

**Lowell City Council Meeting Agenda**  
**City Hall, 107 East 3rd Street**  
**Tuesday, August 21, 2018 at 7:00 P.M.**  
**\*Please silence your cell phones as a courtesy to everyone\***

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

Councilors: Mayor Bennett \_\_\_\_ Burford \_\_\_\_ Osgood \_\_\_\_ Angelini \_\_\_\_ Harris \_\_\_\_

**Approval of Agenda**

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

City Council Executive Session Minutes for July 17, 2018

City Council Regular Meeting Minutes for July 17, 2018

City Council Work Session Minutes for August 7, 2018

Voucher Directory for August 21, 2018

**Presentations, Proclamations, and Awards**

1. Yard of the Month Award

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

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

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

**Reports of the City Administrator:**

City Administrator Report

Financial Report

Police Report

Public Works Report

Draft Committee Minutes

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

**Old Business:** None

**New Business:**

1. RDI Proposal for Small Business Organizational Assistance – Discussion/Possible Action
2. Travel Oregon Small Competitive Grant – Discussion/Possible Action
3. Resolution 703 – Rolling Rock Park Property Acquisition – Discussion/Possible Action
4. League of Oregon Cities Voting Delegates – Discussion/Possible Action

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

## **Other Business**

## **Mayor Comments**

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

## **Adjourn**

### **Future Meetings / Dates to Remember:**

<b>09-03-18</b>	<b>City Hall/ Library Closed</b> for Labor Day Holiday
09-04-18	City Council Work Session – 7 PM at City Hall
09-05-18	First Day of School
09-05-18	Planning Commission Meeting – 7 PM at City Hall
09-06-18	Parks and Recreation Committee Meeting – 6 PM at City Hall
09-11-18	Blackberry Jam Festival Committee Meeting – 7 PM at City Hall
09-11-18	Lowell Fire District Board Meeting – 7 PM at Fire Station
09-18-18	City Council Regular Meeting – 7 PM at City Hall
09-20-18	Lowell Municipal Court – 7 PM at City Hall
09-24-18	Lowell School District Board Meeting – 7 PM at PDC in Lundy Elementary

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

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** August 21, 2018  
**SUBJECT:** Consent Agenda

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

### **SUMMARY:**

The Consent Agenda for the August 21, 2018 City Council meeting includes the minutes for the City Council Executive Session on July 17, Regular Meeting on July 17, 2018, Work Session on August 7, 2018, and the Voucher Directory for August 21, 2018.

### **FISCAL IMPACT:**

1. City Council Executive Session Minutes – July 17, 2018 – No fiscal impact.
2. City Council Regular Meeting Minutes – July 17, 2018 – No fiscal impact.
3. City Council Work Session Minutes – August 7, 2018 – No fiscal impact.
4. Voucher Directory – August 21, 2018 – Includes expenditures approved during the annual budget process.

### **COURSES OF ACTION:**

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

### **RECOMMENDATION:**

Motion to approve the consent agenda as presented.

### **ATTACHMENTS:**

1. City Council Executive Session Minutes – July 17, 2018
2. City Council Regular Meeting Minutes – July 17, 2018
3. City Council Work Session Minutes – August 7, 2018
4. Voucher Directory – August 21, 2018

**City of Lowell, Oregon**  
**Minutes of the City Council Executive Session**  
**July 17, 2018**

The Executive Session was called to order at 6:32 PM by Mayor Bennett.

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

**Executive Session: ORS 192.660(2)(e) and (f)** – To conduct deliberations with persons designated by the governing body to negotiate real property transactions and to consider information or records that are exempt by law from public inspection.

Adjourn: 6:45 PM

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**City of Lowell, Oregon  
Minutes of the City Council Regular Meeting  
July 17, 2018**

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

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

**Consent Agenda:** Councilor Burford moved to approve consent agenda, second by Councilor Osgood. PASS 5:0

**Public Comments:** None

**Council Comments:** None

**City Administrator Report:** CA encouraged council to attend the LOC 93<sup>rd</sup> Annual Conference in September in Eugene. CA reported on following topics: Railroad ROW, Housing Grant, Blackberry Jam Booth, Projects Updates, and League of Oregon Cities Highlights.

**Financial Report:** CA reviewed Quarterly Financial Report (April – June) as provided in packet.

**Police Report:** June report provided in packet.

**Public Works Report:** Max Baker, Public Works Director reported on the clearing of vegetation on Pacific Crest Way, preparations for BBJ Festival, Lift Station level sensing transducer was replaced, a new residential water service connection was installed, no detects for Cyanotoxins last week, and 3<sup>rd</sup> Qtr. Code Enforcement is scheduled after July 19<sup>th</sup>.

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

**Old Business:** None

**New Business:**

- **Public Works Truck Replacement** – CA presented proposal to purchase a ½ ton truck. Councilor Harris moved to approve the purchase of a ½ ton pickup truck through the Oregon Cooperative Procurement Program for an amount not to exceed \$28,000, second by Councilor Angelini. PASS 5:0
- **LCOG Contract for Attorney Services** – CA presented contract. Councilor Harris moved to approve the Intergovernmental Agreement with LCOG for City Attorney Services, as presented, second by Councilor Angelini. PASS 5:0
- **League of Oregon Cities Legislative Priority Ballot** – CA presented the top priorities that were discussed at the last work session. Councilor Angelini moved to approve the 2019 Legislative Ballot with the Top Four Issues being: 1) Mental Health Investment, 2) 3<sup>rd</sup> Party Building Inspection, 3) Wastewater Technical Assistance, and 4) Broadband Infrastructure. The Lowest Four Issues being: 1) 911 Tax, 2) Carbon Cap & Invest Program, 3) City Comparability for Compensation, and 4) Auto Theft. Second by Councilor Osgood. PASS 5:0
- **Resolution 702 – Special City Allotment Grant** – CA presented grant application from ODOT for repairs to Main Street. Councilor Angelini moved to approve Resolution

**702: A Resolution in Support of the City of Lowell Applying for the Oregon Department of Transportation 2019 Special City Allotment Grant, as written. Second by Councilor Harris. PASS 5:0**

**Other: None**

**Mayor Comments:** Mayor reported LCOG Board Meeting, and Lowell School District Board Meeting,

**Adjourn: 8:15 PM**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**City of Lowell, Oregon**  
**Minutes of the City Council Work Session**  
**August 7, 2018**

The Work 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. **Backflow Prevention Program** – CA introduced Cross Connection Program. A program to assist residents with a back flow device to opt in to have the City provide the required annual testing for nominal fee. Max Baker Public Works Director presented information on back flow testing requirements.
2. **RDI Proposal for Small Business Organizational Assistance** – CA stated Rural Development has met with the Economic Development Committee, and have put together a proposal to explore the formation of a local business organization in the Lowell area.
3. **Solid Waste Franchise Agreement** – CA presented information on current agreement which was established in 1996. Veneta's Franchise agreement was provided for information. Discussion on whether it should be an exclusive franchise was reviewed, and the City Attorney has been consulted.
4. **City Hall and Library Renovations** – CA presented concerns and needs for the City Hall building. Suggested including a needs analysis with the Downtown Master Plan on what the community wants for a City Hall.
5. **Travel Oregon Competitive Small Grant** – CA presented information on available grant, idea's for possible use was discussed.
6. **Oregon Department of Environmental Quality Materials Management Grant** – CA presented information on available grant, possibly to be used for a wood chipper.

Other: CA reported on the vandalism that occurred in the City Parks, which was reported to Lane County, Small Cities Allotment Grant has been submitted to use on repairing city streets, Downtown Master Plan and Parks Master Plan survey information is being distributed.

**Adjourn: 8:37 PM**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# Voucher Directory

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

Vendor	Number	Reference	Account Number	Description	Amount
<b>Accurate Leak Detection</b>					
	14921			<b>2018-2019 - August 2018 - 2nd Council</b>	
		Invoice - 3393			
			030-100-6230	Other Repair & Maintenance	\$150.00
		Total Invoice - 3393			<b>\$150.00</b>
	Total 14921				<b>\$150.00</b>
Total Accurate Leak Detection					<b>\$150.00</b>
<b>Advanced Security</b>					
	1659			<b>2018-2019 - August 2018 - 2nd Council</b>	
		Invoice - 5054-E			
			014-100-6190	Miscellaneous Exp	\$731.25
		Total Invoice - 5054-E			<b>\$731.25</b>
	Total 1659				<b>\$731.25</b>
Total Advanced Security					<b>\$731.25</b>
<b>Aggregate Resource Crushing, LLC</b>					
	14922			<b>2018-2019 - August 2018 - 2nd Council</b>	
		Invoice - 20683			
			030-100-6230	Other Repair & Maintenance	\$285.10
		Total Invoice - 20683			<b>\$285.10</b>
	Total 14922				<b>\$285.10</b>
Total Aggregate Resource Crushing, LLC					<b>\$285.10</b>
<b>Anderson, Nate</b>					
	1647			<b>2018-2019 - August 2018 - 1st Council</b>	
		Invoice - Car Show Materials			
			014-100-6852	Car Show Exp	\$256.11
		Total Invoice - Car Show Materials			<b>\$256.11</b>
	Total 1647				<b>\$256.11</b>
Total Anderson, Nate					<b>\$256.11</b>



Vendor	Number	Reference	Account Number	Description	Amount
<b>Angelini, Patricia J</b>	<b>1655</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 8/7/2018 4:10:48 PM</b>			
		014-100-6124		Festival Advertisement	\$325.00
		<b>Total Invoice - 8/7/2018 4:10:48 PM</b>			<b>\$325.00</b>
	<b>Total 1655</b>				<b>\$325.00</b>
<b>Total Angelini, Patricia J</b>					<b>\$325.00</b>
<b>Banner Bank</b>	<b>1648</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - Onebox</b>			
		014-100-6440		Telephone Services	\$12.95
		<b>Total Invoice - Onebox</b>			<b>\$12.95</b>
	<b>Total 1648</b>				<b>\$12.95</b>
	<b>14894</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - Joyce 7/18</b>			
		010-150-6130		Office Supplies/Equipment	\$71.95
		<b>Total Invoice - Joyce 7/18</b>			<b>\$71.95</b>
		<b>Invoice - Max 7/18</b>			
		010-100-6234		Non-Capitalized Assets	\$269.99
		010-120-6224		Equipment Repair & Maintenance	\$34.52
		030-100-6224		Equipment Repair & Maintenance	\$34.53
		030-100-6234		Non-Capitalized Assets	\$29.99
		030-100-6720		Chemicals & Lab Supplies	\$66.54
		040-100-6224		Equipment Repair & Maintenance	\$34.53
		040-100-6610		Gas & Oil	\$50.58
		<b>Total Invoice - Max 7/18</b>			<b>\$520.68</b>
	<b>Total 14894</b>				<b>\$592.63</b>
<b>Total Banner Bank</b>					<b>\$605.58</b>
<b>Baumann, Pam</b>	<b>1649</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - Flo Orange Mark Down</b>			
		014-100-6810		Craft/Commercial Booth Exp	\$21.08
		<b>Total Invoice - Flo Orange Mark Down</b>			<b>\$21.08</b>
	<b>Total 1649</b>				<b>\$21.08</b>
<b>Total Baumann, Pam</b>					<b>\$21.08</b>
<b>Cascade Columbia</b>	<b>14923</b>			<b>2018-2019 - August 2018 - 2nd Council</b>	
		<b>Invoice - 726449, 728425, 728681</b>			
		030-100-6720		Chemicals & Lab Supplies	\$1,955.12

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-6720	Chemicals & Lab Supplies	\$591.40
		<b>Total Invoice - 726449, 728425, 728681</b>			<b>\$2,546.52</b>
	<b>Total 14923</b>				<b>\$2,546.52</b>
<b>Total Cascade Columbia</b>					<b>\$2,546.52</b>
<b>Century Link</b>					
	<b>14912</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 8/7/2018 12:54:04 PM</b>			
		010-100-6440		Telephone Services	\$146.52
		030-100-6435		Internet Services	\$70.00
		030-100-6440		Telephone Services	\$239.62
		040-100-6440		Telephone Services	\$77.00
		<b>Total Invoice - 8/7/2018 12:54:04 PM</b>			<b>\$533.14</b>
	<b>Total 14912</b>				<b>\$533.14</b>
<b>Total Century Link</b>					<b>\$533.14</b>
<b>CenturyLink Business Services</b>					
	<b>14924</b>			<b>2018-2019 - August 2018 - 2nd Council</b>	
		<b>Invoice - 1447060104</b>			
		010-100-6440		Telephone Services	\$1.12
		<b>Total Invoice - 1447060104</b>			<b>\$1.12</b>
	<b>Total 14924</b>				<b>\$1.12</b>
<b>Total CenturyLink Business Services</b>					<b>\$1.12</b>
<b>Chevalier, Paula</b>					
	<b>1650</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - Water</b>			
		014-100-6864		Entertainment Exp	\$20.32
		<b>Total Invoice - Water</b>			<b>\$20.32</b>
	<b>Total 1650</b>				<b>\$20.32</b>
<b>Total Chevalier, Paula</b>					<b>\$20.32</b>
<b>City of Lowell</b>					
	<b>14913</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 8/7/2018 1:02:31 PM</b>			
		010-100-6420		Water Services	\$29.02
		010-100-6425		Sewer Services	\$43.88
		010-120-6420		Water Services	\$66.38
		010-120-6425		Sewer Services	\$117.02
		010-150-6420		Water Services	\$9.67
		010-150-6425		Sewer Services	\$14.63
		030-100-6420		Water Services	\$83.77

Vendor	Number	Reference	Account Number	Description	Amount
			030-100-6425	Sewer Services	\$58.51
			040-100-6420	Water Services	\$800.47
			040-100-6425	Sewer Services	\$526.59
		<b>Total Invoice - 8/7/2018 1:02:31 PM</b>			<b>\$1,749.94</b>
	<b>Total 14913</b>				<b>\$1,749.94</b>
<b>Total City of Lowell</b>					<b>\$1,749.94</b>
<b>Civil West Engineering</b>					
<b>14914</b>				<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 2101.014.002</b>			
			012-100-6016	Engineering Services	\$1,951.25
		<b>Total Invoice - 2101.014.002</b>			<b>\$1,951.25</b>
	<b>Total 14914</b>				<b>\$1,951.25</b>
<b>Total Civil West Engineering</b>					<b>\$1,951.25</b>
<b>Cycle Oregon</b>					
<b>14895</b>				<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - Deposit Refund Cycle OR</b>			
			010-000-2025	Other Deposits	\$200.00
		<b>Total Invoice - Deposit Refund Cycle OR</b>			<b>\$200.00</b>
	<b>Total 14895</b>				<b>\$200.00</b>
<b>Total Cycle Oregon</b>					<b>\$200.00</b>
<b>Didgeridoo Down Under</b>					
<b>14896</b>				<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 8/1/2018 12:46:29 PM</b>			
			010-150-6530	Summer Reading Program	\$400.00
		<b>Total Invoice - 8/1/2018 12:46:29 PM</b>			<b>\$400.00</b>
	<b>Total 14896</b>				<b>\$400.00</b>
<b>Total Didgeridoo Down Under</b>					<b>\$400.00</b>
<b>Eclectic Edge Events, LLC</b>					
<b>1651</b>				<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - Devils Dam Dash</b>			
			014-100-6850	5K Race Exp	\$395.00
		<b>Total Invoice - Devils Dam Dash</b>			<b>\$395.00</b>
	<b>Total 1651</b>				<b>\$395.00</b>
<b>Total Eclectic Edge Events, LLC</b>					<b>\$395.00</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Eike, Aldrich P.C.</b>					
	<b>14897</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 4436</b>			
			010-100-8012	Capital Outlay - Buildings & Facilities	\$3.40
		<b>Total Invoice - 4436</b>			<b>\$3.40</b>
	<b>Total 14897</b>				<b>\$3.40</b>
<b>Total Eike, Aldrich P.C.</b>					<b>\$3.40</b>
<b>H &amp; J Construction</b>					
	<b>14898</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 8/1/2018 5:07:17 PM</b>			
			030-100-6230	Other Repair & Maintenance	\$3,960.94
		<b>Total Invoice - 8/1/2018 5:07:17 PM</b>			<b>\$3,960.94</b>
	<b>Total 14898</b>				<b>\$3,960.94</b>
<b>Total H &amp; J Construction</b>					<b>\$3,960.94</b>
<b>Honey Bucket</b>					
	<b>1660</b>			<b>2018-2019 - August 2018 - 2nd Council</b>	
		<b>Invoice - 0550742444</b>			
			014-100-6445	Refuse Services	\$812.00
		<b>Total Invoice - 0550742444</b>			<b>\$812.00</b>
	<b>Total 1660</b>				<b>\$812.00</b>
<b>Total Honey Bucket</b>					<b>\$812.00</b>
<b>Hunter Communications</b>					
	<b>14925</b>			<b>2018-2019 - August 2018 - 2nd Council</b>	
		<b>Invoice - 8/14/2018 11:11:59 AM</b>			
			010-100-6435	Internet Services	\$77.47
			010-150-6435	Internet Services	\$77.47
		<b>Total Invoice - 8/14/2018 11:11:59 AM</b>			<b>\$154.94</b>
	<b>Total 14925</b>				<b>\$154.94</b>
<b>Total Hunter Communications</b>					<b>\$154.94</b>
<b>J &amp; K Electrical LLC</b>					
	<b>14899</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 1295A, 1298A</b>			
			010-120-6224	Equipment Repair & Maintenance	\$200.00
			040-100-6224	Equipment Repair & Maintenance	\$3,073.92
		<b>Total Invoice - 1295A, 1298A</b>			<b>\$3,273.92</b>
	<b>Total 14899</b>				<b>\$3,273.92</b>
<b>Total J &amp; K Electrical LLC</b>					<b>\$3,273.92</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Kintzley, Suzanne</b>					
	<b>1656</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 8/7/2018 4:10:18 PM</b>			
		014-100-6852		Car Show Exp	\$50.43
		<b>Total Invoice - 8/7/2018 4:10:18 PM</b>			<b>\$50.43</b>
	<b>Total 1656</b>				<b>\$50.43</b>
<b>Total Kintzley, Suzanne</b>					<b>\$50.43</b>
<b>Lane Council of Governments</b>					
	<b>14915</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 69470, 39527</b>			
		010-100-6012		Legal Services	\$91.88
		010-140-6522		Land Use/Development Costs	\$1,265.21
		<b>Total Invoice - 69470, 39527</b>			<b>\$1,357.09</b>
	<b>Total 14915</b>				<b>\$1,357.09</b>
	<b>14926</b>			<b>2018-2019 - August 2018 - 2nd Council</b>	
		<b>Invoice - 69464</b>			
		010-100-6028		Other Contract Services	\$3,455.81
		<b>Total Invoice - 69464</b>			<b>\$3,455.81</b>
	<b>Total 14926</b>				<b>\$3,455.81</b>
<b>Total Lane Council of Governments</b>					<b>\$4,812.90</b>
<b>Lane County Waste Mgmt.</b>					
	<b>14900</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - PWA00009111, PWA00009112</b>			
		012-100-6028		Other Contract Services	\$1,467.01
		012-100-6624		Street Signs	\$280.80
		<b>Total Invoice - PWA00009111, PWA00009112</b>			<b>\$1,747.81</b>
	<b>Total 14900</b>				<b>\$1,747.81</b>
<b>Total Lane County Waste Mgmt.</b>					<b>\$1,747.81</b>
<b>Lane Electric Cooperative</b>					
	<b>14916</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 8/7/2018 12:59:17 PM</b>			
		010-100-6430		Electricity Services	\$111.95
		010-120-6430		Electricity Services	\$48.40
		010-150-6430		Electricity Services	\$37.32
		010-170-6226		Covered Bridge Maintenance	\$59.67
		012-100-6430		Electricity Services	\$1,225.59
		030-100-6430		Electricity Services	\$1,363.57
		040-100-6430		Electricity Services	\$2,381.55
		<b>Total Invoice - 8/7/2018 12:59:17 PM</b>			<b>\$5,228.05</b>
	<b>Total 14916</b>				<b>\$5,228.05</b>
<b>Total Lane Electric Cooperative</b>					<b>\$5,228.05</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Lowell Community Library</b>					
	1661			<b>2018-2019 - August 2018 - 2nd Council</b>	
		Invoice - 8/14/2018 10:36:42 AM			
			014-100-6816	Quilt Raffle	\$100.00
		Total Invoice - 8/14/2018 10:36:42 AM			<b>\$100.00</b>
	Total 1661				<b>\$100.00</b>
Total Lowell Community Library					<b>\$100.00</b>
<b>Lowell Fall Creek Ed. Foundation</b>					
	1662			<b>2018-2019 - August 2018 - 2nd Council</b>	
		Invoice - 8/14/2018 10:32:16 AM			
			014-100-6816	Quilt Raffle	\$500.00
		Total Invoice - 8/14/2018 10:32:16 AM			<b>\$500.00</b>
	Total 1662				<b>\$500.00</b>
Total Lowell Fall Creek Ed. Foundation					<b>\$500.00</b>
<b>Lowell Fire Department</b>					
	1663			<b>2018-2019 - August 2018 - 2nd Council</b>	
		Invoice - Donation for Dry Suit Repair			
			014-100-6816	Quilt Raffle	\$540.00
		Total Invoice - Donation for Dry Suit Repair			<b>\$540.00</b>
	Total 1663				<b>\$540.00</b>
Total Lowell Fire Department					<b>\$540.00</b>
<b>Lowell Girl Scouts</b>					
	3082018			<b>2018-2019 - August 2018 - 2nd Council</b>	
		Invoice - 8/14/2018 2:54:21 PM			
			014-100-6858	Kidz Korner Exp	\$250.00
		Total Invoice - 8/14/2018 2:54:21 PM			<b>\$250.00</b>
	Total 3082018				<b>\$250.00</b>
Total Lowell Girl Scouts					<b>\$250.00</b>
<b>Lowell Grange</b>					
	1664			<b>2018-2019 - August 2018 - 2nd Council</b>	
		Invoice - 8/14/2018 10:31:45 AM			
			014-100-6816	Quilt Raffle	\$500.00
		Total Invoice - 8/14/2018 10:31:45 AM			<b>\$500.00</b>
	Total 1664				<b>\$500.00</b>
Total Lowell Grange					<b>\$500.00</b>
<b>Lowell School District</b>					
	1665			<b>2018-2019 - August 2018 - 2nd Council</b>	
		Invoice - Lundy Backpack Project			
			014-100-6816	Quilt Raffle	\$500.00
		Total Invoice - Lundy Backpack Project			<b>\$500.00</b>

Vendor	Number	Reference	Account Number	Description	Amount
		<b>Invoice - Lundy Elementary School (Use of Gym)</b>			
			014-100-6816	Quilt Raffle	\$300.00
		<b>Total Invoice - Lundy Elementary School (Use of Gym)</b>			<b>\$300.00</b>
	<b>Total 1665</b>				<b>\$800.00</b>
<b>Total Lowell School District</b>					<b>\$800.00</b>
<b>Mid-State Industrial Inc</b>					
	<b>14901</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 0176236</b>			
			030-100-6230	Other Repair & Maintenance	\$929.00
		<b>Total Invoice - 0176236</b>			<b>\$929.00</b>
	<b>Total 14901</b>				<b>\$929.00</b>
<b>Total Mid-State Industrial Inc</b>					<b>\$929.00</b>
<b>Nichols Layli</b>					
	<b>14917</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - July 31, 2018</b>			
			010-100-6014	Financial Services	\$198.25
			012-100-6014	Financial Services	\$66.08
			030-100-6014	Financial Services	\$198.25
			040-100-6014	Financial Services	\$198.25
		<b>Total Invoice - July 31, 2018</b>			<b>\$660.83</b>
	<b>Total 14917</b>				<b>\$660.83</b>
<b>Total Nichols Layli</b>					<b>\$660.83</b>
<b>Northwest Code Professionals</b>					
	<b>14918</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 2075</b>			
			010-140-6524	Building Permit Costs	\$390.38
			010-140-6525	Electrical Permit Costs	\$408.00
		<b>Total Invoice - 2075</b>			<b>\$798.38</b>
	<b>Total 14918</b>				<b>\$798.38</b>
<b>Total Northwest Code Professionals</b>					<b>\$798.38</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>One Call Concepts</b>					
	14927			<b>2018-2019 - August 2018 - 2nd Council</b>	
		<b>Invoice - 8070419</b>			
		030-100-6230		Other Repair & Maintenance	\$27.30
		040-100-6230		Other Repair & Maintenance	\$27.30
		<b>Total Invoice - 8070419</b>			<b>\$54.60</b>
	<b>Total 14927</b>				<b>\$54.60</b>
<b>Total One Call Concepts</b>					<b>\$54.60</b>
<b>Oregon Dept.of Revenue</b>					
	1599			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 8/3/2018 July Court Fines</b>			
		010-180-6560		State Assessments	\$90.00
		<b>Total Invoice - 8/3/2018 July Court Fines</b>			<b>\$90.00</b>
	<b>Total 1599</b>				<b>\$90.00</b>
<b>Total Oregon Dept.of Revenue</b>					<b>\$90.00</b>
<b>Oregon Travel Experience</b>					
	14902			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 92709</b>			
		010-170-6124		Marketing	\$20.00
		<b>Total Invoice - 92709</b>			<b>\$20.00</b>
	<b>Total 14902</b>				<b>\$20.00</b>
<b>Total Oregon Travel Experience</b>					<b>\$20.00</b>
<b>Osgood, Maggie</b>					
	14903			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 8/1/2018 12:32:46 PM</b>			
		010-150-6530		Summer Reading Program	\$18.00
		<b>Total Invoice - 8/1/2018 12:32:46 PM</b>			<b>\$18.00</b>
	<b>Total 14903</b>				<b>\$18.00</b>
	14919			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 8/7/2018 12:53:22 PM</b>			
		010-150-6134		General Supplies	\$11.99
		<b>Total Invoice - 8/7/2018 12:53:22 PM</b>			<b>\$11.99</b>
	<b>Total 14919</b>				<b>\$11.99</b>
<b>Total Osgood, Maggie</b>					<b>\$29.99</b>
<b>Renewable Resource Group Inc.</b>					
	14904			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 105702, 106059, 106060, 106061, 106062</b>			
		030-100-6722		Water/Sewer Analysis	\$372.60
		040-100-6722		Water/Sewer Analysis	\$403.20
		<b>Total Invoice - 105702, 106059, 106060, 106061, 106062</b>			<b>\$775.80</b>
	<b>Total 14904</b>				<b>\$775.80</b>



Vendor	Number	Reference	Account Number	Description	Amount
	<b>14928</b>		<b>2018-2019 - August 2018 - 2nd Council</b>		
		<b>Invoice - 106190, 106366, 106387, 106482, 106639, 106642</b>			
		030-100-6722		Water/Sewer Analysis	\$120.60
		040-100-6722		Water/Sewer Analysis	\$451.80
		<b>Total Invoice - 106190, 106366, 106387, 106482, 106639, 106642</b>			<b>\$572.40</b>
	<b>Total 14928</b>				<b>\$572.40</b>
<b>Total Renewable Resource Group Inc.</b>					<b>\$1,348.20</b>
<b>Sanders, Tim</b>					
	<b>14929</b>		<b>2018-2019 - August 2018 - 2nd Council</b>		
		<b>Invoice - 47</b>			
		030-100-6028		Other Contract Services	\$300.00
		040-100-6028		Other Contract Services	\$300.00
		<b>Total Invoice - 47</b>			<b>\$600.00</b>
	<b>Total 14929</b>				<b>\$600.00</b>
<b>Total Sanders, Tim</b>					<b>\$600.00</b>
<b>SaniPac</b>					
	<b>14920</b>		<b>2018-2019 - August 2018 - 1st Council</b>		
		<b>Invoice - 2948508</b>			
		010-100-6445		Refuse Services	\$8.21
		010-120-6445		Refuse Services	\$22.50
		010-150-6445		Refuse Services	\$8.21
		030-100-6445		Refuse Services	\$18.92
		040-100-6445		Refuse Services	\$18.92
		<b>Total Invoice - 2948508</b>			<b>\$76.76</b>
	<b>Total 14920</b>				<b>\$76.76</b>
<b>Total SaniPac</b>					<b>\$76.76</b>
<b>Staples Credit Plan</b>					
	<b>1666</b>		<b>2018-2019 - August 2018 - 2nd Council</b>		
		<b>Invoice - Car Show Supplies</b>			
		014-100-6852		Car Show Exp	\$19.27
		<b>Total Invoice - Car Show Supplies</b>			<b>\$19.27</b>
	<b>Total 1666</b>				<b>\$19.27</b>
	<b>14930</b>		<b>2018-2019 - August 2018 - 2nd Council</b>		
		<b>Invoice - 8/14/2018 11:07:02 AM</b>			
		010-100-6130		Office Supplies/Equipment	\$30.76
		010-100-6134		General Supplies	\$2.81
		010-120-6134		General Supplies	\$99.32

Vendor	Number	Reference	Account Number	Description	Amount
			010-150-6130	Office Supplies/Equipment	\$6.47
		<b>Total Invoice - 8/14/2018 11:07:02 AM</b>			<b>\$139.36</b>
	<b>Total 14930</b>				<b>\$139.36</b>
<b>Total Staples Credit Plan</b>					<b>\$158.63</b>
<b>Stephens, Diane</b>					
	<b>1657</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 8/7/2018 4:09:45 PM</b>			
			014-100-6190	Miscellaneous Exp	\$28.98
		<b>Total Invoice - 8/7/2018 4:09:45 PM</b>			<b>\$28.98</b>
	<b>Total 1657</b>				<b>\$28.98</b>
<b>Total Stephens, Diane</b>					<b>\$28.98</b>
<b>The Automation Group Inc</b>					
	<b>14905</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 00003833</b>			
			040-100-6224	Equipment Repair & Maintenance	\$1,897.93
		<b>Total Invoice - 00003833</b>			<b>\$1,897.93</b>
	<b>Total 14905</b>				<b>\$1,897.93</b>
<b>Total The Automation Group Inc</b>					<b>\$1,897.93</b>
<b>The Creswell Chronicle</b>					
	<b>1652</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 9950</b>			
			014-100-6120	Programs	\$95.00
		<b>Total Invoice - 9950</b>			<b>\$95.00</b>
	<b>Total 1652</b>				<b>\$95.00</b>
<b>Total The Creswell Chronicle</b>					<b>\$95.00</b>
<b>U.S. Equipment Finance</b>					
	<b>14931</b>			<b>2018-2019 - August 2018 - 2nd Council</b>	
		<b>Invoice - 363549841</b>			
			010-100-6024	Copier Contract	\$147.98
		<b>Total Invoice - 363549841</b>			<b>\$147.98</b>
	<b>Total 14931</b>				<b>\$147.98</b>
<b>Total U.S. Equipment Finance</b>					<b>\$147.98</b>
<b>USA Blue Book</b>					
	<b>14906</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 622125, 627480</b>			
			030-100-6720	Chemicals & Lab Supplies	\$831.38

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-6224	Equipment Repair & Maintenance	\$628.88
		<b>Total Invoice - 622125, 627480</b>			<b>\$1,460.26</b>
	<b>Total 14906</b>				<b>\$1,460.26</b>
	<b>14932</b>			<b>2018-2019 - August 2018 - 2nd Council</b>	
		<b>Invoice -646144</b>			
			040-100-6720	Chemicals & Lab Supplies	\$325.92
		<b>Total Invoice -646144</b>			<b>\$325.92</b>
	<b>Total 14932</b>				<b>\$325.92</b>
<b>Total USA Blue Book</b>					<b>\$1,786.18</b>
<b>Verizon Wireless</b>					
	<b>14907</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 9811438695</b>			
			010-100-6440	Telephone Services	\$46.54
			030-100-6440	Telephone Services	\$46.55
			040-100-6440	Telephone Services	\$46.55
		<b>Total Invoice - 9811438695</b>			<b>\$139.64</b>
	<b>Total 14907</b>				<b>\$139.64</b>
<b>Total Verizon Wireless</b>					<b>\$139.64</b>
<b>Vision Municipal Solutions</b>					
	<b>14908</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - 09-6305</b>			
			010-100-6022	IT Services	\$139.61
			012-100-6022	IT Services	\$46.53
			030-100-6022	IT Services	\$139.61
			040-100-6022	IT Services	\$139.61
		<b>Total Invoice - 09-6305</b>			<b>\$465.36</b>
	<b>Total 14908</b>				<b>\$465.36</b>
<b>Total Vision Municipal Solutions</b>					<b>\$465.36</b>
<b>Warchol, Tina</b>					
	<b>14909</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - Utility Dep. Refund 402 D ST.</b>			
			030-000-2020	Utility Deposits	\$18.76
		<b>Total Invoice - Utility Dep. Refund 402 D ST.</b>			<b>\$18.76</b>
	<b>Total 14909</b>				<b>\$18.76</b>
<b>Total Warchol, Tina</b>					<b>\$18.76</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Wild, George</b>					
	<b>1653</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - Tickets for Car Show</b>			
		014-100-6852		Car Show Exp	\$5.49
		<b>Total Invoice - Tickets for Car Show</b>			<b>\$5.49</b>
	<b>Total 1653</b>				<b>\$5.49</b>
	<b>14910</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - Caboose Materials</b>			
		010-120-6220		Building Repair & Maintenance	\$61.60
		<b>Total Invoice - Caboose Materials</b>			<b>\$61.60</b>
	<b>Total 14910</b>				<b>\$61.60</b>
<b>Total Wild, George</b>					<b>\$67.09</b>
<b>Williams, Brenda</b>					
	<b>1654</b>			<b>2018-2019 - August 2018 - 1st Council</b>	
		<b>Invoice - Refund overpayment food vendor fee</b>			
		014-100-6812		Food Booth Exp	\$40.00
		<b>Total Invoice - Refund overpayment food vendor fee</b>			<b>\$40.00</b>
	<b>Total 1654</b>				<b>\$40.00</b>
<b>Total Williams, Brenda</b>					<b>\$40.00</b>
<b>Grand Total</b>		<b>Vendor Count</b>	<b>52</b>		<b>\$42,359.11</b>

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** August 17, 2018  
**SUBJECT:** Yard of the Month Award

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

**SUMMARY:**

On August 16, the Parks and Recreation Committee awarded the Yard of the Month for August to William and Sabrina Croxen at 78 East 4<sup>th</sup> Street. Recipients of the designation receive a certificate, \$25 gift card, and a yard sign for the following month. The City would like to congratulate Mr. and Mrs. Croxen for their efforts.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

N/A

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. Photograph of 78 East 4<sup>th</sup> Street







## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** August 17, 2018  
**SUBJECT:** City Administrator Report

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

### **SUMMARY:**

The attached City Administrator Report is for the period of July 14 – August 17. The report covers the following topics: LOC Conference Registration Reminder, Small City Allotment Grant, Transportation Growth Management Grant, Project Updates, and League of Oregon Cities Highlights.

### **FISCAL IMPACT:**

N/A

### **COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

### **RECOMMENDATION:**

N/A

### **ATTACHMENTS:**

1. City Administrator Report
2. Preliminary Conference Program



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

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** August 17, 2018  
**SUBJECT:** City Administrator Report

#### **LOC Conference Registration Reminder**

The 93rd Annual Conference is scheduled for September 27-29 at the Hilton Eugene. The conference provides many great training opportunities for elected officials and staff. A copy of the conference brochure is attached. Please let me know if you are interest in attending and we will get you registered.

#### **Small City Allotment Grant**

In late July Carlson Testing completed coring projects on East Main Street and East Lakeview Avenue. Civil West Engineering used the coring results to develop a recommended scope of work and cost estimate for East Main Street. They have recommended the City grind and overlay the existing street at an estimated cost of \$112,804.94. A Small City Allotment Grant was submitted to the Oregon Department of Transportation on July 31. If awarded, the grant will provide \$100,000 and the Street Fund will cover the remaining project costs.

#### **Transportation Growth Management Grant**

The City submitted a Transportation Growth Management Grant Application to the Oregon Department of Transportation on June 8, 2018 for a Local Street Network Plan. Unfortunately, the project was not selected. Staff will continue to look for other opportunities to develop a comprehensive transportation plan.

#### **Project Updates**

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

- *Downtown Master Plan* – The second steering committee meeting was held on Monday, July 16. The Committee reviewed and made suggested changed to Technical Memoranda 1 and 2, which explained existing conditions in the downtown area. Myself, LCOG, The Urban Collaborative, and steering committee members staffed a booth at the BBJ Festival to conduct outreach for the Downtown Plan. Staff and LCOG are currently reaching out



to stakeholders to participate in focus groups which includes Business Owners and Landowners, School Representatives, Market Vendors (BBJ and Farmers Market), Recreation Users and Providers, and Local Service Organizations. The next steering committee meeting, and a design charrette are tentatively scheduled for September 24.

- *Parks and Recreation Master Plan* – The second steering committee meeting was held on August 16. The group reviewed the preliminary household survey results, BBJ Festival outreach, and conditions and amenities of existing parks. The Committee also discussed a vision, goals, and major improvements and amenities needed for each park.
- *Financial Software* – Staff submitted additional payroll data to Caselle for conversion. We also reviewed and selected a template for our new utility bills. For security and, to provide customers with additional information, we will transition from postcard to full page bills. Staff is still actively pushing to for a late September conversion date.
- *Street Preservation and Maintenance Plan* – Civil West continues to work on the project. Much of July was devoted to coring East Main Street and East Lakeview Avenue, and producing information for the Small City Allotment Grant Application.
- *Irrigation Systems* – Staff revised the existing solicitation document last week to separate the well improvements from the irrigation project in Paul Fisher Park. The solicitation was distributed to seven (7) irrigation contractors and posted on the City’s website. The deadline for submitting quotes is August 31.

## **League of Oregon Cities Highlights**

*Significant Infrastructure Funding for Small Communities is Available from USDA* – The U.S. Department of Agriculture’s (USDA) Rural Development program recently received a significant increase in funding for loan and grant programs that can help small Oregon communities (population of 10,000 or less) build or upgrade water, wastewater, storm water, and solid waste infrastructure. USDA is particularly interested in identifying projects that are eligible for funding during its current fiscal year, which ends September 30. Up to \$65 million in direct loans and \$10 million in grants funds have been made available in Oregon through September 30.

Projects are more likely to be eligible for funding during the current fiscal year if they do not require an environmental review under the National Environmental Policy Act (NEPA). Examples of projects that are categorically excluded from NEPA include: the purchase of a water, wastewater, storm water, or solid waste system or land for such a system; meters; supervisory control and data acquisition systems (SCADA) and related equipment; the upgrade of existing wells and appurtenances; the purchase of equipment such as generators and rolling stock; and the replacement of pipes with upsizing when necessary to meet regulatory requirements.

*PERS 2017 Valuation Improves* – According to actuaries, strong earnings in 2017 have improved the funded status of the Public Employees Retirement System (PERS). At the time of the 2016 valuation, the system was funded at 69 percent. This year, as a result of strong investment performance, the system is funded at 73 percent. Employers may expect to see some relief in their 2019- 21 employer contributions as the gains are sufficient to allow for rate collars to be adjusted. While improved investment returns are welcome news, earnings are always subject to

market volatility. Individual employer rates will be approved at the PERS Board meeting in October.

*“Let Cities Work” Defines 2019 Legislative Priorities* – Adopting the theme “Let Cities Work,” representing the concept that given the resources and authority to do so, cities can effectively address the local needs of cities throughout Oregon, the LOC Board of Directors adopted the following six priorities Tuesday in preparation for the 2019 legislative session:

- Mental Health Investment
- Revenue Reform and Cost Containment
  - Property Tax Reform
  - PERS
- Housing and Homelessness Improvement
- Infrastructure and Resiliency Investment
- Broadband Investment and Protection of Right-of-Way Authority
- Preserve Third Party Building Inspection



# 93<sup>RD</sup> ANNUAL

**A**pproximately 700 attendees—including mayors, city councilors, city managers, city recorders and city department directors—will represent the state's 241 incorporated cities at the League's 93rd Annual Conference, September 27-29 at the Hilton Eugene. It's the largest municipal gathering each year in Oregon, and the one event city officials in Oregon cannot afford to miss!

City officials are busy people and have to choose carefully where to invest their time and energy. The League Conference is an investment that helps city officials make a difference by allowing them to secure resources for their communities, and learn something to help their city function more efficiently. It's an investment in their community's future.

The following pages offer a comprehensive look at this year's conference, including keynote speaker, area tours, scholarships, the full three-day program and how to register.



Photo by Maciek Lulko



# CONFERENCE

September 27-29, 2018

Hilton Eugene





Eugene Mayor Lucy Vinis

# Welcome!

On behalf of the Eugene community, it is an honor and great pleasure to be the host city for the League of Oregon Cities' 93rd Annual Conference.

Each year, the League brings together city officials from around the state to learn from, work with, and support each other. Big and small, east and west, we all strive to help local government better serve the people of Oregon. Together, we face new and ongoing challenges, learn from one another, and come away with innovative ideas and renewed enthusiasm for the important work that will move us forward.

Whether you are new to our area or have visited us before, I hope you will take the opportunity to explore and enjoy our region's local amenities. Here are a couple ideas to get your started!

- Eugene is known for its amazing access to the outdoors. We have 45 miles of off-street bike paths and now a new bike share program, PeaceHealth Rides, with a network of bike share stations where you can easily pick up and drop off publicly available bicycles to explore the city—don't forget your helmet! Eugene is also home to more than 4,700 acres of parkland that can provide a great nature break during your stay.
- Our community has a passion for the arts. The 20x21EUG Mural Project is an initiative of the City of Eugene Cultural Service's Public Art Program to create 20 or more world-class outdoor murals in Eugene between now and the 2021 IAAF World Championships. Check out some of the amazing murals that have already added color to our city center or stop by the Hult Center for the Performing Arts to see what is playing while you are here.
- Award-winning wineries and breweries, top-notch eateries and a twice-weekly downtown farmers' market provide an opportunity to truly experience the bounty of the beautiful Willamette Valley. Grab a passport and hit the Eugene Ale Trail, play Pinot Bingo during your visit, or support local farmers at any of these restaurants.

Eugene truly offers something for everyone. Our community is proud of its reputation for friendliness and warm hospitality, and we are eager to make you feel at home. We welcome the opportunity to share the efforts and achievements of our community at the 2018 League of Oregon Cities conference.

My best wishes for a successful and productive conference.

Lucy Vinis  
Mayor, Eugene





## Keynote Speaker: **Jason Roberts** Arts Activist and Co-Creator of The Better Block Project

Do you have a dream for your community? Maybe it's bike lanes, or a better transit system, or more outdoor cafes. Arts activist Jason Roberts had a similar vision—and he took it upon himself to make it happen. Enter the Better Block Project, a community-driven temporary takeover of blighted blocks. This one-time phenomenon in Southern Dallas has since grown into an international movement, and Roberts is at the forefront of it all.

In 2006, Roberts formed the non-profit organization, Oak Cliff Transit Authority, to revive the Dallas streetcar system, and later spearheaded the city's effort in garnering a \$23 million TIGER stimulus grant from the FTA to help reintroduce a modern streetcar system to Dallas. In 2010, he organized a series of "Better Block" projects, taking depressed blocks with vacant properties in Southern Dallas and converting them into temporary walkable districts with pop-up businesses, bike lanes, cafe seating and landscaping.



## Managers Workshop: Thursday, 9:00 a.m.



### **David Rabiner** Developing Your Personal Leadership and Developing Leaders in Your Organization

"Leadership" has evolved and continues to change at a rapid pace. Experienced managers can tell you that if you're leading your organization today the way you did 10-15 years ago, there are some things you may be doing wrong. Developing your own leadership is only part of the problem. Today's municipalities face the equally daunting challenge of developing leadership in others. This isn't just "succession planning." It's about developing and expanding the leadership in today's peak performers so they have the potential to lead and the incentive to stay with the organization.

## Mayors Workshop: Thursday, 9:45 a.m.

### **Topics from the Ground**

Join mayors from around the state to learn about and discuss priorities leading up to the 2019 legislative session. Members of the League's legislative team will review critical developments from the 2018 session and the interim, as well as the 2019 priorities voted on by cities across the state. In addition, there will be time for the annual mayor's roundtable discussion facilitated by Tigard Mayor and OMA President John Cook.

## Councilors Workshop: Thursday, 9:00 a.m.

### **To be Announced – Stay Tuned!**

The councilor's workshop details are still in the works, but it is guaranteed to be a useful, informative and encouraging session for city councilors. Check out [www.orcities.org/conference](http://www.orcities.org/conference) and the *LOC Bulletin* for updates.



Photo Courtesy Travel Lane County

# Conference Program

## Thursday, September 27

7:30 a.m.	<b>Registration and Trade Show Opens</b>
8:30 a.m. - 12:00 p.m.	<b>Mayors Business Meeting &amp; Workshop</b>
8:30 a.m. - 12:00 p.m.	<b>Managers Workshop &amp; Business Meeting</b>
9:00 a.m. - 12:00 p.m.	<b>Councilors Workshop</b>
9:00 a.m. - 12:00 p.m.	<b>Planning Directors Board Meeting</b>
9:00 a.m. - 5:00 p.m.	<b>Urban Renewal Seminar</b>
9:00 a.m. - 5:00 p.m.	<b>Housing Seminar</b>
12:00 p.m. - 1:00 p.m.	<b>Box lunches available for Mayors, Managers, Councilors Workshops &amp; City Tour participants</b>

1:00 p.m. - 4:30 p.m.	<b>City Tours</b>
<ul style="list-style-type: none"> <li>Eugene – University of Oregon Autzen Stadium Tour</li> <li>Springfield – Redevelopment of Glenwood</li> <li>Eugene – 20x21 Murals</li> <li>Eugene – Rest Stops/Opportunity Village</li> </ul>	

1:00 p.m. - 2:30 p.m.	<b>Tentative Sessions</b>
<ul style="list-style-type: none"> <li>City Fundamentals: Ethics Awareness – Understanding Your Legal Obligations</li> <li>Fostering an Inclusive and Diverse Community</li> <li>Are You Still Doing Annual Reviews of Your City Manager? And What to Do Instead</li> <li>Census 2020</li> <li>Leadership: Creating Cultural Shifts</li> </ul>	

1:00 p.m. - 5:00 p.m.	<b>Planning Commissioner Training</b>
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## Urban Renewal & Housing All-Day Seminars

Two special day-long seminars will be presented on Thursday – one on urban renewal and one on housing. Each seminar will include 4-5 sessions. During a lunch session, the two seminars will join together to network and discuss how urban renewal can be used to finance housing projects and further leverage development.

**Urban Renewal Seminar:** The day-long urban renewal seminar will provide a general session, advanced topic sessions and a tour on this important economic development tool. Best practices, success stories and new innovations in urban renewal practices will be shared by the experts to provide attendees with guidance and ideas to take back to their communities.

**Housing Seminar:** The day-long housing seminar will provide information on tools that have worked in communities, provide guidance on options that can be taken back for a local discussion, and provide attendees with an opportunity to connect with others who have a shared interest in addressing the shortages in housing development. Pulling from research, workshops and other sources, sessions will provide a combination of technical advice and policy options for communities.

City staff are particularly encouraged to register and attend one of these day-long seminars that are geared at bringing policy leaders, elected officials, city staff and industry together to address hot issues.

The cost of each seminar is \$150 for Thursday only, or \$75 if attending the rest of the conference.



# Register by August 7 and Save!

## 2:45 p.m. - 4:15 p.m. **Tentative Sessions**

- City Fundamentals: Public Meetings & Public Records – Duties Imposed Upon Public Officials
- Creating a Culture of Safety for Our Schools
- Trash Talk – Communicating the New Reality of Recycling
- Using a Community Building Approach to Engage with Your Constituents
- Innovations: Workplaces of the Future
- PERS 101

## 4:30 p.m. - 6:30 p.m. **Welcome Reception with Trade Show**

## 4:30 p.m. - 6:30 p.m. **LOC Board Nominating Committee Meeting**

## Friday, September 28

## 7:00 a.m. - 8:45 a.m. **Breakfast with Trade Show**

## 8:00 a.m. - 8:45 a.m. **Small, Medium and Large Cities Networking**

## 8:00 a.m. - 2:00 p.m. **U.S. Congressional Offices**

## 9:00 a.m. - 10:30 a.m. **Opening Ceremonies & Keynote Speaker Jason Roberts**

## 10:30 a.m. - 12:20 p.m. **Visit with State Agency Directors**

## 10:45 a.m. - 12:15 p.m. **Tentative Sessions**

- City Fundamentals: Municipal Budgeting – The Legal Requirements & Practical Applications
- Property Tax 101
- Transportation Technology: Emerging Technologies and the Impacts of Shared Mobility
- What the Heck is a “Smart City?” – How Cities are Exploring a Connected City Future
- Social Media 101
- Forecasting: Balanced Budget in 2018, in the Red in 2025

## 12:00 p.m. - 2:00 p.m. **Lunch with Trade Show & Legislative Update**

## 1:00 p.m. - 4:30 p.m. **City Tours**

- Springfield – Economic Development Through Public Art
- Eugene – PeaceHealth Rides Bike Tour
- Riverfront Development/2021 IAFF World Championships
- Eugene – Community Justice Tour

## 2:15 p.m. - 3:45 p.m. **Tentative Sessions**

- City Fundamentals – Effective and Dynamic City Councils – Relationships Matter
- Economic Development
- Social Media in the Workplace
- The Economics of Development Form: Value Mapping Across Oregon
- Transportation Technology: Cities that think ahead stay ahead - Impacts of emerging technologies on cities
- Protecting Your Community’s Drinking Water

## 4:00 p.m. - 5:30 p.m. **Tentative Sessions**

- Tax Reform and Cost Containment
- Managing Disaster at the Local Level
- Harassment Claims are Here and Coming: Are you Prepared?
- Event Planning – Tools for making sustainable events a lasting feature in your community
- Water Infrastructure

## 5:45 p.m. - 6:45 p.m. **CIS Reception and Safety Awards**

## 6:45 p.m. - 9:00 p.m. **Awards Dinner**

## Saturday, September 29

## 7:30 a.m. - 9:45 a.m. **Breakfast, Annual Membership Meeting & City Awards**

## 10:00 a.m. - 12:00 p.m. **Homelessness Symposium Quick Fire Sessions**

## 12:00 p.m. - 2:00 p.m. **Homelessness Symposium Round Table Lunch with City Leaders**





# Fundamentals of Municipal Government Track Announced

The League is excited to announce that this year's annual conference will feature a "Fundamentals of Municipal Government" track. Four 90-minute classes, two on Thursday and two on Friday, will provide city officials the opportunity to learn, or refresh their memories, about key functions related to city operations in Oregon. Each class is essential for anyone new to local government, whether as an elected official or as a city employee. More experienced city officials will also benefit, learning the most up-to-date information on relevant law and being advised of any recent court decisions or agency opinions.

Here is the schedule for the entire track:

## **Thursday**

### **Ethics Awareness – Understanding Your Legal Obligations**

This session will ensure that Oregon elected and appointed officials are fully informed of their accountability to the public under Oregon's ethics law.

### **Public Meetings & Public Records – Duties Imposed Upon Public Officials**

This session will help city officials understand their legal obligations regarding public meetings and public records.

## **Friday**

### **Municipal Budgeting – The Legal Requirements & Practical Applications**

The session will help prepare attendees for the 2019 budget season by reviewing the Oregon Local Budget Law, while providing practical advice on how to prepare, present and adopt a balanced budget.

### **Effective and Dynamic City Councils – Relationships Matter**

Elected officials will learn how city council relationships, and the public meetings where these relationships are on display, can be managed effectively and respectfully.

# Homelessness Symposium

Stay through Saturday for the League's first-ever symposium on homelessness. The National League of Cities recently released its report examining the top issues addressed by mayors in their annual "state of the city" speeches. No surprises, homelessness emerged as a leading topic—especially for western states like Oregon. The survey quoted Portland Mayor Ted Wheeler, who said: "Homelessness represents nothing short of a humanitarian crisis. It is unacceptable to me, and I hope to you."

Homelessness permeates cities of all sizes across Oregon in many ways. Many communities—like Lebanon—have started a community dialogue. Other cities—like Eugene and Cottage Grove—are looking at alternative methods of housing these individuals. Even more—like the cities in the Mid-Willamette Valley Council of Governments region—are looking at partnerships to achieve better impact. Some cities—like Tigard—are leveraging city departments in untraditional ways to provide services.

Join your peers in a half-day discussion that features quick-fire sessions on different topics impacting homelessness followed by a large group discussion.

## New This Year: Technology Room

Back by popular demand are opportunities to learn more about LOC-Data, the League's open-data portal, and online tools for legislative bill tracking—only now, these will be located in a dedicated "technology room." Come visit the tech room for these old favorites, as well as short interactive sessions on interpreting data, creating and using social media, financial forecasting, and more. These interactive sessions will allow conference attendees to try out ideas in live time in our mobile computer lab.



## Welcome Reception & Trade Show

Join us for this kick-off event and enjoy an evening of networking and hors d'oeuvres at the 2018 Trade Show. Discover innovative products and services for local governments, engage with old friends and learn how vendors can help make your city a great place to live and work.

# Banning the M-Word

By Kirsten Wyatt, ELGL Executive Director

Classifying and categorizing objects is a deeply ingrained aspect of human nature. Most often, this is a good thing. Without this ability, we'd get overwhelmed in every new situation. But, this fundamental skill can also be damaging, especially when it comes to categorizing people.

Anyone reading this article has likely been wrongly categorized at some point in their lives. Maybe you've been lumped into a generational stereotype ("Baby Boomers can't use technology") or a role stereotype ("Librarians say 'shhhh' all the time").

Perhaps because categorization is a human trait, ELGL has seen a spate of local government conference presentations on "generational differences." These presentations, more often than not, end up insulting everyone in the room, because the stereotypes either explicitly offend generations ("Baby Boomers ruined the environment") or apply random generalizations to a generational swath ("Millennials love avocados").

After seeing so much commentary on what generations were doing wrong (and right), and watching ELGL members of all ages recoil as their deep public service ethos was called into question during these presentations, we decided that ELGL would stop participating in presentations that focused on generational differences, and we'd also stop using the word "Millennial" and replace it with #MWord.

Instead, ELGL refocuses discussions and presentations on generational differences to explore local government workforce development opportunities. Workplace dynamics are changing—there's no denying that fact. But it is more interesting and accurate to attribute those changes to the myriad factors that make local government today different than local government 25 years ago: technology, data, diversity, equity, inclusion, mobility and yes, employee ages and demographics.

With this in mind, ELGL is pleased to offer two sessions and a career event at the LOC Conference in Eugene:

## • Leadership: Creating Cultural Shifts

September 27 from 1:00 to 2:30 p.m.

This panel will explore the ways that Oregon local governments are making fundamental cultural changes to empower employees and drive innovation.

## • Innovation: Workplaces of the Future

September 27 from 2:45 to 4:15 p.m.

We'll bring together employees from a wide variety of Oregon local government agencies to share their expectations for what local government work looks like tomorrow—and 20 years from now.

## • #ELGLInspire event at the University of Oregon campus

September 28 from noon to 4:00 p.m.

This program introduces the variety of career paths offered in local government. This program is sponsored by LOC, OCCMA, SDAO and GFOA. Seventy undergraduate students will learn from practitioners about their jobs, and how to find local government jobs after graduation.







Photo by PeaceHealth

## City Tours

City tours take place on Thursday and Friday afternoons of the conference from 1:00 p.m. – 4:00 p.m. A box lunch is included. Register early to reserve your spot as capacity is limited.

### Eugene – Riverfront Development & 2021 Track & Field World Championships

Eugene's Downtown Riverfront could undergo a major transformation, fulfilling a long-held goal of turning a vacant, inaccessible and empty riverfront lot into a vibrant, active and accessible neighborhood and destination. The city's urban renewal agency now owns 16 acres of riverfront property that can become Eugene's riverfront neighborhood—directly connecting the downtown and U of O campus areas to the river and creating more access points for the community to enjoy. The city is moving ahead with a number of initiatives to begin this transformation.

### Eugene – 20x21 Murals

The 20x21EUG Mural Project is an initiative of the City of Eugene Cultural Service's Public Art Program to create 20 or more world-class outdoor murals in Eugene between now and the 2021 IAAF World Championships. The project is led by a highly engaged, collaborative committee, representing multiple sectors, including communications, law, architecture, small business, nonprofit and the arts. The project aims to bring color and life to Eugene's urban landscape to foster pride and contribute to a sense of identity. As the project grows, it will seek artist exchanges between Eugene artists and international cities. In 2021, the project will be the focus of an exhibition at the University of Oregon's Jordan Schnitzer Museum of Art and Eugene will host the world in the largest sporting event of the year.

### Eugene – Rest Stops/Opportunity Village Eugene (OVE)

Responding to the growing need for safe places to sleep for those experiencing homelessness, the Eugene City Council approved a rest stop pilot program in 2013. Rest stops allow up to 20 people to sleep overnight in tents or Conestoga huts on individually approved sites. Currently, four rest stops are operated in Eugene by the non-profits Community Supported Shelters and Nightingale Health Sanctuary. The city council also took action to locate a pilot project for low-cost micro-housing on city-owned property in December 2012. The tiny home community, known as Opportunity Village Eugene, consists of small bungalows, Conestoga huts, community spaces and shared infrastructure such as a common bath, laundry facilities, kitchen space and heated yurt with computer access and a library. The site has capacity to serve up to 45 people at any one time.

### Eugene – Autzen Stadium: A Game Day City and University Partnership

Go behind the scenes and on the field at Autzen Stadium, which holds more people at one time than the populations of all but the 10 largest cities in Oregon. In addition to viewing the Heisman Trophy and standing on the field, you'll hear from event and emergency management staff about how the city and the University of Oregon work together to operate a safe and enjoyable spectator experience.

## Eugene – Community Justice Tour

The Eugene Community Court aims to reduce misdemeanor activity in the downtown core to improve public safety and quality of life for all. The process promotes responsibility through a combination of supervised community service and direct connections to social service providers. Tour participants will visit the Community Court during a court session, meet a social services provider supporting the court, and visit with a judge about the city's Mental Health Court. Attendees will also have a chance to visit with the Eugene Police Department's Community Outreach Response Team (C.O.R.T.), which helps downtown police officers proactively connect chronically homeless people with services.

## Eugene – PeaceHealth Rides: Infrastructure Bike Tour

Eugene's new bike share system offers a healthy, convenient and fun way to explore the community. This tour will use the bikes from the program to visit several city transportation and land use projects, including the EWEB Riverfront redevelopment, the separated bikeways on 13th Avenue and High Street, and other recent infrastructure changes/improvements. This tour will be about two miles long, so attendees are encouraged to wear appropriate clothing and shoes. Space will be limited.

## Springfield – Redevelopment of Glenwood

The Glenwood area of Springfield includes a voter-approved urban renewal district, riverfront development and the redevelopment of a multi-way boulevard using local and federal funding. The tour starts at one of the two new hotels in Glenwood and includes an overview of the entire redevelopment area, the river access, an innovative bus rapid transit district line, along with a detailed look at the Franklin Blvd. redesign.

## Springfield – Economic Development Through Public Art

The city's public art program, supported by the city council and funded through a combination of transient lodging taxes, donations and grants, has played a vital role in Springfield's revitalization. This tour will include visits and the stories behind some of Springfield's iconic public art, including: The Official Simpson's Mural, Springfield's Ken Kesey Mural, the Oregon Women Veterans Sculpture (one of the only public art pieces in the country dedicated to women who served in combat) and the Springfield Flame which, at more than 65 feet tall, is currently the tallest public art piece in Oregon.



## Conference Lodging

The **Hilton Eugene & Conference Center** is the host site for this year's conference, with secured overflow rooms also available at the **Valley River Inn**.

To keep the reservation process as equitable as possible, the procedures used in 2017 will be followed again this year. Once LOC member cities have registered for the event, they will receive an email confirmation which will contain a unique hotel code and instructions for how to reserve a room. \*\*Please note, attendees will only be able to use this code for the registration(s) associated with that code. A conference attendee will not be able to reserve a hotel room without first registering for the event.

For more information hotel room bookings, contact Lisa Trevino: (503) 588-6550 or [ltrevino@orcities.org](mailto:ltrevino@orcities.org).

## Parking

Complimentary parking is available at the Hilton Eugene throughout the conference. Once the lot is full, an attendant will be on-site during peak times issuing a parking pass and providing directions to additional free parking in the nearby city garage at the Hult Center. If the attendant is unavailable, the parking pass and info will be available at the front desk of the hotel, which is accessible through the 6th Ave. entrance.

Anyone parking at the Hult Center will need to use the second level or higher and display the required parking pass. Citations will be issued to cars parked on the first level or without this parking pass displayed.



## Conference App

This year, all conference program information will be available on a new enhanced mobile app that will include all session and speaker information, sponsors, exhibitors, interactive maps, links to handouts, and more. Attendees will be able to save their own schedule, interact in real time with speakers, and post to social media all through the app. Download information will be available at [www.orcities.org/conference](http://www.orcities.org/conference) in August.



# 2018 LOC Awards Program

## Deadline Approaches for Nominations

The deadline for cities to submit nominations for one or more of the following awards, sponsored by the LOC and presented during its annual conference, is **July 18**. Nomination forms are available online at [www.orcities.org/awards](http://www.orcities.org/awards).

### Exceptional Service Awards:

**James C. Richards Memorial Award** recognizes an elected official who has shown exceptional leadership and contributions to his/her city, regional government, the League, and state and federal government.

**Herman Kehrli Award** is granted to a person who is currently or formerly appointed or employed by a city whose exceptional contributions to city government in Oregon have provided lasting benefits to the community.

**Mark O. Hatfield Statesmanship Award** is presented to an individual (from the public or private sector) who has demonstrated statesmanship and exemplary service which has positively affected Oregonians.

**Civic Education Award** recognizes educators who have promoted local government education in Oregon schools and who are committed to nurturing civic responsibility in our youth.

**Submission Deadline: Wednesday, July 18**

### City Awards:

**Award for Excellence** is given to cities for their innovative approaches to city operations and provision of services to their citizens. Special consideration is given to programs that reduce the cost of government, improve the quality of life, and/or increase the quality of municipal services.

**Helen and Alan Berg Good Governance Award** honors city programs that specifically encourage “reconnecting” citizens to their community. Judges consider whether the program successfully engages citizens in the local government process, enhances the citizens’ awareness of the decision-making process at the local level, and/or fosters local leadership through hands-on education, planning efforts or volunteerism.

**Submission Deadline: Wednesday, July 18**

[www.orcities.org/awards](http://www.orcities.org/awards)



citycounty insurance services  
[www.cisoregon.org](http://www.cisoregon.org)

## CIS Safety Awards Program

CIS (Citycounty Insurance Services) and the League will again team up to sponsor the annual Employee Safety Awards Program for cities. This program was initiated in 1974 to stimulate interest and participation in loss prevention programs by providing recognition to cities with low accident frequency rates. Safety Awards are awarded in categories according to the number of regular employees and full-time equivalent volunteer hours, for the period from July 1, 2017 through June 30, 2018.

Additional information is available at [www.cisoregon.org/awards](http://www.cisoregon.org/awards). Cities that are members of CIS Workers’ Compensation program will be automatically entered for a chance to win an award.

Submission Timeline: July 1 – August 10

**Contact:** John Zakariassen, CIS Senior Risk Management Consultant – [jzakariassen@cisoregon.org](mailto:jzakariassen@cisoregon.org) or (503) 763-3852.





# Register Online Starting July 2

## [www.orcities.org/conference](http://www.orcities.org/conference)

LOC Conference registration will be available online starting July 2 at [www.orcities.org/conference](http://www.orcities.org/conference). Other online resources will include session descriptions and speakers, tour details and scholarship information.

## Scholarships Available

The League of Oregon Cities Foundation is offering scholarship funds to help city officials attend the 2018 LOC Conference. Up to 10 full conference scholarships are available to cover registration fees. It's a simple process to apply—for details, visit [www.orcities.org/conference](http://www.orcities.org/conference).

## Pricing

Registration fees include admission to all conference sessions, except Thursday morning workshops and Thursday housing and urban renewal seminars, and all meals except the Friday Awards Dinner. Tours require an additional fee. Conference registration closes on September 10. After September 10, registration must be done on-site and will cost an additional \$50.

### REGISTRATION

**\$325** Member Attendee *(before August 7)*

**\$350** Member Attendee *(after August 7)*

**\$300** First-Time Member Attendee *(before August 7)*

**\$325** First-Time Member Attendee *(after August 7)*

**\$400** Non-Member Attendee – Government  
*(before August 7)*

**\$450** Non-Member Attendee – Government  
*(after August 7)*

**\$700** Non-Member Attendee – Corporate  
*(before August 7)*

**\$800** Non-Member Attendee – Corporate  
*(after August 7)*

**\$150** Guest *(not required for tour- or awards dinner-only attendance)*

### ADDITIONAL FEES

**\$75** Mayors Workshop & box lunch

**\$85** Managers Workshop & box lunch

**\$75** Councilors Workshop & box lunch

**\$150** Housing Seminar with lunch

**\$150** Urban Renewal Seminar with lunch

**\$75** Housing Seminar – add-on

**\$75** Urban Renewal Seminar – add-on

**\$50** Friday Awards Dinner

### CITY TOURS

**\$50** Thursday and Friday tours

Conference registration closes on September 10. After September 10, registration must be done on-site and will cost an additional \$50.

**Note:** The 2018 OCAA Fall CLE will be held off-site jointly with the Oregon State Bar (OSB). Registration will be separate and will be sent via email to OCAA and OSB members in early August. More information will be available on the OSB website.

## AGENDA ITEM SUMMARY

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

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

**SUMMARY:**

The Monthly Financial Report for July is attached for your review.

**FISCAL IMPACT:**

None.

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. July Revenue and Expenditure reports





# Revenue

Starting Account Number: 010-025-4012 Property Taxes - Current  
Ending Account Number: 060-025-4930 Transfer from Water Fund  
Period: 2018-2019 - July 2018  
Printing: Full  
Non Activity Accounts: Hide  
Balance Records: Hide  
Investment Records: Hide  
Operation Totals: Hide

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>GENERAL FUND</b>						
<b>REVENUES</b>						
010-025-4012	Property Taxes - Current	\$0.00	\$0.00	\$138,610.00	0.00 %	\$138,610.00
010-025-4014	Property Taxes - Prior	\$0.00	\$0.00	\$2,512.00	0.00 %	\$2,512.00
010-025-4052	Interest Earned	\$34.19	\$34.19	\$3,500.00	0.98 %	\$3,465.81
010-025-4132	State Revenue Sharing	\$0.00	\$0.00	\$9,654.00	0.00 %	\$9,654.00
010-025-4134	Cigarette Tax	\$109.51	\$109.51	\$1,199.00	9.13 %	\$1,089.49
010-025-4136	Liquor Tax	\$986.41	\$986.41	\$18,280.00	5.40 %	\$17,293.59
010-025-4145	Transient Room Tax	\$0.00	\$0.00	\$332.00	0.00 %	\$332.00
010-025-4151	Grant Revenue	\$0.00	\$0.00	\$63,000.00	0.00 %	\$63,000.00
010-025-4152	Tourism Grant	\$0.00	\$0.00	\$9,024.00	0.00 %	\$9,024.00
010-025-4154	Library Summer Reading Program Grant	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
010-025-4310	Cable Franchise Fees	\$0.00	\$0.00	\$1,481.00	0.00 %	\$1,481.00
010-025-4312	Electric Franchise Fees	\$0.00	\$0.00	\$50,163.00	0.00 %	\$50,163.00
010-025-4314	Garbage Franchise Fees	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
010-025-4316	Telecom Franchise Fees	\$0.00	\$0.00	\$2,335.00	0.00 %	\$2,335.00
010-025-4352	Land Use/ Development	\$584.00	\$584.00	\$7,500.00	7.79 %	\$6,916.00
010-025-4354	Permits & Variances	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-025-4356	Building Permit Fees	\$561.90	\$561.90	\$39,450.00	1.42 %	\$38,888.10
010-025-4358	Electrical Permit Fees	\$609.28	\$609.28	\$5,810.00	10.49 %	\$5,200.72
010-025-4360	Dog Licenses	\$200.00	\$200.00	\$500.00	40.00 %	\$300.00
010-025-4415	Library Revenue	\$113.05	\$113.05	\$500.00	22.61 %	\$386.95
010-025-4417	Lien Searches	\$60.00	\$60.00	\$200.00	30.00 %	\$140.00
010-025-4419	Election Filing Fees	\$0.00	\$0.00	\$50.00	0.00 %	\$50.00
010-025-4421	SDC/CET Admin Fee	\$137.25	\$137.25	\$3,730.00	3.68 %	\$3,592.75
010-025-4423	Pay Station Revenue	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-025-4511	Park Reimbursement SDC	\$0.00	\$0.00	\$735.00	0.00 %	\$735.00
010-025-4625	Municipal Court Revenue	\$365.00	\$365.00	\$2,000.00	18.25 %	\$1,635.00
010-025-4752	Reimbursement Revenue	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
010-025-4852	Miscellaneous Revenue	\$73.65	\$73.65	\$2,000.00	3.68 %	\$1,926.35



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total REVENUES</b>		<b>\$3,834.24</b>	<b>\$3,834.24</b>	<b>\$369,065.00</b>	<b>1.04 %</b>	<b>\$365,230.76</b>
<b>Total GENERAL FUND</b>		<b>\$3,834.24</b>	<b>\$3,834.24</b>	<b>\$369,065.00</b>	<b>1.04 %</b>	<b>\$365,230.76</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>STREET FUND</b>						
<b>REVENUES</b>						
012-025-4052	Interest Earned	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-025-4142	State Distributions	\$6,596.20	\$6,596.20	\$77,554.00	8.51 %	\$70,957.80
012-025-4513	Transportation Reimbursement SDC	\$0.00	\$0.00	\$1,605.00	0.00 %	\$1,605.00
<b>Total REVENUES</b>		<b>\$6,596.20</b>	<b>\$6,596.20</b>	<b>\$79,659.00</b>	<b>8.28 %</b>	<b>\$73,062.80</b>
<b>Total STREET FUND</b>		<b>\$6,596.20</b>	<b>\$6,596.20</b>	<b>\$79,659.00</b>	<b>8.28 %</b>	<b>\$73,062.80</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>BBJ FESTIVAL FUND</b>						
<b>REVENUES</b>						
014-025-4052	Interest Earned	\$0.00	\$0.00	\$10.00	0.00 %	\$10.00
014-025-4852	Miscellaneous Revenue	\$177.00	\$177.00	\$500.00	35.40 %	\$323.00
014-025-4860	Craft/Commercial Booth Sales	\$235.00	\$235.00	\$3,000.00	7.83 %	\$2,765.00
014-025-4862	Food Booth Sales	\$480.00	\$480.00	\$800.00	60.00 %	\$320.00
014-025-4864	Jam Sales	\$785.00	\$785.00	\$1,000.00	78.50 %	\$215.00
014-025-4866	Quilt Raffle Sales	\$1,036.00	\$1,036.00	\$4,000.00	25.90 %	\$2,964.00
014-025-4868	Program Ad Sales	\$180.00	\$180.00	\$2,700.00	6.67 %	\$2,520.00
014-025-4870	Sponsorship Revenue	\$250.00	\$250.00	\$2,250.00	11.11 %	\$2,000.00
014-025-4872	Pie Sales	\$194.00	\$194.00	\$0.00		(\$194.00)
014-025-4876	5K Race Revenue	\$100.00	\$100.00	\$1,100.00	9.09 %	\$1,000.00
014-025-4878	Car Show Revenue	\$3,162.00	\$3,162.00	\$4,000.00	79.05 %	\$838.00
014-025-4880	Fishing Derby Revenue	\$40.00	\$40.00	\$350.00	11.43 %	\$310.00
014-025-4882	Horseshoe Tourney Revenue	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
014-025-4884	Kidz Korner Revenue	\$776.00	\$776.00	\$1,000.00	77.60 %	\$224.00
014-025-4886	Pie Eating Contest Revenue	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
014-025-4888	RC Flyers Revenue	\$0.00	\$0.00	\$400.00	0.00 %	\$400.00
<b>Total REVENUES</b>		<b>\$7,415.00</b>	<b>\$7,415.00</b>	<b>\$21,410.00</b>	<b>34.63 %</b>	<b>\$13,995.00</b>
<b>Total BBJ FESTIVAL FUND</b>		<b>\$7,415.00</b>	<b>\$7,415.00</b>	<b>\$21,410.00</b>	<b>34.63 %</b>	<b>\$13,995.00</b>

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

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

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>WATER FUND</b>						
030-025-4052	Interest Earned	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
030-025-4370	Water/Sewer Connection Permit Fees	\$415.00	\$415.00	\$0.00		(\$415.00)
030-025-4425	Water/Sewer Sales	\$24,375.93	\$24,375.93	\$299,635.00	8.14 %	\$275,259.07
030-025-4428	Credit Memo Utilities - (Pre-paid)	\$287.43	\$287.43	\$0.00		(\$287.43)
030-025-4430	Water/Sewer Connection Fees	\$0.00	\$0.00	\$3,750.00	0.00 %	\$3,750.00
030-025-4435	Fire Hydrant Fee	\$297.75	\$297.75	\$3,957.00	7.52 %	\$3,659.25
030-025-4531	Water Reimbursement SDC	\$745.00	\$745.00	\$10,395.00	7.17 %	\$9,650.00
030-025-4852	Miscellaneous Revenue	\$473.00	\$473.00	\$5,000.00	9.46 %	\$4,527.00
<b>Total WATER FUND</b>		<b>\$26,594.11</b>	<b>\$26,594.11</b>	<b>\$323,037.00</b>	<b>8.23 %</b>	<b>\$296,442.89</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>SEWER FUND</b>						
<b>REVENUES</b>						
040-025-4425	Water/Sewer Sales	\$26,044.57	\$26,044.57	\$340,134.00	7.66 %	\$314,089.43
040-025-4430	Water/Sewer Connection Fees	\$0.00	\$0.00	\$805.00	0.00 %	\$805.00
040-025-4541	Sewer Reimbursement SDC	\$0.00	\$0.00	\$8,835.00	0.00 %	\$8,835.00
040-025-4852	Miscellaneous Revenue	\$612.47	\$612.47	\$4,500.00	13.61 %	\$3,887.53
040-025-4955	Transfer from Debt Reserve Fund	\$0.00	\$0.00	\$15,745.00	0.00 %	\$15,745.00
<b>Total REVENUES</b>		<b>\$26,657.04</b>	<b>\$26,657.04</b>	<b>\$370,019.00</b>	<b>7.20 %</b>	<b>\$343,361.96</b>
<b>Total SEWER FUND</b>		<b>\$26,657.04</b>	<b>\$26,657.04</b>	<b>\$370,019.00</b>	<b>7.20 %</b>	<b>\$343,361.96</b>

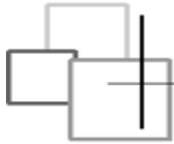


Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>EQUIPMENT FUND</b>						
<b>REVENUES</b>						
050-025-4910	Transfer from General Fund	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
050-025-4912	Transfer from Street Fund	\$0.00	\$0.00	\$4,000.00	0.00 %	\$4,000.00
050-025-4930	Transfer from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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Grand Totals</b>		<b>\$74,926.59</b>	<b>\$74,926.59</b>	<b>\$1,178,703.00</b>	<b>6.36 %</b>	<b>\$1,103,776.41</b>

## Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-000-0000	GENERAL FUND	\$3,834.24	\$3,834.24	\$369,065.00	1.04 %	\$365,230.76
012-000-0000	STREET FUND	\$6,596.20	\$6,596.20	\$79,659.00	8.28 %	\$73,062.80
014-000-0000	BBJ FESTIVAL FUND	\$7,415.00	\$7,415.00	\$21,410.00	34.63 %	\$13,995.00
017-000-0000	SDC FUND	\$3,830.00	\$3,830.00	\$0.00		(\$3,830.00)
020-000-0000	WATER RESERVE FUND	\$0.00	\$0.00	\$3,938.00	0.00 %	\$3,938.00
021-000-0000	SEWER RESERVE FUND	\$0.00	\$0.00	\$1,575.00	0.00 %	\$1,575.00
030-000-0000	WATER FUND	\$26,594.11	\$26,594.11	\$323,037.00	8.23 %	\$296,442.89
040-000-0000	SEWER FUND	\$26,657.04	\$26,657.04	\$370,019.00	7.20 %	\$343,361.96
050-000-0000	EQUIPMENT FUND	\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
<b>Grand Totals</b>		<b>\$74,926.59</b>	<b>\$74,926.59</b>	<b>\$1,178,703.00</b>	<b>6.36 %</b>	<b>\$1,103,776.41</b>



# Expenditure

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>GENERAL FUND</b>						
<b>ADMINISTRATION</b>						
<b>PERSONAL SERVICES</b>						
010-100-5010	City Administrator	\$499.96	\$499.96	\$12,300.00	4.06 %	\$11,800.04
010-100-5014	City Clerk	\$209.72	\$209.72	\$5,010.00	4.19 %	\$4,800.28
010-100-5050	Public Works Director	\$136.70	\$136.70	\$3,280.00	4.17 %	\$3,143.30
010-100-5052	Utility Worker I	\$0.00	\$0.00	\$1,718.00	0.00 %	\$1,718.00
010-100-5054	Utility Worker II	\$78.90	\$78.90	\$1,895.00	4.16 %	\$1,816.10
010-100-5058	Maintenance Worker I	\$32.13	\$32.13	\$844.00	3.81 %	\$811.87
010-100-5220	Overtime	\$71.59	\$71.59	\$1,079.00	6.63 %	\$1,007.41
010-100-5315	Social Security/Medicare(FICA)	\$78.72	\$78.72	\$2,228.00	3.53 %	\$2,149.28
010-100-5320	Worker's Comp	\$120.43	\$120.43	\$891.00	13.52 %	\$770.57
010-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$2,093.00	0.00 %	\$2,093.00
010-100-5410	Health Insurance	\$0.00	\$0.00	\$6,411.00	0.00 %	\$6,411.00
010-100-5450	Public Employees Retirement	\$118.35	\$118.35	\$3,004.00	3.94 %	\$2,885.65
<b>Total PERSONAL SERVICES</b>		<b>\$1,346.50</b>	<b>\$1,346.50</b>	<b>\$40,753.00</b>	<b>3.30 %</b>	<b>\$39,406.50</b>
<b>MATERIALS &amp; SERVICES</b>						
010-100-6010	Auditing	\$0.00	\$0.00	\$4,290.00	0.00 %	\$4,290.00
010-100-6012	Legal Services	\$459.41	\$459.41	\$5,000.00	9.19 %	\$4,540.59
010-100-6014	Financial Services	\$198.25	\$198.25	\$3,570.00	5.55 %	\$3,371.75
010-100-6022	IT Services	\$558.11	\$558.11	\$6,596.00	8.46 %	\$6,037.89
010-100-6024	Copier Contract	\$147.98	\$147.98	\$2,093.00	7.07 %	\$1,945.02
010-100-6028	Other Contract Services	\$33.12	\$33.12	\$1,000.00	3.31 %	\$966.88
010-100-6110	Insurance And Bonds	\$5,643.02	\$5,643.02	\$6,594.00	85.58 %	\$950.98
010-100-6120	Publications, Printing & Dues	\$897.73	\$897.73	\$3,550.00	25.29 %	\$2,652.27
010-100-6122	Newsletter Expenditure	\$0.00	\$0.00	\$1,200.00	0.00 %	\$1,200.00
010-100-6126	Postage	\$60.00	\$60.00	\$500.00	12.00 %	\$440.00
010-100-6128	Public Notices	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
010-100-6130	Office Supplies/Equipment	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
010-100-6134	General Supplies	\$134.70	\$134.70	\$750.00	17.96 %	\$615.30
010-100-6138	Bank Service Charges	\$0.00	\$0.00	\$1,400.00	0.00 %	\$1,400.00
010-100-6140	Travel & Training	\$0.00	\$0.00	\$1,500.00	0.00 %	\$1,500.00
010-100-6190	Miscellaneous Expenditures	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-100-6220	Building Repair & Maintenance	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
010-100-6234	Non-Capitalized Assets	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
010-100-6420	Water Services	\$21.43	\$21.43	\$413.00	5.19 %	\$391.57
010-100-6425	Sewer Services	\$42.60	\$42.60	\$524.00	8.13 %	\$481.40
010-100-6430	Electricity Services	\$130.00	\$130.00	\$2,010.00	6.47 %	\$1,880.00
010-100-6435	Internet Services	\$77.47	\$77.47	\$985.00	7.86 %	\$907.53
010-100-6440	Telephone Services	\$203.55	\$203.55	\$2,629.00	7.74 %	\$2,425.45
010-100-6445	Refuse Services	\$29.14	\$29.14	\$91.00	32.02 %	\$61.86
010-100-6510	Council Expenditure	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
010-100-6512	State Ethics Commission	\$0.00	\$0.00	\$600.00	0.00 %	\$600.00
010-100-6792	Reimbursable Expenditure	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$8,636.51</b>	<b>\$8,636.51</b>	<b>\$57,795.00</b>	<b>14.94 %</b>	<b>\$49,158.49</b>
<b>CAPITAL OUTLAY</b>						
010-100-8012	Capital Outlay - Buildings & Facilities	\$0.00	\$0.00	\$25,000.00	0.00 %	\$25,000.00
010-100-8018	Capital Outlay - Software	\$0.00	\$0.00	\$7,955.00	0.00 %	\$7,955.00
<b>Total CAPITAL OUTLAY</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$32,955.00</b>	<b>0.00 %</b>	<b>\$32,955.00</b>
<b>Total ADMINISTRATION</b>		<b>\$9,983.01</b>	<b>\$9,983.01</b>	<b>\$131,503.00</b>	<b>7.59 %</b>	<b>\$121,519.99</b>



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>PARKS &amp; RECREATION</b>						
<b>PERSONAL SERVICES</b>						
010-120-5010	City Administrator	\$166.65	\$166.65	\$4,100.00	4.06 %	\$3,933.35
010-120-5050	Public Works Director	\$136.70	\$136.70	\$3,280.00	4.17 %	\$3,143.30
010-120-5052	Utility Worker I	\$0.00	\$0.00	\$1,718.00	0.00 %	\$1,718.00
010-120-5054	Utility Worker II	\$78.90	\$78.90	\$1,895.00	4.16 %	\$1,816.10
010-120-5058	Maintenance Worker I	\$289.35	\$289.35	\$7,598.00	3.81 %	\$7,308.65
010-120-5220	Overtime	\$66.13	\$66.13	\$891.00	7.42 %	\$824.87
010-120-5315	Social Security/Medicare(FICA)	\$56.42	\$56.42	\$1,662.00	3.39 %	\$1,605.58
010-120-5320	Worker's Comp	\$211.75	\$211.75	\$1,473.00	14.38 %	\$1,261.25
010-120-5350	Unemployment Insurance	\$0.00	\$0.00	\$1,558.00	0.00 %	\$1,558.00
010-120-5410	Health Insurance	\$0.00	\$0.00	\$2,874.00	0.00 %	\$2,874.00
010-120-5450	Public Employees Retirement	\$84.84	\$84.84	\$2,240.00	3.79 %	\$2,155.16
<b>Total PERSONAL SERVICES</b>		<b>\$1,090.74</b>	<b>\$1,090.74</b>	<b>\$29,289.00</b>	<b>3.72 %</b>	<b>\$28,198.26</b>
<b>MATERIALS &amp; SERVICES</b>						
010-120-6028	Other Contract Services	\$0.00	\$0.00	\$44,268.00	0.00 %	\$44,268.00
010-120-6134	General Supplies	\$58.82	\$58.82	\$1,000.00	5.88 %	\$941.18
010-120-6190	Miscellaneous Expenses	\$140.00	\$140.00	\$500.00	28.00 %	\$360.00
010-120-6220	Building Repair & Maintenance	\$0.00	\$0.00	\$2,500.00	0.00 %	\$2,500.00
010-120-6224	Equipment Repair & Maintenance	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
010-120-6230	Other Repair & Maintenance	\$0.00	\$0.00	\$3,000.00	0.00 %	\$3,000.00
010-120-6234	Non-Capitalized Assets	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
010-120-6239	Maintenance - Nelson Land Donation	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
010-120-6420	Water Services	\$63.38	\$63.38	\$5,000.00	1.27 %	\$4,936.62
010-120-6425	Sewer Services	\$113.62	\$113.62	\$1,397.00	8.13 %	\$1,283.38
010-120-6430	Electricity Services	\$46.77	\$46.77	\$579.00	8.08 %	\$532.23
010-120-6445	Refuse Services	\$21.42	\$21.42	\$272.00	7.88 %	\$250.58
010-120-6610	Gas & Oil	\$0.00	\$0.00	\$789.00	0.00 %	\$789.00
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$444.01</b>	<b>\$444.01</b>	<b>\$62,805.00</b>	<b>0.71 %</b>	<b>\$62,360.99</b>
010-120-8020	Capital Outlay - Parks Improvements	\$0.00	\$0.00	\$60,000.00	0.00 %	\$60,000.00
<b>Total PARKS &amp; RECREATION</b>		<b>\$1,534.75</b>	<b>\$1,534.75</b>	<b>\$152,094.00</b>	<b>1.01 %</b>	<b>\$150,559.25</b>

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>COMMUNITY DEVELOPMENT</b>						
<b>PERSONAL SERVICES</b>						
010-140-5010	City Administrator	\$333.30	\$333.30	\$8,200.00	4.06 %	\$7,866.70
010-140-5014	City Clerk	\$104.85	\$104.85	\$2,505.00	4.19 %	\$2,400.15
010-140-5220	Overtime	\$2.71	\$2.71	\$94.00	2.88 %	\$91.29
010-140-5315	Social Security/Medicare(FICA)	\$33.73	\$33.73	\$921.00	3.66 %	\$887.27
010-140-5320	Worker's Comp	\$3.44	\$3.44	\$73.00	4.71 %	\$69.56
010-140-5350	Unemployment Insurance	\$0.00	\$0.00	\$894.00	0.00 %	\$894.00
010-140-5410	Health Insurance	\$0.00	\$0.00	\$2,278.00	0.00 %	\$2,278.00
010-140-5450	Public Employees Retirement	\$50.70	\$50.70	\$1,242.00	4.08 %	\$1,191.30
<b>Total PERSONAL SERVICES</b>		<b>\$528.73</b>	<b>\$528.73</b>	<b>\$16,207.00</b>	<b>3.26 %</b>	<b>\$15,678.27</b>
<b>MATERIALS &amp; SERVICES</b>						
010-140-6016	Engineering Services	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
010-140-6028	Other Contract Services	\$0.00	\$0.00	\$40,000.00	0.00 %	\$40,000.00
010-140-6120	Publications, Printing & Dues	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-140-6126	Postage	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
010-140-6140	Travel & Training	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
010-140-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
010-140-6522	Land Use/Development Costs	\$0.00	\$0.00	\$7,500.00	0.00 %	\$7,500.00
010-140-6524	Building Permit Costs	\$3,892.33	\$3,892.33	\$30,371.00	12.82 %	\$26,478.67
010-140-6525	Electrical Permit Costs	\$490.17	\$490.17	\$4,515.00	10.86 %	\$4,024.83
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$4,382.50</b>	<b>\$4,382.50</b>	<b>\$83,986.00</b>	<b>5.22 %</b>	<b>\$79,603.50</b>
<b>Total COMMUNITY DEVELOPMENT</b>		<b>\$4,911.23</b>	<b>\$4,911.23</b>	<b>\$100,193.00</b>	<b>4.90 %</b>	<b>\$95,281.77</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>LIBRARY</b>						
<b>PERSONAL SERVICES</b>						
010-150-5320	Worker's Comp	\$8.80	\$8.80	\$50.00	17.60 %	\$41.20
<b>Total PERSONAL SERVICES</b>		<b>\$8.80</b>	<b>\$8.80</b>	<b>\$50.00</b>	<b>17.60 %</b>	<b>\$41.20</b>
<b>MATERIALS &amp; SERVICES</b>						
010-150-6022	IT Services	\$418.50	\$418.50	\$1,529.00	27.37 %	\$1,110.50
010-150-6130	Office Supplies/Equipment	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
010-150-6134	General Supplies	\$33.94	\$33.94	\$1,250.00	2.72 %	\$1,216.06
010-150-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
010-150-6220	Building Repair & Maintenance	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-150-6234	Non-Capitalized Assets	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
010-150-6420	Water Services	\$7.14	\$7.14	\$150.00	4.76 %	\$142.86
010-150-6425	Sewer Services	\$14.21	\$14.21	\$200.00	7.11 %	\$185.79
010-150-6430	Electricity Services	\$43.33	\$43.33	\$800.00	5.42 %	\$756.67
010-150-6435	Internet Services	\$77.47	\$77.47	\$1,000.00	7.75 %	\$922.53
010-150-6445	Refuse Services	\$7.14	\$7.14	\$100.00	7.14 %	\$92.86
010-150-6530	Summer Reading Program	\$321.56	\$321.56	\$1,250.00	25.72 %	\$928.44
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$923.29</b>	<b>\$923.29</b>	<b>\$7,629.00</b>	<b>12.10 %</b>	<b>\$6,705.71</b>
<b>Total LIBRARY</b>		<b>\$932.09</b>	<b>\$932.09</b>	<b>\$7,679.00</b>	<b>12.14 %</b>	<b>\$6,746.91</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>CODE ENFORCEMENT</b>						
<b>PERSONAL SERVICES</b>						
010-160-5010	City Administrator	\$166.65	\$166.65	\$4,100.00	4.06 %	\$3,933.35
010-160-5050	Public Works Director	\$136.70	\$136.70	\$3,280.00	4.17 %	\$3,143.30
010-160-5220	Overtime	\$27.20	\$27.20	\$123.00	22.11 %	\$95.80
010-160-5315	Social Security/Medicare(FICA)	\$25.29	\$25.29	\$640.00	3.95 %	\$614.71
010-160-5320	Worker's Comp	\$42.92	\$42.92	\$353.00	12.16 %	\$310.08
010-160-5350	Unemployment Insurance	\$0.00	\$0.00	\$617.00	0.00 %	\$617.00
010-160-5410	Health Insurance	\$0.00	\$0.00	\$1,434.00	0.00 %	\$1,434.00
010-160-5450	Public Employees Retirement	\$38.02	\$38.02	\$863.00	4.41 %	\$824.98
<b>Total PERSONAL SERVICES</b>		<b>\$436.78</b>	<b>\$436.78</b>	<b>\$11,410.00</b>	<b>3.83 %</b>	<b>\$10,973.22</b>
<b>MATERIALS &amp; SERVICES</b>						
010-160-6028	Other Contract Services	\$0.00	\$0.00	\$4,500.00	0.00 %	\$4,500.00
010-160-6134	General Supplies	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
010-160-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-160-6540	Dog/Cat Control	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,150.00</b>	<b>0.00 %</b>	<b>\$5,150.00</b>
<b>Total CODE ENFORCEMENT</b>		<b>\$436.78</b>	<b>\$436.78</b>	<b>\$16,560.00</b>	<b>2.64 %</b>	<b>\$16,123.22</b>



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>TOURISM</b>						
<b>MATERIALS &amp; SERVICES</b>						
010-170-6124	Marketing	\$20.00	\$20.00	\$2,000.00	1.00 %	\$1,980.00
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	\$237.30	\$237.30	\$2,500.00	9.49 %	\$2,262.70
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
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$257.30</b>	<b>\$257.30</b>	<b>\$12,850.00</b>	<b>2.00 %</b>	<b>\$12,592.70</b>
<b>Total TOURISM</b>		<b>\$257.30</b>	<b>\$257.30</b>	<b>\$12,850.00</b>	<b>2.00 %</b>	<b>\$12,592.70</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>MUNICIPAL COURT</b>						
<b>PERSONAL SERVICES</b>						
010-180-5010	City Administrator	\$166.65	\$166.65	\$4,100.00	4.06 %	\$3,933.35
010-180-5014	City Clerk	\$104.85	\$104.85	\$2,505.00	4.19 %	\$2,400.15
010-180-5220	Overtime	\$2.71	\$2.71	\$94.00	2.88 %	\$91.29
010-180-5315	Social Security/Medicare(FICA)	\$20.98	\$20.98	\$571.00	3.67 %	\$550.02
010-180-5320	Worker's Comp	\$2.14	\$2.14	\$45.00	4.76 %	\$42.86
010-180-5350	Unemployment Insurance	\$0.00	\$0.00	\$552.00	0.00 %	\$552.00
010-180-5410	Health Insurance	\$0.00	\$0.00	\$1,769.00	0.00 %	\$1,769.00
010-180-5450	Public Employees Retirement	\$31.54	\$31.54	\$770.00	4.10 %	\$738.46
<b>Total PERSONAL SERVICES</b>		<b>\$328.87</b>	<b>\$328.87</b>	<b>\$10,406.00</b>	<b>3.16 %</b>	<b>\$10,077.13</b>
<b>MATERIALS &amp; SERVICES</b>						
010-180-6020	Judge Contract	\$0.00	\$0.00	\$1,250.00	0.00 %	\$1,250.00
010-180-6028	Other Contract Services	\$149.67	\$149.67	\$1,000.00	14.97 %	\$850.33
010-180-6126	Postage	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-180-6138	Bank Service Charges	\$0.00	\$0.00	\$150.00	0.00 %	\$150.00
010-180-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
010-180-6560	State Assessments	\$45.00	\$45.00	\$675.00	6.67 %	\$630.00
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$194.67</b>	<b>\$194.67</b>	<b>\$3,275.00</b>	<b>5.94 %</b>	<b>\$3,080.33</b>
<b>Total MUNICIPAL COURT</b>		<b>\$523.54</b>	<b>\$523.54</b>	<b>\$13,681.00</b>	<b>3.83 %</b>	<b>\$13,157.46</b>

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total GENERAL FUND</b>		<b>\$18,578.70</b>	<b>\$18,578.70</b>	<b>\$551,154.00</b>	<b>3.37 %</b>	<b>\$532,575.30</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>STREET FUND</b>						
<b>ADMINISTRATION</b>						
<b>PERSONAL SERVICES</b>						
012-100-5010	City Administrator	\$333.30	\$333.30	\$8,200.00	4.06 %	\$7,866.70
012-100-5050	Public Works Director	\$410.11	\$410.11	\$9,841.00	4.17 %	\$9,430.89
012-100-5052	Utility Worker I	\$0.00	\$0.00	\$3,435.00	0.00 %	\$3,435.00
012-100-5054	Utility Worker II	\$157.80	\$157.80	\$3,789.00	4.16 %	\$3,631.20
012-100-5058	Maintenance Worker I	\$64.29	\$64.29	\$1,689.00	3.81 %	\$1,624.71
012-100-5220	Overtime	\$159.46	\$159.46	\$1,377.00	11.58 %	\$1,217.54
012-100-5315	Social Security/Medicare(FICA)	\$86.06	\$86.06	\$2,462.00	3.50 %	\$2,375.94
012-100-5320	Worker's Comp	\$241.91	\$241.91	\$1,927.00	12.55 %	\$1,685.09
012-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$2,252.00	0.00 %	\$2,252.00
012-100-5410	Health Insurance	\$0.00	\$0.00	\$6,672.00	0.00 %	\$6,672.00
012-100-5450	Public Employees Retirement	\$129.38	\$129.38	\$3,319.00	3.90 %	\$3,189.62
<b>Total PERSONAL SERVICES</b>		<b>\$1,582.31</b>	<b>\$1,582.31</b>	<b>\$44,963.00</b>	<b>3.52 %</b>	<b>\$43,380.69</b>
<b>MATERIALS &amp; SERVICES</b>						
012-100-6010	Auditing	\$0.00	\$0.00	\$1,430.00	0.00 %	\$1,430.00
012-100-6014	Financial Services	\$66.08	\$66.08	\$1,190.00	5.55 %	\$1,123.92
012-100-6016	Engineering Services	\$2,527.50	\$2,527.50	\$19,094.00	13.24 %	\$16,566.50
012-100-6022	IT Services	\$46.53	\$46.53	\$1,198.00	3.88 %	\$1,151.47
012-100-6028	Other Contract Services	\$0.00	\$0.00	\$12,400.00	0.00 %	\$12,400.00
012-100-6110	Insurance And Bonds	\$1,881.00	\$1,881.00	\$2,198.00	85.58 %	\$317.00
012-100-6134	General Supplies	\$0.00	\$0.00	\$150.00	0.00 %	\$150.00
012-100-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6224	Equipment Repair & Maintenance	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6230	Other Repair & Maintenance	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
012-100-6234	Non-Capitalized Assets	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6430	Electricity Services	\$1,264.33	\$1,264.33	\$15,292.00	8.27 %	\$14,027.67
012-100-6620	Storm Drain Maintenance	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
012-100-6624	Street Signs	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6626	Street Lights	\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$5,785.44</b>	<b>\$5,785.44</b>	<b>\$67,952.00</b>	<b>8.51 %</b>	<b>\$62,166.56</b>
<b>CAPITAL OUTLAY</b>						
012-100-8018	Capital Outlay - Software	\$0.00	\$0.00	\$2,651.00	0.00 %	\$2,651.00
012-100-8030	Capital Outlay - Street Improvements	\$0.00	\$0.00	\$60,350.00	0.00 %	\$60,350.00
<b>Total CAPITAL OUTLAY</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$63,001.00</b>	<b>0.00 %</b>	<b>\$63,001.00</b>
<b>Total ADMINISTRATION</b>		<b>\$7,367.75</b>	<b>\$7,367.75</b>	<b>\$175,916.00</b>	<b>4.19 %</b>	<b>\$168,548.25</b>



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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
Total STREET FUND		\$7,367.75	\$7,367.75	\$199,111.00	3.70 %	\$191,743.25

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>BBJ FESTIVAL FUND</b>						
<b>ADMINISTRATION</b>						
<b>MATERIALS &amp; SERVICES</b>						
014-100-6022	IT Services	\$0.00	\$0.00	\$450.00	0.00 %	\$450.00
014-100-6120	Programs	\$984.27	\$984.27	\$1,200.00	82.02 %	\$215.73
014-100-6124	Festival Advertisement	\$0.00	\$0.00	\$1,400.00	0.00 %	\$1,400.00
014-100-6126	Postage	\$0.00	\$0.00	\$50.00	0.00 %	\$50.00
014-100-6190	Miscellaneous Exp	\$759.94	\$759.94	\$1,850.00	41.08 %	\$1,090.06
014-100-6445	Refuse Services	\$0.00	\$0.00	\$90.00	0.00 %	\$90.00
014-100-6605	Rent	\$70.00	\$70.00	\$500.00	14.00 %	\$430.00
014-100-6614	Materials & Services	\$112.65	\$112.65	\$0.00		(\$112.65)
014-100-6810	Craft/Commercial Booth Exp	\$90.00	\$90.00	\$750.00	12.00 %	\$660.00
014-100-6814	Jam Sales Exp	\$50.00	\$50.00	\$1,000.00	5.00 %	\$950.00
014-100-6816	Quilt Raffle	\$50.00	\$50.00	\$4,000.00	1.25 %	\$3,950.00
014-100-6822	Pie Sales Exp	\$186.80	\$186.80	\$0.00		(\$186.80)
014-100-6850	5K Race Exp	\$0.00	\$0.00	\$1,100.00	0.00 %	\$1,100.00
014-100-6852	Car Show Exp	\$2,723.77	\$2,723.77	\$4,000.00	68.09 %	\$1,276.23
014-100-6854	Fishing Derby Exp	\$200.00	\$200.00	\$350.00	57.14 %	\$150.00
014-100-6856	Horseshoe Tourney Exp	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
014-100-6858	Kidz Korner Exp	\$40.00	\$40.00	\$1,000.00	4.00 %	\$960.00
014-100-6860	Pie Eating Contest Exp	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
014-100-6862	RC Flyers Exp	\$100.00	\$100.00	\$400.00	25.00 %	\$300.00
014-100-6864	Entertainment Exp	\$3,760.00	\$3,760.00	\$3,850.00	97.66 %	\$90.00
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$9,127.43</b>	<b>\$9,127.43</b>	<b>\$22,290.00</b>	<b>40.95 %</b>	<b>\$13,162.57</b>
<b>Total ADMINISTRATION</b>		<b>\$9,127.43</b>	<b>\$9,127.43</b>	<b>\$22,290.00</b>	<b>40.95 %</b>	<b>\$13,162.57</b>
<b>NON-DEPARTMENTAL</b>						
<b>OTHER REQUIREMENTS</b>						
014-800-9990	Contingency	\$0.00	\$0.00	\$14,671.00	0.00 %	\$14,671.00
<b>Total OTHER REQUIREMENTS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,671.00</b>	<b>0.00 %</b>	<b>\$14,671.00</b>
<b>Total NON-DEPARTMENTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,671.00</b>	<b>0.00 %</b>	<b>\$14,671.00</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total BBJ FESTIVAL FUND</b>		<b>\$9,127.43</b>	<b>\$9,127.43</b>	<b>\$36,961.00</b>	<b>24.69 %</b>	<b>\$27,833.57</b>

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

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

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



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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>WATER FUND</b>						
<b>ADMINISTRATION</b>						
<b>PERSONAL SERVICES</b>						
030-100-5010	City Administrator	\$833.24	\$833.24	\$20,499.00	4.06 %	\$19,665.76
030-100-5014	City Clerk	\$838.96	\$838.96	\$20,040.00	4.19 %	\$19,201.04
030-100-5050	Public Works Director	\$956.89	\$956.89	\$22,963.00	4.17 %	\$22,006.11
030-100-5052	Utility Worker I	\$0.00	\$0.00	\$13,742.00	0.00 %	\$13,742.00
030-100-5054	Utility Worker II	\$631.25	\$631.25	\$15,157.00	4.16 %	\$14,525.75
030-100-5058	Maintenance Worker I	\$128.61	\$128.61	\$3,377.00	3.81 %	\$3,248.39
030-100-5220	Overtime	\$523.61	\$523.61	\$7,759.00	6.75 %	\$7,235.39
030-100-5315	Social Security/Medicare(FICA)	\$299.31	\$299.31	\$8,831.00	3.39 %	\$8,531.69
030-100-5320	Worker's Comp	\$720.29	\$720.29	\$5,797.00	12.43 %	\$5,076.71
030-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$8,003.00	0.00 %	\$8,003.00
030-100-5410	Health Insurance	\$0.00	\$0.00	\$30,614.00	0.00 %	\$30,614.00
030-100-5450	Public Employees Retirement	\$449.92	\$449.92	\$11,907.00	3.78 %	\$11,457.08
<b>Total PERSONAL SERVICES</b>		<b>\$5,382.08</b>	<b>\$5,382.08</b>	<b>\$168,689.00</b>	<b>3.19 %</b>	<b>\$163,306.92</b>
<b>MATERIALS &amp; SERVICES</b>						
030-100-6010	Auditing	\$0.00	\$0.00	\$4,290.00	0.00 %	\$4,290.00
030-100-6012	Legal Services	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
030-100-6014	Financial Services	\$198.25	\$198.25	\$3,570.00	5.55 %	\$3,371.75
030-100-6016	Engineering Services	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
030-100-6022	IT Services	\$558.11	\$558.11	\$5,418.00	10.30 %	\$4,859.89
030-100-6028	Other Contract Services	\$366.24	\$366.24	\$7,100.00	5.16 %	\$6,733.76
030-100-6110	Insurance And Bonds	\$5,643.03	\$5,643.03	\$6,594.00	85.58 %	\$950.97
030-100-6120	Publications, Printing & Dues	\$119.00	\$119.00	\$1,000.00	11.90 %	\$881.00
030-100-6126	Postage	\$185.00	\$185.00	\$1,516.00	12.20 %	\$1,331.00
030-100-6130	Office Supplies/Equipment	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
030-100-6134	General Supplies	\$806.36	\$806.36	\$2,570.00	31.38 %	\$1,763.64
030-100-6138	Bank Service Charges	\$0.00	\$0.00	\$2,744.00	0.00 %	\$2,744.00
030-100-6140	Travel & Training	\$325.00	\$325.00	\$1,000.00	32.50 %	\$675.00
030-100-6190	Miscellaneous Expenditures	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
030-100-6220	Building Repair & Maintenance	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
030-100-6224	Equipment Repair & Maintenance	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
030-100-6230	Other Repair & Maintenance	\$1,160.00	\$1,160.00	\$15,000.00	7.73 %	\$13,840.00
030-100-6234	Non-Capitalized Assets	\$0.00	\$0.00	\$3,500.00	0.00 %	\$3,500.00
030-100-6420	Water Services	\$40.12	\$40.12	\$524.00	7.66 %	\$483.88
030-100-6425	Sewer Services	\$56.81	\$56.81	\$698.00	8.14 %	\$641.19
030-100-6430	Electricity Services	\$1,336.02	\$1,336.02	\$16,438.00	8.13 %	\$15,101.98
030-100-6435	Internet Services	\$70.00	\$70.00	\$865.00	8.09 %	\$795.00
030-100-6440	Telephone Services	\$367.95	\$367.95	\$3,672.00	10.02 %	\$3,304.05
030-100-6445	Refuse Services	\$17.85	\$17.85	\$0.00		(\$17.85)
030-100-6610	Gas & Oil	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
030-100-6720	Chemicals & Lab Supplies	\$0.00	\$0.00	\$20,332.00	0.00 %	\$20,332.00
030-100-6722	Water/Sewer Analysis	\$313.20	\$313.20	\$4,000.00	7.83 %	\$3,686.80
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$11,562.94</b>	<b>\$11,562.94</b>	<b>\$106,781.00</b>	<b>10.83 %</b>	<b>\$95,218.06</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>CAPITAL OUTLAY</b>						
030-100-8018	Capital Outlay - Software	\$0.00	\$0.00	\$7,955.00	0.00 %	\$7,955.00
030-100-8020	Capital Outlay - Other Improvements	\$0.00	\$0.00	\$28,000.00	0.00 %	\$28,000.00
<b>Total CAPITAL OUTLAY</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,955.00</b>	<b>0.00 %</b>	<b>\$35,955.00</b>
<b>Total ADMINISTRATION</b>		<b>\$16,945.02</b>	<b>\$16,945.02</b>	<b>\$311,425.00</b>	<b>5.44 %</b>	<b>\$294,479.98</b>

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total WATER FUND</b>		<b>\$16,945.02</b>	<b>\$16,945.02</b>	<b>\$452,179.00</b>	<b>3.75 %</b>	<b>\$435,233.98</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>SEWER FUND</b>						
<b>ADMINISTRATION</b>						
<b>PERSONAL SERVICES</b>						
040-100-5010	City Administrator	\$833.25	\$833.25	\$20,499.00	4.06 %	\$19,665.75
040-100-5014	City Clerk	\$838.92	\$838.92	\$20,040.00	4.19 %	\$19,201.08
040-100-5050	Public Works Director	\$956.90	\$956.90	\$22,963.00	4.17 %	\$22,006.10
040-100-5052	Utility Worker I	\$0.00	\$0.00	\$13,742.00	0.00 %	\$13,742.00
040-100-5054	Utility Worker II	\$631.26	\$631.26	\$15,157.00	4.16 %	\$14,525.74
040-100-5058	Maintenance Worker I	\$128.63	\$128.63	\$3,377.00	3.81 %	\$3,248.37
040-100-5220	Overtime	\$523.58	\$523.58	\$7,759.00	6.75 %	\$7,235.42
040-100-5315	Social Security/Medicare(FICA)	\$299.32	\$299.32	\$8,831.00	3.39 %	\$8,531.68
040-100-5320	Worker's Comp	\$720.27	\$720.27	\$5,797.00	12.42 %	\$5,076.73
040-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$8,003.00	0.00 %	\$8,003.00
040-100-5410	Health Insurance	\$0.00	\$0.00	\$30,614.00	0.00 %	\$30,614.00
040-100-5450	Public Employees Retirement	\$449.94	\$449.94	\$11,907.00	3.78 %	\$11,457.06
<b>Total PERSONAL SERVICES</b>		<b>\$5,382.07</b>	<b>\$5,382.07</b>	<b>\$168,689.00</b>	<b>3.19 %</b>	<b>\$163,306.93</b>
<b>MATERIALS &amp; SERVICES</b>						
040-100-6010	Auditing	\$0.00	\$0.00	\$4,290.00	0.00 %	\$4,290.00
040-100-6012	Legal Services	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
040-100-6014	Financial Services	\$198.25	\$198.25	\$3,570.00	5.55 %	\$3,371.75
040-100-6016	Engineering Services	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
040-100-6022	IT Services	\$558.11	\$558.11	\$4,736.00	11.78 %	\$4,177.89
040-100-6028	Other Contract Services	\$366.24	\$366.24	\$4,000.00	9.16 %	\$3,633.76
040-100-6110	Insurance And Bonds	\$5,643.03	\$5,643.03	\$6,594.00	85.58 %	\$950.97
040-100-6120	Publications, Printing & Dues	\$119.00	\$119.00	\$400.00	29.75 %	\$281.00
040-100-6126	Postage	\$183.50	\$183.50	\$1,500.00	12.23 %	\$1,316.50
040-100-6130	Office Supplies/Equipment	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
040-100-6134	General Supplies	\$57.74	\$57.74	\$2,000.00	2.89 %	\$1,942.26
040-100-6138	Bank Service Charges	\$0.00	\$0.00	\$1,500.00	0.00 %	\$1,500.00
040-100-6140	Travel & Training	\$325.00	\$325.00	\$1,000.00	32.50 %	\$675.00
040-100-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
040-100-6220	Building Repair & Maintenance	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
040-100-6224	Equipment Repair & Maintenance	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
040-100-6230	Other Repair & Maintenance	\$0.00	\$0.00	\$12,500.00	0.00 %	\$12,500.00
040-100-6234	Non-Capitalized Assets	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
040-100-6420	Water Services	\$733.81	\$733.81	\$6,794.00	10.80 %	\$6,060.19
040-100-6425	Sewer Services	\$511.29	\$511.29	\$6,469.00	7.90 %	\$5,957.71
040-100-6430	Electricity Services	\$2,553.81	\$2,553.81	\$28,619.00	8.92 %	\$26,065.19
040-100-6440	Telephone Services	\$62.48	\$62.48	\$1,686.00	3.71 %	\$1,623.52
040-100-6445	Refuse Services	\$17.85	\$17.85	\$324.00	5.51 %	\$306.15
040-100-6520	Permits	\$0.00	\$0.00	\$3,100.00	0.00 %	\$3,100.00
040-100-6610	Gas & Oil	\$0.00	\$0.00	\$1,388.00	0.00 %	\$1,388.00
040-100-6720	Chemicals & Lab Supplies	\$648.04	\$648.04	\$13,000.00	4.98 %	\$12,351.96
040-100-6722	Water/Sewer Analysis	\$604.80	\$604.80	\$11,500.00	5.26 %	\$10,895.20
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$12,582.95</b>	<b>\$12,582.95</b>	<b>\$124,020.00</b>	<b>10.15 %</b>	<b>\$111,437.05</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>CAPITAL OUTLAY</b>						
040-100-8018	Capital Outlay - Software	\$0.00	\$0.00	\$7,955.00	0.00 %	\$7,955.00
<b>Total CAPITAL OUTLAY</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,955.00</b>	<b>0.00 %</b>	<b>\$7,955.00</b>
<b>Total ADMINISTRATION</b>		<b>\$17,965.02</b>	<b>\$17,965.02</b>	<b>\$300,664.00</b>	<b>5.98 %</b>	<b>\$282,698.98</b>



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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total SEWER FUND</b>		<b>\$17,965.02</b>	<b>\$17,965.02</b>	<b>\$459,954.00</b>	<b>3.91 %</b>	<b>\$441,988.98</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>UTILITY DEPOSIT FUND</b>						
<b>ADMINISTRATION</b>						
<b>MATERIALS &amp; SERVICES</b>						
045-100-6907	Deposit Refunds	\$240.00	\$240.00	\$0.00		(\$240.00)
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$240.00</b>	<b>\$240.00</b>	<b>\$0.00</b>		<b>(\$240.00)</b>
<b>Total ADMINISTRATION</b>		<b>\$240.00</b>	<b>\$240.00</b>	<b>\$0.00</b>		<b>(\$240.00)</b>
<b>Total UTILITY DEPOSIT FUND</b>		<b>\$240.00</b>	<b>\$240.00</b>	<b>\$0.00</b>		<b>(\$240.00)</b>

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

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Grand Totals</b>		<b>\$70,223.92</b>	<b>\$70,223.92</b>	<b>\$1,780,873.00</b>	<b>3.94 %</b>	<b>\$1,710,649.08</b>

## Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-000-0000	GENERAL FUND	\$18,578.70	\$18,578.70	\$551,154.00	3.37 %	\$532,575.30
012-000-0000	STREET FUND	\$7,367.75	\$7,367.75	\$199,111.00	3.70 %	\$191,743.25
014-000-0000	BBJ FESTIVAL FUND	\$9,127.43	\$9,127.43	\$36,961.00	24.69 %	\$27,833.57
020-000-0000	WATER RESERVE FUND	\$0.00	\$0.00	\$19,690.00	0.00 %	\$19,690.00
021-000-0000	SEWER RESERVE FUND	\$0.00	\$0.00	\$8,245.00	0.00 %	\$8,245.00
030-000-0000	WATER FUND	\$16,945.02	\$16,945.02	\$452,179.00	3.75 %	\$435,233.98
040-000-0000	SEWER FUND	\$17,965.02	\$17,965.02	\$459,954.00	3.91 %	\$441,988.98
045-000-0000	UTILITY DEPOSIT FUND	\$240.00	\$240.00	\$0.00		(\$240.00)
050-000-0000	EQUIPMENT FUND	\$0.00	\$0.00	\$53,579.00	0.00 %	\$53,579.00
<b>Grand Totals</b>		<b>\$70,223.92</b>	<b>\$70,223.92</b>	<b>\$1,780,873.00</b>	<b>3.94 %</b>	<b>\$1,710,649.08</b>



## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** August 17, 2018  
**SUBJECT:** Monthly Police Report

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

**SUMMARY:**

The Monthly Police Report for July 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. July Police Report

# LOWELL PATROL LOG JULY 2018

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
2-Jul	406	2:00	3:30	1:30						
3-Jul	406	1:30	3:00	1:30						
4-Jul	406	2:30	4:00	1:30						
8-Jul	406	2:10	3:40	1:30						
9-Jul	406	3:00	4:30	1:30						
10-Jul	406	2:30	4:00	1:30						
11-Jul	401	18:30	20:00	1:30						
14-Jul	406	3:30	5:00	1:30						
15-Jul	406	1:30	3:00	1:30						
16-Jul	406	2:00	3:30	1:30						
19-Jul	409	2:00	4:00	2:00						
23-Jul	409	6:00	7:30	1:30						
25-Jul	401	21:30	23:00	1:30						
26-Jul	406	2:00	3:30	1:30						
27-Jul	406	2:00	4:00	2:00						
27-Jul	408	17:30	22:30	5:00						
27-Jul	421	19:00	22:30	3:30						
27-Jul	423	18:00	22:00	4:00						
27-Jul	406	20:00	23:00	3:00						
28-Jul	408	18:00	20:00	2:00						
Admin	401/403			2						
<b>TOTAL HOURS</b>				<b>43</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

DATE	TIME	DESCRIPTION
19-Jul	3:30	Vehicle tagged

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works Director  
**DATE:** August 17, 2018  
**SUBJECT:** Public Works Report

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

**SUMMARY:**

The attached Public Works Report is for the period of July 14 – August 17. The report covers the following topics: Streets and Parks, Wastewater Treatment Plant, Water Treatment Plant, and Code Enforcement.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

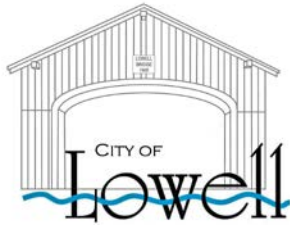
This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. Public Works Report



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

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**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works Director  
**DATE:** August 17, 2018  
**SUBJECT:** Public Works Report

### **Streets and Parks**

New cameras were installed at Rolling Rock park. Additional cameras have been ordered for Paul Fisher and for the stage at Rolling Rock park.

Park inspections are complete for August.

### **Wastewater Treatment Plant**

Staff performed annual maintenance and cleaning on the secondary clarifier and the chlorine contact basin.

### **Water Treatment Plant**

Staff installed a new water service and meter for the BCA greenhouses and two new construction residential water meters.

All algae sample results are still no detects.

### **Training and certifications**

Thom is at a 4-day short school in Seaside for Water and Wastewater CEUs.

Max is scheduled to take his level I distribution exam on Tuesday the 28<sup>th</sup>.

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** August 17, 2018  
**SUBJECT:** Draft Committee Minutes

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

**SUMMARY:**

The most recent draft minutes for the Parks and Recreation Master Plan Steering Committee, Economic Development Committee, Downtown Master Plan Steering Committee, Planning Commission, and Blackberry Jam Festival Committee are attached for your review.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

For review and discussion only.

**RECOMMENDATION:**

For review and discussion only.

**ATTACHMENTS:**

1. Draft minutes for the Parks and Recreation MP Steering Committee for July 12, 2018.
2. Draft minutes for the Economic Development Committee for July 16, 2018.
3. Draft minutes for the Downtown MP Steering Committee for July 16, 2018.
4. Draft minutes for the Planning Commission for August 1, 2018.
5. Draft minutes for the Blackberry Jam Festival Committee for August 14, 2018.

**City of Lowell**  
**Lowell Parks and Recreation Master Plan Steering Committee Meeting Minutes**  
**Thursday, July 12, 2018**  
**Lowell City Hall**

**Call to Order: 7:02 P.M. by CA Jared Cobb**

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

**Committee Members Absent:** George Wild, Jerry Bjornstad

**I. Election of Chair/Vice Chair: Hall O'Regan nominated Pat Woodhurst as Chair, second by Tony Moreci. PASS 6:0 Pat Woodhurst nominated Tony Moreci as Vice-Chair, second by Tristan Woodhurst. PASS 6:0**

**II. Welcome and Introduction:**

- Introductions: Mike Howard, U of O Institute for Policy Research and Engagement, introduced Riley and Andrew, who are Graduate Students in the Master's Program.
- What is your favorite park or open space? Why? : Members responded to question.

**III.Scope of Work/ Process Overview:** Andrew presented an overview of the process in creating the new Parks Master Plan.

**IV.Park and Open Space Context:** Riley encouraged committee to discuss for a few minutes: What should the new parks and open space plan accomplish? What are the primary opportunities and challenges for Lowell's parks and open spaces? Group came back together to discuss thoughts.

**V. Outreach & Engagement Strategy:** Discussion of ideas on how to reach the different stake holders for input using a survey, community workshops, attending community events and social media. They will review the current survey that was sent out and report back. Plans are to have a booth at the Blackberry Jam Festival at the end of July. A brief overview of tentative dates to accomplish tasks was discussed.

**VI. Questions/Discussion/Next Steps:** Encourage people to complete the survey was emphasized.

**Adjourn: 8:33 P.M.**

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**Pat Woodhurst – Chair**

**Attest:** \_\_\_\_\_  
**Jared Cobb – City Recorder**

**City of Lowell  
Economic Development Committee Meeting Minutes  
Monday, July 16, 2018  
Lowell City Hall**

**Call to Order: 6:36 PM by Committee Chair Bjornstad**

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

**Approval of Minutes – Robert Burr move to approve the minutes from June 4, 2018 second by Michael Galvin. PASS 4:0**

**Old Business:**

- **Consider Rural Development Initiatives Proposal for Small Business Organizational Assistance** – CA presented proposal including a breakdown of funding sources as follows: \$5,000 – The Ford Family Foundation Technical Assistance Grant, \$1,500 – RDI Business Retention/Expansion Program, and \$500 from the City of Lowell. **Jerry Bjornstad move to approve proposal and budget as written, second by Michael Galvin. PASS 5:0**

**New Business:**

- **CA will present information from his conference on Branding and Marketing at next meeting.**

**Other Business: None**

**Adjourn: 6:45 PM**

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Chair Jerry Bjornstad

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Attest: Jared Cobb, City Recorder

**City of Lowell  
Downtown Master Plan Steering Committee Meeting Minutes  
Monday, July 16, 2018  
Lowell City Hall**

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

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

**Approval of Minutes:** Bill George moved to approve the minutes of June 4, 2018, second by Jerry Bjornstad. **PASS 9:0**

**Old Business: None**

CA introduced Patrick Wingard, Dept. of Land Conservation Development, who is the granting agency for this project.

**New Business:**

- **Review and Feedback on Technical Memoranda 1 and 2** – Jake Callister, Lane Council of Governments, the consultant to develop the Downtown Master Plan, asking for feedback on progress. Still gathering information at this point, presented draft of Downtown Study Area and Memorandum 1. Zeta Fernando, Urban Collaborative, presented update on Technical Memorandum 2.
- **Update on Parks and Downtown Plan Combined Survey** – Jake discussed the Parks survey that went out recently, which is available online, and how they are piggybacking off of it.
- **BBJ Festival Booth Strategies and Steering Committee Support** – Jake encouraged committee members to assist in manning the booth with the consultants on Saturday at the Blackberry Jam Festival.
- **Guidance and Suggestions for Stakeholder Interviews and Public Meeting** – Jake asked for input on who should be on the stakeholder list. For the next month and half they will be working with setting up interviews.

**Other Business: None**

**Adjourn: 8:11 PM**

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Chair: Lon Dragt

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Attest: Jared Cobb, City Recorder



**City of Lowell, Oregon  
Minutes of the Planning Commission Meeting  
August 1, 2018**

The meeting was called to order at 7:00 PM by Commissioner Vice Chair Wallace.

**Members Present:** Don Swain, Stacie Harris, Mary Wallace. Lon Dragt

**Member Absent:** Jerry Bjornstad

**Administer Oath of Office:** CA Cobb administered the Oath of Office to Lon Dragt.

**Approval of Planning Commission Minutes:** Commissioner Harris moved to approve minutes from May 2, 2018, second by Commissioner Swain. PASS 3:0; 1 Abstention – Lon Dragt.

**Old Business:** None

**New Business:**

- a. **Discussion of Accessory Dwelling Units** – CA provided information on Oregon Senate Bill 1051. Discussion on what standards would be required for code regarding accessory dwelling units, mother-in-law cottage and tiny homes. Discussion on size of dwelling, occupancy and parking requirements. CA will take feedback and bring back new verbiage for code to next meeting.

**Other Business:** None

**Adjourn:** 7:39 PM

**City of Lowell, Oregon**  
**Minutes of the Blackberry Jam Festival Committee Meeting**  
**August 14, 2018**

The meeting was called to order at 7:03 PM by Vice-Chair Michael Galvin

**Members Present:** Warren Weathers, Pam Baumann, Michael & Virginia Galvin, George Wild, Gerry Burr, Patty Jo Angelini, Diane Stephens, Daniele McCallum, Brad Anderson, Savannah Largent, Joe & Joyce Donnell, CA - Jared Cobb

**Approval of Minutes:** Gerry Burr moved to approve the minutes of July 10, 2018, second by Joe Donnell. Approved by consensus.

**Old Business: Review of 2018 Event Activities**

Financial: CA stated that revenue and expenses are still coming in, he will have a report of the event at the next meeting. A list of donations from proceeds was provided, **Gerry Burr moved to approve the said donations, second by Diane Stephens. Approved by Consensus.**

Public Relations, Programs & Advertising: The new design of the program was well received, need to have more programs available at the Car Show. Suggestions to improve website, do more social media and more media coverage for next year. Discussed adding an online pay source.

Poster: The new design was a hit, need to start working on next year's being the 25<sup>th</sup> Anniversary.

Sponsorship: Need to work on acquiring a platinum sponsor.

Crafts: Pam provided a list of comments from vendors, over all was a success. She did state next year would be her last year of coordinating the vendor booth activity.

Food Vendors: Discussed the need for more food vendors and variety.

Entertainment: The evening music was a hit.

Quilt Show: Gerry reported \$3,040 was raised, she read a letter from Lisa Bee-Wilson, Director of the Pine Needlers, it was a huge success. The BBJ T-Shirt Quilt was purchased by Pam Baumann for \$150.

Car Show: Great turn out and new setup made a great presentation. Well done.

5KRun: Daniele stated there were about 40 runners and received positive feedback. Discussed idea's to promote the event more.

Parade: The new route was very well received, Diane is working on Parade Participants Guidelines, and will present them for approval. Would like suggestions for the 25<sup>th</sup> Anniversary Parade Marshal soon.

Fishing Derby: Warren reported it was a success, the first tagged fish ever, was caught for \$100, 900 fish were turned in.

Kidz Korner: Savannah Largent with 'Small Town Hero's' has volunteered to coordinate the activity, she has many connections to help improve the event.

Grease Pole Climb: A 30 ft. yellow cedar has been donated by Gustine Brothers for the new pole.

Pie Baking/ Eating Contest/ Coins in the Hay: Concerns were voiced about entries to the pie baking contest not being a pie. Clarification of rules needed for next year. Savannah voiced concern about the Coins in the Hay Event, that it was disappointing.

Changes encouraged for next year.

RC Airplanes: Doubtful the event will occur next year.

Horseshoe Event: Brad reported a good turnout of 19 teams , discussed moving the event to Saturday evening for cooler weather. Entertaining ideas for expanding the event.

K9 Event: Well attended event.

Garbage/Recycle/Toilets: Joe reported a larger dumpster is needed and more garbage cans. Set up of toilets will be improved upon next year.

Layout/set-up/Grounds: There were numerous suggestions for green grass, adding evening lighting and a misting area. Sidewalk hazards was discussed and noted for repair.

City: Nothing to report at this time.

Security: Invoice for service believed to be incorrect. George will follow up.

**New Business:**

Election of Chair and Vice Chair postponed until next meeting.

Appreciation dinner will be held on September 11, 2018 at 6 PM at the Grange. Patty Jo will coordinated catering the event.

**Other Business:** None

**Adjourn: 9:20 PM**

**Approved:** \_\_\_\_\_  
**Michael Galvin – Vice-Chair**

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

**Attest:** \_\_\_\_\_  
**Jared Cobb – City Recorder**

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

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** August 18, 2018  
**SUBJECT:** RDI Proposal for Small Business  
Organizational Assistance

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

### **SUMMARY:**

The Economic Development Committee engaged Rural Development Initiatives (RDI) to discuss ways to encourage a business network in the Lowell area. A scope of work was developed to conduct outreach with business stakeholders in Lowell, Dexter, Pleasant Hill, and Fall Creek. A copy of the scope of work is attached. The Economic Development Committee unanimously recommended approval.

### **FISCAL IMPACT:**

The proposed budget for the project is \$7,000, comprised of a \$5,000 Technical Assistance Grant and \$1,500 from the RDI Business Retention/Expansion Program. The City would provide a \$500 match.

### **COURSES OF ACTION:**

1. Motion to approve the Proposal with RDI for Small Business Organizational Assistance, as presented.
2. Motion to approve the Proposal with RDI for Small Business Organizational Assistance, as amended.
3. No action.

### **RECOMMENDATION:**

Motion to approve the Proposal with RDI for Small Business Organizational Assistance, as presented.

### **ATTACHMENTS:**

1. RDI Proposal for Small Business Organizational Assistance



April 17, 2018

Amended: July 11, 2018

TO: Jared Cobb, City Administrator  
City of Lowell, Oregon

FROM: Michael Held, Director of Rural Economic & Policy Services  
Mary Bosch, Senior Project Manager – Economic Vitality

RE: Proposal for Small Business Organizational Assistance

In follow up to our recent conversation about ways to encourage a business network in the Lowell area, this proposal outlines a straightforward approach for your consideration. It focuses on hearing from the business community, defining their needs and interests and the best fit in terms of an organization or network. It does not include implementation steps. This work can be completed in 8-10 weeks from the start. Once we agree on the approach, we will put together a budget.

### **Background and Purpose**

- Lowell, Dexter, Pleasant Hill and Fall Creek exist as an interdependent cluster of communities along the Highway 58 spine, sharing school and fire districts among other services.
- The business base is small with Pleasant Hill and Lowell having the greatest concentrations.
- No chamber of commerce or other similar organization exists for business networking, entrepreneur support and development or business assistance. RAIN and Lane County have provided some services. Lowell has an Economic Development Committee that serves as an advisory group to the City and is interested in business marketing and support.
- The City of Lowell reached out to RDI to request assistance with 1. Determining the needs of local small businesses to help them remain vital and expand; and 2. Identifying the appropriate, best suited business network or organization (chamber of other) to provide a way for businesses to connect to and support each other and the residents/visitors they serve

### **SCOPE OF WORK**

We've outlined a 3-Phase Scope of Work to explore the formation of a local business organization in the Lowell area.

1. Business Listening

- Engage with key members of the Economic Development Committee (EDC) to ensure their support for the approach outlined below and to secure their help in connecting to local businesses.
- This phase includes outreach to the Lowell area business community (about 40 including key home based businesses) through small group meetings in each community and interviews to ask about needs and interests. Assume approximately three meetings.
- RDI will organize the process but will depend on local contacts for introductions to and some PR assistance to create awareness and participation by businesses.
- Synthesize and summarize the results of this work will provide direction for moving forward.

Sample draft questions include:

- What does your business need from a business organization? (e.g., connect to customers, connect to businesses, technical assistance and training, promote the Lowell area business community, organize events to promote community, shop local campaigns, connect to resources, etc?)
- What type of organization would you be interested in joining and participating in? (e.g., Marketing, Networking, Tourism, Business Attraction, Learning, etc.)
- What is the most important value/outcome you'd like to receive to make your participation worthwhile?
- What would it take for you to make time to participate in a new network? Specifically, what types of 'get togethers' or services would be useful to you?
- What is your interest in participating at the ground level in a new organization?
- What's the best way to reach you?

2. Research Examples of Success

- Identify up to five case studies of how small towns are adapting to a changing business market with new iterations of old business networking models. E.g. Young Entrepreneurs and Professional Society of Umpqua Valley, Business Meet-up groups, Pub Talks, etc.
- Identify any best practices to guide a new organization, structure and approach given the limited local capacity of Lowell area.

3. Get Organized

- Summarize learning from Phases 1 and 2 in short report and PowerPoint presentation.
- Identify and map out one or more new organization models that appear to be a fit with the Lowell area business community.
- Pull together a small local core team who can serve as sounding board and launch group for next steps. Layout group purpose, leadership, structure, goals and actions for near future.

It is anticipated that a total of 4 trips are needed to Lowell/nearby communities to complete this assignment.

**BUDGET**

The total budget for the work outlined above is \$7,000 inclusive of all expenses. A proposed breakdown of funding sources is as follows:

\$5,000 – The Ford Family Foundation Technical Assistance Grant

\$1,500 – RDI Business Retention/Expansion Program

\$500—City of Lowell

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** August 18, 2018  
**SUBJECT:** Travel Oregon Competitive Small Grant

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

### **SUMMARY:**

Travel Oregon opened the Competitive Small Grant Program on July 30, 2018. The program provides up to \$20,000 for development, marketing, or sales projects that contribute to the development and improvement of communities by means of the enhancement, expansion and promotion of the visitor industry. The Parks and Recreation Committee has recommended a grant application to determine the feasibility of a non-motorized recreational dock facility on Dexter Lake.

### **FISCAL IMPACT:**

The grant program requires a 10% match, or \$2,000 for a \$20,000 project request. Matching funds are available in the Parks and Recreation budget.

### **COURSES OF ACTION:**

1. Motion to approve the submission of a Travel Oregon Competitive Small Grant Application for \$20,000 to determine the feasibility of a non-motorized recreational dock on Dexter Lake.
2. No action.

### **RECOMMENDATION:**

Motion to approve the submission of a Travel Oregon Competitive Small Grant Application for \$20,000 to determine the feasibility of a non-motorized recreational dock on Dexter Lake.

### **ATTACHMENTS:**

1. Travel Oregon Competitive Small Grants 2018-2019 Guidelines



A full-page background image showing a sunset over the ocean. The sun is a bright, glowing orb partially obscured by dark, textured clouds. The sky is filled with warm orange and yellow light. The ocean is dark blue with white-capped waves rolling in. In the lower foreground, a sandy beach is visible, and a lone surfer is seen riding a wave.

# **TRAVEL OREGON COMPETITIVE SMALL GRANTS 2018 – 2019 GUIDELINES**

# I. PROGRAM INTENT

## TRAVEL OREGON'S MISSION AND GRANTS PROGRAM KEY INITIATIVES

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The mission of Travel Oregon is: “A better life for Oregonians through strong, sustainable local economies.” Travel Oregon has established a program to make grant awards “to eligible applicants for projects that contribute to the development and improvement of communities throughout the state by means of the enhancement, expansion and promotion of the visitor industry.”

Small Grant Program applicants may apply for grants of up to \$20,000 per project and may apply for no more than two projects in the current application period. Each project requires its own application. Applicants must demonstrate at least a 10 percent cash match. Projects must be completed within a 12-month timeframe.

### PROGRAM KEY INITIATIVES

*Applicants will need to identify in your application which of the following key initiatives your project aligns with (Projects that do not align with at least one of the initiatives below will be ineligible for funding)*

1. Maximize the economic return on public and private investments in Oregon
2. Drive year-round destination-oriented travel from Oregon's key domestic and international markets<sup>1</sup> by aligning and optimizing local opportunities
3. Develop destination-based products that are in concert with Oregon's natural environment, support the stewardship of the state's resources and its rich history
4. Provide strategic industry professional development and training opportunities

## INVOLVING YOUR REGIONAL DESTINATION MANAGEMENT ORGANIZATION (RDMO)

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Travel Oregon has identified seven (7) regions within the state through the Regional Cooperative Tourism Program.<sup>2</sup>

In order to receive access to the online grant application, applicants must submit a [project idea form](#) that will be sent directly to their Regional Destination Management Organization (RDMO)<sup>3</sup>. Once the form is submitted, applicants will be provided with a confirmation email which will include a link and access code to the grant application.

Applicants who fail to submit the project idea form to their RDMO, or whose application varies substantially from the project idea form will be ineligible to receive funding.

Applicants are encouraged to discuss their project idea with their RDMO prior to completing the grant application. RDMOs will not write letters of support for applicants, but RDMOs may provide feedback to Travel Oregon for the grant review committee after reviewing the project idea form.

Applicants are strongly encouraged to reach out to their local Destination Management Organization (DMO)<sup>4</sup> about the grant project idea and request letters of support to enhance their overall application. **For-profit entities are required to show support for their project idea with a letter from their local DMO or RDMO.**

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<sup>1</sup> Read more about Travel Oregon's domestic and international target markets, <http://industry.traveloregon.com/industry-resources/oregons-target-markets/>

<sup>2</sup> Read more about the Regional Cooperative Tourism Program, including the marketing plans for each region, [Industry.TravelOregon.com/RCTP](http://Industry.TravelOregon.com/RCTP)

<sup>3</sup> For more information about RDMOs, visit [Industry.TravelOregon.com/RDMO](http://Industry.TravelOregon.com/RDMO)

<sup>4</sup> For more information about DMOs, visit [industry.traveloregon.com/industry-resources/destination-marketing-resources/destination-marketing-organizations/](http://industry.traveloregon.com/industry-resources/destination-marketing-resources/destination-marketing-organizations/)

## II. ELIGIBILITY

### ENTITY ELIGIBILITY

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Eligible applicants include those listed below that are *doing business* in Oregon and can demonstrate direct work in support of improving the economic impacts of Oregon's travel and tourism industry:

- Local government
- Port districts
- Federally recognized Tribes
- Non-profit entities registered with the Oregon Secretary of State's Office
- For-profit entities may apply for sales type grants only. Eligibility will be based on evidence of local destination marketing organization or regional destination management organization support. *\*Letters of support will meet this requirement.*

### ENTITY INELIGIBILITY

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Ineligible applicants include those listed below:

- Entities that have a bankruptcy or other financial corruption within the past five years
- Entities that fail to fulfill past grant award requirements within past three years (includes: project completion, submission of required grant reporting, proper use of grant funds)
- For-profit entities requesting a sales type grant without written letter(s) of support from local destination marketing organization or regional destination management organization
- Entities that fail to submit the project idea form to their RDMO or whose application varies substantially from the project idea form

### PROJECT ELIGIBILITY

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*Eligible projects or initiatives must be new<sup>5</sup> and must provide for the improvement or expansion of the tourism economy in Oregon.*

Project should create an enhancement to the visitor experience in Oregon and is intended to increase the likelihood of visitation from 50 miles outside the local area. Though it is not a requirement, ideally, the project will lead to an increase of overnight stays in local lodging facilities. Partnerships with tourism entities and businesses, economic development and/or government entities are looked upon favorably and strengthen an application.

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<sup>5</sup> Initiatives or components that have never been undertaken and will provide significant enhancements or improvements to Oregon's travel and tourism industry.

Preference will be given to projects that enhance the community or region.

**All projects must fall within one of these three project types:**

## DEVELOPMENT

- Community-based trainings
- Strategic planning
- Feasibility studies – Research studies
- Visitor access improvement
- Mapping
- Wayfinding signage design or construction
- Technical assistance, including: Grant writers and consulting services
- Professional development
- Conference or training registration
- Visitor amenities or infrastructure development<sup>6</sup>

## MARKETING

- Content development
- Print collateral
- Broadcast media
- Website optimization
- Branding development
- Visitor/Consumer outreach

## SALES

NOTE: If you are new to international marketing or have never worked with global or domestic packaged travel tour operators, it is recommended that you connect with your RDMO or Travel Oregon before applying for Sales type grants. FOR-PROFIT entities are ONLY eligible to apply for a project that is suggested below:

- Event and tradeshow participation
- Tradeshow related production or shipping
- Event hosting or sponsorship fees
- Event bid fees
- Familiarization tour support
- Tour operator support
- International visitor trainings<sup>7</sup>
- Receptive-trade related trainings<sup>8</sup>

## INELIGIBLE PROJECTS AND ACTIVITIES

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The following activities are **not** eligible for grants:

- Activities that are not new efforts, initiatives or offerings
- Mobile app development
- Costs of staff or consultant salaries, mileage or associated fees that are **already** budgeted to execute a particular area of work within an entity.
- Projects that emphasize private profitability and/or investments that could be considered a regular cost of doing business
- Deferred, regular or ongoing maintenance and upkeep
- Cannabis or tobacco tourism-related projects

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<sup>6</sup> Applications for construction projects must include plan drawings and approval from permitting authorities if required locally.

<sup>7</sup> International visitor trainings are encouraged for any applicant but especially those who are new to the international market and considering a sales type project.

<sup>8</sup> Receptive-trade related trainings are encouraged for any applicant but especially those who are new to the international market and considering a sales type project.



### III. DEVELOPING A STRONG APPLICATION

#### PREFERENCE

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Applications should be clearly written and present a strong case for support. Preferences identified that will enhance a grant application's competitiveness include:

- Project goals that align with regional and/or local objectives
- Projects that address a need in the tourism industry and shows potential to generate significant regional and/or local impact
- Community support is evident both through local cash or in-kind match contributors and support letters
- Good planning is evident in the project timeline, budget and sustainability
- Plans for evaluating impact are clear, appropriate and achievable

#### PROJECT BUDGET

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The grant project budget must be submitted using the Excel template provided by Travel Oregon<sup>9</sup>. Grant recipients are required to keep the project budget updated throughout the lifetime of the grant, unless the project is for professional development training (see Section V. for more information on reporting requirements). A final budget, including documentation for expenses incurred, will be required in the Grant Accomplishment Report.

#### MATCHING FUNDS

Grant applicants must provide a minimum of 10 percent cash match of the total amount awarded.

Travel Oregon funds may not be used as matching funds for any grant application submitted by the recipient of those Travel Oregon funds.

#### SIGNAGE

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Grant projects that involve permanent, installed signage require approval letters from each organization or entity involved in permitting or approving signage installation. Evidence of approval must be on official letterhead and be included with any other support letters when submitting the application.

*Applications will not be considered unless evidence of approval have been submitted.*

#### PERMITTING

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Grant projects that involve permits of any kind, require approval letters from state and/or local permitting authorities. Evidence of approval must be on official letterhead and be included with any other support letters when submitting the application.

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<sup>9</sup> [Download the Grants Project Budget](#)



## HISTORICAL STRUCTURES

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Local, state and federal compliance approval processes need to be followed. Additional documentation may be required depending on the scope of the project. Project or structure must demonstrate being a cultural, historical tourism asset in the community. If applicable, include evidence that the historic structure is part of a certified local government community, designated Main Street area, or local or National Register historic district or place.

## IV. REVIEW OF APPLICATIONS; DECISION TO AWARD

The application process will open for a 30-day window from July 30, 2018 until August 29, 2018 at 5 p.m. No applications or materials will be accepted after the 5 p.m. deadline. Applications will be reviewed and decisions to award will be made based on the following:

- Degree to which grant project aligns with and furthers the identified key initiatives (as defined in Section I. of these guidelines)
- Includes intended outcomes and return on investment for positive economic impact on the community and/or region as a direct result of the project
- Demonstrates clear viability, integrity and long-term sustainability of the project
- Demonstrates that applicant and project meet the eligibility requirements of Section II, and that the application is complete and contains all information required by these grant guidelines
- Supports application enhancements as identified in the Preference section of these guidelines

*Travel Oregon reserves the right to award grants in amounts totaling less than all funds that are available under the Competitive Small Grants Program, to award a different amount than is provided in a grant application, to make changes to the Grant Guidelines or to cancel the Competitive Small Grants Program in its entirety.*

## V. GRANT CONTRACTS

Applicants who are awarded a grant will enter into a contract with Travel Oregon, which includes agreements to comply with all guideline requirements and to complete project as approved.

## BUDGET MONITORING; TIMELINES

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Projects will be monitored by Travel Oregon. Grant recipients shall maintain accurate records and will use provided report templates for submission of all required information. Grant recipient will be required to keep an ongoing, updated timeline and budget throughout the lifetime of the grant. Travel Oregon may request copies of the working budget throughout the lifetime of the grant. Travel Oregon will provide access to all reports and additional forms required.

NOTE: Grants for professional development (conference or training participation) do not need to maintain an ongoing budget and timeline. However, grant recipient will be required to submit an initial budget and timeline stating anticipated travel costs (on a [per diem schedule](#)) and registration costs. Detailed information on required reporting can be found in the Grant Reports section of these guidelines.

## TRAVEL OREGON RECOGNITION

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In many areas of Oregon, a regional style guide has been developed for use by tourism businesses and destination marketers. Grant recipients are encouraged to adopt these guidelines in order to better align with the other communication efforts. Travel Oregon may be available to consult on specific design needs.

Grant recipient shall visibly display on all finished grant projects (publications, websites and other significantly visible project activities) Travel Oregon's logo along with the acknowledgement: *"This project has been funded in part by a grant from Travel Oregon."* Travel Oregon will work with grant recipient to ensure proper usage and placement of the Travel Oregon logo.

### **Sales Project Types**

Not all sales project types will be able to display Travel Oregon recognition. For trade-show shipping or participation costs, host bids or tour operator support, Travel Oregon recognition is not required. For projects that are events, trade-show related production, receptive tour operator trainings, or similar, Travel Oregon recognition must be displayed on published collateral, if applicable.

### **Development Project Types**

Not all development project types will be able to display Travel Oregon recognition. For projects such as feasibility studies, research or strategic plans, Travel Oregon recognition must be displayed on a final published report, if applicable. Do not place Travel Oregon recognition on wayfinding signage, unless authorized by Travel Oregon to do so. Grant recipient must submit signage designs to Travel Oregon for review prior to production and placement. For professional development, technical assistance, or conference participation, Travel Oregon recognition is not required.

## PROJECT DESIGN

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Grant recipient shall allow at least two weeks for Travel Oregon to review the project design and provide feedback (timing will depend on the complexity of the project). Grant recipient must cease further grant project design work until feedback from Travel Oregon has been delivered. While grant recipient is not required to make all recommended changes Travel Oregon may provide, grant recipient must adhere to all grant program requirements. Required recognition will be included in grant recipient's contract or determined while working with grant recipient.

### **Marketing Project Types**

All marketing project types must submit project design to Travel Oregon for review prior to finalizing a published piece.

## GRANT REPORTS

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All required reports will be submitted through Travel Oregon's online grant management system.

### **Mid-Project Report**

Mid-Project Report is only required for projects over \$10,000 in grant awards. Mid-project report and an updated project budget must be submitted to Travel Oregon six months after award notification or at project mid-point, whichever is sooner.

NOTE: All Development Type Grants that involve construction of any kind are required to complete a Mid-Project Report.

## Grant Accomplishment Report and Final Budget

Project must be completed and Grant Accomplishment Report submitted to Travel Oregon within 13 months of grant project notification date. The final budget along with copies of detailed project expenses must be uploaded as part of the report. No further reimbursement will be provided after submission of this report.

NOTE: Development Type Grants for conference or training attendance do not require a Grant Accomplishment Report or final budget. However, recipient must submit a post-conference testimonial on the value of attending the conference or training.

NOTE: Sales Type Grants for tradeshow attendance do not require a Grant Accomplishment Report or final budget. However, recipient must submit a post-tradeshow report that includes the ROI and outcomes which may include leads generated, or other results as appropriate.

## GRANT FUNDS DISBURSEMENT

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Any grant funds not used as approved shall be returned to Travel Oregon pursuant to the grant contract. Projects must be completed within the approved grant timeline. Following approval and execution of contract, an initial disbursement of up to \$10,000 will be sent to recipient. Recipients are eligible to receive up to 90% of the remaining awarded funds through a reimbursement system, upon invoice and with documentation of expenses. These funds may only be used for costs related to the project and clearly identified in the grant budget. Final disbursement of funds will be sent once the project is complete and the Grant Accomplishment Report and final budget have been submitted, reviewed and approved by Travel Oregon.

You may submit reports earlier than required dates if your project timeline allows. Failure to submit reports by their deadline may result in ineligibility for any future grant programs offered by Travel Oregon.

NOTE: Travel Oregon will not reimburse a grant recipient for any costs associated with a grant project that are incurred before a grant contract has been signed.

## VI. QUESTIONS

View the [Frequently Asked Questions \(FAQ\) page](#) for commonly asked questions. [Submit](#) additional questions online. Please allow seven business days for Travel Oregon to respond.

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## GRANT TIMELINE

Below is the timeline for the 2018-2019 Travel Oregon Competitive Small Grants:

July 30, 2018 – **Online Application Opens**

August 29, 2018 (5 p.m.) – **Online Application Closes**

October 17, 2018 – **Competitive Small Grant Application Status Notification (work can officially begin)**

October 26, 2018 (5 p.m.) – **Competitive Small Grant Signed Contract Due to Travel Oregon**

November 15, 2019 (5 p.m.) – **Competitive Small Grant Accomplishment Report Due**  
(Project must be complete by this date)

# GRANT APPLICATION CHECK LIST

Access the 2018-2019 Travel Oregon Competitive Small Grants Program Application ONLINE.

- View the [application questions](#) before you begin
- Refer to the [Frequently Asked Questions \(FAQ\) page](#) for troubleshooting

In order to access the online application form, all applicants must submit a [project idea form](#) that will be sent directly to their RDMO. Once the form is submitted, a confirmation email will be sent which will provide a link and access code to the grant application.

Before beginning the online application, we encourage applicants to gather all information and/or documents required to submit the application:

- ✓ Proof of Federal Tax ID (IRS tax exempt determination letter or governmental information letter). Look at the FAQ page for further questions or clarification on what is needed.
- ✓ Entity's Federal W-9 Form
- ✓ Project Budget ([must use the required form](#))
- ✓ Project Timeline ([sample](#))
- ✓ Project Support Letters (Recommended, not required except for For-Profit entity Sales Type grants)
- ✓ **Signage Project:** Evidence of approval from all parties involved
- ✓ **Distribution Plan:** If producing collateral you must describe your distribution plan and associated budget costs
- ✓ **Construction Permitting:** If your project involves construction you must include plan drawings and approval from permitting authorities if required locally

# OREGON'S SEVEN REGIONAL DESTINATION MANAGEMENT ORGANIZATIONS

## RDMO: REGIONAL DESTINATION MANAGEMENT ORGANIZATION

The Oregon Tourism Commission has identified seven (7) regions within the state. Each region has identified one Destination Management Organization (DMO) to act as its Regional Destination Management Organization (RDMO). RDMO contact information is listed below.



### CENTRAL OREGON

Central Oregon Visitors Association  
visitcentraloregon.com | 800.800.8334  
Kristine McConnell,

[kristine@visitcentraloregon.com](mailto:kristine@visitcentraloregon.com)

*\*Counties: Jefferson, Deschutes, Crook, portions of Wasco*



### MT HOOD

#### COLUMBIA RIVER GORGE

Mt. Hood Territory  
mthoodterritory.com | 503.655.8458

Lizzie Keenan, [lizzie@hood-gorge.com](mailto:lizzie@hood-gorge.com) or

Jeannine Breshears, [jeannine@mthoodterritory.com](mailto:jeannine@mthoodterritory.com)

*\*Counties: Hood River, portions of Multnomah and Clackamas*



### EASTERN OREGON

Eastern Oregon Visitors Association  
visiteasteroregon.com | 541.856.3356  
Alice Trindle, [eova@eoni.com](mailto:eova@eoni.com)

*\*Counties: Sherman, Gilliam, Wheeler, Morrow, Union, Umatilla, Wallowa, Grant, Baker, Harney, Malheur*



### OREGON COAST

Oregon Coast Visitors Association  
visittheoregoncoast.com | 541.574.2679  
Marcus Hinz, [director@thepeoplescoast.com](mailto:director@thepeoplescoast.com)

*\*Counties: Clatsop, Tillamook, Lincoln, Coos, Curry, portions of Lane and Douglas*



### GREATER PORTLAND

Travel Portland  
travelportland.com | 503.275.9778  
Amanda Lowthian, [amanda@travelportland.com](mailto:amanda@travelportland.com)

*\*Counties: Washington, Columbia, portions of Multnomah and Clackamas*



### SOUTHERN OREGON

Travel Southern Oregon  
southernoregon.org | 541.287.3047  
Brad Niva, [brad@southernoregon.org](mailto:brad@southernoregon.org)

*\*Counties: Klamath, Lake, Jackson, Josephine, portions of Douglas*



### WILLAMETTE VALLEY

Willamette Valley Visitors Association  
Oregonwinecountry.org | 503.881.4442  
Tori Middelstadt, [tori@oregonwinecountry.org](mailto:tori@oregonwinecountry.org)

*\*Counties: Yamhill, Polk, Benton, Marion, Linn, portions of Lane and Clackamas*

## ACCESS AND DOWNLOAD REGIONAL TOURISM PLANS

<http://industry.traveloregon.com/industry-resources/regional-cooperative-marketing-plan/regional-cooperative-tourism-program/>

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** August 18, 2018  
**SUBJECT:** Resolution 703 – Authorizing the City Administrator to Acquire Property for Rolling Rock Park

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

### **SUMMARY:**

An irrigation plan has been developed for Rolling Rock Park. Unfortunately, there are two properties that have historically been used for parkland purposes that are not owned by the City. This includes an approximately 0.06-acre parcel on the southeast corner owned by Mary Owen and a 0.42-acre parcel on the southwest corner owned by Lane County. The proposed resolution authorizes the City Administrator to acquire the 0.06-acre parcel.

### **FISCAL IMPACT:**

The Adopted FY 2018-19 Budget includes \$15,000 in the Parks and Recreation budget for property acquisition.

### **COURSES OF ACTION:**

1. Motion to approve Resolution 703 – Authorizing the City Administrator to Acquire Property for Rolling Rock Park, as presented.
2. Motion to approve Resolution 703 – Authorizing the City Administrator to Acquire Property for Rolling Rock Park, as amended.
3. No action.

### **RECOMMENDATION:**

Motion to approve Resolution 703 – Authorizing the City Administrator to Acquire Property for Rolling Rock Park, as presented.

### **ATTACHMENTS:**

1. Resolution 703 – Authorizing the City Administrator to Acquire Property for Rolling Rock Park



**CITY OF LOWELL, OREGON**

**RESOLUTION 703**

**A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ACQUIRE PROPERTY FOR  
ROLLING ROCK PARK**

**WHEREAS**, the City desires to acquire certain property located to the immediate east of Rolling Rock Park identified as Lot 6, Block 12, Plat of Lowell, as platted and recorded in Book 4, Page 36, LCOPR, in Lane County, Oregon and shown in Exhibit A; and

**WHEREAS**, the Fiscal Year 2018-19 Budget includes \$15,000 in the Parks and Recreation program budget for property acquisition; and

**WHEREAS**, the City and Property Owner have agreed to a purchase price of \$12,000 and all associated closing costs for the identified property; and

**BE IT RESOLVED**, that the City Council of the City of Lowell, Oregon, authorizes the City Administrator to execute any and all documents necessary to acquire the property identified as Lot 6, Block 12, Plat of Lowell, as platted and recorded in Book 4, Page 36, LCOPR, in Lane County, Oregon as shown in Exhibit A and this resolution is effective upon date of adoption.

Adopted by the City Council of the City of Lowell, this 21<sup>st</sup> day of August 2018.

Yea: \_\_\_\_\_

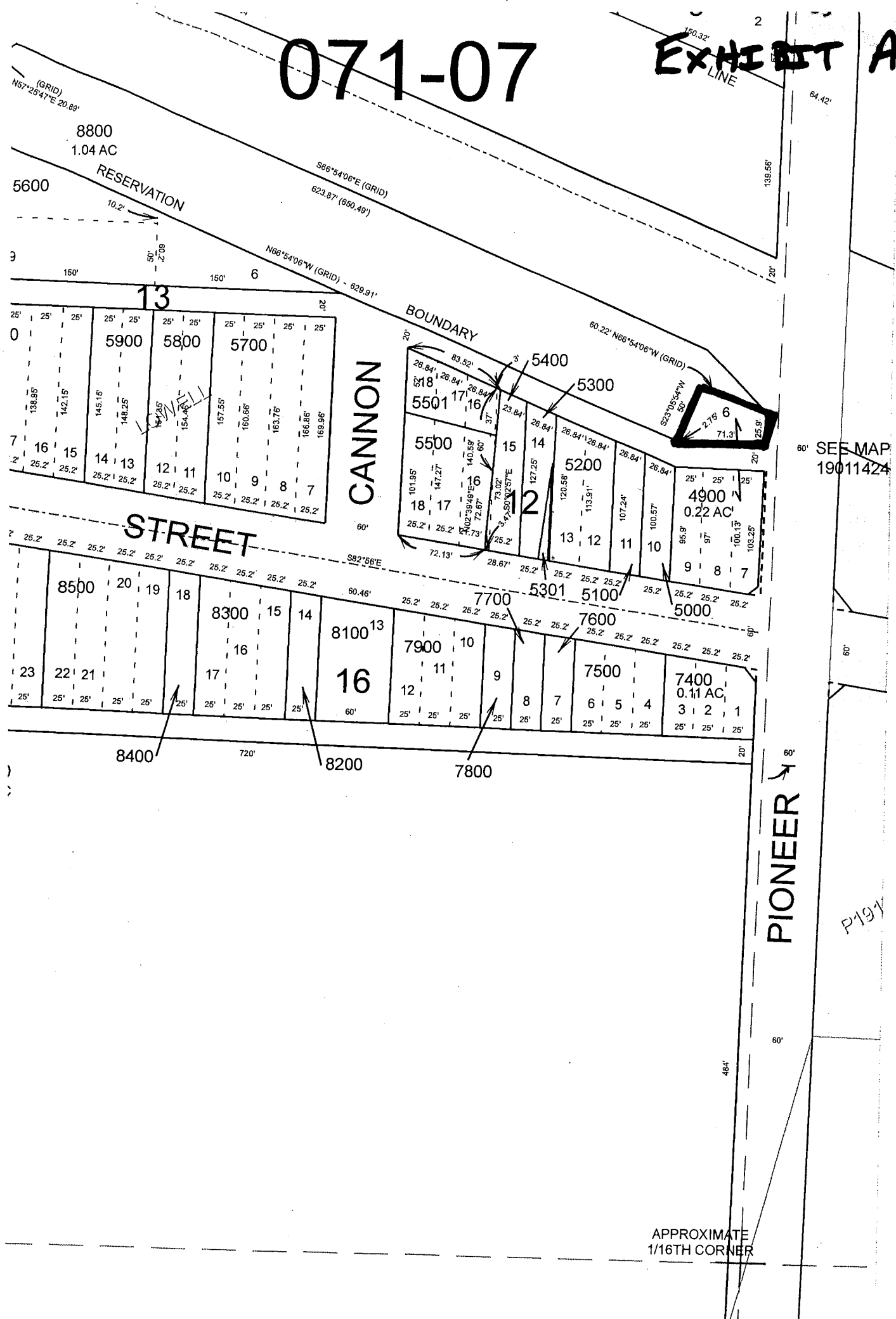
Nay: \_\_\_\_\_

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

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

071-07

EXHIBIT A



RE  
BY:

REVISIONS:  
4/29/2008 - LCAT130 -  
5/26/2010 - LCAT113 -  
6/17/2010 - LCAT174 -

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** August 18, 2018  
**SUBJECT:** League of Oregon Cities Voting  
Delegates

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

### **SUMMARY:**

The League of Oregon Cities requires each City to identify a voting delegate and an alternate delegate to participate at the League of Oregon Cities membership meeting held at the annual conference. This year the meeting will be on September 29 from 7:30 – 9:45 a.m. at the Hilton Eugene.

### **FISCAL IMPACT:**

None.

### **COURSES OF ACTION:**

Motion to approve \_\_\_\_\_ as the voting delegate and \_\_\_\_\_ as the alternate voting delegate for the City of Lowell at the League of Oregon Cities annual membership meeting.

### **RECOMMENDATION:**

Motion to approve \_\_\_\_\_ as the voting delegate and \_\_\_\_\_ as the alternate voting delegate for the City of Lowell at the League of Oregon Cities annual membership meeting.

### **ATTACHMENTS:**

None.