

**Lowell City Council
Regular Meeting Agenda
Tuesday, February 19 at 7:00 P.M.
Lowell City Hall, 107 East Third Street**

Call to Order/Roll Call/Pledge

Councilors: Mayor Bennett _____ Angelini _____ Harris _____

Approval of Agenda

City Council Appointments

1. Candidate Interviews
2. Discussion and Appointment
3. Oath of Office

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 Meeting Minutes for January 15, 2019
City Council Special Meeting Minutes for February 5, 2019
City Council Work Session Minutes for February 5, 2019
Voucher Directory for January 2019

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. Property Acquisition – 70 N Pioneer Street – Discussion/Possible Action

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

2. Community Grant Program Application – Discussion/Possible Action
3. Oregon Paddle Sports Demo Day – Discussion/Possible Action
4. 2019 City Administrator Objectives – Discussion/Possible Action
5. Resolution 711 – 2019 Strategic Plan – Discussion/Possible Action
6. Resolution 712 – Requesting Transfer of County Owned Property – Discussion/Possible Action

Other Business

Mayor Comments

Community Comments: Limited to two (2) minutes if prior to 9:30 P.M.

Adjourn

Future Meetings / Dates to Remember:

- | | |
|---------|--|
| 2-20-19 | Parks & Recreation Master Plan Steering Committee Meeting at 7 PM at City Hall |
| 2-25-19 | Lowell School District Board Meeting at 7 PM at PDC in Lundy |
| 2-26-19 | Blackberry Jam Festival Committee Meeting at 7 PM at City Hall |
| 3-03-19 | Economic Development Committee Meeting at 6:30 PM at City Hall |
| 3-03-19 | Downtown Master Plan Steering Committee Meeting at 7 PM at City Hall |
| 3-04-19 | Special City Council Meeting and Work Session at 7 PM at City Hall |
| 3-12-19 | Blackberry Jam Festival Committee Meeting at 7 PM at City Hall |
| 3-12-19 | Lowell Fire District Board Meeting at 7 PM at Lowell Fire Department |
| 3-19-19 | City Council Meeting at 7 PM at City Hall |

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

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: February 13, 2019
SUBJECT: City Council Appointments

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

SUMMARY:

Applications were solicited for City Council Position 3 and Position 4 with a closing date of February 13, 2019. Position 3 expires December 31, 2020 and Position 4 expires December 31, 2022. In accordance with the Lowell Charter, both positions will be on the May 2020 ballot for election to serve the unexpired term. Applications were received from Samantha Dragt, Tim Stratis, and John Myers.

FISCAL IMPACT:

None.

COURSES OF ACTION:

The Council has requested interviews of each candidate. Following interviews, the Council may use the following motions to appoint an elector to each position.

1. Motion to appoint _____ to City Council Position 3.
2. Motion to appoint _____ to City Council Position 4.

RECOMMENDATION:

None.

ATTACHMENTS:

1. City Council Candidate Applications
2. Sample Interview Questions



VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Samantha Dragt
Street Address:	306 N. Damon St Lowell
Mailing Address:	P.O. Box 430 Lowell
City/State/Zip Code:	Lowell, OR 97452
Home Phone:	541-868-6214
Work Phone:	541-744-6171
E-Mail Address:	sjdragt@gmail.com

Background	
Years of Residence in Lowell:	1 1/2 yrs
Place of Employment:	McKenzie Willamette Medical Center
Occupation:	Financial counselor
Educational Background:	Assoc. degree in Healthcare admin
Prior Civic Activities:	American Legion Grange events by Lions volunteered for Blackberry Jam

Boards, Commissions, or Committees of Interest

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

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

Special Skills or Qualifications

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

I am a people person, I am aware of issues/opportunities that small town life has + I want to be part of a group that works towards bettering our little corner of the world. I have served on several committees for veterans groups + in my job I deal with many diverse issues + I solve the issues for the patient + the company

Motivation

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


I fell in love with our little town the moment we came here. The community is friendly + I see motivation to grow + be closer. I am passionate about each persons civic responsibility + stewardship. I want to be part of making Lowell a superb town.

Special Notice

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

Agreement and Signature

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

Name (printed)	Samantha Dragt
Signature	
Date	1/29/19

Our Policy

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

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

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

RECEIVED

RECEIVED

JAN 25 REC'D

DEC 17 2018



VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Tim Stratig
Street Address:	486 D. ST
Mailing Address:	P.O. Box 342
City/State/Zip Code:	Lowell OR. 97452
Home Phone:	(541) 228-5664
Work Phone:	(541) 349-3047
E-Mail Address:	timstratis69@gmail.com

Background	
Years of Residence in Lowell:	49
Place of Employment:	U.S. Army Corp of Engineers
Occupation:	Supervisor
Educational Background:	Technical School U.S. Air Force AA Lane Community College. Western Oregon University University of Oregon
Prior Civic Activities:	Y.M.C.A. Coach. Junior High Basketball Coach. Cub Scout Pack Leader Lowell Grange Lowell Blackberry Jam Committee

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

Special Skills or Qualifications

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

I have served on the Lowell Blackberry Jam Committee for over 1 year as well as being a member of the executive committee. Additionally I have taken governmental related classes in college that give me a good background on how govts should function.

Motivation

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

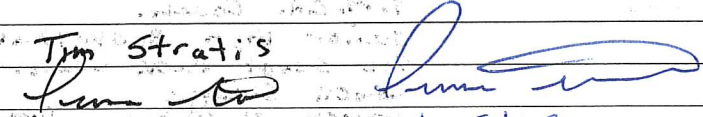
I have 4 children in school in Lowell and would like them to have a great community in the future to raise their children in. My family has been in this area for 100 years and I have vested interests in building a bright future for Lowell.

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Agreement and Signature

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

Name (printed)	Tim Stratis
Signature	
Date	12-14-18

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volunteer@ci.lowell.or.us

RECEIVED

JAN 17 REC'D



VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	John A. Myers
Street Address:	554 E. 1st Street
Mailing Address:	554 E. 1st Street
City/State/Zip Code:	Lowell, Oregon 97452
Home Phone:	509-879-2108
Work Phone:	541-741-7307 ext 155
E-Mail Address:	myersdeer@aol.com

Background	
Years of Residence in Lowell:	2 years
Place of Employment:	Mountain Rose Herbs Eugene, Oregon
Occupation:	Processing Plant Manager/Project Manager
Educational Background:	Graduated 1981 Honorable Army Discharge Accounting Certificate from Trend College Leadership Trainings from Purina Mills
Prior Civic Activities:	Boy Scout Troop Leader Nazarene Church Board Member Volunteer with Christmas Tree Lighting

Boards, Commissions, or Committees of Interest

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

Special Skills or Qualifications

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

I have been a Plant Manager/Project Manager for 30 years and have had cooperate training in many different areas of responsibilities. I have perticipated on various boards and committees including but not limited to Budget Planning, Capital Improvement Projects, Project Management, Continuous Improvement Planning, EH&S Coordinator and Human Resource Training. I hold the responsibility of Fiscal Reporting, FDA Reporting, all employee trainings and documentation along with Permits, Certifications and Licenses.

Motivation

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

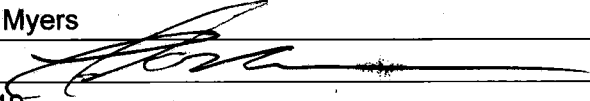
My wife and I moved to this little town in December of 2016 looking for a peaceful and safe place to live. We want to be able to explore the many activities Oregon has to offer and still be close to a major city. This is something Lowell has to offer, and I believe there is so much more to this beautiful town. I would like to be a part of the development of Lowell and the growth that can occur. I am excited about the downtown plans and the expansion of businesses and the opportunities that can happen when a group of individuals put differences aside and do something amazing for the greater good of the community.

Special Notice

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Agreement and Signature

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

Name (printed)	John A. Myers
Signature	
Date	1/17/2019

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Lowell, OR 97452
volunteer@ci.lowell.or.us

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: February 13, 2019
SUBJECT: Consent Agenda

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

SUMMARY:

The Consent Agenda for the February 19, 2019 City Council meeting includes the City Council Meeting Minutes for January 15, 2019, City Council Special Meeting Minutes for February 5, 2019, City Council Work Session Minutes for February 5, 2019, and Voucher Directory for January 2019.

FISCAL IMPACT:

1. City Council Meeting Minutes – January 15, 2019
2. City Council Special Meeting Minutes – February 5, 2019
3. City Council Work Session Minutes – February 5, 2019
4. Voucher Directory – January 2019

COURSES OF ACTION:

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

RECOMMENDATION:

Motion to approve the consent agenda as presented.

ATTACHMENTS:

1. City Council Meeting Minutes – January 15, 2019
2. City Council Special Meeting Minutes – February 5, 2019
3. City Council Work Session Minutes – February 5, 2019
4. Voucher Directory – January 2019

City of Lowell, Oregon
Minutes of the City Council Regular Session
January 15, 2019

The Regular Session was called to order at 7:00 PM by Mayor Bennett.

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

New City Council Protocol:

- **Oath of Office: Don Bennett sworn in as City Council Member by City Recorder Jared Cobb.**
- **Selection of Mayor: Councilor Angelini nominated Don Bennett for Mayor, second by Councilor Harris. PASS 3:0**
- **Selection of Council President: Councilor Angelini nominated Gail Harris as Council President, second by Mayor Bennett. PASS 3:0**

Review and Acceptance of FY 2017/18 Audit: William Trotter of Emerald CPA Group, LLP presented the results of the FY 2017/18 Audit with zero findings. **Councilor Harris moved to accept the FY 2017/18 Annual Financial Report, second by Councilor Angelini. PASS 3:0**

Consent Agenda: Councilor Angelini moved to approve consent agenda, second by Councilor Harris. PASS 3:0

Public Comments: Larry Senn, 38506 Pengra Rd. Fall Creek, voiced concerns about lack of code enforcement related to health issues. George Wild, 200 Marina Vista Dr. Lowell would like the word ‘Memorial’ be in the renaming of the library.

Council Comments: Mayor read a tribute to Maggie Osgood, and the Councilors shared memories of the recently deceased Councilor Maggie Osgood.

City Administrator Report: CA Cobb reported on the following topics: Oregon RAIN, 2 Public Works Job Openings, Project Updates, and League of Oregon Cities Highlights.

Financial Report: Quarterly Financial Report for October – December was reviewed and provided in packet.

Police Report: December report provided in packet.

Public Works Report: Max Baker, Public Works Director presented report. Topics included: Staffs removal of Holiday decorations from Covered Bridge and that the South gate will be removed. A tarp was placed on the caboose to prevent further damage from a leaking roof. Continued replacement of water meters, repair of water leaks, parks inspections, and code enforcement has been done. Report provided in packet.

Draft Committee Meeting Minutes: BBJ Committee.

Old Business: None

New Business:

- **Resolution 710 – Naming Library for Maggie Osgood – Councilor Angelini presented information regarding the naming of the city library in honor of Maggie Osgood. Councilor**

Angelini moved to adopt Resolution 710 – A Resolution Naming the Lowell Public Library in Memory of the Late Volunteer Librarian Maggie Osgood. PASS 3:0

- **Review Committee Applications –**
Budget Committee – **Mayor Bennett moved to appoint Lon Dragt for Position 7 and John Myers for Position 8 to the Budget Committee, second by Councilor Angelini. PASS 3:0**
Planning Commission – **Mayor Bennett moved to appoint John Myers for Position 1, Mary Wallace for Position 4 and Don Swain for Position 5 to the Planning Commission, second by Councilor Harris. PASS 3:0**
Parks and Recreation Committee – **Councilor Angelini moved to appoint Tony Moreci for Position 2, George Wild for Position 3 to the Parks and Recreation Committee, second by Councilor Harris. PASS 3:0**
Economic Development Committee – **Councilor Angelini moved to appoint Sydney Singer for Position 4 and Bill George for Position 5 to the Economic Development Committee, second by Councilor Harris. PASS 3:0**
Library Committee – **Councilor Harris moved to appoint Barbaranne Ingram for Position 4 to the Library Committee, second by Councilor Angelini. PASS 3:0**
Blackberry Jam Festival – **Councilor Harris moved to appoint Tim Stratis for Position 3 and George Wild for Position 5 to the Blackberry Jam Festival Committee, second by Councilor Angelini. PASS 3:0**
- **Professional Services Agreement** – CA presented changes requested by The Urban Collaborative contract. **Mayor Bennett moved to approve the amended Professional Services Contract with The Urban Collaborative and authorize the City Administrator to sign the Contract, second by Councilor Angelini. PASS 3:0**
- **City Council Meeting Calendar** – CA presented proposed calendar dates for City Council Meetings in 2019. **Councilor Harris moved to approve the 2019 City Council Meeting Calendar, as presented, second by Councilor Angelini. PASS 3:0**
- **Grant Agreement** - CA presented information on the Ford Family Foundation awarding the City a \$5,000 grant to hire Rural Development Initiatives (RDI) for Small Business Organizational Assistance. **Mayor Bennett moved to approve the grant agreement for Small Business Organizational Assistance with The Ford Family Foundation and authorize the City Administrator to sign the agreement, second by Councilor Harris. PASS 3:0**
- **Memorandum of Understanding – Rural Development Initiatives** – CA stated this item is related to the preceding agenda item. The Ford Family Foundation has provided \$5,000, RDI provided \$1,500, and the City would match \$500. **Mayor Bennett moved to approve the Memorandum of Understanding with Rural Development Initiatives for Small Business Organizational Assistance in an amount not to exceed \$5,500, second by Councilor Harris. PASS 3:0**

Other:

- Mayor Bennett requested the search for applications to fill the open Council positions to begin. **Mayor Bennett moved to list the two open Council positions with the closing date of February 20, 2019, for review and possible action at the next council meeting and new**

date to be set if not filled, second by Councilor Angelini. PASS 3:0 Interviews will be conducted at the council meeting.

Mayor Comments: Mayor reported the Mayor of Veneta has been diagnosed with an aggressive form of cancer, and how it has been a pleasure working with her. Reminder of Parks & Recreation Master Plan open house meeting January 17, 2019 starting at 5 PM with a meeting to follow at 7 PM.

Public Comments: Lela Trope' with State Representative House District 7 Cedric Hayden, invited everyone to come to 'Legislative Day' in Salem on January 24, 2019.

Adjourn: 8:26 PM

Approved: _____
Don Bennett, Mayor Date

Attest: _____
Jared Cobb, City Recorder Date

City of Lowell, Oregon
Minutes of the City Council Special Meeting and Executive Session
February 5, 2019

The Special Meeting was called to order at 6:01 PM by Mayor Bennett.

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

Approval of Agenda: Approved by consensus.

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

Closed Special Meeting Session: 6:02 PM

Executive Session Meeting: 6:03 PM

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

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

Executive Session Meeting Closed: 6:22 PM

Reconvene to Special Meeting: 6.24 PM

Public Comments: None

Council Comments: None

New Business:

- **Acquisition 70 N Pioneer Street for Library and City Hall – CA Cobb presented negotiation information with the Lowell Oregon Congregation Jehovah’s Witnesses. Councilor Angelini moved to approve the purchase of 70 N Pioneer Street, including tax lots #1901142402000, #1901142401900, #1901142404500 owned by the Lowell Oregon Congregation of Jehovah’s Witnesses for an amount not to exceed \$290,000 plus closing costs, contingent on a property inspection and supplemental budget, providing \$5,000 in earnest money and authorizing the City Administrator to sign the real estate agreement. Second by Councilor Harris. PASS 3:0**
- **Office Equipment Lease Contract – CA presented information for a new automatic postage machine and folder/insertor to be used with the new software full page Utility Bills, and to provide the flexibility to include additional flyers as needed. Mayor Bennett moved to approve a five (5) year contract with Pacific Office Automation, in the amount of \$175 per month for an automatic postage machine and folder/insertor, second by Councilor Angelini. PASS 3:0**

- **Other:** None

Mayor Comments: None

Public Meeting Adjourn: 6:33 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jared Cobb, City Recorder

Date

DRAFT

**City of Lowell, Oregon
Minutes of the City Council Work Session
February 5, 2019**

The Work Session was called to order at 7:01 PM by Mayor Bennett.

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

Study Session Topic(s)

1. **Review and Discussion of Solid Waste Franchise Agreement** – Brian White District Manager of Sanipac presented an exclusive franchise proposal within the city limits of Lowell. Time for discussion and questions followed.
2. **Introduction to Oregon RAIN and Venture Catalyst Raj Vable** – Raj Vable presented information about the Oregon RAIN program, and his new position to assist building entrepreneurship.
3. **Review and Discussion of 2019 Strategic Plan** - Mayor Bennett introduced the Strategic Plan, CA reviewed and discussed changes.
4. **Review and Discussion of City Administrator Objectives** – CA reviewed his Objectives for 2019 with the council.
5. **Review and Discussion of Community Grant Program Applications** – CA presented information on a Community Grant Application from the Pine Needlers Quilt Group, that was recommended for approval by Economic Development Committee.
6. **Update on Conceptual Public Safety Program** – CA presented information on his conversation with the Oakridge School District willing to partner with the City of Lowell in sharing a safety officer.
7. **Dexter Sanitary System** – CA presented information about being approached by Dexter Sanitary to discuss feasibility of handling Dexter’s grey water. CA and Public Works Director will explore the request and report back to council.

Adjourn: 8:43 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jared Cobb, City Recorder

Date



Voucher Directory

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

Vendor	Number	Reference	Account Number	Description	Amount
Backflow Specialties					
	15157			2018-2019 - January 2019 - 2nd Council	
		Invoice - 44343			
			030-100-6230	Other Repair & Maintenance	\$710.00
		Total Invoice - 44343			\$710.00
	Total 15157				\$710.00
Total Backflow Specialties					\$710.00
Banner Bank					
	1689			2018-2019 - January 2019 - 1st Council	
		Invoice - 1/8/2019 12:21:13 PM			
			014-100-6440	Telephone Services	\$15.05
		Total Invoice - 1/8/2019 12:21:13 PM			\$15.05
	Total 1689				\$15.05
	1690			2018-2019 - January 2019 - 2nd Council	
		Invoice - 1/23/2019 11:30:43 AM			
			014-100-6440	Telephone Services	\$15.05
		Total Invoice - 1/23/2019 11:30:43 AM			\$15.05
	Total 1690				\$15.05
	15122			2018-2019 - January 2019 - 1st Council	
		Invoice - 1/8/2019 Jared Cobb			
			010-100-6028	Other Contract Services	\$37.00
			010-100-6234	Non-Capitalized Assets	\$1,198.00
			010-100-6510	Council Expenditure	\$169.03
			030-100-6130	Office Supplies/Equipment	\$999.50
			040-100-6130	Office Supplies/Equipment	\$84.95
		Total Invoice - 1/8/2019 Jared Cobb			\$2,488.48
		Invoice - 1/8/2019 Max Baker			
			010-100-6220	Building Repair & Maintenance	\$180.28
			010-170-6226	Covered Bridge Maintenance	\$160.97
			030-100-6720	Chemicals & Lab Supplies	\$50.04
		Total Invoice - 1/8/2019 Max Baker			\$391.29
	Total 15122				\$2,879.77
	15163			2018-2019 - January 2019 - 2nd Council	
		Invoice - 1/30/2019 9:58:17 AM			
			010-100-6028	Other Contract Services	\$37.00
		Total Invoice - 1/30/2019 9:58:17 AM			\$37.00
	Total 15163				\$37.00

Vendor	Number	Reference	Account Number	Description	Amount
	15171			2018-2019 - January 2019 - 2nd Council	
		Invoice - 1/30/2019 12:50:14 PM			
			010-120-6224	Equipment Repair & Maintenance	\$10.00
			030-100-6224	Equipment Repair & Maintenance	\$10.00
			040-100-6224	Equipment Repair & Maintenance	\$10.00
		Total Invoice - 1/30/2019 12:50:14 PM			\$30.00
	Total 15171				\$30.00
Total Banner Bank					\$2,976.87
Cascade Columbia					
	15123			2018-2019 - January 2019 - 1st Council	
		Invoice - 736772, 739443, 739444			
			030-100-6720	Chemicals & Lab Supplies	\$1,858.35
			040-100-6720	Chemicals & Lab Supplies	\$853.09
		Total Invoice - 736772, 739443, 739444			\$2,711.44
	Total 15123				\$2,711.44
Total Cascade Columbia					\$2,711.44
Century Link					
	15124			2018-2019 - January 2019 - 1st Council	
		Invoice - 1/8/2019 11:29:09 AM			
			010-100-6440	Telephone Services	\$143.64
			030-100-6435	Internet Services	\$70.00
			030-100-6440	Telephone Services	\$236.70
			040-100-6440	Telephone Services	\$75.31
		Total Invoice - 1/8/2019 11:29:09 AM			\$525.65
	Total 15124				\$525.65
Total Century Link					\$525.65
CenturyLink Business Services					
	15141			2018-2019 - January 2019 - 2nd Council	
		Invoice - 1459231846			
			010-100-6440	Telephone Services	\$2.36
		Total Invoice - 1459231846			\$2.36
	Total 15141				\$2.36
Total CenturyLink Business Services					\$2.36
CIS Trust					
	15125			2018-2019 - January 2019 - 1st Council	
		Invoice - LOW-W2018-00QTR3			
			010-100-5320	Worker's Comp	\$120.00
			010-120-5320	Worker's Comp	\$211.34
			010-140-5320	Worker's Comp	\$3.28
			010-150-5320	Worker's Comp	\$8.80
			010-160-5320	Worker's Comp	\$42.80
			010-180-5320	Worker's Comp	\$2.03

Vendor	Number	Reference	Account Number	Description	Amount
			012-100-5320	Worker's Comp	\$241.40
			030-100-5320	Worker's Comp	\$718.39
			040-100-5320	Worker's Comp	\$718.38
		Total Invoice - LOW-W2018-00QTR3			\$2,066.42
Total CIS Trust	Total 15125				\$2,066.42
City of Lowell					
	1605	2018-2019 - January 2019 - 1st Council			
		Invoice - 1/8/2019 Court 2nd Qtr. Fy 18-19			
			010-180-6028	Other Contract Services	\$492.36
		Total Invoice - 1/8/2019 Court 2nd Qtr. Fy 18-19			\$492.36
	Total 1605				\$492.36
	15126	2018-2019 - January 2019 - 1st Council			
		Invoice - 1/8/2019 12:06:57 PM			
			010-100-6420	Water Services	\$25.21
			010-100-6425	Sewer Services	\$43.88
			010-120-6420	Water Services	\$57.76
			010-120-6425	Sewer Services	\$117.02
			010-150-6420	Water Services	\$8.40
			010-150-6425	Sewer Services	\$14.63
			030-100-6420	Water Services	\$39.51
			030-100-6425	Sewer Services	\$58.51
			040-100-6420	Water Services	\$1,030.81
			040-100-6425	Sewer Services	\$526.59
		Total Invoice - 1/8/2019 12:06:57 PM			\$1,922.32
	Total 15126				\$1,922.32
Total City of Lowell					\$2,414.68
City of Oakridge					
	1606	2018-2019 - January 2019 - 1st Council			
		Invoice - Court 2nd Qtr. FY 18-19			
			010-180-6028	Other Contract Services	\$381.16
		Total Invoice - Court 2nd Qtr. FY 18-19			\$381.16
	Total 1606				\$381.16
	15149	2018-2019 - January 2019 - 2nd Council			
		Invoice - 1/11/2019			
			010-130-6018	Police Services	\$9,100.00
		Total Invoice - 1/11/2019			\$9,100.00
	Total 15149				\$9,100.00
Total City of Oakridge					\$9,481.16
Civil West Engineering					
	15127	2018-2019 - January 2019 - 1st Council			
		Invoice - 2101.014.007 & 2101-001.01.009			
			012-100-6016	Engineering Services	\$630.00

Vendor	Number	Reference	Account Number	Description	Amount
			012-100-6016	Engineering Services	\$92.00
			040-100-6016	Engineering Services	\$280.00
		Total Invoice - 2101.014.007 & 2101-001.01.009			\$1,002.00
	Total 15127				\$1,002.00
Total Civil West Engineering					\$1,002.00
DCBS-Fiscal Services					
	15142			2018-2019 - January 2019 - 2nd Council	
		Invoice - 1/15/2019 2:24:15 PM			
			010-140-6524	Building Permit Costs	\$1,381.68
			010-140-6525	Electrical Permit Costs	\$261.72
		Total Invoice - 1/15/2019 2:24:15 PM			\$1,643.40
	Total 15142				\$1,643.40
Total DCBS-Fiscal Services					\$1,643.40
Division of Audits					
	15150			2018-2019 - January 2019 - 2nd Council	
		Invoice - 1/23/2019 11:09:26 AM			
			010-100-6010	Auditing	\$250.00
		Total Invoice - 1/23/2019 11:09:26 AM			\$250.00
	Total 15150				\$250.00
Total Division of Audits					\$250.00
doxo					
	15143			2018-2019 - January 2019 - 2nd Council	
		Invoice - Case Ref. #1520353			
			040-100-6190	Miscellaneous Expenses	\$33.45
		Total Invoice - Case Ref. #1520353			\$33.45
	Total 15143				\$33.45
Total doxo					\$33.45
Emerald CPA Group LLP					
	15151			2018-2019 - January 2019 - 2nd Council	
		Invoice - 2024-1			
			010-100-6010	Auditing	\$3,900.00
			012-100-6010	Auditing	\$1,300.00
			030-100-6010	Auditing	\$3,900.00
			040-100-6010	Auditing	\$3,900.00
		Total Invoice - 2024-1			\$13,000.00
	Total 15151				\$13,000.00
Total Emerald CPA Group LLP					\$13,000.00

Vendor	Number	Reference	Account Number	Description	Amount
Frantum, Jacob					
	15164			2018-2019 - January 2019 - 2nd Council	
		Invoice - 1/30/2019 9:55:38 AM			
			030-000-2020	Utility Deposits	\$28.77
		Total Invoice - 1/30/2019 9:55:38 AM			\$28.77
	Total 15164				\$28.77
Total Frantum, Jacob					\$28.77
Gerry Burr					
	1691			2018-2019 - January 2019 - 2nd Council	
		Invoice - C375845			
			014-100-6816	Quilt Raffle	\$164.95
		Total Invoice - C375845			\$164.95
	Total 1691				\$164.95
Total Gerry Burr					\$164.95
Hunter Communications					
	15144			2018-2019 - January 2019 - 2nd Council	
		Invoice - 1/15/2019 2:21:58 PM			
			010-100-6435	Internet Services	\$77.47
			010-150-6435	Internet Services	\$77.47
		Total Invoice - 1/15/2019 2:21:58 PM			\$154.94
	Total 15144				\$154.94
Total Hunter Communications					\$154.94
J & K Electrical LLC					
	15128			2018-2019 - January 2019 - 1st Council	
		Invoice - 1488A			
			010-100-6220	Building Repair & Maintenance	\$135.00
		Total Invoice - 1488A			\$135.00
	Total 15128				\$135.00
Total J & K Electrical LLC					\$135.00
Lane Electric Cooperative					
	15129			2018-2019 - January 2019 - 1st Council	
		Invoice - 1/8/2019 12:04:54 PM			
			010-100-6430	Electricity Services	\$176.41
			010-120-6430	Electricity Services	\$48.20
			010-150-6430	Electricity Services	\$58.81
			010-170-6226	Covered Bridge Maintenance	\$69.22
			012-100-6430	Electricity Services	\$1,292.26
			030-100-6430	Electricity Services	\$1,362.21
			040-100-6430	Electricity Services	\$1,093.04
		Total Invoice - 1/8/2019 12:04:54 PM			\$4,100.15
	Total 15129				\$4,100.15

Vendor	Number	Reference	Account Number	Description	Amount
	15165			2018-2019 - January 2019 - 2nd Council	
		Invoice - 1/30/2019 10:13:44 AM			
			010-100-6430	Electricity Services	\$217.89
			010-120-6430	Electricity Services	\$51.13
			010-150-6430	Electricity Services	\$72.63
			010-170-6226	Covered Bridge Maintenance	\$71.09
			012-100-6430	Electricity Services	\$1,257.35
			030-100-6430	Electricity Services	\$1,381.69
			040-100-6430	Electricity Services	\$1,004.72
		Total Invoice - 1/30/2019 10:13:44 AM			\$4,056.50
	Total 15165				\$4,056.50
Total Lane Electric Cooperative					\$8,156.65
League of Oregon Cities					
	15152			2018-2019 - January 2019 - 2nd Council	
		Invoice - 5628			
			030-100-6128	Public Notices	\$20.00
		Total Invoice - 5628			\$20.00
	Total 15152				\$20.00
Total League of Oregon Cities					\$20.00
Lowell Mini Storage					
	1692			2018-2019 - January 2019 - 2nd Council	
		Invoice - Feb. 2019			
			014-100-6605	Rent	\$80.00
		Total Invoice - Feb. 2019			\$80.00
	Total 1692				\$80.00
Total Lowell Mini Storage					\$80.00
LUCC					
	15158			2018-2019 - January 2019 - 2nd Council	
		Invoice - 019			
			030-100-6120	Publications, Printing & Dues	\$50.00
			040-100-6120	Publications, Printing & Dues	\$50.00
		Total Invoice - 019			\$100.00
	Total 15158				\$100.00
Total LUCC					\$100.00
Mid-State Industrial Inc					
	15130			2018-2019 - January 2019 - 1st Council	
		Invoice -0178714			
			030-100-6230	Other Repair & Maintenance	\$805.00
		Total Invoice -0178714			\$805.00
	Total 15130				\$805.00

Vendor	Number	Reference	Account Number	Description	Amount
	15159			2018-2019 - January 2019 - 2nd Council	
		Invoice - 0179113, 0179131			
		030-100-6230		Other Repair & Maintenance	\$1,515.70
		Total Invoice - 0179113, 0179131			\$1,515.70
	Total 15159				\$1,515.70
Total Mid-State Industrial Inc					\$2,320.70
Nichols Layli					
	15145			2018-2019 - January 2019 - 2nd Council	
		Invoice - Dec. 2018			
		010-100-6014		Financial Services	\$198.25
		012-100-6014		Financial Services	\$66.08
		030-100-6014		Financial Services	\$198.25
		040-100-6014		Financial Services	\$198.25
		Total Invoice - Dec. 2018			\$660.83
	Total 15145				\$660.83
	15166			2018-2019 - January 2019 - 2nd Council	
		Invoice - 1/30/2019 9:56:03 AM			
		010-100-6130		Office Supplies/Equipment	\$73.97
		Total Invoice - 1/30/2019 9:56:03 AM			\$73.97
	Total 15166				\$73.97
Total Nichols Layli					\$734.80
Northwest Code Professionals					
	15131			2018-2019 - January 2019 - 1st Council	
		Invoice - 1/8/2019 2273			
		010-140-6524		Building Permit Costs	\$2,402.25
		010-140-6525		Electrical Permit Costs	\$774.00
		Total Invoice - 1/8/2019 2273			\$3,176.25
	Total 15131				\$3,176.25
Total Northwest Code Professionals					\$3,176.25
OCCMA					
	15167			2018-2019 - January 2019 - 2nd Council	
		Invoice - 2019 Membership App.			
		010-100-6120		Publications, Printing & Dues	\$194.40
		Total Invoice - 2019 Membership App.			\$194.40
	Total 15167				\$194.40
Total OCCMA					\$194.40

Vendor	Number	Reference	Account Number	Description	Amount
Oregon Mayors Association	15168			2018-2019 - January 2019 - 2nd Council	
		Invoice - 2019 Don Bennett			
			010-100-6120	Publications, Printing & Dues	\$106.00
		Total Invoice - 2019 Don Bennett			\$106.00
	Total 15168				\$106.00
Total Oregon Mayors Association					\$106.00
Pitney Bowes Global Financial Services LLC	15146			2018-2019 - January 2019 - 2nd Council	
		Invoice - 3307931104			
			010-100-6028	Other Contract Services	\$33.12
			030-100-6028	Other Contract Services	\$66.24
			040-100-6028	Other Contract Services	\$66.24
		Total Invoice - 3307931104			\$165.60
	Total 15146				\$165.60
	15153			2018-2019 - January 2019 - 2nd Council	
		Invoice - 1010965707			
			010-100-6028	Other Contract Services	\$50.99
			030-100-6028	Other Contract Services	\$101.99
			040-100-6028	Other Contract Services	\$101.99
		Total Invoice - 1010965707			\$254.97
	Total 15153				\$254.97
Total Pitney Bowes Global Financial Services LLC					\$420.57
Pleasant Hill Feed & Farm Supply Inc.	15132			2018-2019 - January 2019 - 1st Council	
		Invoice - 172389			
			040-100-6134	General Supplies	\$79.95
		Total Invoice - 172389			\$79.95
	Total 15132				\$79.95
Total Pleasant Hill Feed & Farm Supply Inc.					\$79.95
Renewable Resource Group Inc.	15133			2018-2019 - January 2019 - 1st Council	
		Invoice - 110324, 110544, 110825, 110827, 110967, 111126, 111257			
			030-100-6722	Water/Sewer Analysis	\$247.00
			040-100-6722	Water/Sewer Analysis	\$959.40
		Total Invoice - 110324, 110544, 110825, 110827, 110967, 111126, 111257			\$1,206.40
	Total 15133				\$1,206.40
	15160			2018-2019 - January 2019 - 2nd Council	
		Invoice - 111418, 111625, 111667, 111798			
			030-100-6722	Water/Sewer Analysis	\$36.00

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-6722	Water/Sewer Analysis	\$451.80
		Total Invoice - 111418, 111625, 111667, 111798			\$487.80
	Total 15160				\$487.80
Total Renewable Resource Group Inc.					\$1,694.20
Rural Development Initiatives, Inc.	15169			2018-2019 - January 2019 - 2nd Council	
		Invoice - 2019-01			
			010-100-6028	Other Contract Services	\$2,750.00
		Total Invoice - 2019-01			\$2,750.00
	Total 15169				\$2,750.00
Total Rural Development Initiatives, Inc.					\$2,750.00
Russell, Bev	15154			2018-2019 - January 2019 - 2nd Council	
		Invoice - 5001			
			010-100-6028	Other Contract Services	\$201.87
			010-120-6028	Other Contract Services	\$201.88
			012-100-6028	Other Contract Services	\$403.75
			030-100-6028	Other Contract Services	\$1,615.00
			040-100-6028	Other Contract Services	\$1,615.00
		Total Invoice - 5001			\$4,037.50
	Total 15154				\$4,037.50
Total Russell, Bev					\$4,037.50
Sanders, Tim	15134			2018-2019 - January 2019 - 1st Council	
		Invoice - 52			
			040-100-6028	Other Contract Services	\$300.00
		Total Invoice - 52			\$300.00
	Total 15134				\$300.00
Total Sanders, Tim					\$300.00
SaniPac	15135			2018-2019 - January 2019 - 1st Council	
		Invoice - 3086990			
			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

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-6445	Refuse Services	\$18.92
		Total Invoice - 3086990			\$76.76
Total SaniPac	Total 15135				\$76.76
Seale, Lora	1693			2018-2019 - January 2019 - 2nd Council	
		Invoice - 2019 Raffle Quilt			
			014-100-6816	Quilt Raffle	\$402.58
		Total Invoice - 2019 Raffle Quilt			\$402.58
Total Seale, Lora	Total 1693				\$402.58
Sewer Optics	15136			2018-2019 - January 2019 - 1st Council	
		Invoice - 2619			
			030-100-6230	Other Repair & Maintenance	\$135.00
		Total Invoice - 2619			\$135.00
Total Sewer Optics	Total 15136				\$135.00
Sign Pro Eugene	15137			2018-2019 - January 2019 - 1st Council	
		Invoice - 21846			
			010-100-6224	Equipment Repair & Maintenance	\$57.00
			010-120-6224	Equipment Repair & Maintenance	\$210.00
			012-100-6224	Equipment Repair & Maintenance	\$19.00
			030-100-6224	Equipment Repair & Maintenance	\$57.00
			030-100-6224	Equipment Repair & Maintenance	\$210.00
			040-100-6224	Equipment Repair & Maintenance	\$57.00
			040-100-6224	Equipment Repair & Maintenance	\$210.00
		Total Invoice - 21846			\$820.00
Total Sign Pro Eugene	Total 15137				\$820.00

Vendor	Number	Reference	Account Number	Description	Amount
Staples Credit Plan					
	15147			2018-2019 - January 2019 - 2nd Council	
		Invoice - 1/15/2019 2:15:57 PM			
			010-100-6134	General Supplies	\$52.99
		Total Invoice - 1/15/2019 2:15:57 PM			\$52.99
	Total 15147				\$52.99
Total Staples Credit Plan					
\$52.99					
Teri Harter					
	1694			2018-2019 - January 2019 - 2nd Council	
		Invoice - 2019 Raffle Quilt Binding			
			014-100-6816	Quilt Raffle	\$107.50
		Total Invoice - 2019 Raffle Quilt Binding			\$107.50
	Total 1694				\$107.50
Total Teri Harter					
\$107.50					
U.S. Equipment Finance					
	15148			2018-2019 - January 2019 - 2nd Council	
		Invoice - 374809721			
			010-100-6024	Copier Contract	\$147.98
		Total Invoice - 374809721			\$147.98
	Total 15148				\$147.98
Total U.S. Equipment Finance					
\$147.98					
USA Blue Book					
	15161			2018-2019 - January 2019 - 2nd Council	
		Invoice - 780731, 779909			
			030-100-6720	Chemicals & Lab Supplies	\$1,274.53
			040-100-6720	Chemicals & Lab Supplies	\$621.21
		Total Invoice - 780731, 779909			\$1,895.74
	Total 15161				\$1,895.74
Total USA Blue Book					
\$1,895.74					
USPS					
	15155			2018-2019 - January 2019 - 2nd Council	
		Invoice - 1/23/2019 11:02:27 AM			
			030-100-6126	Postage	\$65.00
			040-100-6126	Postage	\$65.00
		Total Invoice - 1/23/2019 11:02:27 AM			\$130.00
	Total 15155				\$130.00
Total USPS					
\$130.00					
Verizon Wireless					
	15138			2018-2019 - January 2019 - 1st Council	
		0101006440			
			010-100-6440	Telephone Services	\$53.92

Vendor	Number	Reference	Account Number	Description	Amount
			030-100-6440	Telephone Services	\$53.93
			040-100-6440	Telephone Services	\$53.93
		Total 0101006440			\$161.78
	Total 15138				\$161.78
Total Verizon Wireless					\$161.78
Vision Municipal Solutions					
15139					
				2018-2019 - January 2019 - 1st Council	
		Invoice - 1/8/2019 09-6659			
			010-100-6022	IT Services	\$139.61
			012-100-6022	IT Services	\$46.53
			030-100-6022	IT Services	\$139.61
			040-100-6022	IT Services	\$139.61
		Total Invoice - 1/8/2019 09-6659			\$465.36
	Total 15139				\$465.36
15170					
				2018-2019 - January 2019 - 2nd Council	
		Invoice - 09-6690			
			010-100-6022	IT Services	\$139.61
			012-100-6022	IT Services	\$46.53
			030-100-6022	IT Services	\$139.61
			040-100-6022	IT Services	\$139.61
		Total Invoice - 09-6690			\$465.36
	Total 15170				\$465.36
Total Vision Municipal Solutions					\$930.72
Voided Check					
15156					
				2018-2019 - January 2019 - 2nd Council	
		print error			
			010-100-6028	Other Contract Services	\$0.00
		Total print error			\$0.00
	Total 15156				\$0.00
Total Voided Check					\$0.00
Water Flow Specialties					
15162					
				2018-2019 - January 2019 - 2nd Council	
		Invoice - 681511			
			030-100-6230	Other Repair & Maintenance	\$380.37
		Total Invoice - 681511			\$380.37
	Total 15162				\$380.37
Total Water Flow Specialties					\$380.37

Vendor	Number	Reference	Account Number	Description	Amount
Watson, Shawn	15140			2018-2019 - January 2019 - 1st Council	
		Invoice - 1/8/2019 11:49:49 AM			
			010-170-6226	Covered Bridge Maintenance	\$140.80
		Total Invoice - 1/8/2019 11:49:49 AM			\$140.80
	Total 15140				\$140.80
Total Watson, Shawn					\$140.80
Grand Total		Vendor Count	46		\$66,854.33

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: February 13, 2019
SUBJECT: City Administrator Report

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

SUMMARY:

The attached City Administrator Report is for the period of January 13 – February 13. The report covers the following topics: Caselle Training, Job Openings, Committee Meetings, Project Updates, and League of Oregon Cities Highlights.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. City Administrator Report



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

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: February 13, 2019
SUBJECT: City Administrator Report

Caselle Training

The City Clerk, Joyce Donnell, and I have been in Provo, Utah this week for training on our new enterprise management system. The City has purchased modules for Accounting, Utility Billing, and Asset Management to improve operational efficiencies. A more user-friendly online billpay system will also be implemented and go-live in March. Starting this month, utility bills will be printed on a full page in lieu of postcards, which provides for better security and more information, such as consumption history, public notices, and account notes.

Job Openings

We received seven (7) applications for the two (2) vacant Utility Operator positions. Interviews for the positions have been scheduled for Wednesday, February 20. We hope to have the positions filled by the second week of March.

Committee Meetings

A summary of monthly committee meetings is provided below:

- Parks and Recreation Master Plan – Discussed concept plans for Rolling Rock Park and the Railroad Right-of-Way. Final drafts of the concept plans will be presented at the next meeting on Wednesday, February 20 at 7:00 p.m. A draft of the complete Parks and Recreation Plan will be reviewed and recommended for adoption in March, with comprehensive plan amendments provided for review and recommendation in May.
- Economic Development – Discussed plans for Oregon Paddle Sports Demo Day and recommended \$1,400 in tourism funds to support marketing and cover permit costs. Raj Vable, Catalyst, introduced himself and provided background information on Oregon RAIN. Staff reported that The Ford Family Foundation awarded the City with a \$5,000 grant to support the RDI Small Business Organizational Project. An update of City planning and capital improvement projects was provided, along with an update on residential building permits (4 multi-family units and 6 single-family units).
- Downtown Master Plan – Reviewed draft planning goals & policies, land development code recommendations, and the proposed project list. There was a discussion regarding the proposed Flex 2 zone on South Pioneer Street. The Committee will review the zone and recommend changes, if desired, at the next meeting. Committee members participated in an activity to prioritize the proposed project list.

- Planning Commission – The Commission held a public hearing on a conditional use permit for 551 North Moss Street to allow two goats on a 2-acre parcel, which is below the minimum 3-acre requirement for medium sized animals. No public comments were received. The Commission approved the application, with conditions limiting the permit to two (2) goats and fence setbacks to protect the seasonal creek.

Project Updates

- *Enterprise Management Software* – The City went live with Caselle on Friday, February 15. Caselle will monitor software and reports for the next two (2) months to ensure modules are working properly.
- *Library and Temporary City Hall* – The City’s offer for the Jehovah’s Witness property has been accepted. The next step is to schedule a Special City Council Meeting for a public hearing, consideration of a Supplemental Budget, and approval of project financing. Staff recommends scheduling the meeting for March 5 at 7:00 p.m. The regular Work Session would immediately follow the special meeting.
- *Community Facilities Study* – Staff participated in a kick-off conference call with The Urban Collaborative. A tour of the Jehovah’s Witness property is scheduled for Wednesday, March 20. Based on the tour, staff and The Urban Collaborative will review and suggest an amendment to the scope of work.
- *Rolling Rock Park Improvements* – An asbestos inspection was completed on 53 East Main Street. Out of thirty-two (32) samples, one (1) flooring sample was positive for asbestos. Staff has solicited quotes for the asbestos removal. Field work on appraisals for 53 East Main Street and the adjacent properties were completed this week. Appraisals should be completed in early March. Upon completion, staff will negotiate option agreements for the two vacant properties needed for Rolling Rock Park.
- *Parks and Recreation Master Plan* – Discussed above. The next Steering Committee meeting is scheduled for Wednesday, February 20 at 7:00 p.m.
- *Downtown Master Plan* – Discussed above. The next Steering Committee meeting is tentatively scheduled for Monday, March 4 at 7:00 p.m.

League of Oregon Cities Highlights

Registration Open for LOC Spring Conference – The League is excited to host our first-ever one-day conference in southern Oregon on April 12. It will be a great opportunity for public officials from around the state to network and learn about issues impacting all cities. Session topics will include: dealing with wildfires; marijuana; housing and homelessness; and government partnerships. More information will be posted as it is confirmed.

New Report Focuses on Oregon’s Changing Energy Landscape – The Oregon Department of Energy developed its [2018 Biennial Energy Report](#) to help people better understand Oregon’s energy landscape. Energy is connected to so much that matters across Oregon — from land use and air quality to transportation and housing. And it’s inextricable from big issues like climate change, emergency preparedness, and a strong economy.

The Biennial Energy Report – or “BER” – provides comprehensive data and information about energy in Oregon, with deep dives on diverse topics relevant to the state. It’s intended to support thoughtful, deliberate planning and informed decision-making while making sense of the complex, sometimes complicated world of energy.

The report covers issues facing cities and towns across Oregon. Some examples:

County-specific data. ODOE includes county by county data and analysis how Oregonians heat their homes ([Chapter 1](#), page 41). ODOE also show county-level analysis and mapping of energy burden, which exists when an Oregonian is paying more than 6 percent of their income on energy bills ([Chapter 7](#) page 4).

Energy Efficiency. The report provides an extensive overview of the role and benefits of energy efficiency, plus details about home energy scoring opportunities for local jurisdictions ([Chapter 6](#), page 19).

Energy Resiliency. The BER includes strategies and opportunities for building local community energy resilience ([Chapter 5](#), page 19). Information about how different communities and utilities have addressed resiliency are included.

Climate change and Renewable Energy. The report summarizes efforts of local jurisdictions on GHG reduction, clean energy, and climate change (chapter 2, page 13). A case study documents the growth of solar energy in Oregon ([Chapter 3](#) page 40).

Transportation Strategies. The BER highlights strategies and opportunities for electric vehicle adoption ([Chapter 4](#) page 32).

The BER is available online at <https://energyinfo.oregon.gov/ber> and will be presented to the [House Energy and Environment Committee](#) during the 2019 legislative session.

Formation of New Wildfire Response Council – In recent years, wildland fires have had a significant impact on communities across Oregon. In addition to the immediate health concerns related to air quality, and the loss of forest and habitats, there are economic impacts to the recreational businesses, hotels and restaurants.

This week, Governor Brown announced by [executive order](#) the establishment of the Oregon Wildfire Response Council. The council will be chaired by Matt Donegan and will evaluate Oregon’s current system of response to large fires to determine if the current model is the best approach. The completed assessment is expected in September.

In addition, a new study assessing at-risk communities is now available. The study highlights the extent of the risk and the need to get a better handle on management of the federal forests

which dominate the ownership pattern in Oregon. More details of this study with a mapping reference to [50 of the most at-risk communities](#) is available at [Pyrologix](#).

Priority Bills Providing Housing Technical Assistance Scheduled Early – Hearings began this week on three bills that will provide a variety of assistance to local governments that are seeking to improve housing development outcomes. The LOC is supporting all three bills, as they will provide cities with technical assistance along the continuum of work cities must complete in order to develop housing.

On Tuesday (January 29), the House Agriculture and Land Use Committee, chaired by Representative Brian Clem (D-Salem), held a hearing on HB 2075. This bill would create the Development Readiness Program at the Oregon Department of Land Conservation and Development (DLCD). The program would provide technical assistance grants, with grant management, for a variety of planning efforts that can identify citywide needs for housing or economic development, assess local development barriers, and plan for infrastructure to bring sites closer to development ready.

Next Monday (February 4), HB 2055 and HB 228 will be heard in the House Human Services and Housing Committee, chaired by Representative Alissa Keny-Guyer. HB 2055 will create the Workforce Housing Accelerator Program, which will provide technical and funding assistance to local governments that are working with an employer and a developer to create housing affordable to moderate- and low-income households. HB 2228 will create the Local Government Technical Assistance Program, which will provide regional staff through the LOC and the Associate of Oregon Counties (AOC) to assist with projects directed at increasing housing development. Both bills would establish these programs within the Oregon Housing and Community Services Department.

Legislation Could Cap Greenhouse Gas Emissions – A bill that would implement a statewide cap on greenhouse gas emissions was introduced this week. [HB 2020](#) would establish the “Oregon Action Climate Program” to meet updated greenhouse gas reduction goals for the state. The governor’s Carbon Policy Office (CPO) also released a [summary of the bill](#) this week. The CPO has also issued an updated [list of potentially covered entities](#) that may be subject to the cap.

Over the next month, public hearings and work sessions for HB 2020 will take place before the Joint Committee on Carbon Reduction, co-chaired by Senator Michael Dembrow (D-Portland) and Representative Karin Power (D-Milwaukie). [Access the full committee, roster, schedule, agendas and meeting materials](#). The committee is planning to hold public hearings in select communities across the state, with dates and locations announced in the coming weeks.

In January, LOC’s Board of Directors adopted a set of [principles](#) related to the implementation of a statewide cap on carbon. As indicated in these principles, LOC will work with legislators to ensure that revenues generated from the transportation fuels sector are distributed back to local communities and that use of those funds are not overly-restrictive for communities with varying infrastructure, resilience and climate adaptation needs.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: February 13, 2019
SUBJECT: Monthly Financial Report

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

SUMMARY:

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
GENERAL FUND REVENUES						
010-025-4012	Property Taxes - Current	\$0.00	\$119,736.86	\$138,610.00	86.38 %	\$18,873.14
010-025-4014	Property Taxes - Prior	\$0.00	\$4,414.02	\$2,512.00	175.72 %	(\$1,902.02)
010-025-4052	Interest Earned	\$0.00	\$178.82	\$3,500.00	5.11 %	\$3,321.18
010-025-4132	State Revenue Sharing	\$0.00	\$4,787.01	\$9,654.00	49.59 %	\$4,866.99
010-025-4134	Cigarette Tax	\$102.17	\$780.04	\$1,199.00	65.06 %	\$418.96
010-025-4136	Liquor Tax	\$1,533.62	\$9,926.46	\$18,280.00	54.30 %	\$8,353.54
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	\$0.00	\$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	\$292.00	\$1,166.00	\$7,500.00	15.55 %	\$6,334.00
010-025-4354	Permits & Variances	\$0.00	\$220.00	\$100.00	220.00 %	(\$120.00)
010-025-4356	Building Permit Fees	\$489.44	\$26,981.59	\$39,450.00	68.39 %	\$12,468.41
010-025-4358	Electrical Permit Fees	\$840.00	\$5,121.76	\$5,810.00	88.15 %	\$688.24
010-025-4360	Dog Licenses	\$98.00	\$622.00	\$500.00	124.40 %	(\$122.00)
010-025-4415	Library Revenue	\$23.75	\$314.15	\$500.00	62.83 %	\$185.85
010-025-4417	Lien Searches	\$10.00	\$410.00	\$200.00	205.00 %	(\$210.00)
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	\$517.36	\$2,581.85	\$2,000.00	129.09 %	(\$581.85)
010-025-4752	Reimbursement Revenue	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
010-025-4852	Miscellaneous Revenue	\$190.75	\$226,905.14	\$2,000.00	11,345.26 %	(\$224,905.14)

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
	Total REVENUES	\$4,097.09	\$441,115.61	\$504,065.00	87.51 %	\$62,949.39
	Total GENERAL FUND	\$4,097.09	\$441,115.61	\$504,065.00	87.51 %	\$62,949.39

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
STREET FUND						
REVENUES						
012-025-4052	Interest Earned	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-025-4142	State Distributions	\$6,961.71	\$47,707.49	\$77,554.00	61.52 %	\$29,846.51
012-025-4513	Transportation Reimbursement SDC	\$0.00	\$0.00	\$1,605.00	0.00 %	\$1,605.00
Total REVENUES		\$6,961.71	\$47,707.49	\$79,659.00	59.89 %	\$31,951.51
Total STREET FUND		\$6,961.71	\$47,707.49	\$79,659.00	59.89 %	\$31,951.51

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
BBJ FESTIVAL FUND						
REVENUES						
014-025-4052	Interest Earned	\$0.00	\$1.60	\$10.00	16.00 %	\$8.40
014-025-4852	Miscellaneous Revenue	\$0.00	\$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	\$5.00	\$1,135.00	\$1,000.00	113.50 %	(\$135.00)
014-025-4866	Quilt Raffle Sales	\$30.00	\$2,388.02	\$4,000.00	59.70 %	\$1,611.98
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	\$20.00	\$796.00	\$1,000.00	79.60 %	\$204.00
014-025-4886	Pie Eating Contest Revenue	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
014-025-4888	RC Flyers Revenue	\$0.00	\$60.00	\$400.00	15.00 %	\$340.00
Total REVENUES		\$55.00	\$10,479.62	\$21,410.00	48.95 %	\$10,930.38
Total BBJ FESTIVAL FUND		\$55.00	\$10,479.62	\$21,410.00	48.95 %	\$10,930.38

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

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

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
WATER FUND						
030-025-4052	Interest Earned	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
030-025-4370	Water/Sewer Connection Permit Fees	\$0.00	\$2,915.00	\$0.00		(\$2,915.00)
030-025-4425	Water/Sewer Sales	\$21,408.69	\$190,535.01	\$299,635.00	63.59 %	\$109,099.99
030-025-4426	Bulk Water Sales	\$0.00	\$153.00	\$0.00		(\$153.00)
030-025-4428	Credit Memo Utilities - (Pre-paid)	\$233.34	(\$1,059.67)	\$0.00		\$1,059.67
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	\$309.59	\$2,352.61	\$3,957.00	59.45 %	\$1,604.39
030-025-4531	Water Reimbursement SDC	\$0.00	\$1,490.00	\$10,395.00	14.33 %	\$8,905.00
030-025-4752	Reimbursement Revenue	\$35.00	\$35.00	\$0.00		(\$35.00)
030-025-4852	Miscellaneous Revenue	\$297.50	\$2,919.62	\$5,000.00	58.39 %	\$2,080.38
Total WATER FUND		\$22,284.12	\$199,340.57	\$323,037.00	61.71 %	\$123,696.43

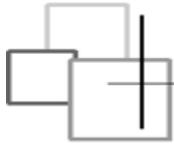
Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
SEWER FUND						
REVENUES						
040-025-4370	Water/Sewer Connection Permit Fees	\$0.00	\$1,035.00	\$0.00		(\$1,035.00)
040-025-4425	Water/Sewer Sales	\$28,496.49	\$203,718.42	\$340,134.00	59.89 %	\$136,415.58
040-025-4430	Water/Sewer Connection 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	\$292.50	\$3,168.23	\$4,500.00	70.41 %	\$1,331.77
040-025-4955	Transfer from Debt Reserve Fund	\$0.00	\$15,745.00	\$15,745.00	100.00 %	\$0.00
Total REVENUES		\$28,788.99	\$223,666.65	\$370,019.00	60.45 %	\$146,352.35
Total SEWER FUND		\$28,788.99	\$223,666.65	\$370,019.00	60.45 %	\$146,352.35

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance	
	Grand Totals		\$62,186.91	\$945,482.94	\$1,313,703.00	71.97 %	\$368,220.06

Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-000-0000	GENERAL FUND	\$4,097.09	\$441,115.61	\$504,065.00	87.51 %	\$62,949.39
012-000-0000	STREET FUND	\$6,961.71	\$47,707.49	\$79,659.00	59.89 %	\$31,951.51
014-000-0000	BBJ FESTIVAL FUND	\$55.00	\$10,479.62	\$21,410.00	48.95 %	\$10,930.38
017-000-0000	SDC FUND	\$0.00	\$7,660.00	\$0.00		(\$7,660.00)
020-000-0000	WATER RESERVE FUND	\$0.00	\$3,938.00	\$3,938.00	100.00 %	\$0.00
021-000-0000	SEWER RESERVE FUND	\$0.00	\$1,575.00	\$1,575.00	100.00 %	\$0.00
030-000-0000	WATER FUND	\$22,284.12	\$199,340.57	\$323,037.00	61.71 %	\$123,696.43
040-000-0000	SEWER FUND	\$28,788.99	\$223,666.65	\$370,019.00	60.45 %	\$146,352.35
050-000-0000	EQUIPMENT FUND	\$0.00	\$10,000.00	\$10,000.00	100.00 %	\$0.00
Grand Totals		\$62,186.91	\$945,482.94	\$1,313,703.00	71.97 %	\$368,220.06



Expenditure

Starting Account Number: 010-100-5010 City Administrator
 Ending Account Number: 060-999-9899 Suspense
 Period: 2018-2019 - January 2019
 Printing: Full
 Non Activity Accounts: Hide
 Balance Records: Hide
 Investment Records: Hide
 Operation Totals: Hide

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
GENERAL FUND						
ADMINISTRATION						
PERSONAL SERVICES						
010-100-5010	City Administrator	\$1,019.95	\$6,519.51	\$12,300.00	53.00 %	\$5,780.49
010-100-5014	City Clerk	\$419.44	\$2,726.41	\$5,010.00	54.42 %	\$2,283.59
010-100-5050	Public Works Director	\$1,193.86	\$2,697.60	\$3,280.00	82.24 %	\$582.40
010-100-5052	Utility Worker I	\$0.00	\$0.00	\$1,718.00	0.00 %	\$1,718.00
010-100-5054	Utility Worker II	\$0.00	\$1,071.86	\$1,895.00	56.56 %	\$823.14
010-100-5058	Maintenance Worker I	\$198.63	\$573.76	\$844.00	67.98 %	\$270.24
010-100-5220	Overtime	\$321.15	\$809.94	\$1,079.00	75.06 %	\$269.06
010-100-5315	Social Security/Medicare(FICA)	\$340.73	\$1,201.04	\$2,228.00	53.91 %	\$1,026.96
010-100-5320	Worker's Comp	\$121.51	\$366.53	\$891.00	41.14 %	\$524.47
010-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$2,093.00	0.00 %	\$2,093.00
010-100-5410	Health Insurance	\$695.03	\$2,614.29	\$6,411.00	40.78 %	\$3,796.71
010-100-5450	Public Employees Retirement	\$512.22	\$1,783.58	\$3,004.00	59.37 %	\$1,220.42
Total PERSONAL SERVICES		\$4,822.52	\$20,364.52	\$40,753.00	49.97 %	\$20,388.48
MATERIALS & SERVICES						
010-100-6010	Auditing	\$4,150.00	\$4,150.00	\$4,290.00	96.74 %	\$140.00
010-100-6012	Legal Services	\$0.00	\$848.91	\$5,000.00	16.98 %	\$4,151.09
010-100-6014	Financial Services	\$198.25	\$1,387.75	\$3,570.00	38.87 %	\$2,182.25
010-100-6022	IT Services	\$279.22	\$3,070.62	\$6,596.00	46.55 %	\$3,525.38
010-100-6024	Copier Contract	\$147.98	\$1,120.76	\$2,093.00	53.55 %	\$972.24
010-100-6028	Other Contract Services	\$3,109.98	\$3,676.22	\$1,000.00	367.62 %	(\$2,676.22)
010-100-6110	Insurance And Bonds	\$0.00	\$5,643.02	\$6,594.00	85.58 %	\$950.98
010-100-6120	Publications, Printing & Dues	\$300.40	\$2,540.81	\$3,550.00	71.57 %	\$1,009.19
010-100-6122	Newsletter Expenditure	\$0.00	\$0.00	\$1,200.00	0.00 %	\$1,200.00
010-100-6126	Postage	\$0.00	\$249.84	\$500.00	49.97 %	\$250.16
010-100-6128	Public Notices	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
010-100-6130	Office Supplies/Equipment	\$73.97	\$407.34	\$1,000.00	40.73 %	\$592.66
010-100-6134	General Supplies	\$52.99	\$329.39	\$750.00	43.92 %	\$420.61
010-100-6138	Bank Service Charges	\$0.00	\$74.16	\$1,400.00	5.30 %	\$1,325.84
010-100-6140	Travel & Training	\$0.00	\$435.00	\$1,500.00	29.00 %	\$1,065.00
010-100-6190	Miscellaneous Expenditures	\$0.00	\$25.00	\$500.00	5.00 %	\$475.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-100-6220	Building Repair & Maintenance	\$315.28	\$340.87	\$1,000.00	34.09 %	\$659.13
010-100-6224	Equipment Repair & Maintenance	\$57.00	\$57.00	\$0.00		(\$57.00)
010-100-6234	Non-Capitalized Assets	\$1,198.00	\$1,467.99	\$2,000.00	73.40 %	\$532.01
010-100-6420	Water Services	\$25.21	\$185.48	\$413.00	44.91 %	\$227.52
010-100-6425	Sewer Services	\$43.88	\$305.88	\$524.00	58.37 %	\$218.12
010-100-6430	Electricity Services	\$394.30	\$1,158.49	\$2,010.00	57.64 %	\$851.51
010-100-6435	Internet Services	\$77.47	\$542.29	\$985.00	55.05 %	\$442.71
010-100-6440	Telephone Services	\$199.92	\$1,443.05	\$2,629.00	54.89 %	\$1,185.95
010-100-6445	Refuse Services	\$8.21	\$78.40	\$91.00	86.15 %	\$12.60
010-100-6510	Council Expenditure	\$169.03	\$2,226.03	\$2,000.00	111.30 %	(\$226.03)
010-100-6512	State Ethics Commission	\$0.00	\$475.12	\$600.00	79.19 %	\$124.88
010-100-6792	Reimbursable Expenditure	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
Total MATERIALS & SERVICES		\$10,801.09	\$32,239.42	\$57,795.00	55.78 %	\$25,555.58
CAPITAL OUTLAY						
010-100-8012	Capital Outlay - Buildings & Facilities	\$0.00	\$3,776.70	\$25,000.00	15.11 %	\$21,223.30
010-100-8018	Capital Outlay - Software	\$0.00	\$280.53	\$7,955.00	3.53 %	\$7,674.47
Total CAPITAL OUTLAY		\$0.00	\$4,057.23	\$32,955.00	12.31 %	\$28,897.77
Total ADMINISTRATION		\$15,623.61	\$56,661.17	\$131,503.00	43.09 %	\$74,841.83

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
PARKS & RECREATION						
PERSONAL SERVICES						
010-120-5010	City Administrator	\$340.00	\$2,173.15	\$4,100.00	53.00 %	\$1,926.85
010-120-5050	Public Works Director	\$283.66	\$1,787.40	\$3,280.00	54.49 %	\$1,492.60
010-120-5052	Utility Worker I	\$0.00	\$0.00	\$1,718.00	0.00 %	\$1,718.00
010-120-5054	Utility Worker II	\$0.00	\$1,071.86	\$1,895.00	56.56 %	\$823.14
010-120-5058	Maintenance Worker I	\$618.17	\$3,993.92	\$7,598.00	52.57 %	\$3,604.08
010-120-5220	Overtime	\$65.03	\$519.29	\$891.00	58.28 %	\$371.71
010-120-5315	Social Security/Medicare(FICA)	\$95.00	\$725.23	\$1,662.00	43.64 %	\$936.77
010-120-5320	Worker's Comp	\$212.02	\$640.10	\$1,473.00	43.46 %	\$832.90
010-120-5350	Unemployment Insurance	\$0.00	\$0.00	\$1,558.00	0.00 %	\$1,558.00
010-120-5410	Health Insurance	\$70.66	\$829.82	\$2,874.00	28.87 %	\$2,044.18
010-120-5450	Public Employees Retirement	\$142.81	\$1,068.34	\$2,240.00	47.69 %	\$1,171.66
Total PERSONAL SERVICES		\$1,827.35	\$12,809.11	\$29,289.00	43.73 %	\$16,479.89
MATERIALS & SERVICES						
010-120-6028	Other Contract Services	\$201.88	\$31,201.88	\$44,268.00	70.48 %	\$13,066.12
010-120-6134	General Supplies	\$0.00	\$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	\$0.00	\$1,512.66	\$2,500.00	60.51 %	\$987.34
010-120-6224	Equipment Repair & Maintenance	\$220.00	\$1,222.52	\$1,000.00	122.25 %	(\$222.52)
010-120-6230	Other Repair & Maintenance	\$0.00	\$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	\$57.76	\$520.81	\$5,000.00	10.42 %	\$4,479.19
010-120-6425	Sewer Services	\$117.02	\$815.74	\$1,397.00	58.39 %	\$581.26
010-120-6430	Electricity Services	\$99.33	\$407.27	\$579.00	70.34 %	\$171.73
010-120-6445	Refuse Services	\$22.50	\$156.42	\$272.00	57.51 %	\$115.58
010-120-6610	Gas & Oil	\$0.00	\$488.40	\$789.00	61.90 %	\$300.60
Total MATERIALS & SERVICES		\$718.49	\$40,281.37	\$62,805.00	64.14 %	\$22,523.63
010-120-8020	Capital Outlay - Parks Improvements	\$0.00	\$180,010.47	\$195,000.00	92.31 %	\$14,989.53
Total PARKS & RECREATION		\$2,545.84	\$233,100.95	\$287,094.00	81.19 %	\$53,993.05

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
POLICE						
MATERIALS & SERVICES						
010-130-6018	Police Services	\$9,100.00	\$13,650.00	\$29,106.00	46.90 %	\$15,456.00
Total MATERIALS & SERVICES		\$9,100.00	\$13,650.00	\$29,106.00	46.90 %	\$15,456.00
Total POLICE		\$9,100.00	\$13,650.00	\$29,106.00	46.90 %	\$15,456.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
COMMUNITY DEVELOPMENT						
PERSONAL SERVICES						
010-140-5010	City Administrator	\$679.98	\$4,346.29	\$8,200.00	53.00 %	\$3,853.71
010-140-5014	City Clerk	\$209.70	\$1,363.09	\$2,505.00	54.41 %	\$1,141.91
010-140-5220	Overtime	\$3.62	\$20.83	\$94.00	22.16 %	\$73.17
010-140-5315	Social Security/Medicare(FICA)	\$68.06	\$438.11	\$921.00	47.57 %	\$482.89
010-140-5320	Worker's Comp	\$3.52	\$11.98	\$73.00	16.41 %	\$61.02
010-140-5350	Unemployment Insurance	\$0.00	\$0.00	\$894.00	0.00 %	\$894.00
010-140-5410	Health Insurance	\$145.36	\$872.16	\$2,278.00	38.29 %	\$1,405.84
010-140-5450	Public Employees Retirement	\$102.32	\$658.59	\$1,242.00	53.03 %	\$583.41
Total PERSONAL SERVICES		\$1,212.56	\$7,711.05	\$16,207.00	47.58 %	\$8,495.95
MATERIALS & SERVICES						
010-140-6016	Engineering Services	\$0.00	\$144.94	\$500.00	28.99 %	\$355.06
010-140-6028	Other Contract Services	\$0.00	\$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	\$0.00	\$4,944.71	\$7,500.00	65.93 %	\$2,555.29
010-140-6524	Building Permit Costs	\$3,783.93	\$24,285.56	\$30,371.00	79.96 %	\$6,085.44
010-140-6525	Electrical Permit Costs	\$1,035.72	\$3,816.18	\$4,515.00	84.52 %	\$698.82
Total MATERIALS & SERVICES		\$4,819.65	\$42,010.45	\$83,986.00	50.02 %	\$41,975.55
Total COMMUNITY DEVELOPMENT		\$6,032.21	\$49,721.50	\$100,193.00	49.63 %	\$50,471.50

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
LIBRARY						
PERSONAL SERVICES						
010-150-5320	Worker's Comp	\$8.80	\$26.40	\$50.00	52.80 %	\$23.60
Total PERSONAL SERVICES		\$8.80	\$26.40	\$50.00	52.80 %	\$23.60
MATERIALS & SERVICES						
010-150-6022	IT Services	\$0.00	\$422.10	\$1,529.00	27.61 %	\$1,106.90
010-150-6130	Office Supplies/Equipment	\$0.00	\$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	\$8.40	\$61.82	\$150.00	41.21 %	\$88.18
010-150-6425	Sewer Services	\$14.63	\$101.99	\$200.00	51.00 %	\$98.01
010-150-6430	Electricity Services	\$131.44	\$386.17	\$800.00	48.27 %	\$413.83
010-150-6435	Internet Services	\$77.47	\$542.29	\$1,000.00	54.23 %	\$457.71
010-150-6445	Refuse Services	\$8.21	\$56.40	\$100.00	56.40 %	\$43.60
010-150-6530	Summer Reading Program	\$0.00	\$739.56	\$1,250.00	59.16 %	\$510.44
Total MATERIALS & SERVICES		\$240.15	\$2,772.10	\$7,629.00	36.34 %	\$4,856.90
Total LIBRARY		\$248.95	\$2,798.50	\$7,679.00	36.44 %	\$4,880.50

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
CODE ENFORCEMENT						
PERSONAL SERVICES						
010-160-5010	City Administrator	\$340.00	\$2,173.15	\$4,100.00	53.00 %	\$1,926.85
010-160-5050	Public Works Director	\$283.66	\$1,787.40	\$3,280.00	54.49 %	\$1,492.60
010-160-5220	Overtime	\$65.03	\$236.53	\$123.00	192.30 %	(\$113.53)
010-160-5315	Social Security/Medicare(FICA)	\$47.72	\$316.15	\$640.00	49.40 %	\$323.85
010-160-5320	Worker's Comp	\$42.97	\$129.99	\$353.00	36.82 %	\$223.01
010-160-5350	Unemployment Insurance	\$0.00	\$0.00	\$617.00	0.00 %	\$617.00
010-160-5410	Health Insurance	\$70.66	\$522.06	\$1,434.00	36.41 %	\$911.94
010-160-5450	Public Employees Retirement	\$71.72	\$475.24	\$863.00	55.07 %	\$387.76
Total PERSONAL SERVICES		\$921.76	\$5,640.52	\$11,410.00	49.43 %	\$5,769.48
MATERIALS & SERVICES						
010-160-6028	Other Contract Services	\$0.00	\$420.30	\$4,500.00	9.34 %	\$4,079.70
010-160-6134	General Supplies	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
010-160-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-160-6540	Dog/Cat Control	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
Total MATERIALS & SERVICES		\$0.00	\$420.30	\$5,150.00	8.16 %	\$4,729.70
Total CODE ENFORCEMENT		\$921.76	\$6,060.82	\$16,560.00	36.60 %	\$10,499.18

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
TOURISM						
MATERIALS & SERVICES						
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	\$442.08	\$1,410.48	\$2,500.00	56.42 %	\$1,089.52
010-170-6227	Community Grant Program	\$0.00	\$1,559.35	\$3,000.00	51.98 %	\$1,440.65
010-170-6228	Matching Grant Funds	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
Total MATERIALS & SERVICES		\$442.08	\$3,390.63	\$12,850.00	26.39 %	\$9,459.37
Total TOURISM		\$442.08	\$3,390.63	\$12,850.00	26.39 %	\$9,459.37

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
MUNICIPAL COURT						
PERSONAL SERVICES						
010-180-5010	City Administrator	\$340.00	\$2,173.15	\$4,100.00	53.00 %	\$1,926.85
010-180-5014	City Clerk	\$209.70	\$1,363.09	\$2,505.00	54.41 %	\$1,141.91
010-180-5220	Overtime	\$3.62	\$20.83	\$94.00	22.16 %	\$73.17
010-180-5315	Social Security/Medicare(FICA)	\$42.05	\$271.85	\$571.00	47.61 %	\$299.15
010-180-5320	Worker's Comp	\$2.20	\$7.52	\$45.00	16.71 %	\$37.48
010-180-5350	Unemployment Insurance	\$0.00	\$0.00	\$552.00	0.00 %	\$552.00
010-180-5410	Health Insurance	\$116.01	\$696.06	\$1,769.00	39.35 %	\$1,072.94
010-180-5450	Public Employees Retirement	\$63.22	\$408.73	\$770.00	53.08 %	\$361.27
Total PERSONAL SERVICES		\$776.80	\$4,941.23	\$10,406.00	47.48 %	\$5,464.77
MATERIALS & SERVICES						
010-180-6020	Judge Contract	\$0.00	\$450.00	\$1,250.00	36.00 %	\$800.00
010-180-6028	Other Contract Services	\$873.52	\$1,749.21	\$1,000.00	174.92 %	(\$749.21)
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	\$180.00	\$675.00	26.67 %	\$495.00
Total MATERIALS & SERVICES		\$873.52	\$2,379.21	\$3,275.00	72.65 %	\$895.79
Total MUNICIPAL COURT		\$1,650.32	\$7,320.44	\$13,681.00	53.51 %	\$6,360.56

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
NON-DEPARTMENTAL						
OTHER REQUIREMENTS						
010-800-9050	Transfer to Equipment Fund	\$0.00	\$2,000.00	\$2,000.00	100.00 %	\$0.00
010-800-9990	Contingency	\$0.00	\$0.00	\$77,488.00	0.00 %	\$77,488.00
010-800-9995	Reserved for future use - Parks	\$0.00	\$0.00	\$8,000.00	0.00 %	\$8,000.00
Total OTHER REQUIREMENTS		\$0.00	\$2,000.00	\$87,488.00	2.29 %	\$85,488.00
Total NON-DEPARTMENTAL		\$0.00	\$2,000.00	\$87,488.00	2.29 %	\$85,488.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total GENERAL FUND		\$36,564.77	\$374,704.01	\$686,154.00	54.61 %	\$311,449.99

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
STREET FUND						
ADMINISTRATION						
PERSONAL SERVICES						
012-100-5010	City Administrator	\$679.98	\$4,346.29	\$8,200.00	53.00 %	\$3,853.71
012-100-5050	Public Works Director	\$850.98	\$5,362.22	\$9,841.00	54.49 %	\$4,478.78
012-100-5052	Utility Worker I	\$0.00	\$0.00	\$3,435.00	0.00 %	\$3,435.00
012-100-5054	Utility Worker II	\$0.00	\$2,143.82	\$3,789.00	56.58 %	\$1,645.18
012-100-5058	Maintenance Worker I	\$137.37	\$887.54	\$1,689.00	52.55 %	\$801.46
012-100-5220	Overtime	\$195.16	\$1,275.06	\$1,377.00	92.60 %	\$101.94
012-100-5315	Social Security/Medicare(FICA)	\$127.65	\$1,057.26	\$2,462.00	42.94 %	\$1,404.74
012-100-5320	Worker's Comp	\$241.96	\$730.65	\$1,927.00	37.92 %	\$1,196.35
012-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$2,252.00	0.00 %	\$2,252.00
012-100-5410	Health Insurance	\$182.65	\$2,005.62	\$6,672.00	30.06 %	\$4,666.38
012-100-5450	Public Employees Retirement	\$191.85	\$1,545.42	\$3,319.00	46.56 %	\$1,773.58
Total PERSONAL SERVICES		\$2,607.60	\$19,353.88	\$44,963.00	43.04 %	\$25,609.12
MATERIALS & SERVICES						
012-100-6010	Auditing	\$1,300.00	\$1,300.00	\$1,430.00	90.91 %	\$130.00
012-100-6014	Financial Services	\$66.08	\$462.56	\$1,190.00	38.87 %	\$727.44
012-100-6016	Engineering Services	\$722.00	\$17,859.06	\$19,094.00	93.53 %	\$1,234.94
012-100-6022	IT Services	\$93.06	\$372.24	\$1,198.00	31.07 %	\$825.76
012-100-6028	Other Contract Services	\$403.75	\$2,781.83	\$12,400.00	22.43 %	\$9,618.17
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	\$5.58	\$500.00	1.12 %	\$494.42
012-100-6224	Equipment Repair & Maintenance	\$19.00	\$19.00	\$500.00	3.80 %	\$481.00
012-100-6230	Other Repair & Maintenance	\$0.00	\$216.70	\$1,000.00	21.67 %	\$783.30
012-100-6234	Non-Capitalized Assets	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6430	Electricity Services	\$2,549.61	\$9,230.52	\$15,292.00	60.36 %	\$6,061.48
012-100-6620	Storm Drain Maintenance	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
012-100-6624	Street Signs	\$0.00	\$280.80	\$500.00	56.16 %	\$219.20
012-100-6626	Street Lights	\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
Total MATERIALS & SERVICES		\$5,153.50	\$34,409.29	\$67,952.00	50.64 %	\$33,542.71
CAPITAL OUTLAY						
012-100-8018	Capital Outlay - Software	\$0.00	\$93.50	\$2,651.00	3.53 %	\$2,557.50
012-100-8030	Capital Outlay - Street Improvements	\$0.00	\$4,950.00	\$60,350.00	8.20 %	\$55,400.00
Total CAPITAL OUTLAY		\$0.00	\$5,043.50	\$63,001.00	8.01 %	\$57,957.50
Total ADMINISTRATION		\$7,761.10	\$58,806.67	\$175,916.00	33.43 %	\$117,109.33

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total STREET FUND		\$7,761.10	\$62,806.67	\$199,111.00	31.54 %	\$136,304.33

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
BBJ FESTIVAL FUND						
ADMINISTRATION						
MATERIALS & SERVICES						
014-100-6022	IT Services	\$0.00	\$0.00	\$450.00	0.00 %	\$450.00
014-100-6120	Programs	\$0.00	\$1,079.27	\$1,200.00	89.94 %	\$120.73
014-100-6124	Festival Advertisement	\$0.00	\$325.00	\$1,400.00	23.21 %	\$1,075.00
014-100-6126	Postage	\$0.00	\$0.00	\$50.00	0.00 %	\$50.00
014-100-6190	Miscellaneous Exp	\$0.00	\$2,192.67	\$1,850.00	118.52 %	(\$342.67)
014-100-6440	Telephone Services	\$30.10	\$99.05	\$0.00		(\$99.05)
014-100-6445	Refuse Services	\$0.00	\$812.00	\$90.00	902.22 %	(\$722.00)
014-100-6605	Rent	\$80.00	\$540.00	\$500.00	108.00 %	(\$40.00)
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	\$675.03	\$3,320.03	\$4,000.00	83.00 %	\$679.97
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
Total MATERIALS & SERVICES		\$785.13	\$17,463.45	\$22,290.00	78.35 %	\$4,826.55
Total ADMINISTRATION		\$785.13	\$17,463.45	\$22,290.00	78.35 %	\$4,826.55
NON-DEPARTMENTAL						
OTHER REQUIREMENTS						
014-800-9990	Contingency	\$0.00	\$0.00	\$14,671.00	0.00 %	\$14,671.00
Total OTHER REQUIREMENTS		\$0.00	\$0.00	\$14,671.00	0.00 %	\$14,671.00
Total NON-DEPARTMENTAL		\$0.00	\$0.00	\$14,671.00	0.00 %	\$14,671.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total BBJ FESTIVAL FUND		\$785.13	\$17,463.45	\$36,961.00	47.25 %	\$19,497.55

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

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

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

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
WATER FUND						
ADMINISTRATION						
PERSONAL SERVICES						
030-100-5010	City Administrator	\$1,699.82	\$10,865.40	\$20,499.00	53.00 %	\$9,633.60
030-100-5014	City Clerk	\$1,677.90	\$10,906.30	\$20,040.00	54.42 %	\$9,133.70
030-100-5050	Public Works Director	\$1,985.63	\$12,511.23	\$22,963.00	54.48 %	\$10,451.77
030-100-5052	Utility Worker I	\$0.00	\$0.00	\$13,742.00	0.00 %	\$13,742.00
030-100-5054	Utility Worker II	\$0.00	\$8,575.48	\$15,157.00	56.58 %	\$6,581.52
030-100-5058	Maintenance Worker I	\$274.66	\$1,775.03	\$3,377.00	52.56 %	\$1,601.97
030-100-5220	Overtime	\$484.39	\$4,084.43	\$7,759.00	52.64 %	\$3,674.57
030-100-5315	Social Security/Medicare(FICA)	\$431.30	\$3,689.89	\$8,831.00	41.78 %	\$5,141.11
030-100-5320	Worker's Comp	\$720.47	\$2,178.10	\$5,797.00	37.57 %	\$3,618.90
030-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$8,003.00	0.00 %	\$8,003.00
030-100-5410	Health Insurance	\$1,129.28	\$9,924.18	\$30,614.00	32.42 %	\$20,689.82
030-100-5450	Public Employees Retirement	\$648.39	\$5,371.21	\$11,907.00	45.11 %	\$6,535.79
Total PERSONAL SERVICES		\$9,051.84	\$69,881.25	\$168,689.00	41.43 %	\$98,807.75
MATERIALS & SERVICES						
030-100-6010	Auditing	\$3,900.00	\$3,900.00	\$4,290.00	90.91 %	\$390.00
030-100-6012	Legal Services	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
030-100-6014	Financial Services	\$198.25	\$1,387.75	\$3,570.00	38.87 %	\$2,182.25
030-100-6016	Engineering Services	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
030-100-6022	IT Services	\$279.22	\$1,551.58	\$5,418.00	28.64 %	\$3,866.42
030-100-6028	Other Contract Services	\$1,783.23	\$2,815.71	\$7,100.00	39.66 %	\$4,284.29
030-100-6110	Insurance And Bonds	\$0.00	\$5,643.03	\$6,594.00	85.58 %	\$950.97
030-100-6120	Publications, Printing & Dues	\$50.00	\$555.00	\$1,000.00	55.50 %	\$445.00
030-100-6126	Postage	\$65.00	\$740.00	\$1,516.00	48.81 %	\$776.00
030-100-6128	Public Notices	\$20.00	\$20.00	\$0.00		(\$20.00)
030-100-6130	Office Supplies/Equipment	\$999.50	\$1,056.63	\$250.00	422.65 %	(\$806.63)
030-100-6134	General Supplies	\$0.00	\$2,528.50	\$2,570.00	98.39 %	\$41.50
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	\$277.00	\$980.01	\$2,000.00	49.00 %	\$1,019.99
030-100-6230	Other Repair & Maintenance	\$3,546.07	\$11,237.60	\$15,000.00	74.92 %	\$3,762.40
030-100-6234	Non-Capitalized Assets	\$0.00	\$29.99	\$3,500.00	0.86 %	\$3,470.01
030-100-6420	Water Services	\$39.51	\$1,447.03	\$524.00	276.15 %	(\$923.03)
030-100-6425	Sewer Services	\$58.51	\$407.87	\$698.00	58.43 %	\$290.13
030-100-6430	Electricity Services	\$2,743.90	\$9,941.44	\$16,438.00	60.48 %	\$6,496.56
030-100-6435	Internet Services	\$70.00	\$490.00	\$865.00	56.65 %	\$375.00
030-100-6440	Telephone Services	\$290.63	\$2,106.55	\$3,672.00	57.37 %	\$1,565.45
030-100-6445	Refuse Services	\$18.92	\$131.37	\$0.00		(\$131.37)
030-100-6610	Gas & Oil	\$0.00	\$523.89	\$1,000.00	52.39 %	\$476.11
030-100-6720	Chemicals & Lab Supplies	\$3,182.92	\$13,081.16	\$20,332.00	64.34 %	\$7,250.84
030-100-6722	Water/Sewer Analysis	\$283.00	\$2,282.80	\$4,000.00	57.07 %	\$1,717.20

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total MATERIALS & SERVICES		\$17,805.66	\$63,834.03	\$106,781.00	59.78 %	\$42,946.97
CAPITAL OUTLAY						
030-100-8018	Capital Outlay - Software	\$0.00	\$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
Total CAPITAL OUTLAY		\$0.00	\$280.53	\$35,955.00	0.78 %	\$35,674.47
Total ADMINISTRATION		\$26,857.50	\$133,995.81	\$311,425.00	43.03 %	\$177,429.19

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total WATER FUND		\$26,857.50	\$164,633.65	\$452,179.00	36.41 %	\$287,545.35

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
SEWER FUND						
ADMINISTRATION						
PERSONAL SERVICES						
040-100-5010	City Administrator	\$1,699.94	\$10,865.73	\$20,499.00	53.01 %	\$9,633.27
040-100-5014	City Clerk	\$1,677.84	\$10,905.89	\$20,040.00	54.42 %	\$9,134.11
040-100-5050	Public Works Director	\$1,985.53	\$12,511.45	\$22,963.00	54.49 %	\$10,451.55
040-100-5052	Utility Worker I	\$0.00	\$0.00	\$13,742.00	0.00 %	\$13,742.00
040-100-5054	Utility Worker II	\$0.00	\$8,575.35	\$15,157.00	56.58 %	\$6,581.65
040-100-5058	Maintenance Worker I	\$274.76	\$1,775.10	\$3,377.00	52.56 %	\$1,601.90
040-100-5220	Overtime	\$484.40	\$4,084.49	\$7,759.00	52.64 %	\$3,674.51
040-100-5315	Social Security/Medicare(FICA)	\$431.31	\$3,689.82	\$8,831.00	41.78 %	\$5,141.18
040-100-5320	Worker's Comp	\$720.46	\$2,178.17	\$5,797.00	37.57 %	\$3,618.83
040-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$8,003.00	0.00 %	\$8,003.00
040-100-5410	Health Insurance	\$1,129.23	\$9,924.09	\$30,614.00	32.42 %	\$20,689.91
040-100-5450	Public Employees Retirement	\$648.38	\$5,371.40	\$11,907.00	45.11 %	\$6,535.60
Total PERSONAL SERVICES		\$9,051.85	\$69,881.49	\$168,689.00	41.43 %	\$98,807.51
MATERIALS & SERVICES						
040-100-6010	Auditing	\$3,900.00	\$3,900.00	\$4,290.00	90.91 %	\$390.00
040-100-6012	Legal Services	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
040-100-6014	Financial Services	\$198.25	\$1,387.75	\$3,570.00	38.87 %	\$2,182.25
040-100-6016	Engineering Services	\$280.00	\$280.00	\$1,000.00	28.00 %	\$720.00
040-100-6022	IT Services	\$279.22	\$1,411.97	\$4,736.00	29.81 %	\$3,324.03
040-100-6028	Other Contract Services	\$2,083.23	\$4,015.71	\$4,000.00	100.39 %	(\$15.71)
040-100-6110	Insurance And Bonds	\$0.00	\$5,643.03	\$6,594.00	85.58 %	\$950.97
040-100-6120	Publications, Printing & Dues	\$50.00	\$430.00	\$400.00	107.50 %	(\$30.00)
040-100-6126	Postage	\$65.00	\$738.50	\$1,500.00	49.23 %	\$761.50
040-100-6130	Office Supplies/Equipment	\$84.95	\$157.69	\$250.00	63.08 %	\$92.31
040-100-6134	General Supplies	\$0.00	\$367.96	\$2,000.00	18.40 %	\$1,632.04
040-100-6138	Bank Service Charges	\$0.00	\$0.00	\$1,500.00	0.00 %	\$1,500.00
040-100-6140	Travel & Training	\$0.00	\$1,014.36	\$1,000.00	101.44 %	(\$14.36)
040-100-6190	Miscellaneous Expenses	\$33.45	\$33.45	\$300.00	11.15 %	\$266.55
040-100-6220	Building Repair & Maintenance	\$0.00	\$422.25	\$1,000.00	42.23 %	\$577.75
040-100-6224	Equipment Repair & Maintenance	\$277.00	\$7,015.12	\$5,000.00	140.30 %	(\$2,015.12)
040-100-6230	Other Repair & Maintenance	\$0.00	\$48.31	\$12,500.00	0.39 %	\$12,451.69
040-100-6234	Non-Capitalized Assets	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
040-100-6420	Water Services	\$1,030.81	\$5,456.61	\$6,794.00	80.32 %	\$1,337.39
040-100-6425	Sewer Services	\$526.59	\$3,670.83	\$6,469.00	56.74 %	\$2,798.17
040-100-6430	Electricity Services	\$2,097.76	\$14,118.42	\$28,619.00	49.33 %	\$14,500.58
040-100-6440	Telephone Services	\$129.24	\$827.83	\$1,686.00	49.10 %	\$858.17
040-100-6445	Refuse Services	\$18.92	\$131.37	\$324.00	40.55 %	\$192.63
040-100-6520	Permits	\$0.00	\$0.00	\$3,100.00	0.00 %	\$3,100.00
040-100-6610	Gas & Oil	\$0.00	\$408.19	\$1,388.00	29.41 %	\$979.81
040-100-6720	Chemicals & Lab Supplies	\$1,474.30	\$7,434.02	\$13,000.00	57.18 %	\$5,565.98
040-100-6722	Water/Sewer Analysis	\$1,411.20	\$6,096.60	\$11,500.00	53.01 %	\$5,403.40
Total MATERIALS & SERVICES		\$13,939.92	\$65,009.97	\$124,020.00	52.42 %	\$59,010.03

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
CAPITAL OUTLAY						
040-100-8018	Capital Outlay - Software	\$0.00	\$280.53	\$7,955.00	3.53 %	\$7,674.47
Total CAPITAL OUTLAY		\$0.00	\$280.53	\$7,955.00	3.53 %	\$7,674.47
Total ADMINISTRATION		\$22,991.77	\$135,171.99	\$300,664.00	44.96 %	\$165,492.01

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total SEWER FUND		\$22,991.77	\$174,911.08	\$459,954.00	38.03 %	\$285,042.92

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
UTILITY DEPOSIT FUND						
ADMINISTRATION						
MATERIALS & SERVICES						
045-100-6907	Deposit Refunds	\$240.00	\$2,530.42	\$0.00		(\$2,530.42)
Total MATERIALS & SERVICES		\$240.00	\$2,530.42	\$0.00		(\$2,530.42)
Total ADMINISTRATION		\$240.00	\$2,530.42	\$0.00		(\$2,530.42)
Total UTILITY DEPOSIT FUND		\$240.00	\$2,530.42	\$0.00		(\$2,530.42)

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

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

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

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
	Grand Totals	\$95,200.27	\$836,246.95	\$1,931,618.00	43.29 %	\$1,095,371.05

Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-000-0000	GENERAL FUND	\$36,564.77	\$374,704.01	\$686,154.00	54.61 %	\$311,449.99
012-000-0000	STREET FUND	\$7,761.10	\$62,806.67	\$199,111.00	31.54 %	\$136,304.33
014-000-0000	BBJ FESTIVAL FUND	\$785.13	\$17,463.45	\$36,961.00	47.25 %	\$19,497.55
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	\$26,857.50	\$164,633.65	\$452,179.00	36.41 %	\$287,545.35
040-000-0000	SEWER FUND	\$22,991.77	\$174,911.08	\$459,954.00	38.03 %	\$285,042.92
045-000-0000	UTILITY DEPOSIT FUND	\$240.00	\$2,530.42	\$0.00		(\$2,530.42)
050-000-0000	EQUIPMENT FUND	\$0.00	\$23,452.67	\$53,579.00	43.77 %	\$30,126.33
055-000-0000	DEBT RESERVE FUND	\$0.00	\$15,745.00	\$15,745.00	100.00 %	\$0.00
Grand Totals		\$95,200.27	\$836,246.95	\$1,931,618.00	43.29 %	\$1,095,371.05

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: February 13, 2019
SUBJECT: Monthly Police Report

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

SUMMARY:

The Monthly Police Report for January 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. January Police Report

LOWELL PATROL LOG January 2019

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
1-Jan	407	22:50	0:20	1:30						
2-Jan	401	18:15	19:15	1:00						
2-Jan	401	20:30	22:00	1:30						
3-Jan	407	3:00	4:30	1:30						
1-Jan	408	0:00	4:00	4:00						
4-Jan	407	3:00	4:30	1:30						
5-Jan	408	2:00	4:30	2:30						
6-Jan	408	0:00	2:30	2:30						
7-Jan	407	23:00	1:00	2:00						
7-Jan	408	22:00	0:30	2:30						
8-Jan	407	23:00	0:30	1:30						
10-Jan	408	0:30	2:30	2:00						
11-Jan	406	9:30	11:30	2:00						
11-Jan	408	0:00	1:00	1:00						
12-Jan	408	3:00	4:00	1:00						
13-Jan	408	0:00	1:30	1:30						
13-Jan	407	21:00	22:30	1:30						
14-Jan	409	7:30	9:00	1:30						
15-Jan	407	0:30	2:00	1:30						
15-Jan	407	21:50	23:20	1:30						
16-Jan	408	1:00	2:30	1:30						
17-Jan	406	9:30	11:30	2:00						
19-Jan	408	22:30	0:00	1:30						
20-Jan	407	2:00	3:30	1:30						
20-Jan	407	22:13	0:20	2:07						
22-Jan	406	14:30	15:30	1:00						
TOTAL HOURS				45	0	0	0	0	0	0

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

DATE	TIME	DESCRIPTION
11-Jan	9:30	N Hyland Lane - assist city with serving code citations
12-Jan	0:30	Citizen assist
14-Jan	8:00	Attempt to serve code citations
	22:40	Attempt to serve code citations
17-Jan	11:30	Citations served

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Max Baker, Public Works Director
DATE: February 14, 2019
SUBJECT: Public Works Report

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

SUMMARY:

The attached Public Works Report is for the period of January 12 – February 13. The report covers the following topics: Streets and Parks, Wastewater Treatment Plant, Water Treatment Plant, Training and Certification, and Code Enforcement.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. Public Works Report



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

TO: Mayor Bennett and Council
FROM: Max Baker, Public Works Director
DATE: February 19, 2019
SUBJECT: Public Works Report

Streets and Parks

Staff is still waiting on parts to install water meter for irrigation system at Paul Fisher Park.

Park inspections are complete for February.

Some vandalism was report at Rolling Rock Park, Staff documented and removed the vandalism.

Wastewater Treatment Plant/Collections

Nothing new at this time.

Water Treatment Plant/Distribution

3 New water meters were installed.

Staff found a water leak on North Cannon. Contractors will be contacted to set up a date to repair the leak.

Training and Certification

Max passed Wastewater Collections Level I exam. Paperwork is being submitted for approval to take Wastewater Collections Level II.

Code Enforcement

Vehicles	1
Letters	1

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: February 13, 2019
SUBJECT: Acquisition 70 N. Pioneer Street

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

SUMMARY:

The City's offer has been accepted in the amount of \$290,000. A property inspection and an appraisal have been scheduled. Staff will review financing options at the meeting.

FISCAL IMPACT:

Financing options to be discussed at the meeting.

COURSES OF ACTION:

None.

RECOMMENDATION:

None.

ATTACHMENTS:

None.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: February 13, 2019
SUBJECT: Community Grant Program
Application

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

SUMMARY:

One application has been received for the FY 2018-19 Community Grant Program. The Economic Development Committee reviewed and recommended the application for approval. The Pine Needlers Quilt Group requested \$1,200 for marketing and stands to support the annual quilt show. The organization has offered to make the equipment available for other local events.

FISCAL IMPACT:

The FY 2018-19 Budget includes \$3,000 for the Community Grant Program.

COURSES OF ACTION:

1. Motion to approve the FY 2018-19 Community Grant Program request, including \$1,200 for the Pine Needlers Quilt Group.
2. No action.

RECOMMENDATION:

Motion to approve the FY 2018-19 Community Grant Program request, including \$1,200 for the Pine Needlers Quilt Group.

ATTACHMENTS:

1. Community Grant Program Application

RECEIVED

AUG 20 2018

jb

Community Grant Program Application

Project Sponsor Information

Name: Joyce Weaver Organization: Pine Needlers Quilt Group
Phone: 541-937-2881 Email: montjoyce@yahoo.com
Address: 80445 Lost Creek Rd, Dexter Website: www.bbjamquiltshow.wordpress.com

Project Details

Request (\$): \$1,200.00 Match (\$): _____

Description:

We have successfully expanded our quilt show and displayed over 120 quilts this year with free standing equipment. In order to market and increase visitors and "outside" entries we will purchase postcards and posters to be distributed locally as well as statewide. (Sample attached) The purchase of additional crossbars and weighted stand covers will →

Project Budget

Request (\$): \$1,200.00 Match (\$): _____

Line Item Description:

Line Item Amount (\$):

1. <u>Marketing</u>	<u>\$ 350.00</u>
2. <u>Crossbars & Weighted stand covers</u>	<u>\$ 850.00</u>
3. _____	_____
4. _____	_____
5. _____	_____

allow us to continue to expand the show, as well as provide safety and stability. The additional crossbars will also provide a showcase for an expanding category of "art" quilts for the 2019 quilt show.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: February 13, 2019
SUBJECT: Oregon Paddle Sports Demo
Day

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

SUMMARY:

The EDC has been working with Oregon Paddle Sports to plan a demo day on Dexter Lake. The event is scheduled for Saturday, June 29. It will promote Dexter Lake as a destination for paddle sports by providing kayaks, paddleboards, and other equipment to the public at no cost. The Oregon Association of Rowers also plans to participate. The EDC has recommended \$1,400 in Tourism funds to support marketing and cover permit costs.

FISCAL IMPACT:

The FY 2018-19 Tourism budget includes \$5,000 for special projects.

COURSES OF ACTION:

1. Motion to approve up to \$1,400 for marketing and permit costs for Oregon Paddle Sports Demo Day.
2. No action.

RECOMMENDATION:

Motion to approve up to \$1,400 for marketing and permit costs for Oregon Paddle Sports Demo Day.

ATTACHMENTS:

None.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: February 13, 2019
SUBJECT: City Administrator Objectives

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

SUMMARY:

Each year, I provide a copy of my proposed objectives to the City Council for review and consideration. The objectives are to be used as one criterion for which to evaluate my leadership and effectiveness. A copy of the proposed 2019 City Administrator Objectives is attached for your review.

FISCAL IMPACT:

None.

COURSES OF ACTION:

1. Motion to approve the 2019 City Administrator Objectives, as written.
2. Motion to approve the 2019 City Administrator Objectives, as amended.
3. No action.

RECOMMENDATION:

Motion to approve the 2019 City Administrator Objectives, as written.

ATTACHMENTS:

1. 2019 City Administrator Objectives

City of Lowell

City Administrator Objectives

Jared Cobb, City Administrator Objectives for 2019

Criteria for the City Council to evaluate the effectiveness of the City Administrator's leadership of the City of Lowell.

Section A – Relationship with the City Council

City Council Development:

The Administrator will successfully facilitate the training of Council members by providing opportunities for Council members to attend appropriate workshops and conferences.

Example of Council Evaluation Criteria

- *The Administrator shall submit to the Council, not later than November of 2019, a list of professional development opportunities provided to the Council.*
- *Not later than May of 2019, the Council and Administrator will participate in the development of a Governance Handbook, which results in accountability and defines the roles, relationships and expectations of the Administrator.*

Council and Administrator Relationships:

The Administrator and each Council member will schedule a quarterly meeting or conference call to discuss philosophical points of view regarding the future of the City.

Example of Council Evaluation Criteria

- *The Administrator will present a list of the meetings held with each Council member.*

Section B – Administration of the City

Improve Support Services:

The Administrator will ensure that the support services of finance, human resources, and information technology are performing at the level expected by the Council.

Example of Council Evaluation Criteria

- *The Administrator will provide recommendations to the Council to address any material weaknesses or significant deficiencies identified in the FY 2019 Audit within 30 days of receiving the report.*

Section C – City Leadership

Improve City Services:

The Administrator will ensure that the quality and scope of services provided to residents continues to improve.

Example of Council Evaluation Criteria

- *The Administrator, not later than November 2019, shall present a progress report on the improvements made to services provided within each department.*

Building Collaboration with Other Governmental Organizations

The Administrator will ensure that the quality and scope of services provided to residents continues to improve as the result of maximizing governmental collaborations.

- *The Administrator shall report quarterly on outreach opportunities focused on building collaboration with other governmental organizations.*

Section D - Personnel

Improve the Human Resource Capacity of the City:

The Administrator shall ensure that the human resource capacity of the City improves each and every year.

Examples of Board Evaluation Criteria

- *The Administrator will foster an organizational culture of continual training and development. During the 2019/2020 budget process, the administrator will present a department by department training program, with associated budgeted funds to address the needs of each department.*
- *The Administrator shall develop individual staff and department objectives and shall review the objectives with the City Council, not later than April 1, 2019.*
- *The Administrator will insure that each staff member is annually evaluated, with meaningful recommendations and appropriate plans for remediation included within the evaluation.*
- *The Administrator will review the City's personnel policies and recommend revisions to the Personnel Handbook by March of 2019.*

Section E – Business and Financial Management

Financial Management:

The Administrator shall ensure that the City is fiscally sound.

Example of Council Evaluation Criteria

- *The Administrator will report quarterly on the status of the budget as it applies to the evaluation criteria established by Resolution 644, used to assess that the City has a fiscally sound budget and the necessary reserves to meet the expectations defined by the Council.*
- *By not later than May of 2019, the Administrator will present to the Budget Committee a draft balanced budget for the 2019/2020 fiscal year.*

Facility and Equipment Management

The Administrator shall ensure that the facilities are properly maintained.

Example of Council Evaluation Criteria

- *By not later than December of 2019, the City Administrator shall submit an annual maintenance inspection report of facilities to the City Council.*
- *The Administrator shall facilitate an annual Facility Site visit of the Council to review the facilities of the City and other community facilities (i.e. Grange, Schools, Fire Department) by June 2019.*

Section F – Community Relationships

Outreach to Staff, Residents, and the Community

In an effort to improve relationships, the Administrator shall implement an outreach program to staff, residents, and community.

Examples of Council Evaluation Criteria

- *The Administrator shall present an annual report of official city communications using the website and other social media to the City Council by November of 2019.*
- *The Administrator will provide an annual report to the Budget Committee that reflects the growth in the City, in terms of population, property values and/or utility connections.*
- *The Administrator will ensure the proper functioning of the approved advisory or independent committees of the City and shall provide regular updates of Committee activities in the monthly City Administrator Report.*

Section G – Individual Characteristics

No objectives were developed for this section

Section H – Job Related Characteristics

No objectives were developed for this section

Section I – Annual Objectives

This section does not require objectives

Approved:

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: February 13, 2019
SUBJECT: Resolution 711 – Adopting the 2019 Strategic Plan

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

SUMMARY:

The Council reviewed a draft of the 2019 Strategic Plan at the February 5, 2019 Work Session. Several changes were requested and have been incorporated into the attached draft for review and consideration.

FISCAL IMPACT:

There is no direct fiscal impact. Many of the projects in the strategic plan have been budgeted; unbudgeted projects should be evaluated on a case-by-case basis. The objectives within the strategic plan have been ranked, to ensure that higher ranking objectives are given priority.

COURSES OF ACTION:

1. Motion to approve Resolution 711, as written.
2. Motion to approve Resolution 711, as amended.
3. No action.

RECOMMENDATION:

Motion to approve Resolution 711, as written.

ATTACHMENTS:

1. 2019 Strategic Plan
2. Resolution 711 – Adopting the 2019 Strategic Plan

CITY OF LOWELL, OREGON

RESOLUTION 711

A RESOLUTION ADOPTING THE 2019 STRATEGIC PLAN

WHEREAS, the Lowell City Council believes that the development of specific goals and objectives are vital to planning for the future of the community; and

WHEREAS, a strategic plan was developed and adopted in 2016 through a series of planning sessions which included input and collaboration from professional consultants, the City Administrator and City department heads; and

WHEREAS, the strategic plan provides the framework for future budget development, provides staff direction, and gives a sense of purpose to the actions of the community and its organizations; and

WHEREAS, the plan is reviewed and updated annually to reflect completed projects or changes in community priorities; now therefore

BE IT RESOLVED, that the attached 2019 Strategic Plan for the City of Lowell is hereby adopted.

This resolution supersedes Resolution 691 dated February 20, 2018.

Adopted by the City Council of the City of Lowell, this 19th day of February 2019.

Yea: _____

Nay: _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Administrator

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: February 13, 2019
SUBJECT: Resolution 712
Property Transfer

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

SUMMARY:

Lane County currently owns a 0.42-acre section of Rolling Rock Park. Staff has worked with Lane County Public Works to determine the best way to transfer ownership to the City. The County has agreed to transfer the property, contingent on a public hearing, to the City for reimbursement of publication costs. The transfer will require the property to be used for public purposes for a minimum of twenty (20) years.

FISCAL IMPACT:

Reimbursement of public hearing publication costs.

COURSES OF ACTION:

1. Motion to adopt Resolution 712 – A Resolution Requesting Transfer of County Owned Real Property Identified as Map No. 19-01-14-23-05600.
2. No action.

RECOMMENDATION:

Motion to adopt Resolution 712 – A Resolution Requesting Transfer of County Owned Real Property Identified as Map No. 19-01-14-23-05600.

ATTACHMENTS:

1. Property Map
2. Resolution 712 – A Resolution Requesting Transfer of County Owned Real Property Identified as Map No. 19-01-14-23-05600.

CITY OF LOWELL, OREGON

RESOLUTION 712

**A RESOLUTION REQUESTING TRANSFER OF COUNTY OWNED REAL PROPERTY
IDENTIFIED AS MAP NO. 19-01-14-23-05600**

WHEREAS, Lane County currently owns a 0.42-acre parcel within Rolling Rock Park identified as Map No. 19-01-14-23-05600; and

WHEREAS, the City of Lowell desires to formally incorporate the identified parcel into Rolling Rock Park and make significant improvements; and

WHEREAS, the City of Lowell plans to use the parcel for public purposes as a city park for a minimum of 20 years;

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Lowell, Oregon, hereby requests transfer of Lane County owned real property identified as Map No. 19-01-14-23-05600 to be used for public purposes as a city park for a minimum of 20 years.

Adopted by the City Council this 19th day of February 2019.

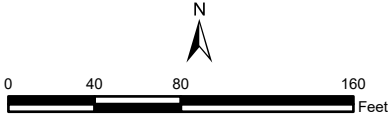
Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Recorder



Lane County GIS, Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

The information on this map was derived from digital databases on the Lane County regional geographic information system. Care was taken in the creation of this map, but is provided "as is". Lane County cannot accept any responsibility for errors, omissions or positional accuracy in the digital data or the underlying records. Current plan designation, zoning, etc., for specific parcels should be confirmed with the appropriate agency. There are no warranties, expressed or implied, accompanying this product. However, notification of any errors will be appreciated.



Lane County, Oregon

ArcGIS Web Map