REVENUES							
110-310-4112 PROPERTY TAXES - CURRENT	128,375	132,671	133,941	134,573	138,610	138,610	138,610
110-310-4114 PROPERTY TAXES - PRIOR	2,730	2,310	2,140	2,439	2,512	2,512	2,512
110-315-4125 INTEREST EARNED	3,641	6,506	522	4,009	3,500	3,500	3,500
110-320-4132 STATE REVENUE SHARING	6,497	10,622	9,202	9,282	9,654	9,654	9,654
110-320-4134 CIGARETTE TAX	1,180	1,562	1,200	1,475	1,199	1,199	1,199
110-320-4135 MARIJUANA TAX	-	-	-	-	2,686	2,686	2,686
110-320-4136 LIQUOR TAX	15,366	16,082	16,055	16,982	18,280	18,280	18,280
110-320-4145 TRANSIENT ROOM TAX	-	497	-	322	332	332	332
110-320-4151 GRANT REVENUE	-	-	63,400	-	63,000	63,000	63,000
110-325-4152 TOURISM GRANT	7,729	8,021	8,739	8,761	9,024	9,024	9,024
110-325-4154 LIBRARY SUMMER READING	1,400	1,000	1,000	1,000	1,000	1,000	1,000
110-330-4310 CABLE FRANCHISE FEES	1,866	1,978	1,400	1,437	1,481	1,481	1,481
110-330-4312 ELECTRIC FRANCHISE FEES	40,324	43,591	44,026	47,775	50,164	50,164	50,164
110-330-4314 GARBAGE FRANCHISE FEES	3,000	-	600	300	300	300	300
110-330-4316 TELECOM FRANCHISE FEES	2,743	2,809	2,500	2,458	2,335	2,335	2,335
110-335-4352 LAND USE/DEVELOPMENT FEES	176	5,141	4,000	868	7,500	7,500	7,500
110-335-4354 PERMITS AND VARIANCES	-	80	100	530	100	100	100
110-335-4356 BUILDING PERMIT FEES	10,589	21,164	18,410	31,333	39,450	39,450	39,450
110-335-4358 ELECTRICAL PERMIT FEES	2,166	3,176	4,482	3,701	5,810	5,810	5,810
110-335-4360 DOG LICENSE	951	751	300	526	500	500	500
110-340-4415 LIBRARY REVENUE	625	790	1,000	511	500	500	500
110-340-4417 LIENS SEARCHES	300	590	400	410	200	200	200
110-340-4419 ELECTION FILING FEES	-	100	-	-	50	50	50
110-340-4421 SDC/CET ADMIN FEE	253	1,446	1,000	3,119	3,730	3,730	3,730
110-340-4423 PAY STATION REVENUE	-	97	-	100	100	100	100
110-345-4511 PARK REIMBURSEMENT SDC	52	101	343	527	735	735	735
110-350-4625 MUNICIPAL COURT REVENUE	3,042	4,273	3,000	2,040	2,000	2,000	2,000
110-360-4225 LOAN PROCEEDS	-	-	50,000	-	-	-	135,000

CITY OF LOWELL
GENERAL FUND RESOURCES
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
110-365-4752 REIMBURSEMENT REVENUE	7,139	230	5,000	1,293	5,000	5,000	5,000
110-370-4822 BBJ FUND PAYMENT	500	500	500	500	-	-	-
110-370-4824 DONATIONS	-	-	-	-	-	-	-
110-385-4895 MISCELLANEOUS	33,950	5,076	2,000	1,631	2,000	2,000	2,000
SUBTOTAL REVENUES	274,593	271,163	375,260	277,903	371,750	371,750	506,750
INTERFUND TRANSFERS							
XXX-XXX-XXXX TRANSFER FROM PERSONNEL LIABILITIES FUND	-	10,421	-	-	-	-	-
SUBTOTAL INTERFUND TRANSFERS	-	10,421	-	-	-	-	-
TOTAL - GENERAL FUND	368,820	405,191	522,867	461,980	551,157	551,157	686,157

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16	2016-17	2017-18	2017-18	2018-19		
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED	ADOPTED
ADMINISTRATION							
PERSONNEL SERVICES							
110-410-5110 CITY ADMINISTRATOR	33,506	9,198	11,243	11,141	12,300	12,300	12,300
110-410-5112 PUBLIC WORKS DIRECTOR	5,861	2,791	3,124	3,125	3,280	3,280	3,280
110-410-5114 CITY CLERK	7,810	4,245	4,772	4,793	5,010	5,010	5,010
110-410-5152 UTILITY WORKER 1	2,871	1,415	1,636	1,636	1,718	1,718	1,718
110-410-5154 UTILITY WORKER 2	4,457	1,578	1,804	1,814	1,895	1,895	1,895
110-410-5158 MAINTENANCE WORKER 1	6,696	719	804	781	844	844	844
110-410-5220 OVERTIME	-	713	1,028	618	1,079	1,079	1,079
110-410-5315 SOCIAL SECURITY/MEDICARE	5,313	1,727	2,042	1,829	2,228	2,228	2,228
110-410-5320 WORKERS COMPENSATION	171	1,204	861	701	891	891	891
110-410-5350 UNEMPLOYMENT INSURANCE	-	-	2,148	-	2,093	2,093	2,093
110-410-5410 HEALTH INSURANCE	26,583	6,590	6,031	6,027	6,411	6,411.44	6,411
110-410-5450 RETIREMENT	7,291	2,192	2,280	2,749	3,004	3,004	3,004
110-410-5150 FINANCE CLERK	10,898	-	-	-	-	-	-
110-410-5156 UTILITY WORKER 2-1	75	-	-	-	-	-	-
110-410-5910 WAGE ADJUSTMENT	-	-	-	-	-	-	-
SUBTOTAL PERSONNEL SERVICES	111,534	32,371	37,773	35,213	40,754	40,754	40,754
FULL-TIME EQUIVALENTS	1.39	0.43	0.43	0.43	0.43	0.43	0.43
MATERIALS AND SERVICES							
110-410-6110 AUDITING	7,138	3,934	3,900	3,900	4,290	4,290	4,290
110-410-6112 LEGAL SERVICES	2,592	4,881	5,000	2,310	5,000	5,000	5,000
110-410-6114 FINANCIAL SERVICES	-	3,795	3,408	3,408	3,570	3,570	3,570
110-410-6122 IT SERVICES	-	3,189	5,674	3,970	6,596	6,596	6,596
110-410-6124 COPIER CONTRACT	3,750	3,627	1,920	2,032	2,093	2,093	2,093
110-410-6128 OTHER CONTRACT SERVICES	-	708	2,000	566	1,000	1,000	1,000
110-410-6210 INSURANCE AND BONDS	16,245	7,786	6,413	6,413	6,594	6,594	6,594
110-410-6220 PUBLICATIONS, PRINTING, AND DUES	766	2,045	4,000	3,498	3,550	3,550	3,550
110-410-6222 NEWSLETTER EXPENDITURE	1,119	916	1,350	1,350	1,200	1,200	1,200
110-410-6226 POSTAGE	60	447	600	381	500	500	500
110-410-6228 PUBLIC NOTICES	315	759	500	1,063	1,000	1,000	1,000

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

110-410-6230	OFFICE SUPPLIES	2,793	998	950	948	1,000	1,000	1,000
110-410-6234	GENERAL SUPPLIES	-	1,043	1,500	634	750	750	750
110-410-6238	BANK SERVICE CHARGES	1,748	1,365	1,000	1,350	1,400	1,400	1,400
110-410-6240	TRAVEL AND TRAINING	640	549	1,500	1,270	1,500	1,500	1,500
110-410-6290	MISCELLANEOUS	1,491	538	500	427	500	500	500
110-410-6320	BUILDING REPAIR AND MAINTENANCE	1,351	15	1,000	234	1,000	1,000	1,000
110-410-6334	NON-CAPITALIZED ASSETS	-	1,014	2,000	4,730	2,000	2,000	2,000
110-410-6420	WATER SERVICES	-	292	300	401	413	413	413
110-410-6425	SEWER SERVICES	-	484	550	508	524	524	524
110-410-6430	ELECTRICITY SERVICES	2,293	2,289	2,200	1,896	2,010	2,010	2,010
110-410-6435	INTERNET SERVICES	-	819	900	930	985	985	985
110-410-6440	TELEPHONE SERVICES	2,926	3,161	2,400	2,480	2,629	2,629	2,629
110-410-6445	REFUSE SERVICES	-	72	100	86	91	91	91
110-410-6510	COUNCIL EXPENDITURE	5,240	1,224	2,000	1,280	2,000	2,000	2,000
110-410-6512	STATE ETHICS COMMISSION	317	317	600	600	600	600	600
110-410-6692	REIMBURSABLE EXPENDITURE	1,724	-	5,000	150	5,000	5,000	5,000
110-410-6132	LCOG	1,000	-	-	-	-	-	-
110-410-6190	COMPUTER SERV/WARR/CONTRACTS	4,580	-	-	-	-	-	-
110-410-6230	OFFICE SUPPLIES/EQUIPMENT	-	-	-	-	-	-	-
110-410-6514	LEAGUE OF OREGON CITIES (LOC)	817	-	-	-	-	-	-
XXX-XXX-XXXX	WATER/SEWER EXPENSE CITY HALL	1,032	-	-	-	-	-	-
XXX-XXX-XXXX	POSTAGE	609	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES		60,547	46,268	57,265	46,813	57,794	57,794	57,794
110-410-8000	CAPITAL OUTLAY							
110-410-8225	CAPITAL OUTLAY - BUILDINGS AND FACILITIES	-	2,578	50,000	9,726	43,802	25,000	25,000
110-410-8320	CAPITAL OUTLAY - SOFTWARE	-	6,754	7,955	150	7,955	7,955	7,955
SUBTOTAL CAPITAL OUTLAY		-	9,332	57,955	9,876	51,757	32,955	32,955
TOTAL - ADMINISTRATION		172,080	87,971	152,993	91,902	150,306	131,504	131,504

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
PARKS AND RECREATION							
PERSONNEL SERVICES							
110-420-5110 CITY ADMINISTRATOR	-	3,472	3,748	4,023	4,100	4,100	4,100
110-420-5150 PUBLIC WORKS DIRECTOR	-	2,960	3,124	3,385	3,280	3,280	3,280
110-420-5152 UTILITY WORKER 1	-	1,502	1,636	1,772	1,718	1,718	1,718
110-420-5154 UTILITY WORKER 2	-	1,693	1,804	1,965	1,895	1,895	1,895
110-420-5158 MAINTENANCE WORKER 1	-	5,308	7,236	7,610	7,598	7,598	7,598
110-420-5220 OVERTIME	-	683	849	627	891	891	891
110-420-5315 SOCIAL SECURITY	-	1,360	1,539	1,483	1,662	1,662	1,662
110-420-5320 WORKERS COMPENSATION	-	1,218	1,428	1,207	1,473	1,473	1,473
110-420-5350 UNEMPLOYMENT INSURANCE	-	-	1,558	-	1,558	1,558	1,558
110-420-5410 HEALTH INSURANCE	-	3,492	2,705	2,631	2,874	2,874	2,874
110-420-5450 RETIREMENT	-	1,778	1,718	2,229	2,240	2,240	2,240
SUBTOTAL PERSONNEL SERVICES	-	23,464	27,344	26,933	29,289	29,289	29,289
FULL-TIME EQUIVALENTS	0.42	0.48	0.48	0.48	0.48	0.48	0.48
MATERIALS AND SERVICES							
110-420-6128 OTHER CONTRACT SERVICES	-	5,082	37,000	3,083	44,268	44,268	44,268
110-420-6234 GENERAL SUPPLIES	-	1,660	1,000	670	1,000	1,000	1,000
110-420-6290 MISCELLANEOUS	-	263	250	204	500	500	500
110-420-6320 BUILDING REPAIR AND MAINTENANCE	-	59	1,000	927	2,500	2,500	2,500
110-420-6324 EQUIPMENT REPAIR AND MAINTENANCE	-	360	1,000	596	1,000	1,000	1,000
110-420-6330 OTHER REPAIR AND MAINTENANCE	-	2,999	3,000	1,495	3,000	3,000	3,000
110-420-6334 NON-CAPITALIZED ASSETS	-	3,828	2,000	4,007	2,000	2,000	2,000
110-420-6339 MAINTENANCE - NELSON LAND DONATION	-	-	500	1,000	500	500	500
110-420-6420 WATER SERVICES	-	649	5,000	714	5,000	5,000	5,000
110-420-6425 SEWER SERVICES	-	1,289	1,300	1,356	1,397	1,397	1,397
110-420-6430 ELECTRICITY SERVICES	-	493	750	547	579	579	579
110-420-6445 REFUSE SERVICES	-	193	200	257	272	272	272
110-420-6610 GAS AND OIL	-	912	600	730	789	789	789
XXX-XXX-XXXX WATER/SEWER EXPENSE PARKS	2,019	-	-	-	-	-	-
XXX-XXX-XXXX MAINTENANCE & SUPPLIES	5,317	-	-	-	-	-	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

SUBTOTAL MATERIALS AND SERVICES		7,336	17,785	53,600	15,586	62,805	62,805	62,805
CAPITAL OUTLAY								
110-420-8520	CAPITAL OUTLAY - PARKS IMPROVEMENTS	-	-	40,000	10,000	45,000	60,000	195,000
SUBTOTAL CAPITAL OUTLAY		-	-	40,000	10,000	45,000	60,000	195,000
TOTAL - PARKS AND RECREATION		7,336	41,250	120,944	52,519	137,095	152,095	287,095

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
POLICE							
MATERIALS AND SERVICES							
110-430-6118 POLICE SERVICES	-	21,000	31,920	30,630	29,106	29,106	29,106
XXX-XXX-XXXX CONTRACTED SERVICES/POLICE	30,380	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES	30,380	21,000	31,920	30,630	29,106	29,106	29,106
TOTAL - POLICE	30,380	21,000	31,920	30,630	29,106	29,106	29,106

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
COMMUNITY DEVELOPMENT							
PERSONNEL SERVICES							
110-440-5110 CITY ADMINISTRATOR	-	6,944	7,495	7,427	8,200	8,200	8,200
110-440-5114 CITY CLERK	-	2,230	2,386	2,397	2,505	2,505	2,505
110-440-5220 OVERTIME	-	15	89	20	94	94	94
110-440-5315 SOCIAL SECURITY	-	692	834	753	921	921	921
110-440-5320 WORKERS COMPENSATION	-	5	69	41	73	73	73
110-440-5350 UNEMPLOYMENT INSURANCE	-	-	877	-	894	894	894
110-440-5410 HEALTH INSURANCE	-	2,154	2,146	2,087	2,278	2,278	2,278
110-440-5450 RETIREMENT	-	858	931	1,132	1,242	1,242	1,242
SUBTOTAL PERSONNEL SERVICES	-	12,897	14,828	13,856	16,208	16,208	16,208
FULL-TIME EQUIVALENTS	-	0.15	0.15	0.15	0.15	0.15	0.15
MATERIALS AND SERVICES							
110-440-6116 ENGINEERING SERVICES	-	-	-	206	500	500	500
110-440-6128 OTHER CONTRACT SERVICES	-	-	31,500	33	40,000	40,000	40,000
110-440-6220 PUBLICATIONS, PRINTING, AND DUES	-	-	100	100	100	100	100
110-440-6226 POSTAGE	-	-	250	100	250	250	250
110-440-6240 TRAVEL & TRAINING	-	-	100	-	500	500	500
110-440-6290 MISCELLANEOUS	-	-	250	-	250	250	250
110-440-6522 LAND USE/DEVELOPMENT COSTS	2,727	3,458	4,000	3,597	7,500	7,500	7,500
110-440-6524 BUILDING PERMIT EXPENSES	10,721	16,187	30,303	30,303	30,371	30,371	30,371
110-440-6525 ELECTRICAL PERMIT COSTS	2,139	2,722	3,483	3,483	4,515	4,515	4,515
SUBTOTAL MATERIALS AND SERVICES	15,587	22,366	69,986	37,822	83,986	83,986	83,986
TOTAL - COMMUNITY DEVELOPMENT	15,587	35,264	84,814	51,679	100,194	100,194	100,194

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
LIBRARY							
PERSONNEL SERVICES							
110-450-5320 WORKERS COMPENSATION	-	18	45	36	50	50	50
SUBTOTAL PERSONNEL SERVICES	-	18	45	36	50	50	50
FULL-TIME EQUIVALENTS	-	-	-	-	-	-	-
MATERIALS AND SERVICES							
110-450-6122 IT SERVICES	-	564	329	794	1,529	1,529	1,529
110-450-6226 POSTAGE	-	6	-	-	-	-	-
110-450-6230 OFFICE SUPPLIES	-	58	-	369	500	500	500
110-450-6234 GENERAL SUPPLIES	-	866	1,250	480	1,250	1,250	1,250
110-450-6290 MISCELLANEOUS	-	-	100	250	250	250	250
110-450-6320 BUILDING REPAIR AND MAINTENANCE	-	-	200	-	100	100	100
110-450-6334 NON-CAPITALIZED ASSETS	-	385	2,900	2,672	500	500	500
110-450-6420 WATER SERVICES	-	97	150	134	150	150	150
110-450-6425 SEWER SERVICES	-	160	200	170	200	200	200
110-450-6430 ELECTRICITY SERVICES	-	726	800	632	800	800	800
110-450-6435 INTERNET SERVICES	-	819	1,000	930	1,000	1,000	1,000
110-450-6445 REFUSE SERVICES	-	58	90	86	100	100	100
110-450-6530 SUMMER READING PROGRAM	-	941	1,250	1,250	1,250	1,250	1,250
XXX-XXX-XXXX LIBRARY OPERATION EXPENSES	1,150	-	-	-	-	-	-
XXX-XXX-XXXX LIBRARY - SUMMER READING PROGRAM	1,128	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES	2,278	4,679	8,269	7,764	7,629	7,629	7,629
TOTAL - LIBRARY	2,278	4,697	8,315	7,800	7,679	7,679	7,679

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
CODE ENFORCEMENT							
PERSONNEL SERVICES							
110-460-5110 CITY ADMINISTRATOR	-	3,472	3,748	3,714	4,100	4,100	4,100
110-460-5150 PUBLIC WORKS DIRECTOR	-	2,960	3,124	3,125	3,280	3,280	3,280
110-460-5220 OVERTIME	-	226	117	51	123	123	123
110-460-5315 SOCIAL SECURITY	-	497	585	527	640	640	640
110-460-5320 WORKERS COMPENSATION	-	3	342	253	353	353	353
110-460-5350 UNEMPLOYMENT INSURANCE	-	-	610	-	617	617	617
110-460-5410 HEALTH INSURANCE	-	1,366	1,352	1,313	1,434	1,434	1,434
110-460-5450 RETIREMENT	-	616	653	792	863	863	863
SUBTOTAL PERSONNEL SERVICES	-	9,141	10,530	9,775	11,410	11,410	11,410
FULL-TIME EQUIVALENTS	-	0.10	0.10	0.10	0.10	0.10	0.10
MATERIALS AND SERVICES							
110-460-6128 OTHER CONTRACT SERVICES	-	-	2,500	-	2,500	4,500	4,500
110-460-6234 GENERAL SUPPLIES	-	-	100	300	300	300	300
110-460-6290 MISCELLANEOUS	-	-	100	-	100	100	100
110-460-6540 DOG/CAT CONTROL	106	-	-	-	250	250	250
SUBTOTAL MATERIALS AND SERVICES	106	-	2,700	300	3,150	5,150	5,150
TOTAL - CODE ENFORCEMENT	106	9,141	13,230	10,075	14,560	16,560	16,560

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
TOURISM							
MATERIALS AND SERVICES							
110-470-6224 MARKETING	120	672	2,000	373	2,000	2,000	2,000
110-470-6128 OTHER CONTRACT SERVICES	-	-	9,000	6,500	-	-	-
110-470-6226 POSTAGE	-	-	100	-	100	100	100
110-470-6326 COVERED BRIDGE EXPENSE	686	1,566	2,500	2,296	2,500	2,500	2,500
110-470-6327 COMMUNITY GRANT PROGRAM	-	858	3,000	2,823	3,000	3,000	3,000
110-470-6328 MATCHING GRANT FUNDS	-	-	5,000	-	5,000	5,000	5,000
110-470-6290 MISCELLANEOUS	-	-	250	-	250	250	250
XXX-XXX-XXXX TOURISM FUNDED PROJECTS	40	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES	846	3,096	21,850	11,992	12,850	12,850	12,850
TOTAL - TOURISM	846	3,096	21,850	11,992	12,850	12,850	12,850

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
MUNICIPAL COURT							
PERSONNEL SERVICES							
110-480-5110 CITY ADMINISTRATOR	-	3,472	3,748	3,714	4,100	4,100	4,100
110-480-5114 CITY CLERK	-	2,230	2,386	2,397	2,505	2,505	2,505
110-480-5220 OVERTIME	-	15	89	20	94	94	94
110-480-5315 SOCIAL SECURITY	-	433	521	469	571	571	571
110-480-5320 WORKERS COMPENSATION	-	3	43	34	45	45	45
110-480-5350 UNEMPLOYMENT INSURANCE	-	-	544	-	552	552	552
110-480-5410 HEALTH INSURANCE	-	1,636	1,663	1,616	1,769	1,769	1,769
110-480-5450 RETIREMENT	-	537	581	705	770	770	770
SUBTOTAL PERSONNEL SERVICES	-	8,327	9,575	8,954	10,407	10,407	10,407
FULL-TIME EQUIVALENTS	-	0.10	0.10	0.10	0.10	0.10	0.10
MATERIALS AND SERVICES							
110-480-6120 JUDGE CONTRACT	-	686	1,125	1,250	1,250	1,250	1,250
110-480-6121 BAILIFF CONTRACT	-	-	500	-	-	-	-
110-480-6128 OTHER CONTRACT SERVICES	-	4,496	1,000	612	1,000	1,000	1,000
110-480-6220 PUBLICATIONS, PRINTING, AND DUES	-	-	-	-	-	-	-
110-480-6226 POSTAGE	-	-	100	25	100	100	100
110-480-6238 BANK SERVICE CHARGES	-	134	-	150	150	150	150
110-480-6290 MISCELLANEOUS	-	20	100	-	100	100	100
110-480-6560 STATE ASSESSMENTS	90	604	675	90	675	675	675
XXX-XXX-XXXX MUNICIPAL COURT EXPENSE	2,081	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES	2,171	5,941	3,500	2,127	3,275	3,275	3,275
TOTAL - MUNICIPAL COURT	2,171	14,268	13,075	11,081	13,682	13,682	13,682

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19			
					PROPOSED	APPROVED	ADOPTED	
NONDEPARTMENTAL								
INTERFUND TRANSFERS								
110-900-9117	TRANSFER TO SDC FUND	3,428	3,428	12,895	12,895	-	-	-
110-900-9130	TRANSFER TO WATER FUND	-	-	-	-	-	-	-
110-900-9140	TRANSFER TO SEWER FUND	8,000	-	-	-	-	-	-
110-900-9150	TRANSFER TO EQUIPMENT FUND	1,000	1,000	2,000	2,000	2,000	2,000	2,000
XXX-XXX-XXXX	TRANSFER TO PERSONNEL LIABILITIES FUND	2,000	-	-	-	-	-	-
SUBTOTAL INTERFUND TRANSFERS		14,428	4,428	14,895	14,895	2,000	2,000	2,000
CONTINGENCY								
110-900-9590	OPERATING CONTINGENCY	-	-	52,330	-	75,686	77,488	77,488
SUBTOTAL CONTINGENCY		-	-	52,330	-	75,686	77,488	77,488
RESERVED FOR FUTURE EXPENDITURE								
110-900-9895	RESERVE FOR FUTURE USE - PARKS	-	-	8,500	9,000	8,000	8,000	8,000
XXX-XXX-XXXX	ROLLING ROCK IRRIGATION RESERVE	-	-	-	-	-	-	-
SUBTOTAL RESERVED FOR FUTURE EXPENDITURE		-	-	8,500	9,000	8,000	8,000	8,000
TOTAL - NONDEPARTMENTAL		14,428	4,428	75,725	23,895	85,686	87,488	87,488
TOTAL REQUIREMENTS - GENERAL FUND		245,212	221,114	522,867	291,573	551,157	551,157	686,157

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: November 18, 2018
SUBJECT: Resolution 707 – Budget Transfers

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

SUMMARY:

The Fiscal Year 2018/19 Budget identifies several budget transfers. As required by the City’s Fiscal Management Policy and Procedures Manual, all budget transfers must be approved by the City Council prior to execution. The attached Resolution 707 completes all the budgeted transfers. Note: The actual transfers from the SDC Fund represent the total balance of each SDC at the end of FY 2017/18, which is less than the budgeted transfers.

FISCAL IMPACT:

The transfers were included in the Fiscal Year 2018-19 Budget and the transferring funds have the resources to complete the transfers.

COURSES OF ACTION:

1. Motion to approve Resolution 707, as written.
2. Motion to approve Resolution 707, as amended.
3. No action.

RECOMMENDATION:

Motion to approve Resolution 707, as written.

ATTACHMENTS:

1. Resolution 707 – A Resolution Transferring Funds

CITY OF LOWELL, OREGON

RESOLUTION 707

A RESOLUTION TRANSFERRING FUNDS

WHEREAS, the FY 2018-2019 Budget for the City of Lowell identified several transfers of resources between funds; and

WHEREAS, resources are currently available in the fund from which they are to be transferred;

NOW THEREFORE, BE IT RESOLVED, that the following budget transfers be made:

FROM	TO	AMOUNT
General Fund	Equipment Fund	\$2,000.00
Street Fund	Equipment Fund	\$4,000.00
SDC Fund	Water SDC Fund	\$196,253.72
SDC Fund	Sewer SDC Fund	\$115,917.24
SDC Fund	Stormwater SDC Fund	\$24,339.91
SDC Fund	Transportation SDC Fund	\$23,187.40
SDC Fund	Parks SDC Fund	\$37,690.79
Water Fund	Equipment Fund	\$2,000.00
Water Fund	Water Reserve Fund	\$3,938.00
Sewer Fund	Equipment Fund	\$2,000.00
Sewer Fund	Sewer Reserve Fund	\$1,575.00
Debt Reserve Fund	Sewer Fund	\$15,745.00

Adopted by the City Council of the City of Lowell, this 20th day of November 2018.

Yea: _____

Nay: _____

Approved: _____
 Don Bennett, Mayor

Attest: _____
 Jared Cobb, City Recorder

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: November 18, 2018
SUBJECT: Resolution 708 – Property Acquisition
Loan

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

SUMMARY:

At the October 30, 2018 Special City Council meeting the Council approved the purchase of 53 East Main Street. Staff proposes purchasing the property with \$30,000 in cash and a \$135,000 commercial loan at 4.5% to be repaid over a 15-year term. The attached resolution would authorize the City Administrator to complete the required loan documents with Banner Bank.

FISCAL IMPACT:

The loan would be repaid from the General Fund in installments of approximately \$12,393 per year.

COURSES OF ACTION:

1. Motion to approve Resolution 708, as written.
2. Motion to approve Resolution 708, as amended.
3. No action.

RECOMMENDATION:

Motion to approve Resolution 708, as written.

ATTACHMENTS:

1. Resolution 708

CITY OF LOWELL, OREGON**RESOLUTION 708**

A RESOLUTION OF THE CITY OF LOWELL, LANE COUNTY, OREGON AUTHORIZING THE ISSUANCE AND NEGOTIATED SALE OF A FULL FAITH AND CREDIT OBLIGATION IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$135,000; DESIGNATING AN AUTHORIZED REPRESENTATIVE; AUTHORIZING EXECUTION AND DELIVERY OF A FINANCING AGREEMENT; AND RELATED MATTERS.

WHEREAS, the City of Lowell, Lane County, Oregon (the **“City”**) is authorized pursuant to the Constitution and laws of the State of Oregon, namely Oregon Revised Statutes Sections 271.390, 287A.300 and 287A.315 (collectively, the **“Act”**) to enter into a financing agreement to finance the cost of real and personal property as more fully described in Exhibit A attached hereto and herein incorporated by reference (the **“Project”**) and pay the costs of issuance of such obligations; and

WHEREAS, it is advantageous for the City to authorize and enter into a financing agreement to finance the Project as described by Exhibit A.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOWELL AS FOLLOWS:

Section 1. Authorization. The Council hereby authorizes the execution and delivery of a financing agreement (the **“Agreement”**) to finance the Project. The aggregate principal amount of the Agreement shall not exceed \$135,000 and the final maturity shall not be more than 15 years from the date of the Agreement. The rate of interest on the Agreement shall not exceed 4.50%.

Section 2. Payments. The payments for the Agreement shall be payable from the general, non-restricted revenues of the City and other funds which may be available for that purpose, including taxes levied within the restrictions of Sections 11 and 11b, Article XI of the Constitution of the State of Oregon. The obligation of the City to make payments shall be a full faith and credit obligation of the City, and is not subject to appropriation. The lender shall not have a lien or security interest on the property financed with the proceeds of the Agreement.

Section 3. Designation of Authorized Representative. Pursuant to ORS 287A.300(4), the City hereby authorizes the City Administrator (the **“Authorized Representative”**) to act on behalf of the City and determine the remaining terms of the Agreement as specified in Section 4 of this Resolution.

Section 4. Delegation of Final Terms of the Agreement and Additional Documents.

The Authorized Representative is hereby authorized, on behalf of the City, to:

a. Establish the agreement date, interest payment dates, interest rate (not to exceed the interest rate stated in Section 1 of this Resolution), principal payment dates and maturities, and final principal amount, not to exceed \$135,000 in the aggregate, and to establish prepayment provisions for the payments.

b. Prepare the Agreement which the Authorized Representative determines to be in the best interest of the City, and to execute and deliver the Agreement.

c. Enter into any other agreements and execute any other certificates or documents, and take any actions, which are necessary to finance the Project in accordance with this Resolution.

Section 5. Maintenance of Tax-Exempt Status. The City hereby covenants for the benefit of the lender to use proceeds of the Agreement and to otherwise comply with all provisions of the Internal Revenue Code of 1986, as amended (the "Code") which are required for the interest component of the payments payable under the Agreement to be excluded from gross income for federal income tax purposes, as provided in the Agreement. The City makes the following specific covenants with respect to the Code:

a. The City will not take any action or omit any action if it would cause the Agreement to become an arbitrage bond under Section 148 of the Code.

b. The City shall operate the facilities and equipment financed with the Agreement so that the Agreement does not become a private activity bond within the meaning of Section 141 of the Code.

c. The City shall comply with appropriate reporting requirements.

d. The City shall pay, when due, all rebates and penalties with respect to the Agreement which are required by Section 148(f) of the Code.

Section 6. Bank Designation. The City designates the Agreement for purposes of paragraph (3) of Section 265(b) of the Code as a "qualified tax-exempt obligation" since the Agreement does not constitute a private activity bond as defined in Section 141 of the Code, and not more than \$10,000,000 aggregate principal amount of obligations, the interest on which is excludable under Section 103(a) of the Code from gross income for federal income tax purposes (excluding, private activity bonds other than qualified 501(c)(3) bonds) including the Agreement, have been or shall be issued by the City, including all subordinate entities of the City, if any, during the calendar year 2018.

Section 7. Resolution to Constitute Contract. In consideration of the purchase and

acceptance of the Agreement, the provisions of this Resolution shall be part of the contract of the City with the lender and shall be deemed to be and shall constitute a contract between the City and the lender. The covenants, pledges, representations and warranties contained in this Resolution and in the closing documents executed in connection with the Agreement, including without limitation the City's covenants and pledges contained in Section 2 hereof, and any other covenants and agreements herein set forth to be performed by or on behalf of the City, shall be contracts for the equal benefit, protection and security of the lender.

ADOPTED by the City Council of the City of Lowell this 20th day of November 2018.

Yea: _____

Nay: _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Recorder

EXHIBIT A

The following described real property (hereinafter "the Property") situated in the State of Oregon, County of Lane and commonly known or identified as 53 East Main Street, Lowell, OR 97452, Lots 11 and 12, Block 13, Plat of Lowell Map and Tax Lot # 1901142305800.