

**Lowell City Council**  
**Regular Meeting Agenda**  
**Tuesday, December 18 at 7:00 P.M.**  
**Lowell City Hall, 107 East Third Street**

**Call to Order/Roll Call/Pledge**

Councilors: Mayor Bennett \_\_\_\_ 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 November 20, 2018  
City Council Executive Session Minutes for December 4, 2018  
City Council Special Meeting Minutes for December 4, 2018  
City Council Work Session Minutes for December 4, 2018  
Voucher Directory for November 2018

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

**Council Comments (three minutes per speaker)**

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

**Staff Reports:**

City Administrator Report  
Financial Report  
Police Report  
Public Works Report

**Business Meeting:** Items Removed from Consent Agenda

**Old Business:** None

**New Business:**

1. Professional Services Agreement – The Urban Collaborative – Discussion/Possible Action
2. Certification of Election Results – Discussion/Possible Action
3. City Administrator Evaluation – Discussion/Possible Action

**Other Business**

**Mayor Comments**

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

**Adjourn**

**Future Meetings / Dates to Remember:**

- 12-25-18 City Hall/Library Closed for Christmas Day
- 1-1-19 City Hall/Library Closed for New Year's Day
- 1-8-19 BBJ Committee Meeting at 7 PM at City Hall
- 1-8-19 Fire Board Meeting at 7 PM at Fire Hall
- 1-17-19 Lowell Municipal Court at 7 PM at City Hall
- 1-21-19 City Hall/Library Closed in Observance of Martin Luther King Day
- 1-28-19 Lowell School District Board Meeting at 7 PM at PDC in Lundy

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** December 13, 2018  
**SUBJECT:** Consent Agenda

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

**SUMMARY:**

The Consent Agenda for the December 18, 2018 City Council meeting includes the minutes for the City Council Regular Meeting on November 20, 2018, Executive Session on December 4, 2018, Special Meeting on December 4, 2018, Work Session on December 4, 2018 and the November Voucher Directory.

**FISCAL IMPACT:**

1. City Council Regular Meeting Minutes – November 20, 2018 – No fiscal impact.
2. City Council Executive Session – December 4, 2018 – No fiscal impact.
3. City Council Special Meeting – December 4, 2018 – No fiscal impact.
4. City Council Work Session Minutes – December 4, 2018 – No fiscal impact.
5. Voucher Directory –Includes expenditures approved during the budget process.

**COURSES OF ACTION:**

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

**RECOMMENDATION:**

Motion to approve the consent agenda as presented.

**ATTACHMENTS:**

1. City Council Regular Meeting Minutes – November 20, 2018
2. City Council Executive Session – December 4, 2018
3. City Council Special Meeting – December 4, 2018
4. City Council Work Session Minutes – December 4, 2018
5. November Voucher Directory

**City of Lowell, Oregon**  
**Minutes of the City Council Regular Meeting and Executive Session**  
**November 20, 2018**

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

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

**Members Absent:** Maggie Osgood,

**Approval of Agenda: Item 4 – Resolution 708 removed from agenda.**

**Consent Agenda:** Mayor Bennett asked the Oct. 30<sup>th</sup> minutes be pulled out of the consent agenda. **Mayor Bennett moved to accept the remaining consent agenda, as amended, second by Councilor Angelini. PASS 4:0**

**Closed Regular Session: 7:04 PM**

**Open Public Hearing: 7:04 PM**

- **Fiscal Year 2018/19 Supplemental Budget -** CA presented information on the need for a change to the Budget. No public comments.

**Closed Public Hearing: 7:05 PM**

**Reconvene Regular Session: 7:05 PM**

- **Yard of the Month Award –** Mayor Bennett presented the November Yard of the Month to Joey & Dave Corwin of 82 N Hyland Lane.

**Public Comments:** None

**Council Comments:** None

**Reports of the City Administrator:**

- **City Administrator Report:** CA reported on Oregon RAIN Venture Catalyst new hire, Covered Bridge Tree Lighting, Project Updates, League of Oregon Cities Highlights, LOC Files Suit Against the Federal Communications Commission and City Day at the Capitol 2019.

- **Financial Report:** CA provided the October Revenue and Expenditure reports.

- **Police Report:** October report provided.

- **Public Works Report:** Max Baker Public Works Director presented his report, working on Bridge Lighting prep, camera's installed at both City parks and stage, algae is gone for the season, Max completed a Leadership training class, and continue to work on code enforcement letters.

- **Draft Committee Minutes:** Parks and Rec. MP Committee, EDC Committee, Downtown MP Steering Committee, Parks & Rec. Committee and BBJ Festival Committee.

**Business Meeting:** Minutes from October 30, 2018 correction to the \$2,000, removal of extra zero. Approved by consensus.



**Old Business:**

**1. Ordinance 297 – Water Leak Adjustments –** CA presented ordinance. **Councilor Angelini moved to approve the Second Reading of Ordinance 297, second by Councilor Harris. PASS 4:0** Mayor Bennett performed second reading of Ordinance 297, An Ordinance Amending Lowell Revised Code, Section 4.153.. **Councilor Harris moved to approve Ordinance 297, second by Councilor Angelini. PASS 4:0**

**New Business:**

**1. Request for Proposals – Community Facilities Study –** CA presented report, and recommended The Urban Collaborative. **Mayor Bennett moved to accept the recommendation of the Evaluation Committee and award the Community Facilities Study project to The Urban Collaborative, second by Councilor Angelini. PASS 4:0**

**2. Resolution 706 – Fiscal Year 2018/19 Supplemental Budget –** CA presented item, to facilitate the purchase of 53 E Main ST. **Councilor Harris move to adopt Resolution 706 – A Resolution Adopting a Supplemental Budget for Fiscal Year 2018-2019 and Making Supplemental Appropriations. PASS 3:1 Councilor Burford opposed.**

**3. Resolution 707 – Budget Transfers –** CA presented annual budget transfers. **Councilor Angelini moved to approve Resolution 707 as written, second by Councilor Harris. PASS 4:0**

Jim Burford stated he was moving and would be resigning his position on City Council. Mayor Bennett recognized Jim Burford for years of service on City Council with a plaque.

**Recess: 7:42 PM**

**Return to Session: 7:58 PM**

**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 Regular Meeting Session: 7:59 PM**

**Executive Session Meeting: 7:59 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: 8:24 PM**

**Reconvene to Special Meeting: 8:25 PM**

**Public Comments:** None

**Council Comments:** None

**Other:**

- CA requested direction on vacated Councilor position, it will be discussed at next meeting.

**Mayor Comments:** Mayor reminded council of Fire Dept. Community Dinner Dec. 8, 2018.

**Public Meeting Adjourn: 8:30 PM**

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Don Bennett, Mayor

Attest: \_\_\_\_\_ Date \_\_\_\_\_  
Jared Cobb, City Recorder

DRAFT

**City of Lowell, Oregon**  
**Minutes of the City Council Executive Session**  
**December 4, 2018**

The Executive Session was called to order at 5:40 PM by Mayor Bennett.

**Members Present:** Mayor Don Bennett, Patricia Angelini, Gail Harris

**Member Absent:** Maggie Osgood

**Executive Session: ORS 192.660(2)(i)** – To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request and open hearing.

Adjourn: 6:43 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 Work Session**  
**December 4, 2018**

The Special Meeting was called to order at 7:02 PM by Mayor Bennett

**Members Present:** Mayor Don Bennett, Gail Harris, Patricia Angelini

**Member Absent:** Maggie Osgood

Approval of Agenda by consensus.

Close Special Session: 7:03 PM

Open Executive Session: 7:05 PM

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

Closed Executive Session: 7:23 PM

Reconvene Special Meeting: 7:25 PM

**Public Comments:** None

**Council Comments:** None

**Old Business:** None

**New Business:**

- **Resolution 708 – Designating Settlement Funds for Public Facilities** – CA explained the \$330,000 settlement funds will be deposited into the General Fund, to be spent on a Capital Expense. **Councilor Harris moved to approve Resolution 708 – A Resolution Designating Lawsuit Settlement Funds, second by Councilor Angelini. PASS 3:0**
- **Resolution 709 – Property Acquisition Loan** – CA presented explanation of absence of resolution, because of change in potential projects. No action on resolution 709.

**Other Business:**

- **Jehovah Witness Building** – CA was approached with a proposition to purchase the building at 70 N Pioneer Street for the future home of the Lowell Community Library and temporary City Hall. Shawn Watson, Real Estate Broker will facilitate the transaction and will not receive a commission from the sale. **Mayor Bennett move to authorize the City Administrator to enter into negotiations to acquire 70 N Pioneer Street including Tax Lots: #1901142402000, #1901142401900, #1901142404500 owned by Jehovah Witness Lowell Oregon Congregation. Second by Councilor Angelini. PASS 3:0**
- **Property owned by Gerald Dilley and John Riggs adjacent to the newly acquired property at 53 E Main Street** – CA explained the plan for the Rolling Rock Park and the benefit of acquiring the adjacent properties to 53 E Main St and to pursue Grant Funding. **Mayor Bennett move to authorize the City Administrator to negotiate a**

**real estate option agreement for two tax lots located at the NE corner of Main Street and Moss Street including Tax Lots: #1901142305900, #190114236000 owned by Gerald and Shirley Dilley. Second by Councilor Harris. PASS 3:0**

**Mayor Bennett move to authorize the City Administrator to negotiate a real estate option agreement for Tax Lot: #1901142305700, owned by John and Keely Riggs. Second by Councilor Angelini. PASS 3:0**

**Adjourn: 7:56 PM**

The Work Session was called to order at 7:59 PM by Mayor Bennett.

**Members Present:** Mayor Don Bennett, Gail Harris, Patricia Angelini

**Member Absent:** Maggie Osgood

**Study Session Topic(s)**

1. **Public Safety Report** – CA provided a report on Public Safety, including a Lane County Sheriffs call history for the Lowell area. Largest amount of calls came from harassment, suspicious conditions, and disputes. 71 people responded to the survey that was mailed out to customers, and in general they feel safe. Majority of people would support a monthly fee to provide some additional services. CA will continue to work on options and bring back information to the council.
2. **Annual Facility Maintenance Report** – Max Baker Public Works Director provided the annual facility maintenance report. Report provided in packet.

**Adjourn: 9:02 PM**

Approved: \_\_\_\_\_  
Don Bennett, Mayor

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Jared Cobb, City Recorder

\_\_\_\_\_  
Date



# Voucher Directory

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

Vendor	Number	Reference	Account Number	Description	Amount
<b>Aggregate Resource Crushing, LLC</b>					
	<b>15061</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 21349</b>			
			030-100-6230	Other Repair & Maintenance	\$153.20
		<b>Total Invoice - 21349</b>			<b>\$153.20</b>
	<b>Total 15061</b>				<b>\$153.20</b>
<b>Total Aggregate Resource Crushing, LLC</b>					<b>\$153.20</b>
<b>APWA Oregon Chapter</b>					
	<b>15062</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 11/20/2018 11:39:04 AM</b>			
			030-100-6120	Publications, Printing & Dues	\$101.00
			040-100-6120	Publications, Printing & Dues	\$101.00
		<b>Total Invoice - 11/20/2018 11:39:04 AM</b>			<b>\$202.00</b>
	<b>Total 15062</b>				<b>\$202.00</b>
<b>Total APWA Oregon Chapter</b>					<b>\$202.00</b>
<b>Baker, Max</b>					
	<b>15063</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 11/20/2018 11:37:22 AM</b>			
			030-100-6134	General Supplies	\$62.50
			040-100-6134	General Supplies	\$62.50
		<b>Total Invoice - 11/20/2018 11:37:22 AM</b>			<b>\$125.00</b>
	<b>Total 15063</b>				<b>\$125.00</b>
<b>Total Baker, Max</b>					<b>\$125.00</b>
<b>Banner Bank</b>					
	<b>1685</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - #1922</b>			
			014-100-6440	Telephone Services	\$15.05
		<b>Total Invoice - #1922</b>			<b>\$15.05</b>
	<b>Total 1685</b>				<b>\$15.05</b>
	<b>15064</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 11/20/2018 11:02:24 AM</b>			
			010-150-6130	Office Supplies/Equipment	\$68.66
		<b>Total Invoice - 11/20/2018 11:02:24 AM</b>			<b>\$68.66</b>
	<b>Total 15064</b>				<b>\$68.66</b>

Vendor	Number	Reference	Account Number	Description	Amount
	<b>15076</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 11/28/2018 10:46:10 AM</b>			
			010-100-6440	Telephone Services	\$48.00
			010-100-8012	Capital Outlay - Buildings & Facilities	\$137.67
			010-100-8018	Capital Outlay - Software	\$280.53
			010-120-6134	General Supplies	\$423.90
			012-100-8018	Capital Outlay - Software	\$93.50
			030-100-6134	General Supplies	\$285.10
			030-100-8018	Capital Outlay - Software	\$280.53
			040-100-6140	Travel & Training	\$158.12
			040-100-8018	Capital Outlay - Software	\$280.53
		<b>Total Invoice - 11/28/2018 10:46:10 AM</b>			<b>\$1,987.88</b>
	<b>Total 15076</b>				<b>\$1,987.88</b>
<b>Total Banner Bank</b>					<b>\$2,071.59</b>
<b>Business Oregon -Oregon Business Dev</b>					
	<b>15077</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - G02002 2018</b>			
			040-800-7020	Loan Principal	\$18,171.00
			040-800-7021	Loan Interest	\$10,570.60
		<b>Total Invoice - G02002 2018</b>			<b>\$28,741.60</b>
	<b>Total 15077</b>				<b>\$28,741.60</b>
	<b>15086</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 11/28/2018 12:04:56 PM</b>			
			030-800-7020	Loan Principal	\$15,101.01
			030-800-7021	Loan Interest	\$2,176.32
		<b>Total Invoice - 11/28/2018 12:04:56 PM</b>			<b>\$17,277.33</b>
	<b>Total 15086</b>				<b>\$17,277.33</b>
	<b>15087</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 11/28/2018 12:07:03 PM</b>			
			030-800-7021	Loan Interest	\$3,366.87
			030-800-7122	Loan Principal - SPWF	\$4,055.64
			040-800-7122	Loan Principal - SPWF	\$4,055.63
			040-800-7123	Loan Interest - SPWF	\$3,366.86
		<b>Total Invoice - 11/28/2018 12:07:03 PM</b>			<b>\$14,845.00</b>
	<b>Total 15087</b>				<b>\$14,845.00</b>
<b>Total Business Oregon -Oregon Business Dev</b>					<b>\$60,863.93</b>
<b>Carroll's Country Christmas Trees</b>					
	<b>15078</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 700</b>			
			010-170-6226	Covered Bridge Maintenance	\$197.50
		<b>Total Invoice - 700</b>			<b>\$197.50</b>
	<b>Total 15078</b>				<b>\$197.50</b>
<b>Total Carroll's Country Christmas Trees</b>					<b>\$197.50</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Cascade Columbia</b>					
	<b>15065</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 732599, 732620, 735551, 736066, 733351</b>			
		030-100-6720		Chemicals & Lab Supplies	\$3,685.24
		040-100-6720		Chemicals & Lab Supplies	\$545.48
		<b>Total Invoice - 732599, 732620, 735551, 736066, 733351</b>			<b>\$4,230.72</b>
	<b>Total 15065</b>				<b>\$4,230.72</b>
<b>Total Cascade Columbia</b>					<b>\$4,230.72</b>
<b>Century Link</b>					
	<b>15050</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 11/13/2018 3:40:31 PM</b>			
		010-100-6440		Telephone Services	\$144.03
		030-100-6435		Internet Services	\$70.00
		030-100-6440		Telephone Services	\$236.54
		040-100-6440		Telephone Services	\$74.60
		<b>Total Invoice - 11/13/2018 3:40:31 PM</b>			<b>\$525.17</b>
	<b>Total 15050</b>				<b>\$525.17</b>
<b>Total Century Link</b>					<b>\$525.17</b>
<b>CenturyLink Business Services</b>					
	<b>15051</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 1454200391</b>			
		010-100-6440		Telephone Services	\$3.60
		<b>Total Invoice - 1454200391</b>			<b>\$3.60</b>
	<b>Total 15051</b>				<b>\$3.60</b>
<b>Total CenturyLink Business Services</b>					<b>\$3.60</b>
<b>CIS Trust</b>					
	<b>15040</b>			<b>2018-2019 - November 2018 - 1st Council</b>	
		<b>Health Insurance - 1404</b>			
		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
		<b>Total Health Insurance - 1404</b>			<b>\$1,218.65</b>
		<b>Health Insurance - 1405</b>			
		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



Vendor	Number	Reference	Account Number	Description	Amount
			030-100-5410	Health Insurance	\$146.76
			040-100-5410	Health Insurance	\$146.75
		<b>Total Health Insurance - 1405</b>			<b>\$587.01</b>
		<b>Health Insurance - 1407</b>			
			010-100-5410	Health Insurance	\$173.32
			010-140-5410	Health Insurance	\$86.66
			010-180-5410	Health Insurance	\$86.66
			030-100-5410	Health Insurance	\$693.29
			040-100-5410	Health Insurance	\$693.29
		<b>Total Health Insurance - 1407</b>			<b>\$1,733.22</b>
		<b>Health Insurance - 1408</b>			
			010-100-5410	Health Insurance	\$61.55
			010-120-5410	Health Insurance	\$61.55
			012-100-5410	Health Insurance	\$123.10
			030-100-5410	Health Insurance	\$492.40
			040-100-5410	Health Insurance	\$492.40
		<b>Total Health Insurance - 1408</b>			<b>\$1,231.00</b>
		<b>Life Insurance - 1404</b>			
			010-100-5050	Public Works Director	\$0.15
			010-120-5050	Public Works Director	\$0.15
			010-160-5050	Public Works Director	\$0.15
			012-100-5050	Public Works Director	\$0.44
			030-100-5050	Public Works Director	\$1.03
			040-100-5050	Public Works Director	\$1.04
		<b>Total Life Insurance - 1404</b>			<b>\$2.96</b>
	<b>Total 15040</b>				<b>\$4,772.84</b>
<b>Total CIS Trust</b>					<b>\$4,772.84</b>
<b>City of Lowell</b>					
	<b>15041</b>			<b>2018-2019 - November 2018 - 1st Council</b>	
		<b>Invoice - 11/5/2018 2:40:00 PM</b>			
			010-100-6420	Water Services	\$24.36
			010-100-6425	Sewer Services	\$43.88
			010-120-6420	Water Services	\$111.01
			010-120-6425	Sewer Services	\$117.02
			010-150-6420	Water Services	\$8.12
			010-150-6425	Sewer Services	\$14.63
			030-100-6420	Water Services	\$59.36
			030-100-6425	Sewer Services	\$58.51
			040-100-6420	Water Services	\$1,021.46
			040-100-6425	Sewer Services	\$526.59
		<b>Total Invoice - 11/5/2018 2:40:00 PM</b>			<b>\$1,984.94</b>
	<b>Total 15041</b>				<b>\$1,984.94</b>
<b>Total City of Lowell</b>					<b>\$1,984.94</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>City of Oakridge</b>	<b>1686</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - Reserve Police Service from BBJ 2018</b>			
			010-130-6912	Contracted Services/Police	\$0.00
			014-100-6190	Miscellaneous Exp	\$500.00
		<b>Total Invoice - Reserve Police Service from BBJ 2018</b>			<b>\$500.00</b>
	<b>Total 1686</b>				<b>\$500.00</b>
<b>Total City of Oakridge</b>					<b>\$500.00</b>
<b>Civil West Engineering</b>	<b>15052</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>2101.014.004 and 2101-001.01.008</b>			
			012-100-6016	Engineering Services	\$3,936.25
			012-100-8030	Capital Outlay - Street Improvements	\$4,950.00
		<b>Total 2101.014.004 and 2101-001.01.008</b>			<b>\$8,886.25</b>
	<b>Total 15052</b>				<b>\$8,886.25</b>
<b>Total Civil West Engineering</b>					<b>\$8,886.25</b>
<b>Cobb, Jared</b>	<b>15066</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 11/20/2018 11:29:24 AM</b>			
			010-140-6028	Other Contract Services	\$93.95
		<b>Total Invoice - 11/20/2018 11:29:24 AM</b>			<b>\$93.95</b>
	<b>Total 15066</b>				<b>\$93.95</b>
<b>Total Cobb, Jared</b>					<b>\$93.95</b>
<b>Curin, Dave</b>	<b>15053</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - Deposit Refund 539 D St.</b>			
			030-000-2020	Utility Deposits	\$64.96
		<b>Total Invoice - Deposit Refund 539 D St.</b>			<b>\$64.96</b>
	<b>Total 15053</b>				<b>\$64.96</b>
<b>Total Curin, Dave</b>					<b>\$64.96</b>
<b>First American Title</b>	<b>15049</b>			<b>2018-2019 - November 2018 - 1st Council</b>	
		<b>Invoice - 53 E Main ST.</b>			
			010-120-8020	Capital Outlay - Parks Improvements	\$2,000.00
		<b>Total Invoice - 53 E Main ST.</b>			<b>\$2,000.00</b>
	<b>Total 15049</b>				<b>\$2,000.00</b>
<b>Total First American Title</b>					<b>\$2,000.00</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Goss, Dan</b>					
	<b>15079</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 11/28/2018 10:37:29 AM</b>			
			030-000-2020	Utility Deposits	\$20.15
		<b>Total Invoice - 11/28/2018 10:37:29 AM</b>			<b>\$20.15</b>
	<b>Total 15079</b>				<b>\$20.15</b>
<b>Total Goss, Dan</b>					<b>\$20.15</b>
<b>Grainger</b>					
	<b>15067</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 9944681981, 9944950717, 9949719612</b>			
			010-120-6220	Building Repair & Maintenance	\$114.40
			030-100-6720	Chemicals & Lab Supplies	\$16.37
			040-100-6720	Chemicals & Lab Supplies	\$418.81
		<b>Total Invoice - 9944681981, 9944950717, 9949719612</b>			<b>\$549.58</b>
	<b>Total 15067</b>				<b>\$549.58</b>
<b>Total Grainger</b>					<b>\$549.58</b>
<b>Hake, Ryan</b>					
	<b>15080</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 11/28/2018 10:38:48 AM</b>			
			030-025-4428	Credit Memo Utilities - (Pre-paid)	\$49.88
		<b>Total Invoice - 11/28/2018 10:38:48 AM</b>			<b>\$49.88</b>
	<b>Total 15080</b>				<b>\$49.88</b>
<b>Total Hake, Ryan</b>					<b>\$49.88</b>
<b>Hunter Communications</b>					
	<b>15054</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 11/13/2018 3:42:31 PM</b>			
			010-100-6435	Internet Services	\$77.47
			010-150-6435	Internet Services	\$77.47
		<b>Total Invoice - 11/13/2018 3:42:31 PM</b>			<b>\$154.94</b>
	<b>Total 15054</b>				<b>\$154.94</b>
<b>Total Hunter Communications</b>					<b>\$154.94</b>
<b>Ingebretson, Erik</b>					
	<b>15042</b>			<b>2018-2019 - November 2018 - 1st Council</b>	
		<b>Invoice - Reimburse payment to closed account</b>			
			030-025-4435	Fire Hydrant Fee	\$11.91
			030-025-4852	Miscellaneous Revenue	\$2.50
			040-025-4425	Water/Sewer Sales	\$58.51

Vendor	Number	Reference	Account Number	Description	Amount
			040-025-4852	Miscellaneous Revenue	\$2.50
		<b>Total Invoice - Reimburse payment to closed account</b>			<b>\$75.42</b>
	<b>Total 15042</b>				<b>\$75.42</b>
<b>Total Ingebretson, Erik</b>					<b>\$75.42</b>
<b>IRS-Federal Income Tax</b>					
<b>20181101</b>					
			<b>2018-2019 - November 2018 - 1st Council</b>		
		<b>Federal Income Tax - 1404</b>			
		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
		<b>Total Federal Income Tax - 1404</b>			<b>\$234.80</b>
		<b>Federal Income Tax - 1405</b>			
		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
		<b>Total Federal Income Tax - 1405</b>			<b>\$410.07</b>
		<b>Federal Income Tax - 1406</b>			
		010-100-5058		Maintenance Worker I	\$1.32
		010-120-5058		Maintenance Worker I	\$11.87
		012-100-5058		Maintenance Worker I	\$2.64
		030-100-5058		Maintenance Worker I	\$5.28
		040-100-5058		Maintenance Worker I	\$5.28
		<b>Total Federal Income Tax - 1406</b>			<b>\$26.39</b>
		<b>Federal Income Tax - 1407</b>			
		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
		<b>Total Federal Income Tax - 1407</b>			<b>\$162.97</b>

Vendor	Number	Reference	Account Number	Description	Amount
			<b>Federal Income Tax - 1408</b>		
			010-100-5054	Utility Worker II	\$6.02
			010-100-5220	Overtime	\$1.67
			010-120-5054	Utility Worker II	\$6.02
			010-120-5220	Overtime	\$1.67
			012-100-5054	Utility Worker II	\$12.04
			012-100-5220	Overtime	\$3.33
			030-100-5054	Utility Worker II	\$48.15
			030-100-5220	Overtime	\$13.33
			040-100-5054	Utility Worker II	\$48.15
			040-100-5220	Overtime	\$13.33
			<b>Total Federal Income Tax - 1408</b>		<b>\$153.71</b>
			<b>Medicare - 1404 (1)</b>		
			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
			030-100-5050	Public Works Director	\$13.88
			040-100-5050	Public Works Director	\$13.87
			<b>Total Medicare - 1404 (1)</b>		<b>\$39.64</b>
			<b>Medicare - 1404 (2)</b>		
			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
			<b>Total Medicare - 1404 (2)</b>		<b>\$39.64</b>
			<b>Medicare - 1405 (1)</b>		
			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
			<b>Total Medicare - 1405 (1)</b>		<b>\$48.33</b>
			<b>Medicare - 1405 (2)</b>		
			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

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-5315	Social Security/Medicare(FICA)	\$12.08
		<b>Total Medicare - 1405 (2)</b>			<b>\$48.33</b>
		<b>Medicare - 1406 (1)</b>			
			010-100-5058	Maintenance Worker I	\$0.58
			010-120-5058	Maintenance Worker I	\$5.18
			012-100-5058	Maintenance Worker I	\$1.15
			030-100-5058	Maintenance Worker I	\$2.29
			040-100-5058	Maintenance Worker I	\$2.29
		<b>Total Medicare - 1406 (1)</b>			<b>\$11.49</b>
		<b>Medicare - 1406 (2)</b>			
			010-100-5315	Social Security/Medicare(FICA)	\$0.58
			010-120-5315	Social Security/Medicare(FICA)	\$5.18
			012-100-5315	Social Security/Medicare(FICA)	\$1.15
			030-100-5315	Social Security/Medicare(FICA)	\$2.29
			040-100-5315	Social Security/Medicare(FICA)	\$2.29
		<b>Total Medicare - 1406 (2)</b>			<b>\$11.49</b>
		<b>Medicare - 1407 (1)</b>			
			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
		<b>Total Medicare - 1407 (1)</b>			<b>\$30.41</b>
		<b>Medicare - 1407 (2)</b>			
			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
		<b>Total Medicare - 1407 (2)</b>			<b>\$30.41</b>
		<b>Medicare - 1408 (1)</b>			
			010-100-5054	Utility Worker II	\$1.14
			010-100-5220	Overtime	\$0.32
			010-120-5054	Utility Worker II	\$1.14
			010-120-5220	Overtime	\$0.32
			012-100-5054	Utility Worker II	\$2.29
			012-100-5220	Overtime	\$0.63
			030-100-5054	Utility Worker II	\$9.17
			030-100-5220	Overtime	\$2.53
			040-100-5054	Utility Worker II	\$9.15
			040-100-5220	Overtime	\$2.53
		<b>Total Medicare - 1408 (1)</b>			<b>\$29.22</b>
		<b>Medicare - 1408 (2)</b>			
			010-100-5315	Social Security/Medicare(FICA)	\$1.46
			010-120-5315	Social Security/Medicare(FICA)	\$1.46

Vendor	Number	Reference	Account Number	Description	Amount
			012-100-5315	Social Security/Medicare(FICA)	\$2.92
			030-100-5315	Social Security/Medicare(FICA)	\$11.70
			040-100-5315	Social Security/Medicare(FICA)	\$11.68
			<b>Total Medicare - 1408 (2)</b>		<b>\$29.22</b>
			<b>Social Security Tax - 1404 (1)</b>		
			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
			<b>Total Social Security Tax - 1404 (1)</b>		<b>\$169.51</b>
			<b>Social Security Tax - 1404 (2)</b>		
			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
			<b>Total Social Security Tax - 1404 (2)</b>		<b>\$169.51</b>
			<b>Social Security Tax - 1405 (1)</b>		
			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
			<b>Total Social Security Tax - 1405 (1)</b>		<b>\$206.65</b>
			<b>Social Security Tax - 1405 (2)</b>		
			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
			<b>Total Social Security Tax - 1405 (2)</b>		<b>\$206.65</b>
			<b>Social Security Tax - 1406 (1)</b>		
			010-100-5058	Maintenance Worker I	\$2.46
			010-120-5058	Maintenance Worker I	\$22.11
			012-100-5058	Maintenance Worker I	\$4.91
			030-100-5058	Maintenance Worker I	\$9.83

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-5058	Maintenance Worker I	\$9.82
			<b>Total Social Security Tax - 1406 (1)</b>		<b>\$49.13</b>
			<b>Social Security Tax - 1406 (2)</b>		
			010-100-5315	Social Security/Medicare(FICA)	\$2.46
			010-120-5315	Social Security/Medicare(FICA)	\$22.11
			012-100-5315	Social Security/Medicare(FICA)	\$4.91
			030-100-5315	Social Security/Medicare(FICA)	\$9.83
			040-100-5315	Social Security/Medicare(FICA)	\$9.82
			<b>Total Social Security Tax - 1406 (2)</b>		<b>\$49.13</b>
			<b>Social Security Tax - 1407 (1)</b>		
			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
			<b>Total Social Security Tax - 1407 (1)</b>		<b>\$130.03</b>
			<b>Social Security Tax - 1407 (2)</b>		
			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
			<b>Total Social Security Tax - 1407 (2)</b>		<b>\$130.03</b>
			<b>Social Security Tax - 1408 (1)</b>		
			010-100-5054	Utility Worker II	\$4.89
			010-100-5220	Overtime	\$1.35
			010-120-5054	Utility Worker II	\$4.89
			010-120-5220	Overtime	\$1.35
			012-100-5054	Utility Worker II	\$9.78
			012-100-5220	Overtime	\$2.71
			030-100-5054	Utility Worker II	\$39.15
			030-100-5220	Overtime	\$10.84
			040-100-5054	Utility Worker II	\$39.14
			040-100-5220	Overtime	\$10.84
			<b>Total Social Security Tax - 1408 (1)</b>		<b>\$124.94</b>
			<b>Social Security Tax - 1408 (2)</b>		
			010-100-5315	Social Security/Medicare(FICA)	\$6.24
			010-120-5315	Social Security/Medicare(FICA)	\$6.24
			012-100-5315	Social Security/Medicare(FICA)	\$12.49
			030-100-5315	Social Security/Medicare(FICA)	\$49.99
			040-100-5315	Social Security/Medicare(FICA)	\$49.98
			<b>Total Social Security Tax - 1408 (2)</b>		<b>\$124.94</b>
			<b>Total 20181101</b>		<b>\$2,666.64</b>



Vendor	Number	Reference	Account Number	Description	Amount
	<b>20181150</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Federal Income Tax - 1409</b>			
			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
		<b>Total Federal Income Tax - 1409</b>			<b>\$234.80</b>
		<b>Federal Income Tax - 1410</b>			
			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
		<b>Total Federal Income Tax - 1410</b>			<b>\$410.07</b>
		<b>Federal Income Tax - 1411</b>			
			010-100-5058	Maintenance Worker I	\$0.48
			010-120-5058	Maintenance Worker I	\$4.32
			012-100-5058	Maintenance Worker I	\$0.96
			030-100-5058	Maintenance Worker I	\$1.92
			040-100-5058	Maintenance Worker I	\$1.92
		<b>Total Federal Income Tax - 1411</b>			<b>\$9.60</b>
		<b>Federal Income Tax - 1412</b>			
			010-100-5014	City Clerk	\$16.48
			010-100-5220	Overtime	\$0.43
			010-140-5014	City Clerk	\$8.24
			010-140-5220	Overtime	\$0.21
			010-180-5014	City Clerk	\$8.24
			010-180-5220	Overtime	\$0.21
			030-100-5014	City Clerk	\$65.95
			030-100-5220	Overtime	\$1.71
			040-100-5014	City Clerk	\$65.94
			040-100-5220	Overtime	\$1.71
		<b>Total Federal Income Tax - 1412</b>			<b>\$169.12</b>
		<b>Federal Income Tax - 1413</b>			
			010-100-5054	Utility Worker II	\$7.07
			010-100-5220	Overtime	\$2.74
			010-120-5054	Utility Worker II	\$7.07
			010-120-5220	Overtime	\$2.74
			012-100-5054	Utility Worker II	\$14.15
			012-100-5220	Overtime	\$5.49
			030-100-5054	Utility Worker II	\$56.56

Vendor	Number	Reference	Account Number	Description	Amount
			030-100-5220	Overtime	\$21.97
			040-100-5054	Utility Worker II	\$56.57
			040-100-5220	Overtime	\$21.97
			<b>Total Federal Income Tax - 1413</b>		<b>\$196.33</b>
			<b>Medicare - 1409 (1)</b>		
			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
			030-100-5050	Public Works Director	\$13.88
			040-100-5050	Public Works Director	\$13.87
			<b>Total Medicare - 1409 (1)</b>		<b>\$39.64</b>
			<b>Medicare - 1409 (2)</b>		
			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
			<b>Total Medicare - 1409 (2)</b>		<b>\$39.64</b>
			<b>Medicare - 1410 (1)</b>		
			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
			<b>Total Medicare - 1410 (1)</b>		<b>\$48.33</b>
			<b>Medicare - 1410 (2)</b>		
			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
			<b>Total Medicare - 1410 (2)</b>		<b>\$48.33</b>
			<b>Medicare - 1411 (1)</b>		
			010-100-5058	Maintenance Worker I	\$0.45
			010-120-5058	Maintenance Worker I	\$4.00
			012-100-5058	Maintenance Worker I	\$0.89
			030-100-5058	Maintenance Worker I	\$1.78

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-5058	Maintenance Worker I	\$1.78
		<b>Total Medicare - 1411 (1)</b>			<b>\$8.90</b>
		<b>Medicare - 1411 (2)</b>			
			010-100-5315	Social Security/Medicare(FICA)	\$0.45
			010-120-5315	Social Security/Medicare(FICA)	\$4.00
			012-100-5315	Social Security/Medicare(FICA)	\$0.89
			030-100-5315	Social Security/Medicare(FICA)	\$1.78
			040-100-5315	Social Security/Medicare(FICA)	\$1.78
		<b>Total Medicare - 1411 (2)</b>			<b>\$8.90</b>
		<b>Medicare - 1412 (1)</b>			
			010-100-5014	City Clerk	\$3.04
			010-100-5220	Overtime	\$0.08
			010-140-5014	City Clerk	\$1.52
			010-140-5220	Overtime	\$0.04
			010-180-5014	City Clerk	\$1.52
			010-180-5220	Overtime	\$0.04
			030-100-5014	City Clerk	\$12.16
			030-100-5220	Overtime	\$0.32
			040-100-5014	City Clerk	\$12.16
			040-100-5220	Overtime	\$0.32
		<b>Total Medicare - 1412 (1)</b>			<b>\$31.20</b>
		<b>Medicare - 1412 (2)</b>			
			010-100-5315	Social Security/Medicare(FICA)	\$3.12
			010-140-5315	Social Security/Medicare(FICA)	\$1.56
			010-180-5315	Social Security/Medicare(FICA)	\$1.56
			030-100-5315	Social Security/Medicare(FICA)	\$12.48
			040-100-5315	Social Security/Medicare(FICA)	\$12.48
		<b>Total Medicare - 1412 (2)</b>			<b>\$31.20</b>
		<b>Medicare - 1413 (1)</b>			
			010-100-5054	Utility Worker II	\$1.25
			010-100-5220	Overtime	\$0.49
			010-120-5054	Utility Worker II	\$1.25
			010-120-5220	Overtime	\$0.49
			012-100-5054	Utility Worker II	\$2.50
			012-100-5220	Overtime	\$0.97
			030-100-5054	Utility Worker II	\$9.98
			030-100-5220	Overtime	\$3.89
			040-100-5054	Utility Worker II	\$9.99
			040-100-5220	Overtime	\$3.89
		<b>Total Medicare - 1413 (1)</b>			<b>\$34.70</b>
		<b>Medicare - 1413 (2)</b>			
			010-100-5315	Social Security/Medicare(FICA)	\$1.74
			010-120-5315	Social Security/Medicare(FICA)	\$1.74
			012-100-5315	Social Security/Medicare(FICA)	\$3.47
			030-100-5315	Social Security/Medicare(FICA)	\$13.87

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-5315	Social Security/Medicare(FICA)	\$13.88
		<b>Total Medicare - 1413 (2)</b>			<b>\$34.70</b>
		<b>Social Security Tax - 1409 (1)</b>			
			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
		<b>Total Social Security Tax - 1409 (1)</b>			<b>\$169.51</b>
		<b>Social Security Tax - 1409 (2)</b>			
			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
		<b>Total Social Security Tax - 1409 (2)</b>			<b>\$169.51</b>
		<b>Social Security Tax - 1410 (1)</b>			
			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
		<b>Total Social Security Tax - 1410 (1)</b>			<b>\$206.65</b>
		<b>Social Security Tax - 1410 (2)</b>			
			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
		<b>Total Social Security Tax - 1410 (2)</b>			<b>\$206.65</b>
		<b>Social Security Tax - 1411 (1)</b>			
			010-100-5058	Maintenance Worker I	\$1.90
			010-120-5058	Maintenance Worker I	\$17.12
			012-100-5058	Maintenance Worker I	\$3.80
			030-100-5058	Maintenance Worker I	\$7.62
			040-100-5058	Maintenance Worker I	\$7.61
		<b>Total Social Security Tax - 1411 (1)</b>			<b>\$38.05</b>

Vendor	Number	Reference	Account Number	Description	Amount
			<b>Social Security Tax - 1411 (2)</b>		
			010-100-5315	Social Security/Medicare(FICA)	\$1.90
			010-120-5315	Social Security/Medicare(FICA)	\$17.12
			012-100-5315	Social Security/Medicare(FICA)	\$3.80
			030-100-5315	Social Security/Medicare(FICA)	\$7.62
			040-100-5315	Social Security/Medicare(FICA)	\$7.61
			<b>Total Social Security Tax - 1411 (2)</b>		<b>\$38.05</b>
			<b>Social Security Tax - 1412 (1)</b>		
			010-100-5014	City Clerk	\$13.00
			010-100-5220	Overtime	\$0.34
			010-140-5014	City Clerk	\$6.50
			010-140-5220	Overtime	\$0.17
			010-180-5014	City Clerk	\$6.50
			010-180-5220	Overtime	\$0.17
			030-100-5014	City Clerk	\$52.02
			030-100-5220	Overtime	\$1.35
			040-100-5014	City Clerk	\$52.01
			040-100-5220	Overtime	\$1.35
			<b>Total Social Security Tax - 1412 (1)</b>		<b>\$133.41</b>
			<b>Social Security Tax - 1412 (2)</b>		
			010-100-5315	Social Security/Medicare(FICA)	\$13.34
			010-140-5315	Social Security/Medicare(FICA)	\$6.67
			010-180-5315	Social Security/Medicare(FICA)	\$6.67
			030-100-5315	Social Security/Medicare(FICA)	\$53.37
			040-100-5315	Social Security/Medicare(FICA)	\$53.36
			<b>Total Social Security Tax - 1412 (2)</b>		<b>\$133.41</b>
			<b>Social Security Tax - 1413 (1)</b>		
			010-100-5054	Utility Worker II	\$5.34
			010-100-5220	Overtime	\$2.07
			010-120-5054	Utility Worker II	\$5.34
			010-120-5220	Overtime	\$2.07
			012-100-5054	Utility Worker II	\$10.68
			012-100-5220	Overtime	\$4.15
			030-100-5054	Utility Worker II	\$42.77
			030-100-5220	Overtime	\$16.60
			040-100-5054	Utility Worker II	\$42.75
			040-100-5220	Overtime	\$16.60
			<b>Total Social Security Tax - 1413 (1)</b>		<b>\$148.37</b>
			<b>Social Security Tax - 1413 (2)</b>		
			010-100-5315	Social Security/Medicare(FICA)	\$7.41
			010-120-5315	Social Security/Medicare(FICA)	\$7.41
			012-100-5315	Social Security/Medicare(FICA)	\$14.83
			030-100-5315	Social Security/Medicare(FICA)	\$59.37
			040-100-5315	Social Security/Medicare(FICA)	\$59.35
			<b>Total Social Security Tax - 1413 (2)</b>		<b>\$148.37</b>
			<b>Total 20181150</b>		<b>\$2,737.44</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Total IRS-Federal Income Tax</b>					<b>\$5,404.08</b>
<b>J &amp; K Auto Repair Inc.</b>					
	15043			<b>2018-2019 - November 2018 - 1st Council</b>	
		Invoice - 43963			
			040-100-6224	Equipment Repair & Maintenance	\$371.89
		<b>Total Invoice - 43963</b>			<b>\$371.89</b>
	<b>Total 15043</b>				<b>\$371.89</b>
<b>Total J &amp; K Auto Repair Inc.</b>					<b>\$371.89</b>
<b>J &amp; K Electrical LLC</b>					
	15068			<b>2018-2019 - November 2018 - 2nd Council</b>	
		Invoice - 1415A			
			010-120-6220	Building Repair & Maintenance	\$1,336.66
		<b>Total Invoice - 1415A</b>			<b>\$1,336.66</b>
	<b>Total 15068</b>				<b>\$1,336.66</b>
<b>Total J &amp; K Electrical LLC</b>					<b>\$1,336.66</b>
<b>Lane Council of Governments</b>					
	15055			<b>2018-2019 - November 2018 - 2nd Council</b>	
		Invoice - 70247			
			010-100-6012	Legal Services	\$119.53
		<b>Total Invoice - 70247</b>			<b>\$119.53</b>
	<b>Total 15055</b>				<b>\$119.53</b>
	15081			<b>2018-2019 - November 2018 - 2nd Council</b>	
		Invoice - 70262 & 70265			
			010-140-6028	Other Contract Services	\$4,940.30
			010-140-6522	Land Use/Development Costs	\$1,964.91
		<b>Total Invoice - 70262 &amp; 70265</b>			<b>\$6,905.21</b>
	<b>Total 15081</b>				<b>\$6,905.21</b>
<b>Total Lane Council of Governments</b>					<b>\$7,024.74</b>
<b>League of Oregon Cities</b>					
	15082			<b>2018-2019 - November 2018 - 2nd Council</b>	
		Invoice - 200299a			
			010-100-6140	Travel & Training	\$435.00
		<b>Total Invoice - 200299a</b>			<b>\$435.00</b>
	<b>Total 15082</b>				<b>\$435.00</b>
<b>Total League of Oregon Cities</b>					<b>\$435.00</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Lowell Mini Storage</b>					
	<b>1687</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - Dec. 2018 Unit #L029</b>			
			014-100-6605	Rent	\$80.00
		<b>Total Invoice - Dec. 2018 Unit #L029</b>			<b>\$80.00</b>
	<b>Total 1687</b>				<b>\$80.00</b>
<b>Total Lowell Mini Storage</b>					<b>\$80.00</b>
<b>Mid-State Industrial Inc</b>					
	<b>15044</b>			<b>2018-2019 - November 2018 - 1st Council</b>	
		<b>Invoice - 0177757</b>			
			010-120-6230	Other Repair & Maintenance	\$695.85
		<b>Total Invoice - 0177757</b>			<b>\$695.85</b>
	<b>Total 15044</b>				<b>\$695.85</b>
<b>Total Mid-State Industrial Inc</b>					<b>\$695.85</b>
<b>MortierAng Engineers</b>					
	<b>15056</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 4546</b>			
			010-100-8012	Capital Outlay - Buildings & Facilities	\$232.50
		<b>Total Invoice - 4546</b>			<b>\$232.50</b>
	<b>Total 15056</b>				<b>\$232.50</b>
<b>Total MortierAng Engineers</b>					<b>\$232.50</b>
<b>Nichols Layli</b>					
	<b>15057</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - October 2018</b>			
			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
		<b>Total Invoice - October 2018</b>			<b>\$660.83</b>
	<b>Total 15057</b>				<b>\$660.83</b>
<b>Total Nichols Layli</b>					<b>\$660.83</b>
<b>Northwest Code Professionals</b>					
	<b>15045</b>			<b>2018-2019 - November 2018 - 1st Council</b>	
		<b>Invoice - 2186</b>			
			010-140-6524	Building Permit Costs	\$8,224.73
			010-140-6525	Electrical Permit Costs	\$432.00
		<b>Total Invoice - 2186</b>			<b>\$8,656.73</b>
	<b>Total 15045</b>				<b>\$8,656.73</b>
<b>Total Northwest Code Professionals</b>					<b>\$8,656.73</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>One Call Concepts</b>	<b>15069</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 8100421</b>			
			030-100-6230	Other Repair & Maintenance	\$4.72
			040-100-6230	Other Repair & Maintenance	\$4.73
		<b>Total Invoice - 8100421</b>			<b>\$9.45</b>
	<b>Total 15069</b>				<b>\$9.45</b>
<b>Total One Call Concepts</b>					<b>\$9.45</b>
<b>Oregon Dept of Revenue</b>	<b>20181102</b>			<b>2018-2019 - November 2018 - 1st Council</b>	
		<b>StateTax - 1404</b>			
			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
		<b>Total StateTax - 1404</b>			<b>\$173.28</b>
		<b>StateTax - 1405</b>			
			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
		<b>Total StateTax - 1405</b>			<b>\$221.84</b>
		<b>StateTax - 1406</b>			
			010-100-5058	Maintenance Worker I	\$2.00
			010-120-5058	Maintenance Worker I	\$17.99
			012-100-5058	Maintenance Worker I	\$4.00
			030-100-5058	Maintenance Worker I	\$8.00
			040-100-5058	Maintenance Worker I	\$7.99
		<b>Total StateTax - 1406</b>			<b>\$39.98</b>
		<b>StateTax - 1407</b>			
			010-100-5014	City Clerk	\$13.43
			010-140-5014	City Clerk	\$6.71
			010-180-5014	City Clerk	\$6.71
			030-100-5014	City Clerk	\$53.71
			040-100-5014	City Clerk	\$53.70
		<b>Total StateTax - 1407</b>			<b>\$134.26</b>
		<b>StateTax - 1408</b>			
			010-100-5054	Utility Worker II	\$4.69
			010-100-5220	Overtime	\$1.30



Vendor	Number	Reference	Account Number	Description	Amount
			010-120-5054	Utility Worker II	\$4.69
			010-120-5220	Overtime	\$1.30
			012-100-5054	Utility Worker II	\$9.38
			012-100-5220	Overtime	\$2.60
			030-100-5054	Utility Worker II	\$37.51
			030-100-5220	Overtime	\$10.39
			040-100-5054	Utility Worker II	\$37.52
			040-100-5220	Overtime	\$10.39
			<b>Total StateTax - 1408</b>		<b>\$119.77</b>
			<b>Transit Tax - 1404</b>		
			010-100-5050	Public Works Director	\$0.07
			010-120-5050	Public Works Director	\$0.07
			010-160-5050	Public Works Director	\$0.07
			012-100-5050	Public Works Director	\$0.20
			030-100-5050	Public Works Director	\$0.45
			040-100-5050	Public Works Director	\$0.47
			<b>Total Transit Tax - 1404</b>		<b>\$1.33</b>
			<b>Transit Tax - 1405</b>		
			010-100-5010	City Administrator	\$0.26
			010-120-5010	City Administrator	\$0.09
			010-140-5010	City Administrator	\$0.18
			010-160-5010	City Administrator	\$0.09
			010-180-5010	City Administrator	\$0.09
			012-100-5010	City Administrator	\$0.18
			030-100-5010	City Administrator	\$0.42
			040-100-5010	City Administrator	\$0.44
			<b>Total Transit Tax - 1405</b>		<b>\$1.75</b>
			<b>Transit Tax - 1406</b>		
			010-100-5058	Maintenance Worker I	\$0.03
			010-120-5058	Maintenance Worker I	\$0.21
			012-100-5058	Maintenance Worker I	\$0.05
			030-100-5058	Maintenance Worker I	\$0.08
			040-100-5058	Maintenance Worker I	\$0.09
			<b>Total Transit Tax - 1406</b>		<b>\$0.46</b>
			<b>Transit Tax - 1407</b>		
			010-100-5014	City Clerk	\$0.11
			010-140-5014	City Clerk	\$0.05
			010-180-5014	City Clerk	\$0.05
			030-100-5014	City Clerk	\$0.43
			040-100-5014	City Clerk	\$0.42
			<b>Total Transit Tax - 1407</b>		<b>\$1.06</b>
			<b>Transit Tax - 1408</b>		
			010-100-5054	Utility Worker II	\$0.04
			010-100-5220	Overtime	\$0.01
			010-120-5054	Utility Worker II	\$0.04
			010-120-5220	Overtime	\$0.01

Vendor	Number	Reference	Account Number	Description	Amount
			012-100-5054	Utility Worker II	\$0.08
			012-100-5220	Overtime	\$0.02
			030-100-5054	Utility Worker II	\$0.31
			030-100-5220	Overtime	\$0.08
			040-100-5054	Utility Worker II	\$0.30
			040-100-5220	Overtime	\$0.08
			<b>Total Transit Tax - 1408</b>		<b>\$0.97</b>
			<b>Workers Comp - 1404 (1)</b>		
			010-100-5050	Public Works Director	\$0.07
			010-120-5050	Public Works Director	\$0.07
			010-160-5050	Public Works Director	\$0.07
			012-100-5050	Public Works Director	\$0.20
			030-100-5050	Public Works Director	\$0.46
			040-100-5050	Public Works Director	\$0.47
			<b>Total Workers Comp - 1404 (1)</b>		<b>\$1.34</b>
			<b>Workers Comp - 1404 (2)</b>		
			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
			<b>Total Workers Comp - 1404 (2)</b>		<b>\$1.34</b>
			<b>Workers Comp - 1405 (1)</b>		
			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
			010-180-5010	City Administrator	\$0.07
			012-100-5010	City Administrator	\$0.14
			030-100-5010	City Administrator	\$0.36
			040-100-5010	City Administrator	\$0.35
			<b>Total Workers Comp - 1405 (1)</b>		<b>\$1.41</b>
			<b>Workers Comp - 1405 (2)</b>		
			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	\$0.36
			040-100-5320	Worker's Comp	\$0.35
			<b>Total Workers Comp - 1405 (2)</b>		<b>\$1.41</b>
			<b>Workers Comp - 1406 (1)</b>		
			010-100-5058	Maintenance Worker I	\$0.03
			010-120-5058	Maintenance Worker I	\$0.25

Vendor	Number	Reference	Account Number	Description	Amount
			012-100-5058	Maintenance Worker I	\$0.06
			030-100-5058	Maintenance Worker I	\$0.11
			040-100-5058	Maintenance Worker I	\$0.12
			<b>Total Workers Comp - 1406 (1)</b>		<b>\$0.57</b>
			<b>Workers Comp - 1406 (2)</b>		
			010-100-5320	Worker's Comp	\$0.03
			010-120-5320	Worker's Comp	\$0.25
			012-100-5320	Worker's Comp	\$0.06
			030-100-5320	Worker's Comp	\$0.11
			040-100-5320	Worker's Comp	\$0.12
			<b>Total Workers Comp - 1406 (2)</b>		<b>\$0.57</b>
			<b>Workers Comp - 1407 (1)</b>		
			010-100-5014	City Clerk	\$0.11
			010-140-5014	City Clerk	\$0.06
			010-180-5014	City Clerk	\$0.06
			030-100-5014	City Clerk	\$0.44
			040-100-5014	City Clerk	\$0.45
			<b>Total Workers Comp - 1407 (1)</b>		<b>\$1.12</b>
			<b>Workers Comp - 1407 (2)</b>		
			010-100-5320	Worker's Comp	\$0.11
			010-140-5320	Worker's Comp	\$0.06
			010-180-5320	Worker's Comp	\$0.06
			030-100-5320	Worker's Comp	\$0.44
			040-100-5320	Worker's Comp	\$0.45
			<b>Total Workers Comp - 1407 (2)</b>		<b>\$1.12</b>
			<b>Workers Comp - 1408 (1)</b>		
			010-100-5054	Utility Worker II	\$0.06
			010-100-5220	Overtime	\$0.02
			010-120-5054	Utility Worker II	\$0.06
			010-120-5220	Overtime	\$0.02
			012-100-5054	Utility Worker II	\$0.12
			012-100-5220	Overtime	\$0.03
			030-100-5054	Utility Worker II	\$0.46
			030-100-5220	Overtime	\$0.13
			040-100-5054	Utility Worker II	\$0.47
			040-100-5220	Overtime	\$0.13
			<b>Total Workers Comp - 1408 (1)</b>		<b>\$1.50</b>
			<b>Workers Comp - 1408 (2)</b>		
			010-100-5320	Worker's Comp	\$0.08
			010-120-5320	Worker's Comp	\$0.08
			012-100-5320	Worker's Comp	\$0.15
			030-100-5320	Worker's Comp	\$0.59
			040-100-5320	Worker's Comp	\$0.60
			<b>Total Workers Comp - 1408 (2)</b>		<b>\$1.50</b>
			<b>Total 20181102</b>		<b>\$706.58</b>

Vendor	Number	Reference	Account Number	Description	Amount
	20181151		2018-2019 - November 2018 - 2nd Council		
		<b>StateTax - 1409</b>			
			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
		<b>Total StateTax - 1409</b>			<b>\$173.28</b>
		<b>StateTax - 1410</b>			
			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
		<b>Total StateTax - 1410</b>			<b>\$221.84</b>
		<b>StateTax - 1411</b>			
			010-100-5058	Maintenance Worker I	\$1.47
			010-120-5058	Maintenance Worker I	\$13.23
			012-100-5058	Maintenance Worker I	\$2.94
			030-100-5058	Maintenance Worker I	\$5.88
			040-100-5058	Maintenance Worker I	\$5.88
		<b>Total StateTax - 1411</b>			<b>\$29.40</b>
		<b>StateTax - 1412</b>			
			010-100-5014	City Clerk	\$13.48
			010-100-5220	Overtime	\$0.35
			010-140-5014	City Clerk	\$6.74
			010-140-5220	Overtime	\$0.17
			010-180-5014	City Clerk	\$6.74
			010-180-5220	Overtime	\$0.17
			030-100-5014	City Clerk	\$53.94
			030-100-5220	Overtime	\$1.40
			040-100-5014	City Clerk	\$53.93
			040-100-5220	Overtime	\$1.40
		<b>Total StateTax - 1412</b>			<b>\$138.32</b>
		<b>StateTax - 1413</b>			
			010-100-5054	Utility Worker II	\$5.02
			010-100-5220	Overtime	\$1.95
			010-120-5054	Utility Worker II	\$5.02
			010-120-5220	Overtime	\$1.95
			012-100-5054	Utility Worker II	\$10.05
			012-100-5220	Overtime	\$3.90
			030-100-5054	Utility Worker II	\$40.22

Vendor	Number	Reference	Account Number	Description	Amount
			030-100-5220	Overtime	\$15.60
			040-100-5054	Utility Worker II	\$40.20
			040-100-5220	Overtime	\$15.61
			<b>Total StateTax - 1413</b>		<b>\$139.52</b>
			<b>Transit Tax - 1409</b>		
			010-100-5050	Public Works Director	\$0.13
			010-120-5050	Public Works Director	\$0.13
			010-160-5050	Public Works Director	\$0.13
			012-100-5050	Public Works Director	\$0.39
			030-100-5050	Public Works Director	\$0.89
			040-100-5050	Public Works Director	\$0.90
			<b>Total Transit Tax - 1409</b>		<b>\$2.57</b>
			<b>Transit Tax - 1410</b>		
			010-100-5010	City Administrator	\$0.47
			010-120-5010	City Administrator	\$0.16
			010-140-5010	City Administrator	\$0.31
			010-160-5010	City Administrator	\$0.16
			010-180-5010	City Administrator	\$0.16
			012-100-5010	City Administrator	\$0.31
			030-100-5010	City Administrator	\$0.78
			040-100-5010	City Administrator	\$0.78
			<b>Total Transit Tax - 1410</b>		<b>\$3.13</b>
			<b>Transit Tax - 1411</b>		
			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
			<b>Total Transit Tax - 1411</b>		<b>\$0.58</b>
			<b>Transit Tax - 1412</b>		
			010-100-5014	City Clerk	\$0.20
			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	\$0.78
			030-100-5220	Overtime	\$0.02
			040-100-5014	City Clerk	\$0.79
			040-100-5220	Overtime	\$0.02
			<b>Total Transit Tax - 1412</b>		<b>\$2.02</b>
			<b>Transit Tax - 1413</b>		
			010-100-5054	Utility Worker II	\$0.08
			010-100-5220	Overtime	\$0.03
			010-120-5054	Utility Worker II	\$0.08
			010-120-5220	Overtime	\$0.03
			012-100-5054	Utility Worker II	\$0.16
			012-100-5220	Overtime	\$0.06

Vendor	Number	Reference	Account Number	Description	Amount
			030-100-5054	Utility Worker II	\$0.67
			030-100-5220	Overtime	\$0.25
			040-100-5054	Utility Worker II	\$0.64
			040-100-5220	Overtime	\$0.25
			<b>Total Transit Tax - 1413</b>		<b>\$2.25</b>
			<b>Workers Comp - 1409 (1)</b>		
			010-100-5050	Public Works Director	\$0.06
			010-120-5050	Public Works Director	\$0.06
			010-160-5050	Public Works Director	\$0.06
			012-100-5050	Public Works Director	\$0.17
			030-100-5050	Public Works Director	\$0.38
			040-100-5050	Public Works Director	\$0.39
			<b>Total Workers Comp - 1409 (1)</b>		<b>\$1.12</b>
			<b>Workers Comp - 1409 (2)</b>		
			010-100-5320	Worker's Comp	\$0.06
			010-120-5320	Worker's Comp	\$0.06
			010-160-5320	Worker's Comp	\$0.06
			012-100-5320	Worker's Comp	\$0.17
			030-100-5320	Worker's Comp	\$0.38
			040-100-5320	Worker's Comp	\$0.39
			<b>Total Workers Comp - 1409 (2)</b>		<b>\$1.12</b>
			<b>Workers Comp - 1410 (1)</b>		
			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	\$0.31
			040-100-5010	City Administrator	\$0.31
			<b>Total Workers Comp - 1410 (1)</b>		<b>\$1.22</b>
			<b>Workers Comp - 1410 (2)</b>		
			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	\$0.31
			040-100-5320	Worker's Comp	\$0.31
			<b>Total Workers Comp - 1410 (2)</b>		<b>\$1.22</b>
			<b>Workers Comp - 1411 (1)</b>		
			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	\$0.11

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-5058	Maintenance Worker I	\$0.12
		<b>Total Workers Comp - 1411 (1)</b>			<b>\$0.59</b>
		<b>Workers Comp - 1411 (2)</b>			
			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	\$0.11
			040-100-5320	Worker's Comp	\$0.12
		<b>Total Workers Comp - 1411 (2)</b>			<b>\$0.59</b>
		<b>Workers Comp - 1412 (1)</b>			
			010-100-5014	City Clerk	\$0.11
			010-140-5014	City Clerk	\$0.05
			010-180-5014	City Clerk	\$0.05
			030-100-5014	City Clerk	\$0.44
			030-100-5220	Overtime	\$0.01
			040-100-5014	City Clerk	\$0.43
			040-100-5220	Overtime	\$0.01
		<b>Total Workers Comp - 1412 (1)</b>			<b>\$1.10</b>
		<b>Workers Comp - 1412 (2)</b>			
			010-100-5320	Worker's Comp	\$0.11
			010-140-5320	Worker's Comp	\$0.05
			010-180-5320	Worker's Comp	\$0.05
			030-100-5320	Worker's Comp	\$0.45
			040-100-5320	Worker's Comp	\$0.44
		<b>Total Workers Comp - 1412 (2)</b>			<b>\$1.10</b>
		<b>Workers Comp - 1413 (1)</b>			
			010-100-5054	Utility Worker II	\$0.05
			010-100-5220	Overtime	\$0.02
			010-120-5054	Utility Worker II	\$0.05
			010-120-5220	Overtime	\$0.02
			012-100-5054	Utility Worker II	\$0.12
			012-100-5220	Overtime	\$0.05
			030-100-5054	Utility Worker II	\$0.50
			030-100-5220	Overtime	\$0.18
			040-100-5054	Utility Worker II	\$0.47
			040-100-5220	Overtime	\$0.18
		<b>Total Workers Comp - 1413 (1)</b>			<b>\$1.64</b>
		<b>Workers Comp - 1413 (2)</b>			
			010-100-5320	Worker's Comp	\$0.07
			010-120-5320	Worker's Comp	\$0.07
			012-100-5320	Worker's Comp	\$0.17
			030-100-5320	Worker's Comp	\$0.68
			040-100-5320	Worker's Comp	\$0.65
		<b>Total Workers Comp - 1413 (2)</b>			<b>\$1.64</b>
		<b>Total 20181151</b>			<b>\$724.25</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Total Oregon Dept of Revenue</b>					<b>\$1,430.83</b>
<b>Payroll Vendor</b>					
<b>Direct Deposit Run - 11/1/2018</b>			<b>2018-2019 - November 2018 - 1st Council</b>		
<b>ACH Pay - 1404</b>			<b>Max Baker</b>		
			010-100-5050	Public Works Director	\$97.36
			010-120-5050	Public Works Director	\$97.36
			010-160-5050	Public Works Director	\$97.36
			012-100-5050	Public Works Director	\$292.07
			030-100-5050	Public Works Director	\$681.47
			040-100-5050	Public Works Director	\$681.48
<b>Total ACH Pay - 1404</b>			<b>\$1,947.10</b>		
<b>ACH Pay - 1405</b>			<b>Jared B Cobb</b>		
			010-100-5010	City Administrator	\$336.45
			010-120-5010	City Administrator	\$112.15
			010-140-5010	City Administrator	\$224.30
			010-160-5010	City Administrator	\$112.15
			010-180-5010	City Administrator	\$112.15
			012-100-5010	City Administrator	\$224.30
			030-100-5010	City Administrator	\$560.73
			040-100-5010	City Administrator	\$560.74
<b>Total ACH Pay - 1405</b>			<b>\$2,242.97</b>		
<b>ACH Pay - 1406</b>			<b>Robert G. Daigneault</b>		
			010-100-5058	Maintenance Worker I	\$30.84
			010-120-5058	Maintenance Worker I	\$277.58
			012-100-5058	Maintenance Worker I	\$61.68
			030-100-5058	Maintenance Worker I	\$123.36
			040-100-5058	Maintenance Worker I	\$123.37
<b>Total ACH Pay - 1406</b>			<b>\$616.83</b>		
<b>ACH Pay - 1407</b>			<b>Joyce Donnell</b>		
			010-100-5014	City Clerk	\$151.16
			010-140-5014	City Clerk	\$75.58
			010-180-5014	City Clerk	\$75.58
			030-100-5014	City Clerk	\$604.64
			040-100-5014	City Clerk	\$604.64
<b>Total ACH Pay - 1407</b>			<b>\$1,511.60</b>		
<b>ACH Pay - 1408</b>			<b>Thomas J Von Flatern</b>		
			010-100-5054	Utility Worker II	\$57.33
			010-100-5220	Overtime	\$15.88
			010-120-5054	Utility Worker II	\$57.33
			010-120-5220	Overtime	\$15.88
			012-100-5054	Utility Worker II	\$114.66
			012-100-5220	Overtime	\$31.75
			030-100-5054	Utility Worker II	\$458.63
			030-100-5220	Overtime	\$127.02
			040-100-5054	Utility Worker II	\$458.64



Vendor	Number	Reference	Account Number	Description	Amount
			040-100-5220	Overtime	\$127.02
		<b>Total ACH Pay - 1408</b>			<b>\$1,464.14</b>
		<b>Total Direct Deposit Run - 11/1/2018</b>			<b>\$7,782.64</b>
		<b>Direct Deposit Run - 11/19/2018</b>			
		<b>ACH Pay - 1409</b>			
			010-100-5050	<b>Max Baker</b> 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	\$292.36
			030-100-5050	Public Works Director	\$682.17
			040-100-5050	Public Works Director	\$682.16
		<b>Total ACH Pay - 1409</b>			<b>\$1,949.04</b>
		<b>ACH Pay - 1410</b>			
			010-100-5010	<b>Jared B Cobb</b> City Administrator	\$336.27
			010-120-5010	City Administrator	\$112.09
			010-140-5010	City Administrator	\$224.18
			010-160-5010	City Administrator	\$112.09
			010-180-5010	City Administrator	\$112.09
			012-100-5010	City Administrator	\$224.18
			030-100-5010	City Administrator	\$560.43
			040-100-5010	City Administrator	\$560.45
		<b>Total ACH Pay - 1410</b>			<b>\$2,241.78</b>
		<b>ACH Pay - 1411</b>			
			010-100-5058	<b>Robert G. Daigneault</b> Maintenance Worker I	\$24.49
			010-120-5058	Maintenance Worker I	\$220.43
			012-100-5058	Maintenance Worker I	\$48.99
			030-100-5058	Maintenance Worker I	\$97.95
			040-100-5058	Maintenance Worker I	\$97.97
		<b>Total ACH Pay - 1411</b>			<b>\$489.83</b>
		<b>ACH Pay - 1412</b>			
			010-100-5014	<b>Joyce Donnell</b> City Clerk	\$150.83
			010-100-5220	Overtime	\$3.92
			010-140-5014	City Clerk	\$75.41
			010-140-5220	Overtime	\$1.96
			010-180-5014	City Clerk	\$75.41
			010-180-5220	Overtime	\$1.96
			030-100-5014	City Clerk	\$603.33
			030-100-5220	Overtime	\$15.66
			040-100-5014	City Clerk	\$603.33
			040-100-5220	Overtime	\$15.66
		<b>Total ACH Pay - 1412</b>			<b>\$1,547.47</b>
		<b>ACH Pay - 1413</b>			
			010-100-5054	<b>Thomas J Von Flatern</b> Utility Worker II	\$62.19
			010-100-5220	Overtime	\$24.15
			010-120-5054	Utility Worker II	\$62.19

Vendor	Number	Reference	Account Number	Description	Amount
			010-120-5220	Overtime	\$24.15
			012-100-5054	Utility Worker II	\$124.37
			012-100-5220	Overtime	\$48.28
			030-100-5054	Utility Worker II	\$497.53
			030-100-5220	Overtime	\$193.13
			040-100-5054	Utility Worker II	\$497.50
			040-100-5220	Overtime	\$193.14
			<b>Total ACH Pay - 1413</b>		<b>\$1,726.63</b>
			<b>Total Direct Deposit Run - 11/19/2018</b>		<b>\$7,954.75</b>
			<b>Total Payroll Vendor</b>		<b>\$15,737.39</b>

**PERS**

20181103

2018-2019 - November 2018 - 1st Council

**Employer Retirement - 1404**

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
030-100-5450	Public Employees Retirement	\$110.05
040-100-5450	Public Employees Retirement	\$110.04

**Total Employer Retirement - 1404**

**\$314.41**

**Employer Retirement - 1405**

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 - 1405**

**\$383.30**

**Employer Retirement - 1406**

010-100-5450	Public Employees Retirement	\$4.55
010-120-5450	Public Employees Retirement	\$41.00
012-100-5450	Public Employees Retirement	\$9.11
030-100-5450	Public Employees Retirement	\$18.23
040-100-5450	Public Employees Retirement	\$18.23

**Total Employer Retirement - 1406**

**\$91.12**

**Employer Retirement - 1407**

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 - 1407**

**\$241.19**

Vendor	Number	Reference	Account Number	Description	Amount
			<b>Employer Retirement - 1408</b>		
			010-100-5450	Public Employees Retirement	\$11.58
			010-120-5450	Public Employees Retirement	\$11.58
			012-100-5450	Public Employees Retirement	\$23.18
			030-100-5450	Public Employees Retirement	\$92.71
			040-100-5450	Public Employees Retirement	\$92.69
			<b>Total Employer Retirement - 1408</b>		<b>\$231.74</b>
			<b>Non-Taxable Retirement - 1404</b>		
			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
			<b>Total Non-Taxable Retirement - 1404</b>		<b>\$164.04</b>
			<b>Non-Taxable Retirement - 1405</b>		
			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
			<b>Total Non-Taxable Retirement - 1405</b>		<b>\$199.98</b>
			<b>Non-Taxable Retirement - 1406</b>		
			010-100-5058	Maintenance Worker I	\$2.38
			010-120-5058	Maintenance Worker I	\$21.39
			012-100-5058	Maintenance Worker I	\$4.76
			030-100-5058	Maintenance Worker I	\$9.50
			040-100-5058	Maintenance Worker I	\$9.51
			<b>Total Non-Taxable Retirement - 1406</b>		<b>\$47.54</b>
			<b>Non-Taxable Retirement - 1407</b>		
			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
			<b>Total Non-Taxable Retirement - 1407</b>		<b>\$125.84</b>
			<b>Non-Taxable Retirement - 1408</b>		
			010-100-5054	Utility Worker II	\$4.73
			010-100-5220	Overtime	\$1.31
			010-120-5054	Utility Worker II	\$4.73
			010-120-5220	Overtime	\$1.31
			012-100-5054	Utility Worker II	\$9.47
			012-100-5220	Overtime	\$2.62

Vendor	Number	Reference	Account Number	Description	Amount
			030-100-5054	Utility Worker II	\$37.88
			030-100-5220	Overtime	\$10.49
			040-100-5054	Utility Worker II	\$37.88
			040-100-5220	Overtime	\$10.49
			<b>Total Non-Taxable Retirement - 1408</b>		<b>\$120.91</b>
	<b>Total 20181103</b>				<b>\$1,920.07</b>
	<b>20181152</b>				
			<b>2018-2019 - November 2018 - 2nd Council</b>		
			<b>Employer Retirement - 1409</b>		
			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
			030-100-5450	Public Employees Retirement	\$110.05
			040-100-5450	Public Employees Retirement	\$110.04
			<b>Total Employer Retirement - 1409</b>		<b>\$314.41</b>
			<b>Employer Retirement - 1410</b>		
			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
			<b>Total Employer Retirement - 1410</b>		<b>\$383.30</b>
			<b>Employer Retirement - 1411</b>		
			010-100-5450	Public Employees Retirement	\$3.53
			010-120-5450	Public Employees Retirement	\$31.76
			012-100-5450	Public Employees Retirement	\$7.06
			030-100-5450	Public Employees Retirement	\$14.12
			040-100-5450	Public Employees Retirement	\$14.11
			<b>Total Employer Retirement - 1411</b>		<b>\$70.58</b>
			<b>Employer Retirement - 1412</b>		
			010-100-5450	Public Employees Retirement	\$24.75
			010-140-5450	Public Employees Retirement	\$12.37
			010-180-5450	Public Employees Retirement	\$12.37
			030-100-5450	Public Employees Retirement	\$98.98
			040-100-5450	Public Employees Retirement	\$98.98
			<b>Total Employer Retirement - 1412</b>		<b>\$247.45</b>
			<b>Employer Retirement - 1413</b>		
			010-100-5450	Public Employees Retirement	\$13.76
			010-120-5450	Public Employees Retirement	\$13.76
			012-100-5450	Public Employees Retirement	\$27.52
			030-100-5450	Public Employees Retirement	\$110.08
			040-100-5450	Public Employees Retirement	\$110.08
			<b>Total Employer Retirement - 1413</b>		<b>\$275.20</b>

Vendor	Number	Reference	Account Number	Description	Amount
			<b>Non-Taxable Retirement - 1409</b>		
			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
			<b>Total Non-Taxable Retirement - 1409</b>		<b>\$164.04</b>
			<b>Non-Taxable Retirement - 1410</b>		
			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
			<b>Total Non-Taxable Retirement - 1410</b>		<b>\$199.98</b>
			<b>Non-Taxable Retirement - 1411</b>		
			010-100-5058	Maintenance Worker I	\$1.85
			010-120-5058	Maintenance Worker I	\$16.57
			012-100-5058	Maintenance Worker I	\$3.68
			030-100-5058	Maintenance Worker I	\$7.36
			040-100-5058	Maintenance Worker I	\$7.37
			<b>Total Non-Taxable Retirement - 1411</b>		<b>\$36.83</b>
			<b>Non-Taxable Retirement - 1412</b>		
			010-100-5014	City Clerk	\$12.58
			010-100-5220	Overtime	\$0.33
			010-140-5014	City Clerk	\$6.29
			010-140-5220	Overtime	\$0.16
			010-180-5014	City Clerk	\$6.29
			010-180-5220	Overtime	\$0.16
			030-100-5014	City Clerk	\$50.34
			030-100-5220	Overtime	\$1.31
			040-100-5014	City Clerk	\$50.33
			040-100-5220	Overtime	\$1.31
			<b>Total Non-Taxable Retirement - 1412</b>		<b>\$129.10</b>
			<b>Non-Taxable Retirement - 1413</b>		
			010-100-5054	Utility Worker II	\$5.17
			010-100-5220	Overtime	\$2.01
			010-120-5054	Utility Worker II	\$5.17
			010-120-5220	Overtime	\$2.01
			012-100-5054	Utility Worker II	\$10.34
			012-100-5220	Overtime	\$4.02
			030-100-5054	Utility Worker II	\$41.37
			030-100-5220	Overtime	\$16.06

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-5054	Utility Worker II	\$41.37
			040-100-5220	Overtime	\$16.06
		<b>Total Non-Taxable Retirement - 1413</b>			<b>\$143.58</b>
	<b>Total 20181152</b>				<b>\$1,964.47</b>
<b>Total PERS</b>					<b>\$3,884.54</b>
<b>Petty Cash</b>					
	15046	<b>2018-2019 - November 2018 - 1st Council</b>			
		<b>Invoice - 11/5/2018 2:46:40 PM</b>			
			010-100-6126	Postage	\$1.15
			010-100-6190	Miscellaneous Expenditures	\$25.00
		<b>Total Invoice - 11/5/2018 2:46:40 PM</b>			<b>\$26.15</b>
	<b>Total 15046</b>				<b>\$26.15</b>
<b>Total Petty Cash</b>					<b>\$26.15</b>
<b>Professional Credit Services</b>					
	1603	<b>2018-2019 - November 2018 - 2nd Council</b>			
		<b>Invoice -5210</b>			
			010-180-6028	Other Contract Services	\$238.51
		<b>Total Invoice -5210</b>			<b>\$238.51</b>
	<b>Total 1603</b>				<b>\$238.51</b>
<b>Total Professional Credit Services</b>					<b>\$238.51</b>
<b>Purchase Power</b>					
	15058	<b>2018-2019 - November 2018 - 2nd Council</b>			
		<b>Invoice - 11/13/2018 3:44:59 PM</b>			
			010-100-6126	Postage	\$30.00
			030-100-6126	Postage	\$60.00
			040-100-6126	Postage	\$60.00
		<b>Total Invoice - 11/13/2018 3:44:59 PM</b>			<b>\$150.00</b>
	<b>Total 15058</b>				<b>\$150.00</b>
<b>Total Purchase Power</b>					<b>\$150.00</b>
<b>Renewable Resource Group Inc.</b>					
	15070	<b>2018-2019 - November 2018 - 2nd Council</b>			
		<b>Invoice - 109163, 109164, 109328, 109733, 109734, 109735, 109840</b>			
			030-100-6722	Water/Sewer Analysis	\$330.00
			040-100-6722	Water/Sewer Analysis	\$806.40
		<b>Total Invoice - 109163, 109164, 109328, 109733, 109734, 109735, 109840</b>			<b>\$1,136.40</b>
	<b>Total 15070</b>				<b>\$1,136.40</b>
<b>Total Renewable Resource Group Inc.</b>					<b>\$1,136.40</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Sanders, Tim</b>					
	<b>15071</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice -50</b>			
			040-100-6028	Other Contract Services	\$300.00
		<b>Total Invoice -50</b>			<b>\$300.00</b>
	<b>Total 15071</b>				<b>\$300.00</b>
<b>Total Sanders, Tim</b>					<b>\$300.00</b>
<b>SaniPac</b>					
	<b>15047</b>			<b>2018-2019 - November 2018 - 1st Council</b>	
		<b>Invoice - 3031840</b>			
			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
		<b>Total Invoice - 3031840</b>			<b>\$76.76</b>
	<b>Total 15047</b>				<b>\$76.76</b>
<b>Total SaniPac</b>					<b>\$76.76</b>
<b>Sewer Optics</b>					
	<b>15072</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 2580</b>			
			030-100-6230	Other Repair & Maintenance	\$135.00
		<b>Total Invoice - 2580</b>			<b>\$135.00</b>
	<b>Total 15072</b>				<b>\$135.00</b>
<b>Total Sewer Optics</b>					<b>\$135.00</b>
<b>Staples Credit Plan</b>					
	<b>15059</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 11/13/2018 3:38:35 PM</b>			
			010-100-6130	Office Supplies/Equipment	\$112.65
			010-120-6134	General Supplies	\$59.99
			030-100-6130	Office Supplies/Equipment	\$57.13
			030-100-6134	General Supplies	\$136.30
			040-100-6130	Office Supplies/Equipment	\$57.11
			040-100-6134	General Supplies	\$26.74
		<b>Total Invoice - 11/13/2018 3:38:35 PM</b>			<b>\$449.92</b>
	<b>Total 15059</b>				<b>\$449.92</b>
<b>Total Staples Credit Plan</b>					<b>\$449.92</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>U.S. Equipment Finance</b>					
	<b>15060</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 370248684</b>			
			010-100-6024	Copier Contract	\$147.98
		<b>Total Invoice - 370248684</b>			<b>\$147.98</b>
	<b>Total 15060</b>				<b>\$147.98</b>
<b>Total U.S. Equipment Finance</b>					<b>\$147.98</b>
<b>University of Oregon</b>					
	<b>15083</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 3753V0-3</b>			
			010-120-6028	Other Contract Services	\$28,500.00
		<b>Total Invoice - 3753V0-3</b>			<b>\$28,500.00</b>
	<b>Total 15083</b>				<b>\$28,500.00</b>
<b>Total University of Oregon</b>					<b>\$28,500.00</b>
<b>USPS</b>					
	<b>15084</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 11/28/2018 10:19:22 AM</b>			
			030-100-6126	Postage	\$65.00
			040-100-6126	Postage	\$65.00
		<b>Total Invoice - 11/28/2018 10:19:22 AM</b>			<b>\$130.00</b>
	<b>Total 15084</b>				<b>\$130.00</b>
<b>Total USPS</b>					<b>\$130.00</b>
<b>Verizon Wireless</b>					
	<b>15048</b>			<b>2018-2019 - November 2018 - 1st Council</b>	
		<b>Invoice - 9817020377</b>			
			010-100-6440	Telephone Services	\$50.35
			030-100-6440	Telephone Services	\$50.35
			040-100-6440	Telephone Services	\$50.35
		<b>Total Invoice - 9817020377</b>			<b>\$151.05</b>
	<b>Total 15048</b>				<b>\$151.05</b>
<b>Total Verizon Wireless</b>					<b>\$151.05</b>
<b>Vision Municipal Solutions</b>					
	<b>15085</b>			<b>2018-2019 - November 2018 - 2nd Council</b>	
		<b>Invoice - 09-6490</b>			
			010-100-6022	IT Services	\$139.61
			012-100-6022	IT Services	\$46.53
			030-100-6022	IT Services	\$139.61
			040-100-6022	IT Services	\$139.61
		<b>Total Invoice - 09-6490</b>			<b>\$465.36</b>
	<b>Total 15085</b>				<b>\$465.36</b>
<b>Total Vision Municipal Solutions</b>					<b>\$465.36</b>



Vendor	Number	Reference	Account Number	Description	Amount
<b>Voided Check</b>					
	15073			2018-2019 - November 2018 - 2nd Council	
		Invoice - 11/20/2018 12:52:23 PM			
		Total Invoice - 11/20/2018 12:52:23 PM			
	<b>Total 15073</b>				
	15074			2018-2019 - November 2018 - 2nd Council	
		Invoice - 11/20/2018 12:53:41 PM			
		Total Invoice - 11/20/2018 12:53:41 PM			
	<b>Total 15074</b>				
	15075			2018-2019 - November 2018 - 2nd Council	
		Invoice - 11/20/2018 12:54:34 PM			
		Total Invoice - 11/20/2018 12:54:34 PM			
	<b>Total 15075</b>				
<b>Total Voided Check</b>					
<b>Grand Total</b>		<b>Vendor Count</b>	<b>49</b>		<b>\$165,393.24</b>

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** December 13, 2018  
**SUBJECT:** City Administrator Report

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

**SUMMARY:**

The attached City Administrator Report is for the period of November 19 – December 13. The report covers the following topics: Covered Bridge Tree Lighting, City Hall/Library Holiday Operating Hours, 2019 City Council Meeting Schedule, 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 Statewide Housing Plan Summary
3. A Tale of Two Houses – Property Tax Inequities

**TO:** Mayor Bennett and Council

**FROM:** Jared Cobb, City Administrator

**DATE:** December 13, 2018

**SUBJECT:** City Administrator Report

### **Main Street Improvements**

A \$100,000 grant has been received from ODOT to grind and overlay Main Street from Pioneer Street to Moss Street. We anticipate construction in summer 2019. Staff will coordinate work with the Lowell School District to avoid any conflicts with their construction projects.

### **Covered Bridge Tree Lighting**

The 2018 Lowell Covered Bridge Tree Lighting was a great success. Staff estimates approximately 300 people attended the event. Pictures and video have been posted on the City's Facebook page. Thank you again to all the volunteers and organizations that supported the event:

- Lowell School District
- Lowell Fire District
- Lowell Grange
- Lowell High School Band
- Lowell High School Choir
- The Farmer's Wife
- Sunbelt Rentals
- Beacock Music
- Carroll's Country Christmas Trees
- Lowell Christmas Carolers
- Pat and Vallie Todd
- Don Swain
- Shawn Watson
- Aaron Graham



### **City Hall and Library Holiday Operating Hours**

We plan to close City Hall and the Library at 1:00 p.m. on Monday, December 24 for staff to be able to enjoy Christmas Eve with their families. City offices will reopen at 9:00 a.m. on Wednesday, December 26. Offices will also be closed for New Year's Day on Tuesday, January 1.

### **City Council Packets**

Staff would like to get your input on transitioning to “paperless”, digital packets. Currently, we print 150-200 pages of materials for each City Council meeting, which equates to over 1,200 pages (7 packets) of paper. Such a change would significantly reduce printing costs and staff time in preparing and distributing packets. If the Council is comfortable with this proposal, each councilor would be provided with a tablet for City business.

### **2019 City Council Meeting Schedule**

A draft 2019 meeting schedule is provided below for your review. Staff will bring the schedule back at our first meeting in January for discussion and adoption.

- January 15 – Work Session and Regular Meeting
- February 5 – Work Session
- February 19 – Regular Meeting
- March 5 – Work Session
- March 19 – Regular Meeting
- April 2 – Work Session
- April 16 – Regular Meeting
- May 7 – Work Session
- May 21 – Regular Meeting
- June 4 – Work Session
- June 18 – Regular Meeting
- July 2 – Work Session
- July 16 – Regular Meeting
- August 6 – Work Session
- August 20 – Regular Meeting
- September 3 – Work Session
- September 17 - Regular Meeting
- October 1 – Work Session
- October 15 – Regular Meeting
- November 5 – Work Session
- November 19 – Regular Meeting
- December 3 –Executive Session, Work Session, and Regular Meeting

### **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](http://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* – All American Landscape is scheduled to install the valve assembly, 1½ double check backflow device, and remote timer in January.
- *Downtown Master Plan* – LCOG and the Urban Collaborative are currently working on drafts of comprehensive plan policy and land development code amendments to support the illustrative plan.
- *Parks and Recreation Master Plan* – An open house to review the concept plans for Rolling Rock Park and the Railroad Right-of-Way is scheduled for Thursday, January 17 from 5:00 – 7:00 p.m. in the Lowell Fire Department Community Room. The Steering Committee will meet afterwards to review feedback and discuss next steps.

### **League of Oregon Cities Highlights**

#### **Governor’s Budget Aligns with Many LOC Priorities**

- An unprecedented \$406.1 million to invest in housing development, preservation, and affordability. \$130 million in the Local Innovation and Fast Track (LIFT) Housing Program to create 1,700-2,100 units of affordable housing; \$54.5 million for permanent supportive housing programs, which provide housing and services to those most at risk of chronic homelessness, such as those with mental health disabilities; and \$15 million for the Greater Oregon Housing Accelerator – building up the Regional Solutions’ Workforce Housing Initiative.
- \$79 million in lottery bonds for recapitalization of the Special Public Works Fund (SPWF) administered by Business Oregon. This fund provides critical financing for water, wastewater, and broadband projects.
- \$15 million in lottery bonds for the Regional Infrastructure Fund (RIF). This fund is used by Regional Solutions to support statewide economic and community development through grants and loans.
- \$15 million in lottery bonds for the Water Supply Development Account administered by the Water Resources Department.
- \$10 million in lottery bonds for the Brownfields Redevelopment Fund. This fund is a direct loan and grant financing program to assist property owners to conduct environmental actions and assessments through cleanup on brownfields.
- Staffing of a new broadband office to assist rural Oregon with deploying broadband (\$1.1 million).

#### **Draft Statewide Housing Plan Released**

The Oregon Housing and Community Services Department (OHCS) has released its draft Statewide Housing Plan, a long-term, strategic plan for providing stable housing opportunities for all Oregonians.

The housing plan was crafted after OHCS conducted more than 40 listening sessions and community focus groups across the state, from Klamath Falls, to Ontario, to Tillamook. The

agency spoke with a variety of Oregon communities facing unique challenges with unique assets at their disposal. Using that information, the OHCS created six priorities with corresponding goals and strategies. The plan and a summary document are available [here](#).

### **Senate Finance and Revenue Committee Interested in Property Tax Reforms in 2019**

The Legislative Revenue Office (LRO) released new statewide property tax data today which analyzes the gap between real market value (RMV) and assessed value (AV) as a result of Measure 50.

Property tax rates are applied to property values, and the [data showed two key facts](#):

1. Property owners' valuation as a percentage of real market value varies significantly by county. For example, Malheur County property owners are taxed on an average that is close to 100 percent of real market value (RMV), while Multnomah County property owners have an average that is closer to 50 percent of RMV.
2. Property owners within the same county also have very different tax bills due to inequities in valuation. This is the "Tale of Two Houses" scenario, and the LRO used [LOC's graphics to explain the point](#). The charts indicated that it is not just a few property owners that are significant winners or losers; instead, the problem is more wide-spread.

Members of the Senate Finance and Revenue Committee, chaired by Senator Mark Hass (D-Beaverton), heard the data Friday morning during an informational hearing.

"If we do nothing, it will only get worse," Senator Kathleen Taylor (D-Portland) said, noting that this isn't something that corrects on its own.

Senator Hass concluded the hearing by referring to the growing inequity: "I think we should take a swing at this in 2019."

Several property tax reform bills were introduced by the committee prior to the informational hearing.





# Breaking New Ground

OREGON'S STATEWIDE HOUSING PLAN

# SUMMARY



**Across Oregon, housing has emerged as a paramount concern.** The lack of available housing, high rents and high home prices are driving rapid increases in housing instability and homelessness. The data is clear: too many Oregonians are without a safe, stable and affordable place to call home.

**As we embarked on this Statewide Housing Plan in 2017, we traveled throughout Oregon on a listening tour, which brought us to communities large and small — coastal villages, Central Oregon boomtowns, Eastern Oregon wheat country, and growing Portland area suburbs.** In each community, the housing crisis loomed large. You told us the heartbreaking stories of your friends, neighbors and family members who are struggling to find a pathway out of poverty; you described the homeless youth in your city that line up around the block hoping for shelter each night; you shared the fear of speaking out about mold and dirty water in your homes; and you talked about the business in the next town that had to cut jobs because there is nowhere for employees to live. We heard about the impacts this housing instability is having on our school children, the medically fragile, elders, communities of color and the workforce.

Across the state, we also heard inspirational stories that demonstrate our communities' resolve and desire to bring about change. We have unprecedented engagement and leadership on housing issues from our elected officials in Salem and at the local level. Oregon Housing and Community Services is ready to match that resolve and engagement. At the date of this letter, we have a record number of homes — nearly 8,000 — in our affordable housing development pipeline. We are serving more people through our homeless programs than ever before, and we are in the midst of another banner year for first time homebuyers. Yet more is needed. The people we serve will stand front and center as we drive to solutions through national best practices, increased impact, partnership and innovation.

This Statewide Housing Plan is our road map as we embark upon a series of bold initiatives to realize this vision over the next five years. I encourage you to join us in this endeavor to lay the foundation for a new era of hope and opportunity for our communities. For one individual, for one family at a time, we can end homelessness. We can end housing instability. We can create a system that advances equity and eliminates disparities for people of color. And we can create an Oregon where we all have the opportunity to pursue prosperity and live free from poverty.



Sincerely,  
Margaret Salazar, *Director*



Together, we can make Oregon a place where every child has a safe and stable place to call home.



## Plan Purpose

The Statewide Housing Plan articulates how Oregon Housing and Community Services (OHCS) will pave the way for more Oregonians to have access to the stable housing opportunities necessary for **self-sufficiency**. To do this, the Plan...

- Draws on quantitative and qualitative data to illuminate areas of need across the state and within specific communities;
- Communicates **six priorities** to build support and inspire coordinated action;
- Describes how OHCS will lead, fund, and support our partners on priority issues over the next five years; and
- Provides a framework and direction for OHCS to prepare annual work plans, set goals, monitor progress and implement our priorities.

The Plan marks a new way of doing business for OHCS. It lays the foundation for OHCS to be a data- and research-driven organization, and proposes a new way of collaborating and focusing resources and energy to address the most pressing housing issues facing Oregon today.

# Guiding Principles

The **guiding principles** set direction for OHCS over the five-year plan horizon and beyond, building on our mission statement, vision and core values. They are crosscutting philosophies that inform how we will approach our work and guide our decisions over the next five-plus years across the department's many programs.



## PRIORITY

# Equity and Racial Justice

Advance equity and racial justice by identifying and addressing institutional and systemic barriers that have created and perpetuated patterns of disparity in housing and economic prosperity.



People of color have long faced discrimination and inequity in housing, home loans and government services. African Americans, Native Americans, Latinos and others face persistent poverty and wage gaps that force families to spend a greater share of their incomes on rent, leading to housing insecurity and a higher risk of homelessness. In addition, ongoing discrimination in the housing market combined with systemic barriers to economic mobility, wealth creation and opportunities impede progress toward parity. We are committed to an intentional, data-driven approach in collaboration with our partners to reduce disparities in housing and social service provision and to achieve greater parity in housing stability, self-sufficiency and homeownership for communities of color.



## PRIORITY

# Homelessness

Build a coordinated and concerted statewide effort to prevent and end homelessness, with a focus on ending unsheltered homelessness of Oregon's children and veterans.

All available data suggests that homelessness has increased during the current housing crisis, likely driven by increasing rents, which compound personal and societal causes of homelessness. Homelessness and housing instability make it harder to find and keep a job, treat or manage medical conditions, and learn in school. Ending homelessness means that every community has a comprehensive system in place to prevent homelessness, and where it can't be prevented, ensure it is a brief, one-time experience. There is substantial momentum around ending homelessness, particularly for veterans and children. OHCS will focus services and resources to drive improvement in housing stability and collaborate with partners to end veterans' homelessness in Oregon and build a system in which every child has a safe and stable place to call home.



**PRIORITY**

## **Permanent Supportive Housing**

**Invest in permanent supportive housing, a proven strategy to reduce chronic homelessness and reduce barriers to housing stability.**



Permanent supportive housing is a proven model for successfully housing economically vulnerable people who may not otherwise be able to maintain stable housing. Permanent supportive housing combines housing affordable at extremely low incomes with wraparound supportive services. A wide body of evidence supports the use of permanent supportive housing to provide better outcomes for people and reduce costs for health care, criminal justice, emergency services and other public systems. OHCS has heard resounding support for the permanent supportive housing model from local governments and partners. OHCS will increase our commitment to permanent supportive housing by working with partners to align resources for, and eliminate barriers to, producing permanent supportive housing.



**PRIORITY**

## **Affordable Rental Housing**

**Work to close the affordable rental housing gap and reduce housing cost burden for low-income Oregonians.**

Many studies have shown that access to affordable housing has broad, positive impacts. Affordable housing increases financial stability and allows families to prioritize spending on what matters most, including food, transportation, healthcare and saving for college or retirement. In recent years, OHCS and its affordable housing development partners responded to an ongoing housing crisis with record production of new units. Still, rents and housing prices continue to rise relative to incomes, increasing levels of housing cost burden, while low vacancy rates make it difficult to find housing. OHCS will work with our partners to expand and expedite delivery of affordable rental housing, reduce housing cost burden for low-income renters, and preserve existing affordable housing units.

## PRIORITY

# Homeownership

**Provide more low- and moderate-income Oregonians with the tools to successfully achieve and maintain homeownership, particularly in communities of color.**



Affordable homeownership is a critical component of any forward-thinking strategy that seeks to address both housing and prosperity. In markets with rising home prices, fixed home payments insulate homeowners from displacement pressures. Homeownership provides an avenue to build wealth and home equity that can support college education, business start-up, or other financial needs. Across the income spectrum, communities of color have lower homeownership rates than whites due to historical and ongoing discriminatory lending and disparate access to home financing. OHCS will expand the reach of existing homeownership programs for low- and moderate-income households and explore innovative new programs to address unmet needs in the marketplace. We will also increase the number of homebuyers of color in our homeownership programs through engagement with culturally responsive organizations and intentional program design.



## PRIORITY

# Rural Communities

**Change the way OHCS does business in small towns and rural communities to be responsive to the unique housing and service needs and unlock the opportunities for housing development.**

Small towns and rural communities face distinct housing and service provision challenges. While housing costs may be lower, incomes are lower as well, and transportation costs can be significantly higher. There has been little new housing, especially multifamily housing, built in rural areas in the last decade. Issues include lack of suitable and available land, high labor costs to bring contractors to rural areas, rents and home prices too low to cover the cost of new construction, and lack of financing for smaller-scale projects. OHCS will collaborate with small towns and rural communities to increase housing development; tailor services to rural areas' unique needs; and build stronger partnerships among housing and service providers, private industry, employers, local governments, philanthropy and other stakeholders to improve capacity and leverage resources.



## Working together to serve individuals, families and communities throughout Oregon

### Equal Opportunity Housing and Equal Opportunity Employment

Oregon Housing and Community Services is committed to providing meaningful access. For accommodations, modifications, translation, interpretation or other services, please contact **Greg Current** at **503-986-2000**, by **TTY at 503-986- 2100**, or by email at **greg.current@oregon.gov**.

#### Kenny LaPoint

Assistant Director, Public Affairs  
Oregon Housing and Community Services

**email:** [kenny.lapoint@oregon.gov](mailto:kenny.lapoint@oregon.gov)

**ph:** 971-239-9968

<https://www.oregon.gov/ohcs/pages/oshp.aspx>





# AV/RMV

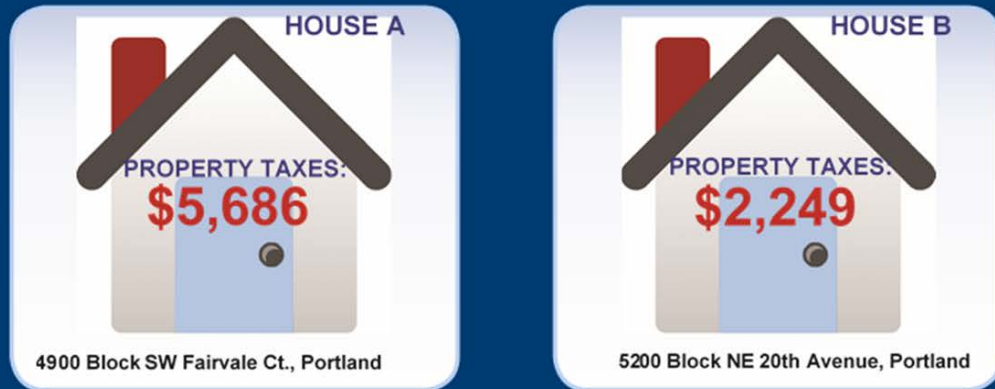
Around the state



## Tale of Two Houses – Tax Inequities Portland example

RMV in 1997: \$178,300      RMV in 1997: \$98,000

Both houses sold in June 2013 for approximately \$325,000



Difference in property taxes paid per year: **\$3,437**

Tax amounts in this example are from FY 2015-16.

Both houses sold in mid-2013 for approximately \$160,000



Difference in property taxes paid per year: **\$993**

Tax amounts in this example are from FY 2015-16.

## Tale of Two Houses – Tax Inequities Salem Example

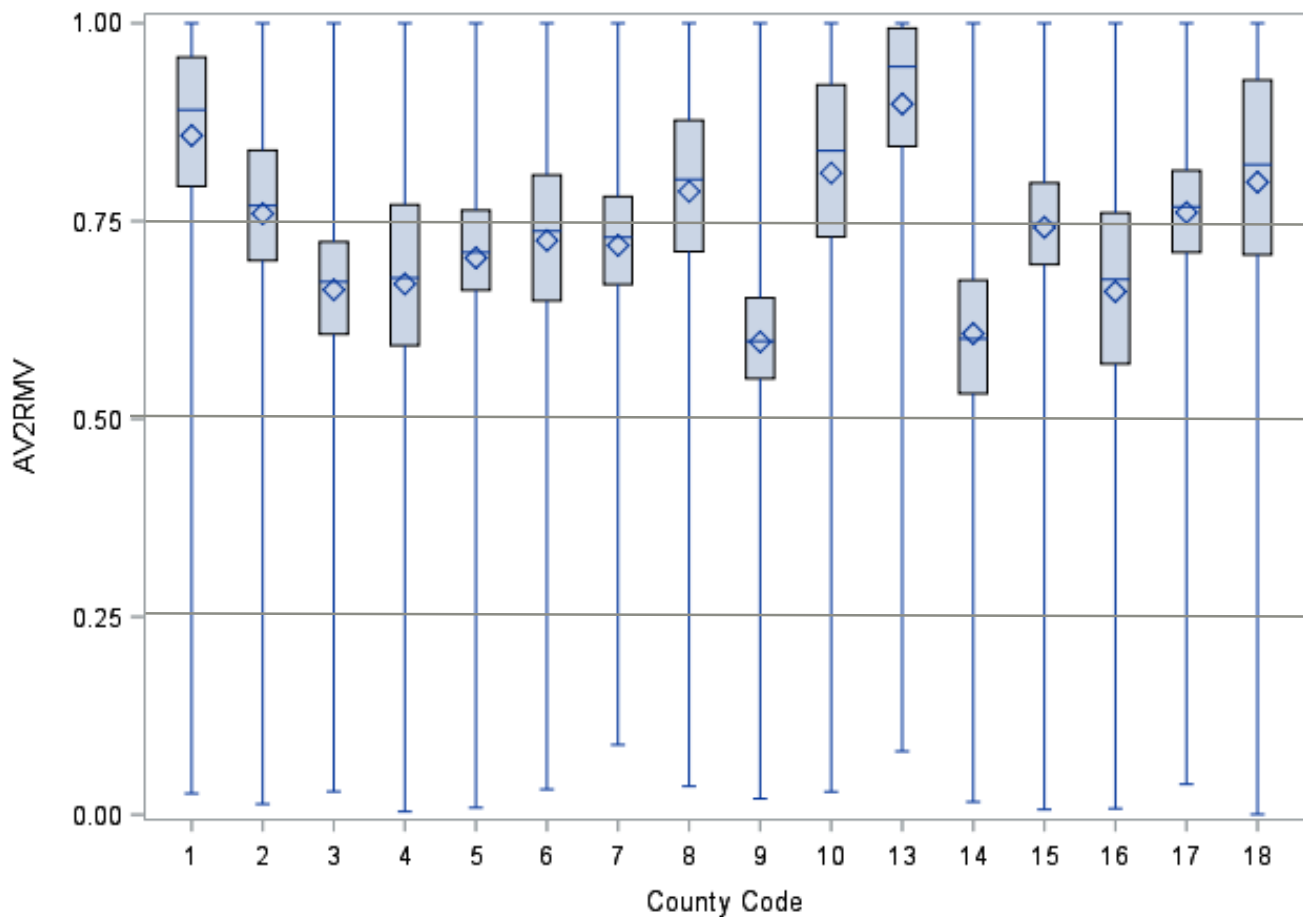
Courtesy of the League of Oregon Cities



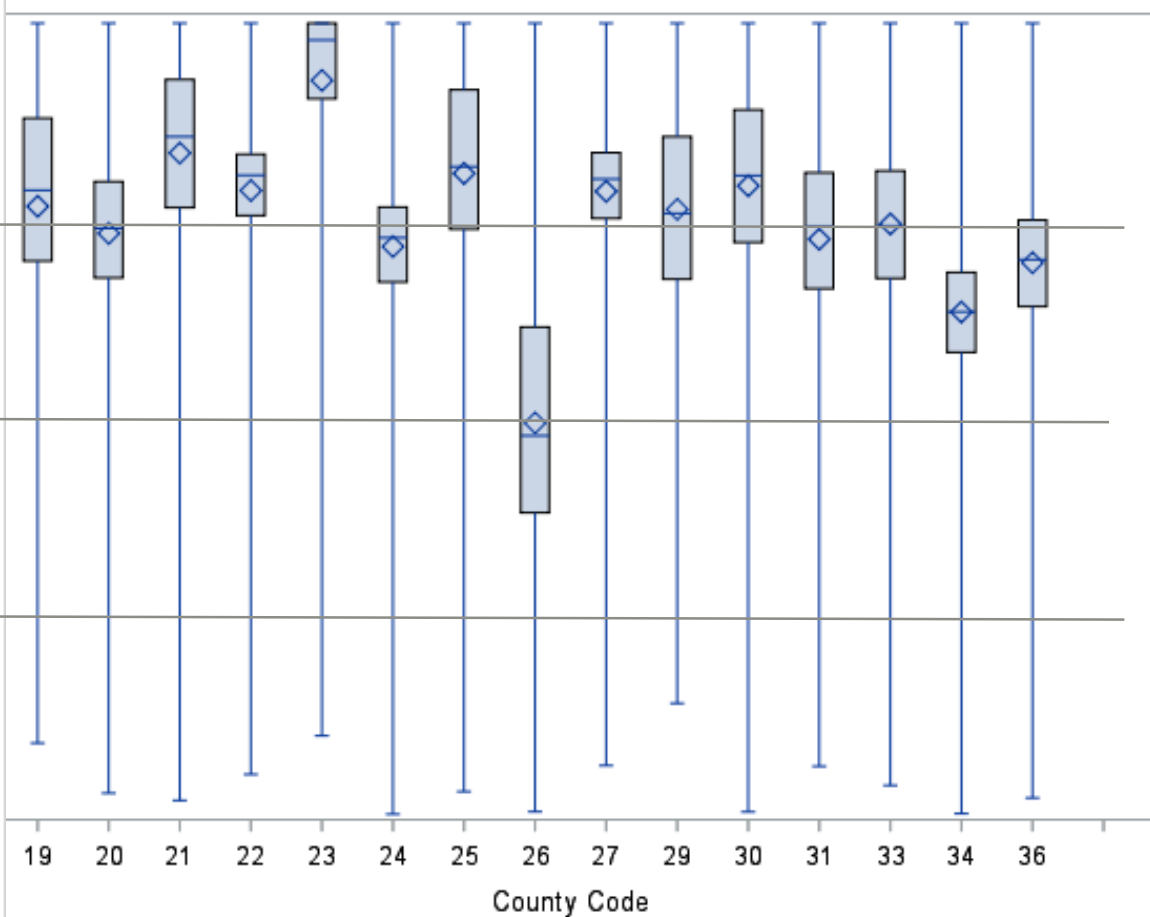
# Washington County CPR

Property Class	2017/18	2016/17
1-Residential	0.640	0.679
2-Commercial / Local Industrial*	0.671	0.725
3-Industrial, State Appraised**	1.000	1.000
4-Rural Residential	0.687	0.719
5-Farm	0.687	0.719
6-Forest	0.687	0.719
7-Apartment	0.420	0.486
8-Recreational***	0	0
Personal Property	1.000	1.000
Machinery & Equip.****	1.000	1.000

Distribution of AV2RMV by CO



Distribution of AV2RMV by CO



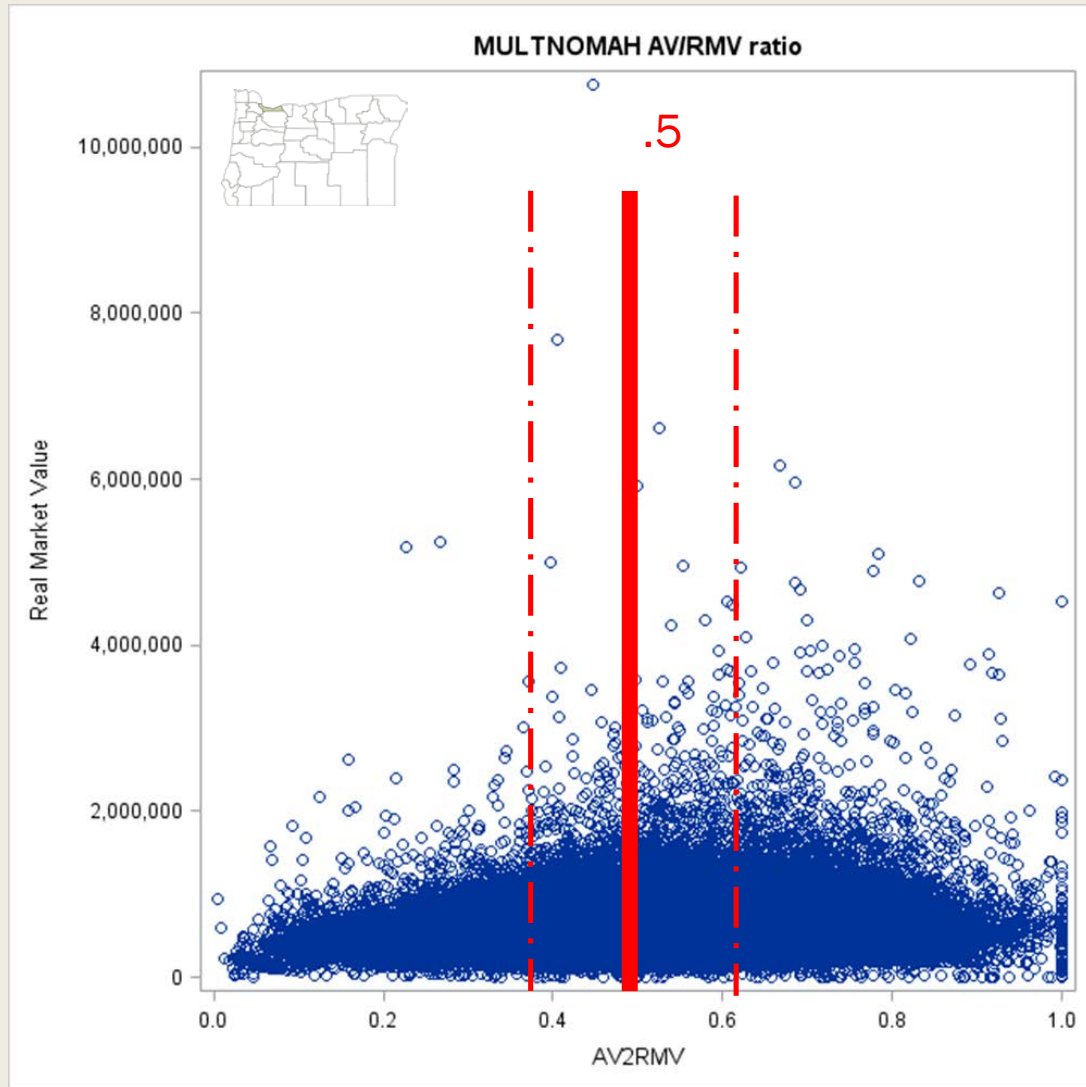
01 BAKER  
02 BENTON  
03 CLACKAMAS  
04 CLATSOP  
05 COLUMBIA  
06 COOS  
07 CROOK  
08 CURRY

09 DESCHUTES  
10 DOUGLAS  
13 HARNEY  
14 HOOD RIVER  
15 JACKSON  
16 JEFFERSON  
17 JOSEPHINE  
18 KLAMATH

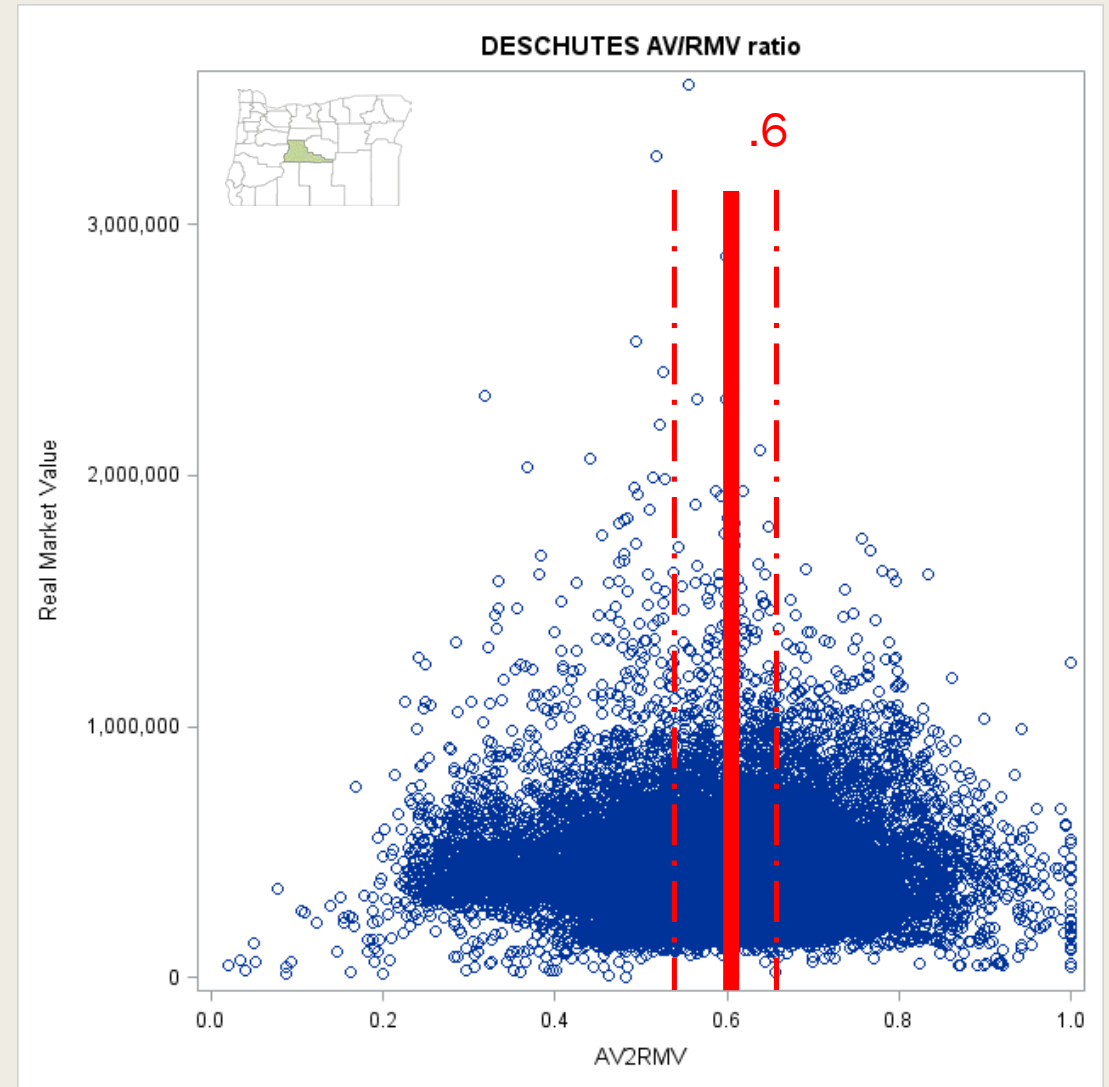
19 LAKE  
20 LANE  
21 LINCOLN  
22 LINN  
23 MALHEUR  
24 MARION  
25 MORROW  
26 MULTNOMAH

27 POLK  
29 TILLAMOOK  
30 UMATILLA  
31 UNION  
33 WASCO  
34 WASHINGTON  
36 YAMHILL

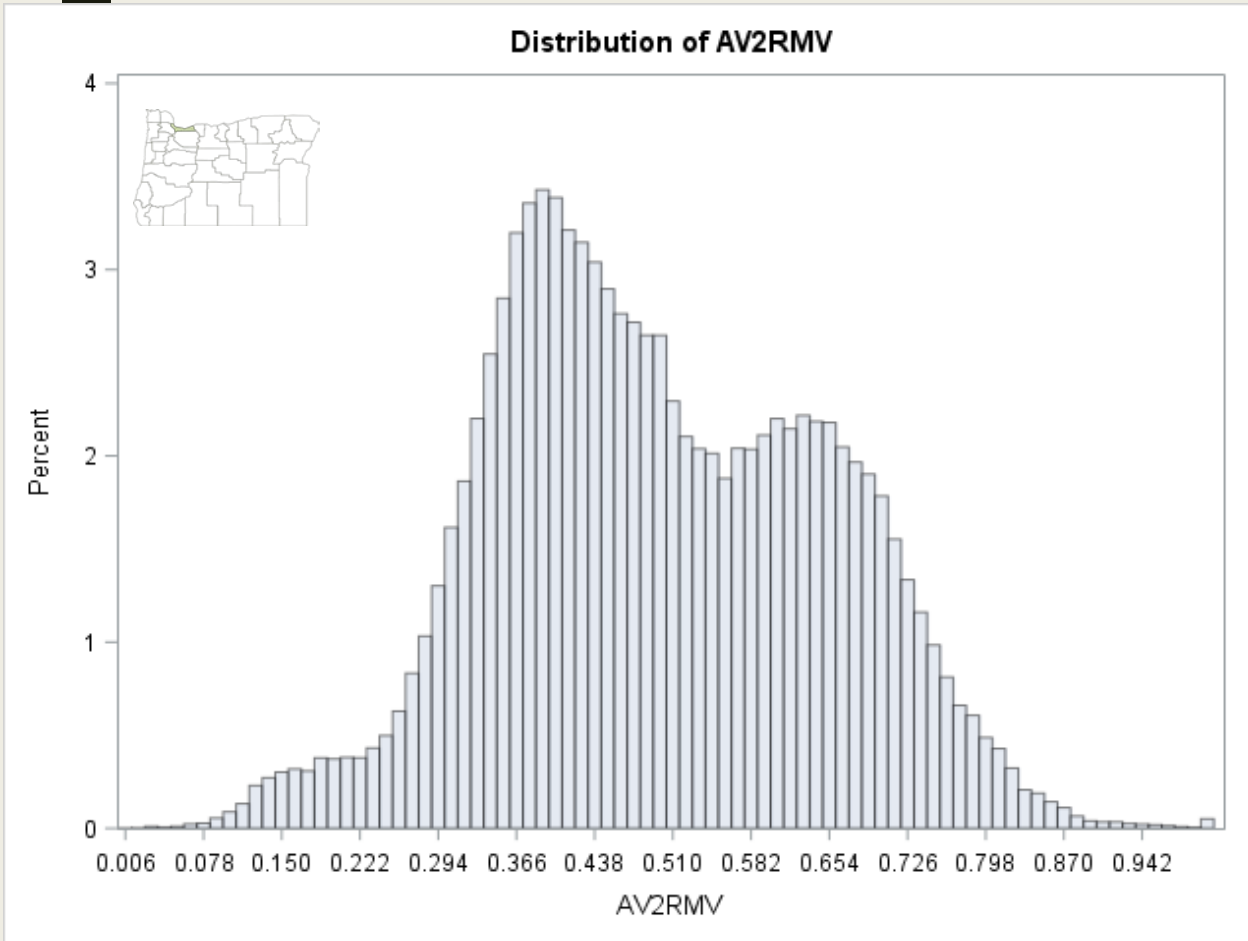
## 2017-18 Multnomah County



## 2017-18 Deschutes County

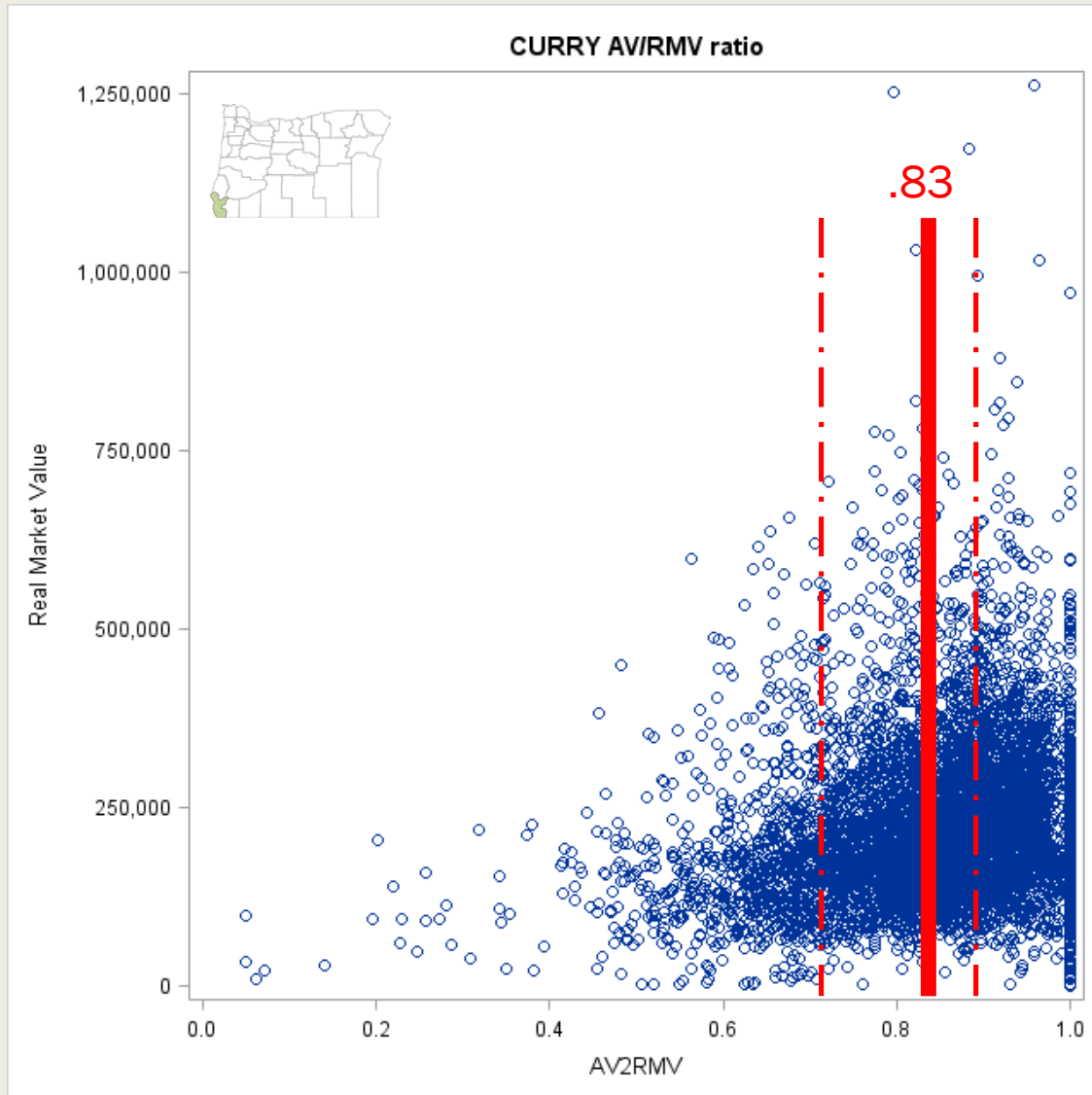


# 2017-18 Multnomah County



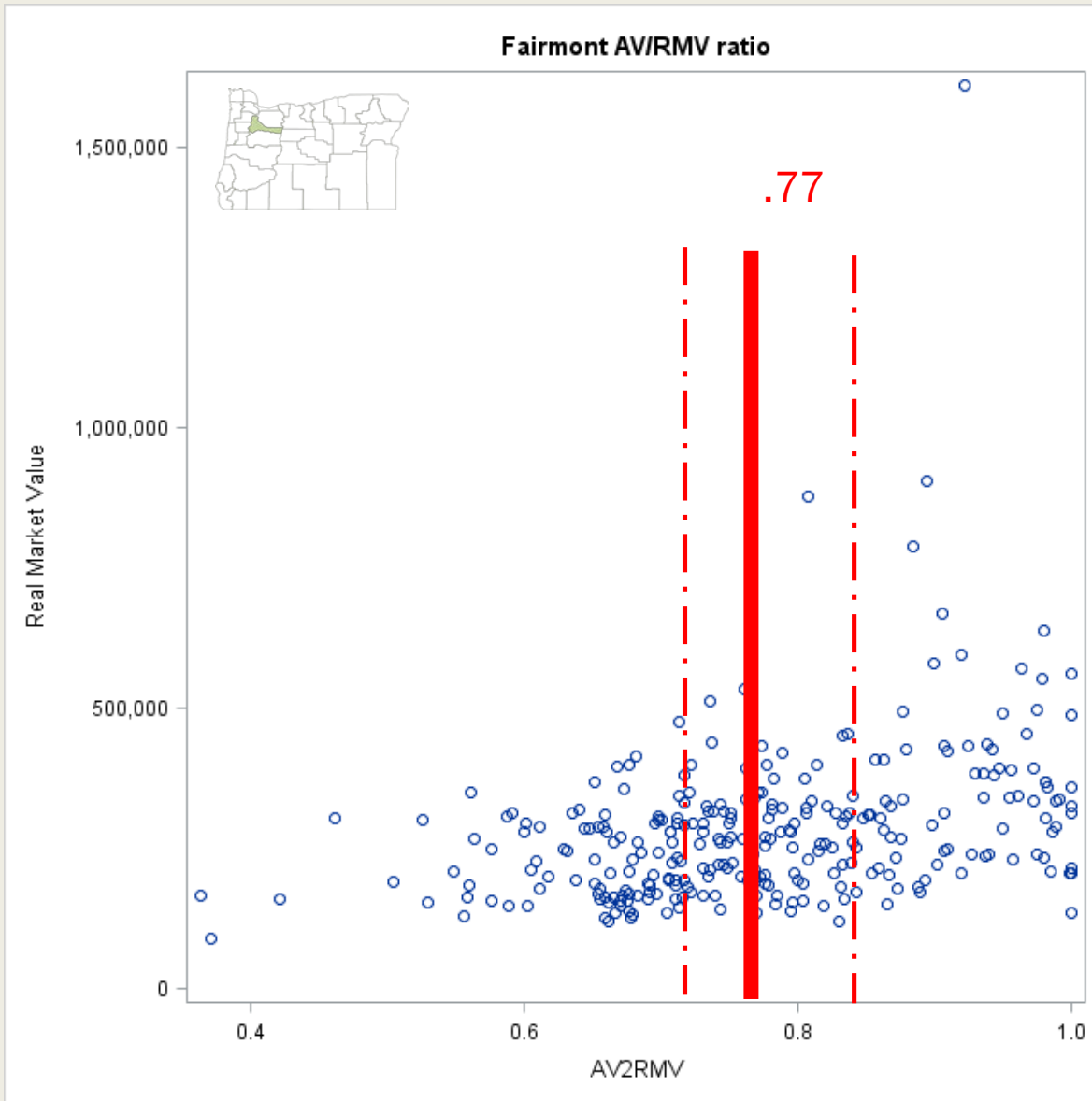
RMV	ratio	tax	AV	taxes
\$500,000	0.6	0.022	300000	\$6,600
\$500,000	0.5	0.022	250000	\$5,500
\$500,000	0.4	0.022	200000	\$4,400
\$500,000	0.6	0.017	300000	\$5,100
\$500,000	0.5	0.017	250000	\$4,250
\$500,000	0.4	0.017	200000	\$3,400

# 2017-18 Curry County



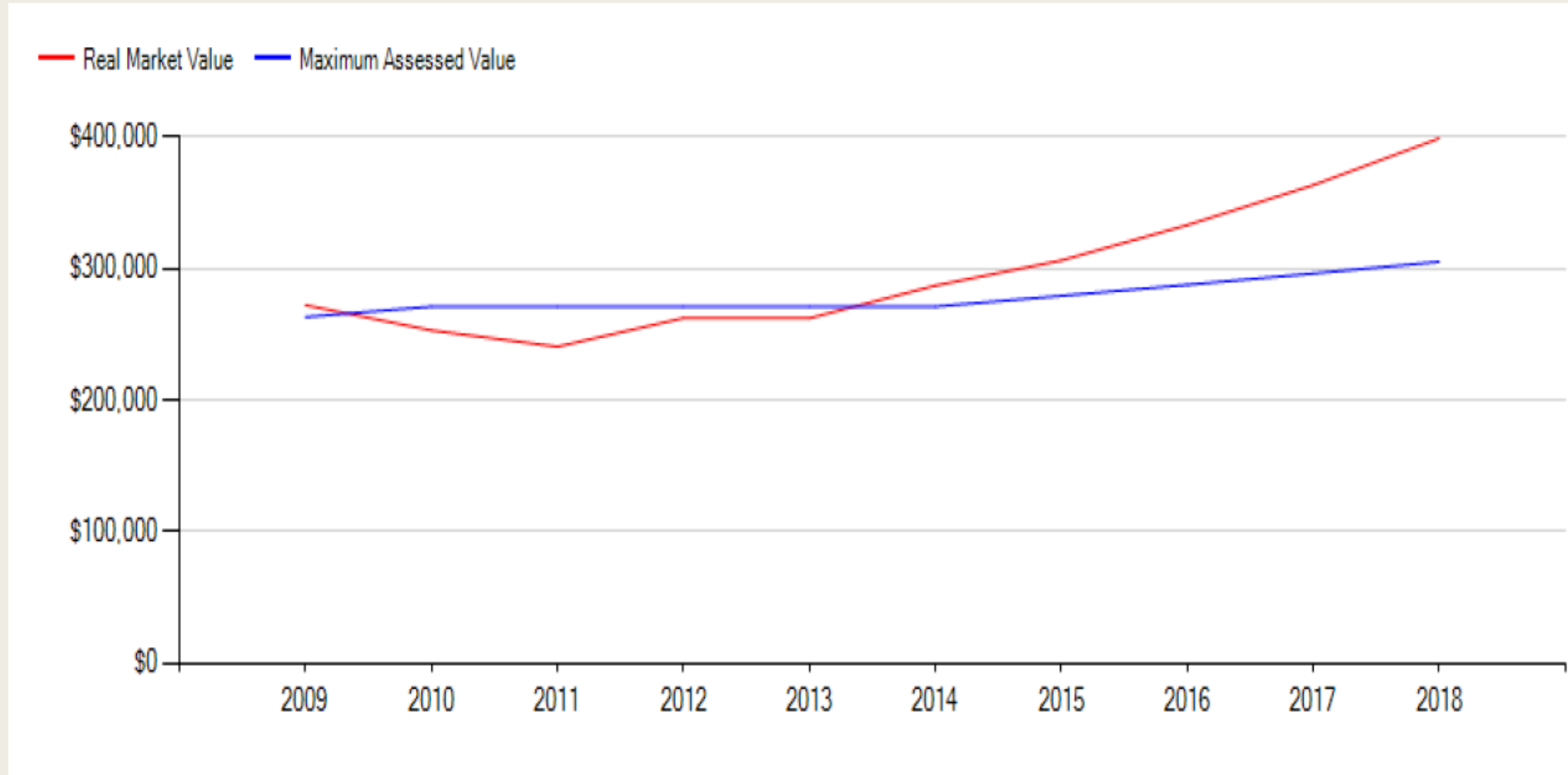
RMV	ratio	tax	AV	taxes
\$500,000	0.87	0.008	435000	\$3,480
\$500,000	0.8	0.008	400000	\$3,200
\$500,000	0.71	0.008	355000	\$2,840
\$250,000	0.87	0.008	217500	\$1,740
\$250,000	0.8	0.008	200000	\$1,600
\$250,000	0.71	0.008	177500	\$1,420

# 2017-18 Fairmont

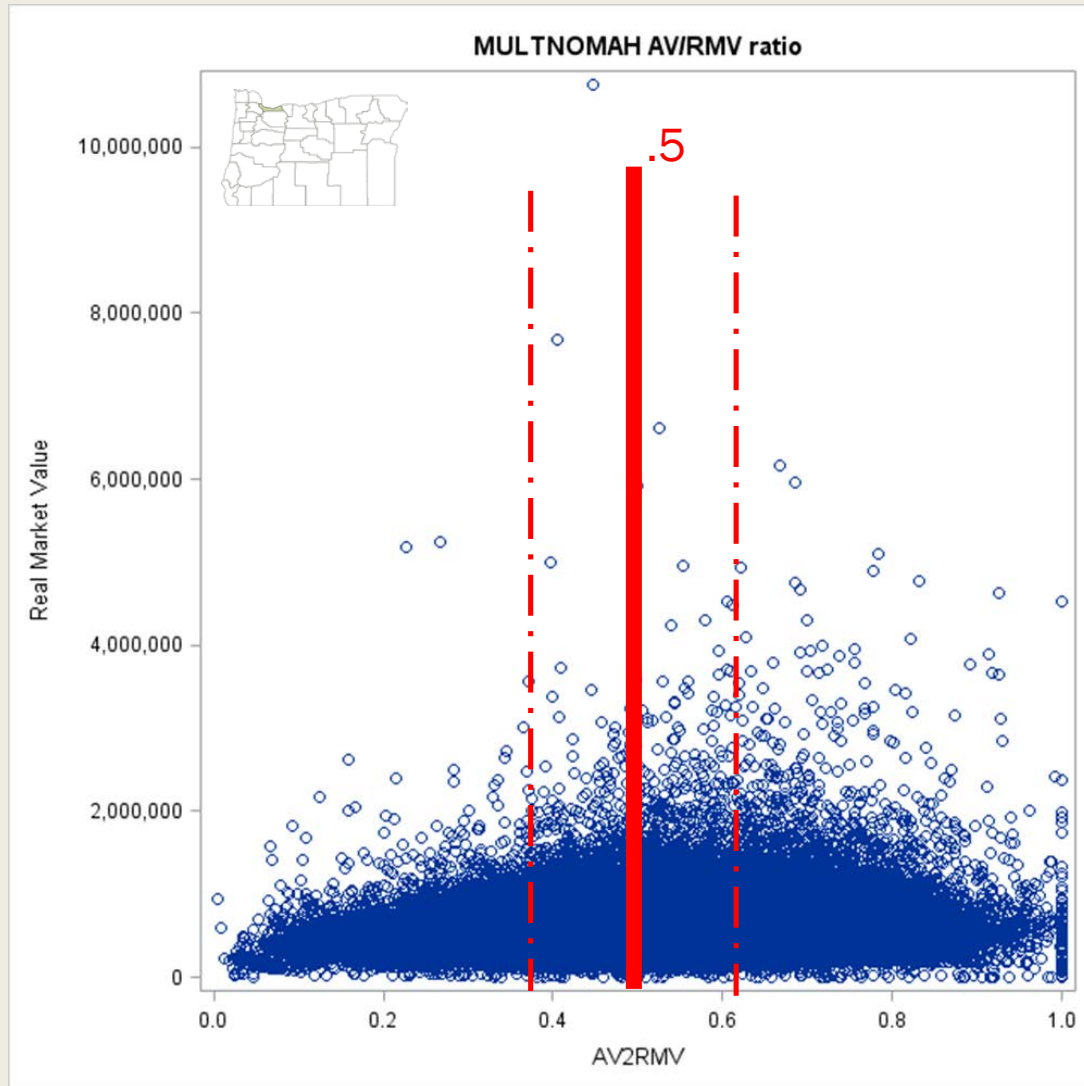


		Fairmont		
RMV	ratio	tax	AV	taxes
\$500,000	0.85	0.018	425000	\$7,650
\$500,000	0.75	0.018	375000	\$6,750
\$500,000	0.7	0.018	350000	\$6,300
\$250,000	0.85	0.018	212500	\$3,825
\$250,000	0.75	0.018	187500	\$3,375
\$250,000	0.7	0.018	175000	\$3,150

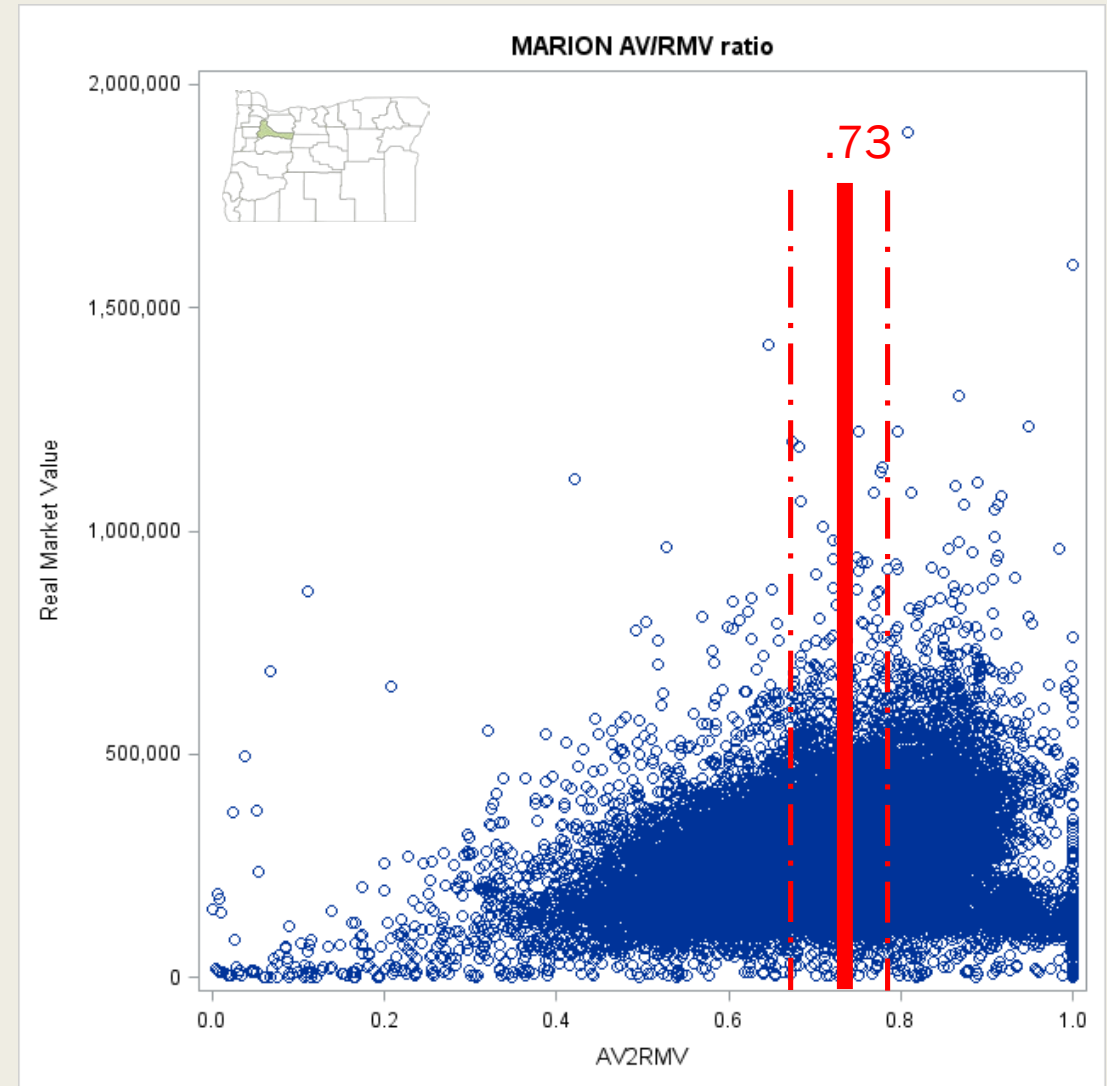
# How do you get $AV/RMV = 1$ ?



## 2017-18 Multnomah County

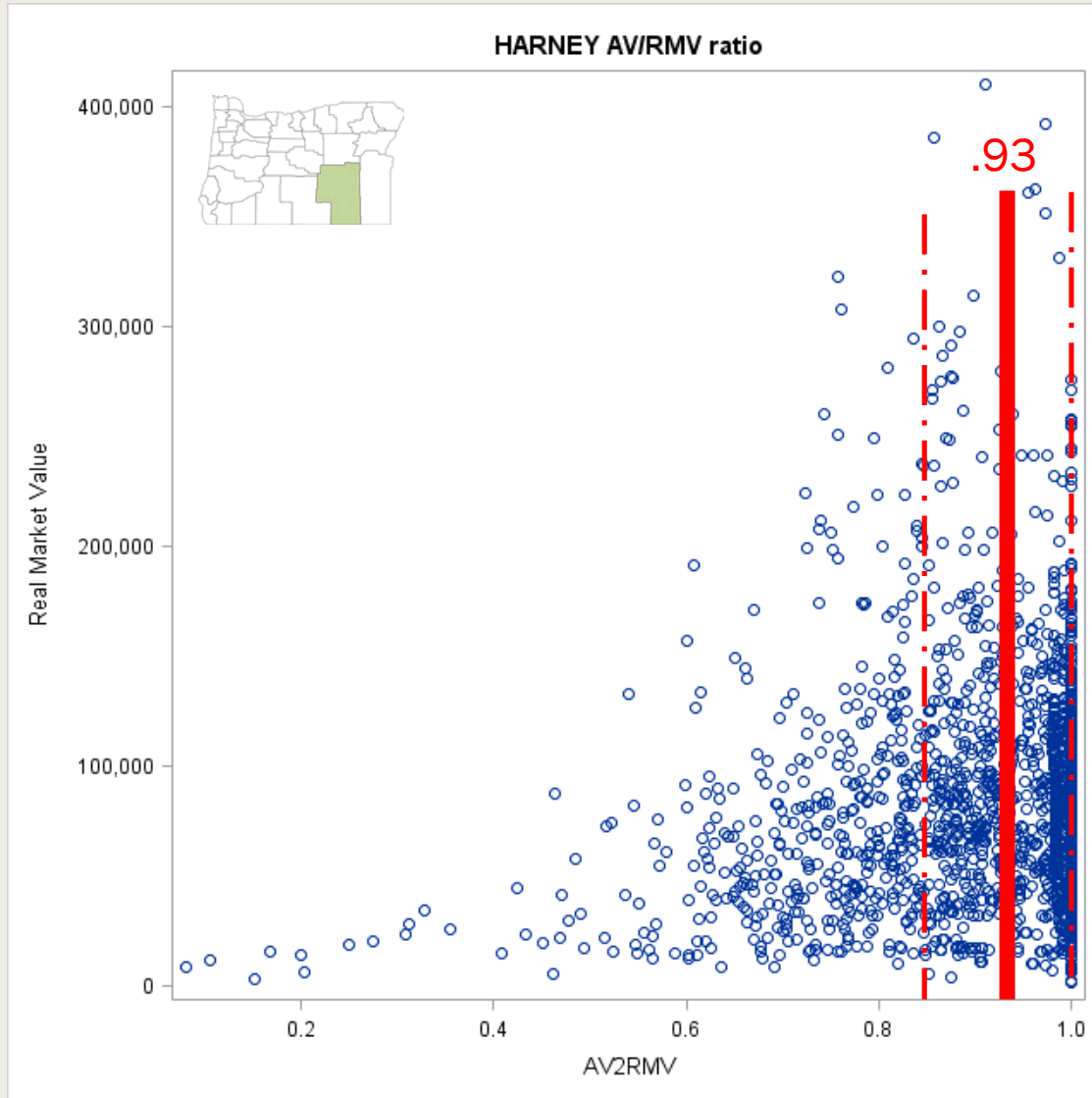


## 2017-18 Marion County

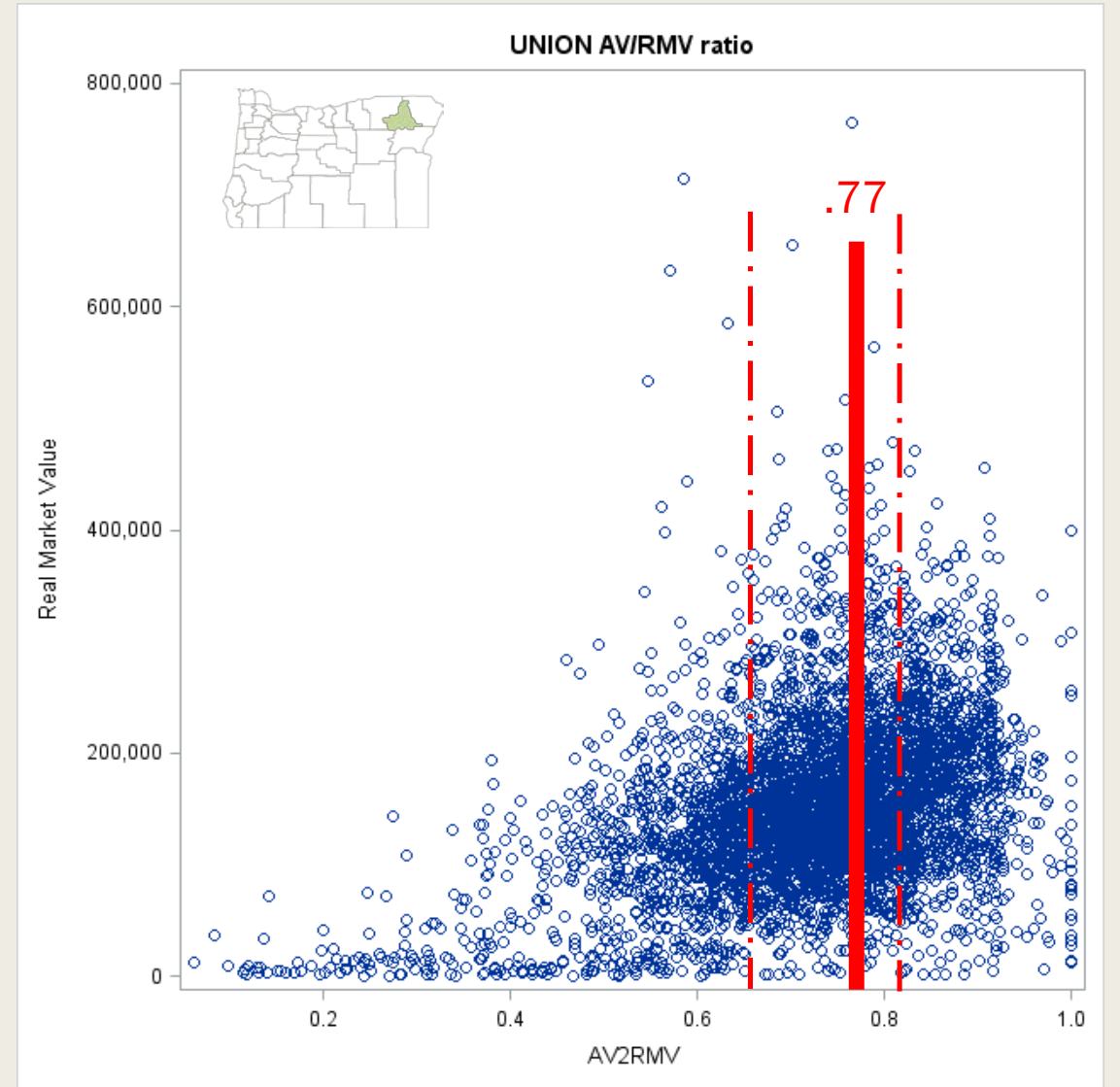





# Harney County



# Union County



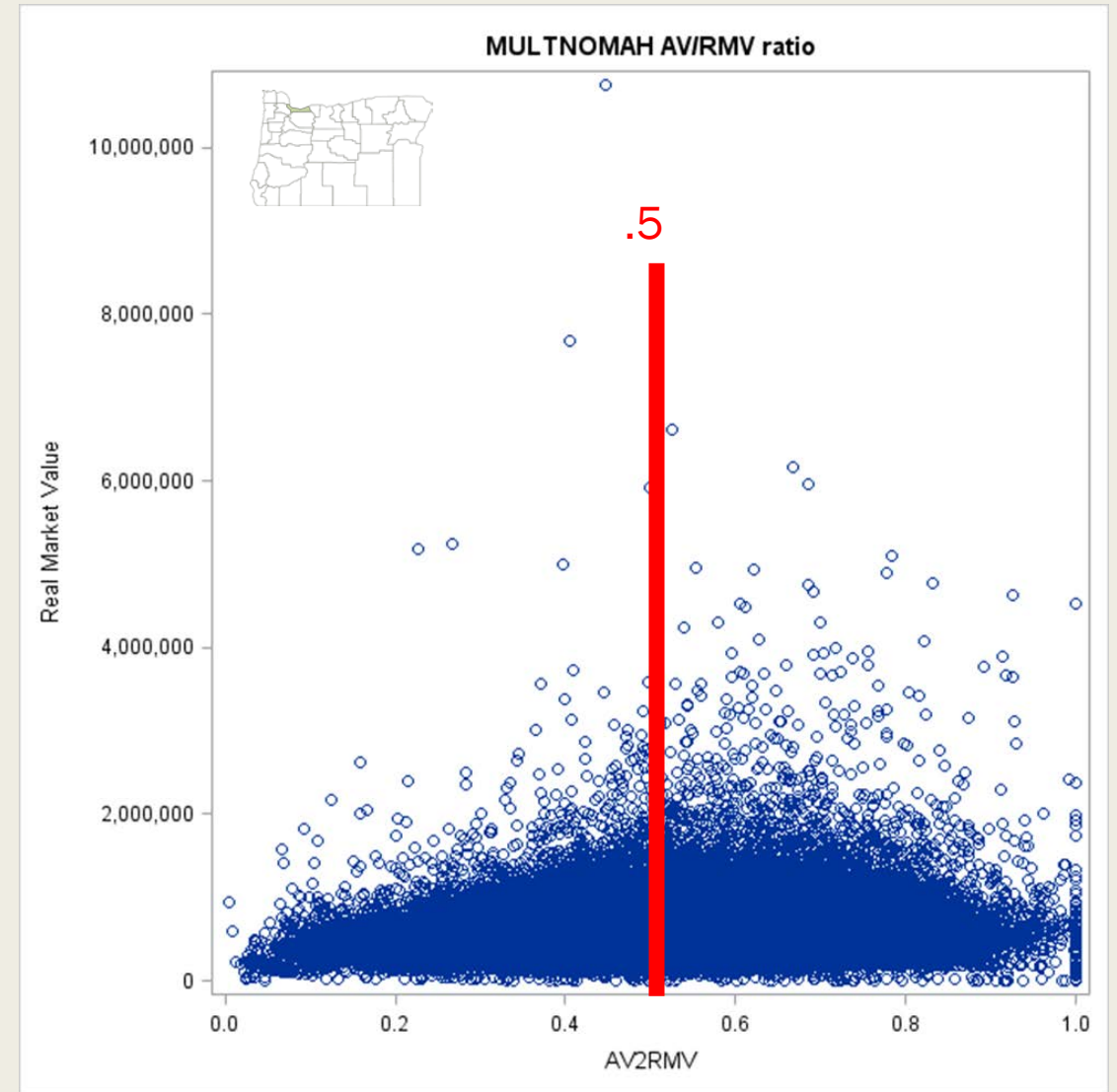
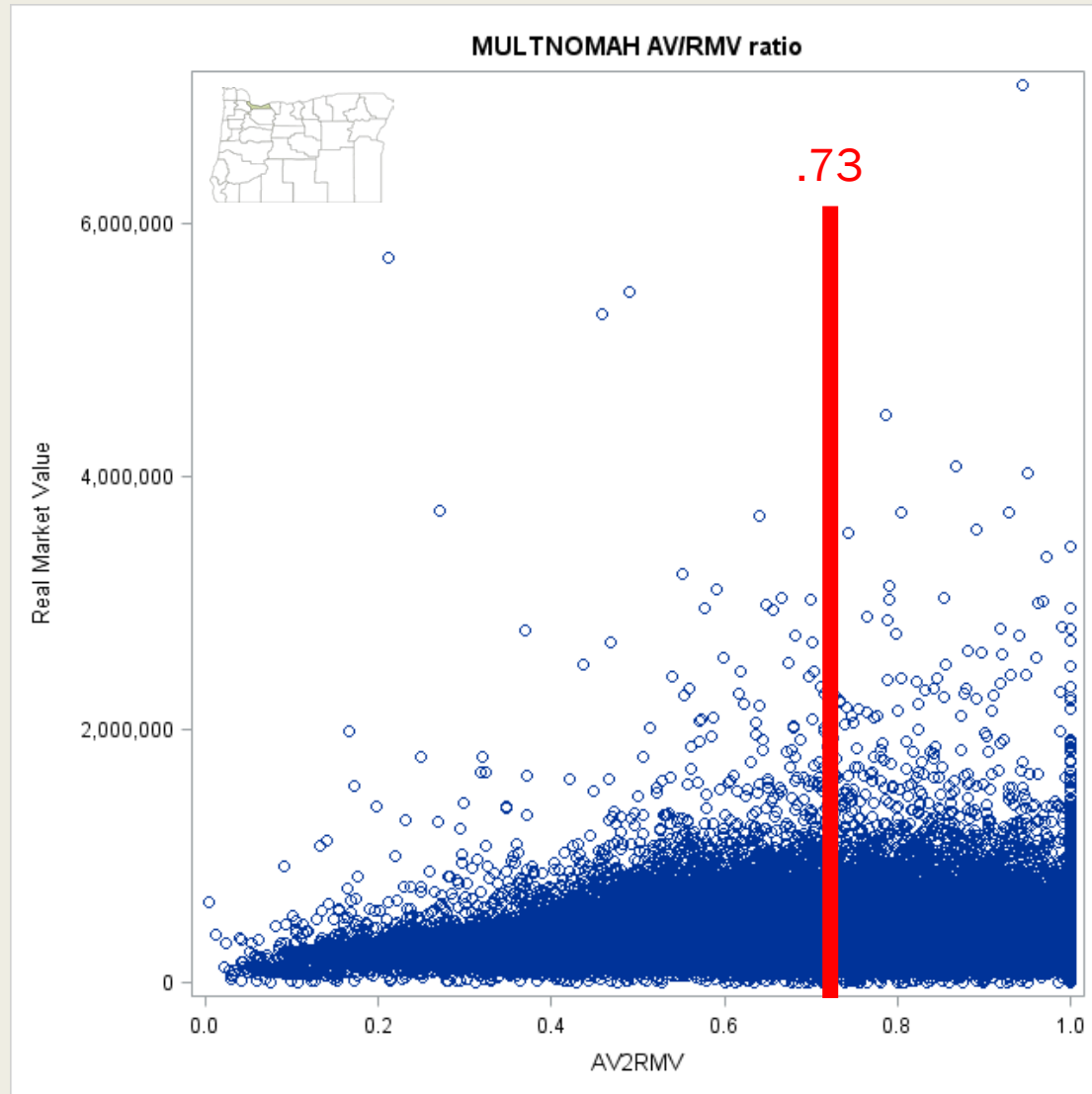
The image features two large, thick black L-shaped corner brackets. One is positioned in the top-left corner, and the other is in the bottom-right corner, framing the central text.

# 2013-2018

Going Back in Time

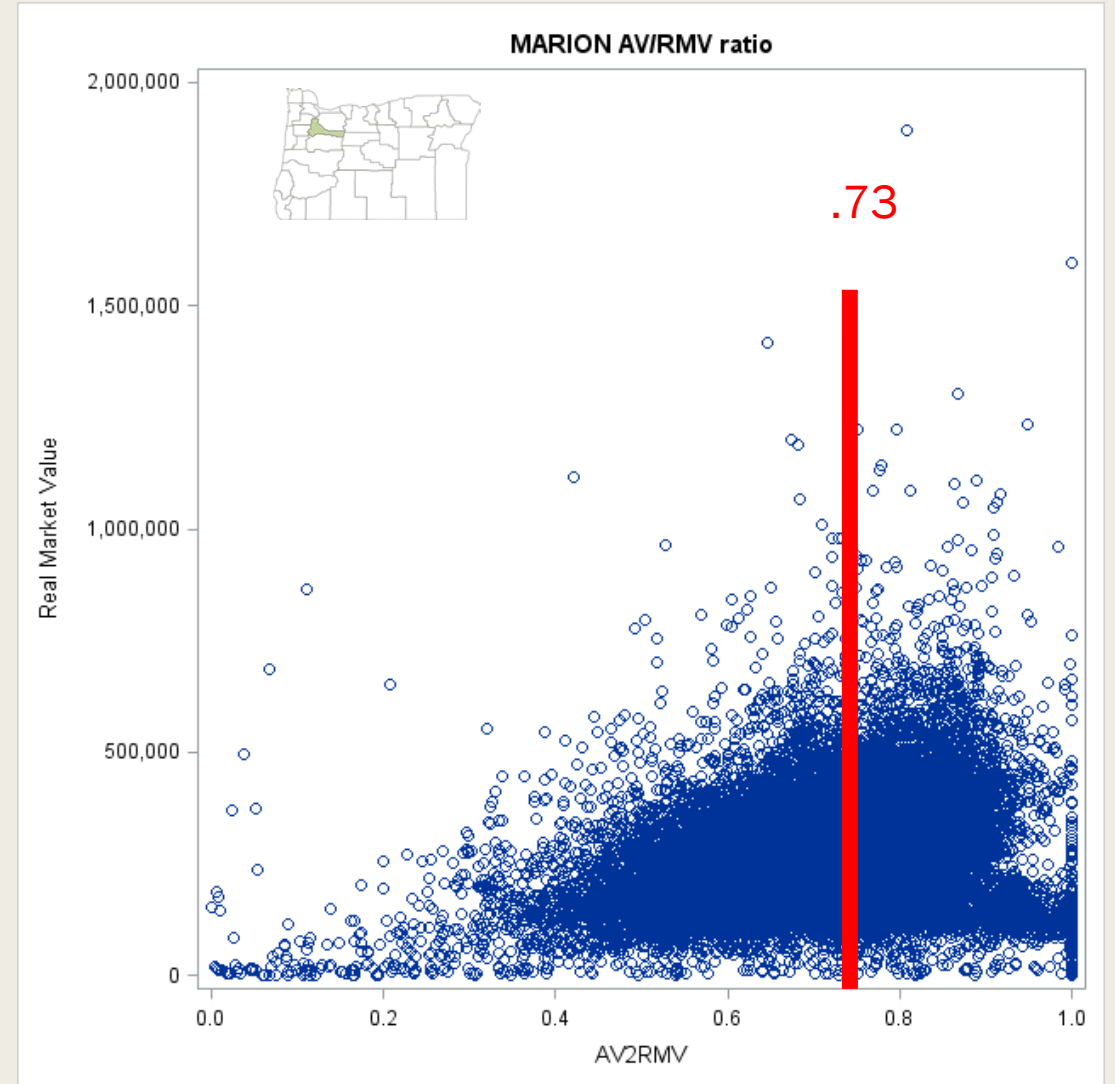
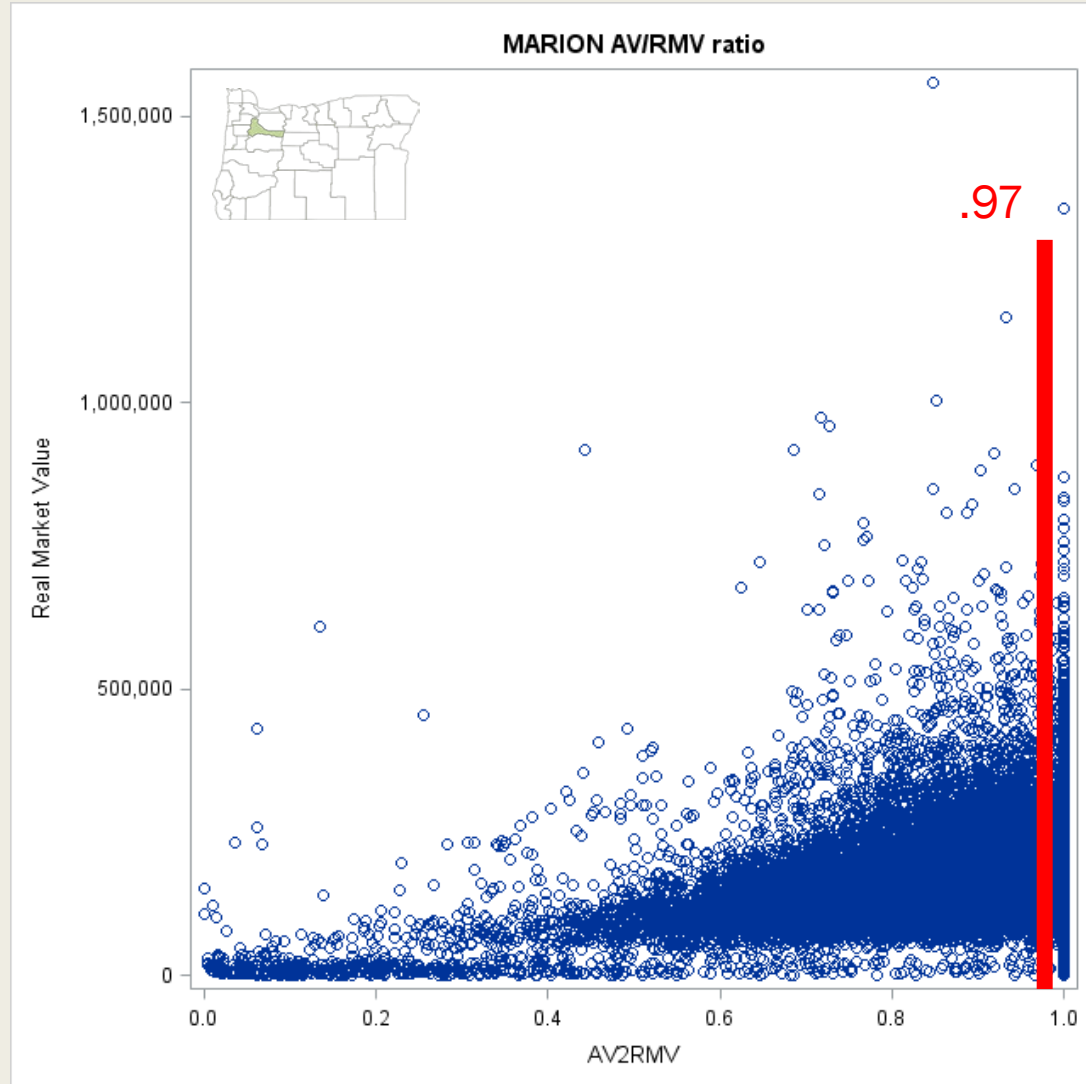
2013

2018

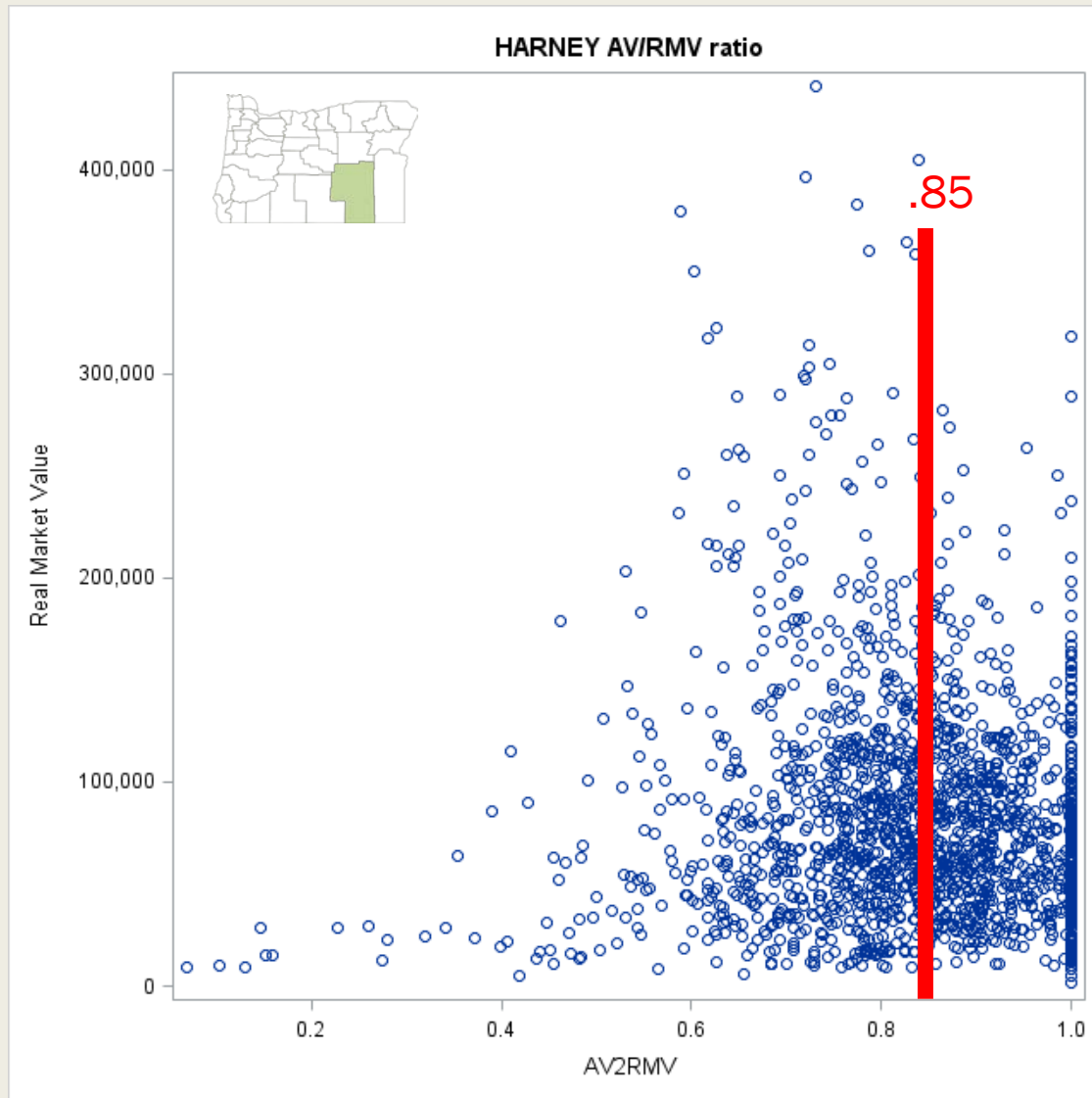


2013

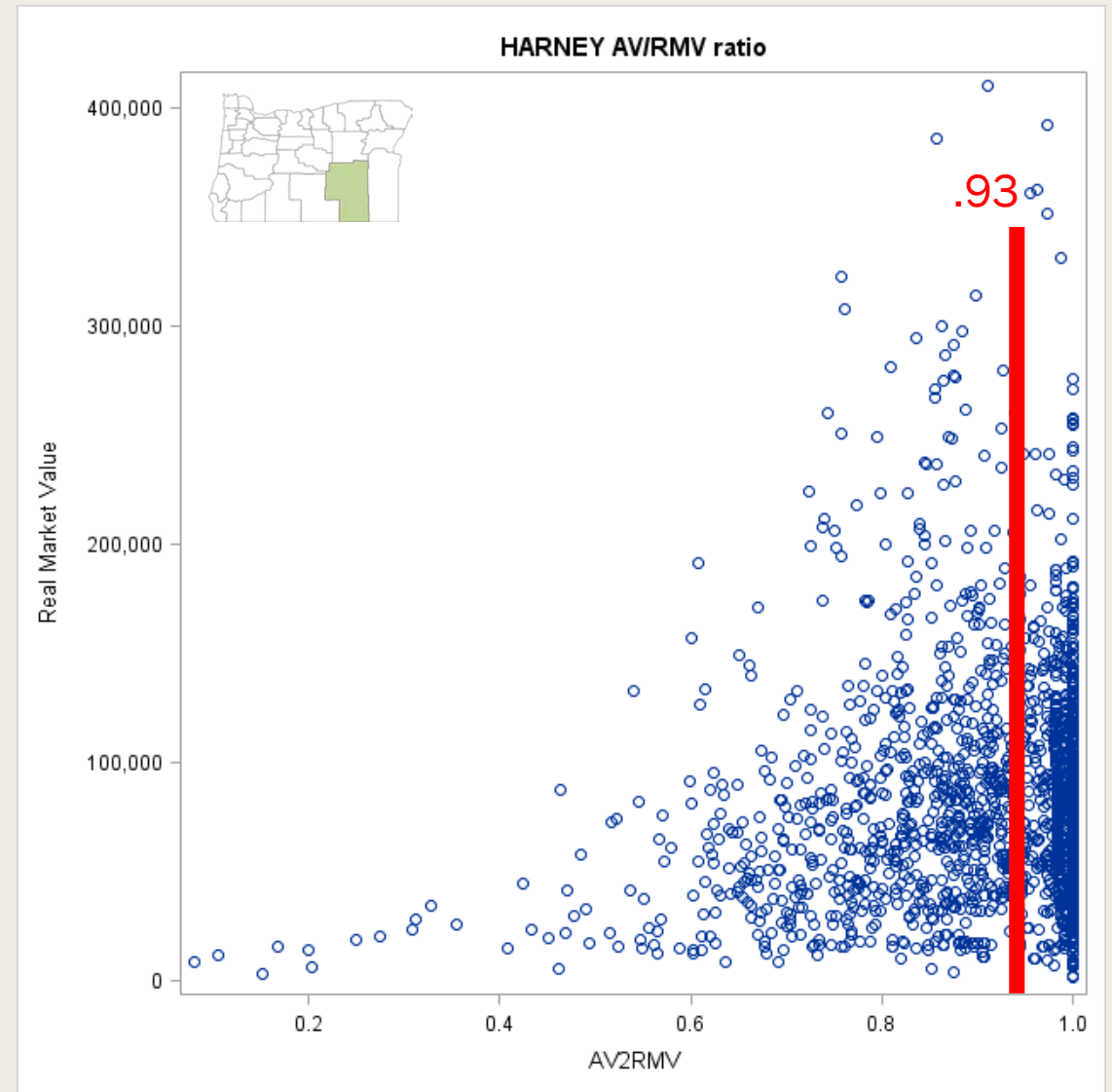
2018



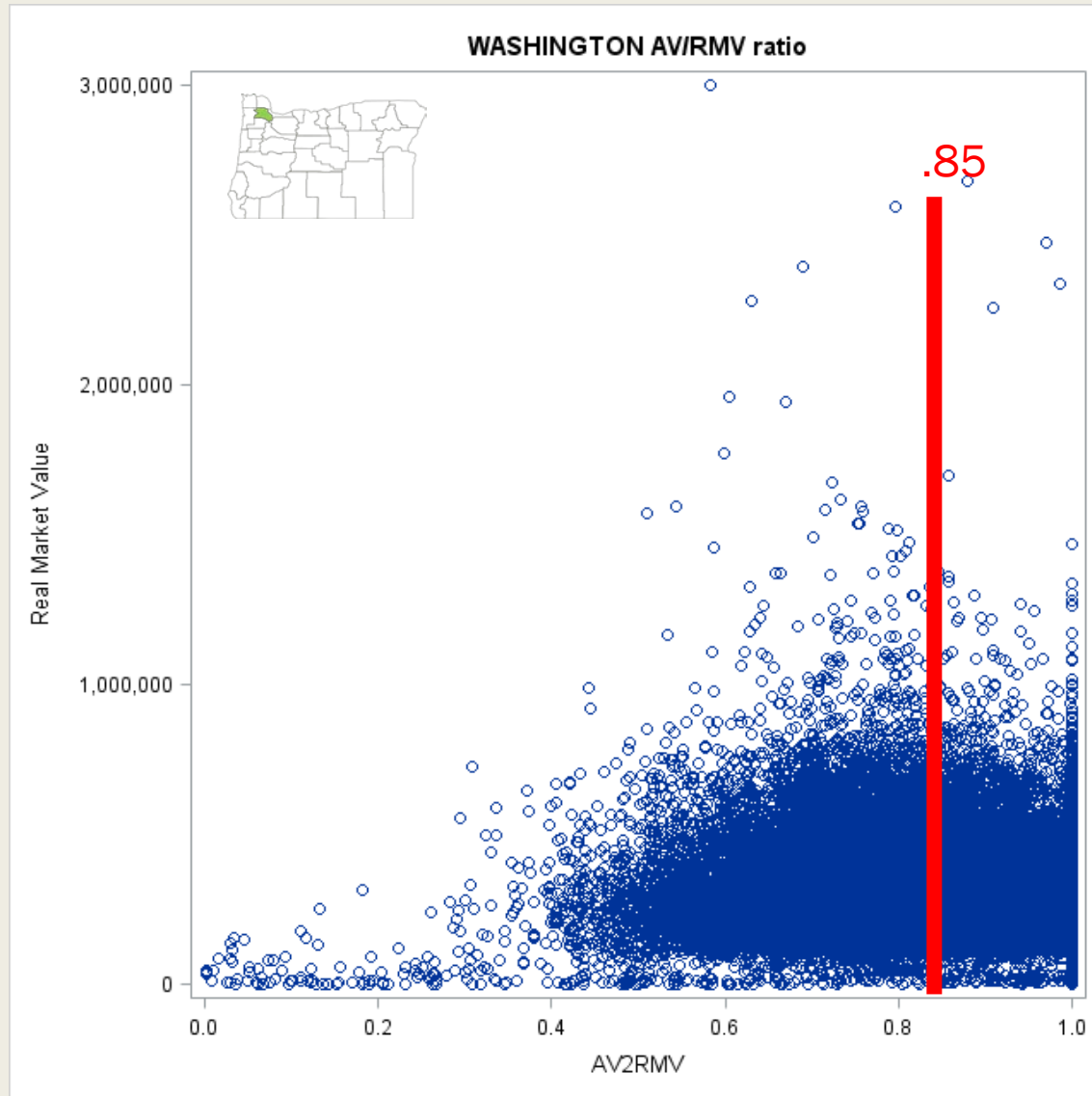
2013



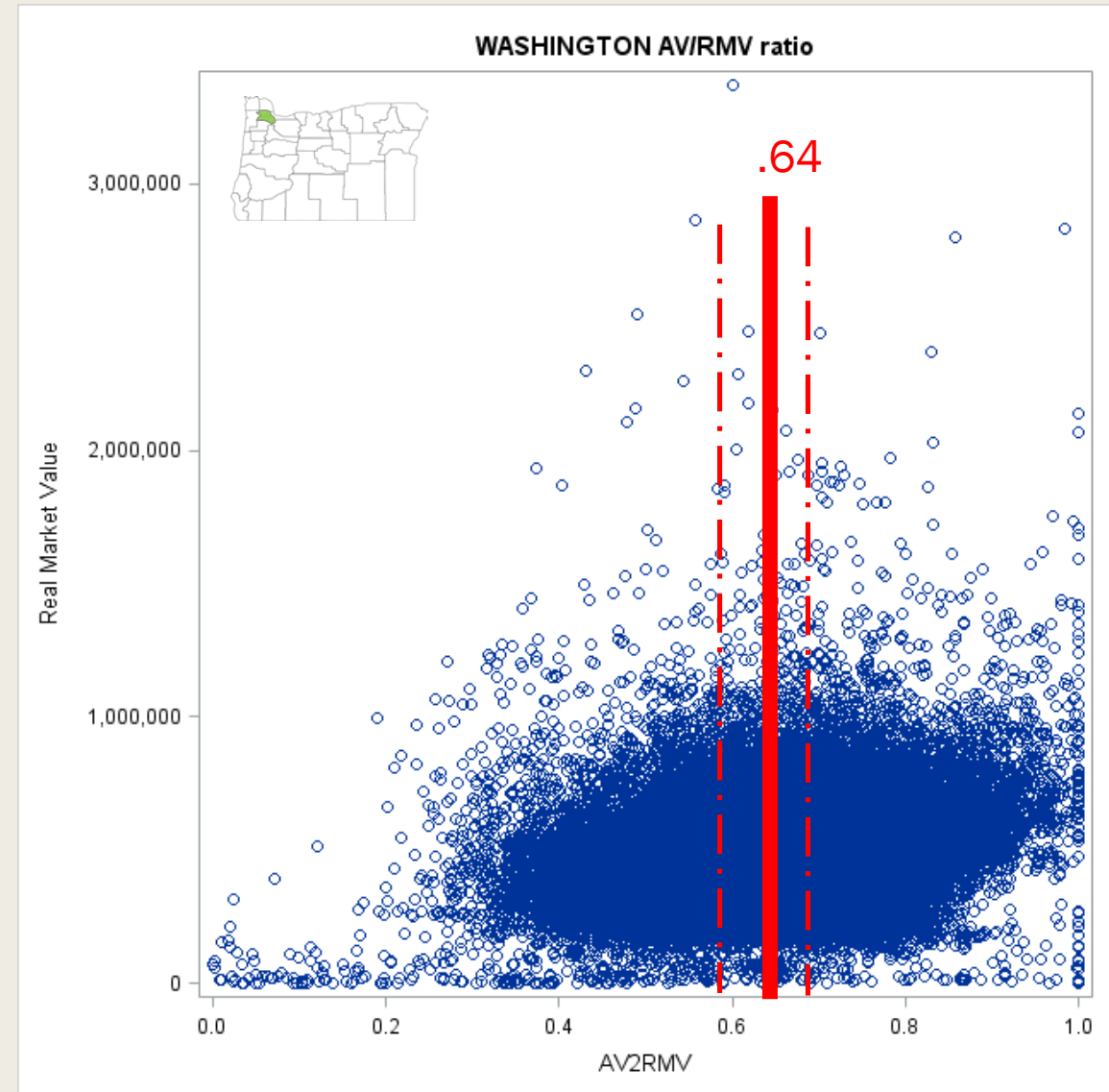
2018



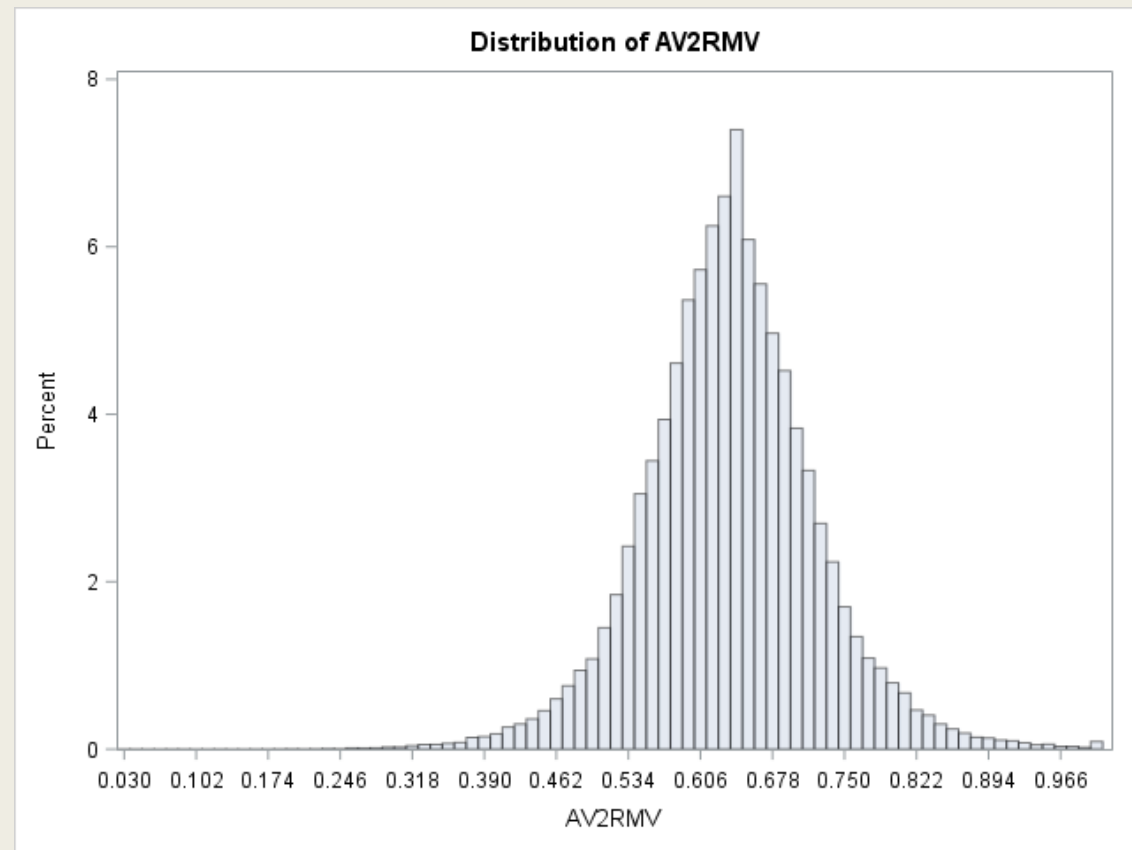
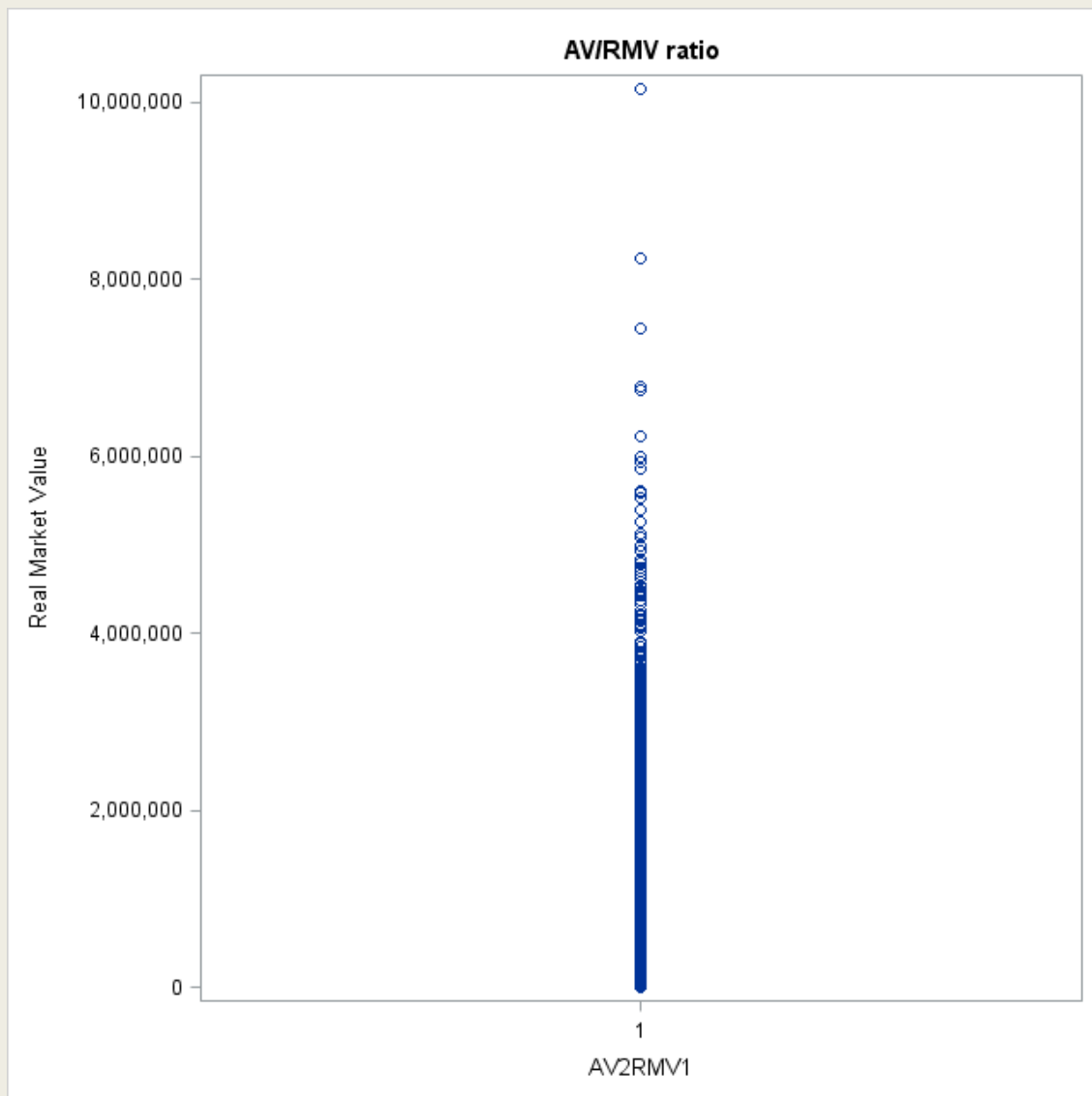
2013



2018



# So what is ideal?



Washington Co 2017-18

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** December 14, 2018  
**SUBJECT:** Monthly Financial Report

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

**SUMMARY:**

The Monthly Financial Report for November 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. November 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 - November 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
<b>GENERAL FUND REVENUES</b>						
010-025-4012	Property Taxes - Current	\$87,040.82	\$87,040.82	\$138,610.00	62.80 %	\$51,569.18
010-025-4014	Property Taxes - Prior	\$266.26	\$4,284.46	\$2,512.00	170.56 %	(\$1,772.46)
010-025-4052	Interest Earned	\$36.47	\$167.16	\$3,500.00	4.78 %	\$3,332.84
010-025-4132	State Revenue Sharing	\$0.00	\$2,296.91	\$9,654.00	23.79 %	\$7,357.09
010-025-4134	Cigarette Tax	\$0.00	\$467.93	\$1,199.00	39.03 %	\$731.07
010-025-4136	Liquor Tax	\$1,514.21	\$7,274.51	\$18,280.00	39.79 %	\$11,005.49
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	\$0.00	\$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
010-025-4225	Loan Proceeds	\$0.00	\$0.00	\$135,000.00	0.00 %	\$135,000.00
010-025-4310	Cable Franchise Fees	\$1,037.19	\$1,918.24	\$1,481.00	129.52 %	(\$437.24)
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	\$0.00	\$116.00	\$7,500.00	1.55 %	\$7,384.00
010-025-4354	Permits & Variances	\$0.00	\$220.00	\$100.00	220.00 %	(\$120.00)
010-025-4356	Building Permit Fees	\$2,371.69	\$23,015.55	\$39,450.00	58.34 %	\$16,434.45
010-025-4358	Electrical Permit Fees	\$641.76	\$3,125.92	\$5,810.00	53.80 %	\$2,684.08
010-025-4360	Dog Licenses	\$202.00	\$510.00	\$500.00	102.00 %	(\$10.00)
010-025-4415	Library Revenue	\$5.00	\$283.45	\$500.00	56.69 %	\$216.55
010-025-4417	Lien Searches	\$90.00	\$380.00	\$200.00	190.00 %	(\$180.00)
010-025-4419	Election Filing Fees	\$0.00	\$50.00	\$50.00	100.00 %	\$0.00
010-025-4421	SDC/CET Admin Fee	\$0.00	\$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	\$1,062.03	\$2,039.49	\$2,000.00	101.97 %	(\$39.49)
010-025-4752	Reimbursement Revenue	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
010-025-4852	Miscellaneous Revenue	\$77.40	\$351.50	\$2,000.00	17.58 %	\$1,648.50

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total REVENUES</b>		<b>\$94,344.83</b>	<b>\$168,543.61</b>	<b>\$504,065.00</b>	<b>33.44 %</b>	<b>\$335,521.39</b>
<b>Total GENERAL FUND</b>		<b>\$94,344.83</b>	<b>\$168,543.61</b>	<b>\$504,065.00</b>	<b>33.44 %</b>	<b>\$335,521.39</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>STREET FUND</b>						
<b>REVENUES</b>						
012-025-4052	Interest Earned	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-025-4142	State Distributions	\$7,016.72	\$33,398.31	\$77,554.00	43.06 %	\$44,155.69
012-025-4513	Transportation Reimbursement SDC	\$0.00	\$0.00	\$1,605.00	0.00 %	\$1,605.00
<b>Total REVENUES</b>		<b>\$7,016.72</b>	<b>\$33,398.31</b>	<b>\$79,659.00</b>	<b>41.93 %</b>	<b>\$46,260.69</b>
<b>Total STREET FUND</b>		<b>\$7,016.72</b>	<b>\$33,398.31</b>	<b>\$79,659.00</b>	<b>41.93 %</b>	<b>\$46,260.69</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>BBJ FESTIVAL FUND</b>						
<b>REVENUES</b>						
014-025-4052	Interest Earned	\$0.00	\$1.60	\$10.00	16.00 %	\$8.40
014-025-4852	Miscellaneous Revenue	\$1.00	\$328.00	\$500.00	65.60 %	\$172.00
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	\$55.00	\$1,115.00	\$1,000.00	111.50 %	(\$115.00)
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	\$0.00	\$595.00	\$1,100.00	54.09 %	\$505.00
014-025-4878	Car Show Revenue	\$0.00	\$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
<b>Total REVENUES</b>		<b>\$56.00</b>	<b>\$10,409.62</b>	<b>\$21,410.00</b>	<b>48.62 %</b>	<b>\$11,000.38</b>
<b>Total BBJ FESTIVAL FUND</b>		<b>\$56.00</b>	<b>\$10,409.62</b>	<b>\$21,410.00</b>	<b>48.62 %</b>	<b>\$11,000.38</b>

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

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

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>WATER FUND</b>						
030-025-4052	Interest Earned	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
030-025-4370	Water/Sewer Connection Permit Fees	\$250.00	\$2,665.00	\$0.00		(\$2,665.00)
030-025-4425	Water/Sewer Sales	\$27,252.50	\$147,565.23	\$299,635.00	49.25 %	\$152,069.77
030-025-4426	Bulk Water Sales	\$0.00	\$153.00	\$0.00		(\$153.00)
030-025-4428	Credit Memo Utilities - (Pre-paid)	(\$221.87)	(\$913.59)	\$0.00		\$913.59
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	\$273.86	\$1,701.78	\$3,957.00	43.01 %	\$2,255.22
030-025-4531	Water Reimbursement SDC	\$0.00	\$1,490.00	\$10,395.00	14.33 %	\$8,905.00
030-025-4852	Miscellaneous Revenue	\$415.00	\$1,953.62	\$5,000.00	39.07 %	\$3,046.38
<b>Total WATER FUND</b>		<b>\$27,969.49</b>	<b>\$154,615.04</b>	<b>\$323,037.00</b>	<b>47.86 %</b>	<b>\$168,421.96</b>



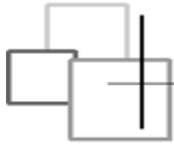
Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>SEWER FUND</b>						
<b>REVENUES</b>						
040-025-4370	Water/Sewer Connection Permit Fees	\$115.00	\$920.00	\$0.00		(\$920.00)
040-025-4425	Water/Sewer Sales	\$29,998.62	\$146,566.73	\$340,134.00	43.09 %	\$193,567.27
040-025-4430	Water/Sewer 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	\$425.00	\$2,147.23	\$4,500.00	47.72 %	\$2,352.77
040-025-4955	Transfer from Debt Reserve Fund	\$15,745.00	\$15,745.00	\$15,745.00	100.00 %	\$0.00
<b>Total REVENUES</b>		<b>\$46,283.62</b>	<b>\$165,378.96</b>	<b>\$370,019.00</b>	<b>44.69 %</b>	<b>\$204,640.04</b>
<b>Total SEWER FUND</b>		<b>\$46,283.62</b>	<b>\$165,378.96</b>	<b>\$370,019.00</b>	<b>44.69 %</b>	<b>\$204,640.04</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>EQUIPMENT FUND</b>						
<b>REVENUES</b>						
050-025-4910	Transfer from General Fund	\$2,000.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
050-025-4912	Transfer from Street Fund	\$4,000.00	\$4,000.00	\$4,000.00	100.00 %	\$0.00
050-025-4930	Transfer from Water Fund	\$2,000.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
050-025-4940	Transfer from Sewer Fund	\$2,000.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
<b>Total REVENUES</b>		<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>100.00 %</b>	<b>\$0.00</b>
<b>Total EQUIPMENT FUND</b>		<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>100.00 %</b>	<b>\$0.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance	
	<b>Grand Totals</b>		<b>\$191,183.66</b>	<b>\$555,518.54</b>	<b>\$1,313,703.00</b>	<b>42.29 %</b>	<b>\$758,184.46</b>

## Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-000-0000	GENERAL FUND	\$94,344.83	\$168,543.61	\$504,065.00	33.44 %	\$335,521.39
012-000-0000	STREET FUND	\$7,016.72	\$33,398.31	\$79,659.00	41.93 %	\$46,260.69
014-000-0000	BBJ FESTIVAL FUND	\$56.00	\$10,409.62	\$21,410.00	48.62 %	\$11,000.38
017-000-0000	SDC FUND	\$0.00	\$7,660.00	\$0.00		(\$7,660.00)
020-000-0000	WATER RESERVE FUND	\$3,938.00	\$3,938.00	\$3,938.00	100.00 %	\$0.00
021-000-0000	SEWER RESERVE FUND	\$1,575.00	\$1,575.00	\$1,575.00	100.00 %	\$0.00
030-000-0000	WATER FUND	\$27,969.49	\$154,615.04	\$323,037.00	47.86 %	\$168,421.96
040-000-0000	SEWER FUND	\$46,283.62	\$165,378.96	\$370,019.00	44.69 %	\$204,640.04
050-000-0000	EQUIPMENT FUND	\$10,000.00	\$10,000.00	\$10,000.00	100.00 %	\$0.00
<b>Grand Totals</b>		<b>\$191,183.66</b>	<b>\$555,518.54</b>	<b>\$1,313,703.00</b>	<b>42.29 %</b>	<b>\$758,184.46</b>



# Expenditure

Starting Account Number: 010-100-5010 City Administrator  
 Ending Account Number: 060-999-9899 Suspense  
 Period: 2018-2019 - November 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
<b>GENERAL FUND</b>						
<b>ADMINISTRATION</b>						
<b>PERSONAL SERVICES</b>						
010-100-5010	City Administrator	\$999.92	\$4,499.64	\$12,300.00	36.58 %	\$7,800.36
010-100-5014	City Clerk	\$419.45	\$1,887.51	\$5,010.00	37.67 %	\$3,122.49
010-100-5050	Public Works Director	\$273.41	\$1,230.33	\$3,280.00	37.51 %	\$2,049.67
010-100-5052	Utility Worker I	\$0.00	\$0.00	\$1,718.00	0.00 %	\$1,718.00
010-100-5054	Utility Worker II	\$165.07	\$717.37	\$1,895.00	37.86 %	\$1,177.63
010-100-5058	Maintenance Worker I	\$70.34	\$298.45	\$844.00	35.36 %	\$545.55
010-100-5220	Overtime	\$60.78	\$378.23	\$1,079.00	35.05 %	\$700.77
010-100-5315	Social Security/Medicare(FICA)	\$152.16	\$689.38	\$2,228.00	30.94 %	\$1,538.62
010-100-5320	Worker's Comp	\$0.95	\$244.08	\$891.00	27.39 %	\$646.92
010-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$2,093.00	0.00 %	\$2,093.00
010-100-5410	Health Insurance	\$383.85	\$1,535.40	\$6,411.00	23.95 %	\$4,875.60
010-100-5450	Public Employees Retirement	\$228.73	\$1,036.33	\$3,004.00	34.50 %	\$1,967.67
<b>Total PERSONAL SERVICES</b>		<b>\$2,754.66</b>	<b>\$12,516.72</b>	<b>\$40,753.00</b>	<b>30.71 %</b>	<b>\$28,236.28</b>
<b>MATERIALS &amp; SERVICES</b>						
010-100-6010	Auditing	\$0.00	\$0.00	\$4,290.00	0.00 %	\$4,290.00
010-100-6012	Legal Services	\$119.53	\$848.91	\$5,000.00	16.98 %	\$4,151.09
010-100-6014	Financial Services	\$198.25	\$991.25	\$3,570.00	27.77 %	\$2,578.75
010-100-6022	IT Services	\$139.61	\$2,755.40	\$6,596.00	41.77 %	\$3,840.60
010-100-6024	Copier Contract	\$147.98	\$739.90	\$2,093.00	35.35 %	\$1,353.10
010-100-6028	Other Contract Services	\$0.00	\$66.24	\$1,000.00	6.62 %	\$933.76
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	\$31.15	\$186.22	\$500.00	37.24 %	\$313.78
010-100-6128	Public Notices	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
010-100-6130	Office Supplies/Equipment	\$112.65	\$203.38	\$1,000.00	20.34 %	\$796.62
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	\$435.00	\$435.00	\$1,500.00	29.00 %	\$1,065.00
010-100-6190	Miscellaneous Expenditures	\$25.00	\$25.00	\$500.00	5.00 %	\$475.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-100-6220	Building Repair & Maintenance	\$0.00	\$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	\$24.36	\$134.14	\$413.00	32.48 %	\$278.86
010-100-6425	Sewer Services	\$43.88	\$218.12	\$524.00	41.63 %	\$305.88
010-100-6430	Electricity Services	\$0.00	\$610.01	\$2,010.00	30.35 %	\$1,399.99
010-100-6435	Internet Services	\$77.47	\$387.35	\$985.00	39.32 %	\$597.65
010-100-6440	Telephone Services	\$245.98	\$1,046.04	\$2,629.00	39.79 %	\$1,582.96
010-100-6445	Refuse Services	\$8.21	\$61.98	\$91.00	68.11 %	\$29.02
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
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$1,609.07</b>	<b>\$17,237.05</b>	<b>\$57,795.00</b>	<b>29.82 %</b>	<b>\$40,557.95</b>
<b>CAPITAL OUTLAY</b>						
010-100-8012	Capital Outlay - Buildings & Facilities	\$370.17	\$3,776.70	\$25,000.00	15.11 %	\$21,223.30
010-100-8018	Capital Outlay - Software	\$280.53	\$280.53	\$7,955.00	3.53 %	\$7,674.47
<b>Total CAPITAL OUTLAY</b>		<b>\$650.70</b>	<b>\$4,057.23</b>	<b>\$32,955.00</b>	<b>12.31 %</b>	<b>\$28,897.77</b>
<b>Total ADMINISTRATION</b>		<b>\$5,014.43</b>	<b>\$33,811.00</b>	<b>\$131,503.00</b>	<b>25.71 %</b>	<b>\$97,692.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>PARKS &amp; RECREATION</b>						
<b>PERSONAL SERVICES</b>						
010-120-5010	City Administrator	\$333.30	\$1,499.85	\$4,100.00	36.58 %	\$2,600.15
010-120-5050	Public Works Director	\$273.41	\$1,230.33	\$3,280.00	37.51 %	\$2,049.67
010-120-5052	Utility Worker I	\$0.00	\$0.00	\$1,718.00	0.00 %	\$1,718.00
010-120-5054	Utility Worker II	\$165.07	\$717.37	\$1,895.00	37.86 %	\$1,177.63
010-120-5058	Maintenance Worker I	\$632.78	\$2,686.01	\$7,598.00	35.35 %	\$4,911.99
010-120-5220	Overtime	\$55.32	\$343.70	\$891.00	38.57 %	\$547.30
010-120-5315	Social Security/Medicare(FICA)	\$111.68	\$495.48	\$1,662.00	29.81 %	\$1,166.52
010-120-5320	Worker's Comp	\$0.93	\$427.00	\$1,473.00	28.99 %	\$1,046.00
010-120-5350	Unemployment Insurance	\$0.00	\$0.00	\$1,558.00	0.00 %	\$1,558.00
010-120-5410	Health Insurance	\$151.83	\$607.32	\$2,874.00	21.13 %	\$2,266.68
010-120-5450	Public Employees Retirement	\$167.88	\$744.89	\$2,240.00	33.25 %	\$1,495.11
<b>Total PERSONAL SERVICES</b>		<b>\$1,892.20</b>	<b>\$8,751.95</b>	<b>\$29,289.00</b>	<b>29.88 %</b>	<b>\$20,537.05</b>
<b>MATERIALS &amp; SERVICES</b>						
010-120-6028	Other Contract Services	\$28,500.00	\$31,000.00	\$44,268.00	70.03 %	\$13,268.00
010-120-6134	General Supplies	\$483.89	\$904.58	\$1,000.00	90.46 %	\$95.42
010-120-6190	Miscellaneous Expenses	\$0.00	\$140.00	\$500.00	28.00 %	\$360.00
010-120-6220	Building Repair & Maintenance	\$1,451.06	\$1,512.66	\$2,500.00	60.51 %	\$987.34
010-120-6224	Equipment Repair & Maintenance	\$0.00	\$1,002.52	\$1,000.00	100.25 %	(\$2.52)
010-120-6230	Other Repair & Maintenance	\$695.85	\$1,313.65	\$3,000.00	43.79 %	\$1,686.35
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	\$111.01	\$407.46	\$5,000.00	8.15 %	\$4,592.54
010-120-6425	Sewer Services	\$117.02	\$581.70	\$1,397.00	41.64 %	\$815.30
010-120-6430	Electricity Services	\$0.00	\$260.22	\$579.00	44.94 %	\$318.78
010-120-6445	Refuse Services	\$22.50	\$111.42	\$272.00	40.96 %	\$160.58
010-120-6610	Gas & Oil	\$0.00	\$212.69	\$789.00	26.96 %	\$576.31
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$31,381.33</b>	<b>\$39,044.34</b>	<b>\$62,805.00</b>	<b>62.17 %</b>	<b>\$23,760.66</b>
010-120-8020	Capital Outlay - Parks Improvements	\$2,000.00	\$14,973.94	\$195,000.00	7.68 %	\$180,026.06
<b>Total PARKS &amp; RECREATION</b>		<b>\$35,273.53</b>	<b>\$62,770.23</b>	<b>\$287,094.00</b>	<b>21.86 %</b>	<b>\$224,323.77</b>

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



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>COMMUNITY DEVELOPMENT</b>						
<b>PERSONAL SERVICES</b>						
010-140-5010	City Administrator	\$666.61	\$2,999.71	\$8,200.00	36.58 %	\$5,200.29
010-140-5014	City Clerk	\$209.71	\$943.67	\$2,505.00	37.67 %	\$1,561.33
010-140-5220	Overtime	\$2.71	\$17.21	\$94.00	18.31 %	\$76.79
010-140-5315	Social Security/Medicare(FICA)	\$67.25	\$303.01	\$921.00	32.90 %	\$617.99
010-140-5320	Worker's Comp	\$0.37	\$8.11	\$73.00	11.11 %	\$64.89
010-140-5350	Unemployment Insurance	\$0.00	\$0.00	\$894.00	0.00 %	\$894.00
010-140-5410	Health Insurance	\$145.36	\$581.44	\$2,278.00	25.52 %	\$1,696.56
010-140-5450	Public Employees Retirement	\$101.09	\$455.49	\$1,242.00	36.67 %	\$786.51
<b>Total PERSONAL SERVICES</b>		<b>\$1,193.10</b>	<b>\$5,308.64</b>	<b>\$16,207.00</b>	<b>32.76 %</b>	<b>\$10,898.36</b>
<b>MATERIALS &amp; SERVICES</b>						
010-140-6016	Engineering Services	\$0.00	\$144.94	\$500.00	28.99 %	\$355.06
010-140-6028	Other Contract Services	\$5,034.25	\$8,819.06	\$40,000.00	22.05 %	\$31,180.94
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	\$1,964.91	\$4,944.71	\$7,500.00	65.93 %	\$2,555.29
010-140-6524	Building Permit Costs	\$8,224.73	\$18,866.59	\$30,371.00	62.12 %	\$11,504.41
010-140-6525	Electrical Permit Costs	\$432.00	\$2,350.71	\$4,515.00	52.06 %	\$2,164.29
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$15,655.89</b>	<b>\$35,126.01</b>	<b>\$83,986.00</b>	<b>41.82 %</b>	<b>\$48,859.99</b>
<b>Total COMMUNITY DEVELOPMENT</b>		<b>\$16,848.99</b>	<b>\$40,434.65</b>	<b>\$100,193.00</b>	<b>40.36 %</b>	<b>\$59,758.35</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>LIBRARY</b>						
<b>PERSONAL SERVICES</b>						
010-150-5320	Worker's Comp	\$0.00	\$17.60	\$50.00	35.20 %	\$32.40
<b>Total PERSONAL SERVICES</b>		<b>\$0.00</b>	<b>\$17.60</b>	<b>\$50.00</b>	<b>35.20 %</b>	<b>\$32.40</b>
<b>MATERIALS &amp; SERVICES</b>						
010-150-6022	IT Services	\$0.00	\$418.50	\$1,529.00	27.37 %	\$1,110.50
010-150-6130	Office Supplies/Equipment	\$68.66	\$147.08	\$500.00	29.42 %	\$352.92
010-150-6134	General Supplies	\$0.00	\$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	\$8.12	\$44.71	\$150.00	29.81 %	\$105.29
010-150-6425	Sewer Services	\$14.63	\$72.73	\$200.00	36.37 %	\$127.27
010-150-6430	Electricity Services	\$0.00	\$203.34	\$800.00	25.42 %	\$596.66
010-150-6435	Internet Services	\$77.47	\$387.35	\$1,000.00	38.74 %	\$612.65
010-150-6445	Refuse Services	\$8.21	\$39.98	\$100.00	39.98 %	\$60.02
010-150-6530	Summer Reading Program	\$0.00	\$739.56	\$1,250.00	59.16 %	\$510.44
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$177.09</b>	<b>\$2,367.94</b>	<b>\$7,629.00</b>	<b>31.04 %</b>	<b>\$5,261.06</b>
<b>Total LIBRARY</b>		<b>\$177.09</b>	<b>\$2,385.54</b>	<b>\$7,679.00</b>	<b>31.07 %</b>	<b>\$5,293.46</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>CODE ENFORCEMENT</b>						
<b>PERSONAL SERVICES</b>						
010-160-5010	City Administrator	\$333.30	\$1,499.85	\$4,100.00	36.58 %	\$2,600.15
010-160-5050	Public Works Director	\$273.41	\$1,230.33	\$3,280.00	37.51 %	\$2,049.67
010-160-5220	Overtime	\$0.00	\$82.79	\$123.00	67.31 %	\$40.21
010-160-5315	Social Security/Medicare(FICA)	\$46.42	\$215.23	\$640.00	33.63 %	\$424.77
010-160-5320	Worker's Comp	\$0.26	\$86.73	\$353.00	24.57 %	\$266.27
010-160-5350	Unemployment Insurance	\$0.00	\$0.00	\$617.00	0.00 %	\$617.00
010-160-5410	Health Insurance	\$90.28	\$361.12	\$1,434.00	25.18 %	\$1,072.88
010-160-5450	Public Employees Retirement	\$69.78	\$323.54	\$863.00	37.49 %	\$539.46
<b>Total PERSONAL SERVICES</b>		<b>\$813.45</b>	<b>\$3,799.59</b>	<b>\$11,410.00</b>	<b>33.30 %</b>	<b>\$7,610.41</b>
<b>MATERIALS &amp; SERVICES</b>						
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
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,150.00</b>	<b>0.00 %</b>	<b>\$5,150.00</b>
<b>Total CODE ENFORCEMENT</b>		<b>\$813.45</b>	<b>\$3,799.59</b>	<b>\$16,560.00</b>	<b>22.94 %</b>	<b>\$12,760.41</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>TOURISM</b>						
<b>MATERIALS &amp; SERVICES</b>						
010-170-6124	Marketing	\$0.00	\$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	\$197.50	\$684.35	\$2,500.00	27.37 %	\$1,815.65
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
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$197.50</b>	<b>\$2,664.50</b>	<b>\$12,850.00</b>	<b>20.74 %</b>	<b>\$10,185.50</b>
<b>Total TOURISM</b>		<b>\$197.50</b>	<b>\$2,664.50</b>	<b>\$12,850.00</b>	<b>20.74 %</b>	<b>\$10,185.50</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>MUNICIPAL COURT</b>						
<b>PERSONAL SERVICES</b>						
010-180-5010	City Administrator	\$333.30	\$1,499.85	\$4,100.00	36.58 %	\$2,600.15
010-180-5014	City Clerk	\$209.71	\$943.67	\$2,505.00	37.67 %	\$1,561.33
010-180-5220	Overtime	\$2.71	\$17.21	\$94.00	18.31 %	\$76.79
010-180-5315	Social Security/Medicare(FICA)	\$41.75	\$188.26	\$571.00	32.97 %	\$382.74
010-180-5320	Worker's Comp	\$0.24	\$5.08	\$45.00	11.29 %	\$39.92
010-180-5350	Unemployment Insurance	\$0.00	\$0.00	\$552.00	0.00 %	\$552.00
010-180-5410	Health Insurance	\$116.01	\$464.04	\$1,769.00	26.23 %	\$1,304.96
010-180-5450	Public Employees Retirement	\$62.77	\$283.05	\$770.00	36.76 %	\$486.95
<b>Total PERSONAL SERVICES</b>		<b>\$766.49</b>	<b>\$3,401.16</b>	<b>\$10,406.00</b>	<b>32.68 %</b>	<b>\$7,004.84</b>
<b>MATERIALS &amp; SERVICES</b>						
010-180-6020	Judge Contract	\$0.00	\$450.00	\$1,250.00	36.00 %	\$800.00
010-180-6028	Other Contract Services	\$238.51	\$875.69	\$1,000.00	87.57 %	\$124.31
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
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$238.51</b>	<b>\$1,460.69</b>	<b>\$3,275.00</b>	<b>44.60 %</b>	<b>\$1,814.31</b>
<b>Total MUNICIPAL COURT</b>		<b>\$1,005.00</b>	<b>\$4,861.85</b>	<b>\$13,681.00</b>	<b>35.54 %</b>	<b>\$8,819.15</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>NON-DEPARTMENTAL</b>						
<b>OTHER REQUIREMENTS</b>						
010-800-9050	Transfer to Equipment Fund	\$2,000.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
010-800-9990	Contingency	\$0.00	\$0.00	\$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
<b>Total OTHER REQUIREMENTS</b>		<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$87,488.00</b>	<b>2.29 %</b>	<b>\$85,488.00</b>
<b>Total NON-DEPARTMENTAL</b>		<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$87,488.00</b>	<b>2.29 %</b>	<b>\$85,488.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total GENERAL FUND</b>		<b>\$61,329.99</b>	<b>\$157,277.36</b>	<b>\$686,154.00</b>	<b>22.92 %</b>	<b>\$528,876.64</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>STREET FUND</b>						
<b>ADMINISTRATION</b>						
<b>PERSONAL SERVICES</b>						
012-100-5010	City Administrator	\$666.61	\$2,999.71	\$8,200.00	36.58 %	\$5,200.29
012-100-5050	Public Works Director	\$820.23	\$3,691.00	\$9,841.00	37.51 %	\$6,150.00
012-100-5052	Utility Worker I	\$0.00	\$0.00	\$3,435.00	0.00 %	\$3,435.00
012-100-5054	Utility Worker II	\$330.19	\$1,434.85	\$3,789.00	37.87 %	\$2,354.15
012-100-5058	Maintenance Worker I	\$140.63	\$596.90	\$1,689.00	35.34 %	\$1,092.10
012-100-5220	Overtime	\$110.61	\$770.05	\$1,377.00	55.92 %	\$606.95
012-100-5315	Social Security/Medicare(FICA)	\$158.22	\$726.18	\$2,462.00	29.50 %	\$1,735.82
012-100-5320	Worker's Comp	\$1.07	\$487.59	\$1,927.00	25.30 %	\$1,439.41
012-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$2,252.00	0.00 %	\$2,252.00
012-100-5410	Health Insurance	\$364.60	\$1,458.37	\$6,672.00	21.86 %	\$5,213.63
012-100-5450	Public Employees Retirement	\$237.85	\$1,091.68	\$3,319.00	32.89 %	\$2,227.32
<b>Total PERSONAL SERVICES</b>		<b>\$2,830.01</b>	<b>\$13,256.33</b>	<b>\$44,963.00</b>	<b>29.48 %</b>	<b>\$31,706.67</b>
<b>MATERIALS &amp; SERVICES</b>						
012-100-6010	Auditing	\$0.00	\$0.00	\$1,430.00	0.00 %	\$1,430.00
012-100-6014	Financial Services	\$66.08	\$330.40	\$1,190.00	27.76 %	\$859.60
012-100-6016	Engineering Services	\$3,936.25	\$11,565.00	\$19,094.00	60.57 %	\$7,529.00
012-100-6022	IT Services	\$46.53	\$279.18	\$1,198.00	23.30 %	\$918.82
012-100-6028	Other Contract Services	\$0.00	\$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	\$0.00	\$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
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$4,048.86</b>	<b>\$22,189.16</b>	<b>\$67,952.00</b>	<b>32.65 %</b>	<b>\$45,762.84</b>
<b>CAPITAL OUTLAY</b>						
012-100-8018	Capital Outlay - Software	\$93.50	\$93.50	\$2,651.00	3.53 %	\$2,557.50
012-100-8030	Capital Outlay - Street Improvements	\$4,950.00	\$4,950.00	\$60,350.00	8.20 %	\$55,400.00
<b>Total CAPITAL OUTLAY</b>		<b>\$5,043.50</b>	<b>\$5,043.50</b>	<b>\$63,001.00</b>	<b>8.01 %</b>	<b>\$57,957.50</b>
<b>Total ADMINISTRATION</b>		<b>\$11,922.37</b>	<b>\$40,488.99</b>	<b>\$175,916.00</b>	<b>23.02 %</b>	<b>\$135,427.01</b>



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>NON-DEPARTMENTAL</b>						
<b>OTHER REQUIREMENTS</b>						
012-800-9050	Transfer to Equipment Fund	\$4,000.00	\$4,000.00	\$4,000.00	100.00 %	\$0.00
012-800-9990	Contingency	\$0.00	\$0.00	\$19,195.00	0.00 %	\$19,195.00
<b>Total OTHER REQUIREMENTS</b>		<b>\$4,000.00</b>	<b>\$4,000.00</b>	<b>\$23,195.00</b>	<b>17.25 %</b>	<b>\$19,195.00</b>
<b>Total NON-DEPARTMENTAL</b>		<b>\$4,000.00</b>	<b>\$4,000.00</b>	<b>\$23,195.00</b>	<b>17.25 %</b>	<b>\$19,195.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total STREET FUND</b>		<b>\$15,922.37</b>	<b>\$44,488.99</b>	<b>\$199,111.00</b>	<b>22.34 %</b>	<b>\$154,622.01</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>BBJ FESTIVAL FUND</b>						
<b>ADMINISTRATION</b>						
<b>MATERIALS &amp; SERVICES</b>						
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	\$500.00	\$2,192.67	\$1,850.00	118.52 %	(\$342.67)
014-100-6440	Telephone Services	\$15.05	\$68.95	\$0.00		(\$68.95)
014-100-6445	Refuse Services	\$0.00	\$812.00	\$90.00	902.22 %	(\$722.00)
014-100-6605	Rent	\$80.00	\$380.00	\$500.00	76.00 %	\$120.00
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	\$0.00	\$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	\$0.00	\$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
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$595.05</b>	<b>\$16,598.32</b>	<b>\$22,290.00</b>	<b>74.47 %</b>	<b>\$5,691.68</b>
<b>Total ADMINISTRATION</b>		<b>\$595.05</b>	<b>\$16,598.32</b>	<b>\$22,290.00</b>	<b>74.47 %</b>	<b>\$5,691.68</b>
<b>NON-DEPARTMENTAL</b>						
<b>OTHER REQUIREMENTS</b>						
014-800-9990	Contingency	\$0.00	\$0.00	\$14,671.00	0.00 %	\$14,671.00
<b>Total OTHER REQUIREMENTS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,671.00</b>	<b>0.00 %</b>	<b>\$14,671.00</b>
<b>Total NON-DEPARTMENTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,671.00</b>	<b>0.00 %</b>	<b>\$14,671.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total BBJ FESTIVAL FUND</b>		<b>\$595.05</b>	<b>\$16,598.32</b>	<b>\$36,961.00</b>	<b>44.91 %</b>	<b>\$20,362.68</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>WATER RESERVE FUND</b>						
<b>NON-DEPARTMENTAL</b>						
<b>OTHER REQUIREMENTS</b>						
020-800-9992	Reserved for Water Bond Payment	\$0.00	\$0.00	\$19,690.00	0.00 %	\$19,690.00
<b>Total OTHER REQUIREMENTS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,690.00</b>	<b>0.00 %</b>	<b>\$19,690.00</b>
<b>Total NON-DEPARTMENTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,690.00</b>	<b>0.00 %</b>	<b>\$19,690.00</b>

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

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

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



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>WATER FUND</b>						
<b>ADMINISTRATION</b>						
<b>PERSONAL SERVICES</b>						
030-100-5010	City Administrator	\$1,666.45	\$7,499.11	\$20,499.00	36.58 %	\$12,999.89
030-100-5014	City Clerk	\$1,677.89	\$7,550.55	\$20,040.00	37.68 %	\$12,489.45
030-100-5050	Public Works Director	\$1,913.75	\$8,611.91	\$22,963.00	37.50 %	\$14,351.09
030-100-5052	Utility Worker I	\$0.00	\$0.00	\$13,742.00	0.00 %	\$13,742.00
030-100-5054	Utility Worker II	\$1,320.86	\$5,739.62	\$15,157.00	37.87 %	\$9,417.38
030-100-5058	Maintenance Worker I	\$281.19	\$1,193.79	\$3,377.00	35.35 %	\$2,183.21
030-100-5220	Overtime	\$464.27	\$2,804.30	\$7,759.00	36.14 %	\$4,954.70
030-100-5315	Social Security/Medicare(FICA)	\$560.35	\$2,555.05	\$8,831.00	28.93 %	\$6,275.95
030-100-5320	Worker's Comp	\$3.89	\$1,453.89	\$5,797.00	25.08 %	\$4,343.11
030-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$8,003.00	0.00 %	\$8,003.00
030-100-5410	Health Insurance	\$1,758.98	\$7,035.94	\$30,614.00	22.98 %	\$23,578.06
030-100-5450	Public Employees Retirement	\$842.29	\$3,840.78	\$11,907.00	32.26 %	\$8,066.22
<b>Total PERSONAL SERVICES</b>		<b>\$10,489.92</b>	<b>\$48,284.94</b>	<b>\$168,689.00</b>	<b>28.62 %</b>	<b>\$120,404.06</b>
<b>MATERIALS &amp; SERVICES</b>						
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	\$991.25	\$3,570.00	27.77 %	\$2,578.75
030-100-6016	Engineering Services	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
030-100-6022	IT Services	\$139.61	\$1,256.16	\$5,418.00	23.18 %	\$4,161.84
030-100-6028	Other Contract Services	\$0.00	\$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	\$101.00	\$220.00	\$1,000.00	22.00 %	\$780.00
030-100-6126	Postage	\$125.00	\$557.50	\$1,516.00	36.77 %	\$958.50
030-100-6130	Office Supplies/Equipment	\$57.13	\$57.13	\$250.00	22.85 %	\$192.87
030-100-6134	General Supplies	\$483.90	\$2,486.51	\$2,570.00	96.75 %	\$83.49
030-100-6138	Bank Service Charges	\$0.00	\$0.00	\$2,744.00	0.00 %	\$2,744.00
030-100-6140	Travel & Training	\$0.00	\$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	\$0.00	\$223.41	\$2,000.00	11.17 %	\$1,776.59
030-100-6230	Other Repair & Maintenance	\$292.92	\$7,687.33	\$15,000.00	51.25 %	\$7,312.67
030-100-6234	Non-Capitalized Assets	\$0.00	\$29.99	\$3,500.00	0.86 %	\$3,470.01
030-100-6420	Water Services	\$59.36	\$1,355.96	\$524.00	258.77 %	(\$831.96)
030-100-6425	Sewer Services	\$58.51	\$290.85	\$698.00	41.67 %	\$407.15
030-100-6430	Electricity Services	\$0.00	\$5,858.45	\$16,438.00	35.64 %	\$10,579.55
030-100-6435	Internet Services	\$70.00	\$350.00	\$865.00	40.46 %	\$515.00
030-100-6440	Telephone Services	\$286.89	\$1,526.95	\$3,672.00	41.58 %	\$2,145.05
030-100-6445	Refuse Services	\$18.92	\$93.53	\$0.00		(\$93.53)
030-100-6610	Gas & Oil	\$0.00	\$201.03	\$1,000.00	20.10 %	\$798.97
030-100-6720	Chemicals & Lab Supplies	\$3,701.61	\$9,886.10	\$20,332.00	48.62 %	\$10,445.90
030-100-6722	Water/Sewer Analysis	\$330.00	\$1,677.60	\$4,000.00	41.94 %	\$2,322.40
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$5,923.10</b>	<b>\$42,401.38</b>	<b>\$106,781.00</b>	<b>39.71 %</b>	<b>\$64,379.62</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>CAPITAL OUTLAY</b>						
030-100-8018	Capital Outlay - Software	\$280.53	\$280.53	\$7,955.00	3.53 %	\$7,674.47
030-100-8020	Capital Outlay - Other Improvements	\$0.00	\$0.00	\$28,000.00	0.00 %	\$28,000.00
<b>Total CAPITAL OUTLAY</b>		<b>\$280.53</b>	<b>\$280.53</b>	<b>\$35,955.00</b>	<b>0.78 %</b>	<b>\$35,674.47</b>
<b>Total ADMINISTRATION</b>		<b>\$16,693.55</b>	<b>\$90,966.85</b>	<b>\$311,425.00</b>	<b>29.21 %</b>	<b>\$220,458.15</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>NON-DEPARTMENTAL</b>						
<b>DEBT SERVICE</b>						
030-800-7020	Loan Principal	\$15,101.01	\$15,101.01	\$15,102.00	99.99 %	\$0.99
030-800-7021	Loan Interest	\$5,543.19	\$5,543.19	\$2,177.00	254.63 %	(\$3,366.19)
030-800-7122	Loan Principal - SPWF	\$4,055.64	\$4,055.64	\$4,056.00	99.99 %	\$0.36
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
<b>Total DEBT SERVICE</b>		<b>\$24,699.84</b>	<b>\$24,699.84</b>	<b>\$64,083.00</b>	<b>38.54 %</b>	<b>\$39,383.16</b>
<b>OTHER REQUIREMENTS</b>						
030-800-9020	Transfer to water Reserve Fund	\$3,938.00	\$3,938.00	\$3,938.00	100.00 %	\$0.00
030-800-9050	Transfer to Equipment Fund	\$2,000.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
030-800-9990	Contingency	\$0.00	\$0.00	\$70,733.00	0.00 %	\$70,733.00
<b>Total OTHER REQUIREMENTS</b>		<b>\$5,938.00</b>	<b>\$5,938.00</b>	<b>\$76,671.00</b>	<b>7.74 %</b>	<b>\$70,733.00</b>
<b>Total NON-DEPARTMENTAL</b>		<b>\$30,637.84</b>	<b>\$30,637.84</b>	<b>\$140,754.00</b>	<b>21.77 %</b>	<b>\$110,116.16</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total WATER FUND</b>		<b>\$47,331.39</b>	<b>\$121,604.69</b>	<b>\$452,179.00</b>	<b>26.89 %</b>	<b>\$330,574.31</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>SEWER FUND</b>						
<b>ADMINISTRATION</b>						
<b>PERSONAL SERVICES</b>						
040-100-5010	City Administrator	\$1,666.51	\$7,499.28	\$20,499.00	36.58 %	\$12,999.72
040-100-5014	City Clerk	\$1,677.83	\$7,550.22	\$20,040.00	37.68 %	\$12,489.78
040-100-5050	Public Works Director	\$1,913.79	\$8,612.12	\$22,963.00	37.50 %	\$14,350.88
040-100-5052	Utility Worker I	\$0.00	\$0.00	\$13,742.00	0.00 %	\$13,742.00
040-100-5054	Utility Worker II	\$1,320.74	\$5,739.52	\$15,157.00	37.87 %	\$9,417.48
040-100-5058	Maintenance Worker I	\$281.23	\$1,193.78	\$3,377.00	35.35 %	\$2,183.22
040-100-5220	Overtime	\$464.29	\$2,804.35	\$7,759.00	36.14 %	\$4,954.65
040-100-5315	Social Security/Medicare(FICA)	\$560.28	\$2,555.02	\$8,831.00	28.93 %	\$6,275.98
040-100-5320	Worker's Comp	\$3.90	\$1,453.91	\$5,797.00	25.08 %	\$4,343.09
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	\$7,035.89	\$30,614.00	22.98 %	\$23,578.11
040-100-5450	Public Employees Retirement	\$842.31	\$3,840.92	\$11,907.00	32.26 %	\$8,066.08
<b>Total PERSONAL SERVICES</b>		<b>\$10,489.85</b>	<b>\$48,285.01</b>	<b>\$168,689.00</b>	<b>28.62 %</b>	<b>\$120,403.99</b>
<b>MATERIALS &amp; SERVICES</b>						
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	\$991.25	\$3,570.00	27.77 %	\$2,578.75
040-100-6016	Engineering Services	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
040-100-6022	IT Services	\$139.61	\$1,116.55	\$4,736.00	23.58 %	\$3,619.45
040-100-6028	Other Contract Services	\$300.00	\$1,632.48	\$4,000.00	40.81 %	\$2,367.52
040-100-6110	Insurance And Bonds	\$0.00	\$5,643.03	\$6,594.00	85.58 %	\$950.97
040-100-6120	Publications, Printing & Dues	\$101.00	\$220.00	\$400.00	55.00 %	\$180.00
040-100-6126	Postage	\$125.00	\$556.00	\$1,500.00	37.07 %	\$944.00
040-100-6130	Office Supplies/Equipment	\$57.11	\$72.74	\$250.00	29.10 %	\$177.26
040-100-6134	General Supplies	\$89.24	\$327.06	\$2,000.00	16.35 %	\$1,672.94
040-100-6138	Bank Service Charges	\$0.00	\$0.00	\$1,500.00	0.00 %	\$1,500.00
040-100-6140	Travel & Training	\$158.12	\$1,014.36	\$1,000.00	101.44 %	(\$14.36)
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	\$371.89	\$6,738.12	\$5,000.00	134.76 %	(\$1,738.12)
040-100-6230	Other Repair & Maintenance	\$4.73	\$44.11	\$12,500.00	0.35 %	\$12,455.89
040-100-6234	Non-Capitalized Assets	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
040-100-6420	Water Services	\$1,021.46	\$3,521.05	\$6,794.00	51.83 %	\$3,272.95
040-100-6425	Sewer Services	\$526.59	\$2,617.65	\$6,469.00	40.46 %	\$3,851.35
040-100-6430	Electricity Services	\$0.00	\$10,274.12	\$28,619.00	35.90 %	\$18,344.88
040-100-6440	Telephone Services	\$124.95	\$571.62	\$1,686.00	33.90 %	\$1,114.38
040-100-6445	Refuse Services	\$18.92	\$93.53	\$324.00	28.87 %	\$230.47
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	\$964.29	\$4,939.33	\$13,000.00	37.99 %	\$8,060.67
040-100-6722	Water/Sewer Analysis	\$806.40	\$4,282.20	\$11,500.00	37.24 %	\$7,217.80
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$5,007.56</b>	<b>\$45,253.11</b>	<b>\$124,020.00</b>	<b>36.49 %</b>	<b>\$78,766.89</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>CAPITAL OUTLAY</b>						
040-100-8018	Capital Outlay - Software	\$280.53	\$280.53	\$7,955.00	3.53 %	\$7,674.47
<b>Total CAPITAL OUTLAY</b>		<b>\$280.53</b>	<b>\$280.53</b>	<b>\$7,955.00</b>	<b>3.53 %</b>	<b>\$7,674.47</b>
<b>Total ADMINISTRATION</b>		<b>\$15,777.94</b>	<b>\$93,818.65</b>	<b>\$300,664.00</b>	<b>31.20 %</b>	<b>\$206,845.35</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>NON-DEPARTMENTAL</b>						
<b>DEBT SERVICE</b>						
040-800-7020	Loan Principal	\$18,171.00	\$18,171.00	\$18,171.00	100.00 %	\$0.00
040-800-7021	Loan Interest	\$10,570.60	\$10,570.60	\$10,571.00	100.00 %	\$0.40
040-800-7122	Loan Principal - SPWF	\$4,055.63	\$4,055.63	\$4,056.00	99.99 %	\$0.37
040-800-7123	Loan Interest - SPWF	\$3,366.86	\$3,366.86	\$3,367.00	100.00 %	\$0.14
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
<b>Total DEBT SERVICE</b>		<b>\$36,164.09</b>	<b>\$36,164.09</b>	<b>\$51,910.00</b>	<b>69.67 %</b>	<b>\$15,745.91</b>
<b>OTHER REQUIREMENTS</b>						
040-800-9021	Transfer to Sewer Reserve Fund	\$1,575.00	\$1,575.00	\$1,575.00	100.00 %	\$0.00
040-800-9050	Transfer to Equipment Fund	\$2,000.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
040-800-9990	Contingency	\$0.00	\$0.00	\$103,805.00	0.00 %	\$103,805.00
<b>Total OTHER REQUIREMENTS</b>		<b>\$3,575.00</b>	<b>\$3,575.00</b>	<b>\$107,380.00</b>	<b>3.33 %</b>	<b>\$103,805.00</b>
<b>Total NON-DEPARTMENTAL</b>		<b>\$39,739.09</b>	<b>\$39,739.09</b>	<b>\$159,290.00</b>	<b>24.95 %</b>	<b>\$119,550.91</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total SEWER FUND</b>		<b>\$55,517.03</b>	<b>\$133,557.74</b>	<b>\$459,954.00</b>	<b>29.04 %</b>	<b>\$326,396.26</b>



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>UTILITY DEPOSIT FUND</b>						
<b>ADMINISTRATION</b>						
<b>MATERIALS &amp; SERVICES</b>						
045-100-6907	Deposit Refunds	\$360.00	\$1,930.42	\$0.00		(\$1,930.42)
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$360.00</b>	<b>\$1,930.42</b>	<b>\$0.00</b>		<b>(\$1,930.42)</b>
<b>Total ADMINISTRATION</b>		<b>\$360.00</b>	<b>\$1,930.42</b>	<b>\$0.00</b>		<b>(\$1,930.42)</b>
<b>Total UTILITY DEPOSIT FUND</b>		<b>\$360.00</b>	<b>\$1,930.42</b>	<b>\$0.00</b>		<b>(\$1,930.42)</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>EQUIPMENT FUND</b>						
<b>ADMINISTRATION</b>						
<b>CAPITAL OUTLAY</b>						
050-100-8014	Capital Outlay - Vehicles & Equipment	\$0.00	\$23,452.67	\$53,579.00	43.77 %	\$30,126.33
<b>Total CAPITAL OUTLAY</b>		<b>\$0.00</b>	<b>\$23,452.67</b>	<b>\$53,579.00</b>	<b>43.77 %</b>	<b>\$30,126.33</b>
<b>Total ADMINISTRATION</b>		<b>\$0.00</b>	<b>\$23,452.67</b>	<b>\$53,579.00</b>	<b>43.77 %</b>	<b>\$30,126.33</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total EQUIPMENT FUND</b>		<b>\$0.00</b>	<b>\$23,452.67</b>	<b>\$53,579.00</b>	<b>43.77 %</b>	<b>\$30,126.33</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>DEBT RESERVE FUND</b>						
<b>NON-DEPARTMENTAL</b>						
<b>OTHER REQUIREMENTS</b>						
055-800-9040	Transfer to Sewer Fund	\$15,745.00	\$15,745.00	\$15,745.00	100.00 %	\$0.00
<b>Total OTHER REQUIREMENTS</b>		<b>\$15,745.00</b>	<b>\$15,745.00</b>	<b>\$15,745.00</b>	<b>100.00 %</b>	<b>\$0.00</b>
<b>Total NON-DEPARTMENTAL</b>		<b>\$15,745.00</b>	<b>\$15,745.00</b>	<b>\$15,745.00</b>	<b>100.00 %</b>	<b>\$0.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total DEBT RESERVE FUND</b>		<b>\$15,745.00</b>	<b>\$15,745.00</b>	<b>\$15,745.00</b>	<b>100.00 %</b>	<b>\$0.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance	
	<b>Grand Totals</b>		<b>\$196,800.83</b>	<b>\$514,655.19</b>	<b>\$1,931,618.00</b>	<b>26.64 %</b>	<b>\$1,416,962.81</b>

## Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-000-0000	GENERAL FUND	\$61,329.99	\$157,277.36	\$686,154.00	22.92 %	\$528,876.64
012-000-0000	STREET FUND	\$15,922.37	\$44,488.99	\$199,111.00	22.34 %	\$154,622.01
014-000-0000	BBJ FESTIVAL FUND	\$595.05	\$16,598.32	\$36,961.00	44.91 %	\$20,362.68
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	\$47,331.39	\$121,604.69	\$452,179.00	26.89 %	\$330,574.31
040-000-0000	SEWER FUND	\$55,517.03	\$133,557.74	\$459,954.00	29.04 %	\$326,396.26
045-000-0000	UTILITY DEPOSIT FUND	\$360.00	\$1,930.42	\$0.00		(\$1,930.42)
050-000-0000	EQUIPMENT FUND	\$0.00	\$23,452.67	\$53,579.00	43.77 %	\$30,126.33
055-000-0000	DEBT RESERVE FUND	\$15,745.00	\$15,745.00	\$15,745.00	100.00 %	\$0.00
<b>Grand Totals</b>		<b>\$196,800.83</b>	<b>\$514,655.19</b>	<b>\$1,931,618.00</b>	<b>26.64 %</b>	<b>\$1,416,962.81</b>

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** December 14, 2018  
**SUBJECT:** Monthly Police Report

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

**SUMMARY:**

The Monthly Police Report for November 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. November Police Report



## LOWELL PATROL LOG NOVEMBER 2018

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
1-Nov	406	2:30	4:00	1:30						
2-Nov	407	2:30	4:00	1:30						
6-Nov	408	1:00	3:00	2:00						
6-Nov	406	15:00	16:00	1:00						
7-Nov	408	0:30	1:30	1:00						
7-Nov	406	12:00	13:00	1:00						
8-Nov	408	2:00	4:00	2:00						
12-Nov	408	0:30	2:30	2:00						
13-Nov	408	2:30	4:30	2:00						
17-Nov	408	3:00	4:30	1:30						
20-Nov	409	8:30	9:30	1:00						
23-Nov	406	15:00	16:00	1:00						
23-Nov	408	3:00	5:00	2:00						
25-Nov	408	0:30	4:00	3:30						
26-Nov	409	12:00	13:00	1:00						
24-Nov	408	20:00	21:00	1:00						
24-Nov	408	1:00	3:30	2:30						
29-Nov	408	0:00	4:30	4:30						
30-Nov	406	6:00	10:00	4:00						
30-Nov	401			1						
30-Nov	407			1						
<b>TOTAL HOURS</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

FFIC VIOLATIONS	CITATION	WARNING
SPEED		1
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		
<b>TOTAL</b>	<b>0</b>	<b>1</b>

DATE	TIME	DESCRIPTION
30-Nov	8-8:30	School Patrol (Radar in school zone)
	8:26	Traffic Stop/Speeding - School Zone
	9:20	Citizen contact (community policing)

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works Director  
**DATE:** December 14, 2018  
**SUBJECT:** Public Works Report

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

**SUMMARY:**

The attached Public Works Report is for the period of November 16 – December 14. 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](mailto:mbaker@ci.lowell.or.us)

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**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works Director  
**DATE:** December 14, 2018  
**SUBJECT:** Public Works Report

### **Streets and Parks**

Staff is working on catch basin and culvert cleaning/inspections. An inventory of all street signs is being created to start a maintenance and replacement program.

Park inspections are complete for December.

### **Wastewater Treatment Plant/Collections**

The headworks unit was cleaned and serviced after a blockage was discovered. All the concrete walkways have been pressured washed plantwide.

Heavy winds last week on Friday caused a power outage at the lift station. Both pumps over-tempered and needed to be restarted and inspected for proper operation.

### **Water Treatment Plant/Distribution**

Staff shut down the treatment plant for maintenance, inspection and cleaning of the sedimentation basin. Currently working on servicing all fire hydrants City wide.

A new water service was installed on Sunridge Lane.

### **Training and Certification**

None at this time.

### **Code Enforcement**

None at this time.

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** December 14, 2018  
**SUBJECT:** Professional Services Contract  
The Urban Collaborative

- 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. The City Council awarded the RFP to The Urban Collaborative on November 20, 2018. A Professional Services Contract has been prepared for approval, which incorporates the RFP and The Urban Collaborative proposal.

**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 approve the Professional Services Contract with The Urban Collaborative and authorize the City Administrator to sign the Contract.
2. No action.

**RECOMMENDATION:**

Motion to approve the Professional Services Contract with The Urban Collaborative and authorize the City Administrator to sign the Contract.

**ATTACHMENTS:**

1. City of Lowell Professional Services Contract

# CITY OF LOWELL PROFESSIONAL SERVICES CONTRACT

This Contract is by and between the City of Lowell ("City") and "URBAN COLLABORATIVE" for the performance of professional design services for City.

## A. RECITALS

CITY is in need of retaining the services of a qualified architect to provide design and related support elements of the City of Lowell's Community Facilities Study ("Project").

On \_\_\_\_\_, 201\_\_, the CITY awarded this Contract to the Urban Collaborative, based upon its response to CITY's request for bids/qualifications dated September 19<sup>th</sup>, 2018.

## B. CONTRACT EXHIBITS

The following exhibits are hereby incorporated by reference into this Contract:

Exhibit A – Request for Proposals, Community Facilities Study, RFP #2018-02  
Exhibit B – Urban Collaborative's Proposal

In the event of a conflict, the terms of this Agreement shall govern, followed by Exhibits A and B, in that order.

## C. CONTRACT

### 1. Term

This Contract shall commence upon execution, and continue through final completion of Project, but no later than December 31, 2019.

### 2. Scope of Work

Urban Collaborative shall provide all services and deliver all materials as specified in the attached Exhibits, which are hereby incorporated into this Contract by this reference, and as may be described by future addenda to this Contract.

### 3. Compensation

3.1 Compensation. Urban Collaborative will be paid by CITY on a time and materials basis, for work completed and invoiced as described in this section. Urban Collaborative shall complete its scope of work as defined in Exhibit A for up to a total not to exceed amount, including reimbursable expenses, of \$24,890.

3.2 Invoices. Payments shall be based upon monthly invoices which Urban Collaborative shall submit to CITY, detailing the previous months' fees, costs and estimated percentage of the Project completed at that time. Upon request, Urban Collaborative will provide CITY representative with documents, records, and draft plans evidencing the progress made on the Project to date. Urban Collaborative shall send invoices to CITY's representative at CITY's address set forth in Section 5. In the event of non-payment due to a fee dispute between the parties, Urban Collaborative shall continue to provide Contract services to CITY.

3.3 Reimbursable Expenses. Reimbursable expenses shall be itemized and include expenses incurred in the interest of the Project, including but not limited to: 1) Long distance communications; 2) Reproductions, presentations and work session handouts or other

materials; 3) Postage and handling of documents; and 4) Expense of overtime work requiring higher than regular rates, if authorized by CITY.

**4. Contractor Is an Independent Contractor**

Urban Collaborative shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under this Contract. While CITY reserves the right to set various schedules and evaluate the quality of Urban Collaborative's completed work, CITY cannot and will not control the means and manner of Urban Collaborative's performance. Urban Collaborative is responsible for determining the appropriate means and manner of performing work. Urban Collaborative is responsible for all federal and state taxes applicable to compensation and payment paid to Urban Collaborative under the Contract and will not have any amounts withheld by CITY to cover Urban Collaborative's tax obligations. Urban Collaborative is not eligible for any CITY fringe benefit plans.

**5. Notices**

All notices provided for hereunder shall be in writing and shall be deemed to be duly served on the date of delivery if delivered in person, when receipt of transmission is generated by the transmitting facsimile machine if delivered by facsimile transmission, on the day after deposit if delivered by overnight courier, or three days after deposit if delivered by placing in the U.S. mail, first-class, postage prepaid. Any notice delivered by facsimile transmission shall be followed by a hard copy. All notices shall be addressed as follows:

CITY: Jared Cobb, City Administrator  
City of Lowell  
107 East Third Street  
Lowell, OR 97452  
Phone: 541-937-2157  
Email: [jcobb@ci.lowell.or.us](mailto:jcobb@ci.lowell.or.us)

Urban Collaborative: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Indemnification**

Urban Collaborative shall indemnify, hold harmless, and defend CITY and its representatives, officers, directors, and employees from any loss or claim made by third parties, including legal fees and costs of defending actions or suits resulting directly or indirectly from Urban Collaborative's negligent performance and/or fault of Urban Collaborative, its employees, representatives, or subcontractors. If the loss or claim is caused by the joint concurrent negligence or other fault of CITY and Urban Collaborative, the loss or claim shall be borne by each in proportion to the degree of negligence or other fault attributable to each.

Urban Collaborative shall defend CITY from claims covered under this section at Urban Collaborative's sole cost and expense until such time: (1) as an arbitration panel or a court of competent jurisdiction determines that CITY is liable in whole or in part for the loss or claim caused by CITY's negligence; or (2) until CITY and Urban Collaborative mutually agree to allocate the liability.

Urban Collaborative's indemnification obligations under this Section 6 shall survive the expiration or earlier termination of this Contract.

**7. Insurance Requirements**

- 7.1 During the term of this Contract, Urban Collaborative shall maintain, at its own expense, the following types of insurance in the following amounts:
- a. Comprehensive general liability insurance on Insurance Services Office (ISO) occurrence form CG 00 01, including coverage for premises operations, independent contractors, protected products, completed operations, contractual liability, personal injury, and broad form for property damage (including coverage for explosion, collapse, and underground hazards):
    - \$2,000,000 – each occurrence (bodily injury)
    - \$4,000,000 – general aggregate
    - \$1,000,000 – property damage, contractual, etc.
    - \$2,000,000 – umbrella liability coverage

Coverage shall also include contractual liability coverage for the indemnity provided under this Contract. (Proof of coverage will be attached to this Contract).
  - b. Workers' Compensation and employer's liability insurance per ORS Chapter 656. The employer's liability limit shall not be less than \$1,000,000 per occurrence. (Proof of coverage will be attached to this Contract).
  - c. Errors and Omissions insurance covering Urban Collaborative's liability arising out of negligent acts, errors or omissions in its performance of work or services under this Contract. Such policy will have a combined single limit of not less than \$2,000,000 per each claim, incident or occurrence for the term of the Project. Such policy will be on a claims made basis and will have an extended claims reporting period of six (6) years after final completion. (Proof of coverage will be attached to this Contract).
  - d. The limits required in this Section 7.1 may be met with a combination of underlying and umbrella coverage.
- 7.2 Except as required in 7.1(d) above, if any of the above required insurance is arranged on a "claims made" basis, "tail" coverage will be required at final completion or termination of this Contract for a duration of two (2) years.
- 7.3 Policies shall provide that CITY, its Board, officers, representatives, employees, and agents will be included as an additional insured with respect to the coverages required in Section 7.1(a) and a waiver of subrogation against them shall be obtained for all coverages.
- 7.4 All coverages under Section 7.1 shall be primary over any insurance CITY may carry on its own.
- 7.5 CITY shall be solely responsible for any loss, damage or destruction to its own property, equipment, and materials used in conjunction with the work or services under this Contract if the loss, damage or destruction is due to CITY's negligence or fault.
- 7.6 All policies of insurance shall be issued by good, responsible companies with a rating acceptable to CITY and that are qualified to do business in the State of Oregon.
- 7.7 Urban Collaborative shall furnish CITY with certificates of insurance evidencing all required coverages prior to commencing any work or services under this Contract. If requested by CITY, Urban Collaborative shall furnish CITY with executed copies of such policies of insurance. Urban Collaborative shall furnish CITY with at least 30 days' written notice of cancellation of, or any modification to, the required insurance coverages. Failure to maintain any required insurance coverages in the minimum required amounts

shall constitute a material breach of this Contract and shall be grounds for immediate termination of this Contract.

## **8. Workers' Compensation**

8.1 Urban Collaborative, its subcontractors, if any, and all employers working under this Contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all subject workers.

8.2 Urban Collaborative warrants that all persons engaged in Contract work and subject to the Oregon Workers' Compensation Law are covered by a workers' compensation plan or insurance policy that fully complies with Oregon law. Urban Collaborative shall indemnify CITY for any liability incurred by CITY as a result of Urban Collaborative's breach of the warranty under this paragraph.

## **9. Hours of Employment**

Urban Collaborative shall comply with all applicable state and federal laws regarding employment.

## **10. Assignment**

Urban Collaborative may not assign any of its responsibilities under this Contract without CITY's prior written consent, which consent may be withheld in CITY's sole discretion. Urban Collaborative may not subcontract for performance of any of its responsibilities under this Contract without CITY's prior written consent, which consent shall not be unreasonably withheld. Urban Collaborative's assigning or subcontracting of any of its responsibilities under the Contract without CITY's consent shall constitute a material breach of this Contract. Regardless of any assignment or subcontract, Urban Collaborative shall remain liable for all of its obligations under this Contract.

## **11. Labor and Material**

Urban Collaborative shall provide and pay for all labor, materials, equipment, tools, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of all Contract work, all at no cost to CITY other than the compensation provided in this Contract.

## **12. Ownership of Work and Documents**

All work performed by Urban Collaborative and compensated by CITY pursuant to this Contract shall be the property of CITY upon full compensation for that work performed or document produced to Urban Collaborative, and it is agreed by the parties that such documents are works made for hire. Urban Collaborative hereby conveys, transfers and grants to CITY all rights of reproduction and the copyright to all such documents. However, in the event CITY reuses or modifies any materials furnished to CITY by Urban Collaborative, without Urban Collaborative's involvement or consent, then Urban Collaborative shall not be responsible for the materials.



**13. Termination for Convenience**

This Contract may be terminated by mutual consent of the parties upon written notice. In addition, CITY may terminate all or part of this Contract upon determining that termination is in the best interest of CITY by giving seven (7) days' prior written notice of intent to terminate, without waiving any claims or remedies it may have against Urban Collaborative. Upon termination under this paragraph, Urban Collaborative shall be entitled to payment in accordance with the terms of this Contract for Contract work completed and accepted before termination less previous amounts paid and any claim(s) CITY has against Urban Collaborative. Pursuant to this paragraph, Urban Collaborative shall submit an itemized invoice for all unreimbursed Contract work completed before termination and all Contract closeout costs actually incurred by Urban Collaborative. CITY shall not be liable for any costs invoiced later than thirty (30) days after termination unless Urban Collaborative can show good cause beyond its control for the delay.

**14. Termination for Cause**

CITY may terminate this Contract effective upon delivery of written notice to Urban Collaborative, or at such later date as may be established by CITY, under any of the following conditions:

- 14.1 If CITY funding is not obtained and continued at levels sufficient to allow for purchases of the indicated quantity of services. The Contract may be modified to accommodate a reduction in funds.
- 14.2 If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Contract or are no longer eligible for the funding proposed for payments authorized by this Contract.
- 14.3 If any license or certificate required by law or regulation to be held by Urban Collaborative to provide the services required by this Contract is for any reason denied, revoked, or not renewed.

**15. Termination for Default**

If CITY fails to perform in the manner called for in this Contract or if CITY fails to comply with any other provisions of the Contract, the Urban Collaborative may terminate this Contract for default after giving CITY the notice and opportunity to cure required by this paragraph. Prior to termination for default, Urban Collaborative must give CITY written notice of the breach and of the Urban Collaborative's intent to terminate. If CITY has not entirely cured the breach within fifteen (15) days of the date of the notice, then Urban Collaborative may terminate the Contract at any time thereafter by giving a written notice of termination.

If Urban Collaborative fails to perform in the manner called for in this Contract or if Urban Collaborative fails to comply with any other provisions of the Contract, CITY may terminate this Contract for default. Termination shall be effected by serving a notice of termination on Urban Collaborative setting forth the manner in which Urban Collaborative is in default. Urban Collaborative shall be paid the Contract price only for services performed in accordance with the manner of performance as set forth in this Contract.

**16. Remedies**

In the event of breach of this Contract the parties shall have the following remedies:

- 16.1 If terminated under paragraph 15 by CITY due to a breach by Urban Collaborative, CITY may complete the work either itself, by agreement with another contractor, or by a combination thereof. If the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then Urban Collaborative shall pay to CITY the amount of the reasonable excess.

- 16.2 In addition to the above remedies for a breach by Urban Collaborative, CITY also shall be entitled to any other equitable and legal remedies that are available.
- 16.3 If CITY breaches this Contract, Urban Collaborative's remedy shall be limited to termination of the Contract and receipt of Contract payments to which Urban Collaborative is entitled.
- 16.4 CITY shall not be liable for any indirect, incidental, consequential, or special damages under the Contract or any damages arising solely from terminating the Contract in accordance with its terms.
- 16.5 Upon receiving a notice of termination, and except as otherwise directed in writing by CITY, Urban Collaborative shall immediately cease all activities related to the services and work under this Contract. As directed by CITY, Urban Collaborative shall, upon termination, deliver to CITY all then existing work product that, if the Contract had been completed, would be required to be delivered to CITY.

**17. Nondiscrimination**

During the term of this Contract, Urban Collaborative shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.

**18. Governing Law; Jurisdiction; Venue**

This Contract shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between CITY and Urban Collaborative that arises from or relates to this Contract which results in litigation shall be brought and conducted solely and exclusively within the Circuit Court of Washington County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. URBAN COLLABORATIVE BY EXECUTION OF THIS CONTRACT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS. Nothing herein shall be construed as a waiver of CITY's protections under the Oregon Tort Claims Act.

**19. Compliance with Laws and Regulations**

Urban Collaborative shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the services under this Contract. Without limiting the generality of the foregoing, Urban Collaborative expressly agrees to comply with: (i) ORS 659.425; (ii) all regulations and administrative rules established pursuant to the foregoing laws; and (iii) CITY's performance under this Contract is conditioned upon Urban Collaborative's compliance with all applicable provisions of the Oregon Public Contracting Code, as more particularly set forth in Exhibit B and incorporated herein by this reference. Urban Collaborative, its subconsultants, and all employers providing work, labor, or materials under this Contract are subject employers under the Oregon workers' compensation law and shall comply with ORS 656.017, which requires them to provide Oregon workers' compensation coverage that satisfies Oregon law for all their subject workers. Urban Collaborative shall adhere to all safety standards and regulations established by CITY for work performed on its premises or under its auspices.

## **20. Experience, Capabilities and Resources**

By execution of this Contract, Urban Collaborative agrees that:

- 20.1 Urban Collaborative is an experienced architectural firm having the skill, legal capacity, and professional ability necessary to perform all the services required under this Contract and to design or administer any work within the scope and complexity contemplated by this Contract.
- 20.2 Urban Collaborative has the capabilities and resources necessary to perform the obligations of this Contract.
- 20.3 Urban Collaborative is familiar with all current laws, rules, and regulations which are applicable to the design and construction of work which may fall within the scope of this Contract, and that all drawings, specifications, and other documents prepared by Urban Collaborative shall be prepared in accordance with the standard of care of other professionals performing similar services under similar conditions and in an effort to accurately reflect and incorporate all such laws, rules, and regulations.

## **21. Drawings, Specifications and Other Documents**

Urban Collaborative hereby agrees that it will, in a manner consistent with its standard of care defined above in Section 20.3, prepare all drawings, specifications, and other documents pursuant to this Contract so that they are complete and that any project, if constructed in accordance with the intent established by such drawings, specifications, and other documents, shall be structurally sound and a complete and properly functioning facility.

## **22. Errors and Omissions**

Urban Collaborative shall be responsible for correcting any errors or omissions in the drawings, specifications, and/or other documents which deviate from the standard of care set forth in Sections 20.3 and 21. Urban Collaborative shall correct at no additional cost to CITY any and all such errors and omissions in the drawings, specifications, and other documents prepared by Urban Collaborative or its subconsultants. Urban Collaborative further agrees to assist CITY in resolving problems relating to any project designs or specified materials. Architect's warranties and obligations under Sections 20-22 of this Contract shall survive the expiration or earlier termination of this Contract.

## **23. Contract Performance**

Urban Collaborative shall at all times carry on the services diligently, without delay and punctually fulfill all requirements herein. Urban Collaborative shall not be liable for delays that are beyond Urban Collaborative's control. Contract expiration shall not extinguish, prejudice, or limit either party's right to enforce this Contract with respect to any breach of Urban Collaborative's warranties or a default or defect in performance by Urban Collaborative that has not been cured. Urban Collaborative agrees that time is of the essence under this Contract.

## **24. Access to Records**

For not less than five (5) years after the Contract expiration and for the purpose of making audit, examination, excerpts, and transcripts, CITY, and its duly authorized representatives shall have access to Urban Collaborative's books, documents, papers, and records that are pertinent to this Contract. If, for any reason, any part of this Contract, or any resulting construction contract(s) is involved in litigation, Urban Collaborative shall retain all pertinent records for not less than five (5) years or until all litigation is resolved, whichever is longer. Urban Collaborative shall provide full access to these records to CITY, and its duly authorized representatives in preparation for and during litigation.

## **25. Representations and Warranties**

- 25.1 Urban Collaborative represents and warrants to CITY that:
- 25.1.1 Urban Collaborative has the power and authority to enter into and perform this Contract;
  - 25.1.2 When executed and delivered, this Contract shall be a valid and binding obligation of Urban Collaborative enforceable in accordance with its terms;
  - 25.1.3 Urban Collaborative shall, at all times during the term of this Contract, be duly licensed to perform the services, and if there is no licensing requirement for the profession or services, be duly qualified and competent; and
  - 25.1.4 The services under this Contract shall be performed in accordance with the professional skill, care and standards of other professionals performing similar services under similar conditions.
- 25.2 The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

**26. CITY Obligations**

- 26.1 CITY shall provide full information in a timely manner regarding requirements for and limitations on projects and work tasks. With regard to subcontractor liens, CITY shall furnish to Urban Collaborative, within fifteen (15) days after receipt of a written request, information necessary and relevant for Urban Collaborative to evaluate, give notice of, or enforce lien.
- 26.2 CITY shall establish and update, if necessary, overall project budgets, including Architecture/Engineering and construction costs.
- 26.3 CITY shall furnish the services of consultants, including geotechnical architects/engineers, when such services are requested by Urban Collaborative, reasonably required by the scope of a project, and agreed to by CITY.
- 26.4 CITY shall furnish all testing as required by law or the Contract documents.
- 26.5 CITY shall furnish all legal accounting, auditing and insurance services as necessary for projects to meet the CITY's needs and interests, after Urban Collaborative has performed requisite project management and oversight duties.
- 26.6 CITY shall provide prompt written notice to Urban Collaborative if CITY becomes aware of any fault or defect in a project, including any errors, omissions or inconsistencies in Urban Collaborative's design or performance under the Contract.
- 26.7 CITY shall pay Urban Collaborative in accordance with paragraph 3 and Exhibit C of this Contract, upon receipt of Urban Collaborative's submission of monthly invoices, and satisfactory progress and performance made in accordance with the scope of work. Payments shall reflect work completed, or progress made on a project to date, on a pro rata basis.
- 26.8 CITY shall report the total amount of all payments to Urban Collaborative, including any expenses, in accordance with federal Internal Revenue Service and State of Oregon Department of Revenue regulations.
- 26.9 CITY shall guarantee access to, and make all provisions for Urban Collaborative to enter upon public and private property necessary for performance of the Scope of Work over which CITY exercises control.

26.10 Extra work or work on contingency tasks is not permitted unless authorized by CITY in writing. Failure of Urban Collaborative to secure written authorization for extra work shall constitute a waiver of all rights to an adjustment in the Contract price or Contract time.

## **27. Arbitration**

27.1 All claims, disputes, and other matters in question between CITY and Urban Collaborative arising out of, or relating to this Contract, including rescission, reformation, enforcement, or the breach thereof except for claims which may have been waived by the making or acceptance of final payment, may be decided by binding arbitration in CITY's sole discretion, in accordance with Uniform Oregon Arbitration Act ORS 36.600 et seq. and any additional rules mutually agreed to by both parties. If the parties cannot agree on rules within ten (10) days after the notice of demand, the presiding judge of the Washington County Circuit Court will establish rules to govern the arbitration. CITY shall have the sole discretion as to whether or not dispute will be decided by arbitration rather than through the court process.

27.2 A claim by Urban Collaborative arising out of, or relating to this Contract must be made in writing and delivered to the Executive Director not less than 30 days after the date of the occurrence giving rise to the claim. Failure to file a claim with the Executive Director within 30 days of the date of the occurrence that gave rise to the claim shall constitute a waiver of the claim. A claim filed with the Executive Director will be considered by the Board at the Board's next regularly scheduled meeting. At that meeting the Board will render a written decision approving or denying the claim. If the claim is denied by the Board, the Urban Collaborative may file a written request for arbitration with the Executive Director. No demand for arbitration shall be effective until the Board has rendered a written decision denying the underlying claim. No demand for arbitration shall be made later than thirty (30) days after the date on which the Board has rendered a written decision on the underlying claim. The failure to demand arbitration within said 30 days shall result in the Board's decision being binding upon CITY and Urban Collaborative.

27.3 Notice of demand for arbitration shall be filed in writing with the other party to the Contract. The demand for arbitration shall be made within the 30-day period specified above. CITY, if not the party demanding arbitration, has the option of allowing the matter to proceed with binding arbitration or by written notice within five (5) days after receipt of a demand for arbitration, to reject arbitration and require the Urban Collaborative to proceed through the courts for relief. If arbitration is allowed, the parties agree that the award rendered by the arbitrators will be final, judgment may be entered upon it in any court having jurisdiction thereof, and the award will not be subject to modifications or appeal except to the extent permitted by Oregon law.

## **28. Joinder**

Notwithstanding any contrary language in other documents or agreements related to services provided by Architect pursuant to this Contract, including contracts for construction services, either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact arising out of or related to this Contract and whose presence is required if complete relief is to be accorded. This paragraph applies to any and all claims, disputes, and other matters arising out of, or relating to this Contract, including but not limited those claims, disputes, and other matters subject to litigation or arbitration.

## **29. Attorney Fees**

If any suit, action or arbitration is brought either directly or indirectly to rescind, reform, interpret or enforce the terms of this Contract, the prevailing party shall recover and the losing party hereby agrees to pay reasonable attorney's fees incurred in such proceeding, in both the trial and appellate courts, as well as the applicable costs and disbursements. Further, if it becomes necessary for CITY to retain the services of an attorney to enforce any provision of this Contract

without initiating litigation, Urban Collaborative agrees to pay CITY's attorney's fees so incurred. Such costs and fees shall bear interest at the maximum legal rate from the date incurred until the date paid by the losing party.

**30. Successors and Assigns; Subcontractors and Assignments**

The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

**31. Limitation of Liabilities**

CITY shall not be liable for (i) any indirect, incidental, consequential, or special damages under the Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms. Urban Collaborative shall not be liable for any consequential damages under this Contract.

**32. Foreign Contractor**

If Urban Collaborative is not domiciled in or registered to do business in the State of Oregon, Urban Collaborative shall promptly provide to the Oregon Department of Revenue and the Corporations Division of the Oregon Secretary of State all information required by those agencies relative to this Contract. Urban Collaborative shall demonstrate its legal capacity to perform the work under this Contract in the State of Oregon prior to entering into this Contract.

**33. Confidentiality**

Urban Collaborative shall maintain the confidentiality of any of CITY's information that has been marked as confidential, unless withholding such information would violate the law, create the risk of significant harm to the public, or prevent Urban Collaborative from establishing a claim or defense in an adjudicatory proceeding. Urban Collaborative shall require similar agreements from CITY's and/or Urban Collaborative's subconsultants to maintain the confidentiality of information of CITY.

**34. Force Majeure**

Urban Collaborative shall not be deemed in default hereof nor liable for damages arising from its failure to perform its duties or obligations hereunder if such is due to causes beyond its reasonable control, including, but not limited to, acts of God, acts of civil or military authorities, fires, floods, windstorms, earthquakes, strikes or other labor disturbances, civil commotion or war.

**35. Waivers**

No waiver by CITY of any provision of this Contract shall be deemed to be a waiver of any other provision hereof or of any subsequent breach by Urban Collaborative of the same or any other provision. CITY's consent to or approval of any act by Urban Collaborative requiring CITY's consent or approval shall not be deemed to render unnecessary the obtaining of CITY's consent to or approval of any subsequent act by Urban Collaborative, whether or not similar to the act so consented to or approved.

**36. Severability**

Any provision of this Contract which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision hereof, and such remaining provisions shall remain in full force and effect.

**37. Headings**

The captions contained in this Contract are for convenience only and shall not be considered in the construction or interpretation of any provision hereof.

**38. Integration and Modification**

This Contract, including the attached exhibits referenced in Section B, contains the entire agreement between the parties regarding the matters referenced herein and supersedes all prior written or oral discussions or agreements regarding the matters addressed by this Contract. Any modifications or amendments to this Contract will only be effective when made in writing and signed by authorized parties for each party to this Contract.

**39. Authority**

The representatives signing on behalf of the parties certify that they are duly authorized by the party for which they sign to enter into this Contract.

**40. Certificate of Compliance with Oregon Tax Laws**

By executing this Contract, Urban Collaborative certifies under penalty of perjury that Urban Collaborative is, to the best of Urban Collaborative's knowledge, not in violation of any Oregon tax laws described in ORS 305.385(6) and (7).

CITY OF LOWELL

THE URBAN COLLABORATIVE

By: \_\_\_\_\_

Jared Cobb  
City Administrator

By: \_\_\_\_\_

Mark Gillem  
Principal

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**REQUEST FOR PROPOSALS  
COMMUNITY FACILITIES STUDY  
RFP #2018-02**

**SUBMISSION DEADLINE: OCTOBER 10, 2018 BY 5:00 P.M. PST**



## **LEGAL ADVERTISEMENT**

The City of Lowell invites proposals for professional services from consultants with demonstrated experience, knowledge, and expertise in city hall, library, and community center planning, design, and architecture to conduct a Community Facilities Study.

Sealed proposals will be received until 5 p.m. on October 10, 2018, to Jared Cobb, City Administrator at P.O. Box 490, 107 East Third Street, Lowell, Oregon 97452. There will be no formal opening. Facsimile proposals will not be accepted. Proposals will not be accepted after the stated date and time.

Proposal packets may be downloaded from [www.ci.lowell.or.us/rfps](http://www.ci.lowell.or.us/rfps) or may be obtained by calling 541-937-2157.

Proposers are required to certify non-discrimination in employment practices, and identify resident status as defined in ORS 279A.120(1). Pre-qualification of proposer is not required. All proposers are required to comply with the provisions of Oregon Revised Statutes and the City of Lowell Municipal Code.

The City of Lowell reserves the right to (1) reject any or all proposals not in compliance with public bidding procedures, (2) to postpone award of the contract for a period not to exceed sixty (60) days from the date of proposal opening, (3) to waive informalities in the proposals, and (4) to select the proposal which appears to be in the best interest of the City.

**PUBLISHED: City of Lowell Website, [www.ci.lowell.or.us/rfps](http://www.ci.lowell.or.us/rfps) on September 19, 2018.**

## **SECTION 1: INTRODUCTION AND BACKGROUND**

### **Project Summary**

The existing Lowell City Hall and Library building is approximately 4,000 square feet. It currently has a failing roof, which has caused significant structural and cosmetic damage. The City recently received an estimate of approximately \$538,755 to make necessary repairs, which does not include other known plumbing, electrical, mechanical and ADA deficiencies. With this information in hand, the City has decided that it would be prudent to take a step back and utilize a more comprehensive approach to rehabilitation or development of new facilities. Recommended facilities may be located within one or multiple buildings.

### **What are the Project Goals?**

- Assist the City in planning for future community facilities to serve the organization and community.
- Produce a report which helps the City plan for future capital expenditures and informs the community about capital needs.

### **What is the Project Objective?**

- Work with City to engage a wide range of community stakeholders in the process, resulting in a report that is reflective of community and organizational needs.
- Use existing reports, master plans, and ongoing planning efforts to help identify existing conditions.
- Identify opportunities to leverage grant funding while meeting needs expressed by the community.
- Consider design opportunities which promote the City's economic development goals and help generate revenue.
- Plan facility "needs" for administration, finance, human resources, planning and zoning, utility billing, information technology, customer service, and space for public meetings and records.
- Plan facility "wants" for other services that may be desired by the community, such as a library, commercial kitchen, community/youth/senior center, and/or fitness facility.

### **Who is the Audience?**

There are many stakeholders who the City expects to engage during this process. The City is seeking community-wide input to identify the needs for community facilities, as well as identifying space needs through analysis and interviews with City staff. This will include working with the existing Downtown Master Plan Steering Committee, which is currently working on a Downtown Master Plan with the support of the Lane Council of Governments. The final report will serve to help the community and the organization see the "big picture" impact of the organization and community needs and wants.

## **SECTION 2: SCOPE & SCHEDULE OF WORK**

### **Scope of Work**

The scope of work outlines the anticipated consultant tasks and responsibilities for the Community Facilities Study. In responding to this RFP, the consultant may offer alternative approaches for consideration; however, the integrity of the process must remain intact, particularly in maintaining the previously established goals and in utilizing community suggestions for action.

The consultant may perform other duties not listed below, but only as expressly approved by City staff.

### **Consultant Tasks/Requirements**

**KNOWLEDGE AND EXPERIENCE:** The successful respondent to this RFP will have professional expertise in developing municipal facilities plans and identifying estimated capital costs for planning, designing and constructing the facilities. The ideal respondent will have the following qualifications:

- Experience working with municipalities of similar sizes.
- Experience in the preparation of facility plans for similarly sized organizations.
- A demonstrated history of successful facility planning efforts.
- Experience in preparing budget estimates for design and construction of public facilities.
- Adequate, qualified staff with appropriate experience to perform the development planning effort within the designated time period.

**SCOPE OF SERVICES:** The scope of work is as follows:

- Conduct interviews with City staff to identify and prioritize space and facility needs.
- Plan at least one (1) meeting with the Downtown Master Plan Steering Committee to discuss the existing City Hall and Library building, potential project sites, and community facility needs.
- Develop a minimum of two (2) conceptual plans, with one (1) for the rehabilitation of the existing City Hall and Library and one (1) for a new facility. Plans should include a floorplan, interior and exterior design renderings with cost estimates.
- Participate in at least one (1) public community workshop.
- Plan at least one (1) meeting with the Steering Committee to review comments from the public community workshop and identify the preferred conceptual plan.
- Based on the selected conceptual plan, develop a detailed project cost estimate.
- Develop summary planning document for Steering Committee review.
- Present recommended plan to the City Council for review and adoption.

**GUIDING CITY STAFF:** The consultant will be responsible for helping City staff to develop a successful outreach strategy to inform the facilities planning process.

While the consultant will provide guidance, assistance and technical expertise to the process, City staff will be primarily responsible for implementation of the facilities planning process. City staff will:

- Serve as the liaison between the consultant and the Downtown Master Plan Steering Committee;
- Provide support to the Steering Committee, including agendas and meeting arrangements;
- Serve as primary contact for the consultant;
- Coordinate outreach and public communication;
- Review drafts of the Community Facilities Plan; and,
- Assist the consultant in preparing for the presentation of the report to the City Council.

The consultant will facilitate the public community workshop and Steering Committee meetings.

**PUBLIC INVOLVEMENT PROMOTION AND COORDINATION:** The consultant and staff will work with the Steering Committee, City staff and other stakeholders to promote awareness of the process with the public and continue to seek new ways of soliciting public input. Activities and actions led by City staff, the Steering Committee and the consultants will include developing information for the City’s website, public events, and presentations at public meetings. The consultant may be asked to develop, review or assist with material or presentations.

**Proposed Project Timeline**

- |                        |                            |
|------------------------|----------------------------|
| ▪ RFP to Consultants   | September 19, 2018         |
| ▪ Proposals Due        | October 10, 2018           |
| ▪ Consultant Selection | October 16, 2018           |
| ▪ Project              | November 2018 - April 2018 |
| ▪ Plan Adoption        | April 2018                 |

**SECTION 3: PROPOSAL CONTENT & FORMAT**

Proposals must address all submission requirements set forth in this RFP and describe how the services will be provided.

The City’s proposal format and administrative requirements are set out below. These are intended to facilitate the City’s ability to quickly and accurately evaluate proposals. Failure to follow these format and administrative requirements may affect the scoring of proposals.

**Page Limit**

Proposals must be clear, succinct and should not exceed 20 pages, including resumes, work examples and any other supporting documents.

**Cost of Preparing Proposals**

All costs incurred in preparing and submitting a proposal in response to the RFP is the responsibility of the proposer and shall not be reimbursed by the City.

**Proposal Validity Period**

Each proposal shall be irrevocable for a period of seventy (70) days from the proposal opening date.

**Title Page**

Include a title page with the submitted proposal. Include the following information on the title page: 1) the RFP title; 2) the name, title, address, telephone number, fax number, and email address of proposer’s primary contact person; and, 3) the date of submission. Proposers may include other information on the title page in addition to the listed information, but not in lieu thereof.

**Transmittal Letter**

Include a transmittal letter with the proposal. The letter should identify by name and contact information the one person the proposer wishes the City to contact after proposals have been evaluated, scored, and ranked. The letter may include any other information or insights the proposer deems relevant, but in no instance may the letter exceed two pages in length.

**Submission Requirements**

Interested consultants are to submit 3 hard copies and an electronic version of the proposal on or before October 10, 2018 at 5 p.m. (PDT).

Mailing:

Jared Cobb  
City Administrator  
City of Lowell  
P.O. Box 490  
Lowell, OR 97452

Delivery:

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

#### **SECTION 4: SUBSTANTIVE REQUIREMENTS OF THE PROPOSAL**

The following information is requested to allow the City to evaluate Proposer responsibility and responsiveness to perform work described under the “Scope of Work” heading. If a contract is awarded, the City shall select the proposal which best meets the criteria outlined in the Scope of Work and based on the evaluation factors described in this RFP.

##### **Experience**

Provide a description of the firm’s experience in the preparation of public facility development plans for cities and counties which address the key elements of the proposed scope of work.

##### **Proposer Qualifications**

Interested firms must submit statements of qualifications including the following:

- Background of firm. Include a brief history of the firm and types of services the firm is qualified to perform.
- Qualifications of the firm in performing this type of work. Provide a minimum of three and up to five references for similar projects. Include the contact name(s), address, email, and telephone number for each reference.
- Project team members and their qualifications. Identify individuals who will complete this work, their experience, individual qualifications, and roles they would be assigned for this project.

##### **Project Approach & Understanding**

Interested firms must submit statements of project approach and understanding including the following:

- Describe the proposed process for defining project scope. Description of management of project scoping. Please describe specific process and tools for this scope of work.
- Describe how the proposed approach meets the goals and objectives of the project and the characteristics described in the scope of work. This will be a major part of the selection process.
- Describe other characteristics of service which would add value to the process.
- Describe experience in public process strategies, design, implementation, and coordination.

##### **Work Product Samples**

Provide examples of work products for similar projects including but not limited to a schedule, work plan, task lists, and sample pages from a final report or public document created for the project.

##### **Project Cost**

Provide a detailed project budget and please state assumptions clearly. Also include hourly rates for the project team, an estimate of the number of hours of work for each team member, tasks to be performed, and any other anticipated expenses, direct or indirect.

##### **Additional Services**

Provide a brief description of any other services that your firm could provide the City and an approximation of the hourly charge for each service of this type. Such services would be contracted for on an “as needed” basis, to be provided and billed for separately.

## SECTION 5: PROPOSAL EVALUATION PROCEDURES

### Selection Process

The City Administrator, City Clerk, and Public Works Director shall review and evaluate proposals based on the proposal requirements and evaluation criteria identified in this RFP. The highest ranked proposal will be recommended for award to the City Council for a final decision.

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
Experience & Qualifications of Project Team Members and Firm	30
Project Understanding & Approach	30
Examples Provided of Similar Work Products	20
Contract Price	20
	<b>Maximum Total Points: 100</b>

At the City's option, interviews may be part of the evaluation process to determine which proposers best meet the requirements outlined in the RFP. The City Administrator will schedule any necessary interviews and notify the selected proposers.

### Intent to Award

After evaluation, the City will provide written notice to all proposers of its intent to award the contract to the highest ranked proposer and then commence with negotiations. If an agreement, cannot be reached, the City may engage in discussions with the next highest ranked proposer.

The decision whether to engage in negotiations or discussions with the next highest ranked proposer shall be made at the sole discretion of the City based on its reasonable judgment.

The City reserves the right to cease negotiations with the highest ranked proposer and proceed to negotiate with the next highest ranked proposer, (and so on down the list) until such time as an agreement can be reached or the City decides to cease all negotiations.

### Investigation of References

The City reserves the right to investigate references and the past performance of any proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule and its lawful payment of employees and workers.

**Clarification of Proposals**

The City reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a proposal, but will not, in any way, provide an opportunity to change any fee amount originally proposed. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the firm's proposal.

**Award Recommendation**

City staff will inform the successful respondent of selection as the consultant. The successful respondent will be required to complete a Personal Services Agreement with the City.

**Reservation of Rights**

City reserves all rights regarding the RFP, including, without limitation, the right to:

- Amend, delay, or cancel the RFP without liability if City finds it is in the best interest of the City to do so (see generally ORS 279B.100);
- Reject any or all proposals received upon finding that it is in the best interest of the City to do so (see generally ORS 279B.100);
- Waive any minor informality or non-conformance with the provisions or procedures of the RFP, and seek clarification of any proposal, if required;
- Reject any proposal that fails substantially to comply with all prescribed RFP procedures and requirements;
- Negotiate a Statement of Work based on the Scope of Work described herein and to negotiate separately in any manner necessary to serve the best interest of the public;
- Amend any Contracts that are a result of the RFP; and
- Engage consultants by selection or procurement independent of the RFP process or any Contracts or agreements to perform the same or similar services.

Although price is a consideration in determining the apparent successful proposer, the intent of the RFP is to identify a proposal from a proposer that has a level of specialized skill, knowledge and resources to perform the work described in the RFP. Qualifications, performance, history, expertise, knowledge and the ability to exercise sound professional judgment are primary considerations in the selection process. Due to the highly technical nature of some of these tasks, the proposer with the lowest price proposal may not necessarily be awarded a contract. City reserves the sole right to determine the best proposal.



# 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](mailto:mark@urbancollaborative.com) or by phone at 510-551-8065.

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

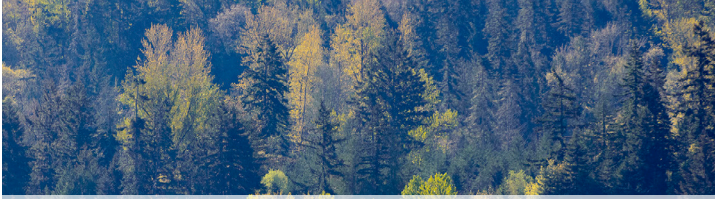
Sincerely,



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.

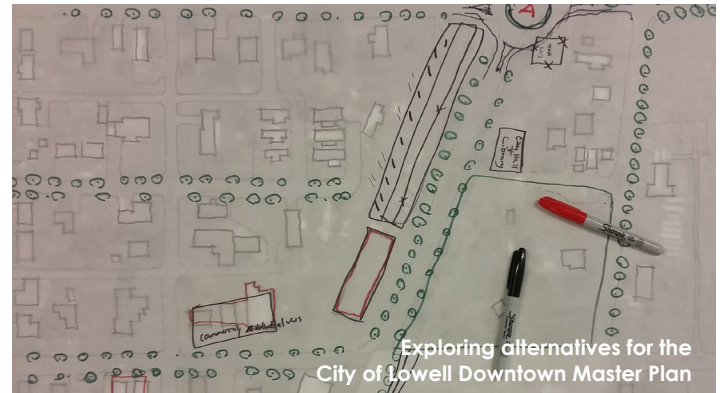


## EXPERIENCE

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



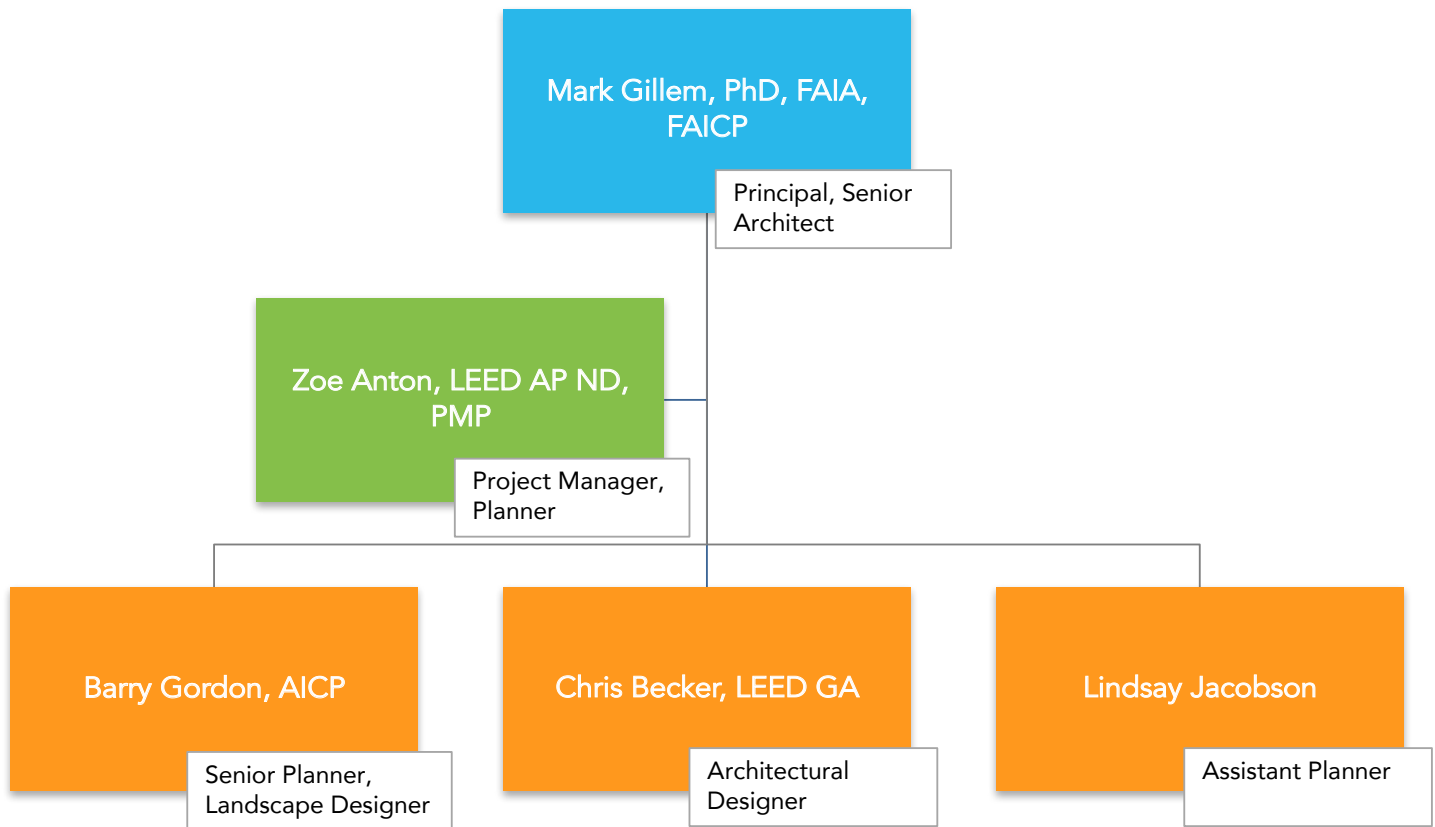
Atrium of the Community Club at Marine Corps Air Station Iwakuni

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

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### 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.

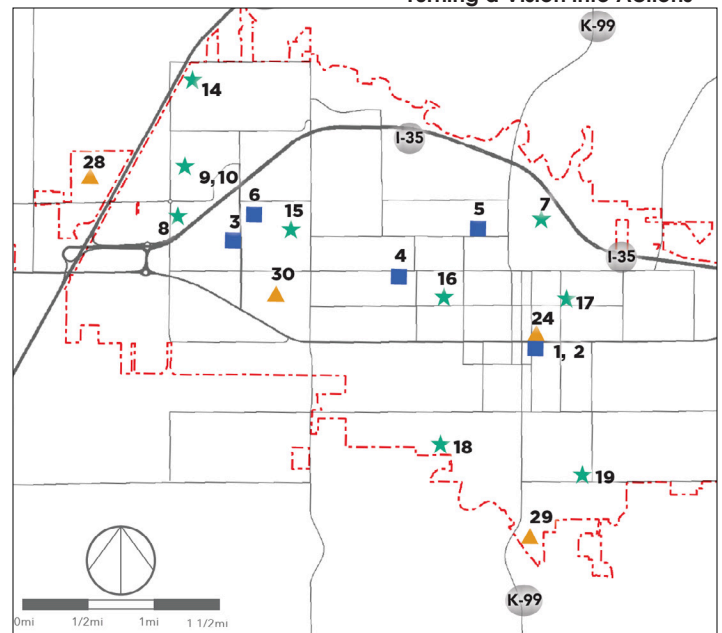
The UC will provide informed recommendations to **meet the needs and wants of the community** through the development of two conceptual plans for the City Hall and Library facility; one to address the rehabilitation of the existing facility and the other to present a conceptual plan for a new facility.

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.

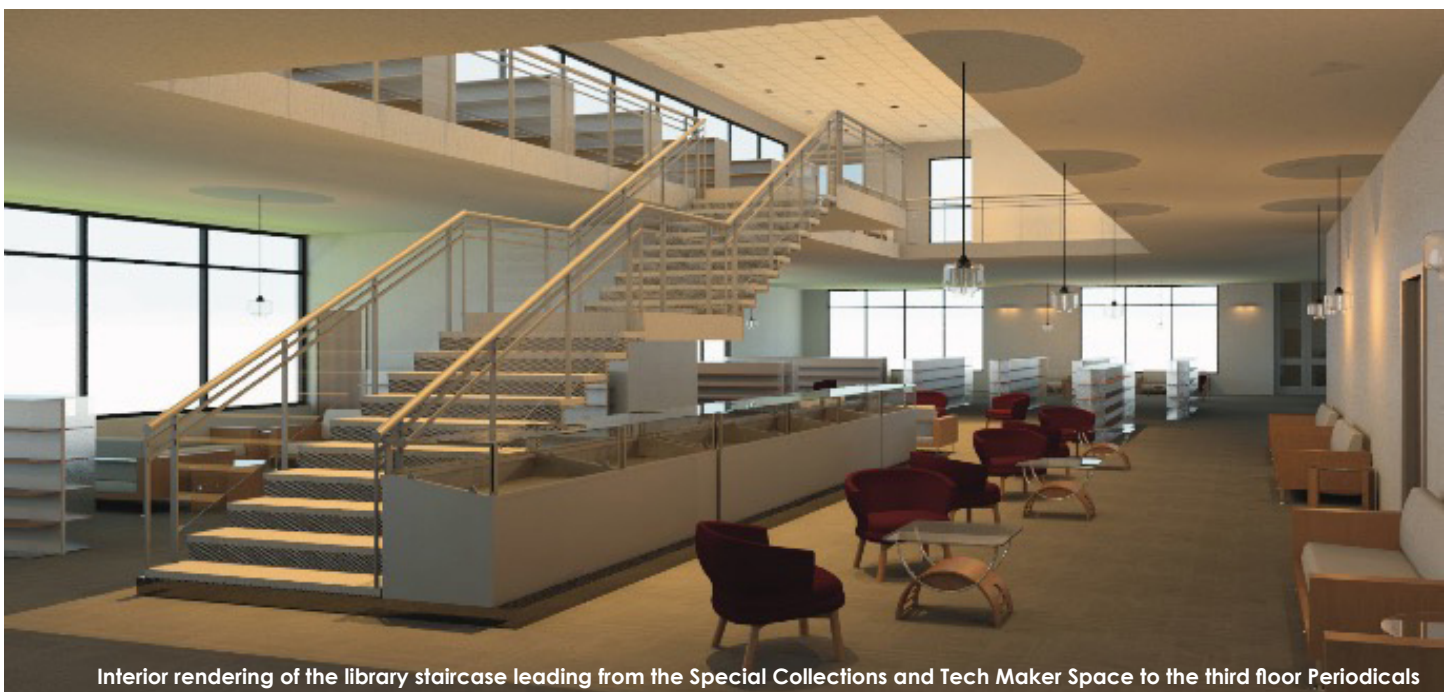
The process resulted in a **vision statement and architectural concept** for the facility: **a contemporary mixed-use building that is welcoming to the community, with clearly defined spaces, incorporating narrow wings and collaborative spaces.**

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



# WORK PRODUCT SAMPLES

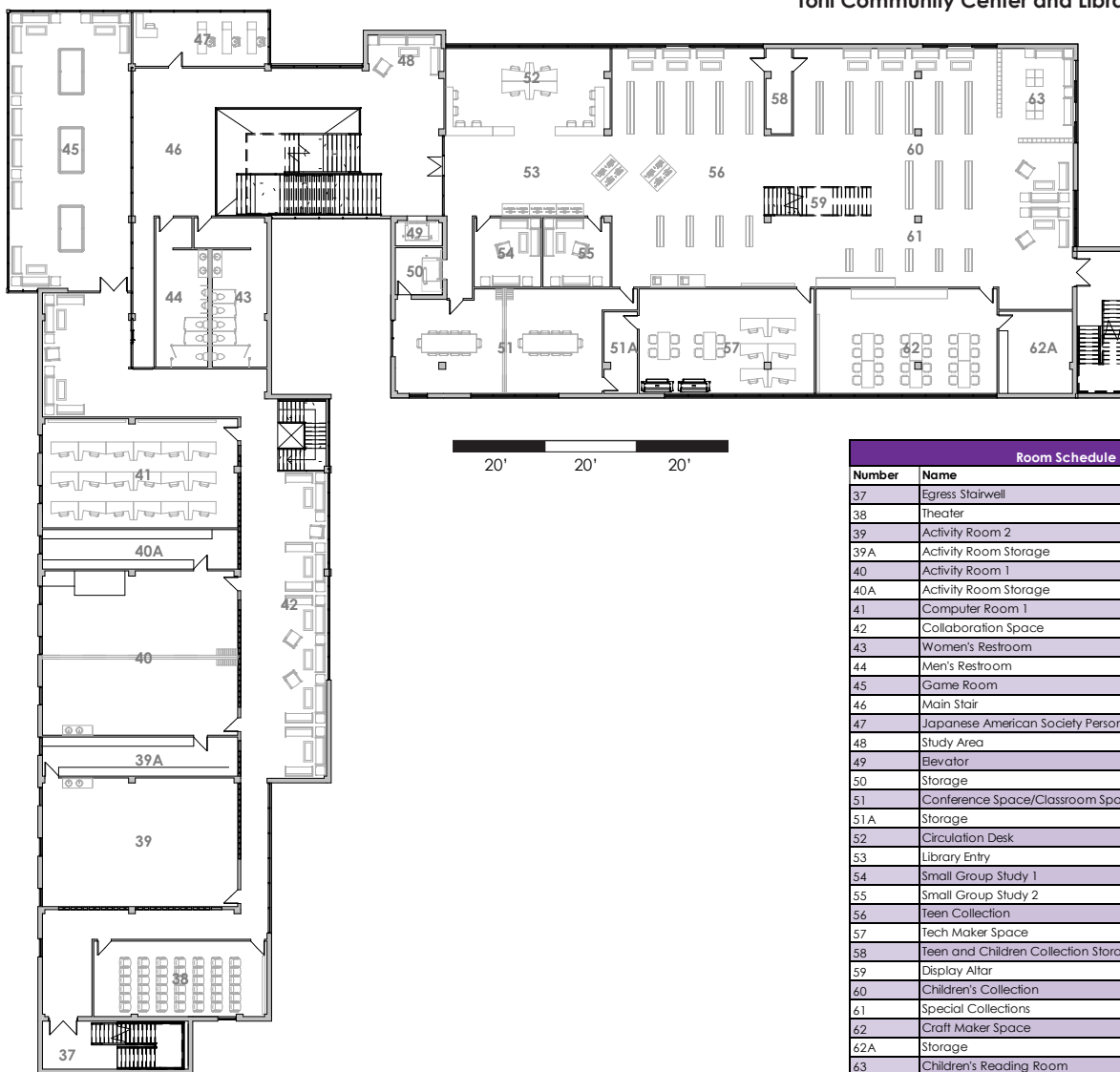
The conceptual design for the Torii Community Center and Library has narrow wings to create opportunities for **passive design strategies**, such as natural light and ventilation. The L-shape footprint allows for the segregation of different types of uses, including **public and administrative spaces**.

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:

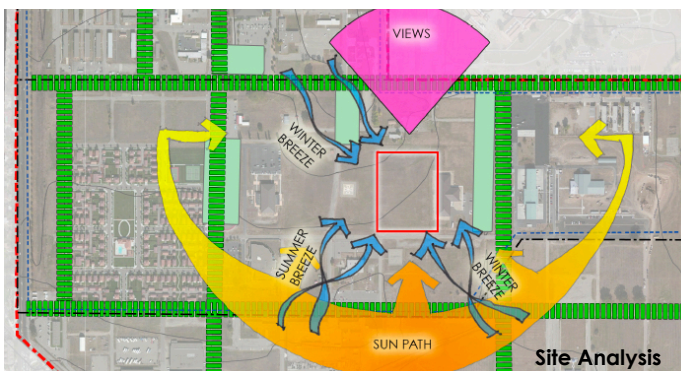
Ms. Cyndi Skinner  
cynthia.a.skinner.civ@mail.mil  
503.570.1536

### 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





## 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
<b>Total Burdened Labor Cost</b>	<b>\$24,500.00</b>	
Travel, Printing, & Other Direct Costs	\$390.00	
<b>TOTALS</b>	<b>\$24,890.00</b>	<b>425</b>

## 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**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** December 14, 2018  
**SUBJECT:** Resolution 709  
Certification of Election Results

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

**SUMMARY:**

Staff received the Abstract of Votes Cast for the November 6, 2018 General Election from the Lane County Clerk, Cheryl Betschart, which is attached to the Resolution. As City Recorder, I have canvassed and reviewed the election results. It is generally best practice for the City Council to review and certify the election results through a resolution.

**FISCAL IMPACT:**

None.

**COURSES OF ACTION:**

1. Motion to approve Resolution 709 canvassing and certifying the results of the General Election Held in the City of Lowell, Lane County, Oregon on November 6, 2018.
2. No action.

**RECOMMENDATION:**

Motion to approve Resolution 709 canvassing and certifying the results of the General Election Held in the City of Lowell, Lane County, Oregon on November 6, 2018.

**ATTACHMENTS:**

1. Resolution 709
2. Abstract of Votes Cast for the November 6, 2018 General Election

**CITY OF LOWELL, OREGON**

**RESOLUTION 709**

**RESOLUTION CANVASSING RESULTS OF THE GENERAL ELECTION HELD IN THE CITY OF LOWELL, LANE COUNTY, OREGON ON NOVEMBER 6, 2018**

**WHEREAS**, a General Election was held on November 6, 2018 in the City of Lowell, Lane County, Oregon wherein voters of the City balloted for the election of two Councilors; and

**WHEREAS**, there is on file in the Office of the City Recorder, certified election results filed by the Lane County Clerk, Cheryl Betschart, and it is necessary that the Council canvass the results of said election;

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Lowell, Oregon, hereby finds and certifies that the following summary constitutes a true and accurate statement of the election results:

<u>COUNCIL Position 1:</u>	Don Bennett	274
	Write-In	15
<u>COUNCIL Position 4:</u>	Maggie Osgood	302
	Jerry L. Valencia	139
	Write-In	4

Adopted by the City Council this 18<sup>th</sup> Day of December 2018.

Approved: \_\_\_\_\_  
Don Bennett, Mayor

Attest: \_\_\_\_\_  
Jared Cobb, City Recorder

NOV 26 2018

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2018-11-21  
11:08:35

Statement of Votes Cast by Contests, Geography by Choice  
Lane County, November 6, 2018 General Election  
All Precincts, All Districts, All ScanStations, All Contests, All Boxes  
Official Final Results  
Total Ballots Cast: 180514

**Lowell Councilor Position 1 (Vote for 1)**

Precinct	Total Votes	Don Bennett	Write-in	Over Votes	Under Votes
Precinct 764	289	274 94.81%	15 5.19%	0	203
Total	289	274 94.81%	15 5.19%	0	203

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

*Cheryl L. Betschart*

Cheryl L. Betschart, County Clerk  
Lane County, Oregon

*Nov 21*, 20*18*





Statement of Votes Cast by Contests, Geography by Choice  
 Lane County, November 6, 2018 General Election  
 All Precincts, All Districts, All ScanStations, All Contests, All Boxes  
 Official Final Results  
 Total Ballots Cast: 180514

**Lowell Councilor Position 4 (Vote for 1)**

Precinct	Total Votes	Maggie Osgood	Jerry L Valencia	Write-in	Over Votes	Under Votes
Precinct 764	445	302 67.87%	139 31.24%	4 0.90%	0	47
Total	445	302 67.87%	139 31.24%	4 0.90%	0	47

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

*Cheryl Betschart*

Cheryl L. Betschart, County Clerk  
 Lane County, Oregon

*Nov 21*, 20*18*



## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** December 14, 2018  
**SUBJECT:** City Administrator Evaluation

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

**SUMMARY:**

The City Council conducted an evaluation of the City Administrator on December 4, 2018. Results were subsequently provided to the City Administrator. A high-level summary of the evaluation will be provided at the Council meeting. In accordance with the City Administrator contract, the City Council will also discuss a potential salary or benefit adjustment.

**FISCAL IMPACT:**

Salary and benefit adjustments are included in the FY 2018-19 Budget.

**COURSES OF ACTION:**

N/A

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

N/A