

**Lowell City Council Meeting Agenda**  
**City Hall, 107 East 3rd Street**  
**Tuesday, September 18, 2018 at 7:00 P.M.**  
**\*Please silence your cell phones as a courtesy to everyone\***

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

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

**Approval of Agenda**

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

City Council Regular Meeting Minutes for August 21, 2018

City Council Work Session Minutes for September 4, 2018

Voucher Directory for September 18, 2018

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

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

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

**Reports of the City Administrator:**

City Administrator Report

Financial Report

Police Report

Public Works Report

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

**Old Business:** None

**New Business:**

1. Tax and Fee Comparison Report – Discussion
2. Public Safety Report – Discussion/Possible Action
3. Community Facilities Study – Discussion/Possible Action
4. Committee Appointments – Discussion/Possible Action
5. Resolution 704 – Temporary Graywater Disposal Fee – Discussion/Possible Action

**Other Business**

**Mayor Comments**

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.

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

**Adjourn**

**Future Meetings / Dates to Remember:**

09-20-18	Lowell Municipal Court – 7 PM at City Hall
09-24-18	Lowell School District Board Meeting – 7 PM in PDC at Lundy School
09-25-18	Economic Development Committee Meeting – 7 PM at City Hall
09-25-18	Downtown Master Plan Meeting – 7 PM at City Hall
09-29-18	Lowell Downtown Design Workshop – 9-5 PM at Fire Department Community Room
10-02-18	City Council Work Session – 7 PM at City Hall
10-03-18	Planning Commission Meeting – 7 PM at City Hall
10-04-18	Parks and Recreation Committee Meeting – 6 PM at City Hall
10-09-18	Blackberry Jam Festival Committee Meeting – 7 PM at City Hall
10-09-18	Lowell Fire District Board Meeting – 7 PM at Fire Station
10-16-18	City Council Regular Meeting – 7 PM at City Hall
10-22-18	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:** September 14, 2018  
**SUBJECT:** Consent Agenda

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

### **SUMMARY:**

The Consent Agenda for the September 18, 2018 City Council meeting includes the minutes for the City Council Regular Meeting on August 21, 2018, Work Session on September 4, 2018, and the Voucher Directory for September 18, 2018.

### **FISCAL IMPACT:**

1. City Council Regular Meeting Minutes – August 21, 2018 – No fiscal impact.
2. City Council Work Session Minutes – September 4, 2018 – No fiscal impact.
3. Voucher Directory – September 18, 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 Regular Meeting Minutes – August 21, 2018
2. City Council Work Session Minutes – September 4, 2018
3. Voucher Directory – September 18, 2018

**City of Lowell, Oregon**  
**Minutes of the City Council Regular Session**  
**August 21, 2018**

The Regular Session 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**

**Yard of the Month Award:** Mayor Bennett announced the August Yard of the Month was awarded to William & Sabrina Croxen of 78 E 4<sup>th</sup> St., they were unable to be present tonight.

**Public Comments: None**  
**Council Comments: None**

**City Administrator Report:** CA reminded council of the LOC 93<sup>rd</sup> Annual Conference Sept. 27-29, 2018, stated that the coring project for East Main and East Lakeview have been completed and it was recommended to grind and overlay the existing street, reported our Transportation Growth Management Grant Application was not selected, provided project updates on Downtown Master Plan, Parks & Recreation Master Plan, Financial Software, Street Preservation and Maintenance Plan and Irrigation Systems, and League of Oregon Cities Highlights.

**Financial Report:** CA reviewed Financial Report for July as provided in packet.

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

**Public Works Report:** CA reviewed report provided in packet.

**Draft Committee Minutes:** Minutes for Blackberry Jam Festival Committee, Parks & Recreation MP Steering Committee, Planning Commission, Downtown MP Steering Committee and Economic Development Committee were provided in packet.

**Old Business: None**

**New Business:**

- **RDI Proposal for Small Business Organizational Assistance** – CA presented recommendation from the Economic Development Committee to accept the scope of work proposal to explore the formation of a local business organization in the Lowell area.

Recess: 7:36 PM

Back in Session 7:40 PM

**Councilor Angelini moved to approve the Proposal with RDI for Small Business Organizational Assistance, as presented, second by Councilor Harris. PASS 5:0**

• **Travel Oregon Small Competitive Grant** – CA presented recommendation from Parks and Recreation Committee to apply for grant to determine the feasibility of non-motorized recreational dock facility on Dexter Lake. **Councilor Harris moved to approve the submission of the Travel Oregon Competitive Small Grant Application for \$20,000 to determine the feasibility of a non-motorized recreational dock on Dexter Lake, second by Councilor Osgood. PASS 5:0**

• **Resolution 703 – Rolling Rock Park Property Acquisition** - CA presented information on acquiring the 0.06-acre parcel on the southeast corner and the 0.42-acre parcel on the southwest corner of Rolling Rock Park. **Councilor Harris moved to approve Resolution 703 – Authorizing the City Administrator to Acquire Property for Rolling Rock Park, as presented, second by Councilor Osgood. PASS 5:0**

• **League of Oregon Cities Voting Delegates** – Mayor Bennett moved to have Mr. Cobb as primary and Don Bennett as alternate voting delegate at the League of Oregon Cities Annual Membership Meeting, second by Councilor Harris. **PASS 5:0**

**Other: None**

**Mayor Comments:** Mayor reported Dune City has 3 measures on the ballot this fall, if they fail they will become unincorporated.

**Adjourn: 8:02 PM**

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

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

**City of Lowell, Oregon**  
**Minutes of the City Council Work Session**  
**September 4, 2018**

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

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

**Members Absent:** Patricia Angelini

**Study Session Topic(s)**

1. **Solid Waste Franchise Agreement** – CA Cobb provided City of Lowell Ordinance No. 162 and City of Veneta Ordinance No. 544. Aaron Donley and Brian White with Sanipac Inc., was present to discuss solid waste service, fees and franchise agreement.
2. **City Hall and Library Renovations** – CA presented information on the process for renovation and or replacement of City Hall and Library. A Request for Proposals Community Facilities Study was discussed.
3. **Public Safety Report** – CA presented updated information on alternatives for public safety services. Presenting three alternatives; Increase Patrol Hours, Hire Community Officer, Hire Full-Time Police Officer.

**Adjourn: 8:35 PM**

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

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



# Voucher Directory

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

Vendor	Number	Reference	Account Number	Description	Amount
<b>APWA Oregon Chapter</b>					
	<b>14955</b>			<b>2018-2019 - September 2018 - 1st Council</b>	
		<b>Invoice - Max Baker Leadership Training Reissue</b>			
		030-100-6140		Travel & Training	\$325.00
		040-100-6140		Travel & Training	\$325.00
		<b>Total Invoice - Max Baker Leadership Training Reissue</b>			<b>\$650.00</b>
	<b>Total 14955</b>				<b>\$650.00</b>
<b>Total APWA Oregon Chapter</b>					<b>\$650.00</b>
<b>Bee-Wilson, Lisa</b>					
	<b>14951</b>			<b>2018-2019 - September 2018 - 1st Council</b>	
		<b>Invoice - 9/5/2018 11:23:54 AM</b>			
		010-170-6227		Community Grant Program	\$1,559.35
		<b>Total Invoice - 9/5/2018 11:23:54 AM</b>			<b>\$1,559.35</b>
	<b>Total 14951</b>				<b>\$1,559.35</b>
<b>Total Bee-Wilson, Lisa</b>					<b>\$1,559.35</b>
<b>CIS Trust</b>					
	<b>14956</b>			<b>2018-2019 - September 2018 - 1st Council</b>	
		<b>Invoice - LOW-W2018-00QTR2</b>			
		010-100-5320		Worker's Comp	\$120.00
		010-120-5320		Worker's Comp	\$211.34
		010-140-5320		Worker's Comp	\$3.28
		010-150-5320		Worker's Comp	\$8.80
		010-160-5320		Worker's Comp	\$42.80
		010-180-5320		Worker's Comp	\$2.03
		012-100-5320		Worker's Comp	\$241.40
		030-100-5320		Worker's Comp	\$718.39
		040-100-5320		Worker's Comp	\$718.38
		<b>Total Invoice - LOW-W2018-00QTR2</b>			<b>\$2,066.42</b>
	<b>Total 14956</b>				<b>\$2,066.42</b>
<b>Total CIS Trust</b>					<b>\$2,066.42</b>
<b>City of Lowell</b>					
	<b>14952</b>			<b>2018-2019 - September 2018 - 1st Council</b>	
		<b>Invoice - 9/5/2018 11:19:01 AM</b>			
		010-100-6420		Water Services	\$35.49

Vendor	Number	Reference	Account Number	Description	Amount
			010-100-6425	Sewer Services	\$43.88
			010-120-6420	Water Services	\$82.79
			010-120-6425	Sewer Services	\$117.02
			010-150-6420	Water Services	\$11.83
			010-150-6425	Sewer Services	\$14.63
			030-100-6420	Water Services	\$1,112.04
			030-100-6425	Sewer Services	\$58.51
			040-100-6420	Water Services	\$100.18
			040-100-6425	Sewer Services	\$526.59
		Total Invoice - 9/5/2018 11:19:01 AM			<b>\$2,102.96</b>
	Total 14952				<b>\$2,102.96</b>
Total City of Lowell					<b>\$2,102.96</b>
Civil West Engineering	14957			2018-2019 - September 2018 - 1st Council	
		Invoice - 2101-001.01.006			
			012-100-6016	Engineering Services	\$210.00
		Total Invoice - 2101-001.01.006			<b>\$210.00</b>
	Total 14957				<b>\$210.00</b>
Total Civil West Engineering					<b>\$210.00</b>
Erlei, Angie	1675			2018-2019 - September 2018 - 1st Council	
		Invoice - Pine Needlers Donation			
			014-100-6816	Quilt Raffle	\$100.00
		Total Invoice - Pine Needlers Donation			<b>\$100.00</b>
	Total 1675				<b>\$100.00</b>
Total Erlei, Angie					<b>\$100.00</b>
Galvin, Michael	1676			2018-2019 - September 2018 - 1st Council	
		Invoice - 996561A			
			014-100-6820	Sponsorship Exp	\$50.51
		Total Invoice - 996561A			<b>\$50.51</b>
	Total 1676				<b>\$50.51</b>
Total Galvin, Michael					<b>\$50.51</b>
Jones, Carol	14958			2018-2019 - September 2018 - 1st Council	
		Invoice - Deposit Refund Jones			
			030-000-2020	Utility Deposits	\$120.00
		Total Invoice - Deposit Refund Jones			<b>\$120.00</b>
	Total 14958				<b>\$120.00</b>
Total Jones, Carol					<b>\$120.00</b>



Vendor	Number	Reference	Account Number	Description	Amount
<b>Nichols Layli</b>	<b>14959</b>			<b>2018-2019 - September 2018 - 1st Council</b>	
		<b>Invoice - August 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 - August 2018</b>			<b>\$660.83</b>
	<b>Total 14959</b>				<b>\$660.83</b>
<b>Total Nichols Layli</b>					<b>\$660.83</b>
<b>Northwest Code Professionals</b>	<b>14960</b>			<b>2018-2019 - September 2018 - 1st Council</b>	
		<b>Invoice - 2121</b>			
			010-140-6524	Building Permit Costs	\$5,644.43
			010-140-6525	Electrical Permit Costs	\$459.00
		<b>Total Invoice - 2121</b>			<b>\$6,103.43</b>
	<b>Total 14960</b>				<b>\$6,103.43</b>
<b>Total Northwest Code Professionals</b>					<b>\$6,103.43</b>
<b>One Call Concepts</b>	<b>14961</b>			<b>2018-2019 - September 2018 - 1st Council</b>	
		<b>Invoice - 8080419</b>			
			030-100-6230	Other Repair & Maintenance	\$10.50
			040-100-6230	Other Repair & Maintenance	\$10.50
		<b>Total Invoice - 8080419</b>			<b>\$21.00</b>
	<b>Total 14961</b>				<b>\$21.00</b>
<b>Total One Call Concepts</b>					<b>\$21.00</b>
<b>Oregon Travel Experience</b>	<b>14953</b>			<b>2018-2019 - September 2018 - 1st Council</b>	
		<b>Invoice - 93075</b>			
			010-170-6124	Marketing	\$20.00
		<b>Total Invoice - 93075</b>			<b>\$20.00</b>
	<b>Total 14953</b>				<b>\$20.00</b>
<b>Total Oregon Travel Experience</b>					<b>\$20.00</b>
<b>Sanders, Tim</b>	<b>14962</b>			<b>2018-2019 - September 2018 - 1st Council</b>	
		<b>Invoice - 48 TS</b>			
			030-100-6028	Other Contract Services	\$300.00
			040-100-6028	Other Contract Services	\$300.00
		<b>Total Invoice - 48 TS</b>			<b>\$600.00</b>
	<b>Total 14962</b>				<b>\$600.00</b>
<b>Total Sanders, Tim</b>					<b>\$600.00</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>SaniPac</b>	<b>14963</b>			<b>2018-2019 - September 2018 - 1st Council</b>	
		<b>Invoice - 2976929</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 - 2976929</b>			<b>\$76.76</b>
	<b>Total 14963</b>				<b>\$76.76</b>
<b>Total SaniPac</b>					<b>\$76.76</b>
<b>Travel Lane County</b>	<b>14964</b>			<b>2018-2019 - September 2018 - 1st Council</b>	
		<b>Invoice - 13992</b>			
			010-170-6124	Marketing	\$120.00
		<b>Total Invoice - 13992</b>			<b>\$120.00</b>
	<b>Total 14964</b>				<b>\$120.00</b>
<b>Total Travel Lane County</b>					<b>\$120.00</b>
<b>U.S. Equipment Finance</b>	<b>14965</b>			<b>2018-2019 - September 2018 - 1st Council</b>	
		<b>Invoice - 365554351</b>			
			010-100-6024	Copier Contract	\$147.98
		<b>Total Invoice - 365554351</b>			<b>\$147.98</b>
	<b>Total 14965</b>				<b>\$147.98</b>
<b>Total U.S. Equipment Finance</b>					<b>\$147.98</b>
<b>USA Blue Book</b>	<b>14966</b>			<b>2018-2019 - September 2018 - 1st Council</b>	
		<b>Invoice - 666549, 666557</b>			
			030-100-6720	Chemicals & Lab Supplies	\$503.73
			040-100-6720	Chemicals & Lab Supplies	\$503.73
		<b>Total Invoice - 666549, 666557</b>			<b>\$1,007.46</b>
	<b>Total 14966</b>				<b>\$1,007.46</b>
<b>Total USA Blue Book</b>					<b>\$1,007.46</b>
<b>Verizon Wireless</b>	<b>14954</b>			<b>2018-2019 - September 2018 - 1st Council</b>	
		<b>Invoice - 9813290711</b>			
			010-100-6440	Telephone Services	\$46.54
			030-100-6440	Telephone Services	\$46.55

Vendor	Number	Reference	Account Number	Description	Amount
			040-100-6440	Telephone Services	\$46.55
		<b>Total Invoice - 9813290711</b>			<b>\$139.64</b>
	<b>Total 14954</b>				<b>\$139.64</b>
<b>Total Verizon Wireless</b>					<b>\$139.64</b>
<b>Womack, Wade</b>					
	<b>14967</b>			<b>2018-2019 - September 2018 - 1st Council</b>	
		<b>Invoice - 9/10/2018 2:44:37 PM</b>			
			030-000-2020	Utility Deposits	\$18.19
		<b>Total Invoice - 9/10/2018 2:44:37 PM</b>			<b>\$18.19</b>
	<b>Total 14967</b>				<b>\$18.19</b>
<b>Total Womack, Wade</b>					<b>\$18.19</b>
<b>Grand Total</b>		<b>Vendor Count</b>	<b>19</b>		<b>\$15,774.53</b>

## AGENDA ITEM SUMMARY

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

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

### **SUMMARY:**

The attached City Administrator Report is for the period of August 18 – September 14. The report covers the following topics: Downtown Design Workshop. Rolling Rock Park Property Acquisition, 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. Downtown Design Workshop Flyer
3. Downtown Design Workshop Draft Schedule of Activities



**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:** September 14, 2018  
**SUBJECT:** City Administrator Report

### **Downtown Design Workshop**

On Saturday, September 29, the City of Lowell and our consultants, the Lane Council of Governments and The Urban Collaborative, will host a downtown design workshop. The event will take place from 9:00-5:00 in the Lowell Fire Department Community Room. All interested residents are encouraged to attend and participate. Lunch will be provided. A copy of the event flyer and draft schedule of activities are attached for your reference.

### **Rolling Rock Park Property Acquisition**

The sale agreement for the lot adjacent to Rolling Rock Park has been signed and sent to the title company. The closing is scheduled for September 28. Staff continues to work with Lane County on the acquisition of the lot on the west side of Rolling Rock Park.

### **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* – Stakeholder meetings are scheduled for September 19 and 20. The third steering committee meeting is scheduled for Monday, September 24 at 7 p.m. to discuss the results of the community survey, Blackberry Jam outreach, and stakeholder meetings. A Downtown Design Workshop is scheduled on September 29 from 9-5 in the Fire Department Community Room.
- *Parks and Recreation Master Plan* – The next steering committee meeting is scheduled for October 18 at 7 p.m. to receive an update to the vision, goals, and review draft concept plans.

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

*Revenue Forecast Positive in Near Term, But Recession Looming* – Tax and lottery revenues for the state have increased by approximately \$167 million above the May forecast, according to the Oregon Office of Economic Analysis. In a presentation delivered to members of both the Senate and House Interim Finance Committees on Wednesday, it was projected that revenue is expected

to continue to grow but at a slowing pace. While wage growth has been strong due to increases in the minimum wage and bonuses paid after federal tax changes, “trade fisticuffs,” demographics and changes in fiscal policy are anticipated to slow job gains and income growth, even to the point of a possible recession by 2020 according to State Economist Mark McMullen. Even with these troubling signs ahead, revenue is continued to be expected above 2 percent of projections, which will generate a \$686 million “kicker” to Oregon taxpayers.

*Changes Made to Small Cities Program* – The League’s Small Cities program, created to provide members the opportunity to meet and engage on issues, share insights and challenges, and ultimately create lasting relationships, has received some updates. We’ve heard from members that long travel distances have been a challenge, and that defining a small city as one with a population less than 5,000 has often left out neighbors who could benefit from the program and provide relevant and valuable insight to the meetings. In response, we’ve increased the number of Small Cities program regions from eight to 12 and adjusted the definition of “small city” to include those with a population of 7,500 or less. Of course, all members are invited to attend any Small Cities program meeting, regardless of size or location. Upcoming meetings are available on the League website at [www.orcities.org](http://www.orcities.org).

*Federal Court Finds Sleeping Outside Ordinance Unconstitutional* – On September 4, the U.S. Ninth Circuit Court of Appeals, in *Martin v. City of Boise*, ruled that the Eighth Amendment to the U.S. Constitution prohibits the enforcement of ordinances or statutes that disallow sleeping outside against homeless individuals who have no access to alternative shelter. •

The city of Boise, Idaho had enacted what it referred to as a camping ordinance, prohibiting “any of the streets, sidewalks, parks or public places as a camping place at any time.” Camping is broadly defined in the ordinance to mean “the use of public property as a temporary or permanent place of dwelling, lodging, or residence, or as a living accommodation at any time between sunset and sunrise, or as a sojourn.” Several homeless individuals cited for violating the city’s ordinance challenged its constitutionality in 2009. Once the litigation began, the city’s police department issued an administrative rule prohibiting the enforcement of the ordinance against homeless persons on public property at night if every shelter in the city was at capacity. The petitioners argued that even if the shelters had available beds, the restrictions for admission to the shelters (some had time limits on how many days a person could stay, and others had religious requirements for guests) prohibited some homeless persons from utilizing them.

The Eighth Amendment limits the types of behavior the government may criminalize. One such limit, identified by the U.S. Supreme Court in *Powell v. Texas*, is a prohibition against punishing someone for “an involuntary act or conditions if it is the unavoidable consequence of one’s status or being.” In this case, the court found that the government can’t criminalize being homeless or “conduct that is an unavoidable consequence of being homeless – namely sitting, lying, or sleeping on the streets.”

Seemingly recognizing the impact this decision will have on governmental entities across its jurisdiction, the Ninth Circuit emphatically noted that its ruling is intended to be narrow in its scope. The court opined that the validity of an ordinance as it relates to the Eighth Amendment

“will depend, as here, on whether it punishes a person for lacking the means to live out the ‘universal and unavoidable consequences of being human’ in the way the ordinance prescribes.” Both in the opinion itself, and in a footnote, the court noted the following:

- Cities are not required to provide adequate shelters for homeless persons;
- Cities have not been ordered to allow persons who wish to sit, lie or sleep on city streets at any time or place of their choosing to be allowed to do so;
- The court’s decision does not apply to people who have access to adequate shelter but choose not to use it;
- The court believes it may be possible for an ordinance to prohibit sitting, lying or sleeping outside during particular times of the day or at particular locations; and
- The court notes that it may be possible for an ordinance to prohibit the obstruction of public rights-of-way and/or the erection of certain structures.

Reports indicate that the city of Boise is considering appealing this decision to the U.S. Supreme Court. If such an appeal is filed, it will most likely occur in the next 90 days.

Because of the potentially far-reaching effects of this case, the League encourages city officials to review this decision with their city attorney. Local ordinances like the one adopted in Boise may need to be reviewed and updated to comply with this new decision.

CITY OF LOWELL DOWNTOWN MASTER PLAN

# DOWNTOWN DESIGN WORKSHOP



**Saturday, September 29 - 9AM to 5PM**

**Fire Department Community Room | 389 Pioneer St. Lowell, OR 97452**

*Join us for the whole day\*  
to brainstorm, envision and  
help design the future of  
your Downtown.*

**All Community Members Welcome!**

**Lunch will be provided.**

## Design Activities:



Play the Design Game for  
Downtown Lowell



Walk around North Shore Drive  
and Main Street with community  
members and local planners



Participate in a Visioning Process  
for the future of Downtown Lowell

\*See the full schedule of activities on the City of Lowell Website.





## Lowell Downtown Master Plan Charrette Schedule – DRAFT

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9:00am – 9:15am	Welcome/Intros
9:15am – 10:00am	Existing conditions, Blackberry Fest, Survey
10:00 – 10:45am	Visual Preference Survey and Principle Development
<b>10:45am – 11:00am</b>	<b>Break</b>
11:00am – 12:00am	Site Analysis (walking with maps / facilitators, validating, parking counts,
<b>12:00am – 12:30am</b>	<b>Lunch (catered? Snacks?) and site mapping</b>
12:30pm – 13:00pm	Vision Development
1:00pm – 2:00pm	Design Game
2:00pm – 2:20pm	Analysis
<b>2:20pm – 2:30pm</b>	<b>Break</b>
2:30pm – 4:00pm	Preferred Alternative Development, Illustrative, Street Sections
4:00pm – 4:45pm	Regulating Plan
4:45pm – 5:00pm	Wrap up

## AGENDA ITEM SUMMARY

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

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

**SUMMARY:**

The Monthly Financial Report for August 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. August 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 - August 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	\$205.84	\$205.84	\$138,610.00	0.15 %	\$138,404.16
010-025-4014	Property Taxes - Prior	\$192.15	\$192.15	\$2,512.00	7.65 %	\$2,319.85
010-025-4052	Interest Earned	\$43.66	\$78.50	\$3,500.00	2.24 %	\$3,421.50
010-025-4132	State Revenue Sharing	\$2,296.91	\$2,296.91	\$9,654.00	23.79 %	\$7,357.09
010-025-4134	Cigarette Tax	\$0.00	\$109.51	\$1,199.00	9.13 %	\$1,089.49
010-025-4136	Liquor Tax	\$1,674.42	\$2,660.83	\$18,280.00	14.56 %	\$15,619.17
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	\$881.05	\$881.05	\$1,481.00	59.49 %	\$599.95
010-025-4312	Electric Franchise Fees	\$24,715.63	\$24,715.63	\$50,163.00	49.27 %	\$25,447.37
010-025-4314	Garbage Franchise Fees	\$0.00	\$0.00	\$300.00	0.00 %	\$300.00
010-025-4316	Telecom Franchise Fees	\$0.00	\$0.00	\$2,335.00	0.00 %	\$2,335.00
010-025-4352	Land Use/ Development	\$0.00	\$584.00	\$7,500.00	7.79 %	\$6,916.00
010-025-4354	Permits & Variances	\$110.00	\$110.00	\$100.00	110.00 %	(\$10.00)
010-025-4356	Building Permit Fees	\$8,199.22	\$8,761.12	\$39,450.00	22.21 %	\$30,688.88
010-025-4358	Electrical Permit Fees	\$685.44	\$1,294.72	\$5,810.00	22.28 %	\$4,515.28
010-025-4360	Dog Licenses	\$94.00	\$294.00	\$500.00	58.80 %	\$206.00
010-025-4415	Library Revenue	\$20.70	\$133.75	\$500.00	26.75 %	\$366.25
010-025-4417	Lien Searches	\$60.00	\$120.00	\$200.00	60.00 %	\$80.00
010-025-4419	Election Filing Fees	\$50.00	\$50.00	\$50.00	100.00 %	\$0.00
010-025-4421	SDC/CET Admin Fee	\$183.26	\$320.51	\$3,730.00	8.59 %	\$3,409.49
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	\$112.50	\$477.50	\$2,000.00	23.88 %	\$1,522.50
010-025-4752	Reimbursement Revenue	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
010-025-4852	Miscellaneous Revenue	\$91.00	\$164.65	\$2,000.00	8.23 %	\$1,835.35

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total REVENUES</b>		<b>\$39,615.78</b>	<b>\$43,450.67</b>	<b>\$369,065.00</b>	<b>11.77 %</b>	<b>\$325,614.33</b>
<b>Total GENERAL FUND</b>		<b>\$39,615.78</b>	<b>\$43,450.67</b>	<b>\$369,065.00</b>	<b>11.77 %</b>	<b>\$325,614.33</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	\$5,307.74	\$11,903.94	\$77,554.00	15.35 %	\$65,650.06
012-025-4513	Transportation Reimbursement SDC	\$0.00	\$0.00	\$1,605.00	0.00 %	\$1,605.00
<b>Total REVENUES</b>		<b>\$5,307.74</b>	<b>\$11,903.94</b>	<b>\$79,659.00</b>	<b>14.94 %</b>	<b>\$67,755.06</b>
<b>Total STREET FUND</b>		<b>\$5,307.74</b>	<b>\$11,903.94</b>	<b>\$79,659.00</b>	<b>14.94 %</b>	<b>\$67,755.06</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	\$0.84	\$10.00	8.40 %	\$9.16
014-025-4852	Miscellaneous Revenue	\$150.00	\$327.00	\$500.00	65.40 %	\$173.00
014-025-4860	Craft/Commercial Booth Sales	\$0.00	\$235.00	\$3,000.00	7.83 %	\$2,765.00
014-025-4862	Food Booth Sales	\$50.00	\$530.00	\$800.00	66.25 %	\$270.00
014-025-4864	Jam Sales	\$145.00	\$930.00	\$1,000.00	93.00 %	\$70.00
014-025-4866	Quilt Raffle Sales	\$1,322.02	\$2,358.02	\$4,000.00	58.95 %	\$1,641.98
014-025-4868	Program Ad Sales	\$40.00	\$220.00	\$2,700.00	8.15 %	\$2,480.00
014-025-4870	Sponsorship Revenue	\$0.00	\$250.00	\$2,250.00	11.11 %	\$2,000.00
014-025-4872	Pie Sales	\$0.00	\$194.00	\$0.00		(\$194.00)
014-025-4876	5K Race Revenue	\$0.00	\$100.00	\$1,100.00	9.09 %	\$1,000.00
014-025-4878	Car Show Revenue	\$25.00	\$3,187.00	\$4,000.00	79.68 %	\$813.00
014-025-4880	Fishing Derby Revenue	\$400.00	\$440.00	\$350.00	125.71 %	(\$90.00)
014-025-4882	Horseshoe Tourney Revenue	\$0.00	\$0.00	\$100.00	0.00 %	\$100.00
014-025-4884	Kidz Korner Revenue	\$0.00	\$776.00	\$1,000.00	77.60 %	\$224.00
014-025-4886	Pie Eating Contest Revenue	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
014-025-4888	RC Flyers Revenue	\$60.00	\$60.00	\$400.00	15.00 %	\$340.00
<b>Total REVENUES</b>		<b>\$2,192.02</b>	<b>\$9,607.86</b>	<b>\$21,410.00</b>	<b>44.88 %</b>	<b>\$11,802.14</b>
<b>Total BBJ FESTIVAL FUND</b>		<b>\$2,192.02</b>	<b>\$9,607.86</b>	<b>\$21,410.00</b>	<b>44.88 %</b>	<b>\$11,802.14</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>SDC FUND</b>						
<b>REVENUES</b>						
017-025-4530	Water SDC	\$0.00	\$3,830.00	\$0.00		(\$3,830.00)
<b>Total REVENUES</b>		<b>\$0.00</b>	<b>\$3,830.00</b>	<b>\$0.00</b>		<b>(\$3,830.00)</b>
<b>Total SDC FUND</b>		<b>\$0.00</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	\$1,000.00	\$1,415.00	\$0.00		(\$1,415.00)
030-025-4425	Water/Sewer Sales	\$32,393.30	\$56,769.23	\$299,635.00	18.95 %	\$242,865.77
030-025-4428	Credit Memo Utilities - (Pre-paid)	(\$682.64)	(\$395.21)	\$0.00		\$395.21
030-025-4430	Water/Sewer Connection Fees	\$0.00	\$0.00	\$3,750.00	0.00 %	\$3,750.00
030-025-4435	Fire Hydrant Fee	\$273.54	\$571.29	\$3,957.00	14.44 %	\$3,385.71
030-025-4531	Water Reimbursement SDC	\$0.00	\$745.00	\$10,395.00	7.17 %	\$9,650.00
030-025-4852	Miscellaneous Revenue	\$438.12	\$911.12	\$5,000.00	18.22 %	\$4,088.88
<b>Total WATER FUND</b>		<b>\$33,422.32</b>	<b>\$60,016.43</b>	<b>\$323,037.00</b>	<b>18.58 %</b>	<b>\$263,020.57</b>

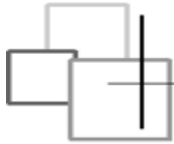
Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>SEWER FUND</b>						
<b>REVENUES</b>						
040-025-4370	Water/Sewer Connection Permit Fees	\$460.00	\$460.00	\$0.00		(\$460.00)
040-025-4425	Water/Sewer Sales	\$29,911.46	\$55,956.03	\$340,134.00	16.45 %	\$284,177.97
040-025-4430	Water/Sewer 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	\$452.26	\$1,064.73	\$4,500.00	23.66 %	\$3,435.27
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>\$30,823.72</b>	<b>\$57,480.76</b>	<b>\$370,019.00</b>	<b>15.53 %</b>	<b>\$312,538.24</b>
<b>Total SEWER FUND</b>		<b>\$30,823.72</b>	<b>\$57,480.76</b>	<b>\$370,019.00</b>	<b>15.53 %</b>	<b>\$312,538.24</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>\$111,361.58</b>	<b>\$186,289.66</b>	<b>\$1,178,703.00</b>	<b>15.80 %</b>	<b>\$992,413.34</b>

## Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-000-0000	GENERAL FUND	\$39,615.78	\$43,450.67	\$369,065.00	11.77 %	\$325,614.33
012-000-0000	STREET FUND	\$5,307.74	\$11,903.94	\$79,659.00	14.94 %	\$67,755.06
014-000-0000	BBJ FESTIVAL FUND	\$2,192.02	\$9,607.86	\$21,410.00	44.88 %	\$11,802.14
017-000-0000	SDC FUND	\$0.00	\$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	\$33,422.32	\$60,016.43	\$323,037.00	18.58 %	\$263,020.57
040-000-0000	SEWER FUND	\$30,823.72	\$57,480.76	\$370,019.00	15.53 %	\$312,538.24
050-000-0000	EQUIPMENT FUND	\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
<b>Grand Totals</b>		<b>\$111,361.58</b>	<b>\$186,289.66</b>	<b>\$1,178,703.00</b>	<b>15.80 %</b>	<b>\$992,413.34</b>



# Expenditure

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>GENERAL FUND</b>						
<b>ADMINISTRATION</b>						
<b>PERSONAL SERVICES</b>						
010-100-5010	City Administrator	\$999.92	\$1,499.88	\$12,300.00	12.19 %	\$10,800.12
010-100-5014	City Clerk	\$419.44	\$629.16	\$5,010.00	12.56 %	\$4,380.84
010-100-5050	Public Works Director	\$273.41	\$410.11	\$3,280.00	12.50 %	\$2,869.89
010-100-5052	Utility Worker I	\$0.00	\$0.00	\$1,718.00	0.00 %	\$1,718.00
010-100-5054	Utility Worker II	\$157.80	\$236.70	\$1,895.00	12.49 %	\$1,658.30
010-100-5058	Maintenance Worker I	\$74.54	\$106.67	\$844.00	12.64 %	\$737.33
010-100-5220	Overtime	\$100.92	\$172.51	\$1,079.00	15.99 %	\$906.49
010-100-5315	Social Security/Medicare(FICA)	\$154.99	\$233.71	\$2,228.00	10.49 %	\$1,994.29
010-100-5320	Worker's Comp	\$1.02	\$121.45	\$891.00	13.63 %	\$769.55
010-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$2,093.00	0.00 %	\$2,093.00
010-100-5410	Health Insurance	\$383.86	\$383.86	\$6,411.00	5.99 %	\$6,027.14
010-100-5450	Public Employees Retirement	\$232.99	\$351.34	\$3,004.00	11.70 %	\$2,652.66
<b>Total PERSONAL SERVICES</b>		<b>\$2,798.89</b>	<b>\$4,145.39</b>	<b>\$40,753.00</b>	<b>10.17 %</b>	<b>\$36,607.61</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	\$91.88	\$551.29	\$5,000.00	11.03 %	\$4,448.71
010-100-6014	Financial Services	\$198.25	\$396.50	\$3,570.00	11.11 %	\$3,173.50
010-100-6022	IT Services	\$279.22	\$837.33	\$6,596.00	12.69 %	\$5,758.67
010-100-6024	Copier Contract	\$147.98	\$295.96	\$2,093.00	14.14 %	\$1,797.04
010-100-6028	Other Contract Services	\$3,455.81	\$3,488.93	\$1,000.00	348.89 %	(\$2,488.93)
010-100-6110	Insurance And Bonds	\$0.00	\$5,643.02	\$6,594.00	85.58 %	\$950.98
010-100-6120	Publications, Printing & Dues	\$0.00	\$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	\$0.00	\$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	\$41.25	\$41.25	\$1,000.00	4.13 %	\$958.75
010-100-6134	General Supplies	\$2.81	\$137.51	\$750.00	18.33 %	\$612.49
010-100-6138	Bank Service Charges	\$0.00	\$18.40	\$1,400.00	1.31 %	\$1,381.60
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	\$269.99	\$269.99	\$2,000.00	13.50 %	\$1,730.01
010-100-6420	Water Services	\$29.02	\$50.45	\$413.00	12.22 %	\$362.55
010-100-6425	Sewer Services	\$43.88	\$86.48	\$524.00	16.50 %	\$437.52
010-100-6430	Electricity Services	\$244.91	\$374.91	\$2,010.00	18.65 %	\$1,635.09
010-100-6435	Internet Services	\$77.47	\$154.94	\$985.00	15.73 %	\$830.06
010-100-6440	Telephone Services	\$194.18	\$397.73	\$2,629.00	15.13 %	\$2,231.27
010-100-6445	Refuse Services	\$8.21	\$37.35	\$91.00	41.04 %	\$53.65
010-100-6510	Council Expenditure	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
010-100-6512	State Ethics Commission	\$475.12	\$475.12	\$600.00	79.19 %	\$124.88
010-100-6792	Reimbursable Expenditure	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$5,559.98</b>	<b>\$14,214.89</b>	<b>\$57,795.00</b>	<b>24.60 %</b>	<b>\$43,580.11</b>
<b>CAPITAL OUTLAY</b>						
010-100-8012	Capital Outlay - Buildings & Facilities	\$260.66	\$260.66	\$25,000.00	1.04 %	\$24,739.34
010-100-8018	Capital Outlay - Software	\$0.00	\$0.00	\$7,955.00	0.00 %	\$7,955.00
<b>Total CAPITAL OUTLAY</b>		<b>\$260.66</b>	<b>\$260.66</b>	<b>\$32,955.00</b>	<b>0.79 %</b>	<b>\$32,694.34</b>
<b>Total ADMINISTRATION</b>		<b>\$8,619.53</b>	<b>\$18,620.94</b>	<b>\$131,503.00</b>	<b>14.16 %</b>	<b>\$112,882.06</b>



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>PARKS &amp; RECREATION</b>						
<b>PERSONAL SERVICES</b>						
010-120-5010	City Administrator	\$333.30	\$499.95	\$4,100.00	12.19 %	\$3,600.05
010-120-5050	Public Works Director	\$273.41	\$410.11	\$3,280.00	12.50 %	\$2,869.89
010-120-5052	Utility Worker I	\$0.00	\$0.00	\$1,718.00	0.00 %	\$1,718.00
010-120-5054	Utility Worker II	\$157.80	\$236.70	\$1,895.00	12.49 %	\$1,658.30
010-120-5058	Maintenance Worker I	\$670.79	\$960.14	\$7,598.00	12.64 %	\$6,637.86
010-120-5220	Overtime	\$84.58	\$150.71	\$891.00	16.91 %	\$740.29
010-120-5315	Social Security/Medicare(FICA)	\$116.28	\$172.70	\$1,662.00	10.39 %	\$1,489.30
010-120-5320	Worker's Comp	\$1.18	\$212.93	\$1,473.00	14.46 %	\$1,260.07
010-120-5350	Unemployment Insurance	\$0.00	\$0.00	\$1,558.00	0.00 %	\$1,558.00
010-120-5410	Health Insurance	\$151.84	\$151.84	\$2,874.00	5.28 %	\$2,722.16
010-120-5450	Public Employees Retirement	\$174.79	\$259.63	\$2,240.00	11.59 %	\$1,980.37
<b>Total PERSONAL SERVICES</b>		<b>\$1,963.97</b>	<b>\$3,054.71</b>	<b>\$29,289.00</b>	<b>10.43 %</b>	<b>\$26,234.29</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	\$105.93	\$164.75	\$1,000.00	16.48 %	\$835.25
010-120-6190	Miscellaneous Expenses	\$0.00	\$140.00	\$500.00	28.00 %	\$360.00
010-120-6220	Building Repair & Maintenance	\$61.60	\$61.60	\$2,500.00	2.46 %	\$2,438.40
010-120-6224	Equipment Repair & Maintenance	\$234.52	\$234.52	\$1,000.00	23.45 %	\$765.48
010-120-6230	Other Repair & Maintenance	\$0.00	\$0.00	\$3,000.00	0.00 %	\$3,000.00
010-120-6234	Non-Capitalized Assets	\$1,597.44	\$1,597.44	\$2,000.00	79.87 %	\$402.56
010-120-6239	Maintenance - Nelson Land Donation	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
010-120-6420	Water Services	\$66.38	\$129.76	\$5,000.00	2.60 %	\$4,870.24
010-120-6425	Sewer Services	\$117.02	\$230.64	\$1,397.00	16.51 %	\$1,166.36
010-120-6430	Electricity Services	\$117.88	\$164.65	\$579.00	28.44 %	\$414.35
010-120-6445	Refuse Services	\$22.50	\$43.92	\$272.00	16.15 %	\$228.08
010-120-6610	Gas & Oil	\$212.69	\$212.69	\$789.00	26.96 %	\$576.31
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$2,535.96</b>	<b>\$2,979.97</b>	<b>\$62,805.00</b>	<b>4.74 %</b>	<b>\$59,825.03</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>\$4,499.93</b>	<b>\$6,034.68</b>	<b>\$152,094.00</b>	<b>3.97 %</b>	<b>\$146,059.32</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	\$666.60	\$999.90	\$8,200.00	12.19 %	\$7,200.10
010-140-5014	City Clerk	\$209.71	\$314.56	\$2,505.00	12.56 %	\$2,190.44
010-140-5220	Overtime	\$8.16	\$10.87	\$94.00	11.56 %	\$83.13
010-140-5315	Social Security/Medicare(FICA)	\$67.67	\$101.40	\$921.00	11.01 %	\$819.60
010-140-5320	Worker's Comp	\$0.38	\$3.82	\$73.00	5.23 %	\$69.18
010-140-5350	Unemployment Insurance	\$0.00	\$0.00	\$894.00	0.00 %	\$894.00
010-140-5410	Health Insurance	\$145.36	\$145.36	\$2,278.00	6.38 %	\$2,132.64
010-140-5450	Public Employees Retirement	\$101.72	\$152.42	\$1,242.00	12.27 %	\$1,089.58
<b>Total PERSONAL SERVICES</b>		<b>\$1,199.60</b>	<b>\$1,728.33</b>	<b>\$16,207.00</b>	<b>10.66 %</b>	<b>\$14,478.67</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	\$2,979.80	\$2,979.80	\$7,500.00	39.73 %	\$4,520.20
010-140-6524	Building Permit Costs	\$390.38	\$4,282.71	\$30,371.00	14.10 %	\$26,088.29
010-140-6525	Electrical Permit Costs	\$408.00	\$898.17	\$4,515.00	19.89 %	\$3,616.83
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$3,778.18</b>	<b>\$8,160.68</b>	<b>\$83,986.00</b>	<b>9.72 %</b>	<b>\$75,825.32</b>
<b>Total COMMUNITY DEVELOPMENT</b>		<b>\$4,977.78</b>	<b>\$9,889.01</b>	<b>\$100,193.00</b>	<b>9.87 %</b>	<b>\$90,303.99</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>LIBRARY</b>						
<b>PERSONAL SERVICES</b>						
010-150-5320	Worker's Comp	\$0.00	\$8.80	\$50.00	17.60 %	\$41.20
<b>Total PERSONAL SERVICES</b>		<b>\$0.00</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	\$0.00	\$418.50	\$1,529.00	27.37 %	\$1,110.50
010-150-6130	Office Supplies/Equipment	\$78.42	\$78.42	\$500.00	15.68 %	\$421.58
010-150-6134	General Supplies	\$31.99	\$65.93	\$1,250.00	5.27 %	\$1,184.07
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	\$9.67	\$16.81	\$150.00	11.21 %	\$133.19
010-150-6425	Sewer Services	\$14.63	\$28.84	\$200.00	14.42 %	\$171.16
010-150-6430	Electricity Services	\$81.64	\$124.97	\$800.00	15.62 %	\$675.03
010-150-6435	Internet Services	\$77.47	\$154.94	\$1,000.00	15.49 %	\$845.06
010-150-6445	Refuse Services	\$8.21	\$15.35	\$100.00	15.35 %	\$84.65
010-150-6530	Summer Reading Program	\$418.00	\$739.56	\$1,250.00	59.16 %	\$510.44
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$720.03</b>	<b>\$1,643.32</b>	<b>\$7,629.00</b>	<b>21.54 %</b>	<b>\$5,985.68</b>
<b>Total LIBRARY</b>		<b>\$720.03</b>	<b>\$1,652.12</b>	<b>\$7,679.00</b>	<b>21.51 %</b>	<b>\$6,026.88</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>CODE ENFORCEMENT</b>						
<b>PERSONAL SERVICES</b>						
010-160-5010	City Administrator	\$333.30	\$499.95	\$4,100.00	12.19 %	\$3,600.05
010-160-5050	Public Works Director	\$273.41	\$410.11	\$3,280.00	12.50 %	\$2,869.89
010-160-5220	Overtime	\$27.20	\$54.40	\$123.00	44.23 %	\$68.60
010-160-5315	Social Security/Medicare(FICA)	\$48.51	\$73.80	\$640.00	11.53 %	\$566.20
010-160-5320	Worker's Comp	\$0.28	\$43.20	\$353.00	12.24 %	\$309.80
010-160-5350	Unemployment Insurance	\$0.00	\$0.00	\$617.00	0.00 %	\$617.00
010-160-5410	Health Insurance	\$90.28	\$90.28	\$1,434.00	6.30 %	\$1,343.72
010-160-5450	Public Employees Retirement	\$72.91	\$110.93	\$863.00	12.85 %	\$752.07
<b>Total PERSONAL SERVICES</b>		<b>\$845.89</b>	<b>\$1,282.67</b>	<b>\$11,410.00</b>	<b>11.24 %</b>	<b>\$10,127.33</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>\$845.89</b>	<b>\$1,282.67</b>	<b>\$16,560.00</b>	<b>7.75 %</b>	<b>\$15,277.33</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>TOURISM</b>						
<b>MATERIALS &amp; SERVICES</b>						
010-170-6124	Marketing	\$20.00	\$40.00	\$2,000.00	2.00 %	\$1,960.00
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	\$121.14	\$358.44	\$2,500.00	14.34 %	\$2,141.56
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>\$141.14</b>	<b>\$398.44</b>	<b>\$12,850.00</b>	<b>3.10 %</b>	<b>\$12,451.56</b>
<b>Total TOURISM</b>		<b>\$141.14</b>	<b>\$398.44</b>	<b>\$12,850.00</b>	<b>3.10 %</b>	<b>\$12,451.56</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>MUNICIPAL COURT</b>						
<b>PERSONAL SERVICES</b>						
010-180-5010	City Administrator	\$333.30	\$499.95	\$4,100.00	12.19 %	\$3,600.05
010-180-5014	City Clerk	\$209.71	\$314.56	\$2,505.00	12.56 %	\$2,190.44
010-180-5220	Overtime	\$8.16	\$10.87	\$94.00	11.56 %	\$83.13
010-180-5315	Social Security/Medicare(FICA)	\$42.17	\$63.15	\$571.00	11.06 %	\$507.85
010-180-5320	Worker's Comp	\$0.26	\$2.40	\$45.00	5.33 %	\$42.60
010-180-5350	Unemployment Insurance	\$0.00	\$0.00	\$552.00	0.00 %	\$552.00
010-180-5410	Health Insurance	\$116.01	\$116.01	\$1,769.00	6.56 %	\$1,652.99
010-180-5450	Public Employees Retirement	\$63.40	\$94.94	\$770.00	12.33 %	\$675.06
<b>Total PERSONAL SERVICES</b>		<b>\$773.01</b>	<b>\$1,101.88</b>	<b>\$10,406.00</b>	<b>10.59 %</b>	<b>\$9,304.12</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	\$0.00	\$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	\$90.00	\$135.00	\$675.00	20.00 %	\$540.00
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$90.00</b>	<b>\$284.67</b>	<b>\$3,275.00</b>	<b>8.69 %</b>	<b>\$2,990.33</b>
<b>Total MUNICIPAL COURT</b>		<b>\$863.01</b>	<b>\$1,386.55</b>	<b>\$13,681.00</b>	<b>10.13 %</b>	<b>\$12,294.45</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>\$20,667.31</b>	<b>\$39,264.41</b>	<b>\$551,154.00</b>	<b>7.12 %</b>	<b>\$511,889.59</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>STREET FUND</b>						
<b>ADMINISTRATION</b>						
<b>PERSONAL SERVICES</b>						
012-100-5010	City Administrator	\$666.60	\$999.90	\$8,200.00	12.19 %	\$7,200.10
012-100-5050	Public Works Director	\$820.23	\$1,230.34	\$9,841.00	12.50 %	\$8,610.66
012-100-5052	Utility Worker I	\$0.00	\$0.00	\$3,435.00	0.00 %	\$3,435.00
012-100-5054	Utility Worker II	\$315.61	\$473.41	\$3,789.00	12.49 %	\$3,315.59
012-100-5058	Maintenance Worker I	\$149.04	\$213.33	\$1,689.00	12.63 %	\$1,475.67
012-100-5220	Overtime	\$196.31	\$355.77	\$1,377.00	25.84 %	\$1,021.23
012-100-5315	Social Security/Medicare(FICA)	\$164.32	\$250.38	\$2,462.00	10.17 %	\$2,211.62
012-100-5320	Worker's Comp	\$1.19	\$243.10	\$1,927.00	12.62 %	\$1,683.90
012-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$2,252.00	0.00 %	\$2,252.00
012-100-5410	Health Insurance	\$364.59	\$364.59	\$6,672.00	5.46 %	\$6,307.41
012-100-5450	Public Employees Retirement	\$247.00	\$376.38	\$3,319.00	11.34 %	\$2,942.62
<b>Total PERSONAL SERVICES</b>		<b>\$2,924.89</b>	<b>\$4,507.20</b>	<b>\$44,963.00</b>	<b>10.02 %</b>	<b>\$40,455.80</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	\$132.16	\$1,190.00	11.11 %	\$1,057.84
012-100-6016	Engineering Services	\$2,791.25	\$5,318.75	\$19,094.00	27.86 %	\$13,775.25
012-100-6022	IT Services	\$93.06	\$139.59	\$1,198.00	11.65 %	\$1,058.41
012-100-6028	Other Contract Services	\$1,467.01	\$1,467.01	\$12,400.00	11.83 %	\$10,932.99
012-100-6110	Insurance And Bonds	\$0.00	\$1,881.00	\$2,198.00	85.58 %	\$317.00
012-100-6134	General Supplies	\$0.00	\$0.00	\$150.00	0.00 %	\$150.00
012-100-6190	Miscellaneous Expenses	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6224	Equipment Repair & Maintenance	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6230	Other Repair & Maintenance	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
012-100-6234	Non-Capitalized Assets	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
012-100-6430	Electricity Services	\$2,441.38	\$3,705.71	\$15,292.00	24.23 %	\$11,586.29
012-100-6620	Storm Drain Maintenance	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
012-100-6624	Street Signs	\$280.80	\$280.80	\$500.00	56.16 %	\$219.20
012-100-6626	Street Lights	\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$7,139.58</b>	<b>\$12,925.02</b>	<b>\$67,952.00</b>	<b>19.02 %</b>	<b>\$55,026.98</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>\$10,064.47</b>	<b>\$17,432.22</b>	<b>\$175,916.00</b>	<b>9.91 %</b>	<b>\$158,483.78</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		\$10,064.47	\$17,432.22	\$199,111.00	8.76 %	\$181,678.78

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	\$95.00	\$1,079.27	\$1,200.00	89.94 %	\$120.73
014-100-6124	Festival Advertisement	\$325.00	\$325.00	\$1,400.00	23.21 %	\$1,075.00
014-100-6126	Postage	\$0.00	\$0.00	\$50.00	0.00 %	\$50.00
014-100-6190	Miscellaneous Exp	\$722.21	\$1,482.15	\$1,850.00	80.12 %	\$367.85
014-100-6440	Telephone Services	\$25.90	\$25.90	\$0.00		(\$25.90)
014-100-6445	Refuse Services	\$812.00	\$812.00	\$90.00	902.22 %	(\$722.00)
014-100-6605	Rent	\$70.00	\$140.00	\$500.00	28.00 %	\$360.00
014-100-6614	Materials & Services	\$0.00	\$112.65	\$0.00		(\$112.65)
014-100-6810	Craft/Commercial Booth Exp	\$21.08	\$111.08	\$750.00	14.81 %	\$638.92
014-100-6812	Food Booth Exp	\$40.00	\$40.00	\$0.00		(\$40.00)
014-100-6814	Jam Sales Exp	\$324.00	\$374.00	\$1,000.00	37.40 %	\$626.00
014-100-6816	Quilt Raffle	\$2,495.00	\$2,545.00	\$4,000.00	63.63 %	\$1,455.00
014-100-6822	Pie Sales Exp	\$0.00	\$186.80	\$0.00		(\$186.80)
014-100-6850	5K Race Exp	\$395.00	\$395.00	\$1,100.00	35.91 %	\$705.00
014-100-6852	Car Show Exp	\$331.30	\$3,055.07	\$4,000.00	76.38 %	\$944.93
014-100-6854	Fishing Derby Exp	\$0.00	\$200.00	\$350.00	57.14 %	\$150.00
014-100-6856	Horseshoe Tourney Exp	(\$100.00)	(\$100.00)	\$100.00	-100.00 %	\$200.00
014-100-6858	Kidz Korner Exp	\$250.00	\$290.00	\$1,000.00	29.00 %	\$710.00
014-100-6860	Pie Eating Contest Exp	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
014-100-6862	RC Flyers Exp	\$0.00	\$100.00	\$400.00	25.00 %	\$300.00
014-100-6864	Entertainment Exp	\$20.32	\$3,780.32	\$3,850.00	98.19 %	\$69.68
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$5,826.81</b>	<b>\$14,954.24</b>	<b>\$22,290.00</b>	<b>67.09 %</b>	<b>\$7,335.76</b>
<b>Total ADMINISTRATION</b>		<b>\$5,826.81</b>	<b>\$14,954.24</b>	<b>\$22,290.00</b>	<b>67.09 %</b>	<b>\$7,335.76</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>\$5,826.81</b>	<b>\$14,954.24</b>	<b>\$36,961.00</b>	<b>40.46 %</b>	<b>\$22,006.76</b>

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

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



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

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>WATER FUND</b>						
<b>ADMINISTRATION</b>						
<b>PERSONAL SERVICES</b>						
030-100-5010	City Administrator	\$1,666.48	\$2,499.72	\$20,499.00	12.19 %	\$17,999.28
030-100-5014	City Clerk	\$1,677.90	\$2,516.86	\$20,040.00	12.56 %	\$17,523.14
030-100-5050	Public Works Director	\$1,913.74	\$2,870.63	\$22,963.00	12.50 %	\$20,092.37
030-100-5052	Utility Worker I	\$0.00	\$0.00	\$13,742.00	0.00 %	\$13,742.00
030-100-5054	Utility Worker II	\$1,262.46	\$1,893.71	\$15,157.00	12.49 %	\$13,263.29
030-100-5058	Maintenance Worker I	\$298.10	\$426.71	\$3,377.00	12.64 %	\$2,950.29
030-100-5220	Overtime	\$714.66	\$1,238.27	\$7,759.00	15.96 %	\$6,520.73
030-100-5315	Social Security/Medicare(FICA)	\$576.24	\$875.55	\$8,831.00	9.91 %	\$7,955.45
030-100-5320	Worker's Comp	\$4.23	\$724.52	\$5,797.00	12.50 %	\$5,072.48
030-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$8,003.00	0.00 %	\$8,003.00
030-100-5410	Health Insurance	\$1,758.96	\$1,758.96	\$30,614.00	5.75 %	\$28,855.04
030-100-5450	Public Employees Retirement	\$866.33	\$1,316.25	\$11,907.00	11.05 %	\$10,590.75
<b>Total PERSONAL SERVICES</b>		<b>\$10,739.10</b>	<b>\$16,121.18</b>	<b>\$168,689.00</b>	<b>9.56 %</b>	<b>\$152,567.82</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	\$396.50	\$3,570.00	11.11 %	\$3,173.50
030-100-6016	Engineering Services	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
030-100-6022	IT Services	\$279.22	\$837.33	\$5,418.00	15.45 %	\$4,580.67
030-100-6028	Other Contract Services	\$300.00	\$666.24	\$7,100.00	9.38 %	\$6,433.76
030-100-6110	Insurance And Bonds	\$0.00	\$5,643.03	\$6,594.00	85.58 %	\$950.97
030-100-6120	Publications, Printing & Dues	\$0.00	\$119.00	\$1,000.00	11.90 %	\$881.00
030-100-6126	Postage	\$62.50	\$247.50	\$1,516.00	16.33 %	\$1,268.50
030-100-6130	Office Supplies/Equipment	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
030-100-6134	General Supplies	\$0.00	\$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	\$503.54	\$503.54	\$1,000.00	50.35 %	\$496.46
030-100-6190	Miscellaneous Expenditures	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
030-100-6220	Building Repair & Maintenance	\$19.87	\$19.87	\$1,000.00	1.99 %	\$980.13
030-100-6224	Equipment Repair & Maintenance	\$34.53	\$34.53	\$2,000.00	1.73 %	\$1,965.47
030-100-6230	Other Repair & Maintenance	\$5,532.34	\$6,692.34	\$15,000.00	44.62 %	\$8,307.66
030-100-6234	Non-Capitalized Assets	\$29.99	\$29.99	\$3,500.00	0.86 %	\$3,470.01
030-100-6420	Water Services	\$83.77	\$123.89	\$524.00	23.64 %	\$400.11
030-100-6425	Sewer Services	\$58.51	\$115.32	\$698.00	16.52 %	\$582.68
030-100-6430	Electricity Services	\$2,846.49	\$4,182.51	\$16,438.00	25.44 %	\$12,255.49
030-100-6435	Internet Services	\$70.00	\$140.00	\$865.00	16.18 %	\$725.00
030-100-6440	Telephone Services	\$286.17	\$654.12	\$3,672.00	17.81 %	\$3,017.88
030-100-6445	Refuse Services	\$18.92	\$36.77	\$0.00		(\$36.77)
030-100-6610	Gas & Oil	\$201.03	\$201.03	\$1,000.00	20.10 %	\$798.97
030-100-6720	Chemicals & Lab Supplies	\$3,155.88	\$3,155.88	\$20,332.00	15.52 %	\$17,176.12
030-100-6722	Water/Sewer Analysis	\$613.80	\$927.00	\$4,000.00	23.18 %	\$3,073.00
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$14,294.81</b>	<b>\$25,532.75</b>	<b>\$106,781.00</b>	<b>23.91 %</b>	<b>\$81,248.25</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>\$25,033.91</b>	<b>\$41,653.93</b>	<b>\$311,425.00</b>	<b>13.38 %</b>	<b>\$269,771.07</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>\$25,033.91</b>	<b>\$41,653.93</b>	<b>\$452,179.00</b>	<b>9.21 %</b>	<b>\$410,525.07</b>

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>SEWER FUND</b>						
<b>ADMINISTRATION</b>						
<b>PERSONAL SERVICES</b>						
040-100-5010	City Administrator	\$1,666.50	\$2,499.75	\$20,499.00	12.19 %	\$17,999.25
040-100-5014	City Clerk	\$1,677.82	\$2,516.74	\$20,040.00	12.56 %	\$17,523.26
040-100-5050	Public Works Director	\$1,913.82	\$2,870.72	\$22,963.00	12.50 %	\$20,092.28
040-100-5052	Utility Worker I	\$0.00	\$0.00	\$13,742.00	0.00 %	\$13,742.00
040-100-5054	Utility Worker II	\$1,262.51	\$1,893.77	\$15,157.00	12.49 %	\$13,263.23
040-100-5058	Maintenance Worker I	\$298.14	\$426.77	\$3,377.00	12.64 %	\$2,950.23
040-100-5220	Overtime	\$714.68	\$1,238.26	\$7,759.00	15.96 %	\$6,520.74
040-100-5315	Social Security/Medicare(FICA)	\$576.33	\$875.65	\$8,831.00	9.92 %	\$7,955.35
040-100-5320	Worker's Comp	\$4.29	\$724.56	\$5,797.00	12.50 %	\$5,072.44
040-100-5350	Unemployment Insurance	\$0.00	\$0.00	\$8,003.00	0.00 %	\$8,003.00
040-100-5410	Health Insurance	\$1,758.98	\$1,758.98	\$30,614.00	5.75 %	\$28,855.02
040-100-5450	Public Employees Retirement	\$866.33	\$1,316.27	\$11,907.00	11.05 %	\$10,590.73
<b>Total PERSONAL SERVICES</b>		<b>\$10,739.40</b>	<b>\$16,121.47</b>	<b>\$168,689.00</b>	<b>9.56 %</b>	<b>\$152,567.53</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	\$396.50	\$3,570.00	11.11 %	\$3,173.50
040-100-6016	Engineering Services	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
040-100-6022	IT Services	\$279.22	\$837.33	\$4,736.00	17.68 %	\$3,898.67
040-100-6028	Other Contract Services	\$300.00	\$666.24	\$4,000.00	16.66 %	\$3,333.76
040-100-6110	Insurance And Bonds	\$0.00	\$5,643.03	\$6,594.00	85.58 %	\$950.97
040-100-6120	Publications, Printing & Dues	\$0.00	\$119.00	\$400.00	29.75 %	\$281.00
040-100-6126	Postage	\$62.50	\$246.00	\$1,500.00	16.40 %	\$1,254.00
040-100-6130	Office Supplies/Equipment	\$15.63	\$15.63	\$250.00	6.25 %	\$234.37
040-100-6134	General Supplies	\$0.00	\$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	\$403.54	\$403.54	\$1,000.00	40.35 %	\$596.46
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	\$5,635.26	\$5,635.26	\$5,000.00	112.71 %	(\$635.26)
040-100-6230	Other Repair & Maintenance	\$27.30	\$27.30	\$12,500.00	0.22 %	\$12,472.70
040-100-6234	Non-Capitalized Assets	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
040-100-6420	Water Services	\$800.47	\$1,534.28	\$6,794.00	22.58 %	\$5,259.72
040-100-6425	Sewer Services	\$526.59	\$1,037.88	\$6,469.00	16.04 %	\$5,431.12
040-100-6430	Electricity Services	\$4,341.78	\$6,895.59	\$28,619.00	24.09 %	\$21,723.41
040-100-6440	Telephone Services	\$123.55	\$186.03	\$1,686.00	11.03 %	\$1,499.97
040-100-6445	Refuse Services	\$18.92	\$36.77	\$324.00	11.35 %	\$287.23
040-100-6520	Permits	\$0.00	\$0.00	\$3,100.00	0.00 %	\$3,100.00
040-100-6610	Gas & Oil	\$175.66	\$175.66	\$1,388.00	12.66 %	\$1,212.34
040-100-6720	Chemicals & Lab Supplies	\$1,102.17	\$1,750.21	\$13,000.00	13.46 %	\$11,249.79
040-100-6722	Water/Sewer Analysis	\$1,459.80	\$2,064.60	\$11,500.00	17.95 %	\$9,435.40
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$15,470.64</b>	<b>\$27,728.59</b>	<b>\$124,020.00</b>	<b>22.36 %</b>	<b>\$96,291.41</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>\$26,210.04</b>	<b>\$43,850.06</b>	<b>\$300,664.00</b>	<b>14.58 %</b>	<b>\$256,813.94</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>\$26,210.04</b>	<b>\$43,850.06</b>	<b>\$459,954.00</b>	<b>9.53 %</b>	<b>\$416,103.94</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	\$720.00	\$960.00	\$0.00		(\$960.00)
<b>Total MATERIALS &amp; SERVICES</b>		<b>\$720.00</b>	<b>\$960.00</b>	<b>\$0.00</b>		<b>(\$960.00)</b>
<b>Total ADMINISTRATION</b>		<b>\$720.00</b>	<b>\$960.00</b>	<b>\$0.00</b>		<b>(\$960.00)</b>
<b>Total UTILITY DEPOSIT FUND</b>		<b>\$720.00</b>	<b>\$960.00</b>	<b>\$0.00</b>		<b>(\$960.00)</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>\$88,522.54</b>	<b>\$158,114.86</b>	<b>\$1,780,873.00</b>	<b>8.88 %</b>	<b>\$1,622,758.14</b>

## Totals By Fund

Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
010-000-0000	GENERAL FUND	\$20,667.31	\$39,264.41	\$551,154.00	7.12 %	\$511,889.59
012-000-0000	STREET FUND	\$10,064.47	\$17,432.22	\$199,111.00	8.76 %	\$181,678.78
014-000-0000	BBJ FESTIVAL FUND	\$5,826.81	\$14,954.24	\$36,961.00	40.46 %	\$22,006.76
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	\$25,033.91	\$41,653.93	\$452,179.00	9.21 %	\$410,525.07
040-000-0000	SEWER FUND	\$26,210.04	\$43,850.06	\$459,954.00	9.53 %	\$416,103.94
045-000-0000	UTILITY DEPOSIT FUND	\$720.00	\$960.00	\$0.00		(\$960.00)
050-000-0000	EQUIPMENT FUND	\$0.00	\$0.00	\$53,579.00	0.00 %	\$53,579.00
<b>Grand Totals</b>		<b>\$88,522.54</b>	<b>\$158,114.86</b>	<b>\$1,780,873.00</b>	<b>8.88 %</b>	<b>\$1,622,758.14</b>

## AGENDA ITEM SUMMARY

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

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

**SUMMARY:**

The Monthly Police Report for August 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. August Police Report



# LOWELL PATROL LOG AUGUST 2018

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
1-Aug	406	2:30	4:00	1:30						
1-Aug	401	12:30	14:00	1:30						
1-Aug	401	20:30	22:00	1:30						
4-Aug	406	2:30	4:00	1:30						
5-Aug	406	3:00	4:00	1:00						
7-Aug	406	2:30	4:00	1:30						
8-Aug	406	5:00	6:00	1:00						
9-Aug	406	2:30	4:00	1:30						
10-Aug	409	3:00	4:30	1:30						
10-Aug	401	19:00	20:30	1:30	1					
11-Aug	409	2:30	4:00	1:30						
13-Aug	406	2:30	4:00	1:30						
14-Aug	406	1:30	3:00	1:30						
15-Aug	406	3:00	4:30	1:30						
19-Aug	406	3:00	4:30	1:30						
20-Aug	406	2:00	3:30	1:30						
21-Aug	406	2:30	4:00	1:30						
21-Aug	401	16:00	17:30	1:30	3					
22-Aug	406	2:00	3:30	1:30						
23-Aug	406	2:30	4:00	1:30						
24-Aug	406	1:00	3:30	2:30						
25-Aug	406	3:30	5:00	1:30						
26-Aug	406	3:30	5:00	1:30						
27-Aug	406	1:00	2:30	1:30						
28-Aug	409	3:15	4:45	1:30						
29-Aug	409	22:00	23:00	1:00						
31-Aug	406	0:30	3:30	3:00						
Admin	401/403			2.5						
TOTAL HOURS				44	4	0	0	0	0	0

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

DATE	TIME	DESCRIPTION
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All contacts social in nature

## AGENDA ITEM SUMMARY

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

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

**SUMMARY:**

The attached Public Works Report is for the period of August 18 – September 14. The report covers the following topics: Streets and Parks, Wastewater Treatment Plant, Water Treatment Plant, and Code Enforcement.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

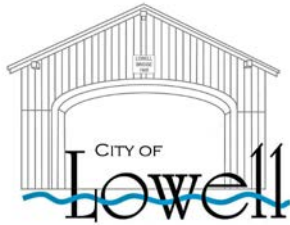
This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. Public Works Report



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

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**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works Director  
**DATE:** September 18, 2018  
**SUBJECT:** Public Works Report

### **Streets and Parks**

30- second, third and sixth grade students from MVA planted flowers and spread bark at RR park Thursday as part of a community project. The project was a huge success and looks great.

Park inspections are complete for September.

### **Wastewater Treatment Plant**

16-sixth and seventh grade Students from MVA toured the Wastewater Treatment Plant last Thursday. Following the tour, the Students volunteered and painted the Digester at the sewer plant. This was also part of a community project.

### **Water Treatment Plant**

Staff repaired a water leak on west main street.

A new residential water meter was install on East 4<sup>th</sup>.

All algae sample results are still no detects.

Staff completed Lead and Copper sampling last week and collected quarterly TOC and Alkalinity samples.

### **Training and certifications**

Max passed the Water Distribution Level I exam and will now become DRC of Distribution. This will eliminate the DRC contract the City currently holds with our Contract DRC.

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** September 14, 2018  
**SUBJECT:** Tax and Fee Comparison Report

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

**SUMMARY:**

The attached report has been prepared to provide the City Council and residents with a comparison of taxes and fees of cities in Lane County. As noted in the report, the City of Lowell maintains utility rates that are in the top third and the lowest property tax rate of any city in Lane County. Overall, Lowell has the third lowest cost of government in Lane County.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

N/A

**RECOMMENDATION:**

This agenda item is for discussion purposes only.

**ATTACHMENTS:**

1. FY 2018-19 Tax and Fee Comparison Report



**Tax and Fee Comparison Report**  
Fiscal Year 2018-19

## **PROPERTY TAXES**

### **Assessed Values**

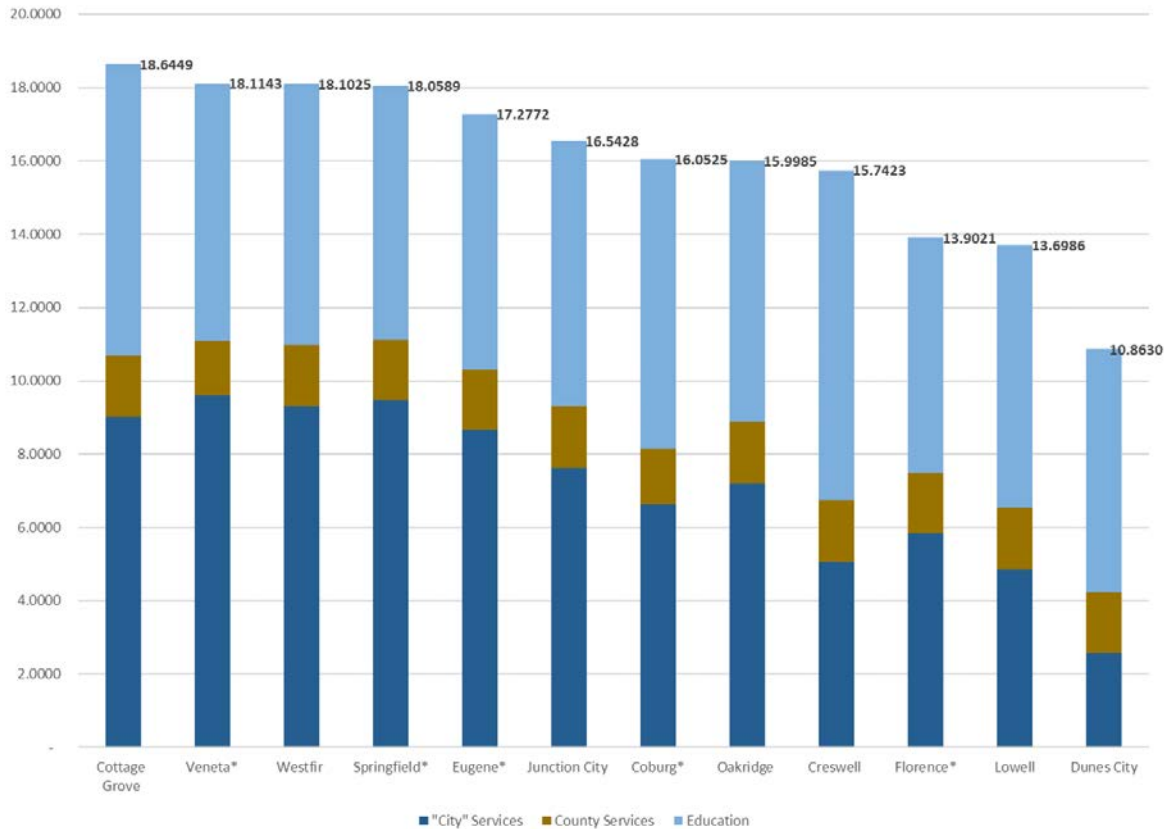
Property taxes are calculated based upon the assessed value of a property. A property's assessed value is the lesser of its real market value (what your property would have sold for as of January 2018) or its established maximum assessed value limit. A property's maximum assessed value can only increase for two reasons: an annual 3% increase if the assessed value is lower than its market value, or if improvements are made to the property which increases its value.

### **Tax Rates**

A Lowell resident's total property tax rate is \$13.6986 per \$1,000 of their property's assessed value. Property tax bills include amounts for several taxing districts including municipalities, school districts, counties, and special service districts that can include fire and parks. The City receives approximately 16% of the total bill.

The City of Lowell's tax rate for general city services is \$2.1613 per \$1,000 of a property's assessed value. The maximum amount the City can levy is \$2.1613. The rate has remained unchanged since the permanent rate was set.

## PROPERTY TAX RATE COMPARISON

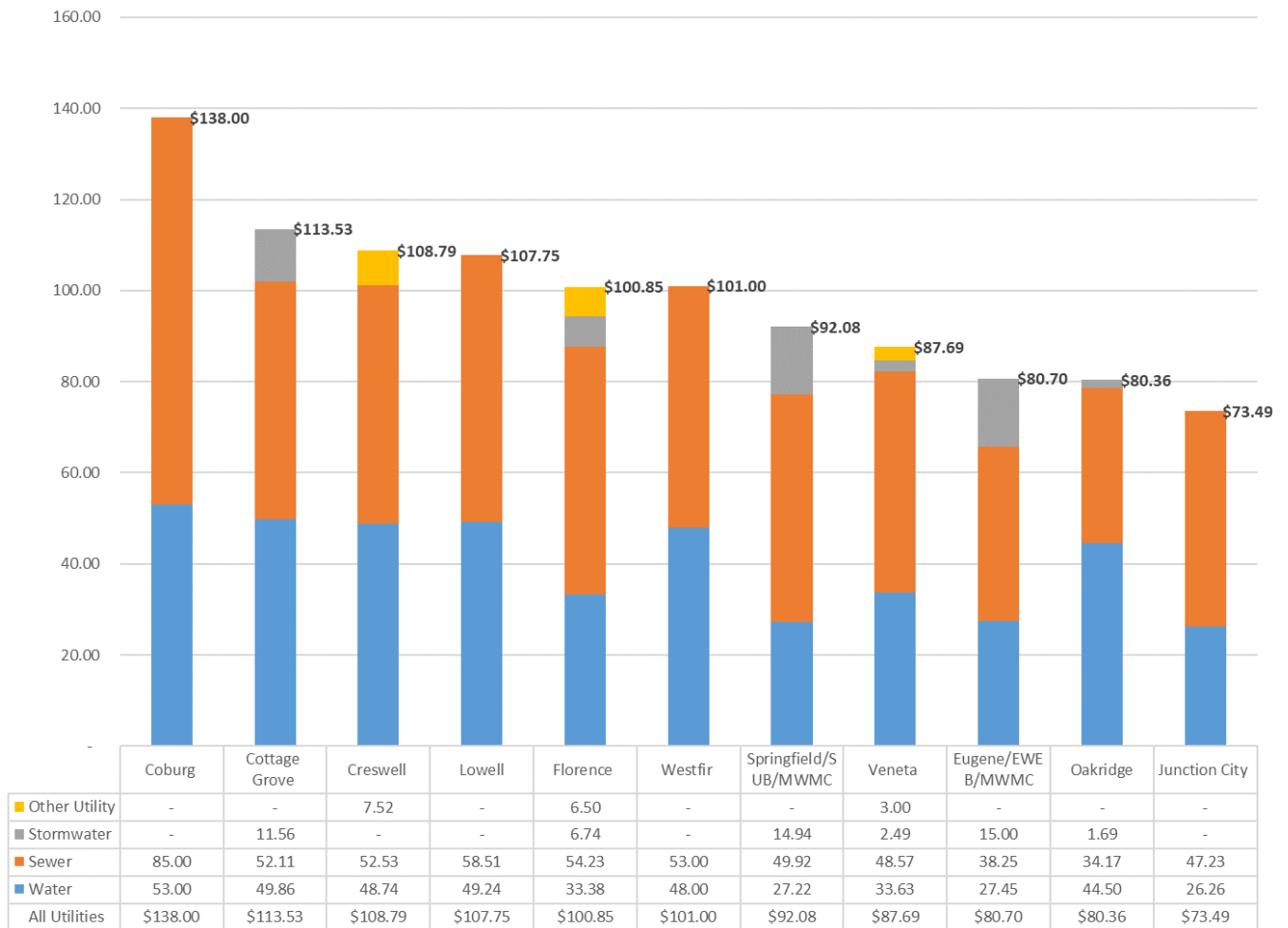


City	City Rate	Fire/EMS District	Library District	Parks District	Urban Renewal District	Other Special Districts	"City" Services	County Services	Education	Overall Tax Rate
Cottage Grove	7.2087	1.8035	-	-	-	-	9.0122	1.6743	7.9584	18.6449
Veneta*	5.0743	1.6820	0.5741	-	2.2807	-	9.6111	1.4790	7.0242	18.1143
Westfir	9.3036	-	-	-	-	-	9.3036	1.6743	7.1246	18.1025
Springfield*	6.9613	-	-	2.3056	0.2140	-	9.4809	1.6469	6.9311	18.0589
Eugene*	8.4723	-	-	-	0.1907	-	8.6630	1.6493	6.9649	17.2772
Junction City	6.0445	1.5844	-	-	-	-	7.6289	1.6743	7.2396	16.5428
Coburg*	3.2419	1.4984	-	-	1.8899	-	6.6302	1.5008	7.9215	16.0525
Oakridge	7.1996	-	-	-	-	-	7.1996	1.6743	7.1246	15.9985
Creswell	2.6705	1.8035	0.5900	-	-	-	5.0640	1.6743	9.0040	15.7423
Florence*	2.9346	1.8582	0.4986	-	0.4159	0.1424	5.8497	1.6303	6.4221	13.9021
<b>Lowell</b>	<b>2.1613</b>	<b>2.6970</b>	-	-	-	-	<b>4.8583</b>	1.6743	7.1660	<b>13.6986</b>
Dunes City	-	1.9089	0.5163	-	-	0.1474	2.5726	1.6743	6.6161	10.8630

- **"City" Services:** This category includes the taxing districts that provide traditional city services, includes cities, fire districts, library districts, parks districts, and urban renewal.
- **County Services:** This category includes the tax rates for the county and any special levies that apply countywide.
- **Education:** This category includes the tax rates for the local school district, community college, and education services districts.

## UTILITY RATES COMPARISON

City utilities include water and wastewater. Other utilities charged in Lane County include stormwater, streets, and public safety. The comparison shows the average city customer's total monthly utility bill, using average consumption of 5,000 gallons per month.

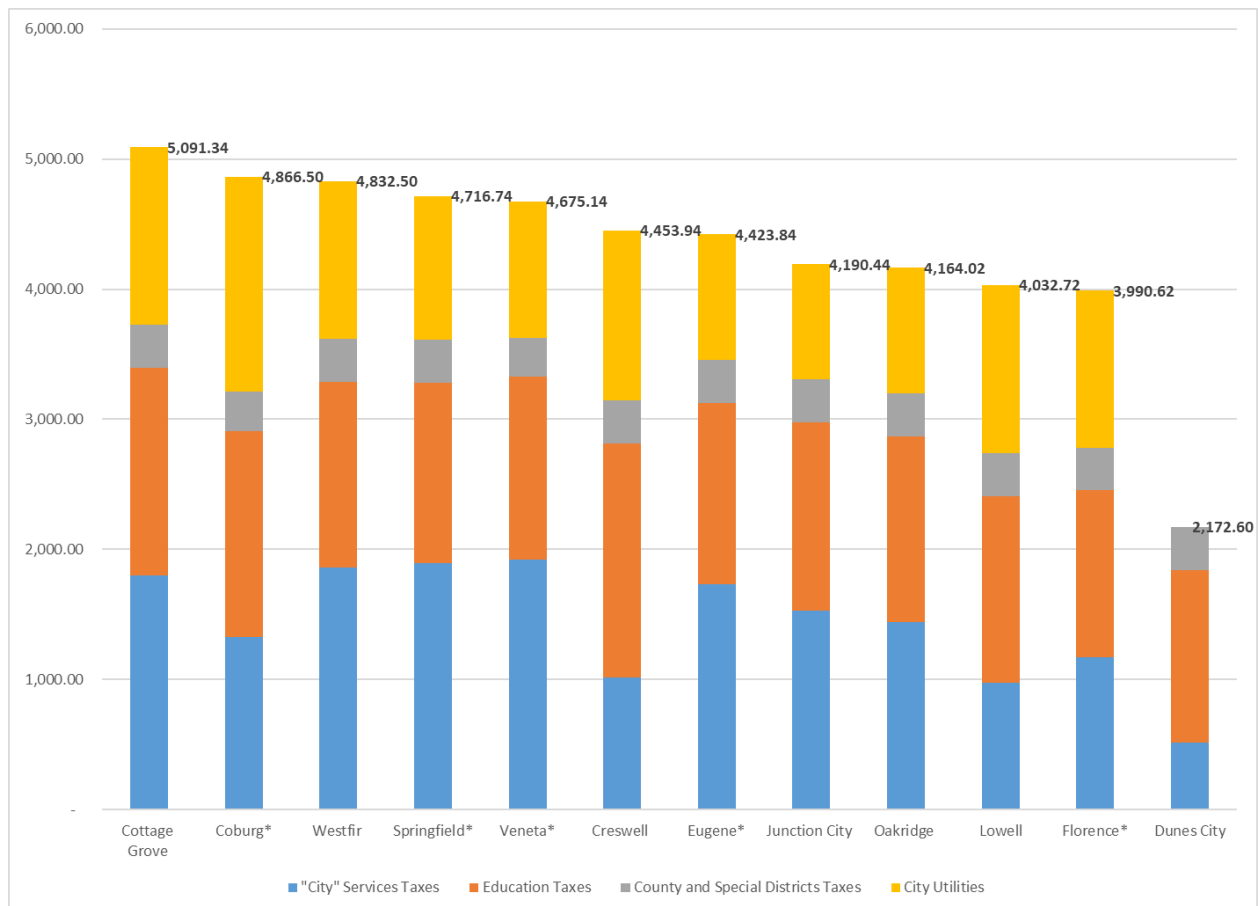




## TOTAL TAXES AND UTILITY RATES

The comparison below uses the annual property tax bill and average city utility bill to develop an annual cost for public services. The property tax figures are based on an assessed value of \$200,000, while the city utilities comparison is based on average consumption of 5,000 gallons per month.

City	"City" Services Taxes	Education Taxes	County and Special Districts Taxes	City Utilities	Total Annual Costs
Cottage Grove	1,802.44	1,591.68	334.86	1,362.36	5,091.34
Coburg*	1,326.04	1,584.30	300.16	1,656.00	4,866.50
Westfir	1,860.72	1,424.92	334.86	1,212.00	4,832.50
Springfield*	1,896.18	1,386.22	329.38	1,104.96	4,716.74
Veneta*	1,922.22	1,404.84	295.80	1,052.28	4,675.14
Creswell	1,012.80	1,800.80	334.86	1,305.48	4,453.94
Eugene*	1,732.60	1,392.98	329.86	968.40	4,423.84
Junction City	1,525.78	1,447.92	334.86	881.88	4,190.44
Oakridge	1,439.92	1,424.92	334.86	964.32	4,164.02
<b>Lowell</b>	<b>971.66</b>	<b>1,433.20</b>	<b>334.86</b>	<b>1,293.00</b>	<b>4,032.72</b>
Florence*	1,169.94	1,284.42	326.06	1,210.20	3,990.62
Dunes City	514.52	1,323.22	334.86	-	2,172.60



## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** September 14, 2018  
**SUBJECT:** Public Safety Report

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

### **SUMMARY:**

On Tuesday, September 4, the City Council reviewed the attached Public Safety Report developed by staff. The report provides a review of existing services, potential alternatives, and staff recommendations. It is intended to inform the City Council and community about the current level of service and the cost for increasing the level of service.

### **FISCAL IMPACT:**

If the City Council elects to change the current level of service, the cost is dependent on the selected alternative. Additional information on potential costs is provided in the report.

### **COURSES OF ACTION:**

1. Motion to direct the City Administration to pursue:
  - a. Increase in patrols (480 to 1,040 hours)
  - b. Hiring a Community Service Officer (1,560 hours)
  - c. Hiring a Full-Time Officer (2,080 hours)
2. No Action.

### **RECOMMENDATION:**

Motion to direct the City Administrator to engage the Lowell School District and discuss the opportunity for hiring a full-time officer through the Oakridge Police Department.

### **ATTACHMENTS:**

1. Public Safety Report



## **Public Safety Report**

**Published:** December 5, 2017

**Revised:** September 4, 2018

## **BACKGROUND**

The following report covers the public safety services available in the City of Lowell. This includes law enforcement, code enforcement, and municipal court. A review of existing services, potential alternatives, and recommendations are offered for your review and consideration.

## **EXISTING SERVICES**

### **Law Enforcement**



The Lane County Sheriff's Office is the primary law enforcement agency for the City of Lowell. This includes patrols, dispatch, investigations, and public outreach. The Department conducts patrols on a periodic basis, however, only has the resources to respond to emergencies. For property crimes and misdemeanors, victims are required to complete a self-report form and submit online or by mail to the Department. Services are funded through the Lane County property tax levy.



Lowell contracts with the City of Oakridge for additional services, which includes 40 hours of monthly patrols and security at special events such as the Blackberry Jam Festival. This equates to approximately 1 hour and 19 minutes of coverage per 24-hour period. Patrols are generally 1-2 hours due to limited staffing. More extensive patrols require an officer to be called in at the overtime rate. The FY 2018-19 contract includes 480 hours at a rate of \$56.88 per hour, for a total of \$27,300. Patrol hours have not been increased since at least 2002.

### **Code Enforcement**

The City of Lowell provides code enforcement services through the Public Works Department. This scope of work generally includes the enforcement of ordinances related to tall grass and weeds, garbage or junk, abandoned vehicles, illegal parking, and animal control. Each quarter a patrol is conducted by the Public Works Director of all public streets in Lowell. Properties in violation follow a graduated process until the violation is corrected, which includes a door hanger, warning letter, and citation. Other ordinances are enforced upon receipt of a written complaint.

### **Municipal Court**

The City of Lowell operates a municipal court, which is held bimonthly on the third Thursday of the month at 7:00 p.m. The City Clerk serves as the Court Clerk, while the City maintains a contract for the Municipal Judge and the City of Oakridge maintains a contract for the Bailiff. Revenues from court are used to pay court related expenses, including salaries for the Municipal Judge and Bailiff, which average \$200 per court session. A 10% administration fee is retained by the City, with the remaining funds divided evenly between the City and City of Oakridge. In FY 2017-18 the City had a surplus in the court account of \$562.99.

## POTENTIAL ALTERNATIVES

### 1. Increase Patrol Hours

The first option is to contract for additional patrol hours. The most likely progression would be to increase hours (480) to a half-time (1,040) position. This would more than double coverage (1 hour 18 minutes per day to 2 hours and 50 minutes per day), while also provide the opportunity for extended patrols. An estimate for these additional hours is provided below:

- \$59,155 – City of Oakridge
- \$97,709 – Lane County

### 2. Hire Community Service Officer (CSO)

A second option is for the City to hire a part-time (30 hours/week), civilian Community Service Officer. The position would be responsible for conducting security patrols, code enforcement, and support special events. There is also an opportunity for the position to assist victims of property crimes and misdemeanors, by helping them complete and submit the necessary self-report forms. This would bridge a gap in the current service model and improve community relations.

- \$42,230 – Salary and Benefits (excludes health insurance)
- \$5,000 – Vehicle Amortization (Preowned w/5-year replacement schedule)
- \$3,000 – Equipment Replacement (vest, cell phone, body camera)
- \$5,000 – Annual Training
- **\$55,230 – Total**

### 3. Hire Full-Time Police Officer

A third option is for the City to partner with another public agency, such as the school district, to hire a full-time officer and share the costs through an intergovernmental agreement. This would more than quadruple existing coverage (1 hour 18 minutes per day to 5 hours and 41 minutes per day). The officer would serve the role of a Community Police Officer and School Resource Officer (SRO). Primary duties would include neighborhood and school patrols, traffic enforcement, and support of a local police reserve program. Time permitting, the position would also handle code enforcement and attend special events (i.e. football games, regatta, BBJ). Police reserves could also assist with performing these duties.



- \$112,195 – Salary and Benefits
- \$5,000 – Vehicle Amortization (Preowned w/5-year replacement schedule)
- \$3,000 – Equipment Replacement (vest, cell phone, body camera)
- \$5,000 – Annual Training
- \$10,000 – Management Fee (Oakridge Police Department)
- **\$135,195 – Total**

## **FUNDING OPPORTUNITIES**

The FY 2018-19 Budget includes \$29,106 for police services. All three options would require additional funding as follows:

1. **Increase Patrol Hours** – \$30,049
2. **Part-Time Community Service Officer** – \$26,124
3. **Full-Time Police Officer** – \$38,492

### **Water and Sewer Payment In Lieu of Franchise**

Right-of-way access is most often granted to utility providers (electric, cable, telephone, water and sewer) through a franchise agreement, wherein the utility essentially pays the City “rent” for use of the public right of way. This is typically paid as a percentage of gross revenue.

Franchises are not exclusive to private firms and may be granted to other government entities or the City itself. This latter charge is often referred to as a payment in-lieu-of franchise; the public utility calculates and distributes the franchise fee to the appropriate fund(s) on a monthly, quarterly, or annually based on the gross revenue of the utility service.

A 2012 survey report by the League of Oregon Cities indicated 47 cities had a water franchise, while 45 maintained a sewer franchise. This includes the Lane County cities of Florence, Springfield, and Oakridge. The most common rate was 5% of gross revenues.

A 5% payment in-lieu-of franchise would raise approximately \$32,187 (Water - \$15,180, Sewer - \$17,007) per year. This would be treated as a business expense in the water and sewer funds.

### **Public Safety Levy**

The City currently maintains a permanent tax rate of \$2.16 per thousand of assessed value. This is the lowest permanent rate of any municipality in Lane County. An initiative could be placed on the ballot to adopt a 5-year local option levy for law enforcement. If approved, funds would be used exclusively for law enforcement through Lane County or the Oakridge Police Department.

The current FY 2017-18 assessed value of the City of Lowell is \$66,927,562. For every \$1.00 levied, the City would collect \$66,927.56. To raise sufficient revenue would require a levy of \$0.39 - \$0.58 per thousand of assessed value. On a \$200,000 home, this would equate to \$78-116 per year in additional taxes.

### **Public Safety Utility Fee**

Due to the permanent rate tax limitations, more cities are adopting service fees. The most typical fees are for transportation or parks services. The advantage of service fees is that they are dedicated and there is a clear relationship between the established fee and the level of service that is provided. Public safety utility fees are still new and not very common. The City of Creswell currently maintains a public safety fee of \$7.52 per month.

The City currently has approximately 500 EDUs total, or 475 excluding the Lowell School District. To raise sufficient revenue, a utility fee of \$5-7 would be required, which would raise \$28,500-39,900 per year.

## EVALUATION

Over the past three years I have worked with the Oakridge Police Department and our own Public Works Department to address public safety issues. Staff has learned many lessons, but most importantly, that we need someone that can dedicate their time to patrols, code enforcement, municipal court, and public outreach. Currently, the Public Works Director and City Administrator spend about 200 combined hours per year on these services. A dedicated position would provide a more efficient, effective, and overall a much higher level of service to the community.

1. **Increase Patrol Hours** – This option would increase the police presence in Lowell. Unfortunately, it still relies on a rotation of police officers and short patrols, which doesn't allow time for the officers to build relationships in the community or gain an understanding of our specific challenges. In short, the option does not lend itself to the community policing model.
2. **Part-Time Community Service Officer** – Staff previously recommended hiring a part-time (30 hours/week) Community Service Officer. Staff still believes a CSO is a cost-effective option. However, our insurance provider has researched the proposal further and concluded that the CSO position could create additional liability. They are specifically concerned about the potential for the position to overstep authority or be subjected to unsafe conditions where they lack the knowledge, skills, or ability to respond appropriately. If this option is selected, staff would need to develop additional policies, procedures, and training requirements to satisfy our insurance carrier.
3. **Full-Time Police Officer** – This option would provide for a full-time officer for the City of Lowell and the Lowell School District to share through an intergovernmental agreement. Both organizations would benefit from this option. The community would have a police presence for 40 hours per week. The City would receive neighborhood patrols, code enforcement, and court, while the School District would have an SRO and receive morning and evening traffic control around the School District facilities. The officer could also manage a local reserve program to provide additional coverage for patrols, code enforcement, and special events. The Lane County Sheriff's Department would continue to serve as the primary law enforcement agency, including responding to calls for service and investigations.

## RECOMMENDATION

- Discuss hiring a full-time police officer with the Lowell School District. If a partnership can be reached, draft an intergovernmental agreement with the Lowell School District and revise the law enforcement agreement with the City of Oakridge.
- Purchase pre-owned, low mileage patrol vehicle and removable radar sign for South Pioneer Street, North Moss Street, North Shore Drive, and West Boundary Road.
- Schedule Municipal Court monthly to expedite traffic citations and code enforcement.
- Establish a Community Outreach program with the following elements:
  - Maintain a public safety booth at the Blackberry Jam Festival.
  - Distribute crime prevention materials through the website and print media.
  - Highlight the LCSO Office Crime Mapping Tool on the City website.
  - Highlight the LCSO Home Security Inspection Program on the website.
- Fund the additional services with existing budget and by establishing a public safety fee of \$7.00 per equivalent dwelling unit (EDU). The Lowell School District would be exempt from the public safety fee for the duration of an intergovernmental agreement.

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** September 14, 2018  
**SUBJECT:** Community Facilities Study

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

### **SUMMARY:**

The existing Lowell City Hall and Library building currently has a failing roof, which has caused significant damage. The City has received an estimate of \$538,755 to make necessary repairs. Staff recommends hiring a consultant for a community facilities study to develop a concept plan for the renovation or construction of a new City Hall and other community facilities.

### **FISCAL IMPACT:**

The estimated cost of the project is \$15,000, which is available in the General Fund – Administration budget.

### **COURSES OF ACTION:**

1. Motion to approve the advertisement of RFP #2018-02, as submitted.
2. Motion to approve advertisement of RFP #2018-02, as amended.
3. No action.

### **RECOMMENDATION:**

Motion to approve the advertisement of RFP #2018-02, as submitted.

### **ATTACHMENTS:**

1. City Hall and Library Report
2. Request for Proposals - Community Facilities Study – RFP #2018-02





**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 31, 2018

**SUBJECT:** City Hall and Library Repairs

### **Background**

When I started with the City of Lowell in October 2015, there was evidence of water damage in the kitchen of City Hall. It was my understanding that the roof was not actively leaking, but the wall needed to be repaired. Unfortunately, when the winter rains arrived the roof leaked in the kitchen area. Soon thereafter the roof in the garage began to leak, and the ceiling in garage and library began to bow.

In 2016, the City retained the services of a structural engineering firm to properly assess the physical damage. An experienced attorney specializing in construction defects was also retained on a contingency contract. The City is responsible for covering the direct costs of litigation, such as expert witness testimony, travel, and printing, but is only required to cover legal fees if the City prevails in the case. The case remains ongoing.

The damage to City Hall from the roof failure is extensive. We have received estimates for the roof replacement, structural repairs, and siding work. The estimated cost, which excludes any required engineering, temporary office space, or hazardous materials abatement (if discovered) is \$538,755.

Staff has also asked the engineering firm on the project for an opinion as to whether it was worth making such a sizeable investment into our existing building. In addition to repairs mentioned above, there are significant electrical, plumbing, and ADA improvements that have been identified. The building also does not have an HVAC system and relies on space heaters and window units, which are inefficient and do not meet the needs for staff and visitors.

The engineering firm stated that they would not recommend rehabilitating the existing building. They advised hiring an architect to develop a conceptual design for a new building. This would provide an opportunity to discuss, plan, and construct a facility that best meets the needs of all stakeholders involved – staff, residents, businesses, and visitors.

There are three points that are important to clarify and frame this discussion:

1. Staff understands there are many worthy programs and projects that are competing for very limited resources. This project did not start near the top of the list of funding priorities. Unfortunately, the severity of the damage has forced the project to the top.
2. Staff has worked diligently over the last three years to reduce costs and make strategic investments in city operations, planning, and infrastructure. All operating funds are now in a sustainable position and we do not anticipate any additional water or sewer rate increases above normal inflation.
3. Staff will continue to focus on the long-term financial health of the City. Funding over and above any potential legal settlement will be required; however, staff would recommend these funds as leverage to secure grants. Moreover, any debt service should be covered with current revenues, with no expectation for growth, property tax or rate increases.

### **Recommendation**

My recommendation is to solicit a professional architect to facilitate the development of a concept plan for a new City Hall and Library. The scope of work should include evaluating the space needs, drafting a conceptual layout, design, and providing a cost estimate. Completion of this planning project will afford the City Council and community with the information needed to make an informed decision. The work will also enable staff to start soliciting grant funds.

Photographs of the existing damage and a draft Request for Proposals (RFP) are attached. If the Council desires to move forward, the RFP will be added to our next meeting agenda on September 18 for public comments, review, and consideration.











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

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

## **LEGAL ADVERTISEMENT**

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

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

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

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

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

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

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

### **Project Summary**

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

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

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

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

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

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

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



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

### **Scope of Work**

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

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

### **Consultant Tasks/Requirements**

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

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

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

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

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

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

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

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

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

### **Proposed Project Timeline**

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

### **SECTION 3: PROPOSAL CONTENT & FORMAT**

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

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

#### **Page Limit**

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

#### **Cost of Preparing Proposals**

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

#### **Proposal Validity Period**

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

#### **Title Page**

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

#### **Transmittal Letter**

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

#### **Submission Requirements**

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

#### **Mailing:**

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

#### **Delivery:**

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

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

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

##### **Experience**

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

##### **Proposer Qualifications**

Interested firms must submit statements of qualifications including the following:

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

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

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

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

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

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

##### **Project Cost**

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

##### **Additional Services**

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

## SECTION 5: PROPOSAL EVALUATION PROCEDURES

### Selection Process

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

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

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

### Intent to Award

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

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

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

### Investigation of References

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

**Clarification of Proposals**

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

**Award Recommendation**

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

**Reservation of Rights**

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

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

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

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** September 14, 2018  
**SUBJECT:** Committee Appointments

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

### **SUMMARY:**

The City is recruiting volunteers to fill vacancies on the Parks and Recreation Committee and the Parks and Recreation Master Plan Steering Committee. Open positions are published each month in The Bridge newsletter. A summary of the open positions and the committee applications are attached.

### **FISCAL IMPACT:**

None.

### **COURSES OF ACTION:**

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

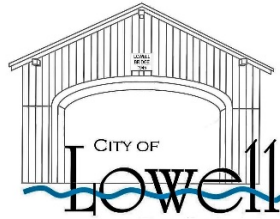
"I make a motion to appoint the following residents to the Budget Committee: Position 1 – Don Bennett, Position 2 – Jim Burford..."

### **RECOMMENDATION:**

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

### **ATTACHMENTS:**

1. City Council Appointments – Boards, Commissions, and Committees
2. Committee Applications



## **Committee Appointments**

### **Boards, Commissions, and Committees**

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

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



## **Parks and Recreation Committee**

Membership: The Parks and Recreation Committee shall consist of five members and meet the following criteria, unless waived by an action of the City Council:

- (1) Four members shall be residents of the City of Lowell.
- (2) One member may be eighteen (18) years of age or younger.
- (3) One member may be a non-resident.

Term of Office: Members of the Parks and Recreation Committee shall serve a term of two years. Expiration of the terms shall be staggered such that the terms of three members expire of December 31<sup>st</sup> of odd numbered years and the terms of two members expire on December 31<sup>st</sup> of even numbered years.

Powers and Duties: The Parks and Recreation Committee shall make recommendations regarding the parks and recreation operations including, but not limited to, parks planning, acquisition, development, and maintenance; recreation programming; and tree planting and maintenance.

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

Position	Name	Term Expires
1	OPEN	December 31, 2019
2	OPEN	December 31, 2019
3	Hall O'Regan	December 31, 2019
4	Tony Moreci (nonresident)	December 31, 2018
5	George Wild	December 31, 2018
<b>Applicants:</b> Joseph Brazill Sara Mikulich Dian Kehres Josh Serafin (nonresident)		

## **Parks and Recreation Master Plan Steering Committee**

Membership: The Parks and Recreation Master Plan Steering Committee shall be comprised of the following:

- (1) Five-member Parks and Recreation Committee
- (2) One representative of the Planning Commission
- (3) One representative of the Economic Development Committee
- (4) Two at-large representatives

Term of Office: This is an ad-hoc committee. The committee will dissolve after the work is completed and a master plan is recommended to the City Council.

Powers and Duties: Collaborate with staff, planning consultant(s), and the public to recommend an update to the 2007 Lowell Parks & Open Space Master Plan.

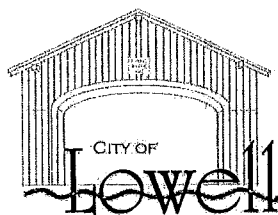
Reporting: An interim report will be provided to the City Council on the progress of the committee.

Position	Name	Term Expires
1	Parks & Recreation Committee	N/A
2	Parks & Recreation Committee	N/A
3	Hall O'Regan	N/A
4	Tony Moreci	N/A
5	George Wild	N/A
6	Mary Wallace	N/A
7	Jerry Bjornstad	N/A
8	Aaron Graham	N/A
9	OPEN	N/A
<b>Applicants:</b> Tristan Woodhurst (at-large) Josh Serafin (at-large)		

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JD



# **VOLUNTEER APPLICATION**

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Josh Serafin
Street Address:	38168 Place rd
Mailing Address:	SAME
City/State/Zip Code:	Fall Creek, OR, 97438
Home Phone:	541-520-5793
Work Phone:	
E-Mail Address:	joshahray@gmail.com

Background	
Years of Residence in Lowell:	4
Place of Employment:	Century Link
Occupation:	Technician
Educational Background:	2 yr. degree
Prior Civic Activities:	Trail cleanup, blood donor, various random

## **Boards, Commissions, or Committees of Interest**

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

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

### Special Skills or Qualifications

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

I'm active with athletics Ball, biking, trail development.  
Also very hand with construction/building.

### Motivation

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

I want to improve our community. Give us  
an exciting community and parks & rec.  
to enjoy.

### Special Notice

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

### Agreement and Signature

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

Name (printed)	<i>Joshua Serafin</i>
Signature	<i>Joshua Serafin</i>
Date	<i>7/17/18</i>

### Our Policy

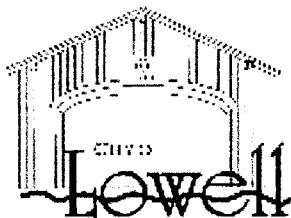
It is the policy of the City of Lowell to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The City of Lowell accepts applications from potential volunteers throughout the year and will hold applications until vacancies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

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

City of Lowell  
P.O. Box 490  
107 East Third Street  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)

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PO Box 490 Lowell, OR 97452  
 Phone: 541-937-2157 Fax: 541-937-2936  
 Email: [city@lowell-or.gov](mailto:city@lowell-or.gov)

## VOLUNTEER BOARD & COMMISSION APPLICATION

### Contact Information

Name:	Sara Mikulich
Street Address:	120 Loftus Ave
Mailing Address:	39741 Jasper Lowell Rd
City/State/Zip Code:	Lowell OR 97452
Home Phone:	541-206-1788
Work Phone:	541-343-1603
E-Mail Address:	saramiku79@yahoo.com

### Background

Years of Residence in Lowell:	2
Place of Employment:	Oregon SurgiCenter
Occupation:	RN
Educational Background:	Associate Degree of Nursing
Prior Civic Activities:	None

### Boards/Commissions of Interest

Please check all of the following Boards/Commissions that interest you:

**City Council**

**Budget Committee**

**Planning Commission**

☒ **Parks Advisory Committee**

**Other short-term task groups or focus groups that would meet for a specific purpose and then disband when the business is completed**

### Special Skills or Qualifications

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

I do not have any experience with town committee or training but as a parent of three children, whom has lived in a couple different areas I have ideas and drive to work to make Lowell a better place for our community

### Motivation

Discuss your motivation for serving on this Board/Commission.


I believe Lowell has so much more potential for family activities, and community growth. Lowell is a unique town in a beautiful setting. The people of this town as a whole, would like to see growth and I would like to be part of the group to try and make it happen.

### Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon. A sample reporting form is available on the Oregon Ethics Commission website [www.oregon.gov](http://www.oregon.gov) indicating the type of information you will be required to disclose if you are appointed.

### Agreement and Signature

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

Name (printed)	Saya Inikula
Signature	
Date	8/21/18

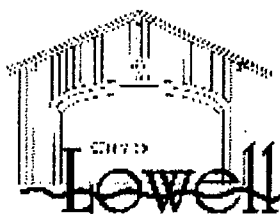
### Our Policy

It is the policy of the City of Lowell to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The City of Lowell accepts applications from potential board/commission members throughout the year and will hold applications until vacancies exist on specific boards/commissions.

Thank you for completing this application form and for your interest in volunteering with us.

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PO Box 490 Lowell, OR 97452  
Phone: 541-937-2157 Fax: 541-937-2936  
Email: [city@lowell-or.gov](mailto:city@lowell-or.gov)

## VOLUNTEER BOARD & COMMISSION APPLICATION

### Contact Information

Name:	Joseph Brazill
Street Address:	55 N Moss
Mailing Address:	PO Box 199
City/State/Zip Code:	Lowell OR 97452
Home Phone:	206.920.3256
Work Phone:	541.345.7532
E-Mail Address:	joe.brazill@gmail.com

### Background

Years of Residence in Lowell:	3
Place of Employment:	Physical Therapy Services
Occupation:	Physical Therapist
Educational Background:	Doctor of Physical Therapy Bachelor of Business
Prior Civic Activities:	Relay For Life volunteer 1999-2000

### Boards/Commissions of Interest

Please check all of the following Boards/Commissions that interest you:

City Council

Budget Committee

Planning Commission

Parks Advisory Committee

Other short-term task groups or focus groups that would meet for a specific purpose and then disband when the business is completed

### Special Skills or Qualifications

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

Ability to work with others one to one and in groups.

### Motivation

Discuss your motivation for serving on this Board/Commission.

To help provide improved parks for the community with the goal of meeting the needs of the community.

### Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon. A sample reporting form is available on the Oregon Ethics Commission website [www.oregon.gov](http://www.oregon.gov) indicating the type of information you will be required to disclose if you are appointed.

### Agreement and Signature

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

Name (printed)

Signature

Date

Joseph Brazil  
Dan Brazil  
8-30-18

### Our Policy

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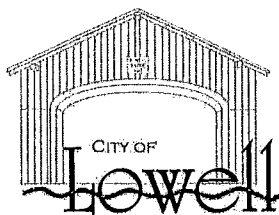
Thank you for completing this application form and for your interest in volunteering with us.



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## VOLUNTEER APPLICATION

### BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Dian Kehres
Street Address:	405 Alder Street, Lowell OR 97452
Mailing Address:	(same)
City/State/Zip Code:	Lowell, OR 97452
Home Phone:	541 381 3091
Work Phone:	(none)
E-Mail Address:	jonesdian1@yahoo.com

Background	
Years of Residence in Lowell:	2 years
Place of Employment:	K&D Flagging
Occupation:	Flagger
Educational Background:	CA State University - Sacramento Recreation Administration Santa Rosa Junior College Forest Technology
Prior Civic Activities:	Also med receptionist <del>Ass</del> music committee - Pleasant Hill High. Potato fund raiser - coordinator & earned more than any other fund raiser

### Boards, Commissions, or Committees of Interest

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

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

### Special Skills or Qualifications

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

I have a degree in Recreation, worked in as park Aid, National Park Ranger and have worked with schools to earn money for special groups

### Motivation

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


I would like to expand what Lowell has so we can put Lowell as a place of beauty & to visit

### Special Notice

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

### Agreement and Signature

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

Name (printed)	Dyan Kurnis
Signature	
Date	8/7/18

### Our Policy

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

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

City of Lowell  
P.O. Box 490  
107 East Third Street  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** September 17, 2018  
**SUBJECT:** Resolution 704 – Graywater Disposal

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

### **SUMMARY:**

On Friday, September 14, the U.S. Forest Service contacted the City about graywater disposal from the Terwilliger Fire. Staff subsequently received approval from the Oregon Department of Environmental Quality to temporarily accept their graywater. Approval of the attached resolution will establish a temporary fee for graywater disposal from the Terwilliger Fire.

### **FISCAL IMPACT:**

Revenue of \$0.15 per gallon of graywater, or \$450 per load. Staff anticipates 1-2 loads per day for the next week.

### **COURSES OF ACTION:**

1. Motion to adopt Resolution 704, as written.
2. Motion to adopt Resolution 704, as amended.

### **RECOMMENDATION:**

1. Motion to adopt Resolution 704, as written.

### **ATTACHMENTS:**

1. Resolution 704 – Establishing a Temporary Graywater Disposal Fee

**CITY OF LOWELL, OREGON**

**RESOLUTION 704**

**ESTABLISHING A TEMPORARY GRAYWATER DISPOSAL FEE**

**WHEREAS**, the camp setup for personnel responding to the Terwilliger Fire requires graywater disposal; and

**WHEREAS**, the City of Lowell has received permission from the Department of Environmental Quality to temporarily receive graywater from the camp; and

**WHEREAS**, the City of Lowell does not otherwise accept graywater and therefore does not have an established fee; and

**WHEREAS**, the City of Lowell desires to assist the Terwilliger Fire response effort; now therefore

**BE IT RESOLVED**, that a temporary graywater disposal fee is established for the duration of the response effort in the amount of \$0.15 per gallon.

Adopted by the City Council of the City of Lowell, this 18<sup>th</sup> day of September 2018.

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

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

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

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