

**Lowell City Council  
Regular Meeting and Executive Session  
Tuesday, January 18, 2022 at 7 P.M.**

**Maggie Osgood Library  
70 N. Pioneer Street  
Lowell, OR 97452**

**COVID-19 protocols are required for those attending in person, including mask wearing and social distancing.**

**Members of the public are encouraged to provide comment or testimony through the following:**

- Joining by phone, tablet, or PC. For details, click on the event at [www.ci.lowell.or.us](http://www.ci.lowell.or.us).
- In writing, by using the drop box at Lowell City Hall, 107 East Third Street, Lowell, OR 97452.
- By email to: [admin@ci.lowell.or.us](mailto:admin@ci.lowell.or.us).

**Regular Meeting Agenda**

Call to Order/Roll Call/Pledge of Allegiance

Councilors: Mayor Bennett \_\_\_ Harris \_\_\_ Stratis \_\_\_ Weathers \_\_\_ Myers \_\_\_

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.

1. Check register for December 2021
2. Financial statement for November 2021
3. Approval of the minutes for the December 7, 2021 regular meeting
4. Approval of the minutes for the January 4, 2022 work session and executive session

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

## City Council Meeting Agenda

### 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. 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.

### Council Comments (three minutes per speaker)

### Staff Reports

1. City Administrator report
2. Public Works report
3. Police report

### Old Business

1. Second reading approval of Ordinance #305, "An ordinance to adopt text amendments to the Lowell Development Code to incorporate the Oregon State Model Floodplain Code."  
– Discussion/Possible Action

### New Business

1. Presentation from City of Oakridge Police Chief Kevin Martin regarding law enforcement services. – Discussion
2. Presentation from Curt Wilson of Wilson Architecture on next steps for the City Hall and Maggie Osgood Library construction project. – Discussion
3. First reading approval of Ordinance #306, "An ordinance designating qualified employees, establishing a local appeal board, authorizing a periodic independent audit of the finances of the City's building inspection program, ratifying discretionary decisions made by the contract building official made before January 1, 2022, and declaring an emergency." – Discussion/Possible Action
  - a. The public hearing is now open at \_\_\_\_ (state time)
  - b. Staff report – Jeremy Caudle, City Administrator
  - c. Public comment
  - d. The public hearing is now closed at \_\_\_\_ (state time)

## City Council Meeting Agenda

4. Follow up discussion and direction requested regarding opportunities to match the City's Land and Water Conservation Fund grant with other grants. – Discussion
5. Rescheduling annual City Council planning retreat for February 2022. – Discussion/Possible Action
6. Motion to approve Resolution #773, "A resolution adopting guiding principles for the City Council." – Discussion/Possible Action
7. Motion to approve Resolution #774, "A resolution to set forth the City Council's policy on the financing of improvements to the City's parks." – Discussion/Possible Action

### Other Business

1. City Councilor resignation. – Discussion/Possible Action

### Mayor Comments

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

Recess the Regular Meeting with Executive Session to follow. The City Council will reconvene the Regular Meeting following the Executive Session.

### **Executive Session Agenda (30 minutes – estimated)**

Executive Sessions are closed to the public. Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

1. To review and evaluate the employment-related performance of a staff member who does not request an open hearing. – ORS 192.660(2)(i)

Adjourn the Executive Session. The Regular Meeting will reconvene immediately following the Executive Session.

## **City Council Meeting Agenda**

### **Reconvene the Regular Meeting**

1. Step increase for City Clerk. – Discussion/Possible Action

Adjourn the Regular Meeting.

## Report Criteria:

Report type: GL detail

Check.Type = {&lt;&gt;} "Adjustment"

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
<b>16716</b>						
12/16/2021	16716	Bee-Wilson, Lisa	110-470-6527	Community Grant Program	Quilt Show Display Stands	1,739.91-
Total 16716:						1,739.91-
<b>16743</b>						
12/01/2021	16743	Banner Bank	230-490-6330	Other Repair & Maintenanc	Oil change and service 2019 Ram	80.97
12/01/2021	16743	Banner Bank	110-420-6330	Other Repair & Maintenanc	Oil change ad service 2017 Ram	110.16
12/01/2021	16743	Banner Bank	110-410-6230	Office Supplies/Equipment	Microsoft	70.47
12/01/2021	16743	Banner Bank	110-410-6220	Publications, Printing & Du	OR DOJ ublications	90.00
12/01/2021	16743	Banner Bank	110-410-6122	IT Services	Zoom	14.99
12/01/2021	16743	Banner Bank	314-490-6122	IT Services	One box	17.65
12/01/2021	16743	Banner Bank	314-490-6220	Publications, Printing & Du	Domain Reg for BBJ	50.45
12/01/2021	16743	Banner Bank	110-370-4826	Parks Donations	swank	55.00
12/01/2021	16743	Banner Bank	110-410-6220	Publications, Printing & Du	OAMR Dues	60.00
Total 16743:						549.69
<b>16744</b>						
12/01/2021	16744	Cascade Columbia	240-490-6750	Chemicals & Lab Supplies	4 Drums of Hypo	776.79
12/01/2021	16744	Cascade Columbia	240-490-6750	Chemicals & Lab Supplies	Tote of Pass C, Damages tote	2,012.75
Total 16744:						2,789.54
<b>16745</b>						
12/01/2021	16745	Century Link	110-410-6440	Telephone Services	Telephone Service	124.42
12/01/2021	16745	Century Link	110-450-6440	Telephone Services	Telephone Service	32.32
12/01/2021	16745	Century Link	220-490-6440	Telephone Services	Telephone Service	17.42
12/01/2021	16745	Century Link	230-490-6435	Internet Services	Internet Service	75.00
12/01/2021	16745	Century Link	230-490-6440	Telephone Services	Telephone Service	60.01
12/01/2021	16745	Century Link	240-490-6440	Telephone Services	Telephone Service	161.58
Total 16745:						470.75
<b>16746</b>						
12/01/2021	16746	Charter Communications	240-490-6435	Internet Services	Internet	127.98
12/01/2021	16746	Charter Communications	110-410-6122	IT Services	I	89.99
Total 16746:						217.97
<b>16747</b>						
12/01/2021	16747	City of Lowell	110-410-6420	Water Services	Water Service	102.99
12/01/2021	16747	City of Lowell	110-420-6420	Water Services	Water Service	276.92
12/01/2021	16747	City of Lowell	110-450-6420	Water Services	Water Service	8.57
12/01/2021	16747	City of Lowell	220-490-6420	Water Services	Water Service	3.43
12/01/2021	16747	City of Lowell	230-490-6420	Water Services	Water Service	39.88
12/01/2021	16747	City of Lowell	240-490-6420	Water Services	Water Service	593.89
12/01/2021	16747	City of Lowell	110-410-6425	Sewer Services	Sewer Service	233.38
12/01/2021	16747	City of Lowell	110-420-6425	Sewer Services	Sewer Service	127.88
12/01/2021	16747	City of Lowell	110-450-6425	Sewer Services	Sewer Service	15.99
12/01/2021	16747	City of Lowell	220-490-6425	Sewer Services	Sewer Service	6.39
12/01/2021	16747	City of Lowell	230-490-6425	Sewer Services	Sewer Service	63.94
12/01/2021	16747	City of Lowell	240-490-6425	Sewer Services	Sewer Service	575.46

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
Total 16747:						2,048.72
<b>16748</b>						
12/01/2021	16748	Consolidated Supplys	230-490-6234	General Supplies	Meter kit for covered bridge appartments	71.18
Total 16748:						71.18
<b>16749</b>						
12/01/2021	16749	Ferguson	240-490-6234	General Supplies	inventory for water system repair	841.69
Total 16749:						841.69
<b>16750</b>						
12/01/2021	16750	Grainger	240-490-6234	General Supplies	General Supplies	81.42
12/01/2021	16750	Grainger	230-490-6234	General Supplies	General Supplies	81.42
Total 16750:						162.84
<b>16751</b>						
12/01/2021	16751	J & K Electrical LLC	110-450-6320	Building Repair & Maintena	Service Call for Lighting Transformer	180.00
Total 16751:						180.00
<b>16752</b>						
12/01/2021	16752	Lane Electric Cooperative	110-410-6430	Electricity Services	Electricity	289.57
12/01/2021	16752	Lane Electric Cooperative	110-420-6430	Electricity Services	Electricity	175.16
12/01/2021	16752	Lane Electric Cooperative	110-450-6430	Electricity Services	Electricity	37.78
12/01/2021	16752	Lane Electric Cooperative	110-470-6326	Covered Bridge Maintenanc	Electricity	65.22
12/01/2021	16752	Lane Electric Cooperative	220-490-6430	Electricity Services	Electricity	15.11
12/01/2021	16752	Lane Electric Cooperative	230-490-6430	Electricity Services	Electricity	1,340.30
12/01/2021	16752	Lane Electric Cooperative	240-490-6430	Electricity Services	Electricity	111.32
12/01/2021	16752	Lane Electric Cooperative	312-490-6430	Electricity Services	Electricity	965.98
Total 16752:						3,000.44
<b>16753</b>						
12/01/2021	16753	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	143318 BOD , TSS and E-Coli	225.00
12/01/2021	16753	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	143319 BOD TSSand EColi	225.00
12/01/2021	16753	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	143544 BOD TSS	171.00
12/01/2021	16753	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	143642 EColi	54.00
12/01/2021	16753	Renewable Resource Grou	230-490-6755	Water/Sewer Analysis	143482 Bac T	39.60
Total 16753:						714.60
<b>16754</b>						
12/01/2021	16754	SaniPac	230-490-6445	Refuse Services	Refuse Services	44.41
12/01/2021	16754	SaniPac	240-490-6445	Refuse Services	Refuse Services	44.40
Total 16754:						88.81
<b>16755</b>						
12/01/2021	16755	Segarra Law, LLC	110-480-6120	Judge Contract	c	350.00
Total 16755:						350.00

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
<b>16756</b>						
12/01/2021	16756	Stratis, Timarion	110-420-6234	General Supplies	Holiday decor for Rolling Rock Park	248.48
Total 16756:						248.48
<b>16757</b>						
12/01/2021	16757	USA Blue Book	230-490-6234	General Supplies	pump tubing and meter gaskets	231.89
Total 16757:						231.89
<b>16759</b>						
12/14/2021	16759	Caselle	110-410-6122	IT Services	Contract Support and Maintenance	234.35
12/14/2021	16759	Caselle	110-420-6122	IT Services	Contract Support and Maintenance	78.60
12/14/2021	16759	Caselle	110-440-6122	IT Services	Contract Support and Maintenance	17.50
12/14/2021	16759	Caselle	110-450-6122	IT Services	Contract Support and Maintenance	50.65
12/14/2021	16759	Caselle	220-490-6122	IT Services	Contract Support and Maintenance	23.70
12/14/2021	16759	Caselle	230-490-6122	IT Services	Contract Support and Maintenance	374.13
12/14/2021	16759	Caselle	240-490-6122	IT Services	Contract Support and Maintenance	374.13
12/14/2021	16759	Caselle	312-490-6122	IT Services	Contract Support and Maintenance	81.55
12/14/2021	16759	Caselle	314-490-6122	IT Services	Contract Support and Maintenance	12.40
Total 16759:						1,247.01
<b>16760</b>						
12/14/2021	16760	Century Link	110-410-6440	Telephone Services	Telephone Service	126.71
12/14/2021	16760	Century Link	110-450-6440	Telephone Services	Telephone Service	33.00
12/14/2021	16760	Century Link	220-490-6440	Telephone Services	Telephone Service	17.75
12/14/2021	16760	Century Link	230-490-6435	Internet Services	Internet Service	76.42
12/14/2021	16760	Century Link	230-490-6440	Telephone Services	Telephone Service	61.43
12/14/2021	16760	Century Link	240-490-6440	Telephone Services	Telephone Service	164.91
12/14/2021	16760	Century Link	230-490-6440	Telephone Services	Internet Service	79.50
Total 16760:						559.72
<b>16761</b>						
12/14/2021	16761	CenturyLink Business Serv	110-410-6440	Telephone Services	Telephone Service	1.88
Total 16761:						1.88
<b>16762</b>						
12/14/2021	16762	City of Lowell	230-490-6760	Water/Sewer Franchise Fe	Water Franchise fees	1,243.56
12/14/2021	16762	City of Lowell	240-490-6760	Water/Sewer Franchise Fe	Sewer Franchise Fees	1,571.47
Total 16762:						2,815.03
<b>16763</b>						
12/14/2021	16763	City of Lowell	314-490-6816	Quilt Raffle	Quilt Raffle Donation	360.00
Total 16763:						360.00
<b>16764</b>						
12/14/2021	16764	City of Oakridge	110-430-6118	Police Services	Police Service	2,534.60
Total 16764:						2,534.60
<b>16765</b>						
12/14/2021	16765	Civil West Engineering Ser	110-440-6116	Engineering Services	Engineering Service	1,118.84

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
12/14/2021	16765	Civil West Engineering Ser	230-490-6116	Engineering Services	Waste Water Master Plan	6,839.13
12/14/2021	16765	Civil West Engineering Ser	440-490-6128	Other Contract Services	Engineering Service - Waste Water Facili	1,358.50
Total 16765:						9,316.47
<b>16766</b>						
12/14/2021	16766	Dougherty Landscape Arch	110-420-8520	Parks Improvements	Parks Capital Improvements - Design Inv	422.50
Total 16766:						422.50
<b>16767</b>						
12/14/2021	16767	Emerald CPA Group LLP	110-410-6110	Auditing	Audit	3,900.00
12/14/2021	16767	Emerald CPA Group LLP	312-490-6110	Auditing	Audit	1,300.00
12/14/2021	16767	Emerald CPA Group LLP	230-490-6110	Auditing	Audit	3,900.00
12/14/2021	16767	Emerald CPA Group LLP	240-490-6110	Auditing	Audit	3,900.00
Total 16767:						13,000.00
<b>16768</b>						
12/14/2021	16768	Gatehouse Eugene - Adver	110-410-6220	Publications, Printing & Du	Public Notice	10.00
Total 16768:						10.00
<b>16769</b>						
12/14/2021	16769	Historical Research Assoc.,	110-420-8520	Parks Improvements	Archaeological Study Rollin Rock Park	4,455.00
Total 16769:						4,455.00
<b>16770</b>						
12/14/2021	16770	Hunter Communications	110-410-6435	Internet Services	Internet Service	120.21
12/14/2021	16770	Hunter Communications	110-450-6435	Internet Services	Internet Service	46.24
12/14/2021	16770	Hunter Communications	220-490-6435	Internet Services	Internet Service	18.49
Total 16770:						184.94
<b>16771</b>						
12/14/2021	16771	J & K Electrical LLC	110-420-6324	Equipment Repair & Maint	Plugs for Rolling Rock Park	2,124.30
Total 16771:						2,124.30
<b>16772</b>						
12/14/2021	16772	Lane Forest Products	110-420-6339	Maintenance - Nelson Lan	Blackberry Haul Off Sunridge	11.00
12/14/2021	16772	Lane Forest Products	110-420-6234	General Supplies	Christmas Tree - Rolling Rock Park	54.99
Total 16772:						65.99
<b>16773</b>						
12/14/2021	16773	Lowell Fall Creek Ed. Foun	314-490-6816	Quilt Raffle	Quilt Raffle Donation	600.00
Total 16773:						600.00
<b>16774</b>						
12/14/2021	16774	Lowell Food Pantry	314-490-6816	Quilt Raffle	Quilt Raffle Donation	1,200.00
Total 16774:						1,200.00



Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
<b>16775</b>						
12/14/2021	16775	Lowell Mini Storage	314-490-6705	Rent	Storage Rental Unit #L029	80.00
Total 16775:						80.00
<b>16776</b>						
12/14/2021	16776	Lowell Rural Fire Protectio	314-490-6816	Quilt Raffle	Quilt Raffle Donation	1,200.00
Total 16776:						1,200.00
<b>16777</b>						
12/14/2021	16777	Nichols, Layli	110-410-6114	Financial Services	Consulting Services	351.75
12/14/2021	16777	Nichols, Layli	312-490-6114	Financial Services	Consulting Services	117.25
12/14/2021	16777	Nichols, Layli	230-490-6114	Financial Services	Consulting Services	351.75
12/14/2021	16777	Nichols, Layli	240-490-6114	Financial Services	Consulting Services	351.75
Total 16777:						1,172.50
<b>16778</b>						
12/14/2021	16778	Northwest Code Profession	220-490-6150	Building Inspection Service	Building Permit Cost	274.61
12/14/2021	16778	Northwest Code Profession	220-490-6152	Electrical Inspection Servic	Electrical Permit Cost	147.00
Total 16778:						421.61
<b>16779</b>						
12/14/2021	16779	Omnicon Enviornmental M	110-440-8225	Buildings & Facilities	ASTM- Compliance Phase 1 assessment	3,100.00
Total 16779:						3,100.00
<b>16780</b>						
12/14/2021	16780	One Call Concepts	230-490-6712	Operations & Supplies	Fee for Locates	7.20
12/14/2021	16780	One Call Concepts	240-490-6712	Operations & Supplies	Fee for Locates	7.20
Total 16780:						14.40
<b>16781</b>						
12/14/2021	16781	Pacific Office Automation In	110-410-6128	Other Contract Services	postage machine	39.33
12/14/2021	16781	Pacific Office Automation In	230-490-6128	Other Contract Services	postage machine	78.65
12/14/2021	16781	Pacific Office Automation In	240-490-6128	Other Contract Services	postage machine	78.65
Total 16781:						196.63
<b>16782</b>						
12/14/2021	16782	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	invoive 143760 BOD, TSS or Sewer Plan	171.00
12/14/2021	16782	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	Invoice 143808 E-Coli For Sewer	54.00
12/14/2021	16782	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	Invoice 134963 Bod, TSS for Sewer Plan	171.00
12/14/2021	16782	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	Invoice 144022 E- Coli for Sewer Plant	54.00
12/14/2021	16782	Renewable Resource Grou	230-490-6755	Water/Sewer Analysis	Invoice 143806 Bac-T for Water Plant	39.60
12/14/2021	16782	Renewable Resource Grou	230-490-6755	Water/Sewer Analysis	Invoice 144021 Bac-T for Water Plant	39.60
Total 16782:						529.20
<b>16783</b>						
12/14/2021	16783	SAIF Corporation	110-410-5320	Worker's Comp	Workers Comp Allocation	10.05
12/14/2021	16783	SAIF Corporation	110-420-5320	Worker's Comp	Workers Comp Allocation	130.49
12/14/2021	16783	SAIF Corporation	110-440-5320	Worker's Comp	Workers Comp Allocation	.59
12/14/2021	16783	SAIF Corporation	110-450-5320	Worker's Comp	Workers Comp Allocation	6.37

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
12/14/2021	16783	SAIF Corporation	110-460-5320	Worker's Comp	Workers Comp Allocation	3.78
12/14/2021	16783	SAIF Corporation	110-480-5320	Worker's Comp	Workers Comp Allocation	3.30
12/14/2021	16783	SAIF Corporation	312-490-5320	Worker's Comp	Workers Comp Allocation	1.30
12/14/2021	16783	SAIF Corporation	230-490-5320	Worker's Comp	Workers Comp Allocation	482.78
12/14/2021	16783	SAIF Corporation	240-490-5320	Worker's Comp	Workers Comp Allocation	418.12
12/14/2021	16783	SAIF Corporation	220-490-5320	Worker's Comp	Workers Comp Allocation	123.05
Total 16783:						1,179.83
<b>16784</b>						
12/14/2021	16784	Sanders, Tim	240-490-6128	Other Contract Services	Monthly DRC fee for Collections	300.00
Total 16784:						300.00
<b>16785</b>						
12/14/2021	16785	SaniPac	230-490-6445	Refuse Services	Refuse Services	45.07
12/14/2021	16785	SaniPac	240-490-6445	Refuse Services	Refuse Services	45.07
Total 16785:						90.14
<b>16786</b>						
12/14/2021	16786	Secretary of State	110-410-6110	Auditing	FY 2020-21 Audit Filing Fee	75.00
12/14/2021	16786	Secretary of State	312-490-6110	Auditing	FY 2020-21 Audit Filing Fee	25.00
12/14/2021	16786	Secretary of State	230-490-6110	Auditing	FY 2020-21 Audit Filing Fee	75.00
12/14/2021	16786	Secretary of State	240-490-6110	Auditing	FY 2020-21 Audit Filing Fee	75.00
Total 16786:						250.00
<b>16787</b>						
12/14/2021	16787	Southside Bank	110-800-7510	Loan Interest	Main Street Property - Interest	667.28
Total 16787:						667.28
<b>16788</b>						
12/14/2021	16788	State of Oregon	110-410-6220	Publications, Printing & Du	Notary Application Fee	40.00
Total 16788:						40.00
<b>16789</b>						
12/14/2021	16789	U.S. Equipment Finance	110-410-6124	Copier Contract	Copier Contract	147.98
Total 16789:						147.98
<b>16790</b>						
12/14/2021	16790	Verizon Wireless	110-410-6440	Telephone Services	Cell Phone, tablet	89.97
12/14/2021	16790	Verizon Wireless	230-490-6440	Telephone Services	Cell Phone, tablet	108.04
12/14/2021	16790	Verizon Wireless	240-490-6440	Telephone Services	Cell Phone	68.04
Total 16790:						266.05
<b>16791</b>						
12/14/2021	16791	Wilson Architecture	110-450-8225	Buildings & Facilities	Library Renovation Project	1,920.00
Total 16791:						1,920.00
<b>16792</b>						
12/21/2021	16792	Bee-Wilson, Lisa	110-470-6527	Community Grant Program	Quilt Show Display Stands	1,739.91

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
Total 16792:						1,739.91
<b>16793</b>						
12/21/2021	16793	Carroll's Country Christmas	110-420-6290	Miscellaneous	Christmas tree for Bridge	285.00
Total 16793:						285.00
<b>16794</b>						
12/21/2021	16794	Cascade Columbia	240-490-6750	Chemicals & Lab Supplies	3 Drums of Hypo and 1Thiosulfate Sewer	724.77
Total 16794:						724.77
<b>16795</b>						
12/21/2021	16795	Charter Communications	240-490-6435	Internet Services	Internet	129.89
Total 16795:						129.89
<b>16796</b>						
12/21/2021	16796	Nichols, Layli	110-410-6110	Auditing	Audit Service	1,800.00
12/21/2021	16796	Nichols, Layli	312-490-6110	Auditing	Audit Service	600.00
12/21/2021	16796	Nichols, Layli	230-490-6110	Auditing	Audit Service	1,800.00
12/21/2021	16796	Nichols, Layli	240-490-6110	Auditing	Audit Service	1,800.00
Total 16796:						6,000.00
<b>16797</b>						
12/21/2021	16797	OCCMA	110-410-6220	Publications, Printing & Du	Annual Membership Fee	184.94
Total 16797:						184.94
<b>16798</b>						
12/21/2021	16798	Peterson	230-490-6324	Equipment Repair & Maint	Generator Inspection for Water Plant	235.00
12/21/2021	16798	Peterson	240-490-6324	Equipment Repair & Maint	Generator inspection for Sewer Plant an	470.00
Total 16798:						705.00
<b>16799</b>						
12/21/2021	16799	Petty Cash	110-410-6290	Miscellaneous	library reno plans from Central Print srvc	9.00
Total 16799:						9.00
<b>16800</b>						
12/21/2021	16800	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	Invoice 144241 Bod, TSS E-Coli for Sew	225.00
12/21/2021	16800	Renewable Resource Grou	230-490-6755	Water/Sewer Analysis	Invoice 144240 TOC for Water Plant	158.40
Total 16800:						383.40
<b>16801</b>						
12/21/2021	16801	The Automation Group Inc	240-490-6324	Equipment Repair & Maint	Flow Calibration on Flow Meter at Sewer	315.00
Total 16801:						315.00
Grand Totals:						71,176.66

GL Account	Debit	Credit	Proof
110-2125	1,739.91	28,704.40-	26,964.49-
110-370-4826	55.00	.00	55.00
110-410-5320	10.05	.00	10.05
110-410-6110	5,775.00	.00	5,775.00
110-410-6114	351.75	.00	351.75
110-410-6122	339.33	.00	339.33
110-410-6124	147.98	.00	147.98
110-410-6128	39.33	.00	39.33
110-410-6220	384.94	.00	384.94
110-410-6230	70.47	.00	70.47
110-410-6290	9.00	.00	9.00
110-410-6420	102.99	.00	102.99
110-410-6425	233.38	.00	233.38
110-410-6430	289.57	.00	289.57
110-410-6435	120.21	.00	120.21
110-410-6440	342.98	.00	342.98
110-420-5320	130.49	.00	130.49
110-420-6122	78.60	.00	78.60
110-420-6234	303.47	.00	303.47
110-420-6290	285.00	.00	285.00
110-420-6324	2,124.30	.00	2,124.30
110-420-6330	110.16	.00	110.16
110-420-6339	11.00	.00	11.00
110-420-6420	276.92	.00	276.92
110-420-6425	127.88	.00	127.88
110-420-6430	175.16	.00	175.16
110-420-8520	4,877.50	.00	4,877.50
110-430-6118	2,534.60	.00	2,534.60
110-440-5320	.59	.00	.59
110-440-6116	1,118.84	.00	1,118.84
110-440-6122	17.50	.00	17.50
110-440-8225	3,100.00	.00	3,100.00
110-450-5320	6.37	.00	6.37
110-450-6122	50.65	.00	50.65
110-450-6320	180.00	.00	180.00
110-450-6420	8.57	.00	8.57
110-450-6425	15.99	.00	15.99
110-450-6430	37.78	.00	37.78
110-450-6435	46.24	.00	46.24
110-450-6440	65.32	.00	65.32
110-450-8225	1,920.00	.00	1,920.00
110-460-5320	3.78	.00	3.78
110-470-6326	65.22	.00	65.22
110-470-6527	1,739.91	1,739.91-	.00
110-480-5320	3.30	.00	3.30
110-480-6120	350.00	.00	350.00
110-800-7510	667.28	.00	667.28
220-2125	.00	646.95-	646.95-
220-490-5320	123.05	.00	123.05
220-490-6122	23.70	.00	23.70
220-490-6150	274.61	.00	274.61
220-490-6152	147.00	.00	147.00
220-490-6420	3.43	.00	3.43
220-490-6425	6.39	.00	6.39
220-490-6430	15.11	.00	15.11
220-490-6435	18.49	.00	18.49
220-490-6440	35.17	.00	35.17

GL Account	Debit	Credit	Proof
230-2125	.00	18,123.86-	18,123.86-
230-490-5320	482.78	.00	482.78
230-490-6110	5,775.00	.00	5,775.00
230-490-6114	351.75	.00	351.75
230-490-6116	6,839.13	.00	6,839.13
230-490-6122	374.13	.00	374.13
230-490-6128	78.65	.00	78.65
230-490-6234	384.49	.00	384.49
230-490-6324	235.00	.00	235.00
230-490-6330	80.97	.00	80.97
230-490-6420	39.88	.00	39.88
230-490-6425	63.94	.00	63.94
230-490-6430	1,340.30	.00	1,340.30
230-490-6435	151.42	.00	151.42
230-490-6440	308.98	.00	308.98
230-490-6445	89.48	.00	89.48
230-490-6712	7.20	.00	7.20
230-490-6755	277.20	.00	277.20
230-490-6760	1,243.56	.00	1,243.56
240-2125	.00	17,471.28-	17,471.28-
240-490-5320	418.12	.00	418.12
240-490-6110	5,775.00	.00	5,775.00
240-490-6114	351.75	.00	351.75
240-490-6122	374.13	.00	374.13
240-490-6128	378.65	.00	378.65
240-490-6234	923.11	.00	923.11
240-490-6324	785.00	.00	785.00
240-490-6420	593.89	.00	593.89
240-490-6425	575.46	.00	575.46
240-490-6430	111.32	.00	111.32
240-490-6435	257.87	.00	257.87
240-490-6440	394.53	.00	394.53
240-490-6445	89.47	.00	89.47
240-490-6712	7.20	.00	7.20
240-490-6750	3,514.31	.00	3,514.31
240-490-6755	1,350.00	.00	1,350.00
240-490-6760	1,571.47	.00	1,571.47
312-2125	.00	3,091.08-	3,091.08-
312-490-5320	1.30	.00	1.30
312-490-6110	1,925.00	.00	1,925.00
312-490-6114	117.25	.00	117.25
312-490-6122	81.55	.00	81.55
312-490-6430	965.98	.00	965.98
314-2125	.00	3,520.50-	3,520.50-
314-490-6122	30.05	.00	30.05
314-490-6220	50.45	.00	50.45
314-490-6705	80.00	.00	80.00
314-490-6816	3,360.00	.00	3,360.00
440-2125	.00	1,358.50-	1,358.50-
440-490-6128	1,358.50	.00	1,358.50
Grand Totals:	74,656.48	74,656.48-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

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Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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CITY OF LOWELL  
COMBINED CASH INVESTMENT  
NOVEMBER 30, 2021

COMBINED CASH ACCOUNTS

999-1111	CASH IN BANK - CHECKING	563,768.37
999-1115	CASH IN BANK - LGIP	933,000.04
		<hr/>
	TOTAL COMBINED CASH	1,496,768.41
999-1110	CASH ALLOCATED TO FUNDS	( 1,496,768.41)
		<hr/>
	TOTAL UNALLOCATED CASH	.00
		<hr/>

CASH ALLOCATION RECONCILIATION

110	ALLOCATION TO GENERAL FUND	348,246.51
220	ALLOCATION TO BUILDING FUND	40,340.09
230	ALLOCATION TO WATER FUND	156,417.40
240	ALLOCATION TO SEWER FUND	153,684.32
312	ALLOCATION TO STREET FUND	86,125.59
314	ALLOCATION TO BLACKBERRY JAM FUND	15,344.23
410	ALLOCATION TO PARKS SDC FUND	70,608.85
412	ALLOCATION TO STREETS SDC FUND	57,224.43
430	ALLOCATION TO WATER SDC FUND	335,222.82
440	ALLOCATION TO SEWER SDC FUND	122,005.28
445	ALLOCATION TO STORMWATER SDC FUND	56,397.65
520	ALLOCATION TO WATER RESERVE FUND	39,398.88
521	ALLOCATION TO SEWER RESERVE FUND	15,752.36
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,496,768.41
	ALLOCATION FROM COMBINED CASH FUND - 999-1110	( 1,496,768.41)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	.00
		<hr/>

CITY OF LOWELL  
BALANCE SHEET  
NOVEMBER 30, 2021

GENERAL FUND

ASSETS

110-1110	ALLOCATED CASH	191,135.54	
110-1115	CASH IN BANK - LGIP	157,110.97	
110-1120	PETTY CASH	250.00	
110-1620	INVENTORY	308,934.79	
110-1710	LAND	2,595,845.69	
110-1720	BUILDINGS & FACILITIES	430,908.77	
110-1730	EQUIPMENT & FURNISHINGS	28,874.28	
110-1740	VEHICLES & ROLLING STOCK	40,847.50	
110-1750	INFRASTRUCTURE	32,762.99	
110-1795	CONSTRUCTION IN PROGRESS	14,195.83	
110-1820	AD - BUILDINGS & FACILITIES	( 187,520.17)	
110-1830	AD - EQUIPMENT & FURNISHINGS	( 7,893.90)	
110-1840	AD - VEHICLES & ROLLING STOCK	( 13,908.46)	
110-1850	AD - INFRASTRUCTURE	( 15,469.63)	
TOTAL ASSETS			3,576,074.20

LIABILITIES AND EQUITY

LIABILITIES

110-2205	WAGES PAYABLE	2,181.15	
110-2210	PAYROLL TAXES PAYABLE	992.07	
110-2245	HEALTH INSURANCE PAYABLE	797.05	
110-2250	RETIREMENT PAYABLE	691.22	
110-2255	DEFERRED COMP PAYABLE	30.00	
110-2510	BAIL HELD	2,235.00	
110-2515	CET TAX COLLECTED	13,215.93	
110-2525	OTHER DEPOSITS	103.00	
110-2750	LONG TERM DEBT	803,036.97	
TOTAL LIABILITIES			823,282.39

FUND EQUITY

110-3100	BEGINNING FUND BALANCE	205,803.47	
110-3275	GASB - FIXED ASSETS	3,227,577.69	
110-3277	GAAP - LONG TERM DEBT	( 803,036.97)	
REVENUE OVER EXPENDITURES - YTD		122,447.62	
BALANCE - CURRENT DATE		122,447.62	
TOTAL FUND EQUITY			2,752,791.81
TOTAL LIABILITIES AND EQUITY			3,576,074.20



CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>TAXES</u>					
110-310-4112	PROPERTY TAXES - CURRENT	166,215.40	166,215.40	153,139.00	( 13,076.40)	108.5
110-310-4114	PROPERTY TAXES - PRIOR	439.21	1,666.40	2,600.00	933.60	64.1
	TOTAL TAXES	166,654.61	167,881.80	155,739.00	( 12,142.80)	107.8
	<u>INVESTMENT EARNINGS</u>					
110-315-4125	INTEREST EARNED	113.88	530.53	2,500.00	1,969.47	21.2
	TOTAL INVESTMENT EARNINGS	113.88	530.53	2,500.00	1,969.47	21.2
	<u>INTERGOVERNMENTAL</u>					
110-320-4132	STATE REVENUE SHARING	2,882.84	5,810.28	11,000.00	5,189.72	52.8
110-320-4134	CIGARETTE TAX	82.94	438.06	3,407.00	2,968.94	12.9
110-320-4136	LIQUOR TAX	1,642.97	8,787.98	22,000.00	13,212.02	40.0
110-320-4148	MARIJUANA TAX DISTRIBUTION	.00	572.05	6,000.00	5,427.95	9.5
	TOTAL INTERGOVERNMENTAL	4,608.75	15,608.37	42,407.00	26,798.63	36.8
	<u>GRANT REVENUES</u>					
110-325-4151	GENERAL GOVT - OPERATING GRANT	.00	78,436.55	140,000.00	61,563.45	56.0
110-325-4152	TOURISM - OPERATING GRANT	10,586.00	10,586.00	10,200.00	( 386.00)	103.8
110-325-4155	LIBRARY - CAPITAL GRANT	.00	.00	225,500.00	225,500.00	.0
110-325-4158	COMM DEV - OPERATING GRANT	.00	1,000.00	.00	( 1,000.00)	.0
110-325-4160	PARKS - OPERATING GRANT	.00	.00	240,000.00	240,000.00	.0
	TOTAL GRANT REVENUES	10,586.00	90,022.55	615,700.00	525,677.45	14.6
	<u>FRANCHISE FEES</u>					
110-330-4310	CABLE FRANCHISE FEES	1,791.58	3,433.81	5,900.00	2,466.19	58.2
110-330-4312	ELECTRIC FRANCHISE FEES	.00	27,903.96	53,000.00	25,096.04	52.7
110-330-4316	TELECOM FRANCHISE FEES	.00	.00	3,000.00	3,000.00	.0
110-330-4318	WATER FRANCHISE FEES	3,929.59	7,607.90	18,500.00	10,892.10	41.1
110-330-4320	SEWER FRANCHISE FEES	3,248.49	6,531.47	20,335.00	13,803.53	32.1
	TOTAL FRANCHISE FEES	8,969.66	45,477.14	100,735.00	55,257.86	45.2

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>LICENSES &amp; PERMITS</u>					
110-335-4352	LAND USE & DEVELOPMENT	3,374.00	4,250.00	15,000.00	10,750.00	28.3
110-335-4354	MISC PERMITS & LICENSES	.00	20.00	275.00	255.00	7.3
110-335-4360	DOG LICENSES	.00	279.00	800.00	521.00	34.9
	TOTAL LICENSES & PERMITS	3,374.00	4,549.00	16,075.00	11,526.00	28.3
	<u>CHARGES FOR SERVICE</u>					
110-340-4410	COPY, FAX, NOTARY & RESEARCH	6.95	152.95	1,030.00	877.05	14.9
110-340-4415	LIBRARY BUSINESS SERVICES	.00	.00	250.00	250.00	.0
110-340-4417	LIEN SEARCHES	30.00	325.00	515.00	190.00	63.1
110-340-4419	ELECTION FILING FEES	.00	.00	100.00	100.00	.0
110-340-4421	SDC/CET ADMIN FEE	.00	3,481.36	4,005.00	523.64	86.9
110-340-4423	PAY STATION REVENUE	.00	.00	125.00	125.00	.0
	TOTAL CHARGES FOR SERVICE	36.95	3,959.31	6,025.00	2,065.69	65.7
	<u>SDC REVENUE</u>					
110-345-4511	PARKS REIMBURSEMENT SDC	.00	564.00	735.00	171.00	76.7
	TOTAL SDC REVENUE	.00	564.00	735.00	171.00	76.7
	<u>FINES &amp; FORFEITURES</u>					
110-350-4625	MUNICIPAL COURT REVENUE	1,215.00	3,043.19	3,146.00	102.81	96.7
	TOTAL FINES & FORFEITURES	1,215.00	3,043.19	3,146.00	102.81	96.7
	<u>LOAN PAYMENTS &amp; PROCEEDS</u>					
110-360-4225	LOAN PROCEEDS	.00	.00	500,000.00	500,000.00	.0
	TOTAL LOAN PAYMENTS & PROCEEDS	.00	.00	500,000.00	500,000.00	.0
	<u>OTHER REVENUE</u>					
110-370-4825	LIBRARY DONATIONS	.00	1.85	.00	( 1.85)	.0
110-370-4849	CAPITAL ASSET DISPOSAL	.00	.00	418,700.00	418,700.00	.0
	TOTAL OTHER REVENUE	.00	1.85	418,700.00	418,698.15	.0

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>MISCELLANEOUS REVENUE</u>					
110-385-4895	MISCELLANEOUS REVENUE	318.00	468.84	2,250.00	1,781.16	20.8
	TOTAL MISCELLANEOUS REVENUE	318.00	468.84	2,250.00	1,781.16	20.8
	TOTAL FUND REVENUE	195,876.85	332,106.58	1,864,012.00	1,531,905.42	17.8

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
<u>PERSONAL SERVICES</u>					
110-410-5110 CITY ADMINISTRATOR	1,487.50	8,462.51	17,850.00	9,387.49	47.4
110-410-5114 CITY CLERK	362.38	2,833.20	5,828.00	2,994.80	48.6
110-410-5158 MAINTENANCE WORKER I	163.11	845.13	2,195.00	1,349.87	38.5
110-410-5220 OVERTIME	13.33	30.07	84.00	53.93	35.8
110-410-5315 SOCIAL SECURITY/MEDICARE	155.00	931.01	1,978.00	1,046.99	47.1
110-410-5320 WORKER'S COMP	.60	25.82	457.00	431.18	5.7
110-410-5350 UNEMPLOYMENT	.00	.00	1,728.00	1,728.00	.0
110-410-5410 HEALTH INSURANCE	261.04	1,639.09	3,901.00	2,261.91	42.0
110-410-5450 PUBLIC EMPLOYEES RETIREMENT	324.02	1,889.45	5,095.00	3,205.55	37.1
TOTAL PERSONAL SERVICES	2,766.98	16,656.28	39,116.00	22,459.72	42.6
<u>MATERIALS &amp; SERVICES</u>					
110-410-6110 AUDITING	.00	.00	5,500.00	5,500.00	.0
110-410-6112 LEGAL SERVICES	769.70	1,204.37	2,500.00	1,295.63	48.2
110-410-6114 FINANCIAL SERVICES	351.75	2,019.50	6,215.00	4,195.50	32.5
110-410-6122 IT SERVICES	1,437.34	5,520.65	12,000.00	6,479.35	46.0
110-410-6124 COPIER CONTRACT	147.98	739.90	2,250.00	1,510.10	32.9
110-410-6128 OTHER CONTRACT SERVICES	39.33	1,135.03	12,500.00	11,364.97	9.1
110-410-6210 INSURANCE & BONDS	( 585.89)	1,033.45	6,426.00	5,392.55	16.1
110-410-6220 PUBLICATIONS, PRINTING & DUES	342.50	1,693.42	1,400.00	( 293.42)	121.0
110-410-6222 NEWSLETTER EXPENDITURE	.00	.00	1,200.00	1,200.00	.0
110-410-6226 POSTAGE	75.00	398.20	500.00	101.80	79.6
110-410-6228 PUBLIC NOTICES	.00	293.85	500.00	206.15	58.8
110-410-6230 OFFICE SUPPLIES/EQUIPMENT	1,510.11	1,863.37	2,000.00	136.63	93.2
110-410-6234 GENERAL SUPPLIES	59.96	308.76	1,000.00	691.24	30.9
110-410-6238 BANK SERVICE CHARGES	90.76	167.22	1,000.00	832.78	16.7
110-410-6240 TRAVEL & TRAINING	.00	.00	5,700.00	5,700.00	.0
110-410-6290 MISCELLANEOUS	25.87	263.38	500.00	236.62	52.7
110-410-6320 BUILDING REPAIR & MAINTENANCE	12.00	12.00	1,000.00	988.00	1.2
110-410-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	100.00	100.00	.0
110-410-6334 NON-CAPITALIZED ASSETS	.00	.00	2,000.00	2,000.00	.0
110-410-6420 WATER SERVICES	104.97	1,685.97	1,398.00	( 287.97)	120.6
110-410-6425 SEWER SERVICES	233.38	1,160.11	825.00	( 335.11)	140.6
110-410-6430 ELECTRICITY SERVICES	195.75	966.21	2,100.00	1,133.79	46.0
110-410-6435 INTERNET SERVICES	120.21	601.05	1,322.00	720.95	45.5
110-410-6440 TELEPHONE SERVICES	79.98	910.05	1,875.00	964.95	48.5
110-410-6445 REFUSE SERVICES	.00	407.59	120.00	( 287.59)	339.7
110-410-6510 COUNCIL EXPENDITURE	.00	.00	2,000.00	2,000.00	.0
110-410-6512 STATE ETHICS COMMISSION	548.82	548.82	650.00	101.18	84.4
TOTAL MATERIALS & SERVICES	5,559.52	22,932.90	74,581.00	51,648.10	30.8

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
110-410-8225 BUILDINGS & FACILITIES	.00	.00	185,700.00	185,700.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	185,700.00	185,700.00	.0
TOTAL ADMINISTRATION	8,326.50	39,589.18	299,397.00	259,807.82	13.2
<u>PARKS &amp; RECREATION</u>					
<u>PERSONAL SERVICES</u>					
110-420-5110 CITY ADMINISTRATOR	371.88	2,025.85	4,463.00	2,437.15	45.4
110-420-5150 PUBLIC WORKS DIRECTOR	316.50	1,733.22	3,798.00	2,064.78	45.6
110-420-5152 UTILITY WORKER I	722.36	3,955.78	4,551.00	595.22	86.9
110-420-5154 UTILITY WORKER II	.00	.00	4,551.00	4,551.00	.0
110-420-5156 TEMPORARY/SEASONAL	.00	2,564.00	3,028.00	464.00	84.7
110-420-5158 MAINTENANCE WORKER I	815.53	4,225.48	10,976.00	6,750.52	38.5
110-420-5220 OVERTIME	165.10	723.39	1,409.00	685.61	51.3
110-420-5315 SOCIAL SECURITY/MEDICARE	182.97	1,165.07	2,512.00	1,346.93	46.4
110-420-5320 WORKER'S COMP	.97	296.48	1,670.00	1,373.52	17.8
110-420-5350 UNEMPLOYMENT	.00	.00	2,328.00	2,328.00	.0
110-420-5410 HEALTH INSURANCE	300.38	1,802.28	4,384.00	2,581.72	41.1
110-420-5450 PUBLIC EMPLOYEES RETIREMENT	469.45	2,439.26	6,444.00	4,004.74	37.9
TOTAL PERSONAL SERVICES	3,345.14	20,930.81	50,114.00	29,183.19	41.8

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
110-420-6122 IT SERVICES	78.60	390.25	.00	( 390.25)	.0
110-420-6128 OTHER CONTRACT SERVICES	.00	1,609.37	20,000.00	18,390.63	8.1
110-420-6210 INSURANCE & BONDS	.00	1,826.14	1,861.00	34.86	98.1
110-420-6234 GENERAL SUPPLIES	.00	2,157.01	2,000.00	( 157.01)	107.9
110-420-6238 BANK SERVICE CHARGES	.00	.00	4.00	4.00	.0
110-420-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
110-420-6320 BUILDING REPAIR & MAINTENANCE	.00	200.00	3,000.00	2,800.00	6.7
110-420-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	266.53	2,000.00	1,733.47	13.3
110-420-6328 PROPERTY MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
110-420-6330 OTHER REPAIR & MAINTENANCE	326.61	1,701.61	2,000.00	298.39	85.1
110-420-6334 NON-CAPITALIZED ASSETS	7,001.80	7,001.80	11,000.00	3,998.20	63.7
110-420-6339 MAINTENANCE - NELSON LAND DONA	2,917.40	5,802.30	10,000.00	4,197.70	58.0
110-420-6420 WATER SERVICES	298.60	3,722.03	25,000.00	21,277.97	14.9
110-420-6425 SEWER SERVICES	127.88	635.68	1,650.00	1,014.32	38.5
110-420-6430 ELECTRICITY SERVICES	165.85	801.98	2,129.00	1,327.02	37.7
110-420-6445 REFUSE SERVICES	.00	.00	365.00	365.00	.0
110-420-6535 MOVIES IN THE PARK	.00	1,140.00	.00	( 1,140.00)	.0
110-420-6710 GAS & OIL	164.37	959.66	1,500.00	540.34	64.0
TOTAL MATERIALS & SERVICES	11,081.11	28,214.36	84,009.00	55,794.64	33.6
<u>CAPITAL OUTLAY</u>					
110-420-8520 PARKS IMPROVEMENTS	2,772.39	5,549.64	740,000.00	734,450.36	.8
TOTAL CAPITAL OUTLAY	2,772.39	5,549.64	740,000.00	734,450.36	.8
TOTAL PARKS & RECREATION	17,198.64	54,694.81	874,123.00	819,428.19	6.3
<u>POLICE</u>					
<u>MATERIALS &amp; SERVICES</u>					
110-430-6118 POLICE SERVICES	4,108.41	11,712.21	29,530.00	17,817.79	39.7
TOTAL MATERIALS & SERVICES	4,108.41	11,712.21	29,530.00	17,817.79	39.7
TOTAL POLICE	4,108.41	11,712.21	29,530.00	17,817.79	39.7
<u>COMMUNITY DEVELOPMENT</u>					

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONAL SERVICES</u>					
110-440-5110 CITY ADMINISTRATOR	371.88	2,025.85	4,463.00	2,437.15	45.4
110-440-5315 SOCIAL SECURITY/MEDICARE	28.46	155.03	341.00	185.97	45.5
110-440-5320 WORKER'S COMP	.08	1.76	68.00	66.24	2.6
110-440-5350 UNEMPLOYMENT	.00	.00	360.00	360.00	.0
110-440-5410 HEALTH INSURANCE	32.44	194.62	484.00	289.38	40.2
110-440-5450 PUBLIC EMPLOYEES RETIREMENT	73.00	373.54	876.00	502.46	42.6
TOTAL PERSONAL SERVICES	505.86	2,750.80	6,592.00	3,841.20	41.7
<u>MATERIALS &amp; SERVICES</u>					
110-440-6116 ENGINEERING SERVICES	3,277.67	13,065.42	20,000.00	6,934.58	65.3
110-440-6122 IT SERVICES	17.50	86.40	.00	( 86.40)	.0
110-440-6128 OTHER CONTRACT SERVICES	.00	7,505.49	10,000.00	2,494.51	75.1
110-440-6210 INSURANCE & BONDS	.00	264.49	.00	( 264.49)	.0
110-440-6220 PUBLICATIONS, PRINTING & DUES	.00	.00	100.00	100.00	.0
110-440-6226 POSTAGE	25.00	75.00	175.00	100.00	42.9
110-440-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-440-6522 LAND USE & DEVELOPMENT COSTS	4,972.62	10,316.75	20,000.00	9,683.25	51.6
TOTAL MATERIALS & SERVICES	8,292.79	31,313.55	50,525.00	19,211.45	62.0
<u>CAPITAL OUTLAY</u>					
110-440-8225 BUILDINGS & FACILITIES	6,800.00	14,758.94	10,000.00	( 4,758.94)	147.6
TOTAL CAPITAL OUTLAY	6,800.00	14,758.94	10,000.00	( 4,758.94)	147.6
TOTAL COMMUNITY DEVELOPMENT	15,598.65	48,823.29	67,117.00	18,293.71	72.7
<u>LIBRARY</u>					
<u>PERSONAL SERVICES</u>					
110-450-5130 LIBRARIAN/SPECIAL EVENTS	.00	.00	16,380.00	16,380.00	.0
110-450-5156 TEMPORARY/ SEASONAL	.00	512.82	606.00	93.18	84.6
110-450-5158 MAINTENANCE WORKER I	163.11	845.13	2,194.00	1,348.87	38.5
110-450-5315 SOCIAL SECURITY/MEDICARE	12.48	103.91	1,467.00	1,363.09	7.1
110-450-5320 WORKER'S COMP	.09	14.98	326.00	311.02	4.6
110-450-5350 UNEMPLOYMENT	.00	.00	1,323.00	1,323.00	.0
110-450-5410 HEALTH INSURANCE	.00	.00	4,833.00	4,833.00	.0
110-450-5450 PUBLIC EMPLOYEES RETIREMENT	32.02	163.96	3,764.00	3,600.04	4.4
TOTAL PERSONAL SERVICES	207.70	1,640.80	30,893.00	29,252.20	5.3

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
110-450-6122 IT SERVICES	50.65	433.59	1,460.00	1,026.41	29.7
110-450-6128 OTHER CONTRACT SERVICES	.00	27.43	500.00	472.57	5.5
110-450-6210 INSURANCE & BONDS	.00	7.02	.00	( 7.02)	.0
110-450-6226 POSTAGE	5.00	15.00	50.00	35.00	30.0
110-450-6230 OFFICE SUPPLIES/EQUIPMENT	.00	.00	500.00	500.00	.0
110-450-6234 GENERAL SUPPLIES	.00	204.46	1,500.00	1,295.54	13.6
110-450-6238 BANK SERVICE CHARGES	.00	.00	1.00	1.00	.0
110-450-6290 MISCELLANEOUS	.00	82.76	250.00	167.24	33.1
110-450-6320 BUILDING REPAIR & MAINTENANCE	293.06	433.06	1,656.00	1,222.94	26.2
110-450-6420 WATER SERVICES	7.73	42.40	950.00	907.60	4.5
110-450-6425 SEWER SERVICES	15.99	79.48	750.00	670.52	10.6
110-450-6430 ELECTRICITY SERVICES	22.01	120.69	2,400.00	2,279.31	5.0
110-450-6435 INTERNET SERVICES	46.24	231.20	780.00	548.80	29.6
110-450-6440 TELEPHONE SERVICES	.00	130.33	350.00	219.67	37.2
110-450-6445 REFUSE SERVICES	.00	.00	525.00	525.00	.0
110-450-6530 SUMMER READING PROGRAM	.00	.00	1,000.00	1,000.00	.0
TOTAL MATERIALS & SERVICES	440.68	1,807.42	12,672.00	10,864.58	14.3
<u>CAPITAL OUTLAY</u>					
110-450-8225 BUILDINGS & FACILITIES	.00	32,396.86	307,115.00	274,718.14	10.6
TOTAL CAPITAL OUTLAY	.00	32,396.86	307,115.00	274,718.14	10.6
TOTAL LIBRARY	648.38	35,845.08	350,680.00	314,834.92	10.2
<u>CODE ENFORCEMENT</u>					
<u>PERSONAL SERVICES</u>					
110-460-5110 CITY ADMINISTRATOR	371.88	2,025.85	4,463.00	2,437.15	45.4
110-460-5150 PUBLIC WORKS DIRECTOR	316.50	1,733.22	3,798.00	2,064.78	45.6
110-460-5220 OVERTIME	26.02	73.95	315.00	241.05	23.5
110-460-5315 SOCIAL SECURITY/MEDICARE	54.65	293.22	341.00	47.78	86.0
110-460-5320 WORKER'S COMP	.17	9.29	154.00	144.71	6.0
110-460-5350 UNEMPLOYMENT	.00	.00	692.00	692.00	.0
110-460-5410 HEALTH INSURANCE	100.16	600.94	1,462.00	861.06	41.1
110-460-5450 PUBLIC EMPLOYEES RETIREMENT	140.24	724.70	1,684.00	959.30	43.0
TOTAL PERSONAL SERVICES	1,009.62	5,461.17	12,909.00	7,447.83	42.3



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
110-460-6128 OTHER CONTRACT SERVICES	.00	171.97	.00	( 171.97)	.0
110-460-6234 GENERAL SUPPLIES	.00	.00	100.00	100.00	.0
110-460-6238 BANK SERVICE CHARGES	.00	.00	1.00	1.00	.0
110-460-6290 MISCELLANEOUS	.00	.00	100.00	100.00	.0
110-460-6445 REFUSE SERVICES	.00	.00	2,600.00	2,600.00	.0
TOTAL MATERIALS & SERVICES	.00	171.97	2,801.00	2,629.03	6.1

TOTAL CODE ENFORCEMENT	1,009.62	5,633.14	15,710.00	10,076.86	35.9
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TOURISM

MATERIALS & SERVICES

110-470-6224 MARKETING	120.00	120.00	295.00	175.00	40.7
110-470-6226 POSTAGE	5.00	15.00	100.00	85.00	15.0
110-470-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-470-6326 COVERED BRIDGE MAINTENANCE	63.32	306.04	2,466.00	2,159.96	12.4
110-470-6527 COMMUNITY GRANT PROGRAM	1,739.91	1,993.92	3,000.00	1,006.08	66.5
TOTAL MATERIALS & SERVICES	1,928.23	2,434.96	6,111.00	3,676.04	39.9

TOTAL TOURISM	1,928.23	2,434.96	6,111.00	3,676.04	39.9
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MUNICIPAL COURT

PERSONAL SERVICES

110-480-5110 CITY ADMINISTRATOR	371.88	2,205.44	4,463.00	2,257.56	49.4
110-480-5114 CITY CLERK	181.20	1,416.67	2,914.00	1,497.33	48.6
110-480-5220 OVERTIME	6.66	15.04	42.00	26.96	35.8
110-480-5315 SOCIAL SECURITY/MEDICARE	42.83	278.29	567.00	288.71	49.1
110-480-5320 WORKER'S COMP	.16	8.33	135.00	126.67	6.2
110-480-5350 UNEMPLOYMENT	.00	.00	599.00	599.00	.0
110-480-5410 HEALTH INSURANCE	98.08	624.93	1,468.00	843.07	42.6
110-480-5450 PUBLIC EMPLOYEES RETIREMENT	73.00	489.19	1,456.00	966.81	33.6
TOTAL PERSONAL SERVICES	773.81	5,037.89	11,644.00	6,606.11	43.3

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
110-480-6120 JUDGE CONTRACT	.00	400.00	1,250.00	850.00	32.0
110-480-6128 OTHER CONTRACT SERVICES	.00	1,457.11	1,000.00	( 457.11)	145.7
110-480-6226 POSTAGE	5.00	15.00	50.00	35.00	30.0
110-480-6238 BANK SERVICE CHARGES	24.81	33.17	200.00	166.83	16.6
110-480-6560 STATE ASSESSMENTS	365.00	600.00	630.00	30.00	95.2
110-480-6565 COURT COLLECTION FEES	.00	46.72	61.00	14.28	76.6
TOTAL MATERIALS & SERVICES	394.81	2,552.00	3,191.00	639.00	80.0
TOTAL MUNICIPAL COURT	1,168.62	7,589.89	14,835.00	7,245.11	51.2
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
110-800-7110 LOAN PRINCIPAL	.00	.00	298,000.00	298,000.00	.0
110-800-7111 LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	10,458.00	10,458.00	.0
110-800-7112 LOAN PRINCIPAL - ROLLING ROCK	.00	.00	68,171.00	68,171.00	.0
110-800-7510 LOAN INTEREST	667.28	3,336.40	8,010.00	4,673.60	41.7
110-800-7511 LOAN INTEREST - LIBRARY/CITY	.00	.00	12,194.00	12,194.00	.0
110-800-7512 LOAN INTEREST - ROLLING ROCK	.00	.00	9,526.00	9,526.00	.0
TOTAL DEBT SERVICES	667.28	3,336.40	406,359.00	403,022.60	.8
TOTAL DEBT SERVICE	667.28	3,336.40	406,359.00	403,022.60	.8
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
110-900-9590 CONTINGENCY	.00	.00	39,825.00	39,825.00	.0
110-900-9895 RESERVED FOR FUTURE USE - PARK	.00	.00	2,500.00	2,500.00	.0
110-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	168,248.00	168,248.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	210,573.00	210,573.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	210,573.00	210,573.00	.0
TOTAL FUND EXPENDITURES	50,654.33	209,658.96	2,274,435.00	2,064,776.04	9.2

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	145,222.52	122,447.62	( 410,423.00)	( 532,870.62)	29.8

CITY OF LOWELL  
BALANCE SHEET  
NOVEMBER 30, 2021

BUILDING FUND

ASSETS

220-1110	ALLOCATED CASH	40,340.09	
	TOTAL ASSETS		40,340.09

LIABILITIES AND EQUITY

LIABILITIES

220-2205	WAGES PAYABLE	72.63	
220-2210	PAYROLL TAXES PAYABLE	31.28	
220-2245	HEALTH INSURANCE PAYABLE	66.47	
220-2250	RETIREMENT PAYABLE	( 2.76)	
	TOTAL LIABILITIES		167.62

FUND EQUITY

220-3100	BEGINNING FUND BALANCE	29,944.12	
	REVENUE OVER EXPENDITURES - YTD	10,228.35	
	BALANCE - CURRENT DATE	10,228.35	
	TOTAL FUND EQUITY		40,172.47
	TOTAL LIABILITIES AND EQUITY		40,340.09

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

BUILDING FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>INVESTMENT EARNINGS</u>					
220-315-4125	INTEREST EARNED	.88	4.04	.00	( 4.04)	.0
	TOTAL INVESTMENT EARNINGS	.88	4.04	.00	( 4.04)	.0
	<u>LICENSES &amp; PERMITS</u>					
220-335-4356	BUILDING PERMIT FEES	701.27	44,323.22	45,000.00	676.78	98.5
220-335-4358	ELECTRICAL PERMIT FEES	219.52	5,710.24	5,250.00	( 460.24)	108.8
	TOTAL LICENSES & PERMITS	920.79	50,033.46	50,250.00	216.54	99.6
	TOTAL FUND REVENUE	921.67	50,037.50	50,250.00	212.50	99.6

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
220-490-5110 CITY ADMINISTRATOR	.00	179.59	.00	( 179.59)	.0
220-490-5114 CITY CLERK	181.20	1,416.67	2,914.00	1,497.33	48.6
220-490-5220 OVERTIME	6.66	15.04	42.00	26.96	35.8
220-490-5315 SOCIAL SECURITY/MEDICARE	14.37	123.26	226.00	102.74	54.5
220-490-5320 WORKER'S COMP	.08	151.68	54.00	( 97.68)	280.9
220-490-5350 UNEMPLOYMENT	.00	.00	240.00	240.00	.0
220-490-5410 HEALTH INSURANCE	65.64	430.31	984.00	553.69	43.7
220-490-5450 PUBLIC EMPLOYEES RETIREMENT	.00	115.66	580.00	464.34	19.9
TOTAL PERSONAL SERVICES	267.95	2,432.21	5,040.00	2,607.79	48.3
<u>MATERIALS &amp; SERVICES</u>					
220-490-6110 AUDITING	.00	.00	500.00	500.00	.0
220-490-6112 LEGAL SERVICES	.00	.00	500.00	500.00	.0
220-490-6122 IT SERVICES	23.70	389.01	2,400.00	2,010.99	16.2
220-490-6128 OTHER CONTRACT SERVICES	.00	5.49	.00	( 5.49)	.0
220-490-6150 BUILDING INSPECTION SERVICES	12,126.64	30,651.38	22,500.00	( 8,151.38)	136.2
220-490-6152 ELECTRICAL INSPECTION SERVICES	918.75	3,246.00	2,625.00	( 621.00)	123.7
220-490-6226 POSTAGE	5.00	15.00	.00	( 15.00)	.0
220-490-6238 BANK SERVICE CHARGES	.00	.00	125.00	125.00	.0
220-490-6290 MISCELLANEOUS	.00	.00	100.00	100.00	.0
220-490-6420 WATER SERVICES	3.09	13.79	175.00	161.21	7.9
220-490-6425 SEWER SERVICES	6.39	25.38	125.00	99.62	20.3
220-490-6430 ELECTRICITY SERVICES	8.80	47.47	225.00	177.53	21.1
220-490-6435 INTERNET SERVICES	18.49	92.45	148.00	55.55	62.5
220-490-6440 TELEPHONE SERVICES	.00	70.25	225.00	154.75	31.2
220-490-6445 REFUSE SERVICES	.00	.00	50.00	50.00	.0
220-490-6524 BUILDING STATE SURCHARGE	.00	2,412.36	5,850.00	3,437.64	41.2
220-490-6525 ELECTRICAL STATE SURCHARGE	.00	408.36	683.00	274.64	59.8
TOTAL MATERIALS & SERVICES	13,110.86	37,376.94	36,231.00	( 1,145.94)	103.2
TOTAL NON-DEPARTMENTAL	13,378.81	39,809.15	41,271.00	1,461.85	96.5
<u>OTHER REQUIREMENTS</u>					

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

BUILDING FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OTHER REQUIREMENTS</u>					
220-900-9590	CONTINGENCY	.00	.00	7,959.00	7,959.00	.0
220-900-9899	UNAPPROPRIATED ENDING BALANCE	.00	.00	20,875.00	20,875.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	28,834.00	28,834.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	28,834.00	28,834.00	.0
	TOTAL FUND EXPENDITURES	13,378.81	39,809.15	70,105.00	30,295.85	56.8
	NET REVENUE OVER EXPENDITURES	( 12,457.14)	10,228.35	( 19,855.00)	( 30,083.35)	51.5

CITY OF LOWELL  
BALANCE SHEET  
NOVEMBER 30, 2021

WATER FUND

ASSETS

230-1110	ALLOCATED CASH	115,988.91	
230-1115	CASH IN BANK - LGIP	40,428.49	
230-1510	ACCOUNTS RECEIVABLE	33,678.11	
230-1710	LAND	81,179.00	
230-1720	BUILDINGS & FACILITIES	35,875.00	
230-1730	EQUIPMENT & FURNISHINGS	108,645.38	
230-1740	VEHICLES & ROLLING STOCK	34,066.66	
230-1750	INFRASTRUCTURE	4,432,770.46	
230-1820	AD - BUILDINGS & FACILITIES	( 19,711.68)	
230-1830	AD - EQUIPMENT & FURNISHINGS	( 75,105.02)	
230-1840	AD - VEHICLES & ROLLING STOCK	( 17,729.64)	
230-1850	AD - INFRASTRUCTURE	( 2,255,795.60)	
TOTAL ASSETS			2,514,290.07

LIABILITIES AND EQUITY

LIABILITIES

230-2205	WAGES PAYABLE	3,531.05	
230-2210	PAYROLL TAXES PAYABLE	1,568.95	
230-2245	HEALTH INSURANCE PAYABLE	2,139.66	
230-2250	RETIREMENT PAYABLE	1,013.73	
230-2255	DEFERRED COMP PAYABLE	127.52	
230-2520	UTILITY DEPOSITS	37,854.05	
230-2750	LONG TERM DEBT	1,051,825.87	
TOTAL LIABILITIES			1,098,060.83

FUND EQUITY

230-3100	BEGINNING FUND BALANCE	41,481.94	
230-3275	GASB - FIXED ASSETS	2,324,194.56	
230-3277	GAAP - LONG TERM DEBT	( 1,051,825.87)	
REVENUE OVER EXPENDITURES - YTD		102,378.61	
BALANCE - CURRENT DATE		102,378.61	
TOTAL FUND EQUITY			1,416,229.24
TOTAL LIABILITIES AND EQUITY			2,514,290.07



CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>INVESTMENT EARNINGS</u>					
230-315-4125	INTEREST EARNED	17.24	96.77	2,200.00	2,103.23	4.4
	TOTAL INVESTMENT EARNINGS	17.24	96.77	2,200.00	2,103.23	4.4
	<u>GRANT REVENUES</u>					
230-325-4151	WATER - OPERATING GRANTS	.00	54,248.82	120,000.00	65,751.18	45.2
	TOTAL GRANT REVENUES	.00	54,248.82	120,000.00	65,751.18	45.2
	<u>LICENSES &amp; PERMITS</u>					
230-335-4370	WATER/SEWER CONNECTION PERMIT	.00	3,250.00	2,750.00	( 500.00)	118.2
	TOTAL LICENSES & PERMITS	.00	3,250.00	2,750.00	( 500.00)	118.2
	<u>CHARGES FOR SERVICE</u>					
230-340-4425	WATER/SEWER SALES	26,362.97	208,618.78	364,700.00	156,081.22	57.2
230-340-4426	BULK WATER SALES	2,247.01	6,642.58	10,000.00	3,357.42	66.4
230-340-4435	FIRE HYDRANT FEE	328.64	2,195.63	4,240.00	2,044.37	51.8
230-340-4450	WATER/SEWER PENALTIES	.00	740.00	1,500.00	760.00	49.3
	TOTAL CHARGES FOR SERVICE	28,938.62	218,196.99	380,440.00	162,243.01	57.4
	<u>SDC REVENUE</u>					
230-345-4531	WATER REIMBURSEMENT SDC	.00	8,940.00	7,450.00	( 1,490.00)	120.0
	TOTAL SDC REVENUE	.00	8,940.00	7,450.00	( 1,490.00)	120.0
	<u>MISCELLANEOUS REVENUE</u>					
230-385-4895	MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
	TOTAL MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
	TOTAL FUND REVENUE	28,955.86	284,732.58	513,340.00	228,607.42	55.5

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>NON-DEPARTMENTAL</u>					
	<u>PERSONAL SERVICES</u>					
230-490-5110	CITY ADMINISTRATOR	2,045.32	12,578.82	24,544.00	11,965.18	51.3
230-490-5114	CITY CLERK	1,449.54	11,332.93	23,310.00	11,977.07	48.6
230-490-5150	PUBLIC WORKS DIRECTOR	2,690.32	14,732.71	32,284.00	17,551.29	45.6
230-490-5152	UTILITY WORKER I	3,070.08	16,812.34	19,341.00	2,528.66	86.9
230-490-5154	UTILITY WORKER II	.00	.00	19,341.00	19,341.00	.0
230-490-5156	TEMPORARY/ SEASONAL	.00	512.82	606.00	93.18	84.6
230-490-5158	MAINTENANCE WORKER I	244.66	1,267.62	3,293.00	2,025.38	38.5
230-490-5220	OVERTIME	865.62	3,509.11	5,000.00	1,490.89	70.2
230-490-5315	SOCIAL SECURITY/MEDICARE	792.97	4,647.15	9,993.00	5,345.85	46.5
230-490-5320	WORKER'S COMP	3.54	1,091.16	6,317.00	5,225.84	17.3
230-490-5350	UNEMPLOYMENT	.00	.00	10,420.00	10,420.00	.0
230-490-5410	HEALTH INSURANCE	2,130.23	13,072.70	31,270.00	18,197.30	41.8
230-490-5450	PUBLIC EMPLOYEES RETIREMENT	1,739.77	10,013.32	25,639.00	15,625.68	39.1
	TOTAL PERSONAL SERVICES	15,032.05	89,570.68	211,358.00	121,787.32	42.4

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
230-490-6110 AUDITING	.00	.00	6,000.00	6,000.00	.0
230-490-6112 LEGAL SERVICES	.00	.00	500.00	500.00	.0
230-490-6114 FINANCIAL SERVICES	351.75	2,019.50	4,100.00	2,080.50	49.3
230-490-6116 ENGINEERING SERVICES	.00	3,865.50	1,500.00	( 2,365.50)	257.7
230-490-6122 IT SERVICES	374.13	2,610.15	5,500.00	2,889.85	47.5
230-490-6128 OTHER CONTRACT SERVICES	78.65	585.23	8,500.00	7,914.77	6.9
230-490-6210 INSURANCE & BONDS	.00	8,736.69	8,000.00	( 736.69)	109.2
230-490-6220 PUBLICATIONS, PRINTING & DUES	111.00	244.30	1,200.00	955.70	20.4
230-490-6226 POSTAGE	190.00	570.00	1,100.00	530.00	51.8
230-490-6230 OFFICE SUPPLIES/EQUIPMENT	.00	84.70	3,500.00	3,415.30	2.4
230-490-6234 GENERAL SUPPLIES	.00	534.67	3,000.00	2,465.33	17.8
230-490-6238 BANK SERVICE CHARGES	236.60	1,278.79	4,000.00	2,721.21	32.0
230-490-6240 TRAVEL & TRAINING	.00	.00	1,500.00	1,500.00	.0
230-490-6290 MISCELLANEOUS	.00	.00	1,500.00	1,500.00	.0
230-490-6320 BUILDING REPAIR & MAINTENANCE	.00	.00	3,000.00	3,000.00	.0
230-490-6324 EQUIPMENT REPAIR & MAINTENANCE	457.50	11,133.44	5,000.00	( 6,133.44)	222.7
230-490-6330 OTHER REPAIR & MAINTENANCE	4,687.22	6,757.98	17,000.00	10,242.02	39.8
230-490-6334 NON-CAPITALIZED ASSETS	3,619.95	3,619.95	2,000.00	( 1,619.95)	181.0
230-490-6420 WATER SERVICES	43.35	283.24	500.00	216.76	56.7
230-490-6425 SEWER SERVICES	63.94	317.84	775.00	457.16	41.0
230-490-6430 ELECTRICITY SERVICES	1,425.01	7,984.78	19,800.00	11,815.22	40.3
230-490-6435 INTERNET SERVICES	79.50	379.50	900.00	520.50	42.2
230-490-6440 TELEPHONE SERVICES	108.05	1,020.44	3,950.00	2,929.56	25.8
230-490-6445 REFUSE SERVICES	.00	175.37	540.00	364.63	32.5
230-490-6710 GAS & OIL	.00	425.00	2,000.00	1,575.00	21.3
230-490-6712 OPERATIONS & SUPPLIES	214.02	1,298.77	1,500.00	201.23	86.6
230-490-6750 CHEMICALS & LAB SUPPLIES	.00	7,153.23	18,000.00	10,846.77	39.7
230-490-6755 WATER/SEWER ANALYSIS	237.20	1,557.00	6,400.00	4,843.00	24.3
230-490-6758 WATER/SEWER CONNECTION EXPENDI	1,476.20	5,831.20	3,200.00	( 2,631.20)	182.2
230-490-6760 WATER/SEWER FRANCHISE FEES	3,929.59	7,607.90	18,235.00	10,627.10	41.7
TOTAL MATERIALS & SERVICES	17,683.66	76,075.17	152,700.00	76,624.83	49.8
TOTAL NON-DEPARTMENTAL	32,715.71	165,645.85	364,058.00	198,412.15	45.5
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
230-700-8335 EQUIPMENT & FURNISHINGS	.00	.00	27,500.00	27,500.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	27,500.00	27,500.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	27,500.00	27,500.00	.0

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
	<u>DEBT SERVICES</u>					
230-800-7122	LOAN PRINCIPAL - J05001 SPWF	.00	.00	4,962.00	4,962.00	.0
230-800-7124	LOAN PRINCIPAL - RUS 91-03	.00	.00	16,991.00	16,991.00	.0
230-800-7125	LOAN PRINCIPAL - L21001	11,025.28	11,025.28	7,651.00	( 3,374.28)	144.1
230-800-7522	LOAN INTEREST - J05001 SPWF	.00	.00	2,705.00	2,705.00	.0
230-800-7524	LOAN INTEREST - RUS 91-03	.00	.00	22,390.00	22,390.00	.0
230-800-7525	LOAN INTEREST - L21001	5,682.84	5,682.84	3,915.00	( 1,767.84)	145.2
	TOTAL DEBT SERVICES	16,708.12	16,708.12	58,614.00	41,905.88	28.5
	TOTAL DEBT SERVICE	16,708.12	16,708.12	58,614.00	41,905.88	28.5
	<u>OTHER REQUIREMENTS</u>					
	<u>OTHER REQUIREMENTS</u>					
230-900-9590	CONTINGENCY	.00	.00	35,532.00	35,532.00	.0
230-900-9899	UNAPPROPRIATED ENDING BALANCE	.00	.00	73,190.00	73,190.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	108,722.00	108,722.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	108,722.00	108,722.00	.0
	TOTAL FUND EXPENDITURES	49,423.83	182,353.97	558,894.00	376,540.03	32.6
	NET REVENUE OVER EXPENDITURES	( 20,467.97)	102,378.61	( 45,554.00)	( 147,932.61)	224.7

CITY OF LOWELL  
BALANCE SHEET  
NOVEMBER 30, 2021

SEWER FUND

ASSETS

240-1110	ALLOCATED CASH	15,942.41	
240-1115	CASH IN BANK - LGIP	137,741.91	
240-1510	ACCOUNTS RECEIVABLE	37,822.49	
240-1710	LAND	11,000.00	
240-1720	BUILDINGS & FACILITIES	89,114.40	
240-1730	EQUIPMENT & FURNISHINGS	68,330.05	
240-1740	VEHICLES & ROLLING STOCK	21,779.50	
240-1750	INFRASTRUCTURE	4,708,963.28	
240-1820	AD - BUILDINGS & FACILITIES	( 42,695.71)	
240-1830	AD - EQUIPMENT & FURNISHINGS	( 28,515.11)	
240-1840	AD - VEHICLES & ROLLING STOCK	( 5,444.88)	
240-1850	AD - INFRASTRUCTURE	( 2,898,225.48)	
TOTAL ASSETS			2,115,812.86

LIABILITIES AND EQUITY

LIABILITIES

240-2205	WAGES PAYABLE	3,531.10	
240-2210	PAYROLL TAXES PAYABLE	1,569.00	
240-2245	HEALTH INSURANCE PAYABLE	2,139.63	
240-2250	RETIREMENT PAYABLE	1,013.68	
240-2255	DEFERRED COMP PAYABLE	127.48	
240-2750	LONG TERM DEBT	547,119.72	
TOTAL LIABILITIES			555,500.61

FUND EQUITY

240-3100	BEGINNING FUND BALANCE	184,427.11	
240-3275	GASB - FIXED ASSETS	1,924,306.05	
240-3277	GAAP - LONG TERM DEBT	( 547,119.72)	
REVENUE OVER EXPENDITURES - YTD		( 1,301.19)	
BALANCE - CURRENT DATE		( 1,301.19)	
TOTAL FUND EQUITY			1,560,312.25
TOTAL LIABILITIES AND EQUITY			2,115,812.86

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>INVESTMENT EARNINGS</u>					
240-315-4125	INTEREST EARNED	51.69	307.58	2,150.00	1,842.42	14.3
	TOTAL INVESTMENT EARNINGS	51.69	307.58	2,150.00	1,842.42	14.3
	<u>GRANT REVENUES</u>					
240-325-4151	SEWER - OPERATING GRANTS	.00	.00	20,000.00	20,000.00	.0
	TOTAL GRANT REVENUES	.00	.00	20,000.00	20,000.00	.0
	<u>LICENSES &amp; PERMITS</u>					
240-335-4370	WATER/SEWER CONNECTION PERMIT	.00	1,495.00	1,150.00	( 345.00)	130.0
	TOTAL LICENSES & PERMITS	.00	1,495.00	1,150.00	( 345.00)	130.0
	<u>CHARGES FOR SERVICE</u>					
240-340-4425	WATER/SEWER SALES	33,247.64	200,122.54	406,700.00	206,577.46	49.2
240-340-4426	BULK GREY WATER DISPOSAL	10,425.00	10,425.00	.00	( 10,425.00)	.0
240-340-4450	WATER/SEWER PENALTIES	.00	670.00	2,200.00	1,530.00	30.5
	TOTAL CHARGES FOR SERVICE	43,672.64	211,217.54	408,900.00	197,682.46	51.7
	<u>SDC REVENUE</u>					
240-345-4541	SEWER REIMBURSEMENT SDC	.00	7,416.00	6,180.00	( 1,236.00)	120.0
	TOTAL SDC REVENUE	.00	7,416.00	6,180.00	( 1,236.00)	120.0
	<u>MISCELLANEOUS REVENUE</u>					
240-385-4895	MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
	TOTAL MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
	TOTAL FUND REVENUE	43,724.33	220,436.12	438,880.00	218,443.88	50.2

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>NON-DEPARTMENTAL</u>					
	<u>PERSONAL SERVICES</u>					
240-490-5110	CITY ADMINISTRATOR	2,045.28	12,578.66	24,544.00	11,965.34	51.3
240-490-5114	CITY CLERK	1,449.52	11,332.80	23,310.00	11,977.20	48.6
240-490-5150	PUBLIC WORKS DIRECTOR	2,690.34	14,732.81	32,284.00	17,551.19	45.6
240-490-5152	UTILITY WORKER I	3,070.04	16,812.12	19,341.00	2,528.88	86.9
240-490-5154	UTILITY WORKER II	.00	.00	19,341.00	19,341.00	.0
240-490-5156	TEMPORARY/ SEASONAL	.00	512.82	606.00	93.18	84.6
240-490-5158	MAINTENANCE WORKER I	244.66	1,267.62	3,293.00	2,025.38	38.5
240-490-5220	OVERTIME	865.63	3,509.10	7,663.00	4,153.90	45.8
240-490-5315	SOCIAL SECURITY/MEDICARE	792.96	4,647.02	9,993.00	5,345.98	46.5
240-490-5320	WORKER'S COMP	3.56	948.05	5,716.00	4,767.95	16.6
240-490-5350	UNEMPLOYMENT	.00	.00	10,420.00	10,420.00	.0
240-490-5410	HEALTH INSURANCE	2,130.24	13,072.69	31,270.00	18,197.31	41.8
240-490-5450	PUBLIC EMPLOYEES RETIREMENT	1,739.74	10,013.24	25,639.00	15,625.76	39.1
	TOTAL PERSONAL SERVICES	15,031.97	89,426.93	213,420.00	123,993.07	41.9

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
240-490-6110 AUDITING	.00	.00	6,000.00	6,000.00	.0
240-490-6112 LEGAL SERVICES	.00	.00	500.00	500.00	.0
240-490-6114 FINANCIAL SERVICES	351.75	2,019.50	5,000.00	2,980.50	40.4
240-490-6116 ENGINEERING SERVICES	.00	.00	2,500.00	2,500.00	.0
240-490-6122 IT SERVICES	374.13	2,610.15	5,500.00	2,889.85	47.5
240-490-6128 OTHER CONTRACT SERVICES	678.65	2,085.23	8,600.00	6,514.77	24.3
240-490-6210 INSURANCE & BONDS	.00	8,307.21	9,000.00	692.79	92.3
240-490-6220 PUBLICATIONS, PRINTING & DUES	111.00	244.30	1,200.00	955.70	20.4
240-490-6226 POSTAGE	190.00	570.00	1,100.00	530.00	51.8
240-490-6230 OFFICE SUPPLIES/EQUIPMENT	.00	.00	500.00	500.00	.0
240-490-6234 GENERAL SUPPLIES	.00	2,674.08	2,500.00	( 174.08)	107.0
240-490-6238 BANK SERVICE CHARGES	236.60	1,278.79	4,000.00	2,721.21	32.0
240-490-6240 TRAVEL & TRAINING	.00	.00	1,500.00	1,500.00	.0
240-490-6290 MISCELLANEOUS	.00	49.99	500.00	450.01	10.0
240-490-6320 BUILDING REPAIR & MAINTENANCE	.00	180.00	3,000.00	2,820.00	6.0
240-490-6324 EQUIPMENT REPAIR & MAINTENANCE	5,765.19	9,331.61	5,000.00	( 4,331.61)	186.6
240-490-6330 OTHER REPAIR & MAINTENANCE	.00	1,358.33	15,000.00	13,641.67	9.1
240-490-6334 NON-CAPITALIZED ASSETS	.00	.00	7,500.00	7,500.00	.0
240-490-6420 WATER SERVICES	354.45	3,666.44	21,500.00	17,833.56	17.1
240-490-6425 SEWER SERVICES	575.46	2,866.94	6,200.00	3,333.06	46.2
240-490-6430 ELECTRICITY SERVICES	2,321.60	11,446.43	24,000.00	12,553.57	47.7
240-490-6435 INTERNET SERVICES	.00	511.92	1,440.00	928.08	35.6
240-490-6440 TELEPHONE SERVICES	68.05	1,074.83	2,200.00	1,125.17	48.9
240-490-6445 REFUSE SERVICES	.00	175.39	9,450.00	9,274.61	1.9
240-490-6520 PERMITS	.00	.00	3,000.00	3,000.00	.0
240-490-6710 GAS & OIL	47.99	270.29	1,450.00	1,179.71	18.6
240-490-6712 OPERATIONS & SUPPLIES	214.02	623.18	1,500.00	876.82	41.6
240-490-6750 CHEMICALS & LAB SUPPLIES	.00	5,505.78	15,500.00	9,994.22	35.5
240-490-6755 WATER/SEWER ANALYSIS	504.00	4,035.60	11,250.00	7,214.40	35.9
240-490-6758 WATER/SEWER CONNECTION EXPENDI	.00	.00	3,000.00	3,000.00	.0
240-490-6760 WATER/SEWER FRANCHISE FEES	3,248.49	6,531.47	19,344.00	12,812.53	33.8
TOTAL MATERIALS & SERVICES	15,041.38	67,417.46	198,734.00	131,316.54	33.9
TOTAL NON-DEPARTMENTAL	30,073.35	156,844.39	412,154.00	255,309.61	38.1
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
240-700-8335 EQUIPMENT & FURNISHINGS	.00	.00	6,000.00	6,000.00	.0
240-700-8550 SEWER SYSTEMS	.00	23,377.31	.00	( 23,377.31)	.0
TOTAL CAPITAL OUTLAY	.00	23,377.31	6,000.00	( 17,377.31)	389.6
TOTAL CAPITAL OUTLAY	.00	23,377.31	6,000.00	( 17,377.31)	389.6



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>						
<u>DEBT SERVICES</u>						
240-800-7110	LOAN PRINCIPAL - G02002	18,628.00	18,628.00	18,628.00	.00	100.0
240-800-7122	LOAN PRINCIPAL - J05001 SPWF	9,435.49	9,435.49	4,962.00	( 4,473.49)	190.2
240-800-7124	LOAN PRINCIPAL - RUS 92-05	.00	.00	6,794.00	6,794.00	.0
240-800-7510	LOAN INTEREST - G02002	8,042.61	8,042.61	8,043.00	.39	100.0
240-800-7522	LOAN INTEREST - J05001 SPWF	5,409.51	5,409.51	2,705.00	( 2,704.51)	200.0
240-800-7524	LOAN INTEREST - RUS 92-05	.00	.00	9,133.00	9,133.00	.0
	TOTAL DEBT SERVICES	41,515.61	41,515.61	50,265.00	8,749.39	82.6
	TOTAL DEBT SERVICE	41,515.61	41,515.61	50,265.00	8,749.39	82.6
<u>OTHER REQUIREMENTS</u>						
<u>OTHER REQUIREMENTS</u>						
240-900-9590	CONTINGENCY	.00	.00	40,342.00	40,342.00	.0
240-900-9899	UNAPPROPRIATED ENDING BALANCE	.00	.00	144,968.00	144,968.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	185,310.00	185,310.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	185,310.00	185,310.00	.0
	TOTAL FUND EXPENDITURES	71,588.96	221,737.31	653,729.00	431,991.69	33.9
	NET REVENUE OVER EXPENDITURES	( 27,864.63)	( 1,301.19)	( 214,849.00)	( 213,547.81)	( .6)

CITY OF LOWELL  
BALANCE SHEET  
NOVEMBER 30, 2021

STREET FUND

ASSETS

312-1110	ALLOCATED CASH	50,394.58	
312-1115	CASH IN BANK - LGIP	35,731.01	
312-1720	BUILDINGS & FACILITIES	528.00	
312-1730	EQUIPMENT & FURNISHINGS	6,061.05	
312-1740	VEHICLES & ROLLING STOCK	11,299.83	
312-1750	INFRASTRUCTURE	1,610,571.62	
312-1820	AD - BUILDINGS & FACILITIES	( 35.20)	
312-1830	AD - EQUIPMENT & FURNISHINGS	( 1,361.79)	
312-1840	AD - VEHICLES & ROLLING STOCK	( 2,824.95)	
312-1850	AD - INFRASTRUCTURE	( 414,193.72)	
TOTAL ASSETS			1,296,170.43

LIABILITIES AND EQUITY

LIABILITIES

312-2205	WAGES PAYABLE	376.65	
312-2210	PAYROLL TAXES PAYABLE	176.44	
312-2245	HEALTH INSURANCE PAYABLE	200.72	
312-2250	RETIREMENT PAYABLE	135.05	
312-2255	DEFERRED COMP PAYABLE	15.00	
312-2750	LONG TERM DEBT	83,091.72	
TOTAL LIABILITIES			83,995.58

FUND EQUITY

312-3100	BEGINNING FUND BALANCE	76,010.79	
312-3275	GASB - FIXED ASSETS	1,210,044.84	
312-3277	GAAP - LONG TERM DEBT	( 83,091.72)	
REVENUE OVER EXPENDITURES - YTD		9,210.94	
BALANCE - CURRENT DATE		9,210.94	
TOTAL FUND EQUITY			1,212,174.85
TOTAL LIABILITIES AND EQUITY			1,296,170.43

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

STREET FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>INVESTMENT EARNINGS</u>					
312-315-4125	INTEREST EARNED	13.97	82.84	1,400.00	1,317.16	5.9
	TOTAL INVESTMENT EARNINGS	13.97	82.84	1,400.00	1,317.16	5.9
	<u>INTERGOVERNMENTAL</u>					
312-320-4142	STATE DISTRIBUTIONS	7,415.06	36,771.32	64,212.00	27,440.68	57.3
	TOTAL INTERGOVERNMENTAL	7,415.06	36,771.32	64,212.00	27,440.68	57.3
	<u>SDC REVENUE</u>					
312-345-4513	TRANSPORTATION REIMBURSEMENT S	.00	1,248.00	1,560.00	312.00	80.0
	TOTAL SDC REVENUE	.00	1,248.00	1,560.00	312.00	80.0
	<u>MISCELLANEOUS REVENUE</u>					
312-385-4895	MISCELLANEOUS REVENUE	.00	.00	77.00	77.00	.0
	TOTAL MISCELLANEOUS REVENUE	.00	.00	77.00	77.00	.0
	TOTAL FUND REVENUE	7,429.03	38,102.16	67,249.00	29,146.84	56.7

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
312-490-5110 CITY ADMINISTRATOR	371.88	2,025.85	4,463.00	2,437.15	45.4
312-490-5150 PUBLIC WORKS DIRECTOR	316.50	1,733.22	3,798.00	2,064.78	45.6
312-490-5152 UTILITY WORKER I	361.20	1,978.00	2,275.00	297.00	87.0
312-490-5154 UTILITY WORKER II	.00	.00	2,275.00	2,275.00	.0
312-490-5156 TEMPORARY/ SEASONAL	.00	1,025.62	1,210.00	184.38	84.8
312-490-5220 OVERTIME	95.56	398.69	861.00	462.31	46.3
312-490-5315 SOCIAL SECURITY/MEDICARE	87.56	547.59	1,140.00	592.41	48.0
312-490-5320 WORKER'S COMP	.38	127.10	1,350.00	1,222.90	9.4
312-490-5350 UNEMPLOYMENT	.00	.00	1,281.00	1,281.00	.0
312-490-5410 HEALTH INSURANCE	200.30	1,201.80	2,924.00	1,722.20	41.1
312-490-5450 PUBLIC EMPLOYEES RETIREMENT	224.75	1,171.93	2,929.00	1,757.07	40.0
TOTAL PERSONAL SERVICES	1,658.13	10,209.80	24,506.00	14,296.20	41.7
<u>MATERIALS &amp; SERVICES</u>					
312-490-6110 AUDITING	.00	.00	1,812.00	1,812.00	.0
312-490-6114 FINANCIAL SERVICES	117.25	673.50	1,737.00	1,063.50	38.8
312-490-6116 ENGINEERING SERVICES	.00	80.00	2,500.00	2,420.00	3.2
312-490-6122 IT SERVICES	81.55	704.64	2,102.00	1,397.36	33.5
312-490-6128 OTHER CONTRACT SERVICES	.00	16.44	8,500.00	8,483.56	.2
312-490-6210 INSURANCE & BONDS	.00	3,034.14	2,225.00	( 809.14)	136.4
312-490-6234 GENERAL SUPPLIES	.00	.00	200.00	200.00	.0
312-490-6238 BANK SERVICE CHARGES	.00	.00	2.00	2.00	.0
312-490-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
312-490-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	500.00	500.00	.0
312-490-6330 OTHER REPAIR & MAINTENANCE	.00	9,200.00	10,000.00	800.00	92.0
312-490-6334 NON-CAPITALIZED ASSETS	.00	.00	2,500.00	2,500.00	.0
312-490-6430 ELECTRICITY SERVICES	994.54	4,972.70	13,250.00	8,277.30	37.5
312-490-6720 STORM DRAIN MAINTENANCE	.00	.00	1,218.00	1,218.00	.0
312-490-6724 STREET SIGNS	.00	.00	1,000.00	1,000.00	.0
TOTAL MATERIALS & SERVICES	1,193.34	18,681.42	48,046.00	29,364.58	38.9
TOTAL NON-DEPARTMENTAL	2,851.47	28,891.22	72,552.00	43,660.78	39.8

DEBT SERVICE

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

STREET FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICES</u>					
312-800-7125	LOAN PRINCIPAL - L21001	.00	.00	3,429.00	3,429.00	.0
312-800-7525	LOAN INTEREST - L21001	.00	.00	1,746.00	1,746.00	.0
	<u>TOTAL DEBT SERVICES</u>	<u>.00</u>	<u>.00</u>	<u>5,175.00</u>	<u>5,175.00</u>	<u>.0</u>
	 <u>TOTAL DEBT SERVICE</u>	 <u>.00</u>	 <u>.00</u>	 <u>5,175.00</u>	 <u>5,175.00</u>	 <u>.0</u>
	 <u>OTHER REQUIREMENTS</u>					
	 <u>OTHER REQUIREMENTS</u>					
312-900-9590	CONTINGENCY	.00	.00	7,368.00	7,368.00	.0
312-900-9899	UNAPPROPRIATED ENDING BALANCE	.00	.00	45,865.00	45,865.00	.0
	<u>TOTAL OTHER REQUIREMENTS</u>	<u>.00</u>	<u>.00</u>	<u>53,233.00</u>	<u>53,233.00</u>	<u>.0</u>
	<u>TOTAL OTHER REQUIREMENTS</u>	<u>.00</u>	<u>.00</u>	<u>53,233.00</u>	<u>53,233.00</u>	<u>.0</u>
	 <u>TOTAL FUND EXPENDITURES</u>	 <u>2,851.47</u>	 <u>28,891.22</u>	 <u>130,960.00</u>	 <u>102,068.78</u>	 <u>22.1</u>
	 <u>NET REVENUE OVER EXPENDITURES</u>	 <u>4,577.56</u>	 <u>9,210.94</u>	 <u>( 63,711.00)</u>	 <u>( 72,921.94)</u>	 <u>14.5</u>

CITY OF LOWELL  
BALANCE SHEET  
NOVEMBER 30, 2021

BLACKBERRY JAM FUND

ASSETS

314-1110	ALLOCATED CASH	15,344.23	
	TOTAL ASSETS		15,344.23

LIABILITIES AND EQUITY

FUND EQUITY

314-3100	BEGINNING FUND BALANCE	11,467.99	
	REVENUE OVER EXPENDITURES - YTD	3,876.24	
	BALANCE - CURRENT DATE	3,876.24	
	TOTAL FUND EQUITY		15,344.23
	TOTAL LIABILITIES AND EQUITY		15,344.23

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

BLACKBERRY JAM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>INVESTMENT EARNINGS</u>					
314-315-4125	INTEREST EARNED	.26	1.38	.00	( 1.38)	.0
	TOTAL INVESTMENT EARNINGS	.26	1.38	.00	( 1.38)	.0
	<u>FUNDRAISING &amp; EVENT REVENUE</u>					
314-380-4864	JAM SALES	5.00	270.00	.00	( 270.00)	.0
314-380-4866	QUILT RAFFLE SALES	.00	4,338.00	4,000.00	( 338.00)	108.5
314-380-4889	BBJ FESTIVAL OTHER REVENUE	.00	85.06	.00	( 85.06)	.0
	TOTAL FUNDRAISING & EVENT REVENUE	5.00	4,693.06	4,000.00	( 693.06)	117.3
	TOTAL FUND REVENUE	5.26	4,694.44	4,000.00	( 694.44)	117.4

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS &amp; SERVICES</u>					
314-490-6122 IT SERVICES	30.05	149.15	500.00	350.85	29.8
314-490-6238 BANK SERVICE CHARGES	.00	17.90	.00	( 17.90)	.0
314-490-6705 RENT	80.00	400.00	1,250.00	850.00	32.0
314-490-6816 QUILT RAFFLE	.00	.00	4,000.00	4,000.00	.0
314-490-6852 CAR SHOW EXP	.00	251.15	1,000.00	748.85	25.1
TOTAL MATERIALS & SERVICES	110.05	818.20	6,750.00	5,931.80	12.1
TOTAL NON-DEPARTMENTAL	110.05	818.20	6,750.00	5,931.80	12.1
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
314-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	7,795.00	7,795.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	7,795.00	7,795.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	7,795.00	7,795.00	.0
TOTAL FUND EXPENDITURES	110.05	818.20	14,545.00	13,726.80	5.6
NET REVENUE OVER EXPENDITURES	( 104.79)	3,876.24	( 10,545.00)	( 14,421.24)	36.8



CITY OF LOWELL  
BALANCE SHEET  
NOVEMBER 30, 2021

PARKS SDC FUND

ASSETS

410-1110	ALLOCATED CASH	22,851.36	
410-1115	CASH IN BANK - LGIP	47,757.49	
	TOTAL ASSETS		70,608.85

LIABILITIES AND EQUITY

FUND EQUITY

410-3100	BEGINNING FUND BALANCE	58,681.83	
	REVENUE OVER EXPENDITURES - YTD	11,927.02	
	BALANCE - CURRENT DATE	11,927.02	
	TOTAL FUND EQUITY		70,608.85
	TOTAL LIABILITIES AND EQUITY		70,608.85

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

PARKS SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>INVESTMENT EARNINGS</u>					
410-315-4125	INTEREST EARNED	18.04	107.02	200.00	92.98	53.5
	TOTAL INVESTMENT EARNINGS	18.04	107.02	200.00	92.98	53.5
	<u>SDC REVENUE</u>					
410-345-4510	PARK SDC FEES	.00	11,820.00	14,775.00	2,955.00	80.0
	TOTAL SDC REVENUE	.00	11,820.00	14,775.00	2,955.00	80.0
	TOTAL FUND REVENUE	18.04	11,927.02	14,975.00	3,047.98	79.7

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

PARKS SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OTHER REQUIREMENTS</u>					
	<u>OTHER REQUIREMENTS</u>					
410-900-9895	RESERVED FOR FUTURE USE - PARK	.00	.00	5,000.00	5,000.00	.0
410-900-9899	UNAPPROPRIATED ENDING BALANCE	.00	.00	67,725.00	67,725.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	72,725.00	72,725.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	72,725.00	72,725.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	72,725.00	72,725.00	.0
	NET REVENUE OVER EXPENDITURES	18.04	11,927.02	( 57,750.00)	( 69,677.02)	20.7

CITY OF LOWELL  
BALANCE SHEET  
NOVEMBER 30, 2021

STREETS SDC FUND

ASSETS

412-1110	ALLOCATED CASH	15,981.49	
412-1115	CASH IN BANK - LGIP	41,242.94	
	TOTAL ASSETS		57,224.43

LIABILITIES AND EQUITY

FUND EQUITY

412-3100	BEGINNING FUND BALANCE	50,028.24	
	REVENUE OVER EXPENDITURES - YTD	7,196.19	
	BALANCE - CURRENT DATE	7,196.19	
	TOTAL FUND EQUITY		57,224.43
	TOTAL LIABILITIES AND EQUITY		57,224.43

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

STREETS SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>INVESTMENT EARNINGS</u>					
412-315-4125	INTEREST EARNED	15.52	92.19	200.00	107.81	46.1
	TOTAL INVESTMENT EARNINGS	15.52	92.19	200.00	107.81	46.1
	<u>SDC REVENUE</u>					
412-345-4512	TRANSPORTATION SDC	.00	7,104.00	8,880.00	1,776.00	80.0
	TOTAL SDC REVENUE	.00	7,104.00	8,880.00	1,776.00	80.0
	TOTAL FUND REVENUE	15.52	7,196.19	9,080.00	1,883.81	79.3

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

STREETS SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>NON-DEPARTMENTAL</u>					
	<u>MATERIALS &amp; SERVICES</u>					
412-490-6128	OTHER CONTRACT SERVICES	.00	.00	5,000.00	5,000.00	.0
	TOTAL MATERIALS & SERVICES	.00	.00	5,000.00	5,000.00	.0
	TOTAL NON-DEPARTMENTAL	.00	.00	5,000.00	5,000.00	.0
	<u>CAPITAL OUTLAY</u>					
	<u>CAPITAL OUTLAY</u>					
412-700-8530	STREET IMPROVEMENTS	.00	.00	40,000.00	40,000.00	.0
	TOTAL CAPITAL OUTLAY	.00	.00	40,000.00	40,000.00	.0
	TOTAL CAPITAL OUTLAY	.00	.00	40,000.00	40,000.00	.0
	<u>OTHER REQUIREMENTS</u>					
	<u>OTHER REQUIREMENTS</u>					
412-900-9899	UNAPPROPRIATED ENDING BALANCE	.00	.00	13,710.00	13,710.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	13,710.00	13,710.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	13,710.00	13,710.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	58,710.00	58,710.00	.0
	NET REVENUE OVER EXPENDITURES	15.52	7,196.19	( 49,630.00)	( 56,826.19)	14.5

CITY OF LOWELL  
BALANCE SHEET  
NOVEMBER 30, 2021

WATER SDC FUND

ASSETS

430-1110	ALLOCATED CASH	33,340.96	
430-1115	CASH IN BANK - LGIP	301,881.86	
	TOTAL ASSETS		335,222.82

LIABILITIES AND EQUITY

FUND EQUITY

430-3100	BEGINNING FUND BALANCE	329,227.75	
	REVENUE OVER EXPENDITURES - YTD	5,995.07	
	BALANCE - CURRENT DATE	5,995.07	
	TOTAL FUND EQUITY		335,222.82
	TOTAL LIABILITIES AND EQUITY		335,222.82

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

WATER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>INVESTMENT EARNINGS</u>					
430-315-4125	INTEREST EARNED	112.27	669.78	1,000.00	330.22	67.0
	TOTAL INVESTMENT EARNINGS	112.27	669.78	1,000.00	330.22	67.0
	<u>SDC REVENUE</u>					
430-345-4530	WATER SDC	.00	45,960.00	57,450.00	11,490.00	80.0
	TOTAL SDC REVENUE	.00	45,960.00	57,450.00	11,490.00	80.0
	TOTAL FUND REVENUE	112.27	46,629.78	58,450.00	11,820.22	79.8



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

WATER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>NON-DEPARTMENTAL</u>					
	<u>MATERIALS &amp; SERVICES</u>					
430-490-6128	OTHER CONTRACT SERVICES	5,582.88	40,634.71	102,446.00	61,811.29	39.7
	TOTAL MATERIALS & SERVICES	5,582.88	40,634.71	102,446.00	61,811.29	39.7
	 TOTAL NON-DEPARTMENTAL	 5,582.88	 40,634.71	 102,446.00	 61,811.29	 39.7
	<u>OTHER REQUIREMENTS</u>					
	<u>OTHER REQUIREMENTS</u>					
430-900-9899	UNAPPROPRIATED ENDING BALANCE	.00	.00	284,506.00	284,506.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	284,506.00	284,506.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	284,506.00	284,506.00	.0
	TOTAL FUND EXPENDITURES	5,582.88	40,634.71	386,952.00	346,317.29	10.5
	NET REVENUE OVER EXPENDITURES	( 5,470.61)	5,995.07	( 328,502.00)	( 334,497.07)	1.8

CITY OF LOWELL  
BALANCE SHEET  
NOVEMBER 30, 2021

SEWER SDC FUND

ASSETS

440-1110	ALLOCATED CASH	(	10,894.04)	
440-1115	CASH IN BANK - LGIP		132,899.32	
	TOTAL ASSETS			122,005.28

LIABILITIES AND EQUITY

FUND EQUITY

440-3100	BEGINNING FUND BALANCE		146,159.38	
	REVENUE OVER EXPENDITURES - YTD	(	24,154.10)	
	BALANCE - CURRENT DATE	(	24,154.10)	
	TOTAL FUND EQUITY			122,005.28
	TOTAL LIABILITIES AND EQUITY			122,005.28

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

SEWER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>INVESTMENT EARNINGS</u>					
440-315-4125	INTEREST EARNED	48.96	294.01	1,000.00	705.99	29.4
	TOTAL INVESTMENT EARNINGS	48.96	294.01	1,000.00	705.99	29.4
	<u>SDC REVENUE</u>					
440-345-4540	SEWER SDC	.00	12,852.00	16,065.00	3,213.00	80.0
	TOTAL SDC REVENUE	.00	12,852.00	16,065.00	3,213.00	80.0
	TOTAL FUND REVENUE	48.96	13,146.01	17,065.00	3,918.99	77.0

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

SEWER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>NON-DEPARTMENTAL</u>					
	<u>MATERIALS &amp; SERVICES</u>					
440-490-6128	OTHER CONTRACT SERVICES	.00	37,300.11	53,616.00	16,315.89	69.6
	TOTAL MATERIALS & SERVICES	.00	37,300.11	53,616.00	16,315.89	69.6
	 TOTAL NON-DEPARTMENTAL	.00	37,300.11	53,616.00	16,315.89	69.6
	 <u>OTHER REQUIREMENTS</u>					
	 <u>OTHER REQUIREMENTS</u>					
440-900-9899	UNAPPROPRIATED ENDING BALANCE	.00	.00	109,194.00	109,194.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	109,194.00	109,194.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	109,194.00	109,194.00	.0
	TOTAL FUND EXPENDITURES	.00	37,300.11	162,810.00	125,509.89	22.9
	NET REVENUE OVER EXPENDITURES	48.96	( 24,154.10)	( 145,745.00)	( 121,590.90)	( 16.6)

CITY OF LOWELL  
BALANCE SHEET  
NOVEMBER 30, 2021

STORMWATER SDC FUND

ASSETS

445-1110	ALLOCATED CASH	18,191.60	
445-1115	CASH IN BANK - LGIP	38,206.05	
	TOTAL ASSETS		56,397.65

LIABILITIES AND EQUITY

FUND EQUITY

445-3100	BEGINNING FUND BALANCE	47,976.04	
	REVENUE OVER EXPENDITURES - YTD	8,421.61	
	BALANCE - CURRENT DATE	8,421.61	
	TOTAL FUND EQUITY		56,397.65
	TOTAL LIABILITIES AND EQUITY		56,397.65

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

STORMWATER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>INVESTMENT EARNINGS</u>					
445-315-4125	INTEREST EARNED	14.43	85.66	635.00	549.34	13.5
	TOTAL INVESTMENT EARNINGS	14.43	85.66	635.00	549.34	13.5
	<u>SDC REVENUE</u>					
445-345-4545	STORM DRAINAGE SDC	.00	8,335.95	10,095.00	1,759.05	82.6
	TOTAL SDC REVENUE	.00	8,335.95	10,095.00	1,759.05	82.6
	TOTAL FUND REVENUE	14.43	8,421.61	10,730.00	2,308.39	78.5

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
445-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	59,008.00	59,008.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	59,008.00	59,008.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	59,008.00	59,008.00	.0
TOTAL FUND EXPENDITURES	.00	.00	59,008.00	59,008.00	.0
NET REVENUE OVER EXPENDITURES	14.43	8,421.61	( 48,278.00)	( 56,699.61)	17.4

CITY OF LOWELL  
BALANCE SHEET  
NOVEMBER 30, 2021

WATER RESERVE FUND

ASSETS

520-1110	ALLOCATED CASH	39,398.88	
	TOTAL ASSETS		39,398.88

LIABILITIES AND EQUITY

FUND EQUITY

520-3100	BEGINNING FUND BALANCE	39,395.13	
	REVENUE OVER EXPENDITURES - YTD	3.75	
	BALANCE - CURRENT DATE	3.75	
	TOTAL FUND EQUITY		39,398.88
	TOTAL LIABILITIES AND EQUITY		39,398.88



CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

WATER RESERVE FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>INVESTMENT EARNINGS</u>					
520-315-4125	INTEREST EARNED	.66	3.75	4.00	.25	93.8
	TOTAL INVESTMENT EARNINGS	.66	3.75	4.00	.25	93.8
	TOTAL FUND REVENUE	.66	3.75	4.00	.25	93.8

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

WATER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OTHER REQUIREMENTS</u>					
	<u>OTHER REQUIREMENTS</u>					
520-900-9892	RESERVED FOR WATER BOND PYMT	.00	.00	39,402.00	39,402.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	39,402.00	39,402.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	39,402.00	39,402.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	39,402.00	39,402.00	.0
	NET REVENUE OVER EXPENDITURES	.66	3.75	( 39,398.00)	( 39,401.75)	.0

CITY OF LOWELL  
BALANCE SHEET  
NOVEMBER 30, 2021

SEWER RESERVE FUND

ASSETS

521-1110	ALLOCATED CASH	15,752.36	
	TOTAL ASSETS		15,752.36

LIABILITIES AND EQUITY

FUND EQUITY

521-3100	BEGINNING FUND BALANCE	15,750.85	
	REVENUE OVER EXPENDITURES - YTD	1.51	
	BALANCE - CURRENT DATE	1.51	
	TOTAL FUND EQUITY		15,752.36
	TOTAL LIABILITIES AND EQUITY		15,752.36

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

SEWER RESERVE FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>INVESTMENT EARNINGS</u>					
521-315-4125	INTEREST EARNED	.26	1.51	2.00	.49	75.5
	TOTAL INVESTMENT EARNINGS	.26	1.51	2.00	.49	75.5
	TOTAL FUND REVENUE	.26	1.51	2.00	.49	75.5

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

SEWER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
521-900-9892 RESERVED FOR SEWER BOND PYMT	.00	.00	15,756.00	15,756.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	15,756.00	15,756.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	15,756.00	15,756.00	.0
TOTAL FUND EXPENDITURES	.00	.00	15,756.00	15,756.00	.0
NET REVENUE OVER EXPENDITURES	.26	1.51	( 15,754.00)	( 15,755.51)	.0

**City of Lowell, Oregon**  
**Minutes of the City Council Regular Session & Public Hearing**  
**December 7, 2021**

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

**Members Present:** Mayor Don Bennett, Gail Harris, Tim Stratis, Maureen Weathers

**Absent:** John Myers,

**Staff Present:** CA Jeremy Caudle, Public Works Director Max Baker

**Consent Agenda:** Councilor Harris moved to approve the Consent Agenda as presented, second by Councilor Weathers. PASS 4:0

**Public Comments:** None

**Council Comments:** None

**City Administrator Report:** CA Caudle presented report which included Library project update, in regard to the architecture and discussion with the Hummel Consulting the Library Capital Fundraiser campaign letter will be sent out this week. The Business Oregon application was completed and will be submitted next week. Park Renovation project. Update on the status of East First property. Public safety meetings opportunities.

**Public Works Report:** Max Baker, Public Works Director presented report which included the meters that the Council approved for purchase have come in. An update on the Backflow option Go Live. Covered Bridge Event for the Christmas Tree lighting was a success.

**Police Report:** November Patrol Log provided in packet.

**New Business:**

- **Presentation from Emerald CPA Group, LLC on the city's audited financial statements for fiscal year 2020-2021. William H. Trotter, CPA – auditor**  
Mr. Trotter gave his statement s re the state of the City's financial reports. "Looks pretty good!" "Currently, I think probably Lowell is in excellent shape as far as its financial department and the work that's being done." "The opinion on the order is clean- no exceptions." "The internal control report did not find any material problems." CA Caudle recognized Layli Nichols for all her hard work.

**Regular meeting recessed at 7:24pm**

**Public Hearing called to order at 7:24 pm**

- **CA Caudle introduced Associate Planner Henry Hurly from LCOG and Natural Resource Specialist Amanda Punton with Oregon Department of Land Conservation Development. They explained the suggested changes and reasons for these alterations.**

**Public Comments:** None

**Council Comments:** None

**Public Hearing closed at 7:37pm**

**Regular session reconvened at 7:37 pm**

- **Mayor Bennett made a Motion to make an Amendment to section 9.620 to strike out the verbiage “and development in that area is restricted and controlled by the Corps of Engineers” Councilor Weathers seconded. PASS 4:0**
- **Councilor Weathers made a motion and Councilor Harris seconded a reading by title only of the First reading approval of Ordinance #305, “An ordinance to adopt text amendments to the Lowell Development Code to incorporate the Oregon State Model Floodplain Code.”**
- **A motion was made by Councilor Harris and a second by Councilor Weathers to have the second reading of Ordinance #305 on January 4, 2022. PASS 4:0**
- **Motion to approve Resolution #772, “A resolution authorizing the City Administrator to finalize real property transactions with Lane County.” Motion made by Councilor Stratis and second by Councilor Harris. PASS 4:0**
- **Motion to authorize the City Administrator to submit a “National Fire Plan” grant application with the Oregon Department of Forestry. Motion made by Councilor Stratis and second by Councilor Weathers. PASS 4:0**

**Scheduling a date in January 2022 for an annual City Council planning retreat has been set for January 29, 2022.**

- **Motion to authorize the purchase of gift cards to city employees in the amount of \$125.00. Motion made by Councilor Stratis and second by Councilor Weathers. PASS 4:0**

**Mayor Comments:** Cyber Security. Homelessness issues. Happenings in surrounding cities.

**Councilor Comments:** None

**Community Comments:** None

**Adjourn: 8:08 PM**

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

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Jeremy Caudle, City Recorder

\_\_\_\_\_  
Date

**City of Lowell, Oregon**  
**Minutes of the City Council Work Session & Executive Session**  
**Tuesday, January 4, 2021**  
**Maggie Osgood Library**

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

**Members Present:** Mayor Don Bennett, Gail Harris, Tim Stratis, Maureen Weathers

**Absent:** John Myers

**Staff Present:** CA Jeremy Caudle, Max Baker - Public Works Director

**Work Session Topic:**

- **Presentation from Lane County Sheriff's Office regarding law enforcement services**  
**Presenters: Sheriff Harrold and Lt. Richard Glessner**
- **Update on Rolling Rock Park phase 1 renovations and discussion on next steps**

**Adjourn: 8:57 PM**

The Executive Session was called to order at 8:59 PM by Mayor Bennett

**Members Present:** Mayor Don Bennett, Gail Harris, Tim Stratis, Maureen Weathers

**Absent:** John Myers

**Staff Present:** CA Jeremy Caudle

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

**Adjourn: 9:30 PM**

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

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Jeremy Caudle, City Recorder

\_\_\_\_\_  
Date





City Administrator's Office  
P.O. Box 490 Lowell, OR 97452  
Phone: 541-359-8768  
Email: [jcaudle@ci.lowell.or.us](mailto:jcaudle@ci.lowell.or.us)

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**To:** Mayor Bennett and City Council  
**From:** Jeremy Caudle, City Administrator  
**Date:** Friday, January 14, 2022  
**Re:** Administrator's report for January

# MEMO

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This City Administrator's report covers activities since the December 7 regular meeting. A summary of major activities is as follows:

**Library renovation project.**

1. I have had weekly meetings with Wilson Architecture on finalizing design, security system, and furniture specifications. Curt Wilson is scheduled to give you an update at your 1/18 meeting.
2. On 1/10, the City's IT consultants with LCOG met with the Public Works Director and me at 70 N. Pioneer St. They will be working with us on the IT and telephone aspects of the project, in collaboration with the architectural and engineering team. The LCOG consultants also informed us that grant opportunities may be available to pay a portion of the IT/phone system costs. Their grant writers are reviewing this project, and they will update us on their progress.
3. The week of 1/10, I had multiple phone calls with the Business Oregon Public Finance Officer. Our loan application is for \$230,224 from Business Oregon. The Public Finance Officer stated that the city's financial situation looks acceptable from a loan underwriting perspective, and that it is likely they will be able to finance this project. The Public Finance Officer is also aware that our financing plan is dependent on the City receiving grants from The Ford Family Foundation. If the City does not receive this grant funding, the Public Finance Officer stated that it is possible for the City to request additional financing from Business Oregon to make up for the grants applied for but not received.
4. The week of 1/10, I had multiple phone calls with the Senior Program Associate with The Ford Family Foundation. The final grant request that I submitted is for \$191,466. The Senior Program Associate is finalizing the City's grant application for presentation to the foundation's board. I also provided her with updated information on our December 2021 fundraiser. The City raised \$7,970 from 68 individual donors. We set an original goal of \$3,000 and exceeded our target by \$4,970.

5. On 1/4, the Lane County Board of Commissioners approved the right-of-way relinquishment for the right-of-way bordering this property on the south. I am working with the Lane County Public Works Department to transfer title of the right-of-way to the City.

**Park renovation projects.**

1. I spoke with the LWCF Grant Coordinator regarding the City's pending grant application for \$244,000. I asked her if it would be possible to keep the City's application open through the summer. That way, the City would have a chance to meet the 50% match requirements through another grant. The Grant Coordinator stated that this could be a possibility. A discussion on this topic is on the agenda for the 1/18 meeting.

**E. Main Street Property.**

1. On 1/4, the Lane County Board of Commissioners approved the "option agreement" for the City to acquire the right-of-way bordering this property on the north. I will hold off on exercising that option until we complete the phase 2 environmental and City Council has a better idea of the costs needed to prepare this property for sale.
2. I am soliciting 3 quotes from environmental consultants to conduct a phase 2 environmental assessment. The phase 1 assessment determined that it is likely that underground gasoline storage tanks are on the property. The next step is to determine where (and if) the gasoline tanks are located, determine the extent (if any) of water/soil contamination, and decide on what measures the City needs to take to prepare this property for sale.

**Other items.**

1. The Oregon Department of Forestry, in collaboration with the Sunridge FireWise Community, has submitted a grant for fuels reduction/fire mitigation on the City's property below Sunridge. If awarded the grant, ODF would perform additional work on the City's forested property below the Sunridge subdivision to mitigate forest fire risk.
2. On 1/13, I participated in a call with our RAIN Venture Catalyst, as well as organizers of a PAC-12 rowing competition that will take place on Dexter Lake from May 13<sup>th</sup> through 15<sup>th</sup>. The organizers estimate that the event will bring 1,800 people to the area. I reached out to the Economic Development Committee to see if any of the committee members are interested in leading efforts to market the community during that time. The City will also need to inform the public of this event so that citizens are not caught unaware.
3. Much of my time in mid-December through mid-January was completing the paperwork needed to comply with SB 866, which is included later on your agenda under Ordinance 306.



**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:** January 18, 2022  
**SUBJECT:** Public Works Report

### **Streets and Parks**

All Holiday decorations have been taken down at the Covered Bridge.

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

Staff replaced 60 meters bringing the total to 210 new meters installed.

### **Wastewater Treatment**

As Council is aware, the City did not meet the BOD limits of the NPDES permit in May, June and Part of July 2021. These violations were caused by failure of the RAS pump which has since been replaced. We have remained in compliance with the BOD limits in the NPDES permit since the end of July of 2021. On July 21, 2021 DEQ mailed a Warning Letter with Opportunity to Correct. Included in this letter are Violations from 2018-2021 and requested corrective actions. All requested corrective actions have been completed and submitted to DEQ. The letter states it is a warning letter and DEQ does not intend to take formal action, unless the City fails to submit the requested plan of repeat any Effluent violations. The warning letter only covered BOD violations up to the end of June 2021. We continued to have BOD violations until end of July 2021.

On November 11, 2021 the City of Lowell had a Lift Station Overflow of approximately 900 Gallons, this was caused by heavy rain. 2.2" in 6 Hours.

December 14, 2021 City receives Pre-Enforcement Notice from DEQ. Referencing the BOD violations in July 2021 and the Lift Station Overflow in November 2021.

### **Other**

The City Administrator and I met virtually with USACE to discuss the fish injunction and changes to Lookout Point and Dexter dam operations which may impact the City's Water Plant Operation. One of the items discussed was a deep draw of Lookout Point Reservoir. The concern was elevated turbidity in the lake causing operational challenges at the Treatment Plant.

Although we can not predict the turbidity increase City Staff will be prepared with a plan in the event of such increase. USACE have not set any dates as of yet but will keep us informed of upcoming plans. The CA and I have asked to be included in future correspondence including these matters.

Another item discussed was fish passage improvements at Dexter dam. This could possibly have an impact on where the City currently discharges Effluent from the Treatment Plant. They are still in the early phases on any design options to know if the Discharge line will be an issue.

## LOWELL PATROL LOG December 2021

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
1-Dec	407	21:00	22:03	1:03						
1-Dec	429	19:15	20:15	1:00						
3-Dec	407	23:30	1:00	1:30						
6-Dec	421	16:00	17:30	1:30						
11-Dec	409	0:30	2:00	1:30						
11-Dec	421	13:00	13:30	0:30						
11-Dec	429	13:30	16:15	2:45						
11-Dec	429	20:00	20:45	0:45						
12-Dec	429	10:20	10:50	0:30						
18-Dec	409	2:30	3:30	1:00						
18-Dec	401	11:30	13:00	1:30						
18-Dec	423	22:45	23:30	0:45						
18-Dec	429	22:45	23:30	0:45						
27-Dec	421	14:00	18:00	4:00						
27-Dec	409	23:00	0:30	1:30						
29-Dec	409	23:00	0:30	1:30						
31-Dec	409	3:45	4:45	1:00						
31-Dec	409	17:30	19:30	2:00						
31-Dec	421	16:30	21:30	5:00						
31-Dec	423	17:00	0:00	7:00						
31-Dec	429	17:00	0:00	7:00						
<b>Total Hours</b>				<b>44</b>						

TRAFFIC VIOLATIONS	CITATION	WARNING
SPEED	2	
DWS		
FAIL TO SIGNAL		
STOP VIOLATIONS	3	
OTHER MOVING		

DATE	TIME	DESCRIPTION
11-Dec	13:55	Code violation - parking
	14:54	Traffic Stop
31-Dec	19:26	Traffic Stop
	21:10	Traffic Stop
	21:25	Traffic Stop

# Agenda Item Sheet

## City of Lowell City Council

Type of item:	Ordinance
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### Item title/recommended action:

Second reading approval of Ordinance #305, "An ordinance to adopt text amendments to the Lowell Development Code to incorporate the Oregon State Model Floodplain Code." – Discussion/Possible Action

### Justification or background:

The City participates in the National Flood Insurance Program (NFIP). The Federal Emergency Management Agency (FEMA) and the Department of Land Conservation and Development (DLCD) routinely require participating cities to review their floodplain development ordinance to ensure that the newest regulations and guidelines are being followed. These proposed text amendments to the Lowell Development Code (LDC) are specific to the floodplain development section; no other sections of the development code are being amended. The proposed text amendments are based on the most recent State of Oregon's Model Flood Hazard Ordinance, which FEMA directs DLCD to implement at the local level. On 12/1/2021, the Planning Commission held a public hearing on the proposed text amendments. After the hearing, Planning Commission passed a motion to recommend to City Council that the proposed text amendments be adopted by City Council. On 12/7/21, City Council held a first reading and public hearing on the this ordinance. A second and final reading is scheduled for 1/18/22.

### Budget impact:

N/A

### Department or Council sponsor:

Planning

### Attachments:

Ordinance 305; Exhibit A; Exhibit D

Meeting date:	01/18/2021
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**CITY OF LOWELL, OREGON**

**ORDINANCE 305**

**AN ORDINANCE TO ADOPT TEXT AMENDMENTS TO  
SECTION 9.620 OF THE LOWELL DEVELOPMENT  
CODE TO INCORPORATE THE STATE OF OREGON  
MODEL FLOODPLAIN CODE AS DIRECTED BY FEMA  
AND DLCD.**

---

**WHEREAS**, the City of Lowell is a participating City in the National Flood Plain Insurance Program (NFIP).

**WHEREAS**, the Federal Emergency Management Agency (FEMA) and Department of Land Conservation and Development (DLCD) recommend cities in Oregon adopt the State of Oregon Model Floodplain Code.

**WHEREAS**, the text amendments to the Lowell Development Code incorporating the State of Oregon Model Floodplain Code is a requirement for Lowell's participation in the NFIP.

**WHEREAS**, DLCD has initiated with the City of Lowell a routine and required review of the City's floodplain development standards as part of the NFIP Community Assistance Visit.

**WHEREAS**, the City of Lowell currently has an existing floodplain development ordinance, seen as Section 9.620 in the Lowell Development Code.

**WHEREAS**, the City of Lowell's existing floodplain development ordinance is proposed to be amended to include revisions as recommended by FEMA and DLCD and as included in the State of Oregon Model Floodplain Code.

**WHEREAS**, on November 2, 2021, via Resolution #771, the City Council initiated the text amendments.

**WHEREAS**, staff have prepared the proposed text amendments, as seen in Exhibit D, to be incorporated into the Lowell Development Code.

**WHEREAS**, on December 1, 2021, the Planning Commission held a public hearing on the proposed text amendments and after holding a public hearing, passed a motion to recommend approval of the text amendments onto City Council for final action and adoption.

*[This section left intentionally blank.]*

**NOW, THEREFORE, the City of Lowell ordains as follows:**

1. The text amendments have been duly noticed and initiated as discussed in the findings of fact.
2. The City of Lowell held a minimum of two hearings on the text amendments.
3. The City Council finds the text amendments meet the applicable approval criteria as supported by findings of fact, as attached hereto as Exhibit A.
4. The text amendments attached hereto as Exhibit D are incorporated into the Lowell Development Code as the new floodplain standards for the City of Lowell. All previous floodplain development standards are hereby repealed.

**Adopted by the City Council of the City of Lowell this \_\_\_\_\_ day of January 2022.**

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Don Bennett, Mayor

ATTEST:

\_\_\_\_\_  
Jeremy Caudle, City Recorder

First reading: \_\_\_\_\_

Second reading: \_\_\_\_\_

Adopted: \_\_\_\_\_

Signed: \_\_\_\_\_

Effective date: \_\_\_\_\_



**EXHIBIT A**  
**LU 2021 12**  
**\*FINDINGS OF FACT\***

**ADOPTION OF TEXT AMENDMENTS TO THE LOWELL DEVELOPMENT CODE TO INCORPORATE THE  
OREGON STATE MODEL FLOODPLAIN CODE**

**I. BACKGROUND**

The City of Lowell participates in the National Flood Insurance Program (NFIP). As such, the Federal Emergency Management Agency (FEMA) and the Department of Land Conservation and Development (DLCD) routinely require participating cities to review their floodplain development ordinance to ensure that the newest regulations and guidelines are being followed. These proposed text amendments to the Lowell Development Code (LDC) are specific to the floodplain development section; no other sections of the development code are being amended. The proposed text amendments are based on the most recent State of Oregon's Model Flood Hazard Ordinance, which FEMA directs DLCD to implement at the local level. There are no changes in zoning designations or changes to the allowed uses in any particular zone. The floodplain map designation in Lowell is the unnumbered A zone and is located around the shoreline of Dexter Lake. All development along the shores of Dexter Lake is subject to review and approval by the US Army Corps of Engineers. In Lowell, the shoreline around Dexter Lake is already built-out, so not much, if any, new development is expected in the form of new residences – redevelopment of properties and additions to existing residences are permitted in the floodplain, subject to the floodplain standards. DLCD approached the City about updating the floodplain development ordinance as a result of routine inspection and assessment that are required of cities that participate in the NFIP. The amendments are required for Lowell to continue to participate in the NFIP. These findings of fact serve as the factual basis for the amendments to be adopted by City Council.

**II. APPLICABLE CRITERIA & FINDINGS**

The proposed amendments to the LDC only apply to Lowell's floodplain development section (Section 9.620). As noted above in the background, the proposed updates are necessary for Lowell to continue participating in the NFIP. The proposed amendments implement the revised Oregon Model Flood Hazard code. As the amendments are TYPE IV- Legislative, the proposed amendments will go through two public hearings: one before Planning Commission and one before the City Council.

## Section 9.253, Amendments.

***(b) Decision Criteria. All requests for an amendment to the text or map of this Code or the Comprehensive Plan may be permitted upon authorization by the City Council in accordance with following findings:***

***(1) The proposed amendment does not conflict with the intent of the Comprehensive Plan.***

**Staff Response:** The proposed amendments to Lowell’s floodplain development code, specifically, Section 9.622 of the LDC implement the policies and goals of the Comprehensive Plan with respect to development in the floodplain and natural hazards. As outlined below, the proposed amendments to Section 9.622, to implement the revised floodplain development standards of the Model Code of the State of Oregon, do not conflict with the intent of the Comprehensive Plan.

Specifically, the Goals and Policies of the Comprehensive Plan as they relate to development in the floodplain and protection from natural hazards include:

- Goal 7 of the Lowell Comprehensive Plan reads *“to protect life and property from natural disasters and hazards. The primary hazards in the Lowell area are related to potential flooding, localized ponding, and steep erosion earth slide potentials.”*
  - **Staff Response:** The floodplain development code mitigates hazards from occurring to development in the floodplain.
- Policy 3 of Goal 1 Environmental Policies reads *“development proposals in areas considered to pose geological hazards such as flooding, poor drainage, ponding, high water table and slippage shall submit engineering investigations for review and approval of the City to ensure that environmental problems can be mitigated.”*
  - **Staff Response:** Development in the floodplain is regulated and restricted by the Floodplain Manager of Lowell, which is the City Administrator. When development is proposed on a property that lies within the floodplain, a greater level of review is triggered and may require base elevation certificates to be obtained by the developer from a registered engineer in the State of Oregon. All floodplain development mitigation measures , such base floor elevations, flood vents and floodproofing of equipment or electrical components, are inspected by the Building Official for compliance, prior to the issuance of certificates of occupancy.
- Section 9.983 Development Constraints (5).
  - **Staff Response:** This section addresses the City’s desire to constrain future development in areas prone to flood hazards and states that the City of Lowell is a participating City in the NFIP. The proposed amendments to the City’s floodplain development code directly address

the goal of Section 9.983 by placing restrictions on development within the floodplain and keeps the City in good order with the federal requirements of the NFIP.

**FINDING:** As outlined above, the proposed amendments to Section 9.622 to implement the revised floodplain development standards of the Model Code of the State of Oregon, do not conflict with the intent of the Comprehensive Plan. Criterion met.

***(2) There is a need for the proposed amendment to comply with changing conditions, new laws or to correct existing deficiencies.***

**FINDING:** The proposed amendments to Lowell's floodplain development code are necessary (and a federal requirement) for Lowell to remain a participating City in FEMA's NFIP. Every few years, floodplain development standards and definitions are updated by FEMA and DCLD, causing Cities to update their local development codes - this is the case as with the proposed amendments. The amendments are to specifically implement the new State of Oregon's Model Flood Hazard Ordinance, developed by DLCD and FEMA. The amendments are required due to changing conditions. Criterion met.

***(3) The amendment will not have a significant adverse impact on adjacent properties.***

**FINDING:** The proposed amendments will not have a significant adverse impact on adjacent properties. The City of Lowell already has adopted floodplain development regulations – the floodplain development standards are not new. The floodplain regulations are intended to minimize significant adverse impacts on properties that lie within the regulated floodplain. Criterion met.

***(4) The amendment will not have a significant adverse impact on the air, water and land resources of the City***

**FINDING:** The proposed amendments have no bearing on the air, water and land resources of the City. Criterion not applicable.

***(5) The amendment will not have a significant adverse impact on public facilities, transportation, the economy, and on the housing needs of the City.***

**FINDING:** The proposed amendments will not have an adverse impact on public facilities, transportation, the economy, or the housing needs to the City. Development within the floodplain in Lowell is already regulated by the City's current floodplain development code. The proposed amendments are necessary to keep the City in good standing with the federal requirements of the NFIP. Criterion met.

***(6) The amendment does not conflict with the intent of Statewide Planning Goals.***

City of Lowell – LU 2021 12

Text Amendments – Floodplain Development Code Update - Findings of Fact – Exhibit A

Page 3 of 5

**Staff Response:** The proposed amendments do not conflict with the intent of the Statewide Planning Goals. To further address this criterion, staff will present a finding for each applicable Statewide Planning Goal for subsection (6).

**Oregon Statewide Planning Goal 1: Citizen Involvement.**

**Staff Response:** Goal 1 requires that citizens be involved in the local land use planning process and have an opportunity to review and comment on proposed land use actions. For the proposed amendments, the City duly noticed the proposed amendments by publishing notice of the public hearings in a newspaper of general circulation and posting notice in public spaces. The City is processing the proposed code amendments as a TYPE IV process, which means there will be at least two public hearings on the matter – both of which will be free and open to the public to participate in the local land use hearings process. Goal 1 addressed.

**Oregon Statewide Planning Goal 2: Land Use Planning.**

**Staff Response:** As its most basic level, Goal 2 requires the land use actions of local governments to be consistent with the adopted Comprehensive Plan and any adopted refinement plans. As found in Section 9.253(1) of these findings, the adopted Comprehensive Plan sets out the goals and policies with respect to development within the regulated flood plain and protection of life and property from natural hazards. The proposed amendments to the City's floodplain development are consistent with the Comprehensive Plan and thus consistent with Goal 2. Criterion met.

**Oregon Statewide Planning Goal 7: Natural Hazards.**

**Staff Response:** Goal 7 requires local governments to adopt Comprehensive Plan policies, inventories and implementing measures to reduce risk to people and property from natural hazards. As Lowell is already a participating member in the NFIP, having adopted floodplain regulations is a pre-requisite for participation in the NFIP. Lowell's participation in the NFIP and the proposed amendments are directly intended to reduce risk to people and property from the natural hazard of flooding or high-water events.

**Oregon Statewide Planning Goal 10: Housing.**

**Staff Response:** The floodplain in Lowell is restricted to the shores of Dexter Lake. Development along Dexter Lake is restricted by the US Army Corps of Engineers. The parcels surrounding Dexter Lake are largely already built out, so little to no new residential development is expected. New development, re-development and additions to residences are permitted in the floodplain, subject to the floodplain standards of the Lowell Development Code. Criterion addressed.

**FINDING:** As discussed in the above four findings, the proposed amendments do not conflict with the Intent of the Statewide Planning Goals. Criterion met.

### **III. CONCLUSION:**

The amendments to Section 9.620 of the Lowell Development Code, amending the City's floodplain development code and implementing the State of Oregon's Model Flood Hazard standards, are consistent with the Lowell Comprehensive Plan and the Oregon Statewide Planning Goals. Staff recommend the proposed amendments be adopted by the Lowell City Council through enactment of an ordinance.

Exhibit A prepared by Henry Hearley, Lane Council of Governments on November 23, 2021.

# **EXHIBIT D**

## **SECTION 9.620 FLOOD HAZARD DEVELOPMENT**

The City of Lowell's only floodplain area is along the shore of Dexter Reservoir.

## **SECTION 9.621 STATUTORY AUTHORITY, FINDINGS OF FACT, PURPOSE, AND METHODS**

### **(a) STATUTORY AUTHORIZATION**

The State of Oregon has in ORS 197.175 delegated the responsibility to local governmental units to adopt floodplain management regulations designed to promote the public health, safety, and general welfare of its citizenry. Therefore, the City of Lowell does ordain as follows:

### **(b) FINDINGS OF FACT**

- (1)** The flood hazard areas of the City of Lowell are subject to periodic inundation which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.
- (2)** These flood losses may be caused by the cumulative effect of obstructions in special flood hazard areas which increase flood heights and velocities, and when inadequately anchored, cause damage in other areas. Uses that are inadequately floodproofed, elevated, or otherwise protected from flood damage also contribute to flood loss.

### **(c) STATEMENT OF PURPOSE**

It is the purpose of this code to promote public health, safety, and general welfare, and to minimize public and private losses due to flooding in flood hazard areas by provisions designed to:

- (1)** Protect human life and health;
- (2)** Minimize expenditure of public money for costly flood control projects;
- (3)** Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4)** Minimize prolonged business interruptions;
- (5)** Minimize damage to public facilities and utilities such as water and gas mains; electric, telephone and sewer lines; and streets and bridges located in special flood hazard areas;
- (6)** Help maintain a stable tax base by providing for the sound use and development of flood hazard areas so as to minimize blight areas caused by flooding;
- (7)** Notify potential buyers that the property is in a special flood hazard area
- (8)** Notify those who occupy special flood hazard areas that they assume responsibility for their actions

(9) Participate in and maintain eligibility for flood insurance and disaster relief.

(d) **METHODS OF REDUCING FLOOD LOSSES**

In order to accomplish its purposes, this code includes methods and provisions for:

- (1) Restricting or prohibiting development which is dangerous to health, safety, and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;
- (2) Requiring that development vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- (3) Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel flood waters;
- (4) Controlling filling, grading, dredging, and other development which may increase flood damage;
- (5) Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or may increase flood hazards in other areas.

**SECTION 9.622 FLOOD HAZARD DEFINITIONS**

Unless specifically defined below, words or phrases used in this code shall be interpreted so as to give them the meaning they have in common usage.

**Appeal:** A request for a review of the interpretation of any provision of this code or a request for a variance.

**Area of shallow flooding:** A designated Zone AO, AH, AR/AO or AR/AH on a community's Flood Insurance Rate Map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

**Area of special flood hazard:** The land in the floodplain within a community subject to a 1 percent or greater chance of flooding in any given year. It is shown on the Flood Insurance Rate Map (FIRM) as Zone A, AO, AH, A1-30, AE, A99, AR. "Special flood hazard area" is synonymous in meaning and definition with the phrase "area of special flood hazard".

**Base flood:** The flood having a one percent chance of being equaled or exceeded in any given year.

**Base flood elevation (BFE):** The elevation to which floodwater is anticipated to rise during the base flood.

**Basement:** Any area of the building having its floor subgrade (below ground level) on all sides.

**Building:** See "Structure."

**Development:** Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

**Flood or Flooding:**

- (a) A general and temporary condition of partial or complete inundation of normally dry land areas from:
- (1) The overflow of inland or tidal waters.
  - (2) The unusual and rapid accumulation or runoff of surface waters from any source.
  - (3) Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (a)(2) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
- (b) The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (a)(1) of this definition.

**Flood elevation study:** See "Flood Insurance Study".

**Flood Insurance Rate Map (FIRM):** The official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

**Flood Insurance Study (FIS):** An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

**Flood proofing:** Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents.

**Floodway:** The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. Also referred to as "Regulatory Floodway."

**Functionally dependent use:** A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and



ship building and ship repair facilities, and does not include long term storage or related manufacturing facilities.

**Highest adjacent grade:** The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

**Historic structure:** Any structure that is:

1. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
3. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or
4. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
  - a. By an approved state program as determined by the Secretary of the Interior or
  - b. Directly by the Secretary of the Interior in states without approved programs.

**Lowest floor:** The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this code.

**Manufactured dwelling:** A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured dwelling" does not include a "recreational vehicle" and is synonymous with "manufactured home".

**Manufactured dwelling park or subdivision:** A parcel (or contiguous parcels) of land divided into two or more manufactured dwelling lots for rent or sale.

**Mean sea level (MSL):** For purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which Base Flood Elevations shown on a community's Flood Insurance Rate Map are referenced.

**New construction:** For floodplain management purposes, "new construction" means structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by the City of Lowell and includes any subsequent improvements to such structures.

**Recreational vehicle:** A vehicle which is:

1. Built on a single chassis;

2. 400 square feet or less when measured at the largest horizontal projection;
3. Designed to be self-propelled or permanently towable by a light duty truck; and
4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

**Special flood hazard area:** See “Area of special flood hazard” for this definition.

**Start of construction:** Includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days from the date of the permit. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured dwelling on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

**Structure:** For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured dwelling.

**Substantial damage:** Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

**Substantial improvement:** Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage," regardless of the actual repair work performed. The term does not, however, include either:

1. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
2. Any alteration of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure."

**Variance:** A grant of relief by the City of Lowell from the terms of a flood plain management regulation.

**Violation:** The failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this code is presumed to be in violation until such time as that documentation is provided.

## **SECTION 9.623      GENERAL PROVISIONS**

### **(a)      LANDS TO WHICH THIS CODE APPLIES**

This code shall apply to all special flood hazard areas within the jurisdiction of the City of Lowell.

### **(b)      BASIS FOR ESTABLISHING THE SPECIAL FLOOD HAZARD AREAS**

The special flood hazard areas identified by the Federal Insurance Administrator in a scientific and engineering report entitled "The Flood Insurance Study (FIS) for "Lane County, Oregon and Incorporated Areas" dated June 5, 2020, with accompanying Flood Insurance Rate Map (FIRM) panel 41039C1695 F, effective on June 2, 1999, and any revision thereto, are hereby adopted by reference and declared to be a part of this code. The FIS and FIRM panels are on file at Lowell City Hall.

### **(c)      COORDINATION WITH STATE OF OREGON SPECIALTY CODES**

Pursuant to the requirement established in ORS 455 that the City of Lowell administers and enforces the State of Oregon Specialty Codes, the City of Lowell does hereby acknowledge that the Oregon Specialty Codes contain certain provisions that apply to the design and construction of buildings and structures located in special flood hazard areas. Therefore, this code is intended to be administered and enforced in conjunction with the Oregon Specialty Codes.

### **(d)      COMPLIANCE AND PENALTIES FOR NONCOMPLIANCE**

#### **(1)      COMPLIANCE**

All development within special flood hazard areas is subject to the terms of this code and required to comply with its provisions and all other applicable regulations.

#### **(2)      PENALTIES FOR NONCOMPLIANCE**

No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this code and other applicable regulations. Violations of the provisions of this code by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a nuisance. See Land Use Development Code section 9.108 for specific information on enforcement of this code, including remedies, procedures and penalties. Nothing contained herein shall prevent the City

of Lowell from taking such other lawful action as is necessary to prevent or remedy any violation.

**(e) ABROGATION AND SEVERABILITY**

**(1) ABROGATION**

This code is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this code and another code, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

**(2) SEVERABILITY**

This code and the various parts thereof are hereby declared to be severable. If any section clause, sentence, or phrase of the code is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this code.

**(f) INTERPRETATION**

In the interpretation and application of this code, all provisions shall be:

- (1)** Considered as minimum requirements;
- (2)** Liberally construed in favor of the governing body; and
- (3)** Deemed neither to limit nor repeal any other powers granted under state statutes.

**(g) WARNING AND DISCLAIMER OF LIABILITY**

**(1) WARNING**

The degree of flood protection required by this code is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This code does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages.

**(2) DISCLAIMER OF LIABILITY**

This code shall not create liability on the part of the City of Lowell, any officer or employee thereof, or the Federal Insurance Administrator for any flood damages that result from reliance on this code, or any administrative decision lawfully made hereunder.

## **SECTION 9.624      ADMINISTRATION**

### **(a)      DESIGNATION OF THE FLOODPLAIN ADMINISTRATOR**

The City Administrator and their designee is hereby appointed to administer, implement, and enforce this code by granting or denying development permits in accordance with its provisions. The Floodplain Administrator may delegate authority to implement these provisions.

### **(b)      DUTIES AND RESPONSIBILITIES OF THE FLOODPLAIN ADMINISTRATOR**

Duties of the floodplain administrator, or their designee, shall include, but not be limited to:

#### **(1)      PERMIT REVIEW**

Review all development permits to determine that:

- A.      The permit requirements of this code have been satisfied;
- B.      All other required local, state, and federal permits have been obtained and approved.
- C.      Review all development permits to determine if the proposed development is located in a floodway. If located in the floodway assure that the floodway provisions of this code in section 9.625 (b) (4) are met; and
- D.      Review all development permits to determine if the proposed development is located in an area where Base Flood Elevation (BFE) data is available either through the Flood Insurance Study (FIS) or from another authoritative source. If BFE data is not available then ensure compliance with the provisions of sections 9.625 (a) (7); and
- E.      Provide to building officials the Base Flood Elevation (BFE) applicable to any building requiring a development permit.
- F.      Review all development permit applications to determine if the proposed development qualifies as a substantial improvement as defined in section 9.622.
- G.      Review all development permits to determine if the proposed development activity is a watercourse alteration. If a watercourse alteration is proposed, ensure compliance with the provisions in section 9.625 (a) (1).
- H.      Review all development permits to determine if the proposed development activity includes the placement of fill or excavation.

#### **(2)      INFORMATION TO BE OBTAINED AND MAINTAINED**

The following information shall be obtained and maintained and shall be made available for public inspection as needed:

- A.      Obtain, record, and maintain the actual elevation (in relation to mean sea level) of the lowest floor (including basements) and all attendant utilities of

all new or substantially improved structures where Base Flood Elevation (BFE) data is provided through the Flood Insurance Study (FIS), Flood Insurance Rate Map (FIRM), or obtained in accordance with section 9.625 (a) (7).

- B. Obtain and record the elevation (in relation to mean sea level) of the natural grade of the building site for a structure prior to the start of construction and the placement of any fill and ensure that the requirements of sections 9.625 (b) (4) and 9.624 (b) (1)(B) are adhered to.
- C. Upon placement of the lowest floor of a structure (including basement) but prior to further vertical construction, obtain documentation, prepared and sealed by a professional licensed surveyor or engineer, certifying the elevation (in relation to mean sea level) of the lowest floor (including basement).
- D. Where base flood elevation data are utilized, obtain As-built certification of the elevation (in relation to mean sea level) of the lowest floor (including basement) prepared and sealed by a professional licensed surveyor or engineer, prior to the final inspection.
- E. Maintain all Elevation Certificates (EC) submitted to the community;
- F. Obtain, record, and maintain the elevation (in relation to mean sea level) to which the structure and all attendant utilities were floodproofed for all new or substantially improved floodproofed structures where allowed under this code and where Base Flood Elevation (BFE) data is provided through the FIS, FIRM, or obtained in accordance with section 9.625 (a) (7).
- G. Maintain all floodproofing certificates required under this code;
- H. Record and maintain all variance actions, including justification for their issuance;
- I. Obtain and maintain all hydrologic and hydraulic analyses performed as required under section 9.625 (b) (4).
- J. Record and maintain all Substantial Improvement and Substantial Damage calculations and determinations as required under section 9.624 (b) (4).
- K. Maintain for public inspection all records pertaining to the provisions of this code.

**(3) REQUIREMENT TO NOTIFY OTHER ENTITIES AND SUBMIT NEW TECHNICAL DATA**

**A. COMMUNITY BOUNDARY ALTERATIONS**

The Floodplain Administrator shall notify the Federal Insurance Administrator in writing whenever the boundaries of the community have been modified by annexation or the community has otherwise assumed authority or no longer has authority to adopt and enforce floodplain management regulations for a particular area, to ensure that all Flood Hazard

Boundary Maps (FHBM) and Flood Insurance Rate Maps (FIRM) accurately represent the community's boundaries. Include within such notification a copy of a map of the community suitable for reproduction, clearly delineating the new corporate limits or new area for which the community has assumed or relinquished floodplain management regulatory authority.

**B. WATERCOURSE ALTERATIONS**

Notify adjacent communities, the Department of Land Conservation and Development, and other appropriate state and federal agencies, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration. This notification shall be provided by the applicant to the Federal Insurance Administration as a Letter of Map Revision (LOMR) along with either:

1. A proposed maintenance plan to assure the flood carrying capacity within the altered or relocated portion of the watercourse is maintained; or
2. Certification by a registered professional engineer that the project has been designed to retain its flood carrying capacity without periodic maintenance.

The applicant shall be required to submit a Conditional Letter of Map Revision (CLOMR) when required under section 9.624 (b) (3)(C). Ensure compliance with all applicable requirements in sections 9.624 (b) (3)(C) and 9.625 (a) (1).

**C. REQUIREMENT TO SUBMIT NEW TECHNICAL DATA**

A community's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, a community shall notify the Federal Insurance Administrator of the changes by submitting technical or scientific data in accordance with Title 44 of the Code of Federal Regulations (CFR), Section 65.3. The community may require the applicant to submit such data and review fees required for compliance with this section through the applicable FEMA Letter of Map Change (LOMC) process.

The Floodplain Administrator shall require a Conditional Letter of Map Revision prior to the issuance of a floodplain development permit for:

1. Proposed floodway encroachments that increase the base flood elevation; and

2. Proposed development which increases the base flood elevation by more than one foot in areas where FEMA has provided base flood elevations but no floodway.

An applicant shall notify FEMA within six (6) months of project completion when an applicant has obtained a Conditional Letter of Map Revision (CLOMR) from FEMA.

This notification to FEMA shall be provided as a Letter of Map Revision (LOMR).

**(4) SUBSTANTIAL IMPROVEMENT AND SUBSTANTIAL DAMAGE ASSESSMENTS AND DETERMINATIONS**

Conduct Substantial Improvement (SI) (as defined in section 9.622) reviews for all structural development proposal applications and maintain a record of SI calculations within permit files in accordance with section 9.624 (b) (2). Conduct Substantial Damage (SD) (as defined in section 9.622) assessments when structures are damaged due to a natural hazard event or other causes. Make SD determinations whenever structures within the special flood hazard area (as established in section 9.623 (b)) are damaged to the extent that the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

**(c) ESTABLISHMENT OF DEVELOPMENT PERMIT**

**(1) FLOODPLAIN DEVELOPMENT PERMIT REQUIRED**

A development permit shall be obtained before construction or development begins within any area horizontally within the special flood hazard area established in section 9.623 (b). The development permit shall be required for all structures, including manufactured dwellings, and for all other development, as defined in section 9.622, including fill and other development activities.

**A. Floodplain Development Permit Fee Established**

1. The City, by resolution, has established fees for application and issuance of a Flood Hazard Development permit.
2. If any development activity occurs prior to issuing a permit under this section, the fee for approval of the permit, after the fact, will be five (5) times the normal cost of the permit as established by resolution. If a permit is not subsequently issued, the property owner is responsible, in addition to the permit fee, for all costs to remove the development. If not approved, the development must be removed within 90 days of the date of notice of disapproval.



**(2) APPLICATION FOR DEVELOPMENT PERMIT**

Application for a development permit may be made on forms furnished by the Floodplain Administrator and may include, but not be limited to, plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically the following information is required:

- A. In riverine flood zones, the proposed elevation (in relation to mean sea level), of the lowest floor (including basement) and all attendant utilities of all new and substantially improved structures; in accordance with the requirements of section 9.624 (b) (2).
- B. Proposed elevation in relation to mean sea level to which any non-residential structure will be floodproofed.
- C. Certification by a registered professional engineer or architect licensed in the State of Oregon that the floodproofing methods proposed for any non-residential structure meet the floodproofing criteria for non-residential structures in section 9.625 (b) (3)(C).
- D. Description of the extent to which any watercourse will be altered or relocated.
- E. Base Flood Elevation data for subdivision proposals or other development when required per sections 9.624 (b) (1) and 9.625 (a) (6).
- F. Substantial improvement calculation for any improvement, addition, reconstruction, renovation, or rehabilitation of an existing structure.
- G. The amount and location of any fill or excavation activities proposed.

**(d) VARIANCE PROCEDURE**

The issuance of a variance is for floodplain management purposes only. Flood insurance premium rates are determined by federal statute according to actuarial risk and will not be modified by the granting of a variance.

**(1) CONDITIONS FOR VARIANCES**

- A. Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, in conformance with the provisions of sections 9.624 (d) (1C and 1E), and 9.624 (d) (2). As the lot size increases beyond one-half acre, the technical justification required for issuing a variance increases.
- B. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

- C. Variances shall not be issued within any floodway if any increase in flood levels during the base flood discharge would result.
- D. Variances shall only be issued upon:
  - 1. A showing of good and sufficient cause;
  - 2. A determination that failure to grant the variance would result in exceptional hardship to the applicant;
  - 3. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing laws or codes.
- E. Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that the criteria of section 9.624 (d) (1B-D) are met, and the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

## **(2) VARIANCE NOTIFICATION**

Any applicant to whom a variance is granted shall be given written notice that the issuance of a variance to construct a structure below the Base Flood Elevation will result in increased premium rates for flood insurance and that such construction below the base flood elevation increases risks to life and property. Such notification and a record of all variance actions, including justification for their issuance shall be maintained in accordance with section 9.624 (b) (2).

## **SECTION 9.625 PROVISIONS FOR FLOOD HAZARD REDUCTION**

### **(a) GENERAL STANDARDS**

In all special flood hazard areas, the following standards shall be adhered to:

#### **(1) ALTERATION OF WATERCOURSES**

Require that the flood carrying capacity within the altered or relocated portion of said watercourse is maintained. Require that maintenance is provided within the altered or relocated portion of said watercourse to ensure that the flood carrying capacity is not diminished. Require compliance with sections 9.624 (b) (3)(B) and 9.624 (b) (3)(C).

#### **(2) ANCHORING**

- A. All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

- B. All manufactured dwellings shall be anchored per section 9.625 (b) (3)(D).

**(3) CONSTRUCTION MATERIALS AND METHODS**

- A. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- B. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.

**(4) UTILITIES AND EQUIPMENT**

**A. WATER SUPPLY, SANITARY SEWER, AND ON-SITE WASTE DISPOSAL SYSTEMS**

1. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
2. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters.
3. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding consistent with the Oregon Department of Environmental Quality.

**B. ELECTRICAL, MECHANICAL, PLUMBING, AND OTHER EQUIPMENT**

Electrical, heating, ventilating, air-conditioning, plumbing, duct systems, and other equipment and service facilities shall be elevated to at or above one (1) foot above the Base Flood Elevation (BFE), or two (2) feet above highest adjacent grade where BFE is not available, or shall be designed and installed to prevent water from entering or accumulating within the components and to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during conditions of flooding. In addition, electrical, heating, ventilating, air conditioning, plumbing, duct systems, and other equipment and service facilities shall, if replaced as part of a substantial improvement, meet all the requirements of this section.

**(5) TANKS**

- A. Underground tanks shall be anchored to prevent flotation, collapse and lateral movement under conditions of the base flood.
- B. Above-ground tanks shall be installed one (1) foot above the Base Flood Elevation (BFE), or two (2) feet above highest adjacent grade where BFE is not available, or shall be anchored to prevent flotation, collapse, and lateral movement under conditions of the base flood.

**(6) SUBDIVISION PROPOSALS & OTHER PROPOSED DEVELOPMENTS**

- A. All new subdivision proposals and other proposed new developments (including proposals for manufactured dwelling parks and subdivisions) greater than 50 lots or 5 acres, whichever is the lesser, shall include within such proposals, Base Flood Elevation data.
- B. All new subdivision proposals and other proposed new developments (including proposals for manufactured dwelling parks and subdivisions) shall:
  - 1. Be consistent with the need to minimize flood damage.
  - 2. Have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize or eliminate flood damage.
  - 3. Have adequate drainage provided to reduce exposure to flood hazards.

**(7) USE OF OTHER BASE FLOOD ELEVATION DATA**

When Base Flood Elevation data has not been provided in accordance with section 9.623 (b) the local floodplain administrator shall obtain, review, and reasonably utilize any Base Flood Elevation data available from a federal, state, or other source, in order to administer section 9.625. All new subdivision proposals and other proposed new developments (including proposals for manufactured dwelling parks and subdivisions) must meet the requirements of section 9.625 (a) (6).

Base Flood Elevations shall be determined for development proposals that are 5 acres or more in size or are 50 lots or more, whichever is lesser in any A zone that does not have an established base flood elevation. Development proposals located within an unnumbered A Zone shall be reasonably safe from flooding. The test of reasonableness is a local judgement and includes use of historical data, high water marks, FEMA provided Base Level Engineering data, and photographs of past flooding, etc. where available.

Residential structures and non-residential structures within an unnumbered A Zone that are not dry floodproofed must be elevated such that the lowest floor is a minimum elevation of two feet above highest adjacent grade. Failure to elevate at least two feet above grade in these zones may result in higher insurance rates.

**(8) STRUCTURES LOCATED IN MULTIPLE OR PARTIAL FLOOD ZONES**

In coordination with the State of Oregon Specialty Codes:

- A. When a structure is located in multiple flood zones on the community's Flood Insurance Rate Maps (FIRM) the provisions for the more restrictive flood zone shall apply.

- B. When a structure is partially located in a special flood hazard area, the entire structure shall meet the requirements for new construction and substantial improvements.

**(9) NEW DEVELOPMENT**

- A. New development, including the construction of dwelling units and other structures, is not allowed on undeveloped properties within special flood hazard areas established in Section 9.623(b), unless no practicable site outside the special flood hazard area is available. For purposes of this section, a property, on which the area outside the SFHA is less than 2,500 square feet and a 35X35-foot square cannot fit within the area unincumbered by the SFHA is presumed to have no practical, non-floodplain site available. A finding based on this standard is an administrative action by the Floodplain Manager and does not require approval by the City Council. The burden of proof that such sites are not available, as described herein, rests with an applicant.
- B. Exception to (A) above: New development of recreational facilities and commercial facilities along the shores of Dexter Reservoir under the control of the US Army Corps of Engineers for which a permit has been issued by the Corps, may be permitted conditional upon such development meeting the requirements of this section.
- C. Additional development and redevelopment of currently developed lots within the floodplain is permitted conditional upon such development meeting the requirements of this code.

**(b) SPECIFIC STANDARDS FOR RIVERINE (INCLUDING ALL NON-COASTAL) FLOOD ZONES**

These specific standards shall apply to all new construction and substantial improvements in addition to the General Standards contained in section 9.625 (a) of this code.

**(1) FLOOD OPENINGS**

All new construction and substantial improvements with fully enclosed areas below the lowest floor (excluding basements) are subject to the following requirements. Enclosed areas below the Base Flood Elevation, including crawl spaces shall:

- A. Be designed to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters;
- B. Be used solely for parking, storage, or building access;
- C. Be certified by a registered professional engineer or architect or meet or exceed all of the following minimum criteria:

1. A minimum of two openings,
2. The total net area of non-engineered openings shall be not less than one (1) square inch for each square foot of enclosed area, where the enclosed area is measured on the exterior of the enclosure walls,
3. The bottom of all openings shall be no higher than one foot above grade.
4. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they shall allow the automatic flow of floodwater into and out of the enclosed areas and shall be accounted for in the determination of the net open area.
5. All additional higher standards for flood openings in the State of Oregon Residential Specialty Codes Section R322.2.2 shall be complied with when applicable.

**(2) GARAGES**

- A. Attached garages may be constructed with the garage floor slab below the Base Flood Elevation (BFE) in riverine flood zones, if the following requirements are met:
  1. If located within a floodway the proposed garage must comply with the requirements of section 9.625 (b) (4).
  2. The floors are at or above grade on not less than one side;
  3. The garage is used solely for parking, building access, and/or storage;
  4. The garage is constructed with flood openings in compliance with section 9.625 (b) (1) to equalize hydrostatic flood forces on exterior walls by allowing for the automatic entry and exit of floodwater.
  5. The portions of the garage constructed below the BFE are constructed with materials resistant to flood damage;
  6. The garage is constructed in compliance with the standards in section 9.625 (a); and
  7. The garage is constructed with electrical, and other service facilities located and installed so as to prevent water from entering or accumulating within the components during conditions of the base flood.
- B. Detached garages must be constructed in compliance with the standards for appurtenant structures in section 9.625 (b) (3)(F) or non-residential structures in section 9.625 (b) (3)(C) depending on the square footage of the garage.

**(3) FOR RIVERINE (NON-COASTAL) SPECIAL FLOOD HAZARD AREAS WITH BASE FLOOD ELEVATIONS**

In addition to the general standards listed in section 9.625 (a) the following specific standards shall apply in Riverine (non-coastal) special flood hazard areas with Base Flood Elevations (BFE): Zones A1-A30, AH, and AE.

**A. BEFORE REGULATORY FLOODWAY**

In areas where a regulatory floodway has not been designated, no new construction, substantial improvement, or other development (including fill) shall be permitted within Zones A1-30 and AE on the community's Flood Insurance Rate Map (FIRM), unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

**B. RESIDENTIAL CONSTRUCTION**

1. New construction, conversion to, and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated to at or above one (1) foot above the Base Flood Elevation (BFE).
2. Enclosed areas below the lowest floor shall comply with the flood opening requirements in section 9.625 (b) (1).

**C. NON-RESIDENTIAL CONSTRUCTION**

1. New construction, conversion to, and substantial improvement of any commercial, industrial, or other non-residential structure shall have the lowest floor, including basement elevated to at or above one (1) foot above the Base Flood Elevation (BFE). Or, together with attendant utility and sanitary facilities:
  - i. Be floodproofed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water;
  - ii. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
  - iii. Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this section based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the Floodplain Administrator as set forth section 9.624 (b) (2).

2. Non-residential structures that are elevated, not floodproofed, shall comply with the standards for enclosed areas below the lowest floor in section 9.625 (b) (1).
3. Applicants floodproofing non-residential buildings shall be notified that flood insurance premiums will be based on rates that are one (1) foot below the floodproofed level (e.g. a building floodproofed to the base flood level will be rated as one (1) foot below).

Additional Recommended Language Provided in Appendix B

**D. MANUFACTURED DWELLINGS**

1. Manufactured dwellings to be placed (new or replacement) or substantially improved that are supported on solid foundation walls shall be constructed with flood openings that comply with section 9.625 (b) (1);
2. The bottom of the longitudinal chassis frame beam shall be at or above Base Flood Elevation;
3. Manufactured dwellings to be placed (new or replacement) or substantially improved shall be anchored to prevent flotation, collapse, and lateral movement during the base flood. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors (Reference FEMA's "Manufactured Home Installation in Flood Hazard Areas" guidebook for additional techniques), and;
4. Electrical crossover connections shall be a minimum of twelve (12) inches above Base Flood Elevation (BFE).

**E. RECREATIONAL VEHICLES**

Recreational vehicles placed on sites are required to:

1. Be on the site for fewer than 180 consecutive days, and
2. Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or
3. Meet the requirements of section 9.625 (b) (3)(D), including the anchoring and elevation requirements for manufactured dwellings.

**F. APPURTENANT (ACCESSORY) STRUCTURES**

Relief from elevation or floodproofing requirements for residential and nonresidential structures in Riverine (Non-Coastal) flood zones may be granted for appurtenant structures that meet the following requirements:



1. Appurtenant structures located partially or entirely within the floodway must comply with requirements for development within a floodway found in section 9.625 (b) (4).
2. Appurtenant structures must only be used for parking, access, and/or storage and shall not be used for human habitation;
3. In compliance with State of Oregon Specialty Codes, appurtenant structures on properties that are zoned residential are limited to one story structures less than 200 square feet, or 400 square feet if the property is greater than two (2) acres in area and the proposed appurtenant structure will be located a minimum of 20 feet from all property lines. Appurtenant structures on properties that are zoned as non-residential are limited in size to 120 square feet.
4. The portions of the appurtenant structure located below the Base Flood Elevation must be built using flood resistant materials;
5. The appurtenant structure must be adequately anchored to prevent flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the base flood.
6. The appurtenant structure must be designed and constructed to equalize hydrostatic flood forces on exterior walls and comply with the requirements for flood openings in section 9.625 (b) (1);
7. Appurtenant structures shall be located and constructed to have low damage potential;
8. Appurtenant structures shall not be used to store toxic material, oil, or gasoline, or any priority persistent pollutant identified by the Oregon Department of Environmental Quality unless confined in a tank installed in compliance with section 9.625 (a) (5).
9. Appurtenant structures shall be constructed with electrical, mechanical, and other service facilities located and installed so as to prevent water from entering or accumulating within the components during conditions of the base flood.

Additional Optional Language Provided in Appendix B

**(4) FLOODWAYS**

Located within the special flood hazard areas established in section 9.623 (b) are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of the floodwaters which carry debris, potential projectiles, and erosion potential, the following provisions apply:

- A. Prohibit encroachments, including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless:

1. Certification by a registered professional civil engineer is provided demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment shall not result in any increase in flood levels within the community during the occurrence of the base flood discharge;  
Or,
  2. A community may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided that a Conditional Letter of Map Revision (CLOMR) is applied for and approved by the Federal Insurance Administrator, and the requirements for such revision as established under Volume 44 of the Code of Federal Regulations, section 65.12 are fulfilled.
- B. If the requirements of section 9.625 (b) (4) are satisfied, all new construction, substantial improvements, and other development shall comply with all other applicable flood hazard reduction provisions of section 9.625.

**(5) STANDARDS FOR SHALLOW FLOODING AREAS**

Shallow flooding areas appear on FIRMs as AO zones with depth designations or as AH zones with Base Flood Elevations. For AO zones the base flood depths range from one (1) to three (3) feet above ground where a clearly defined channel does not exist, or where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is usually characterized as sheet flow. For both AO and AH zones, adequate drainage paths are required around structures on slopes to guide floodwaters around and away from proposed structures.

**A. STANDARDS FOR AH ZONES**

Development within AH Zones must comply with the standards in sections 9.625 (a), 9.625 (b), and 9.625 (b) (5).

**B. STANDARDS FOR AO ZONES**

In AO zones, the following provisions apply in addition to the requirements in sections 9.625 (a) and 9.625 (b) (5):

1. New construction, conversion to, and substantial improvement of residential structures and manufactured dwellings within AO zones shall have the lowest floor, including basement, elevated above the highest grade adjacent to the building, at minimum to or above the depth number specified on the Flood Insurance Rate Maps (FIRM) (at least two (2) feet if no depth number is specified). For manufactured dwellings the lowest floor is considered to be the bottom of the longitudinal chassis frame beam.

2. New construction, conversion to, and substantial improvements of nonresidential structures within AO zones shall either:
  - i. Have the lowest floor (including basement) elevated above the highest adjacent grade of the building site, at minimum to or above the depth number specified on the Flood Insurance Rate Maps (FIRMS) (at least two (2) feet if no depth number is specified); or
  - ii. Together with attendant utility and sanitary facilities, be completely floodproofed to or above the depth number specified on the FIRM or a minimum of two (2) feet above the highest adjacent grade if no depth number is specified, so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. If this method is used, compliance shall be certified by a registered professional engineer or architect as stated in section 9.625 (b) (3)(C).
3. Recreational vehicles placed on sites within AO Zones on the community's Flood Insurance Rate Maps (FIRM) shall either:
  - i. Be on the site for fewer than 180 consecutive days, and
  - ii. Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or
  - iii. Meet the elevation requirements of section 9.625 (b) (5)(B)(1), and the anchoring and other requirements for manufactured dwellings of section 9.625 (b) (3D).
4. In AO zones, new and substantially improved appurtenant structures must comply with the standards in section 9.625 (b) (3F).
5. In AO zones, enclosed areas beneath elevated structures shall comply with the requirements in section 9.625 (b) (1).

# Agenda Item Sheet

## City of Lowell City Council

Type of item:	Presentation
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### Item title/recommended action:

Presentation from City of Oakridge Police Chief Kevin Martin regarding law enforcement services. – Discussion

### Justification or background:

The City of Oakridge Police Department is scheduled to speak with City Council on the subject of expanding law enforcement services in the community. By the end of January, City Council will have heard from two law enforcement agencies on what it would take to expand law enforcement services in the community. Staff's recommended next steps are for City Council to provide direction in February on how we want to engage the public on this topic.

### Budget impact:

N/A

### Department or Council sponsor:

Police

### Attachments:

N/A

Meeting date:	01/18/2021
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# Agenda Item Sheet

## City of Lowell City Council

Type of item:	Presentation
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### Item title/recommended action:

Presentation from Curt Wilson of Wilson Architecture on next steps for the City Hall and Maggie Osgood Library construction project. – Discussion

### Justification or background:

In October, City Council voted on a design option for the library/city hall renovation project. Since then, Wilson Architecture has been working on final project specifications in order to prepare the construction documents needed to solicit construction bids. Architect Curt Wilson is scheduled to make presentation on progress up to this point and the next steps in the process.

### Budget impact:

N/A

### Department or Council sponsor:

Library

### Attachments:

N/A

Meeting date:	01/18/2021
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# Agenda Item Sheet

## City of Lowell City Council

Type of item:	Ordinance
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### Item title/recommended action:

First reading approval of Ordinance #306, "An ordinance designating qualified employees, establishing a local appeal board, authorizing a periodic independent audit of the finances of the City's building inspection program, ratifying discretionary decisions made by the contract building official made before January 1, 2022, and declaring an emergency." –

Discussion/Possible Action

### Justification or background:

In its 2021 regular session, the Legislative Assembly passed SB 866, which went into effect on 1/1/22. SB 866 requires city's that use contract building officials to implement an appeals process to hear appeals of building officials' discretionary decisions. In December, the Building Codes Division promulgated administrative rules to implement SB 866, which have a 1/31/22 deadline for compliance. Since the city does not have a building appeals board, this ordinance will establish one. Also included in this ordinance is an update to the "Building Inspection Operating Plan" to reflect the new appeals process, among other requirements from the Building Codes Division. Staff have collaborated with the City Attorney and Operations Manager/Chief Building Official or Northwest Code Professionals to draft the included documents. Failure to implement an appeals process by the 1/31/22 deadline and turn in an updated operating plan to the Building Codes Division would result in the city no longer being able to use a contract building official. A second reading is scheduled at a 1/26/22 special meeting to meet the 1/31/22 deadline.

### Budget impact:

N/A

### Department or Council sponsor:

Building Inspections

### Attachments:

N/A

Meeting date:	01/18/2021
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**CITY OF LOWELL, OREGON**

**ORDINANCE 306**

**AN ORDINANCE DESIGNATING QUALIFIED EMPLOYEES, ESTABLISHING A LOCAL APPEAL BOARD, AUTHORIZING A PERIODIC INDEPENDENT AUDIT OF THE FINANCES OF THE CITY'S BUILDING INSPECTION PROGRAM, RATIFYING DISCRETIONARY DECISIONS MADE BY THE CONTRACT BUILDING OFFICIAL MADE BEFORE JANUARY 1, 2022; AND DECLARING AN EMERGENCY.**

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**WHEREAS**, The 2021 Regular Session of the Oregon Legislature enacted Senate Bill 866, enrolled as Chapter 599, Oregon Laws 2021, that amended portions of ORS Chapter 455.

**WHEREAS**, Senate Bill 866 establishes building code procedures for municipalities that use contract building officials. These procedures include the creation of an appeals board, the designation of a "qualified employee" of the municipality, the creation or modification of an existing operating plan, the development of independent audit procedures of the municipality's building inspection program, and the ability to ratify past discretionary decisions made by a contract building official.

**WHEREAS**, the City of Lowell uses a contract building official and wishes to continue to do so for the foreseeable future.

**NOW, THEREFORE**, The City of Lowell ordains as follows:

**Section 1. Qualified Employee.** The City Administrator and Public Works Director are designated as "qualified employees" as defined by Subsection (1)(d) of Section 2 of Chapter 599, Oregon Laws 2021.

**Section 2. Appeals Board.** A three-person Building Appeals Board is created to hear appeals of discretionary decisions made by the contract building official. Two members of the Board shall be appointed by the City Council. The third member shall be either a Lane County Building Inspector appointed by Lane County, or a Building Inspector of a county adjacent to Lane County appointed by their respective county.

**Section 3. Independent Audit.** The City shall have an independent auditor examine the finances of the city's building inspection program at least once every two years. The audit shall conform to the procedures and standards outlined in Subsection (6) of Section 2 of Chapter 599, Oregon Laws 2021.

**Section 4. Ratification of Discretionary Decisions.** The City hereby ratifies the discretionary decisions made by its contract building official made before January 1, 2022.

**Section 5. Operating Plan.** The City hereby modifies its Operating Plan for its Building Program. The Operating Plan is attached as Exhibit A to this Ordinance. The City may update its Operating Plan from time to time as necessary by resolution passed by City Council.

**Section 6. Emergency Clause.** This Ordinance is necessary for the safety, health, and welfare for the City of Lowell because Senate Bill 866 became effective January 1, 2022 and shall become effective immediately after its final passage by the City Council and approval by the Mayor.

**Adopted by the City Council of the City of Lowell this \_\_\_\_ day of January 2022.**

YES: \_\_\_\_\_

NOES: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Don Bennett, Mayor

ATTEST:

\_\_\_\_\_  
Jeremy Caudle, City Recorder

First reading: \_\_\_\_\_

Second reading: \_\_\_\_\_

Adopted: \_\_\_\_\_

Signed: \_\_\_\_\_

Effective date: \_\_\_\_\_





**CITY OF LOWELL**

**BUILDING INSPECTION  
PROGRAM**

**OPERATING PLAN**

**Revised January 24, 2022**

**918-020-0080 Delegation of Building Inspection Programs**

The division and every municipality that administers and enforces a building inspection program or desires to assume responsibility to administer and enforce a building inspection program shall prepare an operating plan describing the manner in which the municipality or the division will do so. The operating plan shall establish specific processes and goals, consistent with the program standards described in ORS 455.153 and OAR 918-020-0090

This operating plan was developed and is maintained to comply with the above administrative rule. The plan is on file with the State of Oregon Building Codes Division, has been distributed to surrounding jurisdictions and is available through this office upon request.

This plan reflects the standards, policies, procedures and services administered and offered through the City of Lowell (City). The plan is required to be updated as necessary to reflect service changes. Any questions related to this plan should be directed to:

Dave Mortier  
Building Official  
144 E 14th Ave  
Eugene, OR 97401

Phone: 541.484.9043 #216

Email: DaveM@nwcodepros.com

## **ADMINISTRATIVE STANDARDS – OAR 918-20-0090(1)**

### **FUNDS – OAR 918-20-0090(1)(a)**

The Building Department of the City of Lowell (City) operates through segregated accounts maintained within the General Fund. All plan review, surcharge revenue and permit revenues are deposited into this fund and all division expenditures are from this fund.

Permit and plan review fees are collected and distributed by account number. Separate accounts, allowing tracking for both revenues and expenditures are established for all individual processes including, building, mechanical, plumbing, electrical, plan review, manufactured dwellings, code compliance, special inspections, re-inspections, surcharges. All fees collected by the Building Department in connection with the administration and enforcement of building inspection programs will be used only for the administration and enforcement of those respective programs. Surpluses carried forward must be used only for the building inspection program and/or for the payment of any deficits or liabilities accrued to the program.

Fees charged for construction, alteration and repair of structures and buildings and the installation of mechanical, heating, and ventilating devices, electrical installations, plumbing installations and applicable appliances and equipment and the reconstruction, alteration and repair of prefabricated structures shall be in accordance with the current fee schedules. Revenues generated from permit fees are intended to cover the reasonable and necessary costs of carrying out effective administration and enforcement of the respective inspection programs.

In accordance with OAR 918-050-0100(1)(c), the per-square-foot value will be determined via the International Codes Council (ICC) Valuation Table .as published on April 1st of each year or the most recently published table as of April 1st. Permit fee schedules and a copy of the ICC Valuation tables are available at the City of Lowell, City Hall, located at 107 E. 3<sup>rd</sup> St., Lowell, Oregon.

### **EQUIPMENT AND RESOURCES – OAR 918-20-0090(1)(a)**

All staff members are provided with the equipment and other resources needed to complete their work in an efficient and service-oriented manner.

### **STAFF AUTHORITY AND RESPONSIBILITIES - OAR 918-20-0090(1)(b)**

#### **Building Official**

Per the City's contractual agreement with NorthWest Code Professionals, LLC (NWCP), the Contract Building Official is responsible for the management of the

building and safety program. The Contract Building Official conducts all plan reviews and inspections for Fire and Life Safety, A-Level Structural, A-Level Mechanical, One and Two Family Structural, One and Two-Family Mechanical, Manufactured Dwelling installations, Park and Camp and any other work covered by the specialty codes in accordance with certifications obtained.

Code administration responsibilities of the Contract Building Official are listed in the attachment "Personal/Professional Services Contract" which is an extract from the contractual agreement between the City and NWCP.

The Contract Building Official shall be registered and licensed by the State of Oregon as per requirements of OAR 918-098.

In accordance with OAR 918-020 230(2), within five (5) business days from making a discretionary decision, the Contract Building Official must:

- Notify a Qualified employee in writing of the discretionary decision; and
- Notify a permit applicant in writing of the discretionary decision that relates to the permit application. This notice must list and describe available opportunities for a hearing and appeal of the decision.

Per OAR 918-020-0015(2), A Contract Building Official means an owner, manager or employee of a person that the director has licensed to perform specialty code inspections and plan reviews under ORS 455.457 and that engages in the business of providing the services described in ORS 455.148(3) and 455.150(3) to one or more municipalities to which the director has delegated a building inspection program.

Per OAR 918-020-0015(4), A Discretionary Decision means a decision on whether to waive a plan review, an inspection or a provision of the state building code; or to allow an alternative material, design or method of construction.

### **Inspectors/Plans Examiners**

All inspectors and plans examiners shall be certified to perform the applicable process as required in OAR 918-098-1012. All inspectors, plans examiners, and Building Official shall meet the continuing education requirements of OAR 918-098-1450.

### **Qualified Employee – ORS 455.100, Section 2(1)(d) and Section 2(3)(a) and OAR 918-20-0015(2), 918-020-090(7)(f)**

The Qualified Employee is an individual that the municipality employs and has been designated to ratify or disapprove a contract Building Official's discretionary decisions. (OAR 918-020-0015(7)).

The Qualified Employee(s) for the City of Lowell are:

Jeremy Caudle  
City Administrator  
Email: [jcaudle@ci.lowell.or.us](mailto:jcaudle@ci.lowell.or.us)  
Phone: 541-937-2157

Max Baker  
Public Works Director  
Email: [mbaker@ci.lowell.or.us](mailto:mbaker@ci.lowell.or.us)  
Phone: 541-937-2157

Before exercising oversight over a contract Building Official, the Qualified Employee is required to complete the basic training and obtain applicable certification or other evidence of completion, as defined by Oregon Building Codes Division.

Within 180 days after being designated as the Qualified Employee, the employee is required to complete the advanced training and obtain applicable certification or other evidence of completion, as defined by Oregon Building Codes Division.

The Qualified Employee shall be notified in writing within five (5) days by the contract Building Official, for each of the contract Building Official's discretionary decisions. The Qualified Employee must review and ratify or disapprove a contract Building Official's discretionary decision, in writing, to the contract Building Official and the permit applicant/aggrieved person within thirty (30) days after receiving notice of the decision. The notification shall also inform the permit applicant/aggrieved person that the decision of the Building Official can be appealed in accordance with ORS 455.475.

Per OAR 918-020-0015(4), A Discretionary Decision means a decision on whether to waive a plan review, an inspection or a provision of the state building code; or to allow an alternative material, design or method of construction.

#### **LOCAL/OREGON STATE APPEALS PROCESS – OAR 918-020-0090(1)(c)**

All appeals shall be forwarded to the Building Official:

Dave Mortier  
Building Official  
144 E 14th Ave  
Eugene, OR 97401

Phone: 541.484.9043 #216

Email: [DaveM@nwcodepros.com](mailto:DaveM@nwcodepros.com)

When any appeal is received, the person aggrieved shall be notified that he/she has the option of the local appeals process, or to appeal to the Chief inspector of the Department of Consumer and Business Services/Building Codes Division (DCBS/BCD).

Any appeal of a decision arising from a plans examination or an inspection shall be reviewed by the Building Official. The appeal may be verbal or in writing. There is no cost for this initial appeal. A decision is generally rendered within three (3) days of the request.

### **Appeal of decision of Building Official – ORS 455.475**

(1) An applicant for a building permit may appeal a decision made by a Building Official under authority established pursuant to ORS 455.148, 455.150 or 455.467. The following apply to an appeal under this subsection:

(a) An appeal regarding the interpretation or application of a particular specialty code provision shall be made first to the appropriate specialty code chief inspector of the Department of Consumer and Business Services. The decision of the department chief inspector may be appealed to the appropriate advisory board. The decision of the advisory board may only be appealed to the Director of the Department of Consumer and Business Services if codes in addition to the applicable specialty code are at issue.

(b) If the appropriate advisory board determines that a decision by the department chief inspector is a major code interpretation, then the inspector shall distribute the decision in writing to all applicable specialty code public and private inspection authorities in the state. The decision shall be distributed within 60 days after the board's determination, and there shall be no charge for the distribution of the decision. As used in this paragraph, a "major code interpretation" means a code interpretation decision that affects or may affect more than one job site or more than one inspection jurisdiction.

(2) Except as provided in subsection (1) of this section, an applicant for a building permit may appeal the decision of a Building Official on any matter relating to the administration and enforcement of this chapter to the department. The appeal must be in writing. A decision by the department on an appeal filed under this subsection is subject to judicial review as provided in ORS 183.484.

(3) If an appeal is made under this section, an inspection authority shall extend the plan review deadline by the number of days it takes for a final decision to be issued for the appeal.

(4) In accordance with OAR 918-020-0250, the City will establish a local appeals board, as necessary, to hear an appeal of a contract Building Official's discretionary decision.

(a) The local appeals board will include, as a member, the Building Official of the county within which the city is located or the Building Official of an adjacent county.

- (b) An individual who engages in the business of building design or construction may be a member of the local board, but may not hear an appeal of a contract Building Official's discretionary decision concerning a project that involves a business, or competitor of a business that;
  - i. The individual owns or manages or for which the individual provides services as an employee, agent or contractor; or
  - ii. A family member or a member of the individual's householder owns or manages or for which the family member or member of the household provides services as an employee, agent or contractor.
- (c) The local appeals board will not include;
  - i. Any contract Building Official
  - ii. An owner, manager, director, officer or employee of a person, other than an employee of the municipality, that performs building inspections.

#### **ACCOUNTING – OAR 918-020-0090(1)(d)**

All revenues collected are deposited in the Building Fund. These revenues are service area specific and are segregated by individual accounts and are collected by an electronic permitting system. These individual program accounts can be reviewed and analyzed separately through the use of accounting object codes.

Administrative costs to the program are assessed through building maintenance, equipment maintenance, and administrative services charges included within the annual budget process and indicated within the included summary. A summary of the division's overall budget for both revenues and expenditures is included.

#### **AUDITS – OAR 918-020-0090(1)(O) and OAR 918-020-0090(7), Oregon Law Ch. 599, Sec. 2, Subsection 6.**

An audit of the building inspection program shall be done by an independent auditor at least once every two years. The audit may be done in conjunction with an audit under ORS 297.425.

The audit, at a minimum, shall examine all collections and usage of permit fees and all expenditures of moneys that have occurred from the proceeds of the fees since the last audit and shall verify that the City dedicates all fees collected for plan review, permit issuance or administering and enforcing specialty codes only to the purposes specified in ORS 455.210 and 479.845.

The results of each audit shall be made available to the public by easily accessible electronic means, including by posting the results on the City's website.

#### **RECORDS RETENTION AND RETRIEVAL – OAR 918-020-0090(1)(e)**

All City records are retained for at least for the minimum time outlined by the Oregon State Archivist. Permits, plans and inspection records are retained at least for the minimum time outlined in OAR 166-200-0025.

Active permits are kept in the City's office and are accessible to the permit clerk, Building Official and inspectors in addition to other city staff. Finalized permits are kept in file cabinets within the City's central filing system.

Construction documents are retained, in accordance with archive requirements, in their original paper format in a secured storage room. Copies of all construction documents, permit forms and inspection records are available at the City offices for review by the public.

#### **AVAILABILITY OF OPERATING PLAN – OAR 918-020-0090(1)(f)**

This operating plan is available to any interested party upon request. Requests by email, mail, phone or personal contact will be honored in a timely manner.

#### **PUBLIC COMMENT/COMPLAINT PROCESS – OAR 918-020-0090(1)(g)**

Public comments or complaints may be submitted verbally (in person or via telephone) or in writing (via fax, mail, email, or personal delivery). Comments or complaints related to code provisions will be processed by the most appropriate staff member. If the comment or complaint becomes an appeal, procedures outlined above will be followed. Comments or complaints related to employee behavior will be referred to the City Administrator.

#### **PUBLIC INQUIRY PROCESS – OAR 918-020-0090(1)(g)**

The Building Department maintains a public service counter located at Lowell City Hall, 107 E. 3<sup>rd</sup> St., Oregon. Office hours are from 8:00 a.m. to 12:00 p.m. and 1:00 to 5:30 p.m., Monday through Thursday, excepting holidays. Telephones are answered by City staff during the above listed open hours. The City's phone number is (541) 937-2157. The fax number is (541) 937-2936.

Customers may telephone to inquire on matters related to permitting, plan review, or inspection processes anytime between 8:00 a.m. to 12:00 p.m. and 1:00 to 5:30 p.m., Monday through Thursday, holidays excepted. Customers may also visit our public service counter to inquire on matters related to permitting, plan review, or inspection processes anytime during these hours. Customers may email, mail or fax inquiries of this nature at any time.

Responses to customer inquiries are generally conducted on the same day they are received. In most cases, the City is able to respond to all other inquiries within one business day.



## **CUSTOMER SERVICE INFORMATION – OAR 918-020-0090(1)(j)**

### **Types of permits issued**

The City provides code administration for structural, mechanical, plumbing, electrical, manufactured dwelling installation, excavation and grading, and fire and life safety review under authority of OAR 455.153 and 479.855 and as adopted by ordinance. Permits for work governed by these specialty codes are available through this office.

### **Jurisdictional boundaries**

The jurisdiction of this Building Department covers all areas within Lowell city limits. A map of the jurisdictional boundaries is maintained at the public service counter located at City Hall, 107 E. 3<sup>rd</sup> St., Lowell, Oregon

### **Hours of operation**

8:00 a.m. to 12:00 and 1:00 to 5:30 p.m.  
Monday through Thursday, holidays excepted

### **Notifications**

All notices issued pursuant to OAR 918-020-0070 through -0220 shall be sent to the City Building Department in addition to the Building Official.

City of Lowell  
Attn: City Administrator  
PO Box 490  
Lowell, OR 97452

## **PERMITTING STANDARDS – OAR 918-20-0090(2)**

### **OFFICE LOCATION AND HOURS OF OPERATION – OAR 918-020-0090(2)(a)&(b)**

The Building Department maintains an office located in City Hall, 107 E. 3<sup>rd</sup> St., Lowell, OR with hours from 8:00 a.m. to 12:00 and 1:00 to 5:30 p.m., Monday through Friday, holidays excepted. During these hours, telephones are answered by City staff, permit applications are accepted and permits are issued. Permit applications are also accepted by mail, email and by fax.

### **APPLICATION PROCEDURES – OAR 918-020-0090(2)(c) and (e)**

When permit applications are received the information is checked for completeness prior to plan acceptance; usually before the customer leaves. Permit applications received via mail are checked on the day of receipt for completeness, and, if necessary, information is lacking, the customer is contacted immediately. A plan review deposit is required at the time the plans are submitted for review.

Two (2) sets of plans are required, except when plans are submitted electronically. When submitted electronically, once plans are reviewed and returned to applicant, it is the applicant's responsibility to provide one (1) printed sets of the reviewed plans to the City for permit issuance and to have one (1) printed set at the job site for inspections.

Plans within the scope of the Oregon Residential Specialty Code will be checked to verify completeness using a plan intake checklist and applicant will be notified within three working days as to whether the plans are complete, if the plans are deemed a simple residential plan, and the approximate time period in which the plan review will be completed.

As per ORS 455.628, plans for conventional light-frame construction submitted by an Oregon Registered Design Professional that is also certified by the State or Oregon as a Residential Plans Examiner, and otherwise meet the requirements of OAR 918-480-0130, shall be processed in a timely manner. The City shall waive the normal plan review fee and in lieu of this fee will charge an administrative fee equal to one-hour of the hourly charge for inspections or plan reviews, per the established fee table, or 25 percent of the plan review fee whichever is less.

### **Manufactured Dwelling Permits**

Permits for work regulated by the Oregon Manufactured Dwelling Installation Code are reviewed by the Building Official and are generally issued within ten working days from the date that a complete permit application and plan information is received.

## **Other Permits**

Permits for work regulated by the Structural and Mechanical codes are reviewed by the Building Official. Plan review and permit issuance times vary based upon the complexity and completeness of the application. When all requirements of the local jurisdiction have been met, the Building Official may allow phased permitting and deferred submittals for plan review of commercial projects.

## **Over-the-Counter Permit Procedures**

Permits not requiring a plan review may be issued over-the-counter. Emergency permits may be issued over-the-counter or by other means of communication (i.e. fax or telephone) with the approval of the Building Official.

Subject to the scope and limitations of ORS 455.062, some typical plans and specifications are available from the Department along with state-approved typical plans. Pre-approved typical plans are issued over the counter when possible and permit application is complete.

## **Phased and Deferred Permitting**

In accordance with OAR 918-020-090(3)(D), phased and/or deferred permit submittals may be allowed and will require a pre-application meeting and Building Official approval. No approvals will be allowed until the Building Official is satisfied that the application is complete. In accordance with OAR 918-050-0170, phased and/or deferred permits shall be charged an administrative fee of 25 percent of the plan review fee, determined in accordance with OAR 918-050-0100 and the approved City fee schedule based on the total project valuation. This fee is in addition to the project plan review fee.

## **Fee Refunds**

[To be completed at a later date.]

## **Fee Waivers**

Fee waivers are not permitted.

## **Transfer of Building Permit**

A building permit shall only be transferred to another party when authorized by the owner of the property, in writing.

## **Faxed Applications**

The Building Department accepts faxed applications with the condition that an application with an original signature will be submitted at a later date. Faxed applications are

processed in the same manner as any other application. A faxed application is not issued until a signature is obtained on the permit, necessary licensing information is verified and appropriate fees are paid.

### **Verification of Licenses and Registrations**

Prior to the issuance of any permit staff verifies that the applicant meets the licensing and registration requirements of ORS Chapters 446, 447, 455, 479, 693 and 701. Issues which may arise from this verification process are referred to the Building Official for resolution. Required electrical contractor licensed, including low voltage and specialty licenses, may be verified on a random basis on job sites within the City during the normal course of inspector duties.

In accordance with the building code, every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The Building Official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 day each. The extension shall be requested in writing and justifiable cause demonstrated.

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## **PLAN REVIEW STANDARDS – OAR 918-20-0090(3)**

### **COMPLIANCE WITH SPECIALTY CODES – OAR 918-20-0090(3)(a)**

In accordance with the certification requirements of OAR 918-098-1470, plans examiners assure compliance with the specialty codes administered by DCBS/BCD and current interpretive rulings adopted pursuant to ORS 455.060 or ORS 455.475. Plan review for plumbing and electrical plans are reviewed and approved by certified and licensed personnel in the applicable specialty code as plan review requirement thresholds are exceeded.

The City's Municipal Code, adopted by the City Council, enables code adoption coinciding with the effective date of each specialty code as adopted by the Building Codes Division. This includes the Oregon Structural Specialty Code, Oregon Residential Specialty Code, Oregon Mechanical Specialty Code, Oregon Electrical Specialty Code, Oregon Plumbing Specialty Code, Oregon Fire Code and Oregon Manufactured Dwelling and Park Specialty Code. Where specific code sections and appendices are available for local adoption, each section shall be reviewed and adopted by local ordinance where applicable.

### **PLAN REVIEW PROCESS**

The plans examiners review structural, mechanical, plumbing, electrical, fire life safety plans and engineering and energy calculations to ensure compliance with applicable codes. Plan intake staff shall use Building Codes Division approved checklists to ensure the customer has submitted all necessary information and, verify plans are stamped by an Oregon licensed architect or engineer. Site plans, when applicable, are required in accordance with the Planning Department.

### **Permit Applications Requiring Plans – Structural, Fire and Life Safety, Commercial Plumbing and Commercial Mechanical**

If plans are required, permits will not be issued until a minimum of two (2) sets of plans have been reviewed and approved. When submitted electronically, once plans are reviewed and returned to applicant it is the applicant's responsibility to provide one (1) printed sets of the reviewed plans to the City for permit issuance and to have one (1) printed set at the job site for inspections. Plans may be submitted in person, by fax, mail, or via e-mail. Plans received in person at City Hall are reviewed by permit technician intake or plan review staff to verify appropriate information and materials are included with the plans.

Per OAR 918-020-090(2)(c) and (d)(A), if plans are incomplete, a letter detailing the information needed to complete the plan review will be sent, faxed, e-mailed or handed to the applicant in person within 3 business days. The plans may be returned to the applicant or placed "on hold" until the information and/or appropriate fees are received.

Pursuant to OAR 918-020-0090 and 918- 020-0210, for simple residential dwelling plans, the City will follow the plan review timeline of ten working days set forth in ORS 455.467, provide notification within three working days as to whether the plans are complete, and offer other plan review options if applicable.

### **Plans complete but not in compliance**

Where the plan has the required information but is found to be in non-compliance with the applicable code, the applicant is notified immediately by the most expedient method. If the information needed is greater than can be handled by a simpler means, a letter will be sent by the most expedient means identifying the areas of non-compliance with a request for corrective action or additional information. The plan is placed "on hold" until additional information is received. All notices will include applicable code citations.

### **Plans complete and in compliance**

Where the plan is deemed complete, the plan will be stamped "reviewed" by the plans examiner of record, the applicant notified, and then be available to pick them up at City Hall.

Plan review will be completed within ten (10) working days of receipt of a complete application. All plans are reviewed prior to issuing permits.

Applicants are encouraged to call 1-800-358-8034, 8 am to 5 pm Monday through Friday for any code or process questions. Appointments are encouraged for preliminary consultations with a plans examiner.

Prior to the issuance of permits a license verification will be performed by City staff or contracted third-party contract staff to ensure all contractors are properly licensed.

## **AVAILABILITY OF CHECKLISTS/BROCHURES – OAR 918-20-0090(3)(a)(B)**

The Building Department has checklists for plan review submission requirements and a variety of informational brochures to assist the public in the permit application process. These brochures are available at the public service counter.

The Building Department also offers optional pre-development and pre-construction meetings at no cost to the applicant. Pre-development meetings generally occur at the time of plan submittal and provide an opportunity for the applicant to summarize the project being submitted for review, discuss any requested alternate methods or materials, request interpretations, and hear a preliminary assessment of the project. Preconstruction meetings generally occur in conjunction with the issuance of the permit. The meeting provides an opportunity for the applicant and his/her associates to meet the inspectors who will be involved in the project, discuss any unique aspects of the project,

clarify special inspection requirements, coordinate public infrastructure issues, and reach consensus on remaining issues identified during the review process.

### **VERIFICATION OF STAMP BY DESIGN PROFESSIONALS – OAR 918-020-0090(3)(a)(E) &(F)**

Staff verifies that plans are appropriately stamped by a registered design professional when required. Plans failing to meet this requirement are returned to applicant and will not be accepted until the appropriate stamp is provided.

### **AVAILABILITY AND LISTING OF PLAN REVIEW STAFF – OAR 918-020-0090(3)(c)**

A roster of the plans-examiners, including current certifications and continuing education records, is available to any interested party upon request.

### **PLAN REVIEW TIMELINES**

#### **One and Two-Family Dwelling Code Plans – OAR 918-020-0090(3)(a)(C)**

Generally, it is determined at the public service counter if residential plans are "complete" or not. "Completeness" will be determined using the Building Department checklist. Plans unable to be verified as "complete" will be placed in the incoming plan stack and will be reviewed for completeness at the same time they are determined to be "simple" or "complex".

"Complete" plans will be acknowledged and applicant informed as either simple or complex within three (3) working days from receiving. The applicant will also be informed of the approximate time period in which the plan review will be complete.

Plans deemed to be "complete" and "simple" will be reviewed within ten (10) working days from receipt. If unforeseen circumstances cause plan review times for the above referenced plans to exceed ten (10) working days, the City will maintain and provide applicants a list containing at least three (3) licensed plan reviewers from whom the County will accept plan reviews.

The City adopts, by policy, the definition of "simple one-or-two family dwelling plans" as described in OAR 918-020-0090. Plans that do not meet the definition of "simple" in this rule are deemed to be "complex".

### **COOPERATION WITH OTHER AGENCIES – OAR 918-020-0020**

The Building Department cooperates with other City divisions, departments, and/or other jurisdictions as necessary to facilitate plan review and permit issuance. Pursuant to OAR 918-020-0020, the City provides the Fire Marshal with notification of proposed de-



velopments that may be regulated by the Fire Marshal under ORS 476.030. The Fire Marshal is provided with a reasonable time frame with which to submit comments pertaining to a specific development. Specific Fire Code requirements regulated and identified by the Fire Marshal are incorporated into the conditions of approval for the project. The Building Official will regularly consult with the Fire Marshal on issues that include but are not limited to, fire department access, fire flow, occupancy concerns, and alternative methods of construction. The final determination of construction requirements is made by the Building Official.

The Building Official reviews plans for conformity with the Oregon Fire Code as it relates to new construction. This includes fire department access (during construction and permanent access), fire flow, fire hydrant number, and location.

### **EVALUATION OF UNIFORM ALTERNATE CONSTRUCTION STANDARDS (UACS)**

In conformance with OAR 918-480-0125, for lots of record created on or after January 1, 2002, by this general notification, the Building Official intends to have the option to allow one or more of the Uniform Alternate Construction Standards to address a fire official determination of inadequate apparatus access or water supply.

Project-specific notification in occurs in conjunction with the approval of a land use application under ORS 197.522.

The Building Official, acting in conformance with the rules, and by this notification, may choose to apply one or more Uniform Alternate Construction Standards to address determinations by fire officials with authority over water supply and apparatus access, that the water supply, apparatus access, or both are inadequate at a site. Such decisions by the Building Official are final. The Building Official will give consideration to the input and advice of the State Fire Marshal or local fire official that does not conflict with this rule. The Building Official will retain the authority to make final decisions.

The Uniform Alternate Construction Standard is not a Statewide Alternate Method. Uniform Alternate Construction Standard determinations will be made by the Building Official.

Uniform Alternate Construction Standards will be limited to one or more of the following fire suppression and fire containment components:

- (a) Installation of a NFPA Standard 13D fire suppression system;
- (b) Installation of a partial NFPA Standard 13D fire suppression system;
- (c) Installation of additional layers of 5/8 inch, Type-X gypsum wallboard;
- (d) Installation of fire-resistive compartmentalization of dwellings to limit the spread of fire by use of fire-resistant building elements, components or assemblies. Fire-resistance ratings shall be determined in accordance with the Oregon Structural Specialty Code;



- (e) Installation of fire-resistive exterior wall covering and roofing components; or
- (f) Provide fire separation containment in accordance with the default standards as set forth in the Wildland-Urban Interface rules adopted by the Oregon Department of Forestry (see OAR 629-044- 1060). Stat. Auth.: ORS 455.610 Stat. Implemented: ORS 455.610

## **INSPECTION STANDARDS – OAR 918-20-0090(8)**

### **INSPECTION POLICIES AND PROCEDURES – OAR 918-020-0090(8)(a) through (e)**

It is the duty of the permit holder, or authorized agent, to request all inspections that may be necessary or otherwise required. The permit holder/authorized agent must make the requests in a timely manner, provide access to the site, and provide all equipment as may be deemed necessary or appropriate by the Building Official. It shall be the duty of the permit holder to cause the work to remain accessible and exposed for inspection purposes. Reviewed plans and job card must be present at the job site for inspections.

Inspection requests may be made 24 hours per day, 7 days per week by phone at 541-484-9043 or 1-800-358-8034. Inspection requests may also be made in person at the City office.

Inspection requests, received in person in the office or by the request line, shall include:

- Site address
- Type of inspection requested
- Date for requested inspection(s)
- Permit number
- Name and telephone number of the person requesting inspection

Inspections requested by **5:00 p.m.** are placed on the schedule for the next business day. Inspection requests for other times, because of unforeseen issues or emergencies, may be accomplished depending on the approval of the Building Official and inspector availability. Such requests can be made by contacting the office.

A copy of the reviewed plans are required to be on the jobsite and available to the inspector. In accordance with the building code, construction, or work for which a permit is required shall be subject to inspection by the Building Official and such construction or work shall remain visible and able to be accessed for inspection purposes until approved.

A written report and/or record of inspection is performed by the inspector for each inspection. The report/record will reflect “Approved” or either a “Correct and Proceed” or “Correct and call for Re-inspection”. A “Correct and Proceed” allows the work to continue without a re-inspection. A “Correct and call for Re-inspection” requires a call for re-inspection of the corrected items, and approval, before proceeding to the next phase. A copy of the written report, if required, is left on the job site and entered into the Building Department’s system. If no corrections were noted, and the inspection was approved, the inspector will sign the inspection record at the job site and the permit record that is on file at the Building Department.

## **Requests for Electrical Inspection and Notice of Results**

The jurisdiction will inspect within 48 hours of a written request for inspection unless the time for inspection is extended to a set date by mutual agreement. The 48 hours excludes Saturdays, Sundays and holidays. Inspection scheduling will be in compliance with OAR 918-271-00 and may be adjusted based on the volume of permit activity.

The inspecting jurisdiction will inspect an installation at a remote location within a **reasonable time** of the request.

A "**remote location**" is defined as follows:

(1) An inspection location that is more than 60 miles one way using the most direct route, measured from the closest of the inspector's station, inspection office or the inspecting jurisdiction's primary offices; or

(a) An inspection location that requires more than one hour of normal driving, one way, using the most direct route from the closest point mentioned in paragraph (A) of this subsection.

(b) For the purposes of this section "within a reasonable time" means a response time that takes into account the time, distance and number of inspection requests, but shall not exceed seven consecutive calendar days including the date the request was received unless the time for inspection is extended to a set date by mutual agreement. If the seventh calendar day falls on a weekend or holiday this is extended to include the next business day.

(2) Reasonable procedures designed to provide actual notice of inspection results will be used by the jurisdiction to notify the person requesting inspections, of the results of electrical inspection. "Reasonable procedures designed to provide actual notice" will include posting at the job site and:

- (a) Nothing more, when the installation is by an owner;
- (b) Nothing more, when the installation is approved;
- (c) Notification of any deficiencies on a specific permit by:

- (A) FAX transmittal to the electrical contractor;
- (B) Personal delivery to the electrical contractor or signing supervisor;
- (C) Mailing, including electronic mailing; or
- (D) Telephone followed by written notification;

(d) By written confirmation of inspection approval if a permit holder requests confirmation.

**AVAILABILITY AND LISTING OF INSPECTION STAFF – OAR 918-020-0090(8)(f)**

A roster of the inspectors, including current certifications and continuing education records, is available to any interested party upon request.

## **COMPLIANCE PROGRAMS**

### **STOP WORK ORDERS OAR 918-020-0090(8)(g)**

[To be completed at a later date.]

### **INVESTIGATION OF ELECTRICAL AND PLUMBING VIOLATIONS – OAR 918-020-0090(9)**

Complaints received by the Building Department related to alleged violations of plumbing or electrical licensing or registration requirements are actively pursued by appropriately licensed inspection staff.

This section shall establish the City of Lowell compliance program which is intended to verify compliance with state licensing requirements and all other administrative and judicial aspects of enforcement of code requirements. Nothing in this Operating Plan affects the concurrent jurisdiction of the Director of the Department of Consumer and Business Services/BCD, Building Codes Structures Board, the State Plumbing Board, the Manufactured Structures and Parks Advisory Board, or the Electrical and Elevator Board to impose civil penalties for violations committed within municipalities.

### **INVESTIGATION OF ELECTRICAL AND PLUMBING VIOLATIONS – ORS 455.080**

Notwithstanding ORS 455.630 (2), any inspector, including a specialty code inspector licensed under 455.457, authorized by ORS 455.150 or 455.153 to determine compliance with the requirements of the state building code or any specialty code under this chapter may, in accordance with a compliance program as described in ORS 455.153 (2) require any person who is engaged in any activity regulated by the state building code to demonstrate proof of compliance with the applicable licensing, registration or certification requirements of ORS chapters 446, 447, 455, 460, 479, 480, 693, and 701.

All inspectors authorized by ORS 455.150 or 455.153 with the approval of the Building Official may investigate and enforce violations and issue notices of proposed assessment of civil penalties for violations of the plumbing inspection program, and the electrical inspection program. All authorized inspectors will conduct random spot checks during the normal course of duties to verify compliance with plumbing and electrical licensing and registration requirements. In cases of a violation, and after discussion with the Building Official, the inspector may stop the work and (a) issue a warning, (b) issue a notice of proposed assessment of civil penalty, or (c) discuss alternative options, such as citation into municipal court.

The City Building Department shall use the approved State of Oregon compliance forms (ORS 455.156(3)) to carry out the provisions of ORS 455.156 in enforcing provisions of the Oregon Residential Specialty Code and the Oregon Structural Specialty Code to issue notices of proposed assessment of civil penalties.

## **PROCESS FOR RESPONSE TO REPORTED CODE VIOLATIONS**

Reports of work being performed without permit, and/or in violation of the permit and/or licensing requirements, including ORS 479.550, 479.620, 447.040, 693.030, and 693.040, are accepted in person or via mail, email, telephone or fax. All reports are investigated by the Building Official.

## **INVESTIGATION OF REPORTED VIOLATIONS**

Reports as described above are investigated to determine if a violation exists. If no violation exists, the case is closed. If a violation exists, there are several possible actions that may be taken by the Building Department, including but not limited to stop work orders, assessment of investigation fees per the fee table, citation into Municipal Court, and referral to the Building Codes Division Compliance Section through the process identified in ORS and OAR. In any case, the person making the report is informed of the outcome.

## **NOTICES OF PROPOSED CIVIL PENALTIES**

As per ORS 455.156, the Building Department acts as an agent of the respective state boards in the issuance of proposed assessments of civil penalties.

Submitted by:

-----  
Jeremy Caudle  
City Administrator

Date: -----

# Agenda Item Sheet

## City of Lowell City Council



Type of item:	Discussion
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### Item title/recommended action:

Follow up discussion and direction requested regarding opportunities to match the City's Land and Water Conservation Fund grant with other grants. – Discussion

### Justification or background:

At the 1/4/22 work session, City Council provided direction on financing improvements to City parks. According to this direction, improvements to City parks should not be financed through loans or a parks and recreation fee. Also at the 1/4/22 work session, staff discussed a pending grant with the Land and Water Conservation Fund (LWCF) for \$244,461, which requires a dollar-for-dollar match by the City. Staff are recommending that the City try again to meet this match requirement by applying for funding through the Local Government Grant Program (LGGP). In the best case scenario, the City would receive an award of \$244,461 from the LGGP, which would meet the dollar-for-dollar match of the LWCF grant award. If the City doesn't receive funding from LGGP, then staff recommend reducing the scope of the project so that the LWCF match is more affordable for the City.

Staff also recognize that the original project budget (prepared in 2019) for the LWCF application is out-of-date. Staff recommend reviewing the project budget and scope with our landscape architect and prioritize as necessary to meet the overall project budget.

In sum, staff recommend that we make one last attempt at achieving a 100% grant supported project before withdrawing our application with the LWCF program. This item is presented here to request further feedback from City Council on if you agree with this approach.

**Budget impact:**

Best case scenario is a total grant award of \$488,922 (50% LGGP/50% LWCF) and no City funds. If we are not awarded the LGGP grant, we could consider reducing the scope of the LWCF grant to provide a match that is more affordable to the City.

**Department or Council sponsor:**

Parks and Recreation

**Attachments:**

LGGP grant cycle announcement

Meeting date:

01/18/2022





## OPRD Grant Cycle Announcement Local Government Grant Program 2022 Grant Cycle Opens

The Oregon Parks and Recreation Department (OPRD) is announcing the opening of the **2022 Local Government Grant Program (LGGP) grant cycle.**

**Purpose:** The LGGP is a State Lottery funded reimbursement grant program. Its purpose is to help local government agencies fund outdoor park and recreation areas and facilities, and acquire property for park purposes.

**Project Types:** Development, Rehabilitation, Acquisition, and Planning.

**Eligible Applicants:** Cities, Counties, Park and Recreation Districts, Port Districts and Metro.

<b>Available Funding Projections for 2022 Cycle:</b>	Large Grants.....	\$ 11,645,000	(Category Total)
	Small Grants.....	\$ 2,055,000	(Category Total)
	Planning Grants .....	\$ 300,000	(Category Total)
	Total .....	\$ 14,000,000	

### Notes:

- 1) Additional Funding:** The 2022 cycle includes 2021 funding that was not awarded because the 2021 cycle was canceled due to the pandemic and uncertainty about Lottery funding.
- 2) Scoring Criteria:** 2022 LGGP applications will be scored based on criteria outlined in the 2019-2023 Oregon Statewide Comprehensive Outdoor Recreation Plan (SCORP).
- 3) Bike and Pedestrian Trails focus:** Following the passage of *House Bill 2592* in 2019, up to \$2 million will be allocated in this cycle for Bike and Pedestrian Trails and Pathways.

**Returning Applicants:** Current users do not need to request a new access account to submit a new LGGP application. Reminder: Your User Name is your full email address. Your Password is one set by you.

**New Applicants:** New users must request an access account in order to access the online grant application system. Requests may take up to 3 business days to process.

**Access:** To request an account and/or to access the applications, grant manual, application instructions and program schedule, go to: **[oprdgrants.org](http://oprdgrants.org)**

### 2022 LGGP Schedule:

Jan 1, 2022	- Large, Small and Planning Grant Applications available at <a href="http://oprdgrants.org">oprdgrants.org</a>
Feb 15	- Webinar Workshop via Zoom, 9:00 a.m.-11:00 a.m.
Apr 1	- Large Grant Applications due
May 1	- Small Grant Applications due
May 15	- Planning Grant Applications due
Jun	- Large Grant Application Presentations to LGGP Advisory Committee
Sep	- OPRD Commission Review of projects recommended for funding

**To Registration for the live online Workshop select this link:**

[https://us06web.zoom.us/webinar/register/WN\\_YAu5zdqwr0ecTR8H-jaGw](https://us06web.zoom.us/webinar/register/WN_YAu5zdqwr0ecTR8H-jaGw)

Also, the live Workshop will be recorded so you can view it anytime after February 15th.

Please forward this announcement to anyone else in your agency who might appreciate the information. Thanks!

# Agenda Item Sheet

## City of Lowell City Council

Type of item:	Discussion
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### Item title/recommended action:

Rescheduling annual City Council planning retreat for February 2022. – Discussion/Possible Action

### Justification or background:

In December, City Council scheduled a planning retreat for 1/29/22. However, due to a planned City Councilor absence, staff recommend rescheduling for sometime in February. Staff recommend the Saturdays of February 12th or 26th. The earlier the better so staff can factor City Council priorities into the recommended FY 22/23 budget.

### Budget impact:

N/A

### Department or Council sponsor:

City Council

### Attachments:

N/A

Meeting date:	01/18/2021
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# Agenda Item Sheet

## City of Lowell City Council

Type of item:	Resolution
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### Item title/recommended action:

Motion to approve Resolution #773," A resolution adopting guiding principles for the City Council." – Discussion/Possible Action

### Justification or background:

This resolution sets forth guiding principles that City Council should follow in the course of its business throughout the year. At least annually, City Council revisits these guiding principles to ensure that you are "conduct[ing] City business to the highest levels of excellence."

### Budget impact:

N/A

### Department or Council sponsor:

Mayor Bennett

### Attachments:

N/A

Meeting date:	01/18/2021
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**CITY OF LOWELL, OREGON**

**RESOLUTION 773**

**A RESOLUTION ADOPTING GUIDING PRINCIPLES FOR THE CITY COUNCIL.**

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**BE IT RESOVLED by the City Council of the City of Lowell as follows:**

**Section 1.** The “Guiding Principles” in Exhibit A are hereby adopted.

**Section 2.** The City Council pledges to review and update the “Guiding Principles” in January of each year.

**Section 3.** This resolution supersedes Resolution 757, which was approved January 5, 2021.

**Adopted by the City Council of the City of Lowell this \_\_\_\_ day of January 2022.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

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Don Bennett, Mayor

ATTEST:

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Jeremy Caudle, City Recorder

## **Exhibit A**

### **Guiding Principles Lowell City Council**

**January 18, 2022**

To be an effective City Council that represents and conducts City business to the highest levels of excellence, we, the Lowell City Council, do hereby commit to live by a set of guiding principles. These principles are not used as grounds for censure, but are created to help us respect each other, work in an open and transparent fashion, and include and seek the views of our entire community.

These principles will be used by the current City Council. Future City Councils will review, update, and confirm during the first regular meeting of each year. Staff will be made aware of these Guiding Principles for use in their daily activities.

#### **Respect**

We commit individually and collectively to respect the opinions, abilities, and perspectives of our colleagues, city staff, partners, and the public. We will be a model of respectful behavior that brings honor to the City of Lowell.

#### **Transparency**

We will conduct our work for the community in a manner that is open and inclusive. Unless prevented by Oregon law, we will deliberate and make decisions in full view of the community.

#### **Inclusion and Promotion of Meaningful Public Participation**

Regardless of the size of an issue, we value inclusion and will make all reasonable efforts to include others and listen to and respect their contributions. We value the opinions of all stakeholders. We will reach out to stakeholders that have not been involved in the past.

#### **Integrity and Personal Conduct**

We will hold ourselves to the highest standard of ethical behavior as a Council and as individuals. At all times we will model behavior that sets a positive example for the community. We will work to benefit all community stakeholders, respecting both the views of the majority and the minority. At all times we will act in an honest and truthful manner.

#### **Collaboration and No Surprises**

We recognize that community improvement requires partnerships with organizations beyond City Hall. We will work in a collaborative manner with partners – cooperatively, professionally, and objectively – to achieve community improvements. We will avoid creating major surprises in process and/or substance to our colleagues, staff, partners, and the community by using agreed upon processes to raise proposals or concerns to the full Council.

**Fairness**

Decisions will be made objectively with the best interest of community stakeholders as the primary objective.

**Teamwork and Accountability**

We will work to ensure that each Council action has a clearly discernible rationale and a positive impact on the community. We will operate in an efficient manner consistent with our guiding principles by being on time, being prepared, being fully engaged, and fulfilling our commitments. Decisions made by the Council will be respected by all members of the Council, but the views of the minority will always be heard, respected, and considered, and where needed or possible included in the Council records. Members will work to resolve any personal conflicts that arise.

**Collective Wisdom**

We recognize that each member brings a unique set of talents and life experiences. In our work, we will value the thoughts and perspectives of each member. We will ensure each member has equal opportunities to share his/her abilities and perspective to inform and enhance our decision-making.

**Confidentiality**

We will adhere to all laws regarding the confidentiality of non-public information.

# Agenda Item Sheet

## City of Lowell City Council

Type of item:	Resolution
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### Item title/recommended action:

Motion to approve Resolution #774, "A resolution to set forth the City Council's policy on the financing of improvements to the City's parks." – Discussion/Possible Action

### Justification or background:

At the 1/4/22 work session, City Council set forth policy directives regarding the financing of improvements to City parks. The feedback that City Council provided was that it would be beneficial to articulate its policy in a resolution to provide clarity among to staff, all members of City Council, and the public. A resolution is presented here for City Council review, which staff believe incorporates the guidelines that City Council provided at the 1/4/22 work session. City Council may approve the resolution as drafted or with your desired changes.

### Budget impact:

N/A

### Department or Council sponsor:

City Council

### Attachments:

N/A

Meeting date:	01/18/2021
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CITY OF LOWELL, OREGON

RESOLUTION 774

A RESOLUTION TO SET FORTH THE CITY COUNCIL'S POLICY ON  
THE FINANCING OF IMPROVEMENTS TO THE CITY'S PARKS.

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BE IT RESOVLED by the City Council of the City of Lowell as follows:

**Section 1 – Purpose.** The purpose of this resolution is to set forth the City Council's policy on the financing of improvements to the City's parks.

**Section 2 – Policy.** Improvements to City parks should be financed through funds that are currently available. Improvements to City parks should not be financed through loans. The City Council encourages donations of cash, labor, materials, and professional services for park improvements.

**Section 3 – Parks and recreation fees.** Improvements to City parks should not be financed through parks and recreation fees (except for system development charges) unless such a fee is approved by a majority of City electors voting in either a referral or referendum election.

**Section 4 – Grants.** The City Council will consider grants to finance improvements to City parks provided the City is able to meet any associated grant matches with currently available resources. The City Council prioritizes grants without matching funds, where matching requirements are met with other grant funds, or where matching requirements can be met with donations or in-kind support. The City Council will not obtain loans to meet matching requirements for grants.

**Section 5 – Effective date.** The resolution is effective once approved and will remain in effect until repealed.

*[This section left intentionally blank.]*



**Adopted by the City Council of the City of Lowell this \_\_\_\_ day of January 2022.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

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Don Bennett, Mayor

ATTEST:

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Jeremy Caudle, City Recorder

# Agenda Item Sheet

## City of Lowell City Council

Type of item:	Discussion
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### Item title/recommended action:

City Councilor resignation. – Discussion/Possible Action

### Justification or background:

On 1/13/22, John Myers submitted a resignation notice to City Council and City staff. For the sake of clarity to the Lane County election officials, City staff recommend that City Council vote to accept (or not accept) the resignation. Staff have also provided a recommended timeline to fill the vacancy, which shows City Council voting to make an appointment at a regular meeting on 3/1/22. Included in the packet are relevant sections from the city charter and code of ordinances related to filling vacancies on City Council. This includes providing a notice of the vacancy in "The Bridge" and allowing at least 15 days' notice upon publishing in "The Bridge," City website, and public locations around town. Per city charter, the appointed City Councilor's term would expire in December, and this position would be on the ballot for a full term in November 2022.

### Budget impact:

N/A

### Department or Council sponsor:

City Council

### Attachments:

N/A

Meeting date:	01/18/2021
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Sec. 2.027. - Appointments, general.

(Adopted, Ord. 278)

Sec. 2.028. - City council appointments.

The unexpired term of City Council positions vacated mid-term will be filled by appointment by the City Council in accordance with the City Charter under the process established in Section 2.029 below.

(Adopted, Ord. 278; Amended, Ord. 294)

Sec. 2.029. - Appointment process.

For specific appointments to the City Council, upon any vacancy, the following process will be utilized:

- (a) Notice of a vacancy and the opportunity to apply for the position will be published in the next available edition of the City newsletter, City website, and be posted in the normal locations and be advertised through any other means available. The notice will clearly state the deadline for application which shall be no fewer than 15 calendar days from the date of the notice.
- (b) The City will develop an application form to be completed by all applicants for appointment. The application shall be made available on-line and at City Hall.
- (c) All applicants must complete and submit an application before the deadline established in the notice of vacancy. Applications submitted after the published deadline will not be considered.
- (d) City Council members will be provided copies of all applications submitted for a vacancy under consideration, will review said applications and when an appointment is placed on the agenda for a regularly scheduled City Council meeting, will deliberate and decide the appointment with no additional inputs unless voluntarily provided during normal agenda public comment periods. For City Council appointments, public interviews before the entire Council may be conducted if such interviews are determined to be necessary by a majority of the Council after reviewing applications.

(Adopted, Ord. 278; Amended, Ord. 294)

## CHAPTER VII. - VACANCIES IN OFFICE

Section 27. What Creates Vacancy. An office becomes vacant upon the incumbent's death, removal from office, conviction of a crime pertaining to the office for which a sentence of imprisonment is authorized, resignation, or ceasing to possess the qualifications necessary for the office. An elective office becomes vacant upon declaration by the council of the vacancy when either of the following acts occurs without prior notice to the council; the incumbent is absent from the City for a period of 60 days or fails to attend three regular consecutive meetings of the council.

Section 28. Filling of Vacancy. Vacancies in elective offices of the City shall be filled by appointment by a majority of the entire incumbent membership of the council. If no person is appointed, the City shall hold an election for the vacancy at the next available state required election, which shall be the next required election where candidates would have the full required time to file. Any appointee's term of office shall begin upon appointment and continue until the first council meeting after the results of the next available election are certified, or the expiration of the original term of office, if the available election is the election immediately preceding the end of the term of office. The next available election shall be the same as set forth above when there is no appointment. An official elected pursuant to this section shall begin service at the council meeting when the term of the appointed official expires and continue for the remainder of the term.

During the temporary disability of any officer or during the officer's absence temporarily from the City for any cause, the office may be filled pro tem in the manner provided for filling vacancies in office permanently.

***Recommended timeline to fill City Council vacancy***

<b>Date</b>	<b>Deliverable</b>
1/19/2022	Staff place notice of vacancy on City website and Facebook page.
Week of 1/31/2022	February newsletter is published, which will advertise City Council vacancy per City ordinance.
2/18/2022	Applications are due for City Council vacancy. Meets minimum 15 day notice. (Total 18 days' notice given.)
Week of 2/21/2022	Staff review applications for completeness, confirm interviews among applicants, and place in City Council meeting packets.
3/1/2022	Schedule a regular meeting, instead of a work session, to hear from applicants and vote to make an appointment.