

LOWELL CITY COUNCIL
REGULAR MEETING AND WORK SESSION AGENDA
TUESDAY, APRIL 17, 2018 AT 7:00 P.M.
Lowell City Hall, 107 East 3rd Street, Lowell, Oregon

Please silence your cell phones as a courtesy to everyone

REGULAR MEETING AGENDA

Call to Order/Roll Call/Pledge

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

Approval of Agenda

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

Minutes – City Council Regular Meeting – March 20, 2018

Minutes – City Council Study Session – April 3, 2018

Voucher Directory – April 17, 2018

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

Council Comments (three minutes per speaker)

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

Reports of the City Administrator:

City Administrator Report

Quarterly Financial Report

Police Report

Public Works Report

Draft Committee Minutes

Business Meeting: Items Removed from Consent Agenda

Old Business:

1. Utility Bill Adjustment Request – Discussion/Possible Action

New Business:

1. Committee Appointments – Discussion/Possible Action
2. Staff Credit Card Limit Increase – Discussion/Possible Action
3. Community Grant Program Applications – 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.

4. Resolution 694 – Deferral of System Development Charges – Discussion/Possible Action
5. Resolution 695 – Budget Transfers – Discussion/Possible Action
6. Lowell School District Summer Recreation Program Support – Discussion/Possible Action
7. Liquor License Renewal Application – Discussion/Possible Action
8. DLCD Grant Agreement for Downtown Master Plan – Discussion/Possible Action
9. Downtown Master Plan Project Consultant – Discussion/Possible Action

Other Business

Mayor Comments

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

Adjourn

WORK SESSION AGENDA

Work sessions are held for the City Council to receive background information on City business and to give Council members an opportunity to ask questions and express their individual views. No decisions are made, and no votes are taken on any agenda item. The public is invited to attend, however, there is generally no public comment period.

Call to Order/Roll Call

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

Topic(s):

1. Franchise Agreements

Adjourn

Future Meetings / Dates to Remember:

04-19-18	Municipal Court at 7 PM at City Hall
04-23-18	Lowell School District Board Meeting at 7 PM at Lundy School in PDC
04-25-18	Budget Committee Meeting at 6 PM at City Hall
05-01-18	City Council Work Session at 7 PM at City Hall
05-02-18	Planning Commission Meeting at 7 PM at City Hall
05-03-18	Parks & Recreation Committee Meeting at 6 PM at City Hall
05-05-18	Lowell Beautification Day 9 AM at Lowell HS Parking Lot
05-07-18	Economic Development Committee Meeting at 7 PM at City Hall
05-08-18	Blackberry Jam Festival Committee Meeting at 7 PM at City Hall
05-08-18	Lowell Rural Fire Protection District Board Meeting at 7 PM at Lowell Fire Station
05-15-18	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: April 13, 2018
SUBJECT: Consent Agenda

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

SUMMARY:

The Consent Agenda for the April 17, 2018 City Council meeting includes the minutes for the Regular City Council Meeting on March 20, 2018, Work Session on April 3, 2018 and the Voucher Directory for April 17, 2018.

FISCAL IMPACT:

1. City Council Regular Meeting Minutes – March 20, 2018 – No fiscal impact.
2. City Council Work Session Minutes – April 3, 2018 – No fiscal impact.
3. Voucher Directory – April 17, 2018– Includes expenditures that were approved during the annual budget process. Items above the purchasing threshold of the City Administrator or Department Head are presented to the City Council for prior approval.

COURSES OF ACTION:

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

RECOMMENDATION:

N/A

ATTACHMENTS:

1. City Council Regular Meeting Minutes – March 20, 2018
2. City Council Work Session – April 3, 2018
3. Voucher Directory – April 17, 2018

**City of Lowell, Oregon
Minutes of the City Council Regular Session
March 20, 2018**

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

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

Member Absent: Patricia Angelini

Consent Agenda: Councilor Burford move to approve consent agenda, second by Councilor Harris. PASS 4:0

Public Comments: None

Council Comments: None

City Administrators Report: CA Cobb reported on the following topics: Lowell Beautification Day – May 5th, Library Improvements – Software and Computer Lab improvements, Budget Calendar presented, Project Updates, and League of Oregon Cities Highlights.

Financial Report: February Financial Report provided in packet.

Police Report: February report provided in packet.

Public Works Report: Max Baker, Public Works Director presented written report provided in packet. He reported all 5 pet waste stations are being used, restrooms reopened in Rolling Rock Park, a new Vocation Rehabilitation Intern is participating in a 2 week on the job evaluation which started on Monday, all 24 new water meters have been installed.

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

Old Business: None

New Business:

- **Utility Bill Adjustment Request** – CA presented the case for a customer who had a substantial water leak, and her request for an adjustment. Customer was unable to be present for meeting. Council would like to discuss this again at next study session, and bring it back to the following council meeting. **Mayor Bennett move to table topic until next month, second by Councilor Burford. PASS 4:0**

- **Proposal to Develop a Pavement Preservation and Maintenance Plan** – CA presented proposal from The City Engineer, Civil West Engineering, to develop a Pavement Preservation and Maintenance Plan. **Councilor Burford moved to approve the work order from Civil West Engineering Services for a Pavement Preservation and Maintenance Plan in an amount not to exceed \$19,094.00. Second by Councilor Harris. PASS 4:0**

- **Proposal of the Parks and Recreation Master Plan** – CA presented Parks and Recreation Committee recommendation to accept proposal from University of Oregon Community Service Center with the addition of Task 8, which would update the Parks and Recreation Element of the Lowell Comprehensive Plan. **Councilor Harris move to approve the proposal from the University of Oregon Community Service Center for the development of a Parks and Recreation Master Plan with Task 8 in an amount not to exceed \$43,268.00. Second by Councilor Osgood. PASS 4:0**

- **Resolution 692 – Parks & Recreation Master Plan Steering Committee** – CA presented recommendation from the Parks & Recreation Committee for the creation of an Ad Hoc Parks and Recreation Master Plan Steering Committee. **Councilor Burford move to approve Resolution 692, as written, second by Councilor Harris. PASS 4:0**
- **Resolution 693 – Downtown Master Plan Steering Committee** – CA presented recommendation from the Economic Development Committee for the creation of an Ad Hoc Downtown Master Plan Steering Committee. **Councilor Burford move to approve Resolution 693, as written, second by Councilor Harris. PASS 4:0**

Other Business: None

Mayor Comments: Mayor commented on the forum he attended yesterday, candidates running for County Commissioner.

Adjourn: 8:12 PM

Approved: _____
Don Bennett, Mayor Date

Attest: _____
Jared Cobb, City Recorder Date

City of Lowell, Oregon
Minutes of the City Council Study Session
April 3, 2018

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

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

Study Session Topic(s)

1. **St. Vincent de Paul Affordable Housing Development** – Andy Clay, St. Vincent de Paul presented a request to release Lots 11 & 12 for sale outside the HOYOP.
2. **Staff Credit Card Limit Increase** – CA requested an increase to the credit limit of \$2,500 for Max and Joyce, and to acquire a credit card for himself with a \$2,500 limit.
3. **Water Bill Adjustment** – CA and Max Baker Public Works Director provided additional information on the significant water leak that occurred in November, 2017.
4. **DLCD Grant Agreement for the Downtown Master Plan** – CA presented the DLCD Grant Agreement and Economic Development Committee's recommendation.
5. **Procurement Process for Downtown Master Plan Consultant** – CA provided memo given to EDC, and their recommendation is to use LCOG.
6. **Committee Applications** – CA presented an application for the Blackberry Jam Festival Executive Committee, Timarion Stratis.
7. **Liquor License Renewal Application** – CA presented renewal notification from OLCC.
8. **Community Grant Program Applications** – CA presented information from Dexter Lake Farmers Market to purchase canopies, and Pine Needlers Quilt Group to purchase stands to display quilts at the BBJ Festival. Economic Committee recommended approval for both requests on a reimbursement plan.
9. **Resolution 694 – A Resolution Authorizing The Deferral of System Development Charges** – CA brought forward a recommendation from the EDC, to make a change to our policy for deferment of SDC Fees, to include a requirement of Certificate of Occupancy.

Other: CA informed the Council that the EDC would like to work with Rural Development Initiative, to develop a Chamber of Commerce for the surrounding area. Executive Session is scheduled for April 17, 2018 at 6:30 PM prior to regular session.

Adjourn: 8:55 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jared Cobb, City Recorder

Date



Voucher Directory

Vendor	Number	Reference	Account Number	Description	Amount
Banner Bank					
	1603			2017-2018 - April 2018 - 1st Council	
		Invoice - BBJ 4/12/18			
			014-100-6440	Telephone Services	\$12.95
		Total Invoice - BBJ 4/12/18			\$12.95
	Total 1603				\$12.95
	14694			2017-2018 - April 2018 - 1st Council	
		Invoice - 4/12/18			
			010-100-6022	IT Services	(\$89.95)
				Refund Trend Micro	
			010-100-6138	Bank Service Charges	(\$3.48)
				Refund Late Fees	
			010-100-6220	Building Repair & Maintenance	\$195.64
			012-100-6624	Street Signs	\$22.72
			030-100-6720	Chemicals & Lab Supplies	\$54.90
			040-100-6138	Bank Service Charges	(\$2.54)
				Refund Late Fees	
		Total Invoice - 4/12/18			\$177.29
	Total 14694				\$177.29
Total Banner Bank					\$190.24
Cascade Columbia					
	14695			2017-2018 - April 2018 - 1st Council	
		Invoice - 717912			
			040-100-6720	Chemicals & Lab Supplies	\$840.32
		Total Invoice - 717912			\$840.32
	Total 14695				\$840.32
Total Cascade Columbia					\$840.32
Century Link					
	14705			2017-2018 - April 2018 - 2nd Council	
		Invoice - Mar. 25, 2018			
			010-100-6440	Telephone Services	\$140.02
			030-100-6435	Internet Services	\$70.00
			030-100-6440	Telephone Services	\$232.99
			040-100-6440	Telephone Services	\$72.31
		Total Invoice - Mar. 25, 2018			\$515.32
	Total 14705				\$515.32
Total Century Link					\$515.32

Vendor	Number	Reference	Account Number	Description	Amount
CenturyLink Business Services	14706			2017-2018 - April 2018 - 2nd Council	
		Invoice - 1437164422			
			010-100-6440	Telephone Services	\$2.50
		Total Invoice - 1437164422			\$2.50
	Total 14706				\$2.50
Total CenturyLink Business Services					\$2.50
CIS Trust	14696			2017-2018 - April 2018 - 1st Council	
		Invoice - LOW_W2017-00 WC 4th Qtr			
			010-100-5320	Worker's Comp	\$37.62
			010-120-5320	Worker's Comp	\$2.76
			010-140-5320	Worker's Comp	\$1.80
			010-150-5320	Worker's Comp	\$79.89
			010-160-5320	Worker's Comp	\$13.63
			010-180-5320	Worker's Comp	\$1.71
			012-100-5320	Worker's Comp	\$74.53
			030-100-5320	Worker's Comp	\$224.28
			040-100-5320	Worker's Comp	\$224.28
		Total Invoice - LOW_W2017-00 WC 4th Qtr			\$660.50
	Total 14696				\$660.50
Total CIS Trust					\$660.50
City of Lowell	14697			2017-2018 - April 2018 - 1st Council	
		Invoice - 4-2-18			
			010-100-6420	Water Services	\$37.32
			010-100-6425	Sewer Services	\$42.60
			010-120-6420	Water Services	\$52.88
			010-120-6425	Sewer Services	\$113.62
			010-150-6420	Water Services	\$12.44
			010-150-6425	Sewer Services	\$14.21
			030-100-6420	Water Services	\$39.26
			030-100-6425	Sewer Services	\$56.81
			040-100-6420	Water Services	\$745.21
			040-100-6425	Sewer Services	\$511.29
		Total Invoice - 4-2-18			\$1,625.64
	Total 14697				\$1,625.64
Total City of Lowell					\$1,625.64
DCBS-Fiscal Services	14707			2017-2018 - April 2018 - 2nd Council	
		Invoice -Jan, Feb, Mar. 2018			
			010-140-6524	Building Permit Costs	\$444.12

Vendor	Number	Reference	Account Number	Description	Amount
			010-140-6525	Electrical Permit Costs	\$83.76
		Total Invoice -Jan, Feb, Mar. 2018			\$527.88
	Total 14707				\$527.88
Total DCBS-Fiscal Services					\$527.88
DEQ -Financial Services Revenue Section					
	14708		2017-2018 - April 2018 - 2nd Council		
		Invoice - Exam Fee			
			040-100-6120	Publications, Printing & Dues	\$270.00
		Total Invoice - Exam Fee			\$270.00
	Total 14708				\$270.00
Total DEQ -Financial Services Revenue Section					\$270.00
Ferguson					
	14709		2017-2018 - April 2018 - 2nd Council		
		Invoice - 0635162, 0635465			
			030-100-6134	General Supplies	\$564.00
			030-100-8020	Capital Outlay - Other Improvements	\$4,640.00
		Total Invoice - 0635162, 0635465			\$5,204.00
	Total 14709				\$5,204.00
Total Ferguson					\$5,204.00
Jaywil Software Dev					
	14720		2017-2018 - April 2018 - 2nd Council		
		Invoice - XT00002676			
			010-150-6022	IT Services	\$149.00
		Total Invoice - XT00002676			\$149.00
	Total 14720				\$149.00
Total Jaywil Software Dev					\$149.00
Johnson, Brad					
	14710		2017-2018 - April 2018 - 2nd Council		
		Invoice - Reimbursement for Water Line Damage			
			030-100-6190	Miscellaneous Expenditures	\$1,225.01
		Total Invoice - Reimbursement for Water Line Damage			\$1,225.01
	Total 14710				\$1,225.01
Total Johnson, Brad					\$1,225.01
Lane Council of Governments					
	14711		2017-2018 - April 2018 - 2nd Council		
		Invoice - 2501148			
			010-100-6012	Legal Services	\$104.38
		Total Invoice - 2501148			\$104.38
	Total 14711				\$104.38
Total Lane Council of Governments					\$104.38

Vendor	Number	Reference	Account Number	Description	Amount
Midvalley Screen PRint and Embroider, LLC					
	14712		2017-2018 - April 2018 - 2nd Council		
		Invoice - 18185			
			010-100-6190	Miscellaneous Expenditures	\$123.26
			010-120-6190	Miscellaneous Expenses	\$3.11
			030-100-6190	Miscellaneous Expenditures	\$3.26
		Total Invoice - 18185			\$129.63
	Total 14712				\$129.63
Total Midvalley Screen PRint and Embroider, LLC					\$129.63
Municipal Code Corporation					
	14713		2017-2018 - April 2018 - 2nd Council		
		Invoice - 00305227			
			010-100-6022	IT Services	\$810.00
			010-170-6028	Other Contract Services	\$3,250.00
			012-100-6022	IT Services	\$270.00
			030-100-6022	IT Services	\$810.00
			040-100-6022	IT Services	\$810.00
		Total Invoice - 00305227			\$5,950.00
	Total 14713				\$5,950.00
Total Municipal Code Corporation					\$5,950.00
Nichols Layli					
	14714		2017-2018 - April 2018 - 2nd Council		
		Invoice - Mar, 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 - Mar, 2018			\$660.83
	Total 14714				\$660.83
Total Nichols Layli					\$660.83
Northwest Code Professionals					
	14715		2017-2018 - April 2018 - 2nd Council		
		Invoice - 1879			
			010-140-6524	Building Permit Costs	\$1,243.24
			010-140-6525	Electrical Permit Costs	\$332.25
		Total Invoice - 1879			\$1,575.49
	Total 14715				\$1,575.49
Total Northwest Code Professionals					\$1,575.49

Vendor	Number	Reference	Account Number	Description	Amount
Oregon Health Authority- State of Oregon					
	14716			2017-2018 - April 2018 - 2nd Council	
		Invoice - Exam Fee for Water Dist. 1			
			030-100-6120	Publications, Printing & Dues	\$90.00
		Total Invoice - Exam Fee for Water Dist. 1			\$90.00
	Total 14716				\$90.00
Total Oregon Health Authority- State of Oregon					\$90.00
Oregon Travel Experience					
	14698			2017-2018 - April 2018 - 1st Council	
		Invoice - 91115			
			010-170-6124	Marketing	\$20.00
		Total Invoice - 91115			\$20.00
	Total 14698				\$20.00
Total Oregon Travel Experience					\$20.00
Pitney Bowes Global Financial Services LLC					
	14717			2017-2018 - April 2018 - 2nd Council	
		Invoice - 3305903291			
			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 - 3305903291			\$165.60
	Total 14717				\$165.60
Total Pitney Bowes Global Financial Services LLC					\$165.60
Renewable Resource Group Inc.					
	14699			2017-2018 - April 2018 - 1st Council	
		Invoice - 101617, 101618			
			030-100-6722	Water/Sewer Analysis	\$48.60
			040-100-6722	Water/Sewer Analysis	\$201.60
		Total Invoice - 101617, 101618			\$250.20
	Total 14699				\$250.20
	14718			2017-2018 - April 2018 - 2nd Council	
		Invoice - 101834, 101968, 101971, 102070			
			030-100-6722	Water/Sewer Analysis	\$228.60
			040-100-6722	Water/Sewer Analysis	\$201.60
		Total Invoice - 101834, 101968, 101971, 102070			\$430.20
	Total 14718				\$430.20
Total Renewable Resource Group Inc.					\$680.40
Sanders, Tim					
	14700			2017-2018 - April 2018 - 1st Council	
		Invoice - 43			
			030-100-6028	Other Contract Services	\$300.00

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-6028	Other Contract Services	\$300.00
		Total Invoice - 43			\$600.00
Total Sanders, Tim	14700				\$600.00
SaniPac					\$600.00
	14701			2017-2018 - April 2018 - 1st Council	
		Invoice - 2840187			
		010-100-6445		Refuse Services	\$7.14
		010-120-6445		Refuse Services	\$21.42
		010-150-6445		Refuse Services	\$7.14
		030-100-6445		Refuse Services	\$17.85
		040-100-6445		Refuse Services	\$17.85
		Total Invoice - 2840187			\$71.40
Total SaniPac	14701				\$71.40
U.S. Equipment Finance					\$71.40
	14719			2017-2018 - April 2018 - 2nd Council	
		Invoice - 354566754			
		010-100-6024		Copier Contract	\$147.98
		Total Invoice - 354566754			\$147.98
Total U.S. Equipment Finance	14719				\$147.98
Verizon Wireless					\$147.98
	14702			2017-2018 - April 2018 - 1st Council	
		Invoice - 9804029083			
		010-100-6440		Telephone Services	\$63.98
		030-100-6440		Telephone Services	\$63.98
		040-100-6440		Telephone Services	\$63.97
		Total Invoice - 9804029083			\$191.93
Total Verizon Wireless	14702				\$191.93
Vision Municipal Solutions					\$191.93
	14703			2017-2018 - April 2018 - 1st Council	
		Invoice - 09-6143			
		010-100-6022		IT Services	\$139.61
		012-100-6022		IT Services	\$46.53
		030-100-6022		IT Services	\$139.61

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-6022	IT Services	\$139.61
		Total Invoice - 09-6143			\$465.36
	Total 14703				\$465.36
Total Vision Municipal Solutions					\$465.36
Grand Total		Vendor Count	25		\$22,063.41

AGENDA ITEM SUMMARY

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

☐ **DISCUSSION**
☐ **ACTION**
☐ **RESOLUTION**
☐ **ORDINANCE**
☐ **PROCLAMATION**
☒ **REPORT**

SUMMARY:

The attached City Administrator Report is for the period of March 10 – April 13. The report covers the following topics: Third-Party Building Inspection Program, RAIN Oregon Entrepreneur Survey, LOC Regional Meetings, Lowell Beautification Day, Project Updates, and League of Oregon Cities Highlights.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

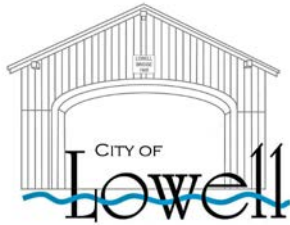
This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. City Administrator Report



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

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

Third Party Building Inspection Program

On Thursday, April 12, I participated in a conference call with Northwest Code Professionals, several state legislators, and representatives of impacted cities. NWCP provided a status update. They explained that even though recent legislation prohibiting third-party programs failed in the Oregon legislature, the Building Codes Division administrator, Mark Long, has decided to act unilaterally and adopt new rules decertifying third-party building inspection programs. Cities are expected to receive letters the week of April 16-20 decertifying programs effective July 1. They also stated that they have exhausted their legal options. Consequently, NWCP encouraged cities to organize, lobby, and if necessary, file suit against the Building Codes Division. A copy of the materials provided by NWCP are attached for your review.

RAIN Oregon Entrepreneur Survey

About a month ago RAIN Oregon conducted an online survey of participants in the Lowell/Oakridge entrepreneur program to solicit general feedback and better understand the needs of program participants. The response was 31%, which exceeds their normal response rate. Caroline Cummings with RAIN will present the results on Monday, April 30 at 10 a.m. at the Lundy Elementary Professional Development Center.

LOC Regional Meetings

One quarter each year, the League integrates its Regional Meetings with the Small Cities Network to provide an update on League happenings, and an opportunity for city officials to network and discuss common issues and solutions. The meeting in our area will be held at Cottage Grove City Hall on April 20 from 4:00-6:00. Please let me know in advance if you are interested in carpooling.

Lowell Beautification Day – May 5

The Parks and Recreation Committee will be hosting Lowell Beautification Day on Saturday, May 5 from 9-Noon. The event will include the following activities:

- Parks cleanup and maintenance projects, including painting the Cannon Street Covered Bridge and North Moss Street Covered Bridge.

- Spring cleanup with a 30-cubic yard dumpster, green waste, and recycling containers located in the Lowell High School parking lot for residents to dispose of large household items and yard debris
- Curbside pickup of large household items
- Volunteer BBQ following the event in Rolling Rock Park

Project Updates

- *Smart Meters* – Completed. Public Works will provide information on the next phase.
- *Website* – Completed. Staff will continue to add content and pictures.
- *Downtown Master Plan* – The DLCD grant agreement was recommended by the Economic Development Committee (EDC) and is included on the agenda for consideration. The EDC also recommended using LCOG to serve as project consultant. Applications are currently being accepted for the Downtown Master Plan Steering Committee.
- *Parks and Recreation Master Plan* – The City Council approved a direct appointment of the University of Oregon Community Service Center, based on the project scope and budget submitted and the recommendation from the Parks and Recreation Committee. Staff is currently waiting for the intergovernmental agreement, which will need to be approved by the City Council. Applications are currently being accepted for the Parks and Recreation Master Plan Steering Committee. The project is anticipated to start in early June.
- *Financial Software* – Staff has submitted Utility Billing and General Ledger data and working towards a go-live date of July 1.
- *Irrigation Systems* – Drawings were received from Ewing Irrigation. Unfortunately, there are land acquisition issues that need to be resolved before an irrigation system is installed in Rolling Rock Park. In the meantime, staff plans to solicit quotes for the repair of the irrigation system in Paul Fisher Park and will bring them to the next City Council meeting.
- *Municipal Code* – Municode returned the municipal code this week for staff review prior to launching the new code online. Staff plans to review later this week after the proposed budget is completed.

League of Oregon Cities Highlights

DLCD Provides Guidance for ADU Regulation - The Oregon Department of Land Conservation and Development (DLCD) recently published a guidance document to help cities develop codes to permit accessory dwelling units (ADUs) in zones where single-family residences are permitted. In 2017, the Legislature mandated that cities allow the development of ADUs in zones where single-family residents are allowed by July 1, 2018 (SB 1051).

While a small technical fix was passed in 2018, it did not impact that requirement as it relates to cities. To avoid creating more rules to enforce the new requirement, the DLCD created a guidance document that cities can use to help draft local ordinances permitting ADUs. A copy of the materials is attached.

Register Now for “Regard to Rural” Conference – The 2018 “Regards to Rural” conference is scheduled for May 19-20 in Portland, with pre-sessions and reception on May 18. With the theme of “Bridges Between Rural and Urban,” the conference will bring together attendees from rural

and urban places to find solutions to benefit rural communities. At “Regards to Rural” 2018, attendees will have the opportunity to:

- Discuss rural priorities
- Explore innovative economic models
- Share success stories
- Obtain tools to make change in their community
- Inspire action to help pave the way to rural vitality



Wednesday, April 12th, 2018

Jurisdictional Partners,

During the past year and a half Northwest Code Professionals (NWCP) and many supportive City Administrators and Legislators across Oregon have fought to try and stop the attack and bias used by Oregon Building Codes Division (BCD) and Administrator Mark Long in his attempt to take away local rule from the jurisdictions we serve and the attempts to potentially shut down private inspection businesses across Oregon. NWCP has spent hundreds of hours on research and testimony and over \$75,000 in legal fees and expenses on this fight for fairness and to assist cities and counties in keeping local rule rights. Staffers in the legislature commented to our team that they have never seen a State Department Head do as much daily “lobbying” on a bill for the unions as they have seen with HB 4086. (Paraphrasing)

At this time, we are not certain what the specific actions and next steps of the League of Oregon Cities (LOC) will be, but we believe they have been evaluating the Attorney General opinion used in HB 4086. Given the LOC and NWCP have no legal standing to file a law suit/injunction it will require one or more cities to take legal action. Once a legal action is taken by a municipality the LOC has indicated they would then intervene. (As indicated by the Lane Council of Government email 3/16/18)

As you likely know, we were able to stop the legislative effort to require a government employed building official and head structural inspector (HB 4086). However, that is not going to be the end of the issue given that BCD is still working under the advice of the Oregon Department of Justice (DOJ) implying that the use of third party building officials is not legally sufficient or may causes a constitutional conflict. This legal opinion was also notes as being “cloudy” by the DOJ

While we have not heard or received anything directly from Oregon BCD as promised, we have heard from various other stakeholders about what the division’s next steps will be.

Generally, the consensus is that there will be two steps taken soon:

- Rulemaking to adopt changes to local program standards based on the DOJ opinion (likely in early May although as of yesterday we heard from our cities a packet is coming out next week with compliance notices and options.)
- Denial of program renewal for the 11 programs up for re-designation this year by BCD would occur if they do not meet one of the compliance options.

We anticipate there will be a rulemaking process initiated that will add to the requirements by which local programs are reviewed for compliance prior to re-certification by Oregon BCD. The expectation is that the rules will include the requirement to have a government **employee** appointed as the building official and that there be a government employed structural “head”

inspector. Intentionally preventing the City planner or CDD from just taking the 2-day BCD course for the Building Official Certification and be appointed as the local Building Official. This was allowed under current rules and they have also used this process to now deny that opportunity for cities to use as an option to further prevent local rule.

It is possible that there might **also be a requirement** for a government employed Chief Commercial electrical inspector. This requirement would **be very costly** to all jurisdictions using private party currently for inspections. There is already an enormous shortage of certified commercial electrical inspectors across Oregon and the problem is projected to get much worse in the next 6-8 years. This would be a ridiculous requirement and the inspectors we have now have the identical certification and training as any public employed electrical inspector as with all Oregon inspector certifications. Jurisdictions have reported having openings for electrical inspectors that have not been filled for nearly a year. Last year a State House Representative in Eastern Oregon received complaints that BCD was requiring a two week notice for commercial electrical inspections and the owner faced costly and extensive delays in completing their project. Most of our current City clients know that they have experienced services in the past from BCD or the Counties where the delays for permit issuance and approval were as slow as 12-16 weeks compared to the 7-10-day services they receive from private party companies.

It is our understanding that BCD will allow for a local program to enter into intergovernmental agreements (IGA) with other governmental entities (i.e. cities, counties, or councils of government) to use one employee to serve in these roles for all the local programs. The city could then contract out the rest of the inspection and plan review program to a private contractor like NWCP. Without seeing any language for the proposed rules, there may be other requirements that the department creates based on this flawed AG opinion to try and further harm private business.

Using these new rules and the DOJ opinion, we believe that at least 11 programs will be informed that they will be shut down if they do not comply with these new standards by July 1st, 2018. Cities will have to comply with rule changes, legally challenge the requirements, or return the inspection program to the county or BCD. If the County does not want or cannot handle the workloads, then they would revert to Oregon BCD. Currently we are already assisting counties in most of the areas we serve as they can't find certified employees nor afford to cover many of the areas surrounding our rural cities. (This past year we have had to assist Tillamook County, Lincoln County, Lane County and Josephine County and even bigger cities like Ashland, Corvallis, Albany and Springfield with commercial electrical inspectors to fill voids.)

LaGrande, Oregon for instance has been given notice by BCD that won't be able to assist the City or provide commercial electrical inspector services to the City, these inspections are rarely needed by LaGrande and they could not afford to hire full time staff to provide that service, so they are uncertain what they will do at this point. To be clear, if we lost some of the rural full-service jurisdictions adjacent to these areas the County now serves, NWCP may no longer be able to economically provide services to these counties and many other cities we provide partial services too as well. This would further delay inspections and project completions for contractors and increasing costs to all involved.

Based on all that information, private contractors like NWCP, beginning on July 1st, 2018 would no longer be permitted to provide services with the current contracts nor at the same service

levels we now provide. This will likely influence the cost and methods of services for all involved.

It is very likely that if this legal action is not taken some rural jurisdictions who would then be forced to use the County or State and service would be drastically reduced. Contractors may see substantial delays in inspections, permit issuance and customer service response times.

As of the information we have now, NWCP could still provide all inspection and plan review services if cities have an IGA with a county, another City or a council of governments. Those services may increase costs substantially or require a review of permit fees by cities in order to maintain the programs at current service levels if these counties can even provide the staffing and budget to serve new rural areas. We have seen Counties and COGS fail recently in attempting to serve rural areas. (Mid-Columbia Council of Governments)

Private contract services as most of you know occur in many different departments and provide many different services across the state including, State **Law Judges**, City Managers, City Engineers, Flood Plain Managers, Office Staff and the list goes on. Yet BCD attacks only Building Department Services by citing the AG opinion that's was flawed and included false information and incorrect statements made by Mark Long about work group testimony during the house bill process.

At this point we have no further ability to take legal or legislative action. We are asking and **emphasizing that the Cities and Counties using private party contract services for any service type band together and fight this battle** together on behalf of your jurisdictions. As such we have included some action items to consider on a separate page attached.

Please do not hesitate to call or email me with questions.

Respectfully,

Jack E Applegate

Manager

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Actions items the jurisdiction may choose to consider;

1. Engaging immediately with your City and County attorneys to start discussions with the LOC/AOC and the Oregon Mayors Association on the legal strategies/actions needed to fight this attack on local rule.
2. Writing and calling the governor and asking for an executive order or other methods needed to stop Mark Long and BCD from attacking cities and counties who have the right to use private party for inspections and plan review services including Building Official services which NWCP has provided in Oregon for more than 43 years.
3. Commissioners and Mayors should again consider contacting all your State Representatives and State Senators and asking for help in getting the governor to stop Mark Long from needlessly attacking small Cities and rural Counties.
4. City attorneys may want to consider asking for an independent assessment by the AG office to determine why other contract service providers in Oregon such as, City Manager, Planner, Public Works Engineer, Septic Inspectors, State Law Judges used for appeals of BCD in ORS 183 and the many other contract service providers used who review and enforce ordinances, statutes, FEMA requirements and other rules are not also doing so in violation of the Oregon Constitution when they also make ministerial decisions or final decisions based on appeals, laws and ordinances.
5. Engage your local contractors and if they feel they prefer the services they get from the private party business are much better and more affordable or both than the longer delays and higher costs of not using private party providers. They should know that having to use the State or having to use a County that may not be able to afford or serve the Cities will likely cause delays, trips to the State or County office for permits, Slower response for inspections, than they too should know what the State is trying to do. This includes what we feel could be monopolizing and taking over all the small jurisdictions and rural inspection programs in a systematic way by making the costs too high to operate and the rules so difficult that they are not possible to achieve compliance. We have already seen this in 2015 when the electrical board approved rules based on BCD staff opinions for program assumption beyond what the statutes require.
6. Make contractor groups in the community aware that this can have an impact on permit fees. Should the new rules require an employed Building Official and Employed Commercial Electrical inspector this could drive up costs substantially for the City and given the permit program is self-funded, dedicated fund, and not offset by tax dollars this would require permit fee increases to cover the cost difference to comply with the proposed new rules, when the current contract services already provide the Building Official and Electrical Inspectors with the same exact certification, training and licensing requirements as employed City or County staff.

Brief Timeline Legislative Work and BCD Issue

In the late spring of 2016 NWCP started work on a bill for the Legislative Session, HB 2907: <https://olis.leg.state.or.us/liz/2017R1/Measures/Overview/HB2907>

NWCP worked with Legislative attorneys and State Representatives to introduce a simple language change to the definition of “Specialized Building Inspector” in ORS 455.715 which would have fixed this issue of requiring them to be employed by the municipality since the inspectors went through the same training and certification process issued by Oregon Building Codes Division (BCD). The proposed language would have allowed jurisdictions to contract with properly licensed private contract companies to act as Specialized Building Inspectors for light commercial electrical and plumbing inspections. These certifications were sunset only for private inspectors due to unintentional language changes in 2013 legislation.

This bill did not move forward because Mark Long at Oregon BCD implied there may be a constitutionality problem. Chairman Holvey moved this bill concept to a work group session that could work through any issues and get the bill ready for the full session in 2018

During the legislative workgroup sessions (September and December 2017), we met with stakeholders and BCD. At the meetings the State refused, due to “legal privilege” to provide any details about the alleged constitutional violation that the AG office implied may be present with third party Building Officials even after a request by State Senator Betsy Johnson was made they still refused and Mark Long claimed to have no idea or any details of what it might say. There was no cooperation at all by trade unions or BCD to address the simple language fix that could have resolved the certified inspector crisis in Oregon. BCD even admitted there were no issues with allowing the specialized certifications for third party inspectors.

After the work groups convened (12/20/18) and prior to the full 2018 Legislative session NWCP and its coalition worked to get Representative Holvey to place a bill in the 2018 Session. Unfortunately, due to some outside union influences and even though nobody supposedly knew any details of the AG opinion, (yet to be released at that time) somehow Representative Holvey added language to our requested simple bill fix that added costly and devastating requirements that would then require an employed technical building official based on what might end up in the AG opinion (HB 4086). At each stage BCD waited until the last minutes possible to submit comments, misleading news articles and the AG opinion or to provide any information unless it benefited their attack on private contractors and local rule in rural cities and counties.

There was also rumors based on trade union pressure that they might also add an amendment requirement for an employed commercial electrical inspector in each jurisdiction. So instead of getting the reasonable language fix we needed across Oregon, we faced BCD and union pressures that could shut down private contract businesses in Oregon altogether, drive up costs and cause inspection and permit issuance delays across the entire State.

For these reasons we fought hard for weeks and successfully killed the bill on 3/5/18 with support from legislators on both sides of the aisle representing rural areas and small cities and counties across Oregon.

This however did not stop Mark Long’s attack on small cities, rural counties and the right to local rule. BCD moved forward with immediately threatening city administrators and threatening to write rules that would “surprise everyone”. As such we are now waiting for those rules to be written based on the flawed AG opinion filled with misquotes and bad information used to get the opinion. We heard rumors on 4/11/18 that these rules would come out next week.

**GUIDANCE ON IMPLEMENTING
THE ACCESSORY DWELLING UNITS (ADU) REQUIREMENT
UNDER OREGON SENATE BILL 1051**



*M. Klepinger's backyard detached ADU, Richmond neighborhood, Portland, OR.
(Photo courtesy of Ellen Bassett and accessorydwellings.org.)*

OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT

MARCH 2018



Oregon Department of
Land Conservation
and Development

Introduction

As housing prices in Oregon go up, outpacing employment and wage growth, the availability of affordable housing is decreasing in cities throughout the state. While Oregon's population continues to expand, the supply of housing, already impacted by less building during the recession, has not kept up. To address the lack of housing supply, House Speaker Tina Kotek introduced House Bill 2007 during the 2017 legislative session to, as she stated, "remove barriers to development." Through the legislative process, legislators placed much of the content of House Bill 2007 into Senate Bill 1051, which then passed, and was signed into law by Governor Brown on August 15, 2017. In addition, a scrivener's error¹ was corrected through the passage of HB 4031 in 2018.

Among the provisions of SB 1051 and HB 4031 is the requirement that cities and counties of a certain population allow accessory dwelling units (ADUs) as described below:

- a) *A city with a population greater than 2,500 or a county with a population greater than 15,000 shall allow in areas within the urban growth boundary that are zoned for detached single-family dwellings the development of at least one accessory dwelling unit for each detached single-family dwelling, subject to reasonable local regulations relating to siting and design.*
- b) *As used in this subsection, "accessory dwelling unit" means an interior, attached or detached residential structure that is used in connection with or that is accessory to a single-family dwelling.*

This new requirement becomes effective on July 1, 2018 and subject cities and counties must accept applications for ADUs inside urban growth boundaries (UGBs) starting July 1, 2018. Many local governments in Oregon already have ADU regulations that meet the requirements of SB 1051, however, some do not. Still others have regulations that, given the overall legislative direction to encourage the construction of ADUs to meet the housing needs of Oregon's cities, are not "reasonable." The Oregon Department of Land Conservation and Development (DLCD) is issuing this guidance and model code language to help local governments comply with the legislation. The model code language is included on its own page at the end of this document.

¹ *The scrivener's error in SB 1051 removed the words "within the urban growth boundary." HB 4031 added the words into statute and thus limited the siting of ADUs to within UGBs.*

Guidance by Topic

The purpose of the following guidance is to help cities and counties implement the ADU requirement in a manner that meets the letter and spirit of the law: to create more housing in Oregon by removing barriers to development.

Number of Units

The law requires subject cities and counties to allow “at least one accessory dwelling unit for each detached single-family dwelling.” While local governments must allow one ADU where required, DLCD encourages them to consider allowing two units. For example, a city or county could allow one detached ADU and allow another as an attached or interior unit (such as a basement conversion). Because ADUs blend in well with single-family neighborhoods, allowing two units can help increase housing supply while not having a significant visual impact. Vancouver, BC is a successful example of such an approach.

Siting Standards

In order to simplify standards and not create barriers to development of ADUs, DLCD recommends applying the same or less restrictive development standards to ADUs as those for other accessory buildings. Typically that would mean that an ADU could be developed on any legal lot or parcel as long as it met the required setbacks and lot coverage limits; local governments should not mandate a minimum lot size for ADUs. So that lot coverage requirements do not preclude ADUs from being built on smaller lots, local governments should review their lot coverage standards to make sure they don’t create a barrier to development. To address storm water concerns, consider limits to impermeable surfaces rather than simply coverage by structures.

In addition, any legal nonconforming structure (such as a house or outbuilding that doesn’t meet current setback requirements) should be allowed to contain, or be converted to, an ADU as long as the development does not increase the nonconformity.

Design Standards

Any design standards required of ADUs must be clear and objective (ORS 197.307[4]). Clear and objective standards do not contain words like “compatible” or “character.” With the exception of ADUs that are in historic districts and must follow the historic district regulations, DLCD does not recommend any special design standards for ADUs. Requirements that ADUs match the materials, roof pitch, windows, etc. of the primary dwelling can create additional barriers to development and sometimes backfire if the design and materials of the proposed

ADU would have been of superior quality to those of the primary dwelling, had they been allowed.

Parking

Requiring off-street parking is one of the biggest barriers to developing ADUs and it is recommended that jurisdictions not include an off-street parking requirement in their ADU standards. Adding off-street parking on many properties, especially in older centrally-located areas where more housing should be encouraged, is often either very expensive or physically impossible. In addition, when adding an additional off-street parking space requires a new or widened curb cut, it removes existing on-street parking, resulting in no net gain of parking supply. As an alternative to requiring off-street parking for ADUs, local governments can implement a residential parking district if there is an on-street parking supply shortage. For more help on parking issues, visit www.oregon.gov/lcd/tgm/pages/parking.aspx or contact DLCD.

Owner Occupancy

Owner-occupancy requirements, in which the property owner is required to live on the property in either the primary or accessory dwelling unit, are difficult to enforce and not recommended. They may be a barrier to property owners constructing ADUs, but will more likely simply be ignored and constitute an on-going enforcement headache for local governments.

Public Utilities

Development codes that require ADUs to have separate sewer and water connections create barriers to building ADUs. In some cases, a property owner may want to provide separate connections, but in other cases doing so may be prohibitively expensive.

System Development Charges (SDCs)

While SDCs are not part of the development code and SB 1051 does not require them to be updated, local governments should consider revising their SDCs to match the true impact of ADUs in order to remove barriers to their development. ADUs are generally able to house fewer people than average single-family dwellings, so their fiscal impact would be expected to be less than a single-family dwelling. Accordingly, it makes sense that they should be charged lower SDCs than primary detached single-family dwellings.

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Accessory Dwellings (model code)

Note: ORS 197.312 requires that at least one accessory dwelling be allowed per detached single-family dwelling in every zone within an urban growth boundary that allows detached single-family dwellings. Accessory dwellings are an economical way to provide additional housing choices, particularly in communities with high land prices or a lack of investment in affordable housing. They provide an opportunity to increase housing supply in developed neighborhoods and can blend in well with single-family detached dwellings. Accessory dwelling regulations can be difficult to enforce when local codes specify who can own or occupy the homes. Requirements that accessory dwellings have separate connections to and pay system development charges for water and sewer services can pose barriers to development. Concerns about neighborhood compatibility, parking, and other factors should be considered and balanced against the need to address Oregon's housing shortage by removing barriers to development.

The model development code language below provides recommended language for accessory dwellings. The italicized sections in brackets indicate options to be selected or suggested numerical standards that communities can adjust to meet their needs. Local housing providers should be consulted when drafting standards for accessory dwellings, and the following standards should be tailored to fit the needs of your community.

Accessory dwellings, where allowed, are subject to review and approval through a Type I procedure[, pursuant to Section _____.] and shall conform to all of the following standards:

[A. One Unit. *A maximum of one Accessory Dwelling is allowed per legal single-family dwelling. The unit may be a detached building, in a portion of a detached accessory building (e.g., above a garage or workshop), or a unit attached or interior to the primary dwelling (e.g., an addition or the conversion of an existing floor).*

/

A. Two Units. *A maximum of two Accessory Dwellings are allowed per legal single-family dwelling. One unit must be a detached Accessory Dwelling, or in a portion of a detached accessory building (e.g., above a garage or workshop), and one unit must be attached or interior to the primary dwelling (e.g., an addition or the conversion of an existing floor).]*

B. Floor Area.

1. A detached Accessory Dwelling shall not exceed [800-900] square feet of floor area, or [75] percent of the primary dwelling's floor area, whichever is smaller.
2. An attached or interior Accessory Dwelling shall not exceed [800-900] square feet of floor area, or [75] percent of the primary dwelling's floor area, whichever is smaller. However, Accessory Dwellings that result from the conversion of a level or floor (e.g., basement, attic, or second story) of the primary dwelling may occupy the entire level or floor, even if the floor area of the Accessory Dwelling would be more than [800-900] square feet.

C. Other Development Standards. Accessory Dwellings shall meet all other development standards (e.g., height, setbacks, lot coverage, etc.) for buildings in the zoning district, except that:

1. Conversion of an existing legal non-conforming structure to an Accessory Dwelling is allowed, provided that the conversion does not increase the non-conformity; and

2. No off-street parking is required for an Accessory Dwelling.

Definition (This should be included in the “definitions” section of the zoning ordinance. It matches the definition for Accessory Dwelling found in ORS 197.312)

Accessory Dwelling – An interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single-family dwelling.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: April 13, 2018
SUBJECT: Quarterly Financial Report

☐ **DISCUSSION**
☐ **ACTION**
☐ **RESOLUTION**
☐ **ORDINANCE**
☐ **PROCLAMATION**
☒ **REPORT**

SUMMARY:

The Quarterly Financial Report for the period of January - March is presented for your review and discussion.

FISCAL IMPACT:

All operating funds currently exceed the minimum unrestricted cash balance of 17% as established by Resolution 644. Overall revenues for the operating funds are at 63% of budgeted revenues, while expenditures are at 56% of budgeted expenditures (including transfers, excluding contingency and reserves).

COURSES OF ACTION:

This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. Cash Balance Report
2. Revenue and Expenditure Reports
3. Personnel Liabilities Report
4. Court Report

Cash Balance Report
July 1, 2017 - March 31, 2018
As of April 8, 2018

Fund	Description	Beginning Balance	Revenues	Expenditures	Ending Balance	Operating Budget	Unrestricted Fund Balance
10	GENERAL FUND	\$184,077	\$254,333	(\$176,024)	\$262,387	\$280,352	94%
12	STREET FUND	\$126,877	\$55,269	(\$53,185)	\$128,961	\$79,003	163%
30	WATER FUND	\$151,833	\$242,385	(\$216,918)	\$177,300	\$331,553	53%
40	SEWER FUND	\$17,265	\$296,647	(\$217,146)	\$96,766	\$338,772	29%
14	BBJ FESTIVAL FUND	\$21,526	\$12,343	(\$21,345)	\$12,523		
17	SDC FUND	\$316,946	\$52,802	\$0	\$369,748		
20	WATER RESERVE FUND	\$11,814	\$0	\$0	\$11,814		
21	SEWER RESERVE FUND	\$5,095	\$0	\$0	\$5,095		
50	EQUIPMENT FUND	\$17,195	\$16,384	\$0	\$33,579		
55	DEBT RESERVE FUND	\$51,854	\$0	\$0	\$51,854		
		\$904,482	\$930,163	(\$684,618)	\$1,150,027		



Revenue

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
GENERAL FUND						
REVENUES						
010-025-4012	Property Taxes - Current	\$2,963.45	\$133,972.81	\$133,941.00	100.02 %	(\$31.81)
010-025-4014	Property Taxes - Prior	(\$32.21)	\$1,829.17	\$2,140.00	85.48 %	\$310.83
010-025-4052	Interest Earned	\$81.96	\$3,006.44	\$522.00	575.95 %	(\$2,484.44)
010-025-4132	State Revenue Sharing	\$0.00	\$4,641.14	\$9,202.00	50.44 %	\$4,560.86
010-025-4134	Cigarette Tax	\$0.00	\$737.58	\$1,200.00	61.47 %	\$462.42
010-025-4136	Liquor Tax	\$1,000.63	\$12,736.47	\$16,055.00	79.33 %	\$3,318.53
010-025-4152	Tourism Grant	\$0.00	\$9,002.69	\$8,739.00	103.02 %	(\$263.69)
010-025-4154	Library Summer Reading Program Grant	\$0.00	\$1,000.00	\$1,000.00	100.00 %	\$0.00
010-025-4225	Loan Proceeds	\$0.00	\$0.00	\$50,000.00	0.00 %	\$50,000.00
010-025-4310	Cable Franchise Fees	\$0.00	\$1,437.38	\$1,400.00	102.67 %	(\$37.38)
010-025-4312	Electric Franchise Fees	\$0.00	\$47,774.81	\$44,026.00	108.51 %	(\$3,748.81)
010-025-4314	Garbage Franchise Fees	\$0.00	\$0.00	\$600.00	0.00 %	\$600.00
010-025-4316	Telecom Franchise Fees	\$2,457.63	\$2,457.63	\$2,500.00	98.31 %	\$42.37
010-025-4352	Land Use/ Development	\$758.00	\$868.00	\$4,000.00	21.70 %	\$3,132.00
010-025-4354	Permits & Variances	\$0.00	\$530.00	\$100.00	530.00 %	(\$430.00)
010-025-4356	Building Permit Fees	\$1,790.97	\$23,234.41	\$18,410.00	126.21 %	(\$4,824.41)
010-025-4358	Electrical Permit Fees	\$495.80	\$2,776.12	\$4,482.00	61.94 %	\$1,705.88
010-025-4360	Dog Licenses	\$118.00	\$526.00	\$300.00	175.33 %	(\$226.00)
010-025-4415	Library Revenue	\$23.80	\$450.93	\$1,000.00	45.09 %	\$549.07
010-025-4417	Lien Searches	\$50.00	\$350.00	\$400.00	87.50 %	\$50.00
010-025-4421	SDC/CET Admin Fee	(\$124.19)	\$2,124.75	\$1,000.00	212.48 %	(\$1,124.75)
010-025-4511	Park Reimbursement SDC	\$0.00	\$331.00	\$343.00	96.50 %	\$12.00
010-025-4625	Municipal Court Revenue	\$100.00	\$1,530.00	\$3,000.00	51.00 %	\$1,470.00
010-025-4752	Reimbursement Revenue	\$0.00	\$1,292.83	\$5,000.00	25.86 %	\$3,707.17
010-025-4820	BBJ Fund Payment	\$0.00	\$500.00	\$500.00	100.00 %	\$0.00
010-025-4852	Miscellaneous Revenue	\$62.85	\$1,223.15	\$2,000.00	61.16 %	\$776.85
Total REVENUES		\$9,746.69	\$254,333.31	\$311,860.00	81.55 %	\$57,526.69
Total GENERAL FUND		\$9,746.69	\$254,333.31	\$311,860.00	81.55 %	\$57,526.69

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	\$5,542.88	\$49,751.74	\$65,402.00	76.07 %	\$15,650.26
012-025-4513	Transportation Reimbursement SDC	\$0.00	\$1,236.34	\$749.00	165.07 %	(\$487.34)
012-025-4752	Reimbursement Revenue	\$0.00	\$4,281.09	\$0.00		(\$4,281.09)
Total REVENUES		\$5,542.88	\$55,269.17	\$66,651.00	82.92 %	\$11,381.83
Total STREET FUND		\$5,542.88	\$55,269.17	\$66,651.00	82.92 %	\$11,381.83

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
BBJ FESTIVAL FUND						
REVENUES						
014-025-4052	Interest Earned	\$0.00	\$1.90	\$10.00	19.00 %	\$8.10
014-025-4822	BBJ Festival Revenue	\$0.00	\$11,369.75	\$14,834.00	76.65 %	\$3,464.25
014-025-4860	Craft/Commercial Booth Sales	\$260.00	\$390.00	\$0.00		(\$390.00)
014-025-4862	Food Booth Sales	\$0.00	\$160.00	\$0.00		(\$160.00)
014-025-4864	Jam Sales	\$65.00	\$70.00	\$0.00		(\$70.00)
014-025-4866	Quilt Raffle Sales	\$50.00	\$101.00	\$0.00		(\$101.00)
014-025-4870	Sponsorship Revenue	\$250.00	\$250.00	\$0.00		(\$250.00)
Total REVENUES		\$625.00	\$12,342.65	\$14,844.00	83.15 %	\$2,501.35
Total BBJ FESTIVAL FUND		\$625.00	\$12,342.65	\$14,844.00	83.15 %	\$2,501.35

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
SDC FUND						
REVENUES						
017-025-4052	Interest Earned	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
017-025-4510	Park SDC Fees	\$0.00	\$6,854.00	\$6,608.00	103.72 %	(\$246.00)
017-025-4512	Transportation SDC	\$0.00	\$6,394.12	\$3,969.00	161.10 %	(\$2,425.12)
017-025-4530	Water SDC	\$0.00	\$26,648.00	\$25,676.00	103.79 %	(\$972.00)
017-025-4540	Sewer SDC	\$0.00	\$7,452.00	\$7,182.00	103.76 %	(\$270.00)
017-025-4545	Storm Drainage SDC	\$0.00	\$5,453.56	\$4,515.00	120.79 %	(\$938.56)
017-025-4710	Interfund Loan Principle from GF	\$0.00	\$0.00	\$12,895.00	0.00 %	\$12,895.00
Total REVENUES		\$0.00	\$52,801.68	\$61,345.00	86.07 %	\$8,543.32
Total SDC FUND		\$0.00	\$52,801.68	\$61,345.00	86.07 %	\$8,543.32

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

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
WATER FUND						
030-025-4052	Interest Earned	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
030-025-4370	Water/Sewer Connection Permit Fees	\$0.00	\$3,050.00	\$0.00		(\$3,050.00)
030-025-4425	Water/Sewer Sales	\$21,884.45	\$221,266.54	\$279,881.00	79.06 %	\$58,614.46
030-025-4426	Bulk Water Sales	\$0.00	\$2,744.18	\$0.00		(\$2,744.18)
030-025-4428	Credit Memo Utilities - (Pre-paid)	\$266.80	\$1,511.17	\$0.00		(\$1,511.17)
030-025-4430	Water/Sewer Connection Fees	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
030-025-4435	Fire Hydrant Fee	\$252.77	\$2,881.65	\$4,913.00	58.65 %	\$2,031.35
030-025-4531	Water Reimbursement SDC	\$0.00	\$5,163.00	\$4,851.00	106.43 %	(\$312.00)
030-025-4752	Reimbursement Revenue	\$0.00	\$273.60	\$0.00		(\$273.60)
030-025-4852	Miscellaneous Revenue	\$463.02	\$5,495.07	\$5,000.00	109.90 %	(\$495.07)
030-025-4955	Transfer from Debt Reserve Fund	\$0.00	\$0.00	\$39,381.00	0.00 %	\$39,381.00
Total WATER FUND		\$22,867.04	\$242,385.21	\$335,326.00	72.28 %	\$92,940.79

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
SEWER FUND						
REVENUES						
040-025-4052	Interest Earned	\$0.00	\$0.00	\$50.00	0.00 %	\$50.00
040-025-4370	Water/Sewer Connection Permit Fees	\$0.00	\$805.00	\$0.00		(\$805.00)
040-025-4425	Water/Sewer Sales	\$28,548.06	\$247,381.13	\$327,839.00	75.46 %	\$80,457.87
040-025-4430	Water/Sewer Connection Fees	\$0.00	\$0.00	\$150.00	0.00 %	\$150.00
040-025-4541	Sewer Reimbursement SDC	\$0.00	\$4,297.00	\$4,123.00	104.22 %	(\$174.00)
040-025-4852	Miscellaneous Revenue	\$481.18	\$44,163.97	\$4,500.00	981.42 %	(\$39,663.97)
040-025-4955	Transfer from Debt Reserve Fund	\$0.00	\$0.00	\$15,745.00	0.00 %	\$15,745.00
Total REVENUES		\$29,029.24	\$296,647.10	\$352,407.00	84.18 %	\$55,759.90
Total SEWER FUND		\$29,029.24	\$296,647.10	\$352,407.00	84.18 %	\$55,759.90

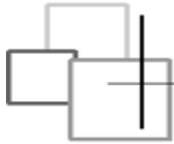
Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
EQUIPMENT FUND						
REVENUES						
050-025-4052	Interest Earned	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
050-025-4849	Capital Asset Disposal	\$0.00	\$16,384.00	\$0.00		(\$16,384.00)
050-025-4910	Transfer from General Fund	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
050-025-4912	Transfer from Street Fund	\$0.00	\$0.00	\$4,000.00	0.00 %	\$4,000.00
050-025-4930	Transfer from Water Fund	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
050-025-4940	Transfer from Sewer Fund	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
Total REVENUES		\$0.00	\$16,384.00	\$10,300.00	159.07 %	(\$6,084.00)
Total EQUIPMENT FUND		\$0.00	\$16,384.00	\$10,300.00	159.07 %	(\$6,084.00)

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Grand Totals		\$67,810.85	\$930,163.12	\$1,339,039.00	69.46 %	\$408,875.88

Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-000-0000	GENERAL FUND	\$9,746.69	\$254,333.31	\$311,860.00	81.55 %	\$57,526.69
012-000-0000	STREET FUND	\$5,542.88	\$55,269.17	\$66,651.00	82.92 %	\$11,381.83
014-000-0000	BBJ FESTIVAL FUND	\$625.00	\$12,342.65	\$14,844.00	83.15 %	\$2,501.35
017-000-0000	SDC FUND	\$0.00	\$52,801.68	\$61,345.00	86.07 %	\$8,543.32
020-000-0000	WATER RESERVE FUND	\$0.00	\$0.00	\$3,938.00	0.00 %	\$3,938.00
021-000-0000	SEWER RESERVE FUND	\$0.00	\$0.00	\$1,575.00	0.00 %	\$1,575.00
030-000-0000	WATER FUND	\$22,867.04	\$242,385.21	\$335,326.00	72.28 %	\$92,940.79
040-000-0000	SEWER FUND	\$29,029.24	\$296,647.10	\$352,407.00	84.18 %	\$55,759.90
050-000-0000	EQUIPMENT FUND	\$0.00	\$16,384.00	\$10,300.00	159.07 %	(\$6,084.00)
055-000-0000	DEBT RESERVE FUND	\$0.00	\$0.00	\$180,793.00	0.00 %	\$180,793.00
Grand Totals		\$67,810.85	\$930,163.12	\$1,339,039.00	69.46 %	\$408,875.88



Expenditure

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
GENERAL FUND						
ADMINISTRATION						
PERSONAL SERVICES						
010-100-5010	City Administrator	\$999.92	\$8,355.61	\$11,243.00	74.32 %	\$2,887.39
010-100-5014	City Clerk	\$399.47	\$3,595.12	\$4,772.00	75.34 %	\$1,176.88
010-100-5050	Public Works Director	\$260.39	\$2,343.48	\$3,124.00	75.02 %	\$780.52
010-100-5052	Utility Worker I	\$136.33	\$1,227.04	\$1,636.00	75.00 %	\$408.96
010-100-5054	Utility Worker II	\$150.30	\$1,360.32	\$1,804.00	75.41 %	\$443.68
010-100-5058	Maintenance Worker I	\$71.46	\$585.39	\$804.00	72.81 %	\$218.61
010-100-5220	Overtime	\$55.02	\$463.38	\$1,028.00	45.08 %	\$564.62
010-100-5315	Social Security/Medicare(FICA)	\$158.58	\$1,371.80	\$2,042.00	67.18 %	\$670.20
010-100-5320	Worker's Comp	\$0.99	\$525.72	\$861.00	61.06 %	\$335.28
010-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$2,148.00	0.00 %	\$2,148.00
010-100-5410	Health Insurance	\$413.18	\$3,647.31	\$6,031.00	60.48 %	\$2,383.69
010-100-5450	Public Employees Retirement	\$238.38	\$2,062.09	\$2,280.00	90.44 %	\$217.91
Total PERSONAL SERVICES		\$2,884.02	\$25,537.26	\$37,773.00	67.61 %	\$12,235.74
MATERIALS & SERVICES						
010-100-6010	Auditing	\$0.00	\$3,900.00	\$3,900.00	100.00 %	\$0.00
010-100-6012	Legal Services	\$574.27	\$1,599.46	\$5,000.00	31.99 %	\$3,400.54
010-100-6014	Financial Services	\$793.00	\$1,661.00	\$3,408.00	48.74 %	\$1,747.00
010-100-6022	IT Services	\$229.56	\$1,577.58	\$5,674.00	27.80 %	\$4,096.42
010-100-6024	Copier Contract	\$147.98	\$1,406.82	\$1,920.00	73.27 %	\$513.18
010-100-6028	Other Contract Services	\$0.00	\$66.24	\$2,000.00	3.31 %	\$1,933.76
010-100-6110	Insurance And Bonds	\$0.00	\$5,730.89	\$6,413.00	89.36 %	\$682.11
010-100-6120	Publications, Printing & Dues	\$575.00	\$3,248.09	\$4,000.00	81.20 %	\$751.91
010-100-6122	Newsletter Expenditure	\$0.00	\$0.00	\$1,350.00	0.00 %	\$1,350.00
010-100-6126	Postage	\$30.00	\$230.57	\$600.00	38.43 %	\$369.43
010-100-6128	Public Notices	\$0.00	\$262.50	\$500.00	52.50 %	\$237.50
010-100-6130	Office Supplies/Equipment	\$42.50	\$747.61	\$950.00	78.70 %	\$202.39
010-100-6134	General Supplies	\$0.00	\$133.92	\$1,500.00	8.93 %	\$1,366.08
010-100-6138	Bank Service Charges	\$3.48	\$359.51	\$1,000.00	35.95 %	\$640.49
010-100-6140	Travel & Training	\$0.00	\$1,019.58	\$1,500.00	67.97 %	\$480.42
010-100-6190	Miscellaneous Expenditures	\$0.00	\$277.00	\$500.00	55.40 %	\$223.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-100-6220	Building Repair & Maintenance	\$0.00	\$34.00	\$1,000.00	3.40 %	\$966.00
010-100-6234	Non-Capitalized Assets	\$0.00	\$3,979.69	\$2,000.00	198.98 %	(\$1,979.69)
010-100-6420	Water Services	\$100.27	\$300.38	\$300.00	100.13 %	(\$0.38)
010-100-6425	Sewer Services	\$42.60	\$381.37	\$550.00	69.34 %	\$168.63
010-100-6430	Electricity Services	\$415.43	\$1,422.25	\$2,200.00	64.65 %	\$777.75
010-100-6435	Internet Services	\$77.47	\$697.23	\$900.00	77.47 %	\$202.77
010-100-6440	Telephone Services	\$209.22	\$1,860.15	\$2,400.00	77.51 %	\$539.85
010-100-6445	Refuse Services	\$7.14	\$64.26	\$100.00	64.26 %	\$35.74
010-100-6510	Council Expenditure	\$0.00	\$779.70	\$2,000.00	38.99 %	\$1,220.30
010-100-6512	State Ethics Commission	\$0.00	\$475.12	\$600.00	79.19 %	\$124.88
010-100-6792	Reimbursable Expenditure	\$0.00	\$50.00	\$5,000.00	1.00 %	\$4,950.00
Total MATERIALS & SERVICES		\$3,247.92	\$32,264.92	\$57,265.00	56.34 %	\$25,000.08
CAPITAL OUTLAY						
010-100-8012	Capital Outlay - Buildings & Facilities	\$4.30	\$9,476.16	\$50,000.00	18.95 %	\$40,523.84
010-100-8018	Capital Outlay - Software	\$0.00	\$150.00	\$7,955.00	1.89 %	\$7,805.00
Total CAPITAL OUTLAY		\$4.30	\$9,626.16	\$57,955.00	16.61 %	\$48,328.84
Total ADMINISTRATION		\$6,136.24	\$67,428.34	\$152,993.00	44.07 %	\$85,564.66

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
PARKS & RECREATION						
PERSONAL SERVICES						
010-120-5010	City Administrator	\$333.29	\$2,785.26	\$3,748.00	74.31 %	\$962.74
010-120-5050	Public Works Director	\$260.39	\$2,343.48	\$3,124.00	75.02 %	\$780.52
010-120-5052	Utility Worker I	\$136.33	\$1,227.04	\$1,636.00	75.00 %	\$408.96
010-120-5054	Utility Worker II	\$150.30	\$1,360.32	\$1,804.00	75.41 %	\$443.68
010-120-5058	Maintenance Worker I	\$642.95	\$5,268.73	\$7,236.00	72.81 %	\$1,967.27
010-120-5220	Overtime	\$48.10	\$433.97	\$849.00	51.12 %	\$415.03
010-120-5315	Social Security/Medicare(FICA)	\$120.23	\$1,026.77	\$1,539.00	66.72 %	\$512.23
010-120-5320	Worker's Comp	\$1.09	\$1,107.03	\$1,428.00	77.52 %	\$320.97
010-120-5350	Unemployment Insurance	\$0.00	\$0.00	\$1,557.00	0.00 %	\$1,557.00
010-120-5410	Health Insurance	\$181.16	\$1,598.41	\$2,705.00	59.09 %	\$1,106.59
010-120-5450	Public Employees Retirement	\$180.70	\$1,543.16	\$1,718.00	89.82 %	\$174.84
Total PERSONAL SERVICES		\$2,054.54	\$18,694.17	\$27,344.00	68.37 %	\$8,649.83
MATERIALS & SERVICES						
010-120-6028	Other Contract Services	\$0.00	\$0.00	\$37,000.00	0.00 %	\$37,000.00
010-120-6134	General Supplies	\$0.00	\$463.90	\$1,000.00	46.39 %	\$536.10
010-120-6190	Miscellaneous Expenses	\$0.00	\$104.30	\$250.00	41.72 %	\$145.70
010-120-6220	Building Repair & Maintenance	\$36.34	\$626.52	\$1,000.00	62.65 %	\$373.48
010-120-6224	Equipment Repair & Maintenance	\$100.00	\$345.59	\$1,000.00	34.56 %	\$654.41
010-120-6230	Other Repair & Maintenance	\$0.00	\$1,035.00	\$3,000.00	34.50 %	\$1,965.00
010-120-6234	Non-Capitalized Assets	\$808.73	\$2,007.43	\$2,000.00	100.37 %	(\$7.43)
010-120-6239	Maintenance - Nelson Land Donation	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
010-120-6420	Water Services	\$52.83	\$535.14	\$5,000.00	10.70 %	\$4,464.86
010-120-6425	Sewer Services	\$113.62	\$1,017.16	\$1,300.00	78.24 %	\$282.84
010-120-6430	Electricity Services	\$85.00	\$409.89	\$750.00	54.65 %	\$340.11
010-120-6445	Refuse Services	\$21.42	\$192.78	\$200.00	96.39 %	\$7.22
010-120-6610	Gas & Oil	\$0.00	\$547.72	\$600.00	91.29 %	\$52.28
Total MATERIALS & SERVICES		\$1,217.94	\$7,285.43	\$53,600.00	13.59 %	\$46,314.57
010-120-8020	Capital Outlay - Parks Improvements	\$0.00	\$0.00	\$40,000.00	0.00 %	\$40,000.00
Total PARKS & RECREATION		\$3,272.48	\$25,979.60	\$120,944.00	21.48 %	\$94,964.40

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
POLICE						
MATERIALS & SERVICES						
010-130-6018	Police Services	\$2,166.67	\$23,700.03	\$31,920.00	74.25 %	\$8,219.97
Total MATERIALS & SERVICES		\$2,166.67	\$23,700.03	\$31,920.00	74.25 %	\$8,219.97
Total POLICE		\$2,166.67	\$23,700.03	\$31,920.00	74.25 %	\$8,219.97

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
COMMUNITY DEVELOPMENT						
PERSONAL SERVICES						
010-140-5010	City Administrator	\$666.61	\$5,570.31	\$7,495.00	74.32 %	\$1,924.69
010-140-5014	City Clerk	\$199.74	\$1,797.67	\$2,386.00	75.34 %	\$588.33
010-140-5220	Overtime	\$3.46	\$14.68	\$89.00	16.49 %	\$74.32
010-140-5315	Social Security/Medicare(FICA)	\$66.54	\$564.76	\$834.00	67.72 %	\$269.24
010-140-5320	Worker's Comp	\$0.35	\$41.05	\$69.00	59.49 %	\$27.95
010-140-5350	Unemployment Insurance	\$0.00	\$0.00	\$879.00	0.00 %	\$879.00
010-140-5410	Health Insurance	\$145.36	\$1,283.70	\$2,146.00	59.82 %	\$862.30
010-140-5450	Public Employees Retirement	\$100.03	\$849.01	\$931.00	91.19 %	\$81.99
Total PERSONAL SERVICES		\$1,182.09	\$10,121.18	\$14,829.00	68.25 %	\$4,707.82
MATERIALS & SERVICES						
010-140-6016	Engineering Services	\$0.00	\$205.50	\$0.00		(\$205.50)
010-140-6028	Other Contract Services	\$0.00	\$33.12	\$31,500.00	0.11 %	\$31,466.88
010-140-6120	Publications, Printing & Dues	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-140-6126	Postage	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
010-140-6140	Travel & Training	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-140-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
010-140-6522	Land Use/Development Costs	\$282.56	\$1,597.09	\$4,000.00	39.93 %	\$2,402.91
010-140-6524	Building Permit Costs	\$2,311.39	\$18,949.21	\$30,303.00	62.53 %	\$11,353.79
010-140-6525	Electrical Permit Costs	\$191.25	\$1,952.44	\$3,483.00	56.06 %	\$1,530.56
Total MATERIALS & SERVICES		\$2,785.20	\$22,737.36	\$69,986.00	32.49 %	\$47,248.64
Total COMMUNITY DEVELOPMENT		\$3,967.29	\$32,858.54	\$84,815.00	38.74 %	\$51,956.46

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
LIBRARY						
PERSONAL SERVICES						
010-150-5320	Worker's Comp	\$0.00	\$24.69	\$46.00	53.67 %	\$21.31
Total PERSONAL SERVICES		\$0.00	\$24.69	\$46.00	53.67 %	\$21.31
MATERIALS & SERVICES						
010-150-6022	IT Services	\$36.00	\$43.50	\$329.00	13.22 %	\$285.50
010-150-6130	Office Supplies/Equipment	\$137.66	\$276.42	\$0.00		(\$276.42)
010-150-6134	General Supplies	\$0.00	\$359.93	\$1,250.00	28.79 %	\$890.07
010-150-6190	Miscellaneous Expenses	\$0.00	\$250.00	\$100.00	250.00 %	(\$150.00)
010-150-6220	Building Repair & Maintenance	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
010-150-6234	Non-Capitalized Assets	\$661.71	\$2,671.68	\$2,900.00	92.13 %	\$228.32
010-150-6420	Water Services	\$33.43	\$100.15	\$150.00	66.77 %	\$49.85
010-150-6425	Sewer Services	\$14.21	\$127.21	\$200.00	63.61 %	\$72.79
010-150-6430	Electricity Services	\$138.48	\$474.10	\$800.00	59.26 %	\$325.90
010-150-6435	Internet Services	\$77.47	\$697.23	\$1,000.00	69.72 %	\$302.77
010-150-6445	Refuse Services	\$7.14	\$64.26	\$90.00	71.40 %	\$25.74
010-150-6530	Summer Reading Program	\$0.00	\$1,049.84	\$1,250.00	83.99 %	\$200.16
Total MATERIALS & SERVICES		\$1,106.10	\$6,114.32	\$8,269.00	73.94 %	\$2,154.68
Total LIBRARY		\$1,106.10	\$6,139.01	\$8,315.00	73.83 %	\$2,175.99

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
CODE ENFORCEMENT						
PERSONAL SERVICES						
010-160-5010	City Administrator	\$333.29	\$2,785.26	\$3,748.00	74.31 %	\$962.74
010-160-5050	Public Works Director	\$260.39	\$2,343.48	\$3,124.00	75.02 %	\$780.52
010-160-5220	Overtime	\$4.52	\$38.33	\$117.00	32.76 %	\$78.67
010-160-5315	Social Security/Medicare(FICA)	\$45.77	\$395.29	\$585.00	67.57 %	\$189.71
010-160-5320	Worker's Comp	\$0.23	\$189.59	\$342.00	55.44 %	\$152.41
010-160-5350	Unemployment Insurance	\$0.00	\$0.00	\$609.00	0.00 %	\$609.00
010-160-5410	Health Insurance	\$90.28	\$797.27	\$1,352.00	58.97 %	\$554.73
010-160-5450	Public Employees Retirement	\$68.80	\$594.21	\$653.00	91.00 %	\$58.79
Total PERSONAL SERVICES		\$803.28	\$7,143.43	\$10,530.00	67.84 %	\$3,386.57
MATERIALS & SERVICES						
010-160-6028	Other Contract Services	\$0.00	\$0.00	\$2,500.00	0.00 %	\$2,500.00
010-160-6134	General Supplies	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-160-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
Total MATERIALS & SERVICES		\$0.00	\$0.00	\$2,700.00	0.00 %	\$2,700.00
Total CODE ENFORCEMENT		\$803.28	\$7,143.43	\$13,230.00	53.99 %	\$6,086.57

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
TOURISM						
MATERIALS & SERVICES						
010-170-6028	Other Contract Services	\$0.00	\$3,250.00	\$9,000.00	36.11 %	\$5,750.00
010-170-6124	Marketing	\$20.00	\$280.00	\$2,000.00	14.00 %	\$1,720.00
010-170-6126	Postage	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-170-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
010-170-6226	Covered Bridge Maintenance	\$311.60	\$1,722.02	\$2,500.00	68.88 %	\$777.98
010-170-6227	Community Grant Program	\$0.00	\$0.00	\$3,000.00	0.00 %	\$3,000.00
010-170-6228	Matching Grant Funds	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
Total MATERIALS & SERVICES		\$331.60	\$5,252.02	\$21,850.00	24.04 %	\$16,597.98
Total TOURISM		\$331.60	\$5,252.02	\$21,850.00	24.04 %	\$16,597.98

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
MUNICIPAL COURT						
PERSONAL SERVICES						
010-180-5010	City Administrator	\$333.29	\$2,785.26	\$3,748.00	74.31 %	\$962.74
010-180-5014	City Clerk	\$199.74	\$1,797.67	\$2,386.00	75.34 %	\$588.33
010-180-5220	Overtime	\$3.46	\$14.68	\$89.00	16.49 %	\$74.32
010-180-5315	Social Security/Medicare(FICA)	\$41.04	\$351.70	\$521.00	67.50 %	\$169.30
010-180-5320	Worker's Comp	\$0.23	\$25.58	\$43.00	59.49 %	\$17.42
010-180-5350	Unemployment Insurance	\$0.00	\$0.00	\$544.00	0.00 %	\$544.00
010-180-5410	Health Insurance	\$116.01	\$1,024.50	\$1,663.00	61.61 %	\$638.50
010-180-5450	Public Employees Retirement	\$61.71	\$528.74	\$581.00	91.01 %	\$52.26
Total PERSONAL SERVICES		\$755.48	\$6,528.13	\$9,575.00	68.18 %	\$3,046.87
MATERIALS & SERVICES						
010-180-6020	Judge Contract	\$0.00	\$750.00	\$1,125.00	66.67 %	\$375.00
010-180-6021	Bailiff Contract	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
010-180-6028	Other Contract Services	\$0.00	\$199.44	\$1,000.00	19.94 %	\$800.56
010-180-6126	Postage	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-180-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-180-6560	State Assessments	\$0.00	\$45.00	\$675.00	6.67 %	\$630.00
Total MATERIALS & SERVICES		\$0.00	\$994.44	\$3,500.00	28.41 %	\$2,505.56
Total MUNICIPAL COURT		\$755.48	\$7,522.57	\$13,075.00	57.53 %	\$5,552.43

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total GENERAL FUND		\$18,539.14	\$176,023.54	\$522,867.00	33.67 %	\$346,843.46

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
STREET FUND						
ADMINISTRATION						
PERSONAL SERVICES						
012-100-5010	City Administrator	\$666.61	\$5,570.31	\$7,495.00	74.32 %	\$1,924.69
012-100-5050	Public Works Director	\$781.13	\$7,030.22	\$9,373.00	75.01 %	\$2,342.78
012-100-5052	Utility Worker I	\$272.64	\$2,453.77	\$3,272.00	74.99 %	\$818.23
012-100-5054	Utility Worker II	\$300.62	\$2,720.65	\$3,608.00	75.41 %	\$887.35
012-100-5058	Maintenance Worker I	\$142.88	\$1,170.82	\$1,608.00	72.81 %	\$437.18
012-100-5220	Overtime	\$100.71	\$906.39	\$1,815.00	49.94 %	\$908.61
012-100-5315	Social Security/Medicare(FICA)	\$173.26	\$1,518.75	\$2,273.00	66.82 %	\$754.25
012-100-5320	Worker's Comp	\$1.20	\$1,034.54	\$1,867.00	55.41 %	\$832.46
012-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$1,584.00	0.00 %	\$1,584.00
012-100-5410	Health Insurance	\$423.27	\$3,734.94	\$6,279.00	59.48 %	\$2,544.06
012-100-5450	Public Employees Retirement	\$260.43	\$2,283.04	\$2,538.00	89.95 %	\$254.96
Total PERSONAL SERVICES		\$3,122.75	\$28,423.43	\$41,712.00	68.14 %	\$13,288.57
MATERIALS & SERVICES						
012-100-6010	Auditing	\$0.00	\$1,300.00	\$1,300.00	100.00 %	\$0.00
012-100-6014	Financial Services	\$264.33	\$553.66	\$1,136.00	48.74 %	\$582.34
012-100-6016	Engineering Services	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6022	IT Services	\$46.53	\$139.59	\$1,498.00	9.32 %	\$1,358.41
012-100-6028	Other Contract Services	\$0.00	\$9,076.54	\$4,000.00	226.91 %	(\$5,076.54)
012-100-6110	Insurance And Bonds	\$0.00	\$1,910.30	\$2,138.00	89.35 %	\$227.70
012-100-6134	General Supplies	\$0.00	\$88.74	\$0.00		(\$88.74)
012-100-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6224	Equipment Repair & Maintenance	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6230	Other Repair & Maintenance	\$0.00	\$0.00	\$750.00	0.00 %	\$750.00
012-100-6234	Non-Capitalized Assets	\$0.00	\$670.90	\$500.00	134.18 %	(\$170.90)
012-100-6430	Electricity Services	\$2,684.94	\$10,819.91	\$14,311.00	75.61 %	\$3,491.09
012-100-6620	Storm Drain Maintenance	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
012-100-6624	Street Signs	\$95.82	\$152.15	\$500.00	30.43 %	\$347.85
012-100-6626	Street Lights	\$0.00	\$0.00	\$3,658.00	0.00 %	\$3,658.00
Total MATERIALS & SERVICES		\$3,091.62	\$24,711.79	\$33,291.00	74.23 %	\$8,579.21
CAPITAL OUTLAY						
012-100-8018	Capital Outlay - Software	\$0.00	\$50.00	\$2,651.00	1.89 %	\$2,601.00
012-100-8030	Capital Outlay - Street Improvements	\$0.00	\$0.00	\$87,818.00	0.00 %	\$87,818.00
Total CAPITAL OUTLAY		\$0.00	\$50.00	\$90,469.00	0.06 %	\$90,419.00
Total ADMINISTRATION		\$6,214.37	\$53,185.22	\$165,472.00	32.14 %	\$112,286.78

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total STREET FUND		\$6,214.37	\$53,185.22	\$192,821.00	27.58 %	\$139,635.78

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
BBJ FESTIVAL FUND						
ADMINISTRATION						
MATERIALS & SERVICES						
014-100-6190	Miscellaneous Exp	\$0.00	\$70.00	\$0.00		(\$70.00)
014-100-6440	Telephone Services	\$12.95	\$12.95	\$0.00		(\$12.95)
014-100-6605	Rent	\$70.00	\$70.00	\$0.00		(\$70.00)
014-100-6614	Materials & Services	\$0.00	\$20,683.33	\$26,277.00	78.71 %	\$5,593.67
014-100-6810	Craft/Commercial Booth Exp	\$0.00	\$10.00	\$0.00		(\$10.00)
014-100-6816	Quilt Raffle	\$214.14	\$414.14	\$0.00		(\$414.14)
014-100-6850	5K Race Exp	\$0.00	\$85.00	\$0.00		(\$85.00)
Total MATERIALS & SERVICES		\$297.09	\$21,345.42	\$26,277.00	81.23 %	\$4,931.58
Total ADMINISTRATION		\$297.09	\$21,345.42	\$26,277.00	81.23 %	\$4,931.58
NON-DEPARTMENTAL						
OTHER REQUIREMENTS						
014-800-9990	Contingency	\$0.00	\$0.00	\$4,939.00	0.00 %	\$4,939.00
Total OTHER REQUIREMENTS		\$0.00	\$0.00	\$4,939.00	0.00 %	\$4,939.00
Total NON-DEPARTMENTAL		\$0.00	\$0.00	\$4,939.00	0.00 %	\$4,939.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total BBJ FESTIVAL FUND		\$297.09	\$21,345.42	\$31,216.00	68.38 %	\$9,870.58

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
SDC FUND						
NON-DEPARTMENTAL						
017-800-8020	Capital Outlay - Parks Improvements	\$0.00	\$0.00	\$36,625.00	0.00 %	\$36,625.00
017-800-8030	Capital Outlay - Street Improvements	\$0.00	\$0.00	\$19,666.00	0.00 %	\$19,666.00
017-800-8050	Capital Outlay - Sewer Systems Improvements	\$0.00	\$0.00	\$133,483.00	0.00 %	\$133,483.00
017-800-8060	Capital Outlay - Stormwater Improvements	\$0.00	\$0.00	\$24,412.00	0.00 %	\$24,412.00
OTHER REQUIREMENTS						
017-800-9055	Transfer to Debt Reserve Fund	\$0.00	\$0.00	\$180,493.00	0.00 %	\$180,493.00
Total OTHER REQUIREMENTS		\$0.00	\$0.00	\$180,493.00	0.00 %	\$180,493.00
Total NON-DEPARTMENTAL		\$0.00	\$0.00	\$394,679.00	0.00 %	\$394,679.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total SDC FUND		\$0.00	\$0.00	\$394,679.00	0.00 %	\$394,679.00

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

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

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

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
WATER FUND						
ADMINISTRATION						
PERSONAL SERVICES						
030-100-5010	City Administrator	\$1,666.48	\$13,925.73	\$18,739.00	74.31 %	\$4,813.27
030-100-5014	City Clerk	\$1,597.94	\$14,381.50	\$19,088.00	75.34 %	\$4,706.50
030-100-5050	Public Works Director	\$1,822.63	\$16,403.90	\$21,869.00	75.01 %	\$5,465.10
030-100-5052	Utility Worker I	\$1,090.56	\$9,814.77	\$13,087.00	75.00 %	\$3,272.23
030-100-5054	Utility Worker II	\$1,202.36	\$10,881.90	\$14,432.00	75.40 %	\$3,550.10
030-100-5058	Maintenance Worker I	\$285.72	\$2,341.64	\$3,216.00	72.81 %	\$874.36
030-100-5220	Overtime	\$407.91	\$3,550.55	\$7,388.00	48.06 %	\$3,837.45
030-100-5315	Social Security/Medicare(FICA)	\$617.61	\$5,453.99	\$8,182.00	66.66 %	\$2,728.01
030-100-5320	Worker's Comp	\$4.56	\$3,120.93	\$5,618.00	55.55 %	\$2,497.07
030-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$8,029.00	0.00 %	\$8,029.00
030-100-5410	Health Insurance	\$1,993.67	\$17,593.71	\$28,764.00	61.17 %	\$11,170.29
030-100-5450	Public Employees Retirement	\$928.44	\$8,199.38	\$9,136.00	89.75 %	\$936.62
Total PERSONAL SERVICES		\$11,617.88	\$105,668.00	\$157,548.00	67.07 %	\$51,880.00
MATERIALS & SERVICES						
030-100-6010	Auditing	\$0.00	\$3,900.00	\$3,900.00	100.00 %	\$0.00
030-100-6012	Legal Services	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
030-100-6014	Financial Services	\$793.00	\$1,661.00	\$3,408.00	48.74 %	\$1,747.00
030-100-6016	Engineering Services	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
030-100-6022	IT Services	\$139.61	\$452.58	\$5,185.00	8.73 %	\$4,732.42
030-100-6028	Other Contract Services	\$300.00	\$2,598.72	\$3,750.00	69.30 %	\$1,151.28
030-100-6110	Insurance And Bonds	\$0.00	\$5,730.88	\$6,413.00	89.36 %	\$682.12
030-100-6120	Publications, Printing & Dues	\$0.00	\$710.48	\$500.00	142.10 %	(\$210.48)
030-100-6126	Postage	\$123.50	\$916.20	\$1,750.00	52.35 %	\$833.80
030-100-6130	Office Supplies/Equipment	\$0.00	\$30.15	\$250.00	12.06 %	\$219.85
030-100-6134	General Supplies	\$70.20	\$1,871.05	\$2,000.00	93.55 %	\$128.95
030-100-6138	Bank Service Charges	\$0.00	\$595.67	\$1,400.00	42.55 %	\$804.33
030-100-6140	Travel & Training	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
030-100-6190	Miscellaneous Expenditures	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
030-100-6220	Building Repair & Maintenance	\$0.00	\$459.00	\$1,000.00	45.90 %	\$541.00
030-100-6224	Equipment Repair & Maintenance	\$880.93	\$1,344.04	\$1,000.00	134.40 %	(\$344.04)
030-100-6230	Other Repair & Maintenance	\$7,876.86	\$10,731.47	\$15,000.00	71.54 %	\$4,268.53
030-100-6234	Non-Capitalized Assets	\$0.00	\$2,337.70	\$3,500.00	66.79 %	\$1,162.30
030-100-6420	Water Services	\$35.38	\$381.49	\$378.00	100.92 %	(\$3.49)
030-100-6425	Sewer Services	\$56.81	\$508.58	\$754.00	67.45 %	\$245.42
030-100-6430	Electricity Services	\$2,559.18	\$11,630.84	\$16,274.00	71.47 %	\$4,643.16
030-100-6435	Internet Services	\$70.00	\$630.00	\$600.00	105.00 %	(\$30.00)
030-100-6440	Telephone Services	\$297.29	\$2,674.15	\$4,662.00	57.36 %	\$1,987.85
030-100-6445	Refuse Services	\$17.85	\$178.65	\$0.00		(\$178.65)
030-100-6610	Gas & Oil	\$0.00	\$403.84	\$1,000.00	40.38 %	\$596.16
030-100-6720	Chemicals & Lab Supplies	\$2,751.40	\$14,523.12	\$23,588.00	61.57 %	\$9,064.88
030-100-6722	Water/Sewer Analysis	\$169.20	\$2,130.40	\$4,975.00	42.82 %	\$2,844.60
Total MATERIALS & SERVICES		\$16,141.21	\$66,400.01	\$103,987.00	63.85 %	\$37,586.99

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
CAPITAL OUTLAY						
030-100-8018	Capital Outlay - Software	\$0.00	\$150.00	\$7,955.00	1.89 %	\$7,805.00
030-100-8020	Capital Outlay - Other Improvements	\$0.00	\$20,000.00	\$28,000.00	71.43 %	\$8,000.00
Total CAPITAL OUTLAY		\$0.00	\$20,150.00	\$35,955.00	56.04 %	\$15,805.00
Total ADMINISTRATION		\$27,759.09	\$192,218.01	\$297,490.00	64.61 %	\$105,271.99

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
NON-DEPARTMENTAL						
DEBT SERVICE						
030-800-7020	Loan Principal	\$0.00	\$14,438.30	\$14,438.00	100.00 %	(\$0.30)
030-800-7021	Loan Interest	\$0.00	\$2,839.03	\$2,839.00	100.00 %	(\$0.03)
030-800-7122	Loan Principal - SPWF	\$0.00	\$3,856.27	\$3,856.00	100.01 %	(\$0.27)
030-800-7123	Loan Interest - SPWF	\$0.00	\$3,566.24	\$3,566.00	100.01 %	(\$0.24)
030-800-7124	Loan Principal - RD	\$0.00	\$0.00	\$15,244.00	0.00 %	\$15,244.00
030-800-7125	Loan Interest - RD	\$0.00	\$0.00	\$24,137.00	0.00 %	\$24,137.00
Total DEBT SERVICE		\$0.00	\$24,699.84	\$64,080.00	38.55 %	\$39,380.16
OTHER REQUIREMENTS						
030-800-9020	Transfer to water Reserve Fund	\$0.00	\$0.00	\$3,938.00	0.00 %	\$3,938.00
030-800-9050	Transfer to Equipment Fund	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
030-800-9990	Contingency	\$0.00	\$0.00	\$91,800.00	0.00 %	\$91,800.00
030-800-9993	Reserved for future use - Water	\$0.00	\$0.00	\$28,376.00	0.00 %	\$28,376.00
Total OTHER REQUIREMENTS		\$0.00	\$0.00	\$126,114.00	0.00 %	\$126,114.00
Total NON-DEPARTMENTAL		\$0.00	\$24,699.84	\$190,194.00	12.99 %	\$165,494.16

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total WATER FUND		\$27,759.09	\$216,917.85	\$487,684.00	44.48 %	\$270,766.15

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
SEWER FUND						
ADMINISTRATION						
PERSONAL SERVICES						
040-100-5010	City Administrator	\$1,666.51	\$13,926.26	\$18,739.00	74.32 %	\$4,812.74
040-100-5014	City Clerk	\$1,597.95	\$14,381.56	\$19,088.00	75.34 %	\$4,706.44
040-100-5050	Public Works Director	\$1,822.66	\$16,403.95	\$21,869.00	75.01 %	\$5,465.05
040-100-5052	Utility Worker I	\$1,090.62	\$9,815.57	\$13,087.00	75.00 %	\$3,271.43
040-100-5054	Utility Worker II	\$1,202.38	\$10,882.11	\$14,432.00	75.40 %	\$3,549.89
040-100-5058	Maintenance Worker I	\$285.73	\$2,341.63	\$3,216.00	72.81 %	\$874.37
040-100-5220	Overtime	\$407.95	\$3,550.77	\$7,388.00	48.06 %	\$3,837.23
040-100-5315	Social Security/Medicare(FICA)	\$617.64	\$5,454.68	\$8,182.00	66.67 %	\$2,727.32
040-100-5320	Worker's Comp	\$4.51	\$3,120.96	\$5,618.00	55.55 %	\$2,497.04
040-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$8,028.00	0.00 %	\$8,028.00
040-100-5410	Health Insurance	\$1,993.66	\$17,593.72	\$28,764.00	61.17 %	\$11,170.28
040-100-5450	Public Employees Retirement	\$928.50	\$8,199.73	\$9,136.00	89.75 %	\$936.27
Total PERSONAL SERVICES		\$11,618.11	\$105,670.94	\$157,547.00	67.07 %	\$51,876.06
MATERIALS & SERVICES						
040-100-6010	Auditing	\$0.00	\$3,900.00	\$3,900.00	100.00 %	\$0.00
040-100-6012	Legal Services	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
040-100-6014	Financial Services	\$793.00	\$1,661.00	\$3,408.00	48.74 %	\$1,747.00
040-100-6016	Engineering Services	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
040-100-6022	IT Services	\$139.61	\$452.58	\$5,185.00	8.73 %	\$4,732.42
040-100-6028	Other Contract Services	\$300.00	\$2,598.72	\$4,000.00	64.97 %	\$1,401.28
040-100-6110	Insurance And Bonds	\$0.00	\$5,730.88	\$6,413.00	89.36 %	\$682.12
040-100-6120	Publications, Printing & Dues	\$0.00	\$1,010.48	\$400.00	252.62 %	(\$610.48)
040-100-6126	Postage	\$123.50	\$916.20	\$1,500.00	61.08 %	\$583.80
040-100-6130	Office Supplies/Equipment	\$0.00	\$24.46	\$250.00	9.78 %	\$225.54
040-100-6134	General Supplies	\$0.00	\$1,106.99	\$2,000.00	55.35 %	\$893.01
040-100-6138	Bank Service Charges	\$2.54	\$598.21	\$1,350.00	44.31 %	\$751.79
040-100-6140	Travel & Training	\$0.00	\$450.00	\$1,500.00	30.00 %	\$1,050.00
040-100-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
040-100-6220	Building Repair & Maintenance	\$0.00	\$109.00	\$1,000.00	10.90 %	\$891.00
040-100-6224	Equipment Repair & Maintenance	\$195.97	\$2,447.61	\$6,000.00	40.79 %	\$3,552.39
040-100-6230	Other Repair & Maintenance	\$0.00	\$193.01	\$12,500.00	1.54 %	\$12,306.99
040-100-6234	Non-Capitalized Assets	\$0.00	\$2,477.67	\$1,000.00	247.77 %	(\$1,477.67)
040-100-6420	Water Services	\$832.95	\$4,807.22	\$3,552.00	135.34 %	(\$1,255.22)
040-100-6425	Sewer Services	\$511.29	\$4,577.22	\$5,453.00	83.94 %	\$875.78
040-100-6430	Electricity Services	\$5,097.52	\$20,248.94	\$28,710.00	70.53 %	\$8,461.06
040-100-6440	Telephone Services	\$136.50	\$1,227.66	\$2,000.00	61.38 %	\$772.34
040-100-6445	Refuse Services	\$17.85	\$235.65	\$200.00	117.83 %	(\$35.65)
040-100-6520	Permits	\$2,535.00	\$2,535.00	\$6,000.00	42.25 %	\$3,465.00
040-100-6610	Gas & Oil	\$0.00	\$436.53	\$1,465.00	29.80 %	\$1,028.47
040-100-6720	Chemicals & Lab Supplies	\$769.98	\$9,098.77	\$14,000.00	64.99 %	\$4,901.23
040-100-6722	Water/Sewer Analysis	\$806.40	\$7,660.80	\$11,500.00	66.62 %	\$3,839.20
Total MATERIALS & SERVICES		\$12,262.11	\$74,504.60	\$125,086.00	59.56 %	\$50,581.40

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
CAPITAL OUTLAY						
040-100-8018	Capital Outlay - Software	\$0.00	\$150.00	\$7,955.00	1.89 %	\$7,805.00
Total CAPITAL OUTLAY		\$0.00	\$150.00	\$7,955.00	1.89 %	\$7,805.00
Total ADMINISTRATION		\$23,880.22	\$180,325.54	\$290,588.00	62.06 %	\$110,262.46

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
NON-DEPARTMENTAL						
DEBT SERVICE						
040-800-7020	Loan Principal	\$0.00	\$18,038.00	\$18,038.00	100.00 %	\$0.00
040-800-7021	Loan Interest	\$0.00	\$11,359.76	\$11,360.00	100.00 %	\$0.24
040-800-7122	Loan Principal - SPWF	\$0.00	\$3,856.26	\$3,856.00	100.01 %	(\$0.26)
040-800-7123	Loan Interest - SPWF	\$0.00	\$3,566.23	\$3,566.00	100.01 %	(\$0.23)
040-800-7124	Loan Principal - RD	\$0.00	\$0.00	\$6,095.00	0.00 %	\$6,095.00
040-800-7125	Loan Interest - RD	\$0.00	\$0.00	\$9,650.00	0.00 %	\$9,650.00
Total DEBT SERVICE		\$0.00	\$36,820.25	\$52,565.00	70.05 %	\$15,744.75
OTHER REQUIREMENTS						
040-800-9021	Transfer to Sewer Reserve Fund	\$0.00	\$0.00	\$1,575.00	0.00 %	\$1,575.00
040-800-9050	Transfer to Equipment Fund	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
040-800-9990	Contingency	\$0.00	\$0.00	\$6,138.00	0.00 %	\$6,138.00
Total OTHER REQUIREMENTS		\$0.00	\$0.00	\$9,713.00	0.00 %	\$9,713.00
Total NON-DEPARTMENTAL		\$0.00	\$36,820.25	\$62,278.00	59.12 %	\$25,457.75

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total SEWER FUND		\$23,880.22	\$217,145.79	\$352,866.00	61.54 %	\$135,720.21

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
UTILITY DEPOSIT FUND						
ADMINISTRATION						
MATERIALS & SERVICES						
045-100-6907	Deposit Refunds	\$290.00	\$2,030.00	\$0.00		(\$2,030.00)
Total MATERIALS & SERVICES		\$290.00	\$2,030.00	\$0.00		(\$2,030.00)
Total ADMINISTRATION		\$290.00	\$2,030.00	\$0.00		(\$2,030.00)
Total UTILITY DEPOSIT FUND		\$290.00	\$2,030.00	\$0.00		(\$2,030.00)

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

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

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total DEBT RESERVE FUND		\$0.00	\$0.00	\$232,947.00	0.00 %	\$232,947.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Grand Totals		\$76,979.91	\$686,647.82	\$2,280,072.00	30.12 %	\$1,593,424.18

Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-000-0000	GENERAL FUND	\$18,539.14	\$176,023.54	\$522,867.00	33.67 %	\$346,843.46
012-000-0000	STREET FUND	\$6,214.37	\$53,185.22	\$192,821.00	27.58 %	\$139,635.78
014-000-0000	BBJ FESTIVAL FUND	\$297.09	\$21,345.42	\$31,216.00	68.38 %	\$9,870.58
017-000-0000	SDC FUND	\$0.00	\$0.00	\$394,679.00	0.00 %	\$394,679.00
020-000-0000	WATER RESERVE FUND	\$0.00	\$0.00	\$15,752.00	0.00 %	\$15,752.00
021-000-0000	SEWER RESERVE FUND	\$0.00	\$0.00	\$8,245.00	0.00 %	\$8,245.00
030-000-0000	WATER FUND	\$27,759.09	\$216,917.85	\$487,684.00	44.48 %	\$270,766.15
040-000-0000	SEWER FUND	\$23,880.22	\$217,145.79	\$352,866.00	61.54 %	\$135,720.21
045-000-0000	UTILITY DEPOSIT FUND	\$290.00	\$2,030.00	\$0.00		(\$2,030.00)
050-000-0000	EQUIPMENT FUND	\$0.00	\$0.00	\$40,995.00	0.00 %	\$40,995.00
055-000-0000	DEBT RESERVE FUND	\$0.00	\$0.00	\$232,947.00	0.00 %	\$232,947.00
Grand Totals		\$76,979.91	\$686,647.82	\$2,280,072.00	30.12 %	\$1,593,424.18



Employee Accruals

Pay period: 2018 - March - 2nd pay period
Component: Comp, Sick, Vacation
Employee Group: No Employee Group
Department: City Hall Admin, Public Works
Status: Active
Totals: Pay Period
Show Social Security: No

Component	Starting Balance	Earned	Used	Balance
Baker, Max				
Sick	301.00	4.00	0.00	305.00
Vacation	45.90	5.00	0.00	50.90
	346.90	9.00	0.00	355.90
Cobb, Jared B				
Sick	208.00	4.00	0.00	212.00
Vacation	159.43	6.67	0.00	166.10
	367.43	10.67	0.00	378.10
Daigneault, Robert G.				
Sick	54.50	2.50	5.00	52.00
Vacation	28.50	2.10	0.00	30.60
	83.00	4.60	5.00	82.60
Donnell, Joyce				
Sick	479.00	4.00	0.00	483.00
Vacation	130.60	5.00	0.00	135.60
	609.60	9.00	0.00	618.60
Rowell, Bradley E.				
Sick	162.00	4.00	0.00	166.00
Vacation	77.00	3.35	17.25	63.10
	239.00	7.35	17.25	229.10
Von Flatern, Thomas J				
Sick	72.75	4.00	25.50	51.25
Vacation	108.00	5.00	0.00	113.00
	180.75	9.00	25.50	164.25
Grand Total:	1,826.68	49.62	47.75	1,828.55

Component	Starting Balance	Earned	Used	Balance
Sick	1,277.25	22.50	30.50	1,269.25
Vacation	549.43	27.12	17.25	559.30
Grand Total:	1,826.68	49.62	47.75	1,828.55

Lowell Municipal Court

Revenues

3rd Qtr FY 17-18	Revenue
Jan-18	\$ 185.00
Feb-18	\$ 110.00
Mar-18	\$ 50.00
Total Revenues	\$ 345.00

Expenses

3rd Qtr FY 17-18	Assessments	Bailiff	Judge	CC Bank Charges	Collection Expenses	Citation Refunds	Total
Jan-18	\$ -	\$ 47.67	\$ 150.00				
Feb-18	\$ -						
Mar-18							
Total Expenses	\$ -	\$ 47.67	\$ 150.00	\$ -	\$ -	\$ -	\$ 197.67

Revenue Distribution

3rd Qtr Revenue	\$ 345.00
Less 10% Admin Fee	\$ 34.50
Less Court Expenses	\$ 197.67
Net Revenue	\$ 112.83

City of Oakridge

50% Net Revenue	\$ 56.42
Bailiff	\$ 47.67
Total	\$ 104.09

Amount to be paid to City of Oakridge

City of Lowell

50% Net Revenue	\$ 56.42
Judge	\$ 150.00
10% Admin Fee	\$ 34.50
Total	\$ 240.92

Amount to be paid to City of Lowell

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: April 13, 2018
SUBJECT: Monthly Police Report

☐ **DISCUSSION**
☐ **ACTION**
☐ **RESOLUTION**
☐ **ORDINANCE**
☐ **PROCLAMATION**
☒ **REPORT**

SUMMARY:

The Monthly Police Report for March 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. March Police Report

LOWELL PATROL LOG MARCH 2018

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
2-Mar	407	2:00	3:30	1:30						
2-Mar	407	23:30	1:00	1:30						
3-Mar	407	22:30	0:00	1:30						
5-Mar	406	23:00	0:30	1:30						
6-Mar	406	23:00	0:30	1:30						
7-Mar	406	23:00	1:00	2:00						
7-Mar	407	21:30	23:00	1:30						
9-Mar	407	0:00	1:30	1:30						
9-Mar	407	21:00	22:30	1:30						
9-Mar	401	18:00	19:00	1:00						
10-Mar	407	1:10	2:10	1:00						
11-Mar	406	22:30	0:00	1:30						
12-Mar	406	23:30	1:00	1:30						
12-Mar	406	22:00	23:30	1:30						
14-Mar	407	0:00	1:30	1:30						
14-Mar	407	21:00	22:30	1:30						
15-Mar	407	0:30	2:00	1:30						
16-Mar	406	21:15	22:15	1:00						
16-Mar	421	21:15	22:15	1:00						
17-Mar	425	15:00	16:00	1:00						
18-Mar	406	23:30	1:00	1:30						
19-Mar	406	23:30	1:00	1:30						
19-Mar	407	20:30	22:00	1:30						
20-Mar	407	20:30	22:00	1:30						
21-Mar	407	20:00	21:30	1:30						
23-Mar	406	23:30	1:00	1:30						
23-Mar	406	21:45	23:15	1:30						
29-Mar	429	10:00	11:30	1:30						
TOTAL HOURS				40	0	0	0	0	0	0

FFIC VIOLATIONS			CITATION	WARNING
SPEED				
DWS				
FAIL TO SIGNAL				
STOP VIOLATIONS				
OTHER MOVING				
NON-MOVING				
DEFECTIVE EQUIPMENT				
SEAT BELT				
NO LICENSE				

DATE	TIME	DESCRIPTION
6-Mar	0:30	Follow-up on susp vehicles on Moss

REGISTRATION VIOLATIONS			
NO INSURANCE			
ALCOHOL/MARIJUANA			
NO PROOF INSURANCE			
TOTAL		0	0

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Max Baker, Public Works Director
DATE: April 13, 2018
SUBJECT: Public Works Report

☐ **DISCUSSION**
☐ **ACTION**
☐ **RESOLUTION**
☐ **ORDINANCE**
☐ **PROCLAMATION**
☒ **REPORT**

SUMMARY:

The attached Public Works Report is for the period of March 9 – April 13. The report covers the following topics: Streets and Parks, Wastewater Treatment Plant, Water Treatment Plant, and Code Enforcement.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

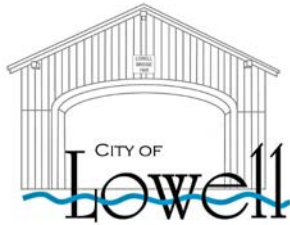
This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. Public Works Report



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

TO: Mayor Bennett and Council
FROM: Max Baker, Public Works Director
DATE: April 13, 2018
SUBJECT: Public Works Report

Streets and Parks

Monthly Park inspection are complete for April. New pet waste stations are being used on a regular basis.

The past two weeks there has been a lot of vandalism and other issues in the City Parks. Staff will be installing new cameras at Rolling Rock Park and posting surveillance signs to hopefully deter any further vandalism.

Staff is preparing for Lowell Beautification Day coming up on May 5th.

Wastewater Treatment Plant

Waiting to hear from Crymes Vocational Consulting on approval to start an intern in a 1-year training program for wastewater treatment operator.

Water Treatment Plant

New meter installation is complete on North and South Alder. Staff will continue the installation of new meters starting on West Main and heading East.

Staff is still working on 2017 CCR.

Training and Certifications

We received approval from the State for a Staff member to take their Level II Wastewater Treatment exam.

Code Enforcement

Q2

Door Hangers	6
Letters	4
Vehicles	2

Q1 YTD totals will be provided at the next council meeting following court scheduled for this Thursday 4/19.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: April 13, 2018
SUBJECT: Draft Committee Minutes

☐ **DISCUSSION**
☐ **ACTION**
☐ **RESOLUTION**
☐ **ORDINANCE**
☐ **PROCLAMATION**
☒ **REPORT**

SUMMARY:

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

FISCAL IMPACT:

N/A

COURSES OF ACTION:

For review and discussion only.

RECOMMENDATION:

For review and discussion only.

ATTACHMENTS:

1. Draft minutes for the Economic Development Committee for April 2, 2018.
2. Draft minutes for the Parks and Recreation Committee for April 5, 2018.
3. Draft minutes for the Blackberry Jam Festival Committee for April 10, 2018.

**City of Lowell
Economic Development Committee Meeting Minutes
Monday, April 2, 2018
Lowell City Hall**

Call to Order: 7:00 PM by Committee Chair Bjornstad

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

Approval of Minutes – Michael Galvin move to approve minutes from Feb. 7, 2017 second by Robert Burr. PASS 3:0

New Business:

- **Review Community Grant Program Applications** – CA reviewed grant application program. Susan and Kathryn Jenness from Dexter Lake Farmers Market presented a request for \$1023.07 to purchase three canopies to be used at their event. Diane Stephens from the Pine Needlers Quilt Group presented a request for \$1,800 to purchase equipment to expand the display of quilts at the Blackberry Jam Festival Quilt Show.

Jerry Bjornstad moved to accept the request from DLFM for \$1,023.07, second by Lisa Bee-Wilson. PASS 5:0

Michael Galvin move to accept the request from the Pine Needlers Quilt Group for \$1,800, second by Robert Burr. PASS 4:0 Abstain: Lisa Bee-Wilson

Recommendations will be presented to the City Council for their consideration.

- **Discuss Concept for a Chamber of Commerce** – CA presented information in the process of establishing a Chamber of Commerce.
- **Discuss SDC Deferment Policy** – CA presented Resolutions 694/information on changes to the SDC Deferment Policy. Discussion to add verbiage in regards to paying in cash. **Robert Burr move to recommend Resolution 694 as amended, second by Michael Galvin. PASS 4:0 Abstain: Bill George**
- **Discuss Grant Agreement for Downtown Master Plan** – CA presented document from the Department of Land Conservation and Development Grant. Reviewed Project Purpose Statement for the \$30,000 grant agreement. **Bill George move to recommend DLCD Grant Agreement to City Council, second by Jerry Bjornstad. PASS 5:0**
- **Discuss Procurement for Downtown Master Plan Consultant** – CA presented options for hiring a consultant. **Bill George move to recommend LCOG as the consultant for the Downtown Master Plan to the City Council, second Lisa Bee-Wilson. PASS 5:0**
- **Discuss Downtown Master Plan Steering Committee** – CA stated the City Council did approve a Resolution for the Downtown Master Plan Steering Committee.

Other Business:

CA stated the City Council did approve a Resolution for the Parks & Recreation Master Plan Steering Committee, thus needing a EDC Committee Member to be on stated committee. Lisa Bee-Wilson mentioned she is in communications with someone who would bring out Paddle Boards for rent at the State Park. She also brought forward an idea for a fund raiser of carving a tree. Jerry Valencia requested to be on the agenda for next month to discuss housing development incentives.

Adjourn: 8:24 PM

Chair Jerry Bjornstad

Attest: Jared Cobb, City Recorder

**City of Lowell
Parks and Recreation Committee Meeting Minutes
Thursday, April 5, 2018
Lowell City Hall**

Call to Order: 6:13 P.M. by Chair Hall O'Regan

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

Approval of the minutes: Tony Moreci moved to approve minutes from Mar. 1, 2018 second by Tristan Woodhurst. PASS 4:0

Guest Speaker: Greg Erickson, Lowell School District Summer Recreation Program – Presented a review of 2017 Summer Rec Program, and plans for 2018, and a request for financial support. **Pat Woodhurst moved to approve a donation of \$2,000 to the 2018 Summer Rec Program, second by Tony Moreci. PASS 4:0**

Old Business:

- **Discussion of Request for Proposals (RFP) for Irrigation Systems –** CA reported on progress, he has made contact with Lane County and the private owner of the pieces of land owned in the park. **Pat Woodhurst move to begin procurement process for irrigation system in Paul Fisher Park, second by Tony Moreci. PASS 4:0**
- **Planning for Lowell Beatification Day –** CA gave update on progress of events planned. Sanipac will donate a dumpster and PTO will do bottle recycling at the High School parking lot. Looking for volunteers to assist with curbside pickup, painting Cannon & Moss St. covered bridges, and weeding of Moss and North Shore Medians.
- **Planning for the Yard of the Month Program –** CA presented idea's on potential prize donors, and promoting the event on new the website, and in The Bridge for May thru October.

George Wild joined the meeting at 7 PM.

New Business:

- **Discussion of Downtown Master Plan Steering Committee –** CA stated that the Council approved the committee, and requested a volunteer to be on steering committee. Pat Woodhurst volunteered to be the representative from Parks & Rec. Committee. Approved by consensus.
- **Planning for the Holiday Tree Lighting and Boat Parade –** CA stated that planning will begin in May to promote the boat parade. Coordinating with agency's earlier to complete required permitting.

Other business: CA reported that due to lack of progress, the owner of the dock stated he is planning to sell it.

The committee would like to continue the pursuit of establishing a dock in Orchard Park.

Adjourn: 7:34 P.M.

Hall O'Regan – Chair

Attest: _____
Jared Cobb – City Recorder

City of Lowell, Oregon
Minutes of the Blackberry Jam Festival Committee Meeting
April 10, 2018

The meeting was called to order at 7:02 PM by Vice-Chair Michael Galvin

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

Guest: Gale Orcutt, Middle Fork Willamette Watershed Council

Approval of Minutes: Minutes of Mar. 13, 2018 Diane Stephens moved to approve, second by Gerry Burr. Approved by consensus.

Old Business:

Financial: CA presented financial report, and requested the CD be cashed out and placed into the BBJ checking account. **Diane Stephens move to cash CD out, and establish a reserve account, following the City's Policy. Second by Pam Baumann. Approved by Consensus.**

Public Relations: Patti Jo Angelini, Aaron Graham and Gale Orcutt will network and report back.

Poster: Patti Jo stated that her friend Christine, has agreed to work on the poster and will present options at the next meeting.

Programs: Patti Jo also stated Christine will create the program. They will do research into options for printing and distribution. Aaron Graham will assist on project. Diane will provide Patti Jo with information for program.

Advertising: Gerry Burr presented a payment from an advertiser, Diane will take the advertising agreements, and then give Joyce a list to invoice.

Sponsorship: Joyce provided documentation that Emerald Valley Dental paid for 2016 & 2017, Mike will follow up with them. Patti Jo will take care of EPUD.

Crafts: Pam stated she has received 8 applications, everything is on schedule.

Food Vendors: Rhett provided an email that stated he has 6 vendors secured, and is waiting to hear back from a Mexican food vendor.

Entertainment: Paula provided an email stating she has secured 'Suzie and The Sauce' for Sat., and is in contact with others.

Quilt Show: Gerry presented a advertising agreement, ticket sales money, and stated applications for grant funds are here at City Hall. CA reported the Quilters have requested to use the storage unit for their equipment.

Car Show: No report provided.

5KRun: No report provided.

Parade: Diane reported Guy Harshbarger would be the Grand Marshal, and there's discussion on changing the staging of the horse trailers to Lundy School area, so traffic can resume sooner following the parade.

Fishing Derby: Warren reported they are looking at making changes with the schedule, and possibly adding a fly casting event.

Kidz Korner: No report provided.

Kids Activities: Tim Stratis is continuing his poll on having an adult grease pole climb.
RC Airplanes: Bill presented the flyer the club has created for the event. He reported they will have a float in the parade, and the location at the State Park is working out very well.
Horseshoe Event: No report provided.
K9 Event: George reported he is still waiting to be contacted.
Garbage: No report.
Layout/set-up/Grounds: No report.
Toilets: Nothing new to report.
City: Nothing to report
Security: Nothing new to report.

New Business:

Other Business:

- A sample of Sweet Creek Blackberry Spread was available for all to try. Consensus was it tasted very good, and would like to work with them. It was suggested to thicken it to a jam consistency.
- Two applications have been received for Executive Committee Members – Tim Stratis and Aaron Graham. They will be submitted to the City Council next week for approval.

Adjourn: 8:45 PM

Vice-Chair Michael Galvin

Attest: _____
City Recorder – Jared Cobb

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: April 13, 2018
SUBJECT: Utility Bill Adjustment

☐ **DISCUSSION**
☒ **ACTION**
☐ **RESOLUTION**
☐ **ORDINANCE**
☐ **PROCLAMATION**
☐ **REPORT**

SUMMARY:

A utility customer has requested an adjustment for a major water leak. The Lowell Revised Code only permits the City Administrator to adjust a bill down to the lower water rate. Any additional reduction requires the approval of the City Council. The total consumption was 728,900 gallons which produced a bill of \$4,469.76.

FISCAL IMPACT:

Limited. Staff was contacted about the leak during regular business hours. The only impact was the cost of water production, which includes electricity and chemicals.

COURSES OF ACTION:

1. Motion to approve a leak adjustment due to a water supply break in the amount of:
 - \$3,269.76 (total bill \$1,200)
 - \$3,869.76 (total bill \$600)
 - \$4,169.76 (total bill \$300)
2. No action.

RECOMMENDATION:

Staff recommends a significant adjustment. Public Works met with the customer after the meter reading was recorded and there were no visible signs of a leak, such as ponding. A leak detection service was required to identify the source of the leak.

ATTACHMENTS:

1. Cost of Water Production

Estimated Cost of Water Production

	Budget	Annual gallons produced	Calculated Price per gallon	Gallons used	Cost to produce gallons used
Chemicals & Electricity ONLY	\$ 33,340.00	42,153,614	0.00079092	728,900	\$ 576.50
Total material services	\$ 101,747.00	42,153,615	0.00241372	728,900	\$ 1,759.36

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: April 13, 2018
SUBJECT: Committee Appointments

☐ **DISCUSSION**
☒ **ACTION**
☐ **RESOLUTION**
☐ **ORDINANCE**
☐ **PROCLAMATION**
☐ **REPORT**

SUMMARY:

There are currently two open seats on the Blackberry Jam Festival Committee. The City advertised a call for volunteers and received 2 applications. Attached is an overview of the committee, along with the list of open positions and applicants.

FISCAL IMPACT:

None.

COURSES OF ACTION:

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

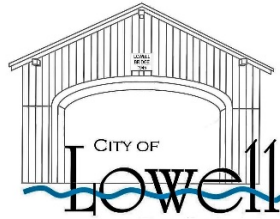
“I make a motion to appoint the following residents to the BBJ Festival Committee: Position 1 – Don Bennett, Position 2 – Jim Burford...”

RECOMMENDATION:

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

ATTACHMENTS:

1. City Council Appointments – Boards, Commissions, and Committees



City Council Appointments

Boards, Commissions, and Committees

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

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

Blackberry Jam Festival Committee

Membership: The BBJ Festival Committee shall consist of five members residing within the City of Lowell or communities of Dexter, Trent, Fall Creek, and Unity.

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

Additional Officers: The committee may appoint additional officers, as necessary, to accomplish its objectives, and such other non-voting members to organize and operate the Blackberry Jam Festival.

Powers and Duties: The BBJ Festival Committee shall organize and operate a community event to accomplish the following goals:

- (1) Provide exposure to Lowell's many recreational opportunities and community spirit.
- (2) Provide a marketplace for local crafters and food vendors.
- (3) Provide a venue for local non-profit fundraising activities.
- (4) Increase tourism in the City of Lowell, surrounding communities, and Lane County.

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

Position	Name	Term Expires
1	Michael Galvin	December 31, 2019
2		December 31, 2019
3	Pam Baumann	December 31, 2019
4	Warren Weathers	December 31, 2018
5		December 31, 2018
Applicants: Aaron Graham Tim Stratus		

APR 11 2018

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VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

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

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

Boards, Commissions, or Committees of Interest

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

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

Special Skills or Qualifications

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

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

Motivation

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

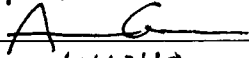
Helping improve the city, city parks, and areas.

Special Notice

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

Agreement and Signature

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

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

Our Policy

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

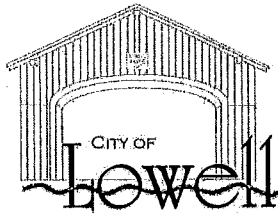
Applications may be submitted by mail, in person, or email to:

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

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MAR 30 2018

Jo



VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	TIMARION STRATIS
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:	
Place of Employment:	U.S. Army Corp of Engineers
Occupation:	Electrician
Educational Background:	L.C.C. C.C. of The Air Force WOU VO
Prior Civic Activities:	Coaching, Cub Scout Scoutmaster grange member

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.

Assisted in Blackberry Jam previously,
currently in charge of Greased Pole climb.

Motivation

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

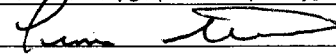
I love my community, and the Blackberry Jam
I would enjoy helping out in a greater role.

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)	Tygarion Stratton
Signature	
Date	30 MAR 2018

Our Policy

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

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

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

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: April 13, 2018
SUBJECT: Staff Credit Card Limit Increase

☐ **DISCUSSION**
☒ **ACTION**
☐ **RESOLUTION**
☐ **ORDINANCE**
☐ **PROCLAMATION**
☐ **REPORT**

SUMMARY:

The City currently has two credit cards with individual limits of \$1,000 each and a total limit of \$2,000. The limit has resulted in several purchasing delays or required staff reimbursement. This is particularly challenging for staff training and travel. Staff is requesting an increase in the individual limit to \$2,500 and a combined limit of \$7,500.

FISCAL IMPACT:

None.

COURSES OF ACTION:

1. Motion to request the issuance of three credit cards from Banner Bank with an individual credit limit of \$2,500 and combined limit of \$7,500, with cards issued to Jared Cobb, Joyce Donnell, and Max Baker.
2. No action.

RECOMMENDATION:

Motion to request the issuance of three credit cards from Banner Bank with an individual credit limit of \$2,500 and combined limit of \$7,500, with card issued to Jared Cobb, Joyce Donnell, and Max Baker.

ATTACHMENTS:

None.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: April 13, 2018
SUBJECT: Community Grant Program

☐ **DISCUSSION**
☒ **ACTION**
☐ **RESOLUTION**
☐ **ORDINANCE**
☐ **PROCLAMATION**
☐ **REPORT**

SUMMARY:

Two applications were received for the FY 2017-18 Community Grant Program. The Economic Development Committee reviewed and recommended the applications for approval. The Dexter Lake Farmers Market requested \$1,023.07 for three canopies, while the Pine Needlers Quilt Group requested \$1,800 for stands to support the annual quilt show. Both organizations offered to make the equipment available for other local events.

FISCAL IMPACT:

The FY 2017-18 Budget includes \$3,000 for the Community Grant Program.

COURSES OF ACTION:

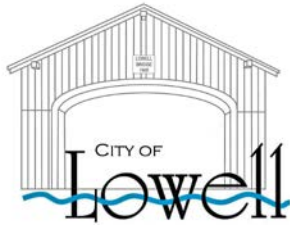
1. Motion to approve the FY 2017-18 Community Grant Program requests, including \$1,023.07 for the Dexter Lake Farmers Market, and \$1,800 for the Pine Needlers Quilt Group.
2. No action.

RECOMMENDATION:

Motion to approve the FY 2017-18 Community Grant Program requests, including \$1,023.07 for the Dexter Lake Farmers Market, and \$1,800 for the Pine Needlers Quilt Group.

ATTACHMENTS:

1. Community Grant Program Applications



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

TO: Economic Development Committee

FROM: Jared Cobb, City Administrator

DATE: March 30, 2018

SUBJECT: Community Grant Program Applications

The City has received the attached applications from the Dexter Lake Farmers Market and the Pine Needlers Quilt Group. A summary is provided below.

Dexter Lake Farmers Market – Request in the amount \$1,023.07 for three canopies to be used for their information booth and general seating. The request meets the basic requirements of the grant program, as funds will be used to support a special event.

Pine Needlers Quilt Group – Request in the amount of \$1,800 for uprights, crossbars, bases, skirt hangers, and draping to setup the 2018 Quilt Show in the new location at Lundy Elementary School. The request meets the basic requirements of the grant program, as funds will be used to support a special event.

Please review and score both applications. The City currently has \$3,000 available for the current fiscal year, which ends June 30, 2018. Any committed funds will be carried over to the next fiscal year. Funding for the program is evaluated annually as part of the budget process for FY 2018-19.

Community Grant Program

The Community Grant Program (CGP) exists to stimulate and assist local non-profit organizations and businesses with community projects, economic development activities, and special events in Lowell. The objective is to help organizations and agencies undertake activities that would not be considered without special funding. It is specifically designed to provide “seed” funding and invest in activities, projects, and events that have the potential for growth and self-sufficiency.

Program funds are derived from the Lane County Rural Tourism Marketing Program (RTMP) and the City’s share of transient room taxes. These funds are invested back into the community through designated projects and events that will enhance visitor appeal, increase local business activity, and encourage overnight stays.

Eligibility Criteria

The program provides non-profit organizations and businesses resources for the following activities:

- Beautification of public property (i.e. benches, bike racks, planters, in public right-of-way)
- Tourism promotion and tourism related facilities
- Special events

Priorities

The City of Lowell is interested in funding organizations that demonstrate they have planned their projects with respect to the community’s overall needs. Grant applications should keep in mind that priority is given to projects that:

- Attract visitors from outside the community
- Create additional overnight stays within the Lowell area
- Includes or involves multiple community and tourism partners
- Leverages additional dollars or resources
- Self-sustaining, have growth potential, or builds capacity
- Measurable or attainable Return on Investment (ROI)

Maximum Grant Request

The program has been allocated \$3,000.00 for Fiscal Year 2017-18. Organizations may request up to \$2,000.00 per eligible project. The maximum allowable grant award is reviewed on an annual basis by the Economic Development Committee and may be adjusted, as necessary.

Application Process

Grants are made on a rolling basis throughout the fiscal year until funding is exhausted. Applications are reviewed, scored and recommended by the Economic Development Committee at their monthly meeting. To be considered, applications must be submitted at least one week prior to their scheduled meeting, which is the first Wednesday of every month. Final review and approval is provided by the City Council at the following regularly scheduled meeting.

One hard copy of the grant application should be submitted for review. Applicants are required to present their request in person to the Economic Development Committee.

Distribution of Funds

Grants are paid to the applicant, not to vendors of products or services. Reimbursements are made only for those expenses itemized in the "Project Budget" upon receipt of paid invoices to the vendor by the applicant. Any changes to the approved budget must be approved by the Economic Development Committee. Decisions are general made within one month of review. Granting period is twelve (12) months from the date of award, with extensions granted upon written request and approved by the City Administrator. Unused funds shall be returned to the Community Grant Program. The City reserves the right to withhold any or all funding if the city determines the project is not proceeding according to the project outline.

Final Report

A final written report is required upon project completion. The report should include any reportable information, such as revenue, event attendance, or lodging rentals. When available, photographs should also be provided. Failure to submit a final report may impact future eligibility for program funds.

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MAR 29 2018

J.C.

Community Grant Program Application

Project Sponsor Information

Name: Marion Toepke Mclean Organization: Dexter Lake Farmers Mkt.
Phone: 541-937-3034 Email: toepkemclean@gmail.com
Address: 3 POB 561, Website: _____
Lowell, Or 97452

Project Details

Request (\$): \$1,023.07 Match (\$): _____

Description:

Dexter Lake Farmers Market is a weekly open-air farmers and crafters market which sets up on Sundays, June through September. In 2017 we brought in \$20,000 in gross receipts. We are requesting funding for 3 new canopies for the information booth & general seating, which will be attractive and inviting.

Project Budget

Request (\$): \$1,023.07 Match (\$): _____

Line Item Description:

Line Item Amount (\$):

- | | |
|----------------------------------------|--------------------------------|
| 1. <u>10-20 ABC company canopy x 2</u> | <u>\$399.95 x 2 = \$799.90</u> |
| 2. <u>4 yr. protection plan</u> | <u>\$1653 x 2 = \$33.06</u> |
| 3. <u>E2 10x10 canopy ABC</u> | <u>\$179.</u> |
| 4. <u>4 yr. protection plan</u> | <u>\$11.11</u> |
| 5. _____ | _____ |

Community Grant Program Evaluation Sheet

Applicant: _____

Project: _____

Reviewer: _____

Reviewer Instructions:

Please evaluate each application using the outlined criteria and point distribution. Also, please consider them within the context of the program's eligibility criteria and priorities as provided.

Can project be completed within one year of award? Y / N

Does project meet the program eligibility criteria? Y / N

Does project align with the program funding priorities? Y / N

Evaluation Criteria	Notes	Maximum Points	Score
Likelihood of attracting visitors from outside the community		30	
Ability to create additional overnight stays within the Lowell area		30	
Involves multiple community or tourism partners		10	
Leverages additional dollars or resources		10	
Project is self-sustaining, has growth potential, or is capacity building		10	
Project has measurable or attainable Return on Investment (ROI)		10	
Total:			

Additional Notes:

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MAR 26 2018

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Community Grant Program Application

Project Sponsor Information

Name: Lisa Bee-Wilson Organization: Pine Needlers Quilt Group
 Phone: 541-206-2688 Email: lisa@towerhousepeople.com
 Address: PO Box 101, Lowell Website: www.bbjamquiltshow.wordpress.com

Project Details

Request (\$): \$1800.00 Match (\$): _____

Description:

As we are expanding our annual quilt show from the Grange (13 yrs!) to the Lundy Elementary gym, we need to go completely freestanding and must purchase uprights, crossbars, bases, skirt hangers and draping to set up the show for 2018.

Project Budget

Request (\$): \$1800.00 Match (\$): _____

Line Item Description:

Line Item Amount (\$):

1. <u>uprights, crossbars, bases</u>	<u>1381.98</u>
2. <u>Plastic hangers</u>	<u>115.96</u>
3. <u>Fabric for draping</u>	<u>300.00</u>
4. _____	_____
5. _____	_____

Community Grant Program Evaluation Sheet

Applicant: _____

Project: _____

Reviewer: _____

Reviewer Instructions:

Please evaluate each application using the outlined criteria and point distribution. Also, please consider them within the context of the program's eligibility criteria and priorities as provided.

Can project be completed within one year of award? Y / N

Does project meet the program eligibility criteria? Y / N

Does project align with the program funding priorities? Y / N

Evaluation Criteria	Notes	Maximum Points	Score
Likelihood of attracting visitors from outside the community		30	
Ability to create additional overnight stays within the Lowell area		30	
Involves multiple community or tourism partners		10	
Leverages additional dollars or resources		10	
Project is self-sustaining, has growth potential, or is capacity building		10	
Project has measurable or attainable Return on Investment (ROI)		10	
Total:			

Additional Notes:

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: April 13, 2018
SUBJECT: Resolution 694
Deferral of SDCs

☐ **DISCUSSION**
☐ **ACTION**
☒ **RESOLUTION**
☐ **ORDINANCE**
☐ **PROCLAMATION**
☐ **REPORT**

SUMMARY:

The Economic Development Committee has discussed options to incentivize home builders and increase the supply of housing. They recommended Resolution 694, which would defer SDC payments for up to 18 months, change of ownership of the developed property, refinancing of a construction loan, or issuance of a certificate of occupancy, whichever comes first. The agreement would allow the City to lien the property until SDCs are paid.

FISCAL IMPACT:

None. SDC payments would be secured by placing a lien on the property and would be repaid prior to the use of water, sewer, streets, drainage, or parks services.

COURSES OF ACTION:

1. Motion to approve Resolution 694 authorizing the deferral of system development charges.
2. No action.

RECOMMENDATION:

Motion to approve Resolution 694 authorizing the deferral of system development charges.

ATTACHMENTS:

1. Resolution 694 – A Resolution Authorizing the Deferral of System Development Charges.

CITY OF LOWELL, OREGON**RESOLUTION 694****A RESOLUTION AUTHORIZING THE DEFERRAL OF SYSTEM DEVELOPMENT CHARGES**

WHEREAS, Ordinance 234, Section 8 (a), requires System Development Charges (SDCs) to be paid upon issuance of a building permit or other development permit; and

WHEREAS, the City of Lowell is currently experiencing a housing shortage; and

WHEREAS, SDCs represent a large portion of the upfront cost of building a new home; and

WHEREAS, the City of Lowell desires to lessen the impact SDCs may have on the ability of builders to obtain new construction financing and facilitate the construction of new homes; now therefore

BE IT RESOLVED that the requirements of Ordinance 234, Section 8 (a), to make SDC payments at the time of issuance of a building or other development permits shall be waived and such payments shall be deferred under the following rules:

1. SDC payments may be deferred for 18 months from issuance of a building or other development permit, change of ownership of the developed property, refinancing of a construction loan, certificate of occupancy, whichever comes first.
2. Prior to the issuance of a building or other development permit, the owner(s) of the subject property will enter into an agreement with the City which stipulates the date the SDC is due and payable, and agrees to the placement of a lien on the property and all improvements in the amount of the deferred SDC. The City Administrator is authorized to approve and sign said agreement on behalf of the City.
3. Outstanding liens shall start accruing interest after 18 months at the rate of 9% compounded annually.

BE IT FURTHER RESOLVED that the authorization to defer payments of SDCs contained in this Resolution shall automatically terminate one year from the adoption date unless extended by an amending resolution.

Adopted by the City Council of the City of Lowell this 17th day of April 2018.

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: April 13, 2018
SUBJECT: Resolution 695 – Transferring Funds

☐ **DISCUSSION**
☐ **ACTION**
☒ **RESOLUTION**
☐ **ORDINANCE**
☐ **PROCLAMATION**
☐ **REPORT**

SUMMARY:

The Fiscal Year 2017-18 Budget identifies several budget transfers. As required by the City's Fiscal Management Policy and Procedures Manual, all budget transfers must be approved by the City Council prior to execution. The attached Resolution 695 completes all of the budgeted transfers.

FISCAL IMPACT:

The transfers were included in the Fiscal Year 2017-18 Budget and the transferring funds have the resources to complete the transfers.

COURSES OF ACTION:

1. Motion to approve Resolution 695, as written.
2. Motion to approve Resolution 695, as amended.
3. No action.

RECOMMENDATION:

Motion to approve Resolution 695, as written.

ATTACHMENTS:

1. Resolution 695 – A Resolution Transferring Funds

CITY OF LOWELL, OREGON**RESOLUTION 695****A RESOLUTION TRANSFERRING FUNDS**

WHEREAS, the FY 2017-18 Budget for the City of Lowell identified several transfers of resources between funds; and

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

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

FROM	TO	AMOUNT
General Fund	SDC Fund (Inter-fund loan payoff)	\$12,895.00
General Fund	Equipment Fund	\$2,000.00
Street Fund	Equipment Fund	\$4,000.00
Water Fund	Equipment Fund	\$2,000.00
Water Fund	Water Reserve Fund	\$3,938.00
Sewer Fund	Equipment Fund	\$2,000.00
Sewer Fund	Sewer Reserve Fund	\$1,575.00
Debt Reserve Fund	Water Fund (RD Debt Payment)	\$7,714.74
Debt Reserve Fund	Sewer Fund (RD Debt Payment)	\$15,745.00

Adopted by the City Council of the City of Lowell, this 17th day of April, 2018.

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: April 13, 2018
SUBJECT: Lowell Summer Recreation Program
Funding Request

☐ **DISCUSSION**
☒ **ACTION**
☐ **RESOLUTION**
☐ **ORDINANCE**
☐ **PROCLAMATION**
☐ **REPORT**

SUMMARY:

At the April 5, 2018 Parks and Recreation Committee meeting Greg Erickson, Lowell School District, made a presentation and requested funding for their Summer Recreation Program. One goal of the Committee was to plan for recreation programs for each age group – youth, adults, and seniors. The Parks and Recreation Committee recommended \$2,000 to support the 2018 Summer Recreation Program.

FISCAL IMPACT:

Funds are available in the FY 2017-18 Budget.

COURSES OF ACTION:

1. Motion to approve \$2,000 for the Lowell School District Summer Recreation Program.
2. No action.

RECOMMENDATION:

Motion to approve \$2,000 for the Lowell School District Summer Recreation Program

ATTACHMENTS:

1. Summer Recreation Program Powerpoint Presentation



Summer
Recreation
and Fitness
Program

LOWELL SCHOOL DISTRICT



2017 Lowell Summer Recreation and Fitness Program

LOWELL SCHOOL DISTRICT



Benefits of the Summer Program

- Study done by *Health Fitness Revolution*:
 - Builds leadership skills
 - Promotes social interaction
 - Builds self-esteem
 - Creates new experiences
 - Promotes physical activity
 - Connects kids to nature
 - Unplugs kids from technology

New Additions to the Program

- Golf Galore
 - Camp Putt, Highway 58 Driving Range, Fiddler's Green
- Fishing and Wildlife
 - Casting, luring, and fishing
 - Archery lessons from Bowtech
 - Visit from the Cascade Raptor Center and Army Corps of Engineers
 - Trip to Oakridge Fish Hatchery
- Culinary Creations
 - Preparing and eating meals from different cultures
 - Led by Billy Reid, Lowell Food Services Director

Golf Galore

- Trips included Camp Putt, Highway 58 Driving Range, and Fiddler's Green.



Hiking Week

- Trips to Spencer's Butte, Skinner's Butte, and Mt. Pisgah



Autzen Trip

- A trip to Autzen Stadium during Football Week.
 - They got to meet Jim Leavitt, Defensive Coordinator of the Oregon Ducks.



Fishing and Wildlife

- In partnerships with Willamette Fish Hatchery, Cascade Family Flyfishers, Army Corp of Engineering, Cascades Raptor Center, ODFW, and Bowtech, the kids experienced a week to remember.



Fishing and Wildlife



Fishing and Wildlife



Culinary Week

- The participants created a recipe to go on the lunch menu, made different types of pastries, and got to visit the Wildland Firefighters camp at Dexter.



Running Program

- Participants were required to run for 20 minutes at the start of each day.
 - Overall, participants ran a total of 7,720 laps up from 4,399 laps.
 - As a group, participants ran a total of 1,930 miles up from 1,150 miles.
 - During Hiking week, we hiked a total of 16 miles per participant.

Participation

- Total participation went from 1,014 in 2016 to 1,824 in 2017.
- This summer, that average went from 26 per day to 48 per day, an increase of 22 kids per day.
- We noticed an increase in the number of students from MVA, BCA, and other districts.

Ramping up the program...

- Advertise and work with the community to help increase participation.
- Communicate with parents to increase daily participation and accountability.
- Create more opportunities for special guests to come visit.
- Creating more activities/themes each week to increase opportunities.

2017 Cost

• Transportation	\$475
• Equipment/Activities	\$1209
• Payroll	\$8,040
• Total	\$9,724
• Donations	-\$7,759
• Total Cost	\$1,965

Thank you...



AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: April 13, 2018
SUBJECT: Liquor License Renewal

☐ **DISCUSSION**
☒ **ACTION**
☐ **RESOLUTION**
☐ **ORDINANCE**
☐ **PROCLAMATION**
☐ **REPORT**

SUMMARY:

The Oregon Liquor Control Commission (OLCC) has provided information regarding liquor license renewals. One establishment, Armandos, has submitted a request for renewal. The City is not required, however, may provide a recommendation for approval or denial based on the criteria established by the OLCC (attached).

FISCAL IMPACT:

Liquor taxes are distributed by the state as shared revenues based on population.

COURSES OF ACTION:

1. Provide no recommendation. The OLCC will process the renewal application as a favorable recommendation.
2. Motion to recommend denial of the liquor license for Armandos to the OLCC.

RECOMMENDATION:

Provide no recommendation. The OLCC will process the renewal application as a favorable recommendation.

ATTACHMENTS:

1. OLCC Application and Renewal Notification Process

RECEIVED

MAR 31 2017

JD

City of Lowell
LOWELL
PO Box 490
Lowell, OR 97452

RENEWAL NOTIFICATION PROCESS

It's time again for liquor license renewals in your area. Liquor licenses are due to expire **6/30/2017**. Attached is the list of licensees who are required to submit their renewal application to local government for comment. According to our records you charge:

\$0.00 Renewal Fee for ON-PREMISES \$0.00 Renewal Fee for OFF-PREMISES

We told applicants to mail your local government fees to the address on this letter.
PLEASE NOTIFY US IMMEDIATELY IF THE FEE(S) OR ADDRESS ARE INCORRECT

HOW TO MAKE A RECOMMENDATION

You have until 6/2/2017 to make your recommendation. Below are your options for renewals:

RECOMMEND APPROVAL

1. **DO NOTHING.** If you do not submit a recommendation by **6/2/2017**, the OLCC will process the renewal application as a favorable recommendation.

RECOMMEND DENIAL (see additional information on page 2)

1. File an unfavorable recommendation, stating the grounds for the unfavorable (must meet the denial criteria on back of form); **OR**
2. Make a written request for additional time to complete an investigation. The request must state: 1) you are considering making an unfavorable recommendation; 2) the specific grounds being considered. **The grounds must be one referenced in Oregon Administrative Rule 845-005-0308(3).** If your request is granted you will be given a 45-day extension to file your unfavorable recommendation. Unfavorable means recommending denial of a license or requesting restrictions be placed on a license.

If you need assistance or would like to discuss a specific application, please contact your local OLCC office for help. Please send renewal recommendation correspondence to OLCC.Renewals@oregon.gov or OLCC License Renewals, P.O. Box 22297, Portland, OR 97269-2297. If you have questions, contact our license renewal section at 503.872.5138 or toll free at 1.800.452.6522 ext 5138.

REASONS WE MAY DENY OR RESTRICT A LICENSE
ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322
845-005-0325, 845-005-0326(4)(5) or 845-005-0355

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC can consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location. The problems can include:

obtrusive or excessive noise, music or sound vibrations
public drunkenness
fights or altercations
harassment
unlawful drug sales
alcohol or related litter

OLCC is not able to consider the following issues when deciding to renew a liquor license:

lack of parking
increase in traffic
too many licenses in a specific area (saturation)
entertainment type - nude dancing, gambling, live bands, etc.
increased noise
zoning issues

Visit www.oregon.gov/olcc/ to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

<u>License No./ Premises No.</u>	<u>Tradename/Licensee/License Type</u>	<u>Premises Address & Phone</u>	<u>Premises Mailing Address</u>
Lic. 240708	ARMANDOS 3	243 N MOSS ST	528 CALAPOOIA ST
Prem. 50590	GERARDO DE LA CRUZ F-COM - FULL ON-PREMISES SALES	LOWELL, OR 97452 541-937-2300	BROWNSVILLE, OR 97327

Count for LOWELL

1

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: April 13, 2018
SUBJECT: DLCD Grant Agreement

☐ **DISCUSSION**
☒ **ACTION**
☐ **RESOLUTION**
☐ **ORDINANCE**
☐ **PROCLAMATION**
☐ **REPORT**

SUMMARY:

Last year the City received a \$30,000 grant from the Department of Land Conservation and Development. The attached is the grant agreement with DLCD, which was reviewed and recommended for approval by the Economic Development Committee.

FISCAL IMPACT:

Match in the amount of \$10,000 is available for the project and will be included in the FY 2018-19 Budget.

COURSES OF ACTION:

1. Motion to approve the grant agreement for the Downtown Master Plan with the Department of Land Conservation and Development and authorize the City Administrator to sign the agreement.
2. No action.

RECOMMENDATION:

Motion to approve the grant agreement for the Downtown Master Plan with the Department of Land Conservation and Development and authorize the City Administrator to sign the agreement.

ATTACHMENTS:

1. DLCD Grant Agreement for the Downtown Master Plan

STATE OF OREGON
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT



2017-2019 TECHNICAL ASSISTANCE GRANT

AGREEMENT COVER SHEET	
This cover sheet is informational and not a part of the agreement	
Offer Date: March 27, 2018	
Grantee City of Lowell 107 East Third Street Lowell, Oregon 97452	Grant No. TA-19-185
Project Title: Lowell Downtown Master Plan	
Grantee Representative Jared Cobb, City Administrator 541-937-2157 jcobb@ci.lowell.or.us	DLCD Grant Manager Patrick Wingard 541-393-7675 patrick.wingard@state.or.us
GRANT AMOUNT: \$30,000	PROJECT END DATE: May 31, 2019
Last day to amend agreement: March 1, 2019	

Signature

Grantee shall return a signed agreement to DLCD by e-mail within thirty (30) days of the Offer Date. If not signed and returned without modification by Grantee within thirty (30) days of the Offer Date, the DLCD Grant Program Manager may terminate this offer of the grant award.

List of Products

Preliminary report: Project staff with contact information, advisory committee membership, and who will be completing project tasks by June 30, 2018 (Project Requirement 8)

Signed agreement: between the Grantee and consultant, no later than three business days after both parties have signed the agreement (Project Requirement 7)

Task 1: Technical Memo (or comparable) that compiles the project background documents; Steering Committee Meeting #1 – Project Kick-off

Task 2: Technical Memorandum (or comparable) that documents the study area physical characteristics and existing conditions; Steering Committee Meeting #2 – Review memo on physical characteristics and existing conditions of downtown/study area; identify stakeholders for individual and group interviews

Task 3: Technical Memorandum (or comparable) that reports on key findings from stakeholder interviews; Steering Committee Meeting #3 – Presentation on key findings from stakeholder interviews; Public Meeting #1

Task 4: Downtown Design Charrette; Technical Memorandum (or comparable) that highlights Design Charrette Outcomes; Study Area Map including Project locations; Concept Plans for the

Downtown Gateway Areas; Concept Streetscape Plans with Integrated Stormwater Facilities; Steering Committee Meeting #4 – Review and Refine Concept Plans; Public Meeting #2 – Feedback on Concept Plans

Task 5: Recommended Comprehensive Plan Policy Amendments; Recommended Development Code Amendments; Steering Committee Meeting #5 – Review proposed Plan and Code Amendments

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

Task 7: Draft Lowell Downtown Master Plan; Steering Committee Meeting #7 – Review Draft Lowell Downtown Master Plan

Task 8: Notice of Proposed Change; Hearings-ready Draft Lowell Downtown Master Plan; Hearings-ready recommended Comprehensive Plan Policy Amendments and Development Code Amendments; Minutes of meetings and hearings with the planning commission and city council; Signed ordinance(s) adopting the plan amendments; Notice of Adoption

Grantee and the consultant will provide all draft and final Products, including memos, reports, and maps produced by this grant agreement in a digital media format. The term “digital media” means a compact disc, digital video disc, USB flash drive, e-mail, or FTP submittal authorized by DLCD.

STATE OF OREGON
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT
2017-2019 TECHNICAL ASSISTANCE GRANT
AGREEMENT

DLCD Grant Number: TA-19-185

City of Lowell

This agreement (“Agreement”) is made and entered into by and between the **State of Oregon, acting by and through its Department of Land Conservation and Development**, hereinafter referred to as “DLCD,” and **City of Lowell**, hereinafter referred to as “Grantee,” and collectively referred to as the “Parties.”

1. **Effective Date and Availability of Grant Funds.** This Agreement is effective on the date on which every party has signed this Agreement and all required State approvals have been obtained (“Effective Date”). Grant Funds under this Agreement are available for eligible costs as defined in Sections 4 and 6 incurred beginning on the Effective Date and ending on the earlier of the termination of this Agreement or the Project End Date provided in Attachment A. DLCD’s obligation to disburse Grant Funds under this Agreement ends 60 days after the earlier of termination of this Agreement or the Project End Date.
2. **Agreement Documents.** The Agreement consists of this agreement (without any attachments) and the following Attachments, all of which are attached hereto and incorporated by reference:

Attachment A: **Project Description and Budget**

Attachment B: **DLCD Contact Names and Addresses**

Attachment C: **Request for Product Reimbursement Form and Instructions**

Attachment D: **Form 1, Notice of Proposed Change (35-day Notice)**

Attachment E: **Form 2, Notice of Adopted Change**

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows: this Agreement without Attachments; Attachments as listed, in descending order of precedence.

3. **Grant Funds.** The maximum, not-to-exceed, grant amount that the DLCD will pay to Grantee is **\$30,000** (the “Grant Funds”). Disbursements will be made only in accordance with the schedule and requirements contained in this Agreement, including Attachment A.
4. **Project.** The Project is described in Attachment A. Grant Funds may be used solely for the Project described in Attachment A and may not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless such changes are approved by DLCD by amendment pursuant to Section 9 hereof. Grantee agrees to implement the Project in accordance with the terms and conditions of this Agreement and complete the Project no later than the Project End Date.

5. **Reports.** Grantee shall submit the reports required by this section to the DLCD Grant Manager and Grants Administrative Specialist in writing by personal delivery, e-mailing, or mailing at the address or number set forth in Attachment B or to such other addresses or numbers as DLCD may specify by notice to Grantee in accordance with Section 8 hereof.
 - a. **Progress Reports.** Grantee will submit a written status report at the request of the DLCD Grant Manager or as required in the Project Requirements in Attachment A.
 - b. **Financial Reimbursement Reports.** In order to receive reimbursement, Grantee must submit to DLCD requests for reimbursement of eligible costs incurred in producing Product(s), as provided in Attachment A, on the form provided in Attachment C. Grantee shall submit a closeout report to DLCD within 30 days after the termination of the Agreement or the Project End Date, whichever is earlier. Reimbursements for products will be reduced or withheld if Progress or Closeout Reports have not been timely submitted or are incomplete.
6. **Disbursement and Recovery of Grant Funds.**
 - a. **Disbursement Generally.** DLCD will disburse the Grant Funds as reimbursement for eligible costs incurred to produce Products in carrying out the Project, up to the amount provided in Section 3, and subject to the timelines and limits for each Task, as specified in Exhibit A. Grantee may request a reimbursement after completion of a Product. Reimbursements will be made by DLCD within 30 days of DLCD's approval of a request for reimbursement. Eligible costs are the reasonable and necessary costs incurred by Grantee, during the period specified in Section 1, in performance of the Project and that are not excluded from reimbursement by DLCD, either by this Agreement or by exclusion as a result of financial review or audit.
 - b. **Conditions Precedent to Disbursement.** DLCD's obligation to disburse Grant Funds to Grantee is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:
 - i. DLCD has received funding, appropriations, limitations, allotments or other expenditure authority sufficient to allow DLCD, in the exercise of its reasonable administrative discretion, to make the disbursement.
 - ii. Grantee is in compliance with the terms of this Agreement.
 - iii. Grantee's representations and warranties set forth in Section 7 hereof are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.
 - iv. Grantee has provided to DLCD a request for reimbursement in accordance with Section 5.b hereof. Grantee must submit its final request for reimbursement no later than 30 days after the earlier of termination of this Agreement or the Project End Date. Grantee will not disburse Grant Funds in response to reimbursement requests submitted after that date.

7. **Representations and Warranties of Grantee.** Grantee represents and warrants to DLCD as follows:
- a. **Organization and Authority.** Grantee is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Grantee has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Grantee of this Agreement (1) have been duly authorized by all necessary action of Grantee and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Grantee's organizational documents, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Grantee is a party or by which Grantee or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Grantee of this Agreement.
 - b. **Binding Obligation.** This Agreement has been duly executed and delivered by Grantee and constitutes a legal, valid and binding obligation of Grantee, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.

The warranties set in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

8. **Notices.** Except as otherwise expressly provided in this Agreement, any notices to be given hereunder shall be given in writing by personal delivery, e-mailing, or mailing the same by registered or certified mail, postage prepaid, to the Grantee's Grant Representative or DLCD's Grant Manager, as the case may be, at the address or number set forth in Attachment B, or to such other addresses or numbers as either party may indicate pursuant to this section. Any notice delivered by e-mail shall be effective on the day the party receives the transmission if the transmission was during normal business hours of the receiving party, or on the next business day if transmission was outside normal business hours of the receiving party. Any notice given by personal delivery shall be effective when actually delivered. Any notice given by mail shall be effective three days after deposit in the mail.
9. **Amendments.** The terms of this Agreement will not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by the Parties (or in the case of a waiver, by the party against whom the waiver is sought to be enforced). If the Grantee wishes to amend the Agreement, the Grantee must submit a written request, including a justification for any amendment, to the DLCD Grant Manager at least 90 calendar days before the Project End Date.
10. **Default.** Reimbursements to Grantee may be withheld or reduced if DLCD determines that Project performance under this Agreement is unsatisfactory, or if one or more terms or conditions of this Agreement have not been met. The amount of Grant Funds withheld will be based on the best professional judgment of the DLCD Grant Manager and Grant Program Manager.

11. Ownership of Product(s).

- a. **Definitions.** As used in this Section 11 and elsewhere in this Agreement, the following terms have the meanings set forth below:
 - i. **“Grantee Intellectual Property”** means any intellectual property owned by Grantee and developed independently from the Project.
 - ii. **“Third Party Intellectual Property”** means any intellectual property owned by parties other than DLCD or Grantee.
 - iii. **“Product(s)”** means every invention, discovery, work of authorship, trade secret or other tangible or intangible item and all intellectual property rights therein that Grantee is required to deliver to DLCD or create pursuant to the Project, including but not limited to any Product(s) described in Attachment A.
- b. **Non-Exclusive License.** Grantee hereby grants to DLCD, under Grantee Intellectual Property and under intellectual property created by Grantee pursuant to the Project, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Product(s) for governmental purposes, and to authorize others to do the same on DLCD’s behalf. If a Product(s) created by Grantee pursuant to the Project is a derivative work based on Third Party Intellectual Property, or is a compilation that includes Third Party Intellectual Property, Grantee shall secure on DLCD’s behalf and in the name of DLCD an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display, for governmental purposes, the pre-existing elements of the Third Party Intellectual Property employed in the Product(s), and to authorize others to do the same on DLCD’s behalf. If a Product(s) is Third Party Intellectual Property, Grantee shall secure on DLCD’s behalf and in the name of DLCD, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display, for governmental purposes, the Third Party Intellectual Property, and to authorize others to do the same on DLCD’s behalf.

12. Indemnity.

- a. **GENERAL INDEMNITY.** SUBJECT TO THE LIMITS OF THE OREGON CONSTITUTION AND STATE OF OREGON TORT CLAIMS ACT, IF APPLICABLE TO GRANTEE, GRANTEE SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS DLCD, THE STATE OF OREGON AND THEIR AGENCIES, SUBDIVISIONS, OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEY FEES, ARISING OUT OF, OR RELATING TO THE ACTS OR OMISSIONS OF GRANTEE OR ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, OR AGENTS UNDER THIS AGREEMENT.
- b. **CONTROL OF DEFENSE AND SETTLEMENT.** GRANTEE SHALL HAVE CONTROL OF THE DEFENSE AND SETTLEMENT OF ANY CLAIM THAT IS SUBJECT TO SECTIONS 12.a; HOWEVER, NEITHER GRANTEE NOR ANY ATTORNEY ENGAGED BY GRANTEE SHALL DEFEND THE CLAIM IN THE

NAME OF THE STATE OF OREGON OR ANY AGENCY OF THE STATE OF OREGON, NOR PURPORT TO ACT AS LEGAL REPRESENTATIVE OF THE STATE OF OREGON OR ANY OF ITS AGENCIES, WITHOUT FIRST RECEIVING FROM THE OREGON ATTORNEY GENERAL, IN A FORM AND MANNER DETERMINED APPROPRIATE BY THE ATTORNEY GENERAL, AUTHORITY TO ACT AS LEGAL COUNSEL FOR THE STATE OF OREGON. NOR SHALL GRANTEE SETTLE ANY CLAIM ON BEHALF OF THE STATE OF OREGON WITHOUT THE APPROVAL OF THE ATTORNEY GENERAL. THE STATE OF OREGON MAY, AT ITS ELECTION AND EXPENSE, ASSUME ITS OWN DEFENSE AND SETTLEMENT IN THE EVENT THAT THE STATE OF OREGON DETERMINES THAT GRANTEE IS PROHIBITED FROM DEFENDING THE STATE OF OREGON, OR IS NOT ADEQUATELY DEFENDING THE STATE OF OREGON'S INTERESTS, OR THAT AN IMPORTANT GOVERNMENTAL PRINCIPLE IS AT ISSUE AND THE STATE OF OREGON DESIRES TO ASSUME ITS OWN DEFENSE.

13. **Recovery of Grant Moneys.** Any Grant Funds disbursed to Grantee under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement ("Misexpended Funds") or that remain unexpended on the earlier of termination of this Agreement or the Project End Date must be returned to DLCD. Grantee shall return all Misexpended Funds to DLCD promptly after DLCD's written demand and no later than fifteen (15) days after DLCD's written demand. Grantee shall return all Unexpended Funds to DLCD within fifteen (15) days after the earlier of termination of this Agreement or the Project End Date.

14. **Termination:**

- a. **DLCD's Right to Terminate at its Discretion.** At its sole discretion, DLCD may terminate this Agreement:
 - i. **For its convenience** upon thirty (30) days' prior written notice by DLCD to Grantee;
 - ii. **Immediately upon written notice** if DLCD fails to receive funding, appropriations, limitations, allotments or other expenditure authority at levels sufficient to allow DLCD, in the exercise of its reasonable administrative discretion, to continue to make disbursement under this Agreement; or
 - iii. **Immediately upon written notice** if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement.
- b. **DLCD's Right to Terminate for Cause.** In addition to any other rights and remedies DLCD may have under this Agreement, DLCD may terminate this Agreement immediately upon written notice by DLCD to Grantee, or at such later date as DLCD may establish in such notice, after the occurrence of any of the following events:
 - i. **Grantee is in default** because Grantee institutes or has instituted against it insolvency, receivership or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis;

- ii. **Grantee is in default** because Grantee commits any material breach or default of any covenant, warranty, obligation or agreement under this Agreement, fails to perform any of its obligations under this Agreement within the time specified herein or any extension thereof, or so fails to pursue its work hereunder as to endanger Grantee's performance under this Agreement in accordance with its terms, and such breach, default or failure is not cured within fourteen (14) calendar days after DLCD's notice, or such longer period as DLCD may specify in such notice.
 - c. **Grantee's Right to Terminate for Cause.** Grantee may terminate this Agreement by written notice to DLCD if DLCD is in default because DLCD fails to pay Grantee any amount due pursuant to the terms of this Agreement, and DLCD fails to cure such failure within thirty (30) calendar days after Grantee's notice or such longer period as Grantee may specify in such notice; or
 - d. **Termination** under Section 14 shall be without prejudice to any claims, obligations, or liabilities either party may have incurred prior to such termination.
15. **Accounting and Fiscal Records:** Grantee shall maintain its fiscal records related to this Agreement in accordance with generally accepted accounting principles. The Grantee shall maintain records of the receipt and expenditure of all funds subject to this Agreement for a period of six (6) years after the Project End Date, or for such longer period as may be required by applicable law or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later. Accounting records related to this Agreement will be separately maintained from other accounting records.
16. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between DLCD (or any other agency or department of the State of Oregon) and Grantee that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.
17. **Audit.** The Oregon Secretary of State, Attorney General of the State of Oregon and the Director of DLCD or any other duly authorized representative of DLCD shall have access to and the right to examine any records of transactions related to this Agreement for six (6) years after the final disbursement of Grant Funds under this Agreement is authorized by DLCD.
18. **Counterparts.** This Grant Agreement may be executed in any number of counterparts, and any single counterpart or set of counterparts signed, in either case, by all the parties hereto shall constitute a full and original instrument, but all of which shall together constitute one and the same instrument.

19. **Survival.** All agreements, representations, and warranties of Grantee shall survive the execution and delivery of this Agreement, any investigation at any time made by DLCD or on its behalf and the making of the Grant.
20. **Successors and Assigns.** Recipient may not assign this Agreement or any right hereunder or interest herein, in whole or in part, without the prior written consent of DLCD. This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective permitted successors and assigns.
21. **Validity and Severability.** If any provision of this Agreement is held to be invalid, such event shall not affect, in any respect whatsoever, the validity of the remainder of this Agreement and the remainder shall be construed without the invalid provision so as to carry out the intent of the parties to the extent possible without the invalid provision.
22. **Relationship of the Parties.** Nothing contained in this Agreement or any acts of the parties hereto shall be deemed or construed to create the relationship of principal and agent, or of partnership, or of joint venture or of any other association other than that of independent contracting parties.
23. **No Third Party Beneficiary Rights.** No person not a party to this Agreement is an intended beneficiary of this Agreement, and no person not a party to this Agreement shall have any right to enforce any term of this Agreement.

24. By signing this Agreement the Parties each represents and warrants that it has the power and authority to enter into this Agreement and that the Agreement is executed by its duly authorized representative. By signing the document, Grantee agrees to comply with the terms of this Agreement.

Grantee: City of Lowell

Grant No. TA-19-185

Print Name of Authorized Official For the Grantee	Title	Date
Signature of Authorized Official For the Grantee		

Grantor: State of Oregon, acting by and through its Department of Land Conservation and Development

Print Name of DLCD Grant Program Manager	Title	Date
Gordon Howard		
Signature of DLCD Grant Program Manager	Community Services Division Manager	

ATTACHMENT A
PROJECT DESCRIPTION AND BUDGET

PROJECT PURPOSE STATEMENT

The purpose of the Lowell Downtown Master Plan project is five-fold:

- Identify opportunities to expand the supply of affordable housing;
- Develop a downtown streetscape plan to attract services and retail businesses that support resident, business, and visitor needs and provide local jobs;
- Develop concept designs for transportation infrastructure to reduce conflicts with vehicles, cyclists, and pedestrians, particularly school children;
- Develop concept designs for stormwater facilities in redeveloped areas to retain water, reduce discharges, and improve water quality in Dexter Lake; and,
- Evaluate potential locations for future public facilities, including a new City Hall, Library, and Community Center to increase downtown foot traffic and economic activity.

Expected outcomes/products include:

- Inventory of existing conditions in the study area for buildings, streets, water, sewer, and stormwater infrastructure;
- Illustrated vision and boundaries for the downtown areas. Concept plans will be developed for each streetscape (including street sections) and the entryways located within the study area;
- Comprehensive plan policies and zoning code amendments to implement the vision regarding downtown zoning, affordable housing, transportation, and building design standards; and,
- Prioritized capital improvement plan and implementation strategies.

PROJECT OVERVIEW AND MANAGEMENT

Overall management of the Project will be the responsibility of the Grantee as assisted by the DLCD Grant Manager. Specific Project management duties of Grantee will include:

- a. Organizing and managing the advisory committee;
- b. Selecting a consultant and contracting for consultant services;
- c. Overseeing consultant work described in this Project Description;
- d. Scheduling and managing meetings, including activities such as, preparing and distributing meeting notices, agendas, and summaries; and assisting the consultant with meeting facilitation.

Advisory Committees

The Project will employ a Steering Committee comprised of representatives from the city's Economic Development Committee, local business community, and other stakeholders. The Steering Committee will meet on a regular basis to review Project materials and advise on technical and policy issues throughout the Project. Lowell City Administrator, Jared Cobb, will provide project and consultant oversight, staff support, public outreach, meeting planning, and coordination.

Project partners include local community members, City staff, Lane County staff, representatives from the Lowell School District, Lowell Fire District, Lowell Grange, Southern Willamette Valley Regional Solutions Team (RST) including DLCD, DEQ, ODOT, and Business Oregon, and other local and regional stakeholders.

Agency Role

DLCD will provide financial, administrative, and technical assistance to the Project. DLCD supports the collaborative, community-inspired approach envisioned in the Project.

Consultant Role

The Project will use consultant services to perform technical analysis related to the Lowell Downtown Master Plan. The consultant is expected to complete all work products identified in Tasks 1-7 of the work program. The consultant, at the direction of the City Administrator, is expected to attend Project Advisory Committee meetings and assist City staff in presenting to the Lowell Planning Commission and/or City Council.

Project Meeting Materials

Written Project documents or memoranda prepared by the consultant shall be provided to Grantee in digital format at least one week prior to any scheduled Steering Committee meeting.

Grantee shall prepare meeting agendas and summaries for each Steering Committee meeting. Grantee shall distribute meeting materials to project committee members at least five (5) working days prior to any scheduled meeting.

Project Schedule

The schedule identified in “Schedule, Products, and Budget” section of this Project Description will be observed. DLCD may require an amendment to this Agreement if the timeframes in the schedule are not satisfied. The Project End Date is May 31, 2019.

Expectations for All Written and Graphic Products

All reports and Products will be delivered to the DLCD Grant Manager according to the schedule provided in this Project Description.

All reports, studies, and other documents produced under the Project must bear the statement in Project Requirement 3, below.

Grantee and the consultant will provide all draft and final Products, including memos, reports, and maps produced by this Agreement in a digital media format. The term “digital media” means a compact disc, digital video disc, USB flash drive, e-mail, or FTP submittal authorized by DLCD.

PROJECT REQUIREMENTS

Grantee agrees to carry out the Project and submit Products in accordance with the requirements in this section.

1. Grantee will produce and submit to DLCD those Products as specified in this Agreement and this Project Description and Budget.

2. Grantee will provide copies of all final Product(s) produced under this Agreement to DLCD in the manner described in this Project Description.
3. All reports, studies, and other documents produced under the Project must indicate on the cover or the title page an acknowledgement of the financial assistance provided by DLCD by bearing the following statement: “This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon.”
4. Grantee will identify the location of the originals of any Product(s) if a copy is submitted to DLCD or if the product is one-of-a-kind document.
5. Grantee will provide all letters, memos, reports, charts, products and maps produced under this Agreement in a digital media format.
6. Grantee will obtain DLCD approval of any chosen facilitator, contractor, or consultant before signing an agreement or contract to perform all or a portion of the Project.
7. Grantee will provide a legible copy of the signed agreement between the jurisdiction and the contractor no later than three business days after both parties have signed the agreement.
8. Grantee will complete the following by June 30, 2018:
 - a. Identify the name, address, telephone number, and e-mail address of those persons who will be completing the project and which of tasks listed under the Project Description for this Agreement they will work on.
 - b. Identify the name, address, telephone number, and e-mail address of those persons who are members of the Steering Committee formed to carry out work on this Agreement.
9. Grantee will, in performing the Project under this Agreement, ensure consistent, coordinated use of population, employment, housing, and land needs projections associated with any post-acknowledgment plan and land use regulation amendments proposed by the Grantee.
10. Any final product must be proposed under Attachment D, Form 1, “Notice of Proposed Change,” at least 35 days before the first evidentiary hearing as set forth in ORS 197.610 and OAR 660-018-0020, -0021, and -0022. The products must be adopted by the governing body and submitted under Attachment E, Form 2, “Notice of Adoption” as set forth in ORS 197.615 and OAR 660-018-0040.
11. Grantee will consult closely with the DLCD Grant Manager to ensure that adoption of Product(s) under the post-acknowledgment plan amendment process is completed on or before the Project End Date.
12. A draft Product may be accepted for approval instead of an adopted Product when requested in writing and received in the DLCD Salem office at least 60 days prior to Project End Date. The request will be reviewed and approved in writing by DLCD if substantial progress has

been made toward adoption and adoption is scheduled to occur on or before the date that is 120 days after the Project End Date.

13. Any final draft product (e.g., ordinances, maps, websites, databases, supporting documents, and photographs) shall be a hearings-ready draft and shall be accompanied by a report in detailing why the product was not adopted and a timeframe for the future adoption of the product.
14. Any notice issued by Grantee that is eligible for reimbursement under ORS 227.186 – Notice to city property owners for costs incurred for Measure 56 – is not reimbursable under this Agreement.
15. Grantee will coordinate and provide notice to DLCD, Lane County, and any other agencies and organizations listed in Steering Committee roster of public meetings, workshops, work sessions, and hearings to develop, review or approve products prepared under this Agreement.

Grantee will consult with the DLCD Grant Manager in the development of Products and provide an opportunity for timely review of all draft Products.
16. Grantee will not use grant funds provided under this Agreement for any regularly scheduled meetings and hearings. Grantee must use its own funds, or in-kind contributions for all regularly scheduled meetings and hearings.
17. If a new comprehensive map or zoning map is created or an existing map is revised or updated, the Product(s) must be submitted in an electronic form compatible with Environmental Systems Research Institute's (Esri) file formats (coverage, shapefile or geodatabase).
18. Geospatial data should be free of topological errors and metadata must comply with the current State of Oregon Metadata Standards accessible at <http://www.oregon.gov/geo/Pages/standards.aspx>, "Oregon GIS Data Standards and Best Practices." The projection of the data may be determined by the jurisdiction. All data should have the projection defined with the dataset and must be documented in the metadata.
19. DLCD may display appropriate Product(s) on its web interface including corporate GIS data generated under this Agreement and any additional data provided that is not specifically restricted into state agency databases, acknowledging that Grantee and agents of Grantee are not responsible for the accuracy of such data. DLCD may also share the data specifically generated under this Agreement with other agencies and organizations, as this is data that DLCD owns as Product(s) under Grant Agreement Section 11.
20. If GIS capability is not available to the Grantee, map Product(s) on digital media will be accepted with the written approval of the DLCD Grant Manager.

SCHEDULE, PRODUCTS, AND BUDGET

Pre-Task Submittals

The consultant contract required by Project Requirement 7, the report on task responsibilities required by Project Requirement 8a, and the Steering Committee contact list required by Project Requirement 8b in this Project Description and Budget will be submitted.

Timeline: Effective date through June 30, 2018

Pre-task report budget: \$0

Task 1: Project Background/ Plan Reviews

The consultant, with assistance from the Grantee, will conduct background research, including a review of existing land uses, zoning, plan policies, and development codes that apply in the downtown/project study area. The research will also include previous plans and studies for the downtown/study area, economic and demographic data for the community, and historic and current photos of the study area.

Products:

- a. Technical Memo (or comparable) that compiles the project background documents, maps, photos, etc.
- b. Steering Committee Meeting #1 – Project Kick-off

Timeline: July 1, 2018 through July 31, 2018

Task 1 budget: \$1,500

Task 2: Physical Analysis of Downtown/Study Area

The consultant, with guidance from the Grantee, will conduct fieldwork to document and evaluate the study area's general physical characteristics through mapping, measurements, field notes, and photography. Based upon the field research, the consultant will evaluate existing conditions with an emphasis on the following: Existing land uses; vacant sites; buildings/sites with redevelopment potential; streetscapes; streets and parking; existing/potential stormwater facilities; existing/potential public spaces and locations for affordable housing; pedestrian safety and circulation; and, physical appearances of gateways leading into the downtown.

Products:

- a. Technical Memorandum (or comparable) that documents the study area physical characteristics and existing conditions
- b. Steering Committee Meeting #2 – Review memo on physical characteristics and existing conditions of downtown/study area; identify stakeholders for individual and group interviews

Timeline: August 1, 2018 through September 30, 2018

Task 2 budget: \$3,750

Task 3: Stakeholder Interviews and Community Engagement

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

Products:

- a. Technical Memorandum (or comparable) that reports on key findings from stakeholder interviews
- b. Steering Committee Meeting #3 – Presentation on key findings from stakeholder interviews
- c. Public Meeting #1

Timeline: September 1, 2018 through October 30, 2018

Task 3 budget: \$2,250

Task 4: Downtown Concept Plan Development

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

Products:

- a. Downtown Design Charrette
- b. Technical Memorandum (or comparable) that highlights Design Charrette Outcomes
- c. Study Area Map including Project locations
- d. Concept Plans for the Downtown Gateway Areas
- e. Concept Streetscape Plans with Integrated Stormwater Facilities (including Street Sections for Pioneer Street, Main Street, North Shore Drive, and Moss Street)
- f. Steering Committee Meeting #4 – Review and Refine Concept Plans
- g. Public Meeting #2 – Feedback on Concept Plans

Timeline: November 1, 2018 through December 31, 2018

Task 4 budget: \$11,250

Interim Payment

Reimbursement **up to \$18,750** upon submittal of pre-task reports and the Products listed in Tasks 1-4. Submit Products and a signed Attachment C, Request for Reimbursement Form on digital media to the Grant Manager and the Grant Administrative Specialist to the addresses listed in Attachment B, DLCD Contact Information.

Task 5: Policy and Code Amendments Development

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

Products:

- a. Recommended Comprehensive Plan Policy Amendments
- b. Recommended Development Code Amendments
- c. Steering Committee Meeting #5 – Review proposed Plan and Code Amendments

Timeline: January 1, 2019 through February 15, 2019

Task 5 budget: \$4,500

Task 6: Prioritized Capital Improvement Plan and Implementation Strategy

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

Products:

- a. Technical Memorandum (or comparable) that provides descriptions, details, and cost estimates for individual capital improvement concepts
- b. Technical Memorandum (or comparable) that provides an implementation strategy to complete the individual capital improvement projects and programs
- c. Steering Committee Meeting #6 – Capital Project Prioritization

Timeline: January 1, 2019 through February 15, 2019

Task 6 budget: \$3,750

Task 7: Review of Draft Lowell Downtown Master Plan

Consultant to produce draft Lowell Downtown Master Plan, solicit feedback on the draft document from the Steering Committee and public, and make amendments, as appropriate. Consultant, with support and direction from Grantee, will submit the draft plan and sets of

associated plan policies and development code amendments to the Lowell Planning Commission and City Council for review.

Products:

- a. Draft Lowell Downtown Master Plan
- b. Steering Committee Meeting #7 – Review Draft Lowell Downtown Master Plan

Timeline: February 1, 2019 through March 16, 2019

Task 7 budget: \$2,500

Task 8: Public Hearings and Adoption

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

The public hearing schedule is generally as follows:

- April 4, 2019 – Initial Public Hearing before the Lowell Planning Commission
- April 17, 2019 – Continuation of Planning Commission Public Hearing (if necessary); Recommendation to City Council
- May 7, 2019 – Final Public Hearing before the Lowell City Council
- May 21, 2019 – Continuation of City Council Public Hearing (if necessary); Adoption

Submit 35-day notice. Prepare and submit hearings-ready Products from Task 1 and 2 online at https://db.lcd.state.or.us/PAPA_Online/Account/Login?ReturnUrl=%2fPAPA_Online, or via e-mail with Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation, and at least 35 days before first evidentiary hearing. If the notice is submitted online, send an e-mail to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information providing notification of the submittal. If submitting via e-mail, send Task 1 and 2 Product(s) in a digital media format to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information, and to the Plan Amendment Specialist at the e-mail address specified in Attachment E, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation.

Submit Notice of Adoption. Prepare and submit signed ordinance(s) adopting the Products from Tasks 1 and 2 online at https://db.lcd.state.or.us/PAPA_Online/Account/Login?ReturnUrl=%2fPAPA_Online, or via e-mail with Attachment E, Form 2 Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation, according to the instructions on the form. If the notice is submitted online, send an e-mail to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information providing notification of the submittal. If submitting via e-mail, send the notice on digital media to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information, and to the Plan Amendment Specialist at the e-mail address specified in Attachment E, Form 2 Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation.

Products:

- a. Notice of Proposed Change
- b. Hearings-ready Draft Lowell Downtown Master Plan
- c. Hearings-ready recommended Comprehensive Plan Policy Amendments and Development Code Amendments
- d. Minutes of meetings and hearings with the planning commission and city council
- e. Signed ordinance(s) adopting the plan amendments
- f. Notice of Adoption

Timeline: March 19, 2019 through May 31, 2019

Task 8 budget: \$500

Final Payment

Reimbursement of **up to \$11,250** and the balance of previously unused grant funds from Interim Payment upon submittal of Products listed in Tasks 5-8. Submit the Products and a signed Attachment C, Final Closeout Form acceptable to DLCD on digital media to the Grant Manager and the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information **no later than May 31, 2019.**

Budget Summary

Task 1 – Project Background / Plan Reviews	\$1,500
Task 2 – Physical Analysis of Downtown / Study Area	\$3,750
Task 3 – Stakeholder Interviews and Community Engagement	\$2,250
Task 4 – Downtown Concept Plan Development	\$11,250
Task 5 – Policy and Code Amendments Development	\$4,500
Task 6 – Prioritized Capital Improvement Plan and Implementation Strategy	\$3,750
Task 7 – Review of Draft Lowell Downtown Master Plan	\$2,500
Task 8 – Public Hearings and Adoption	\$500
TOTAL	\$ 30,000

**DLCD TA Grant Agreement
Contact Information**

For questions regarding your grant, please contact:

Grant Manager:

Patrick Wingard
South Valley Regional Solutions Center
1715 Franklin Boulevard, Room 221
Eugene, Oregon 97403

Mobile: 541-393-7675

E-mail: patrick.wingard@state.or.us

OR

Grant Program Manager:

Gordon Howard
DLCD Salem Office
635 Capitol Street N.E., Suite 150
Salem, Oregon 97301-2540

Office: 503-934-0034

E-mail: gordon.howard@state.or.us

Payment requests should be sent to:

Grants Administrative Specialist

Tabatha Hoge
DLCD Salem Office
635 Capitol Street N.E., Suite 150
Salem, Oregon 97301-2540

Office: 503-934-0054

E-mail: DLCD.GFGrant@state.or.us

Attachment C

Department of Land Conservation and Development (DLCD) 2017-2019 Request for Interim Reimbursement / Final Closeout

Grantee Name City of Lowell		Grant No. assigned by DLCD TA-19-185		Final Reimbursement Yes No	
Grant Agreement Start Date From: Execution		Project End Date To: May 31, 2019		Period covered by this Reimbursement From:	
				Period covered by this Reimbursement To:	
DLCD Grant Expenditures		DLCD Grant Expenditures		DLCD Grant Expenditures	
Transactions		Previously Reported		This Reimbursement	
				Cumulative	
1. Salaries and Benefits					
2. Supplies and services					
3. Contracts (see instructions)					
4. Other (provide list & explain)					
5. Total (add lines 1-4)					
Local Contributions (if applicable)					
6. Salaries and Benefits					
7. Supplies and services					
8. Contracts					
9. Other					
10. Total (add lines 6-9)					
11. Reimbursement requested (from line 5)		DO NOT WRITE IN THIS SPACE		DO NOT WRITE IN THIS SPACE	
12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures are for the purposes set forth in the award document. I further certify that all records are available upon request, and the financial records will be retained for six years after the final reimbursement.					
13. Typed or Printed Name and Title			14. Address where reimbursement is to be sent		
15. Signature of Authorized Certifying Official			16. Date Reimbursement Submitted		

Do Not Write Below This Line

FOR DLCD USE ONLY

Do Not Write Below This Line

DLCD CERTIFICATION			
I certify as a representative of the Department of Land Conservation and Development (DLCD), that the Grantee: _____ Has met the terms and conditions of the grant and that reimbursement in the amount of \$ _____ should be issued _____ Has not met the terms and conditions of the grant for the reasons stated on the attached sheet, and reimbursement in the amount of \$ _____ should be issued.			
Signature of DLCD Grant Manager		Date	
Signature of DLCD Program Manager		Date	
BATCH #	DATE	VOUCHER#	DATE
PCA#	OBJECT #	VENDOR #	AMOUNT

**Department of Land Conservation and Development
2017-2019 Planning Technical Assistance Grant Agreement
Interim Reimbursement and Closeout Form Instructions**

General and line-by-line instructions for completing the Request for Interim Reimbursement/Final Closeout form are provided herein.

General Instructions and Reminders

- This form may be completed by hand or typed on paper or completed in Microsoft Word. If you need a Word file, please contact the Grants Administrative Specialist at DLCD.GFGrant@state.or.us. In any case, submit the form with the grant Product(s) electronically, as called for in the Agreement.
- This form is used for all reimbursement requests – interim or final.
- It is important that you retain documentation of expenditures as provided in paragraph 16 of the Agreement, which provides that records be maintained for at least six years after the final reimbursement has been received by the grantee.
- Interim and final reimbursement requests must not include work performed prior to the Effective Date of this Agreement (generally the date the Agreement is signed by DLCD) and not after the Closing Date of this Agreement.

Completing the Form

Please show *total actual expenditures only* of DLCD grant award and local contributions.

First row: DLCD will complete the Grantee Name and Grant Number. In the Final Reimbursement box, highlight or circle “No” for interim reimbursements and “Yes” for final closeouts.

Second row: DLCD will complete Agreement start and close dates. Complete the “Period covered by this reimbursement” The form includes separate boxes for “from” and “to.” Please complete both. These dates must accurately depict the dates the work for the reimbursable expenditure was incurred. If there are any applicable limits on these dates, they will be provided in the reimbursement descriptions in the “Schedule, Products, and Budget” section of the Agreement.

The next section of the form includes columns for itemizing each expense category:

- **“DLCD Grant Expenditures, Previous Reported”** column -- should be blank if the submission is Reimbursement 1. If the request is for a second or later interim reimbursement or final closeout, enter the sum of previous reimbursements in this “Previously Reported” column.
- **“DLCD Grant Expenditures, This Reimbursement”** column – captures and identifies expenditures for the products that are currently being submitted for review and reimbursement.
- **“DLCD Grant Expenditures, Cumulative”** column – simply the total of the two previous columns.
- **“DLCD Grant Expenditures, Transactions”** – Complete items 1–4 as applicable and item 5, total in the “Previously Reported” column if applicable and in the “This Reimbursement” column. Complete previous and current local contributions in items 6–9 and the total on line 10 if applicable. Local contribution does not include expenses reimbursed by the grant. It is included to provide DLCD with accurate information regarding the cost of projects and/or products completed in compliance with this grant. This category includes both in-kind and cash contributions.
 - **1. Salary and Benefits** includes the grantee’s staff time, including Other Personnel Expenses. Receipts are not required with this report submission.

- **2. Supplies and Services** include allowable grantee supplies used for completion of grant products. Receipts are not required with this report submission.
- **3. Contracts** include consultants, attorneys, and any company or individual hired by the grantee to conduct grant work. This category does not include employees of the grantee, but rather an individual or entity that invoices the grantee for services rendered. Information required for the closeout report includes name, address, phone number, and e-mail address of the payee. If there are multiple entities, please provide the amount of grant funds allocated for the reimbursement of each.
- **4. Other** - Provide a brief explanation and cost breakdown for amounts listed as “Other.” Receipts are not required. Note: Grantee travel expenses are not eligible for reimbursement.
- **5. Totals** – Sum the categories of grant expenditures in the Previously Reported, This Reimbursement, and Cumulative columns. The Total reimbursements at closeout cannot exceed the maximum amount in paragraph 3 of the Agreement.
- Re-enter the reimbursement request from line 5 “DLCD Grant Expenditures This Reimbursement” on line 11.

Certification: Be sure to read and understand the information in item 12 prior to signing the form.

- A legible name and title is required in cell 13.
- A mailing address, including city and zip code, where reimbursement should be sent must be provided in cell 14.
- The signature under “Signature of Authorized Certifying Official” must be of the person taking responsibility for the accuracy of the information contained in the form.

Before a reimbursement can be issued, *all grant products, required documentation, and the signed reimbursement request form* must be received, accepted, and reviewed by the grant manager and grant program manager, subject to the requirements contained in the Agreement.

Please follow the reimbursement schedule as identified in the Grant Agreement when submitting a request for reimbursement or closeout.

A **signed cover letter**, completed and signed **reimbursement request form**, and completed **Products** can be submitted in one of the following ways: (1) the preferred method – an e-mail with PDF files sent to the Grants Administrative Specialist at DLCD.GFGrant@state.or.us, or (2) via the DLCD FTP site (contact Grants Administrative Specialist for instructions) or (3) a CD or DVD mailed to the address for the Grants Administrative Specialist in Attachment B of the Agreement. If none of these options are possible, mail the relevant documents to:

Grants Administrative Specialist
Department of Land Conservation and Development
635 Capitol St. NE Suite 150
Salem, OR 97301

DLCD FORM 1



NOTICE OF A PROPOSED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION

FOR DLCD USE

File No.:

Received:

Local governments are required to send notice of a proposed change to a comprehensive plan or land use regulation **at least 35 days before the first evidentiary hearing**. (See [OAR 660-018-0020](#) for a post-acknowledgment plan amendment and [OAR 660-025-0080](#) for a periodic review task). The rules require that the notice include a completed copy of this form.

Jurisdiction:

Grant No.:

Local file no.:

Please check the type of change that best describes the proposal:

- ☐ **Urban growth boundary (UGB) amendment** including more than 50 acres, by a city with a population greater than 2,500 within the UGB
- ☐ **Urban growth boundary (UGB) amendment** including equal to or less than 50 acres
- ☐ **UGB amendment** over 100 acres by a metropolitan service district
- ☐ **Urban reserve designation** or amendment including over 50 acres, by a city with a population greater than 2,500 within the UGB
- ☐ **Periodic review task** – Task no.:
- ☐ **Any other change** to a comp plan or land use regulation (*e.g.*, a post-acknowledgement plan amendment)

Local contact person (name and title):

Phone: E-mail:

Street address: City: Zip:

Briefly summarize the proposal in plain language. Please identify all chapters of the plan or code proposed for amendment (maximum 500 characters):

Date of first evidentiary hearing:

Date of final hearing:

- ☐ This is a revision to a previously submitted notice. Date of previous submittal:

Check all that apply:

- ☐ Comprehensive Plan text amendment(s)
- ☐ Comprehensive Plan map amendment(s) – Change from to
Change from to
- ☐ New or amended land use regulation
- ☐ Zoning map amendment(s) – Change from to
Change from to
- ☐ An exception to a statewide planning goal is proposed – goal(s) subject to exception:
- ☐ Acres affected by map amendment:

Location of property, if applicable (site address and T, R, Sec., TL):

List affected state or federal agencies, local governments and special districts:

NOTICE OF A PROPOSED CHANGE – SUBMITTAL INSTRUCTIONS

1. Except under certain circumstances,¹ proposed amendments must be submitted to DLCD's Salem office at least 35 days before the first evidentiary hearing on the proposal. The 35 days begins the day of the postmark if mailed, or, if submitted by means other than US Postal Service, on the day DLCD receives the proposal in its Salem office. **DLCD will not confirm receipt of a Notice of a Proposed Change unless requested.**

2. A Notice of a Proposed Change must be submitted by a local government (city, county, or metropolitan service district). DLCD will not accept a Notice of a Proposed Change submitted by an individual or private firm or organization.

3. **Hard-copy submittal:** When submitting a Notice of a Proposed Change on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 1 on light green paper if available. Submit **one copy** of the proposed change, including this form and other required materials to:

Attention: Plan Amendment Specialist
Dept. of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301-2540

This form is available
here: <http://www.oregon.gov/LCD/forms.shtml>

4. **Electronic submittals** of up to 20MB may be sent via e-mail. Address e-mails to plan.amendments@state.or.us with the subject line "Notice of Proposed Amendment."

Submittals may also be uploaded to DLCD's FTP site at http://www.oregon.gov/LCD/Pages/papa_submittal.aspx.

E-mails with attachments that exceed 20MB will not be received, and therefore FTP must be used for these electronic submittals. **The FTP site must be used for all .zip files** regardless of size. The maximum file size for uploading via FTP is 150MB.

Include this Form 1 as the first pages of a combined file or as a separate file.

5. **File format:** When submitting a Notice of a Proposed Change via e-mail or FTP, or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred); Microsoft Office (for example, Word .doc or docx or Excel .xls or xlsx); or ESRI .mxd, .gdb, or .mpk. For other file formats, please contact the plan amendment specialist at 503-934-0017 or plan.amendments@state.or.us.

6. **Text:** Submittal of a Notice of a Proposed Change for a comprehensive plan or land use regulation text amendment must include the text of the amendment and any other information necessary to advise DLCD of the effect of the proposal. "Text" means the specific language proposed to be amended, added to, or deleted from the currently acknowledged plan or land use regulation. A general description of the proposal is not adequate. The notice may be deemed incomplete without this documentation.

7. **Staff report:** Attach any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained.

8. **Local hearing notice:** Attach the notice or a draft of the notice required under ORS 197.763 regarding a quasi-judicial land use hearing, if applicable.

9. **Maps:** Submittal of a proposed map amendment must include a map of the affected area showing existing and proposed plan and zone designations. A paper map must be legible if printed on 8½" x 11" paper. Include text regarding background, justification for the change, and the application if there was one accepted by the local government. A map by itself is not a complete notice.

10. **Goal exceptions:** Submittal of proposed amendments that involve a goal exception must include the proposed language of the exception.

¹ 660-018-0022 provides:

- (1) When a local government determines that no goals, commission rules, or land use statutes apply to a particular proposed change, the notice of a proposed change is not required [a notice of adoption is still required, however]; and
- (2) If a local government determines that emergency circumstances beyond the control of the local government require expedited review such that the local government cannot submit the proposed change consistent with the 35-day deadline, the local government may submit the proposed change to the department as soon as practicable. The submittal must include a description of the emergency circumstances.

If you have any questions or would like assistance, please contact your DLCD regional representative or the DLCD Salem office at 503-934-0017 or e-mail plan.amendments@state.or.us.

Notice checklist. Include all that apply:

- ☐ Completed Form 1
- ☐ The text of the amendment (e.g., plan or code text changes, exception findings, justification for change)
- ☐ Any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained
- ☐ A map of the affected area showing existing and proposed plan and zone designations
- ☐ A copy of the notice or a draft of the notice regarding a quasi-judicial land use hearing, if applicable
- ☐ Any other information necessary to advise DLCD of the effect of the proposal

DLCD FORM 2



NOTICE OF ADOPTED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION

FOR DLCD USE

File No.:

Received:

Local governments are required to send notice of an adopted change to a comprehensive plan or land use regulation **no more than 20 days after the adoption.** (See [OAR 660-018-0040](#)). The rules require that the notice include a completed copy of this form. **This notice form is not for submittal of a completed periodic review task or a plan amendment reviewed in the manner of periodic review.** Use [Form 4](#) for an adopted urban growth boundary including over 50 acres by a city with a population greater than 2,500 within the UGB or an urban growth boundary amendment over 100 acres adopted by a metropolitan service district. Use [Form 5](#) for an adopted urban reserve designation, or amendment to add over 50 acres, by a city with a population greater than 2,500 within the UGB. Use [Form 6](#) with submittal of an adopted periodic review task.

Jurisdiction:

Grant No.

Local file no.:

Date of adoption:

Date sent:

Was Notice of a Proposed Change (Form 1) submitted to DLCD?

☐ Yes: Date (use the date of last revision if a revised Form 1 was submitted):☐ NoIs the adopted change different from what was described in the Notice of Proposed Change? ☐ Yes ☐ No

If yes, describe how the adoption differs from the proposal:

Local contact (name and title):

Phone: E-mail:

Street address: City: Zip:

PLEASE COMPLETE ALL OF THE FOLLOWING SECTIONS THAT APPLY**For a change to comprehensive plan text:**

Identify the sections of the plan that were added or amended and which statewide planning goals those sections implement, if any:

For a change to a comprehensive plan map:

Identify the former and new map designations and the area affected:

Change from to . acres. ☐ A goal exception was required for this change.Change from to . acres. ☐ A goal exception was required for this change.Change from to . acres. ☐ A goal exception was required for this change.Change from to . acres. ☐ A goal exception was required for this change.

Location of affected property (T, R, Sec., TL and address): .

☐ The subject property is entirely within an urban growth boundary☐ The subject property is partially within an urban growth boundary

If the comprehensive plan map change is a UGB amendment including less than 50 acres and/or by a city with a population less than 2,500 in the urban area, indicate the number of acres of the former rural plan designation, by type, included in the boundary.

Exclusive Farm Use – Acres:	Non-resource – Acres:
Forest – Acres:	Marginal Lands – Acres:
Rural Residential – Acres:	Natural Resource/Coastal/Open Space – Acres:
Rural Commercial or Industrial – Acres:	Other: – Acres:

If the comprehensive plan map change is an urban reserve amendment including less than 50 acres, or establishment or amendment of an urban reserve by a city with a population less than 2,500 in the urban area, indicate the number of acres, by plan designation, included in the boundary.

Exclusive Farm Use – Acres:	Non-resource – Acres:
Forest – Acres:	Marginal Lands – Acres:
Rural Residential – Acres:	Natural Resource/Coastal/Open Space – Acres:
Rural Commercial or Industrial – Acres:	Other: – Acres:

For a change to the text of an ordinance or code:

Identify the sections of the ordinance or code that were added or amended by title and number:

For a change to a zoning map:

Identify the former and new base zone designations and the area affected:

Change from	to	. Acres:
Change from	to	. Acres:
Change from	to	. Acres:
Change from	to	. Acres:

Identify additions to or removal from an overlay zone designation and the area affected:

Overlay zone designation: . Acres added: . Acres removed:

Location of affected property (T, R, Sec., TL and address):

List affected state or federal agencies, local governments and special districts:

Identify supplemental information that is included because it may be useful to inform DLCD or members of the public of the effect of the actual change that has been submitted with this Notice of Adopted Change, if any. If the submittal, including supplementary materials, exceeds 100 pages, include a summary of the amendment briefly describing its purpose and requirements.

NOTICE OF ADOPTED CHANGE – SUBMITTAL INSTRUCTIONS

1. A Notice of Adopted Change must be received by DLCD no later than 20 days after the ordinance(s) implementing the change has been signed by the public official designated by the jurisdiction to sign the approved ordinance(s) as provided in [ORS 197.615](#) and [OAR 660-018-0040](#).

2. A Notice of Adopted Change must be submitted by a local government (city, county, or metropolitan service district). DLCD will not accept a Notice of Adopted Change submitted by an individual or private firm or organization.

3. **Hard-copy submittal:** When submitting a Notice of Adopted Change on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 2 on light green paper if available. Submit **one copy** of the proposed change, including this form and other required materials to:

Attention: Plan Amendment Specialist
Dept. of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301-2540

This form is available
here: <http://www.oregon.gov/LCD/forms.shtml>

4. **Electronic submittals** of up to 20MB may be sent via e-mail. Address e-mails to plan.amendments@state.or.us with the subject line "Notice of Adopted Amendment."

Submittals may also be uploaded to DLCD's FTP site at http://www.oregon.gov/LCD/Pages/papa_submittal.aspx.

E-mails with attachments that exceed 20MB will not be received, and therefore FTP must be used for these electronic submittals. **The FTP site must be used for all .zip files** regardless of size. The maximum file size for uploading via FTP is 150MB.

Include this Form 2 as the first pages of a combined file or as a separate file.

5. **File format:** When submitting a Notice of Adopted Change via e-mail or FTP, or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred); Microsoft Office (for example, Word .doc or docx or Excel .xls or .xlsx); or ESRI .mxd, .gdb, or .mpk. For other file formats, please contact the plan amendment specialist at 503-934-0017 or plan.amendments@state.or.us.

6. **Content:** An administrative rule lists required content of a submittal of an adopted change ([OAR 660-018-0040\(3\)](#)). By completing this form and including the materials listed in the checklist below, the notice will include the required contents.

Where the amendments or new land use regulations, including supplementary materials, exceed 100 pages, include a summary of the amendment briefly describing its purpose and requirements.

7. Remember to notify persons who participated in the local proceedings and requested notice of the final decision. ([ORS 197.615](#))

If you have any questions or would like assistance, please contact your DLCD regional representative or the DLCD Salem office at 503-934-0017 or e-mail plan.amendments@state.or.us.

Notice checklist. Include all that apply:

- ☐ Completed Form 2
- ☐ A copy of the final decision (including the signed ordinance(s)). This must include city *and* county decisions for UGB and urban reserve adoptions
- ☐ The findings and the text of the change to the comprehensive plan or land use regulation
- ☐ If a comprehensive plan map or zoning map is created or altered by the proposed change:
 - ☐ A map showing the area changed and applicable designations, and
 - ☐ Electronic files containing geospatial data showing the area changed, as specified in [OAR 660-018-0040\(5\)](#), if applicable
- ☐ Any supplemental information that may be useful to inform DLCD or members of the public of the effect of the actual change

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: April 13, 2018
SUBJECT: Downtown Master Plan Project
Consultant

☐ **DISCUSSION**
☒ **ACTION**
☐ **RESOLUTION**
☐ **ORDINANCE**
☐ **PROCLAMATION**
☐ **REPORT**

SUMMARY:

After approval of the grant agreement with DLCD, the next step is to select a consultant. The City has the option of soliciting request for proposals or entering into an intergovernmental agreement with a planning consultant. Staff reviewed options with the Economic Development Committee. They recommended using the services of the Lane Council of Governments, due to their familiarity with Lowell and anticipated costs.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

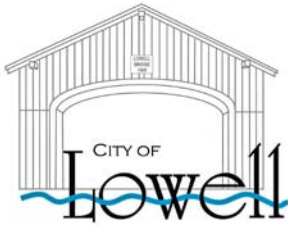
1. Motion to solicit requests for proposals for the development of the Lowell Downtown Master Plan.
2. Motion to request a proposal from the Lane Council of Governments for the development of the Lowell Downtown Master Plan.
3. No action.

RECOMMENDATION:

Motion to request a proposal from the Lane Council of Governments for the development of the Lowell Downtown Master Plan.

ATTACHMENTS:

1. Memo – Procurement Downtown Master Plan Consultant



City Administrator's Office

P.O. Box 490 Lowell, OR 97452

Phone: 541-937-2157

Fax: 541-937-2936

Email: jcobb@ci.lowell.or.us

TO: Economic Development Committee

FROM: Jared Cobb, City Administrator

DATE: March 30, 2018

SUBJECT: Procurement Downtown Master Plan Consultant

The City has \$40,000 budgeted for the completion of a Downtown Master Plan, which is covered by a \$30,000 grant from the State and \$10,000 City match. Staff received the grant agreement from the Department of Land Conservation and Development for our Downtown Master Plan. The City Council is scheduled to review the agreement at their Work Session on April 3, with potential consideration at their regular meeting on April 17. The next step is to hire a consultant. There are two options as follows:

- **Request for Proposals** – The City could solicit proposals for the project. This process would take approximately 2 months to complete. The solicitation would advertise for 30 days, followed by a minimum of one additional month for review and consideration by the City Council. Staff would anticipate 3-4 proposals, with one potentially from the Eugene area and the others from Portland. The benefit of this process would be competition, however, firms from Portland are typically less cost effective due to travel and a higher cost of living.
- **Direct Appointment** – The Lane Council of Governments, led by our City Planner, Jake Callister, is interested in this project. If selected, they would manage the development process and complete the plan document (for work example, see [Oakland Local Street Network Plan](#)). They would subcontract the design tasks. This option would be slightly quicker, as the City would not advertise for proposals. The benefit of this option is that our planner is more familiar with Lowell and, as City Planner, will also be responsible for helping the City implement the plan. LCOG should also be more cost effective than a private firm.