

**Lowell City Council
Regular Meeting Agenda
Tuesday, May 21 at 7:00 P.M.
Maggie Osgood Library
70 North Pioneer Street, Lowell, OR 97452**

Call to Order/Roll Call/Pledge

Councilors: Mayor Bennett ____ Angelini ____ Harris ____ Stratis ____ Dragt ____

Approval of Agenda

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

City Council Minutes for April 16, 2019

Voucher Directory for April 2019

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

Council Comments (three minutes per speaker)

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

Staff Reports:

City Administrator Report

Financial Report

Police Report

Business Meeting: Items Removed from Consent Agenda

Old Business: None

New Business:

1. Resolution 717 – Code Assistance Grant Request – Discussion/Possible Action
2. Resolution 718 – Abatement 187 E. 2nd Street – Discussion/Possible Action
3. Memorandum of Understanding – Lowell Fire Department – Discussion/Possible Action
4. Memorandum of Understanding – Lowell School District – Discussion/Possible Action

Other Business

Mayor Comments

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

Adjourn

Future Meetings / Dates to Remember:

- 5-27-19 City Hall Closed in Observance of Memorial Day
- 5-29-19 Planning Commission Meeting at 7 PM at Maggie Osgood Library
- 5-30-19 Parks & Recreation Meeting at 6:30 PM at Maggie Osgood Library
- 5-30-19 Parks Master Plan Steering Committee Meeting at 7 PM at Maggie Osgood Library
- 6-03-19 Economic Development Committee Meeting at 7 PM at Maggie Osgood Library
- 6-04-19 City Council Special Meeting and Work Session at 7 PM at Maggie Osgood Library
- 6-11-19 BBJ Meeting at 7 PM at Maggie Osgood Library
- 6-11-19 Lowell Fire District Board Meeting at 7 PM at Lowell Fire Hall
- 6-14-19 Lowell High School Graduation at 7 PM at Lowell High School
- 6-18-19 City Council Regular Meeting at 7 PM at Maggie Osgood Library
- 6-24-19 Lowell School District Board Meeting at 7 PM at PDC in Lundy

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 18, 2019
SUBJECT: Consent Agenda

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

SUMMARY:

The Consent Agenda for the May 21, 2019 City Council meeting includes the City Council Meeting Minutes for April 16, 2019 and Voucher Directory for April 2019.

FISCAL IMPACT:

1. City Council Meeting Minutes – April 16, 2019
2. Voucher Directory – April 2019

COURSES OF ACTION:

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

RECOMMENDATION:

Motion to approve the consent agenda as presented.

ATTACHMENTS:

1. City Council Meeting Minutes – April 16, 2019
2. Voucher Directory – April 2019

City of Lowell, Oregon
Minutes of the City Council Regular Session
April 16, 2019

The Regular Session was called to order at 7:04 PM by Mayor Bennett.

Members Present: Mayor Don Bennett, Gail Harris, Patricia Angelini, Samantha Dragt, Tim Stratis

Consent Agenda: Mayor Bennett moved to remove the Voucher Directory for March 2019, and approve the remaining items of the consent agenda, second by Councilor Stratis.

PASS 5:0

Public Comments: None

Council Comments: None

City Administrator Report: CA Cobb reported on the following topics: Business Focus Groups for RDI, Rolling Rock Park Property Acquisition should be complete by the end of the month, Committee Meetings: EDC, Downtown Master Plan, Parks and Rec. Master Plan, and BBJ, Project Updates: City Hall/ Library, Community Facilities Study planned for this Saturday, Rolling Rock Improvements and League of Oregon Cities Highlights.

Financial Report: Monthly Financial Report for March – provided in packet.

Police Report: March report provided.

Public Works Report: Max Baker, Public Works Director presented report. Topics included: Continuing clean up after the storm, significant flows at the Sewer Treatment Plan due to the rain storm, increase in turbidity in the lake due to heavy rain, and a generator is needed for the Water Towers.

Old Business: None

New Business:

- **Voucher Directory for March 2019** – Mayor Bennett requested clarification on a few items, CA responded. **Mayor Bennett moved to approve the Voucher Directory for March, 2019, second by Councilor Harris. PASS 5:0**
- **551 N Moss Street Land Use Appeal (LU 2018-05)** – Henry Hearley, City Planner- LCOG, provided information on hearing and appeal for LU 2018-05. Samantha Elkins of 551 N Moss Street spoke to the council regarding clarification on requirement for fence distance from drainageway. Discussion followed, **Councilor Stratis moved to approve fence placement at a distance less than 15 feet, Council establishing distance to be one foot from the high bank, second by Councilor Harris. PASS 4:1 Mayor Bennett opposed**

Councilor Angelini excused from the meeting at 8:08 PM.

- **Public Works Tractor Procurement** – CA presented request for the purchase of a tractor for Public Works to improve productivity. Questions by the council were answered by Max Baker PW’s Director and CA. **Councilor Harris move to approve the purchase of a tractor through Oregon State Contract #1445 in an amount not to exceed \$46,000.00, second by Councilor Stratis. PASS 4:0**
- **Public Works Standby Generator Procurement** - CA presented information and request for standby generator at the lift station. **Councilor Harris moved to approve the purchase and installation of a standby generator in an amount not to exceed \$15,000.00, second by Councilor Dragt. PASS 4:0**
- **Lane County Agreement – Striping Services** – CA presented 3 year agreement for striping service as needed. **Mayor Bennett moved to approve the Intergovernmental Agreement for Striping Services with Lane County, second by Councilor Stratis. PASS 4:0**
- **Lane County Agreement – Special Event Permits** – CA presented a 2 year Intergovernmental Agreement with Lane County to permit our own special events. **Mayor Bennett moved to approve the Intergovernmental Agreement wit Lane County for Right of Way Special Event Permits, second by Councilor Stratis. PASS 4:0**
- **ODOT Small City Allotment Grant** – CA presented information on the \$100,000 Small City Grant approval for paving project on East Main Street from Pioneer Street to South Main Street. **Councilor Harris moved to approve the 2019 Small City Allotment Agreement and authorize the Mayor and Council President to sign the agreement, second by Councilor Dragt. PASS 4:0**

Other: None

Mayor Comments: Mayor reported on Lane ACT meeting.

Public Comments: Hall O’Regan 62 E 3rd Street, wanted to thank the Lowell School District and the City for their help during the snowstorm. Gary Reese 237 E 4th Street, requested clarification on Small City Grant Allotment, and asked if there’s a city matching amount. CA stated that the city was responsible for anything over \$100,000, estimate cost is \$112,805. Max Baker PW’s Director, stated the Covered Bridge north gate is now open, the south gate has been removed for safety reasons.

Adjourn: 8:55 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jared Cobb, City Recorder

Date

Report Criteria:

Report type: GL detail
 Check.Type = {<->} "Adjustment"
 Bank.Name = "General"

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
15265								
15265	City of Lowell	03312019	1	Water Service	240-490-6420	.00	1,478.29	1,478.29
15265	City of Lowell	03312019	2	Sewer Service	240-490-6425	.00	526.59	526.59
15265	City of Lowell	03312019	3	Water Service	230-490-6420	.00	35.00	35.00
15265	City of Lowell	03312019	4	Sewer Service	230-490-6425	.00	58.51	58.51
15265	City of Lowell	03312019	5	Water Service	110-450-6420	.00	8.07	8.07
15265	City of Lowell	03312019	6	Sewer Service	110-450-6425	.00	14.63	14.63
15265	City of Lowell	03312019	7	Water Service	110-420-6420	.00	53.76	53.76
15265	City of Lowell	03312019	8	Sewer Service	110-420-6425	.00	117.02	117.02
15265	City of Lowell	03312019	9	Water Service	110-410-6420	.00	24.21	24.21
15265	City of Lowell	03312019	10	Sewer Service	110-410-6425	.00	43.88	43.88
Total 15265:						.00		2,359.96
15266								
15266	Northwest Code Profession	2386	1	Building Permit Cost	110-440-6524	.00	2,855.06	2,855.06
15266	Northwest Code Profession	2386	2	Electrical Permit Cost	110-440-6525	.00	3,420.56	3,420.56
Total 15266:						.00		6,275.62
15267								
15267	Rachel McCourt	04022019	1	Deposit Refund	230-2520	.00	36.09	36.09
Total 15267:						.00		36.09
15268								
15268	SaniPac	3167533	1	Refuse Services	110-410-6445	.00	8.21	8.21
15268	SaniPac	3167533	2	Refuse Services	110-420-6445	.00	22.50	22.50
15268	SaniPac	3167533	3	Refuse Services	110-450-6445	.00	8.21	8.21
15268	SaniPac	3167533	4	Refuse Services	230-490-6445	.00	18.92	18.92
15268	SaniPac	3167533	5	Refuse Services	240-490-6445	.00	18.92	18.92
Total 15268:						.00		76.76
15269								
15269	State of Oregon	04022019	1	Notary Application Fee	110-410-6220	.00	40.00	40.00
Total 15269:						.00		40.00
15270								
15270	DEQ -Financial Services R	WQ19DOM-1	1	Water Quality Annual Permit	240-490-6520	.00	2,712.00	2,712.00
Total 15270:						.00		2,712.00
15271								
15271	J & K Electrical LLC	1647A	1	Replacement Light for Water Plant	230-490-6320	.00	1,699.82	1,699.82
Total 15271:						.00		1,699.82
15272								
15272	Lane County Waste Mgmt.	PWA000094	1	Street Sign	312-490-6624	.00	31.20	31.20

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 15272:						.00		31.20
15273								
15273	Lowell School District	048555	1	Fuel	230-490-6710	.00	526.31	526.31
Total 15273:						.00		526.31
15274								
15274	Midvalley Screen PRint an	20767	1	Work Shirts	230-490-6290	.00	222.40	222.40
15274	Midvalley Screen PRint an	20767	2	Work Shirts	240-490-6290	.00	222.40	222.40
15274	Midvalley Screen PRint an	20767	3	Work Shirts	312-490-6290	.00	222.40	222.40
Total 15274:						.00		667.20
15275								
15275	Renewable Resource Grou	594,595,719,	1	Lab	240-490-6755	.00	604.80	604.80
15275	Renewable Resource Grou	594,595,719,	2	Lab	230-490-6755	.00	216.00	216.00
Total 15275:						.00		820.80
15277								
15277	Caselle	9453	1	Contract Support and Maintenanc	110-410-6122	.00	299.10	299.10
15277	Caselle	9453	2	Contract Support and Maintenanc	230-490-6122	.00	299.10	299.10
15277	Caselle	9453	3	Contract Support and Maintenanc	240-490-6122	.00	299.10	299.10
15277	Caselle	9453	4	Contract Support and Maintenanc	312-490-6122	.00	99.70	99.70
Total 15277:						.00		997.00
15278								
15278	Century Link	APR. 9, 2019	1	Telephone Service	110-410-6440	.00	151.46	151.46
15278	Century Link	APR. 9, 2019	2	Telephone Service	230-490-6440	.00	243.10	243.10
15278	Century Link	APR. 9, 2019	3	Internet Service	230-490-6435	.00	70.00	70.00
15278	Century Link	APR. 9, 2019	4	Telephone Service	240-490-6440	.00	78.25	78.25
Total 15278:						.00		542.81
15279								
15279	City of Coburg	492019-2	1	Planning Class	110-440-6240	.00	413.75	413.75
15279	City of Coburg	492019-2	2	Planning Class	110-410-6240	.00	413.75	413.75
Total 15279:						.00		827.50
15280								
15280	Civil West Engineering	2101.014.00	1	Engineering Service	312-490-6116	.00	210.00	210.00
Total 15280:						.00		210.00
15281								
15281	DCBS-Fiscal Services	JAN - MAR	1	Surcharge on Building Permits	110-440-6524	.00	371.04	371.04
15281	DCBS-Fiscal Services	JAN - MAR	2	Surcharge on Electrical Permits	110-440-6525	.00	542.04	542.04
Total 15281:						.00		913.08
15282								
15282	Hunter Communications	APRIL 15, 20	1	Internet Service	110-450-6435	.00	77.47	77.47

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
15282	Hunter Communications	APRIL 15, 20	2	Internet Service	110-410-6435	.00	77.47	77.47
Total 15282:						.00		154.94
15283								
15283	Jaywil Software Dev	QMN000064	1	Library Resource Mate	110-450-6122	.00	171.00	171.00
Total 15283:						.00		171.00
15284								
15284	Nichols Layli	MARCH 201	1	Consulting Services	110-410-6114	.00	198.25	198.25
15284	Nichols Layli	MARCH 201	2	Consulting Services	312-490-6114	.00	66.08	66.08
15284	Nichols Layli	MARCH 201	3	Consulting Services	230-490-6114	.00	198.25	198.25
15284	Nichols Layli	MARCH 201	4	Consulting Services	240-490-6114	.00	198.25	198.25
Total 15284:						.00		660.83
15285								
15285	Pitney Bowes Global Finan	3308565635	1	Postage Machine Contract	110-410-6128	.00	33.12	33.12
15285	Pitney Bowes Global Finan	3308565635	2	Postage Machine Contract	230-490-6128	.00	66.24	66.24
15285	Pitney Bowes Global Finan	3308565635	3	Postage Machine Contract	240-490-6128	.00	66.24	66.24
Total 15285:						.00		165.60
15286								
15286	Sanders, Tim	55	1	DRC fee for Collections	240-490-6128	.00	300.00	300.00
Total 15286:						.00		300.00
15287								
15287	Staples Credit Plan	APRIL 29, 20	1	Office Supplies	110-410-6230	.00	106.23	106.23
15287	Staples Credit Plan	APRIL 29, 20	2	Office Supplies	230-490-6230	.00	42.85	42.85
15287	Staples Credit Plan	APRIL 29, 20	3	Office Supplies	240-490-6230	.00	42.84	42.84
Total 15287:						.00		191.92
15288								
15288	U.S. Equipment Finance	381923192	1	Copier Contract	110-410-6124	.00	147.98	147.98
Total 15288:						.00		147.98
15289								
15289	Burnett Earthmoving, LLC	0799	1	Stump removal	312-490-6330	.00	292.50	292.50
Total 15289:						.00		292.50
15290								
15290	Cascade Columbia	747031, 745	1	Drums of Hypo and Thiosulfate	240-490-6750	.00	552.67	552.67
Total 15290:						.00		552.67
15291								
15291	Grainger	9130009880	1	General Supplies	240-490-6234	.00	115.29	115.29
15291	Grainger	9130009880	2	General Supplies	230-490-6234	.00	115.28	115.28

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 15291:						.00		230.57
15292								
15292	Peterson	SW29000502	1	Generator Maintenance	240-490-6324	.00	574.39	574.39
15292	Peterson	SW29000502	2	Generator Maintenance	230-490-6324	.00	1,045.79	1,045.79
Total 15292:						.00		1,620.18
15293								
15293	USA Blue Book	858256	1	Supplies	240-490-6750	.00	417.45	417.45
15293	USA Blue Book	858256	2	Supplies	240-490-6712	.00	179.70	179.70
15293	USA Blue Book	858256	3	Supplies	230-490-6750	.00	198.72	198.72
Total 15293:						.00		795.87
15294								
15294	Verizon Wireless	9826722840	1	Cell Phone	240-490-6440	.00	54.53	54.53
15294	Verizon Wireless	9826722840	2	Cell Phone	230-490-6440	.00	54.53	54.53
15294	Verizon Wireless	9826722840	3	Cell Phone	110-410-6440	.00	54.52	54.52
Total 15294:						.00		163.58
15295								
15295	City of Lowell	NOV. 2018	1	Trans from Gen. to T & A acct.	110-350-4625	.00	1,037.03	1,037.03
Total 15295:						.00		1,037.03
15296								
15296	Banner Bank	4-22-19	1	Envelopes	230-490-6230	.00	37.00	37.00
15296	Banner Bank	4-22-19	2	Envelopes	240-490-6230	.00	36.99	36.99
15296	Banner Bank	4-22-19	3	Notary Equip.	110-410-6230	.00	29.90	29.90
15296	Banner Bank	4-22-19	4	Licenses	110-410-6122	.00	384.00	384.00
15296	Banner Bank	4-22-19	5	Deeds	110-420-6290	.00	99.91	99.91
15296	Banner Bank	4-22-19	6	Parking Fee	110-410-6240	.00	2.00	2.00
15296	Banner Bank	4-22-19	7	Light Bulbs	230-490-6320	.00	24.43	24.43
15296	Banner Bank	4-22-19	8	Light Bulbs	240-490-6320	.00	24.43	24.43
15296	Banner Bank	4-22-19	9	Salt	230-490-6750	.00	56.20	56.20
15296	Banner Bank	4-22-19	10	Work gloves	312-490-6234	.00	33.93	33.93
15296	Banner Bank	4-22-19	11	App.s for remote login	230-490-6234	.00	10.84	10.84
Total 15296:						.00		739.63
15297								
15297	Bridge Town Market	4/17/19	1	Fuel	230-490-6710	.00	181.54	181.54
15297	Bridge Town Market	4/17/19	2	General supplies	230-490-6234	.00	29.23	29.23
15297	Bridge Town Market	4/17/19	3	Chemicals & Lab supplies	230-490-6750	.00	5.25	5.25
15297	Bridge Town Market	4/17/19	4	Fuel	240-490-6710	.00	399.21	399.21
15297	Bridge Town Market	4/17/19	5	General Supplies	240-490-6234	.00	98.60	98.60
15297	Bridge Town Market	4/17/19	6	Chemicals & Lab Supplies	240-490-6750	.00	21.42	21.42
15297	Bridge Town Market	4/17/19	7	Fuel	110-420-6610	.00	685.40	685.40
15297	Bridge Town Market	4/17/19	8	Fuel	240-490-6710	.00	73.44	73.44
Total 15297:						.00		1,494.09

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
15298								
15298	Cascade Columbia	747424, 748	1	Tote of Pass C	230-490-6750	.00	1,959.75	1,959.75
15298	Cascade Columbia	747424, 748	2	Drums of Hypo and Thiosulfate	240-490-6750	.00	956.43	956.43
Total 15298:						.00		2,916.18
15299								
15299	CenturyLink Business Serv	1465555646	1	Telephone Service	110-410-6440	.00	2.71	2.71
Total 15299:						.00		2.71
15300								
15300	Gatehouse Eugene - Adver	51333	1	Public Notice	110-410-6220	.00	317.50	317.50
Total 15300:						.00		317.50
15301								
15301	Lane Council of Governme	04/17/2019	1	Membership dues	110-410-6220	.00	520.00	520.00
15301	Lane Council of Governme	69561	1	IT Service	110-410-6122	.00	1,039.57	1,039.57
Total 15301:						.00		1,559.57
15302								
15302	Lowell School District	041119	1	Fuel	240-490-6710	.00	855.74	855.74
Total 15302:						.00		855.74
15303								
15303	Overhead Door	0182781-IN	1	Removal of gate on Covered Brid	110-470-6326	.00	1,285.00	1,285.00
Total 15303:						.00		1,285.00
15304								
15304	Pleasant Hill Feed & Farm	184737	1	Metal Rakes	240-490-6234	.00	25.90	25.90
Total 15304:						.00		25.90
15305								
15305	Renewable Resource Grou	114258, 1144	1	Lab	230-490-6755	.00	36.00	36.00
15305	Renewable Resource Grou	114258, 1144	2	Lab	240-490-6755	.00	403.20	403.20
Total 15305:						.00		439.20
15306								
15306	Shannon Fassbender	553 CAROL	1	Deposit Refund	230-2520	.00	26.28	26.28
Total 15306:						.00		26.28
15307								
15307	Sunbelt Rentals	87994433-00	1	20kw generator rental	240-490-6330	.00	2,147.08	2,147.08
Total 15307:						.00		2,147.08
15308								
15308	TMG Services	0043514-IN	1	Diaphragms for chemical feed pu	240-490-6324	.00	239.14	239.14

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 15308:						.00		239.14
Grand Totals:						.00		37,268.84

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-2125	.00	15,076.31-	15,076.31-
110-350-4625	1,037.03	.00	1,037.03
110-410-6114	198.25	.00	198.25
110-410-6122	1,722.67	.00	1,722.67
110-410-6124	147.98	.00	147.98
110-410-6128	33.12	.00	33.12
110-410-6220	877.50	.00	877.50
110-410-6230	136.13	.00	136.13
110-410-6240	415.75	.00	415.75
110-410-6420	24.21	.00	24.21
110-410-6425	43.88	.00	43.88
110-410-6435	77.47	.00	77.47
110-410-6440	208.69	.00	208.69
110-410-6445	8.21	.00	8.21
110-420-6290	99.91	.00	99.91
110-420-6420	53.76	.00	53.76
110-420-6425	117.02	.00	117.02
110-420-6445	22.50	.00	22.50
110-420-6610	685.40	.00	685.40
110-440-6240	413.75	.00	413.75
110-440-6524	3,226.10	.00	3,226.10
110-440-6525	3,962.60	.00	3,962.60
110-450-6122	171.00	.00	171.00
110-450-6420	8.07	.00	8.07
110-450-6425	14.63	.00	14.63
110-450-6435	77.47	.00	77.47
110-450-6445	8.21	.00	8.21
110-470-6326	1,285.00	.00	1,285.00
230-2125	.00	7,513.43-	7,513.43-
230-2520	62.37	.00	62.37
230-490-6114	198.25	.00	198.25
230-490-6122	299.10	.00	299.10
230-490-6128	66.24	.00	66.24
230-490-6230	79.85	.00	79.85
230-490-6234	155.35	.00	155.35
230-490-6290	222.40	.00	222.40
230-490-6320	1,724.25	.00	1,724.25
230-490-6324	1,045.79	.00	1,045.79
230-490-6420	35.00	.00	35.00
230-490-6425	58.51	.00	58.51
230-490-6435	70.00	.00	70.00
230-490-6440	297.63	.00	297.63
230-490-6445	18.92	.00	18.92
230-490-6710	707.85	.00	707.85
230-490-6750	2,219.92	.00	2,219.92

GL Account	Debit	Credit	Proof
230-490-6755	252.00	.00	252.00
240-2125	.00	13,723.29-	13,723.29-
240-490-6114	198.25	.00	198.25
240-490-6122	299.10	.00	299.10
240-490-6128	366.24	.00	366.24
240-490-6230	79.83	.00	79.83
240-490-6234	239.79	.00	239.79
240-490-6290	222.40	.00	222.40
240-490-6320	24.43	.00	24.43
240-490-6324	813.53	.00	813.53
240-490-6330	2,147.08	.00	2,147.08
240-490-6420	1,478.29	.00	1,478.29
240-490-6425	526.59	.00	526.59
240-490-6440	132.78	.00	132.78
240-490-6445	18.92	.00	18.92
240-490-6520	2,712.00	.00	2,712.00
240-490-6710	1,328.39	.00	1,328.39
240-490-6712	179.70	.00	179.70
240-490-6750	1,947.97	.00	1,947.97
240-490-6755	1,008.00	.00	1,008.00
312-2125	.00	955.81-	955.81-
312-490-6114	66.08	.00	66.08
312-490-6116	210.00	.00	210.00
312-490-6122	99.70	.00	99.70
312-490-6234	33.93	.00	33.93
312-490-6290	222.40	.00	222.40
312-490-6330	292.50	.00	292.50
312-490-6624	31.20	.00	31.20
Grand Totals:	<u>37,268.84</u>	<u>37,268.84-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

GL Account

Debit

Credit

Proof

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

Bank.Name = "General"

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 18, 2019
SUBJECT: City Administrator Report

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

SUMMARY:

The attached City Administrator Report is for the period of April 14 – May 18. The report covers the following topics: Business Organization, Rolling Rock Park Property Acquisition, Planning Commission Vacancies, Supplemental Budget, Committee Meetings, Project Updates, and League of Oregon Cities Highlights.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. City Administrator Report
2. Community Facilities Study Report

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 18, 2019
SUBJECT: City Administrator Report

Business Organization

RDI coordinated an after-work networking event at Bristow Ranch to share their findings and recommendations. Sixteen business owners and stakeholders attended. Participants were interested in forming an organization that met quarterly and provided networking opportunities, marketing, and technical assistance. A steering committee is being formed to work on next steps. The end goal is to implement a sustainable business organization for the Lowell, Fall Creek, Dexter, and Pleasant Hill region.

Rolling Rock Park Property Acquisition

The City has secured all of the properties needed for the expansion of Rolling Rock Park. The Lowell Fire Department has requested to use the home at 53 East Main Street for live-fire training. Upon completion, staff will remove and clean up remaining debris. Staff will also work to clean up the adjacent vacant properties in preparation for the Blackberry Jam Festival.

Supplemental Budget

The City has issued the permit for the renovation of Lundy Elementary. We also requested an estimate of the building permit for the Lowell High School renovation and gymnasium development. Total building permit revenue is estimated at \$104,444.08, with permit expenses estimated at \$83,555.26. After state surcharges are deducted, approximately 75% of revenues are paid to Northwest Code Professionals and 25% to the City for administration (i.e. permit intake, recordkeeping, accounting). The permit revenue and expenditures are significantly greater than anticipated and will require a supplemental budget. Staff will prepare the supplemental budget notice and include on the Special City Council Meeting agenda for June 4.

Planning Commission Vacancies

There are two openings on the Planning Commission. Two members resigned due to relocation. The openings will be advertised in the next edition of The Bridge Newsletter and on the City website.

Committee Meetings

- *Blackberry Jam Festival Committee* – The Committee continues to plan for the 25th annual festival. Work is underway on the website to accept online payments.

- *Downtown Master Plan* – The Downtown Master Plan Steering Committee has a meeting scheduled for Monday, May 20 at 7:00 p.m. to review the draft plan. The Planning Commission will review the plan and conduct a public hearing on Wednesday, May 29 at 7:00 p.m.
- *Parks and Recreation Master Plan* – The Parks and Recreation Committee has a meeting scheduled for Thursday, May 30 at 5:00 p.m. to review the draft plan.

Project Updates

- *City Hall and Library* – The City closed on the JW Kingdom Hall property on April 22. A Community Facilities Study is underway to develop a scope for facility improvements.
- *Community Facilities Study* – A public workshop was held on Saturday, April 20 from 1:00-5:00 at the Lowell Fire Department. There was a total of 17 participants. A summary of the meeting is attached. The study will be used to apply for grant funds this summer.
- *Rolling Rock Park Improvements* – Staff submitted an OPRD Grant Application in April. Project presentations are scheduled for June 18-20. OPRD anticipates making grant awards in September.

League of Oregon Cities Highlights

PERS Reform Introduced – Reform of the Public Employee Retirement System (PERS) began to take shape this week with a proposal to re-amortize the unfunded liability, require employees to pay a portion of their pension cost, allow retired employees to return to work and reduce the annuity rate. The LOC testified in support of the proposal while suggesting technical amendments. The League also urged the Legislature to provide additional revenue into the system to improve its financial health.

The [plan](#), which is an amendment to SB 1049, introduced by Senate President Peter Courtney (D-Salem) and House Speaker Tina Kotek (D-Portland), contains the following specifics:

- Extends the time to pay the system liabilities from 20 to 22 years;
- Requires Tier I and II employees to divert 1.5% and of their individual account plan (IAP) contributions (a deferred compensation plan similar to a 401K) to their individual pension costs. Tier III employees would be required to divert .75% of their contributions in the same manner. Employees would be allowed to contribute to their IAP, but their employer could not contribute on their behalf;
- Allows retired employees to return to work with no limits on the number of hours they could work. Currently, Tier I and II members may work for 1039 hours, and Tier III are allowed 600 hours in retirement. Employers would not be required to pay the base PERS rate to the system if they employ a retiree;
- Reduces the annuity or “money-match” guaranteed rate of return from 7.2% to 3.6%. This will reduce the number of employees eligible to retire based on the infinitely more expensive money match benefit; and
- Caps final average salary at \$195,000. This impacts a small number of retirees but addresses a public perception issue of the system.

Cumulatively, the proposal in SB 1049 will reduce net employer rates by 6.33% of payroll. Based on actuarial projections, the system-wide average rate will top-out at around 26% of payroll, as opposed to 34%.

Children’s District Bill Amendments Threaten City Authority – SB 543 would authorize the formation of “children’s districts,” with traditional special district powers, including the authority to impose property taxes of all types—bonds, local option levies and even a new permanent rate. The LOC remains opposed to the bill, but if it moves forward, the LOC supports the proposed -10 amendment and strongly opposes the -9 amendment. The -10 amendment would clarify that proposed children’s districts that overlap a city would require approval of the governing body of the city before a formation petition goes to the voters. Such consent is typical for most overlapping special districts to ensure there is no duplication of services and minimize competition for property tax dollars. The -9 amendment would explicitly provide that city approval is NOT necessary.

This is the fourth session that Senator Chuck Riley (D-Hillsboro) has served as chief sponsor for the bill. SB 543 had a work session in the House Human Services and Housing Committee on Wednesday, and after amendment discussion the bill was set over again to next Wednesday. The LOC is working with a coalition, which wrote a [letter of opposition](#). **Cities are encouraged to ask their legislator to say “No” to this bill, or at least support the -10 amendment. Emails to Representatives Tiffany Mitchell (D-North Coast), Mark Meek (D-Oregon City), Anna Williamson (D-Hood River), and Committee Chair Alissa Keny-Guyer (D-Portland) are particularly requested.**

While recognizing the need for more after-school activities for children, the LOC opposes SB 543 because these districts would cause property tax compression and exacerbate tax inequities. Cities lost \$30.8 million to compression in FY 18-19 and while compression is lower than in recent past, the next recession will make those numbers escalate significantly. The LOC also opposes the bill because it is duplicative and could end up competing with revenue used for other successful children’s programs already provided by cities, counties, special districts and school districts. In short, property tax reform is needed before bills like this should be supported.

Green Energy Technology Legislation Moves to Senate Floor – The Senate Business & General Government Committee moved [HB 2496-A](#) out of committee on Tuesday. The LOC supports the bill, which will now move to the Senate floor for a final vote.

HB 2496-A makes modifications to state law requiring public contracting agencies, including cities, to reserve 1.5 percent of the total contract price for certain public building projects to incorporate green energy technology as part of the project. For additional details about current law, what technologies are eligible for compliance, and how to ensure that your city is compliant, read this [Department of Energy FAQ](#).

HB 2496-A increases the project threshold for required compliance from \$1 million to \$5 million. The bill also allows the 1.5 percent funds to be used for battery storage or for passive solar energy efficiency that reduces energy use from other sources by at least ten percent (the current passive solar provision requires reductions of at least 20 percent). Finally, the bill exempts airport facilities and construction for the sole purpose of increasing seismic resilience from the green energy technology requirement.

Lowell Community Facilities Study: Design Workshop

20 April 2019

Workshop Overview

The Lowell City Administrator and The Urban Collaborative, a master planning and design firm, led a design workshop on Saturday April 20, 2019 from 1:00pm to 5:00pm. Seventeen stakeholders attended the workshop, including City Council members, business owners, and local residents. It began with stakeholder introductions and a review of the Lowell Downtown Master Plan and Regulating Plan, including outcomes of past community engagement, to understand the context in which the Library and City Hall Facilities Study is being developed.



Principle Development/Visual Preference Survey

Community members participated in a visual preference survey where they discussed the design principles they liked and disliked from a series of ten photos of civic buildings. From this activity, 36 design principles emerged which will be used to inform the design of the renovated and new facilities.

1. Covered Entry
2. Pitched Roof
3. Appropriate Windows
4. Blended Materials
5. Dimensions and Depth
6. Drop off people/ballots
7. Flag Pole
8. Prominent Front Entrance
9. Welcoming Colors (
10. learn from
11. front of Lowell High School)
12. Ample Entryway
13. Siding not brick
14. Outdoor Seating
15. Timeless Lighting



16. fixtures
17. Detailed Windows
18. Little Bit of Landscaping
19. Kids Play Area
20. Visitor Work Area
21. Natural Light
22. Open Areas
23. Clear Sightline
24. N/E Windows
25. Comfortable Carpet
26. Tall Bookshelves at edges
27. Inviting Fireplace
28. Open Reading Area
29. Tall Ceilings
30. Window Seats
31. Open and Airy Interiors
32. Useable Ledges
33. Accessible Book Drop
"It's Perfect" – *community member*
34. Exposed wood interior
35. Visible Historic Photos
36. Bright Lighting
37. Varied Ceiling Heights
38. Open Reference Desk
39. Shelves at or Below Eye Level



Site Analysis and Program Development

Community members and the planning team split into two teams. One team conducted a site visit to the former Kingdom Hall to assess the existing conditions and opportunities for future development of the City Hall and Library.



The second team worked with the remaining community members to create a development program of needs and desires for the new facilities based on interviews and other feedback from the design workshop.

Concept Plan Development

The planning team and stakeholders discussed the needs and potential program for both the future City Hall and Library. The programs included:

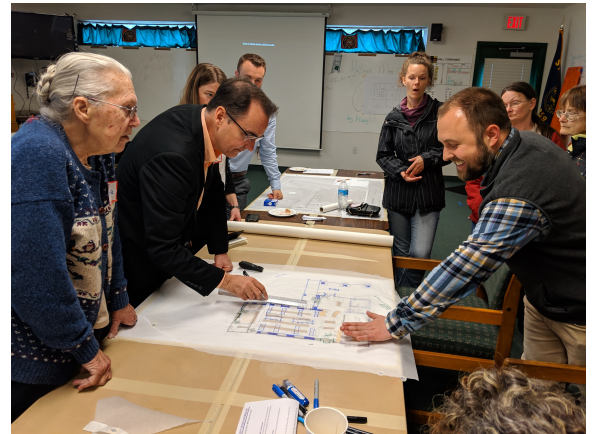
Library

- Entry
- Reference Desk
- Three Workstations
- Children's /Story Area
- Book Shelves
- Restrooms
- Parking
- Seating Areas
- Computer Area/Room
- Break Room

City Hall

- Reception Area
- Four Offices/Workstations
- Break Room/Kitchen Area
- Storage
- Bathrooms
- Meeting Room
- Ballot Box
- Parking
- Flag Pole

The concept plan for the new City Hall and Library is based on the development program, the principles derived from the visual preference survey, and site visit feedback. Options were created for a short-term plan for the building to be a shared space for the Library and City Hall, and a long-term plan, dependent on funding, with a stand-alone Library and a new City Hall. The team developed two design alternatives for the former Kingdom Hall to be converted into the Library. The two designs were discussed and then merged to create the final design.



The new City Hall was designed to incorporate a community meeting room, service kitchen, and increased room for City staff and operations. The design showed City Hall as the center of Lowell's new downtown, being built to address the street, with enhanced accessibility, parking in the rear, and options for flexible space.

Design Review & Next Steps

The workshop concluded with a review of the alternatives, outcomes, and next steps for the Facilities Study. The plans are being digitally rendered and the first draft will be provided to the City on June 5th.



TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 18, 2019
SUBJECT: Monthly Financial Report

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

SUMMARY:

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

FISCAL IMPACT:

None.

COURSES OF ACTION:

This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. April Revenue and Expenditure reports

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
110-310-4112	484.85	138,480.34	138,610.00	129.66	99.9
110-310-4114	89.89	5,228.50	2,512.00	(2,716.50)	208.1
	<u>574.74</u>	<u>143,708.84</u>	<u>141,122.00</u>	<u>(2,586.84)</u>	<u>101.8</u>
<u>INVESTMENT EARNINGS</u>					
110-315-4125	18.03	6,088.01	3,500.00	(2,588.01)	173.9
	<u>18.03</u>	<u>6,088.01</u>	<u>3,500.00</u>	<u>(2,588.01)</u>	<u>173.9</u>
<u>INTERGOVERNMENTAL</u>					
110-320-4132	1,346.00	11,463.27	9,654.00	(1,809.27)	118.7
110-320-4134	.00	780.04	1,199.00	418.96	65.1
110-320-4136	1,280.98	14,563.06	18,280.00	3,716.94	79.7
110-320-4145	.00	.00	332.00	332.00	.0
110-320-4148	.00	2,861.08	2,686.00	(175.08)	106.5
	<u>2,626.98</u>	<u>29,667.45</u>	<u>32,151.00</u>	<u>2,483.55</u>	<u>92.3</u>
<u>GRANT REVENUES</u>					
110-325-4151	.00	5,000.00	63,000.00	58,000.00	7.9
110-325-4152	.00	9,639.44	9,024.00	(615.44)	106.8
110-325-4154	.00	1,000.00	1,000.00	.00	100.0
	<u>.00</u>	<u>15,639.44</u>	<u>73,024.00</u>	<u>57,384.56</u>	<u>21.4</u>
<u>FRANCHISE FEES</u>					
110-330-4310	.00	3,089.19	1,481.00	(1,608.19)	208.6
110-330-4312	.00	45,919.53	50,163.00	4,243.47	91.5
110-330-4314	.00	.00	300.00	300.00	.0
110-330-4316	.00	1,895.13	2,335.00	439.87	81.2
	<u>.00</u>	<u>50,903.85</u>	<u>54,279.00</u>	<u>3,375.15</u>	<u>93.8</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LICENSES & PERMITS</u>					
110-335-4352	LAND USE & DEVELOPMENT	292.00	1,458.00	7,500.00	6,042.00 19.4
110-335-4354	MISC PERMITS & LICENSES	.00	220.00	100.00 (120.00) 220.0
110-335-4356	BUILDING PERMIT FEES	5,322.62	36,429.56	39,450.00	3,020.44 92.3
110-335-4358	ELECTRICAL PERMIT FEES	112.00	10,543.67	5,810.00 (4,733.67) 181.5
110-335-4360	DOG LICENSES	14.00	688.00	500.00 (188.00) 137.6
	TOTAL LICENSES & PERMITS	5,740.62	49,339.23	53,360.00	4,020.77 92.5
<u>CHARGES FOR SERVICE</u>					
110-340-4410	COPY, FAX, NOTARY & RESEARCH	120.15	189.05	.00 (189.05) .0
110-340-4415	LIBRARY REVENUE	.00	338.98	500.00	161.02 67.8
110-340-4417	LIEN SEARCHES	30.00	580.00	200.00 (380.00) 290.0
110-340-4419	ELECTION FILING FEES	.00	50.00	50.00	.00 100.0
110-340-4421	SDC/CET ADMIN FEE	519.90	1,166.50	3,730.00	2,563.50 31.3
110-340-4423	PAY STATION REVENUE	.00	.00	100.00	100.00 .0
	TOTAL CHARGES FOR SERVICE	670.05	2,324.53	4,580.00	2,255.47 50.8
<u>SDC REVENUE</u>					
110-345-4511	PARKS REIMBURSEMENT SDC	94.00	94.00	735.00	641.00 12.8
	TOTAL SDC REVENUE	94.00	94.00	735.00	641.00 12.8
<u>FINES & FORFEITURES</u>					
110-350-4625	MUNICIPAL COURT REVENUE	25.00	1,914.53	2,000.00	85.47 95.7
	TOTAL FINES & FORFEITURES	25.00	1,914.53	2,000.00	85.47 95.7
<u>LOAN PAYMENTS & PROCEEDS</u>					
110-360-4225	LOAN PROCEEDS	.00	.00	135,000.00	135,000.00 .0
	TOTAL LOAN PAYMENTS & PROCEEDS	.00	.00	135,000.00	135,000.00 .0
<u>REIMBURSEMENT REVENUE</u>					
110-365-4752	REIMBURSEMENT REVENUE	.00	.00	5,000.00	5,000.00 .0
	TOTAL REIMBURSEMENT REVENUE	.00	.00	5,000.00	5,000.00 .0

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUE</u>					
110-385-4895 MISCELLANEOUS REVENUE	.50	226,943.59	2,000.00	(224,943.59)	11347.
TOTAL MISCELLANEOUS REVENUE	.50	226,943.59	2,000.00	(224,943.59)	11347.
TOTAL FUND REVENUE	9,749.92	526,623.47	506,751.00	(19,872.47)	103.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
110-410-5110 CITY ADMINISTRATOR	1,040.00	10,766.12	12,300.00	1,533.88	87.5
110-410-5114 CITY CLERK	419.50	4,198.50	5,010.00	811.50	83.8
110-410-5150 PUBLIC WORKS DIRECTOR	396.42	4,512.31	3,280.00	(1,232.31)	137.6
110-410-5152 UTILITY WORKER I	.00	.00	1,718.00	1,718.00	.0
110-410-5154 UTILITY WORKER II	262.51	1,428.87	1,895.00	466.13	75.4
110-410-5158 MAINTENANCE WORKER I	78.76	789.51	844.00	54.49	93.5
110-410-5220 OVERTIME	.00	1,131.46	1,079.00	(52.46)	104.9
110-410-5315 SOCIAL SECURITY/MEDICARE	168.10	1,583.35	2,228.00	644.65	71.1
110-410-5320 WORKER'S COMP	1.06	488.80	892.00	403.20	54.8
110-410-5350 UNEMPLOYMENT	.00	.00	2,093.00	2,093.00	.0
110-410-5410 HEALTH INSURANCE	444.53	3,193.22	6,411.00	3,217.78	49.8
110-410-5450 PUBLIC EMPLOYEES RETIREMENT	237.20	2,345.63	3,004.00	658.37	78.1
110-410-5910 WAGE ADJUSTMENT	.00	3.40	.00	(3.40)	.0
110-410-6110 AUDITING	.00	4,150.00	4,290.00	140.00	96.7
110-410-6112 LEGAL SERVICES	.00	1,829.13	5,000.00	3,170.87	36.6
110-410-6114 FINANCIAL SERVICES	198.25	1,982.50	3,570.00	1,587.50	55.5
110-410-6122 IT SERVICES	1,722.67	4,893.29	6,596.00	1,702.71	74.2
110-410-6124 COPIER CONTRACT	147.98	2,149.80	2,093.00	(56.80)	102.7
110-410-6128 OTHER CONTRACT SERVICES	33.12	3,709.34	1,000.00	(2,709.34)	370.9
110-410-6210 INSURANCE & BONDS	.00	5,643.02	6,593.00	949.98	85.6
110-410-6220 PUBLICATIONS, PRINTING & DUES	877.50	4,347.29	3,550.00	(797.29)	122.5
110-410-6222 NEWSLETTER EXPENDITURE	.00	.00	1,200.00	1,200.00	.0
110-410-6226 POSTAGE	.00	268.59	500.00	231.41	53.7
110-410-6228 PUBLIC NOTICES	.00	.00	1,000.00	1,000.00	.0
110-410-6230 OFFICE SUPPLIES/EQUIPMENT	136.13	967.57	1,000.00	32.43	96.8
110-410-6234 GENERAL SUPPLIES	.00	507.70	750.00	242.30	67.7
110-410-6238 BANK SERVICE CHARGES	.00	634.00	1,400.00	766.00	45.3
110-410-6240 TRAVEL & TRAINING	415.75	2,682.58	1,500.00	(1,182.58)	178.8
110-410-6290 MISCELLANEOUS	.00	164.95	500.00	335.05	33.0
110-410-6320 BUILDING REPAIR & MAINTENANCE	.00	1,662.28	1,000.00	(662.28)	166.2
110-410-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	57.00	.00	(57.00)	.0
110-410-6334 NON-CAPITALIZED ASSETS	.00	1,467.99	2,000.00	532.01	73.4
110-410-6420 WATER SERVICES	24.21	256.15	413.00	156.85	62.0
110-410-6425 SEWER SERVICES	43.88	437.52	525.00	87.48	83.3
110-410-6430 ELECTRICITY SERVICES	.00	1,576.11	2,010.00	433.89	78.4
110-410-6435 INTERNET SERVICES	77.47	774.70	985.00	210.30	78.7
110-410-6440 TELEPHONE SERVICES	208.69	2,038.22	2,629.00	590.78	77.5
110-410-6445 REFUSE SERVICES	8.21	103.03	91.00	(12.03)	113.2
110-410-6510 COUNCIL EXPENDITURE	.00	2,226.03	2,000.00	(226.03)	111.3
110-410-6512 STATE ETHICS COMMISSION	.00	475.12	600.00	124.88	79.2
110-410-6692 REIMBURSABLE EXPENDITURE	.00	.00	5,000.00	5,000.00	.0
110-410-8225 BUILDINGS & FACILITIES	.00	12,137.00	25,000.00	12,863.00	48.6
110-410-8320 SOFTWARE	.00	6,824.58	7,955.00	1,130.42	85.8
TOTAL ADMINISTRATION	6,941.94	94,406.66	131,504.00	37,097.34	71.8

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS & RECREATION</u>					
110-420-5110	CITY ADMINISTRATOR	346.66	3,949.10	4,100.00	150.90 96.3
110-420-5150	PUBLIC WORKS DIRECTOR	396.42	2,942.09	3,280.00	337.91 89.7
110-420-5152	UTILITY WORKER I	.00	.00	1,718.00	1,718.00 .0
110-420-5154	UTILITY WORKER II	262.51	1,428.87	1,895.00	466.13 75.4
110-420-5158	MAINTENANCE WORKER I	708.75	5,935.44	7,598.00	1,662.56 78.1
110-420-5220	OVERTIME	.00	786.36	891.00	104.64 88.3
110-420-5315	SOCIAL SECURITY/MEDICARE	131.16	1,076.00	1,662.00	586.00 64.7
110-420-5320	WORKER'S COMP	1.12	854.09	1,473.00	618.91 58.0
110-420-5350	UNEMPLOYMENT	.00	.00	1,558.00	1,558.00 .0
110-420-5410	HEALTH INSURANCE	194.75	1,453.01	2,874.00	1,420.99 50.6
110-420-5450	PUBLIC EMPLOYEES RETIREMENT	181.66	1,583.00	2,240.00	657.00 70.7
110-420-6128	OTHER CONTRACT SERVICES	.00	37,201.88	44,268.00	7,066.12 84.0
110-420-6234	GENERAL SUPPLIES	.00	1,253.70	1,000.00	(253.70) 125.4
110-420-6290	MISCELLANEOUS	99.91	239.91	500.00	260.09 48.0
110-420-6320	BUILDING REPAIR & MAINTENANCE	.00	1,512.66	2,500.00	987.34 60.5
110-420-6324	EQUIPMENT REPAIR & MAINTENANCE	.00	1,222.52	1,000.00	(222.52) 122.3
110-420-6330	OTHER REPAIR & MAINTENANCE	.00	1,313.65	3,000.00	1,686.35 43.8
110-420-6334	NON-CAPITALIZED ASSETS	.00	1,597.44	2,000.00	402.56 79.9
110-420-6339	MAINTENANCE - NELSON LAND DONA	.00	.00	500.00	500.00 .0
110-420-6420	WATER SERVICES	53.76	686.29	5,000.00	4,313.71 13.7
110-420-6425	SEWER SERVICES	117.02	1,166.80	1,397.00	230.20 83.5
110-420-6430	ELECTRICITY SERVICES	.00	509.39	579.00	69.61 88.0
110-420-6445	REFUSE SERVICES	22.50	223.92	272.00	48.08 82.3
110-420-6610	GAS & OIL	685.40	1,173.80	790.00	(383.80) 148.6
110-420-8520	PARKS IMPROVEMENTS	.00	191,500.47	195,000.00	3,499.53 98.2
	TOTAL PARKS & RECREATION	3,201.62	259,610.39	287,095.00	27,484.61 90.4
<u>POLICE</u>					
110-430-6118	POLICE SERVICES	.00	20,475.00	29,106.00	8,631.00 70.4
	TOTAL POLICE	.00	20,475.00	29,106.00	8,631.00 70.4

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
110-440-5110 CITY ADMINISTRATOR	693.34	7,000.45	8,200.00	1,199.55	85.4
110-440-5114 CITY CLERK	209.76	2,099.16	2,505.00	405.84	83.8
110-440-5220 OVERTIME	.00	48.06	94.00	45.94	51.1
110-440-5315 SOCIAL SECURITY/MEDICARE	69.08	648.47	921.00	272.53	70.4
110-440-5320 WORKER'S COMP	.38	16.35	74.00	57.65	22.1
110-440-5350 UNEMPLOYMENT	.00	.00	894.00	894.00	.0
110-440-5410 HEALTH INSURANCE	156.49	1,514.09	2,278.00	763.91	66.5
110-440-5450 PUBLIC EMPLOYEES RETIREMENT	103.86	974.84	1,242.00	267.16	78.5
110-440-6116 ENGINEERING SERVICES	.00	144.94	500.00	355.06	29.0
110-440-6128 OTHER CONTRACT SERVICES	.00	10,423.97	40,000.00	29,576.03	26.1
110-440-6220 PUBLICATIONS, PRINTING & DUES	.00	.00	100.00	100.00	.0
110-440-6226 POSTAGE	.00	.00	250.00	250.00	.0
110-440-6240 TRAVEL & TRAINING	413.75	413.75	500.00	86.25	82.8
110-440-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-440-6522 LAND USE & DEVELOPMENT COSTS	.00	4,944.71	7,500.00	2,555.29	65.9
110-440-6524 BUILDING PERMIT COSTS	3,226.10	27,839.41	30,371.00	2,531.59	91.7
110-440-6525 ELECTRICAL PERMIT COSTS	3,962.60	8,613.40	4,515.00	(4,098.40)	190.8
TOTAL COMMUNITY DEVELOPMENT	8,835.36	64,681.60	100,194.00	35,512.40	64.6
<u>LIBRARY</u>					
110-450-5320 WORKER'S COMP	.00	35.20	50.00	14.80	70.4
110-450-6122 IT SERVICES	171.00	593.10	1,529.00	935.90	38.8
110-450-6230 OFFICE SUPPLIES/EQUIPMENT	.00	156.33	500.00	343.67	31.3
110-450-6234 GENERAL SUPPLIES	.00	328.50	1,250.00	921.50	26.3
110-450-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-450-6320 BUILDING REPAIR & MAINTENANCE	.00	.00	100.00	100.00	.0
110-450-6334 NON-CAPITALIZED ASSETS	.00	.00	500.00	500.00	.0
110-450-6420 WATER SERVICES	8.07	85.38	150.00	64.62	56.9
110-450-6425 SEWER SERVICES	14.63	145.88	200.00	54.12	72.9
110-450-6430 ELECTRICITY SERVICES	.00	525.38	800.00	274.62	65.7
110-450-6435 INTERNET SERVICES	77.47	774.70	1,000.00	225.30	77.5
110-450-6445 REFUSE SERVICES	8.21	81.03	100.00	18.97	81.0
110-450-6530 SUMMER READING PROGRAM	.00	739.56	1,250.00	510.44	59.2
TOTAL LIBRARY	279.38	3,465.06	7,679.00	4,213.94	45.1

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CODE ENFORCEMENT</u>					
110-460-5110 CITY ADMINISTRATOR	346.66	3,624.68	4,100.00	475.32	88.4
110-460-5150 PUBLIC WORKS DIRECTOR	396.42	2,942.09	3,280.00	337.91	89.7
110-460-5220 OVERTIME	.00	497.97	123.00 (374.97)	404.9
110-460-5315 SOCIAL SECURITY/MEDICARE	56.85	501.53	640.00	138.47	78.4
110-460-5320 WORKER'S COMP	.29	173.67	353.00	179.33	49.2
110-460-5350 UNEMPLOYMENT	.00	.00	617.00	617.00	.0
110-460-5410 HEALTH INSURANCE	97.38	1,047.88	1,434.00	386.12	73.1
110-460-5450 PUBLIC EMPLOYEES RETIREMENT	85.45	753.88	863.00	109.12	87.4
110-460-6128 OTHER CONTRACT SERVICES	.00	420.30	4,500.00	4,079.70	9.3
110-460-6234 GENERAL SUPPLIES	.00	.00	300.00	300.00	.0
110-460-6290 MISCELLANEOUS	.00	.00	100.00	100.00	.0
110-460-6540 DOG/CAT CONTROL	.00	.00	250.00	250.00	.0
TOTAL CODE ENFORCEMENT	983.05	9,962.00	16,560.00	6,598.00	60.2
<u>TOURISM</u>					
110-470-6224 MARKETING	.00	420.80	2,000.00	1,579.20	21.0
110-470-6226 POSTAGE	.00	.00	100.00	100.00	.0
110-470-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-470-6326 COVERED BRIDGE MAINTENANCE	1,285.00	2,831.79	2,500.00 (331.79)	113.3
110-470-6327 COMMUNITY GRANT PROGRAM	.00	1,559.35	3,000.00	1,440.65	52.0
110-470-6328 MATCHING GRANT FUNDS	.00	.00	5,000.00	5,000.00	.0
TOTAL TOURISM	1,285.00	4,811.94	12,850.00	8,038.06	37.5
<u>MUNICIPAL COURT</u>					
110-480-5110 CITY ADMINISTRATOR	346.66	3,552.63	4,100.00	547.37	86.7
110-480-5114 CITY CLERK	209.76	2,099.16	2,505.00	405.84	83.8
110-480-5220 OVERTIME	.00	48.06	94.00	45.94	51.1
110-480-5315 SOCIAL SECURITY/MEDICARE	42.56	402.14	571.00	168.86	70.4
110-480-5320 WORKER'S COMP	.24	10.25	46.00	35.75	22.3
110-480-5350 UNEMPLOYMENT	.00	.00	552.00	552.00	.0
110-480-5410 HEALTH INSURANCE	124.87	1,163.62	1,769.00	605.38	65.8
110-480-5450 PUBLIC EMPLOYEES RETIREMENT	63.98	604.56	770.00	165.44	78.5
110-480-6120 JUDGE CONTRACT	.00	450.00	1,250.00	800.00	36.0
110-480-6128 OTHER CONTRACT SERVICES	.00	881.89	1,000.00	118.11	88.2
110-480-6226 POSTAGE	.00	.00	100.00	100.00	.0
110-480-6238 BANK SERVICE CHARGES	14.00	195.82	150.00 (45.82)	130.6
110-480-6290 MISCELLANEOUS	.00	.00	100.00	100.00	.0
110-480-6560 STATE ASSESSMENTS	45.00	225.00	675.00	450.00	33.3
TOTAL MUNICIPAL COURT	847.07	9,633.13	13,682.00	4,048.87	70.4

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
110-900-9150	TRANSFER TO EQUIPMENT FUND	.00	2,000.00	2,000.00	.00 100.0
110-900-9590	CONTINGENCY	.00	.00	77,488.00	77,488.00 .0
110-900-9895	RESERVED FOR FUTURE USE - PARK	.00	.00	8,000.00	8,000.00 .0
	TOTAL OTHER REQUIREMENTS	.00	2,000.00	87,488.00	85,488.00 2.3
	TOTAL FUND EXPENDITURES	22,373.42	469,045.78	686,158.00	217,112.22 68.4
	NET REVENUE OVER EXPENDITURES	(12,623.50)	57,577.69	(179,407.00)	(236,984.69) 32.1

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
230-315-4125 INTEREST EARNED	.00	154.39	300.00	145.61	51.5
TOTAL INVESTMENT EARNINGS	.00	154.39	300.00	145.61	51.5
<u>LICENSES & PERMITS</u>					
230-335-4370 WATER/SEWER CONNECTION PERMIT	250.00	3,165.00	.00	(3,165.00)	.0
TOTAL LICENSES & PERMITS	250.00	3,165.00	.00	(3,165.00)	.0
<u>CHARGES FOR SERVICE</u>					
230-340-4425 WATER/SEWER SALES	20,366.79	276,765.27	299,635.00	22,869.73	92.4
230-340-4426 BULK WATER SALES	.00	153.00	.00	(153.00)	.0
230-340-4430 WATER/SEWER CONNECTION FEES	.00	.00	3,750.00	3,750.00	.0
230-340-4435 FIRE HYDRANT FEE	200.47	3,744.96	3,957.00	212.04	94.6
230-340-4450 WATER/SEWER PENALTIES	.00	100.00	.00	(100.00)	.0
TOTAL CHARGES FOR SERVICE	20,567.26	280,763.23	307,342.00	26,578.77	91.4
<u>SDC REVENUE</u>					
230-345-4531 WATER REIMBURSEMENT SDC	1,490.00	2,980.00	10,395.00	7,415.00	28.7
TOTAL SDC REVENUE	1,490.00	2,980.00	10,395.00	7,415.00	28.7
<u>REIMBURSEMENT REVENUE</u>					
230-365-4752 REIMBURSEMENT REVENUE	.00	35.00	.00	(35.00)	.0
TOTAL REIMBURSEMENT REVENUE	.00	35.00	.00	(35.00)	.0
<u>MISCELLANEOUS REVENUE</u>					
230-385-4895 MISCELLANEOUS REVENUE	851.22	4,240.12	5,000.00	759.88	84.8
TOTAL MISCELLANEOUS REVENUE	851.22	4,240.12	5,000.00	759.88	84.8
<u>TRANSFERS IN</u>					
230-390-4955 TRANSFER FROM DEBT RESERVE FUN	1,184.00	1,184.00	.00	(1,184.00)	.0
TOTAL TRANSFERS IN	1,184.00	1,184.00	.00	(1,184.00)	.0

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND REVENUE	24,342.48	292,521.74	323,037.00	30,515.26	90.6

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
230-490-5110 CITY ADMINISTRATOR	1,733.34	19,460.07	20,499.00	1,038.93	94.9
230-490-5114 CITY CLERK	1,678.02	16,794.74	20,040.00	3,245.26	83.8
230-490-5150 PUBLIC WORKS DIRECTOR	2,775.00	20,594.18	22,963.00	2,368.82	89.7
230-490-5152 UTILITY WORKER I	.00	.00	13,742.00	13,742.00	.0
230-490-5154 UTILITY WORKER II	2,100.00	11,431.48	15,157.00	3,725.52	75.4
230-490-5158 MAINTENANCE WORKER I	315.01	2,637.93	3,377.00	739.07	78.1
230-490-5220 OVERTIME	.00	6,177.30	7,759.00	1,581.70	79.6
230-490-5315 SOCIAL SECURITY/MEDICARE	658.00	5,512.22	8,831.00	3,318.78	62.4
230-490-5320 WORKER'S COMP	4.44	2,907.08	5,797.00	2,889.92	50.2
230-490-5350 UNEMPLOYMENT	.00	.00	8,003.00	8,003.00	.0
230-490-5410 HEALTH INSURANCE	2,143.60	16,379.55	30,614.00	14,234.45	53.5
230-490-5450 PUBLIC EMPLOYEES RETIREMENT	865.29	8,010.41	11,907.00	3,896.59	67.3
230-490-6110 AUDITING	.00	3,900.00	4,290.00	390.00	90.9
230-490-6112 LEGAL SERVICES	.00	.00	500.00	500.00	.0
230-490-6114 FINANCIAL SERVICES	198.25	1,982.50	3,570.00	1,587.50	55.5
230-490-6116 ENGINEERING SERVICES	.00	.00	1,000.00	1,000.00	.0
230-490-6122 IT SERVICES	299.10	1,850.68	5,418.00	3,567.32	34.2
230-490-6128 OTHER CONTRACT SERVICES	66.24	3,587.95	7,100.00	3,512.05	50.5
230-490-6210 INSURANCE & BONDS	.00	5,643.03	6,594.00	950.97	85.6
230-490-6220 PUBLICATIONS, PRINTING & DUES	.00	555.00	1,000.00	445.00	55.5
230-490-6226 POSTAGE	.00	943.13	1,516.00	572.87	62.2
230-490-6230 OFFICE SUPPLIES/EQUIPMENT	79.85	1,178.53	250.00	(928.53)	471.4
230-490-6234 GENERAL SUPPLIES	155.35	5,773.36	2,570.00	(3,203.36)	224.6
230-490-6238 BANK SERVICE CHARGES	.00	2,585.16	2,744.00	158.84	94.2
230-490-6240 TRAVEL & TRAINING	.00	956.25	1,000.00	43.75	95.6
230-490-6290 MISCELLANEOUS	222.40	651.14	200.00	(451.14)	325.6
230-490-6320 BUILDING REPAIR & MAINTENANCE	1,724.25	1,912.84	1,000.00	(912.84)	191.3
230-490-6324 EQUIPMENT REPAIR & MAINTENANCE	1,045.79	2,025.80	2,000.00	(25.80)	101.3
230-490-6330 OTHER REPAIR & MAINTENANCE	.00	12,404.75	15,000.00	2,595.25	82.7
230-490-6334 NON-CAPITALIZED ASSETS	.00	29.99	3,500.00	3,470.01	.9
230-490-6420 WATER SERVICES	35.00	1,559.27	524.00	(1,035.27)	297.6
230-490-6425 SEWER SERVICES	58.51	583.40	698.00	114.60	83.6
230-490-6430 ELECTRICITY SERVICES	.00	12,515.77	16,438.00	3,922.23	76.1
230-490-6435 INTERNET SERVICES	70.00	700.00	865.00	165.00	80.9
230-490-6440 TELEPHONE SERVICES	297.63	2,972.55	3,672.00	699.45	81.0
230-490-6445 REFUSE SERVICES	18.92	188.13	.00	(188.13)	.0
230-490-6710 GAS & OIL	707.85	1,763.91	1,000.00	(763.91)	176.4
230-490-6750 CHEMICALS & LAB SUPPLIES	2,219.92	17,557.17	20,332.00	2,774.83	86.4
230-490-6755 WATER/SEWER ANALYSIS	252.00	2,727.40	4,000.00	1,272.60	68.2
TOTAL NON-DEPARTMENTAL	19,723.76	196,452.67	275,470.00	79,017.33	71.3
<u>CAPITAL OUTLAY</u>					
230-700-8320 SOFTWARE	.00	6,824.58	7,955.00	1,130.42	85.8
230-700-8895 OTHER IMPROVEMENTS	.00	.00	28,000.00	28,000.00	.0
TOTAL CAPITAL OUTLAY	.00	6,824.58	35,955.00	29,130.42	19.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
230-800-7110	LOAN PRINCIPAL	.00	15,101.01	15,102.00	.99 100.0
230-800-7122	LOAN PRINCIPAL - SPWF	.00	4,055.64	4,056.00	.36 100.0
230-800-7124	LOAN PRINCIPAL - RD	15,662.75	15,662.75	15,663.00	.25 100.0
230-800-7510	LOAN INTEREST	.00	5,543.19	2,177.00 (3,366.19) 254.6
230-800-7522	LOAN INTEREST - SPWF	.00	.00	3,367.00	3,367.00 .0
230-800-7524	LOAN INTEREST - RD	23,717.25	23,717.25	23,718.00	.75 100.0
	TOTAL DEBT SERVICE	39,380.00	64,079.84	64,083.00	3.16 100.0
<u>OTHER REQUIREMENTS</u>					
230-900-9120	TRANSFER TO WATER RESERVE FUND	.00	3,938.00	3,938.00	.00 100.0
230-900-9150	TRANSFER TO EQUIPMENT FUND	.00	2,000.00	2,000.00	.00 100.0
230-900-9590	CONTINGENCY	.00	.00	70,733.00	70,733.00 .0
	TOTAL OTHER REQUIREMENTS	.00	5,938.00	76,671.00	70,733.00 7.7
	TOTAL FUND EXPENDITURES	59,103.76	273,295.09	452,179.00	178,883.91 60.4
	NET REVENUE OVER EXPENDITURES	(34,761.28)	19,226.65	(129,142.00)	(148,368.65) 14.9

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
240-315-4125 INTEREST EARNED	.00	2,982.93	.00	(2,982.93)	.0
TOTAL INVESTMENT EARNINGS	.00	2,982.93	.00	(2,982.93)	.0
<u>LICENSES & PERMITS</u>					
240-335-4370 WATER/SEWER CONNECTION PERMIT	115.00	1,150.00	.00	(1,150.00)	.0
TOTAL LICENSES & PERMITS	115.00	1,150.00	.00	(1,150.00)	.0
<u>CHARGES FOR SERVICE</u>					
240-340-4425 WATER/SEWER SALES	26,645.04	315,822.14	340,134.00	24,311.86	92.9
240-340-4430 WATER/SEWER CONNECTION FEES	.00	.00	805.00	805.00	.0
240-340-4450 WATER/SEWER PENALTIES	.00	105.16	.00	(105.16)	.0
TOTAL CHARGES FOR SERVICE	26,645.04	315,927.30	340,939.00	25,011.70	92.7
<u>SDC REVENUE</u>					
240-345-4541 SEWER REIMBURSEMENT SDC	5,348.00	5,348.00	8,835.00	3,487.00	60.5
TOTAL SDC REVENUE	5,348.00	5,348.00	8,835.00	3,487.00	60.5
<u>MISCELLANEOUS REVENUE</u>					
240-385-4895 MISCELLANEOUS REVENUE	3,309.19	6,978.56	4,500.00	(2,478.56)	155.1
TOTAL MISCELLANEOUS REVENUE	3,309.19	6,978.56	4,500.00	(2,478.56)	155.1
<u>TRANSFERS IN</u>					
240-390-4955 TRANSFER FROM DEBT RESERVE FUN	.00	15,745.00	15,745.00	.00	100.0
TOTAL TRANSFERS IN	.00	15,745.00	15,745.00	.00	100.0
TOTAL FUND REVENUE	35,417.23	348,131.79	370,019.00	21,887.21	94.1

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
240-490-5110 CITY ADMINISTRATOR	1,733.34	19,460.46	20,499.00	1,038.54	94.9
240-490-5114 CITY CLERK	1,678.00	16,794.25	20,040.00	3,245.75	83.8
240-490-5150 PUBLIC WORKS DIRECTOR	2,775.05	20,594.33	22,963.00	2,368.67	89.7
240-490-5152 UTILITY WORKER I	.00	.00	13,742.00	13,742.00	.0
240-490-5154 UTILITY WORKER II	2,099.98	11,431.33	15,157.00	3,725.67	75.4
240-490-5158 MAINTENANCE WORKER I	315.01	2,638.01	3,377.00	738.99	78.1
240-490-5220 OVERTIME	.00	6,177.31	7,759.00	1,581.69	79.6
240-490-5315 SOCIAL SECURITY/MEDICARE	658.02	5,512.18	8,831.00	3,318.82	62.4
240-490-5320 WORKER'S COMP	4.46	2,907.18	5,797.00	2,889.82	50.2
240-490-5350 UNEMPLOYMENT	.00	.00	8,003.00	8,003.00	.0
240-490-5410 HEALTH INSURANCE	2,143.61	16,379.12	30,614.00	14,234.88	53.5
240-490-5450 PUBLIC EMPLOYEES RETIREMENT	865.31	8,010.51	11,907.00	3,896.49	67.3
240-490-6110 AUDITING	.00	3,900.00	4,290.00	390.00	90.9
240-490-6112 LEGAL SERVICES	.00	.00	500.00	500.00	.0
240-490-6114 FINANCIAL SERVICES	198.25	1,982.50	3,570.00	1,587.50	55.5
240-490-6116 ENGINEERING SERVICES	.00	280.00	1,000.00	720.00	28.0
240-490-6122 IT SERVICES	299.10	1,711.07	4,736.00	3,024.93	36.1
240-490-6128 OTHER CONTRACT SERVICES	366.24	4,981.95	4,000.00	(981.95)	124.6
240-490-6210 INSURANCE & BONDS	.00	5,643.03	6,594.00	950.97	85.6
240-490-6220 PUBLICATIONS, PRINTING & DUES	.00	430.00	400.00	(30.00)	107.5
240-490-6226 POSTAGE	.00	941.62	1,500.00	558.38	62.8
240-490-6230 OFFICE SUPPLIES/EQUIPMENT	79.83	259.56	250.00	(9.56)	103.8
240-490-6234 GENERAL SUPPLIES	239.79	1,092.94	2,000.00	907.06	54.7
240-490-6238 BANK SERVICE CHARGES	.00	2,585.11	1,500.00	(1,085.11)	172.3
240-490-6240 TRAVEL & TRAINING	.00	1,014.36	1,000.00	(14.36)	101.4
240-490-6290 MISCELLANEOUS	222.40	684.58	300.00	(384.58)	228.2
240-490-6320 BUILDING REPAIR & MAINTENANCE	24.43	591.44	1,000.00	408.56	59.1
240-490-6324 EQUIPMENT REPAIR & MAINTENANCE	813.53	7,845.43	5,000.00	(2,845.43)	156.9
240-490-6330 OTHER REPAIR & MAINTENANCE	2,147.08	2,360.35	12,500.00	10,139.65	18.9
240-490-6334 NON-CAPITALIZED ASSETS	.00	.00	1,000.00	1,000.00	.0
240-490-6420 WATER SERVICES	1,478.29	9,665.78	6,794.00	(2,871.78)	142.3
240-490-6425 SEWER SERVICES	526.59	5,250.60	6,469.00	1,218.40	81.2
240-490-6430 ELECTRICITY SERVICES	.00	16,557.22	28,619.00	12,061.78	57.9
240-490-6440 TELEPHONE SERVICES	132.78	1,206.12	1,686.00	479.88	71.5
240-490-6445 REFUSE SERVICES	18.92	188.13	324.00	135.87	58.1
240-490-6520 PERMITS	2,712.00	2,712.00	3,100.00	388.00	87.5
240-490-6710 GAS & OIL	1,328.39	2,268.77	1,388.00	(880.77)	163.5
240-490-6712 OPERATIONS & SUPPLIES	179.70	179.70	.00	(179.70)	.0
240-490-6750 CHEMICALS & LAB SUPPLIES	1,947.97	12,657.09	13,000.00	342.91	97.4
240-490-6755 WATER/SEWER ANALYSIS	1,008.00	8,717.40	11,500.00	2,782.60	75.8
TOTAL NON-DEPARTMENTAL	25,996.07	205,611.43	292,709.00	87,097.57	70.2
<u>CAPITAL OUTLAY</u>					
240-700-8320 SOFTWARE	.00	6,824.58	7,955.00	1,130.42	85.8
240-700-8335 EQUIPMENT & FURNISHINGS	.00	.00	16,000.00	16,000.00	.0
TOTAL CAPITAL OUTLAY	.00	6,824.58	23,955.00	17,130.42	28.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
240-800-7110	LOAN PRINCIPAL	.00	18,171.00	18,171.00	.00 100.0
240-800-7122	LOAN PRINCIPAL - SPWF	.00	4,055.63	4,056.00	.37 100.0
240-800-7124	LOAN PRINCIPAL - RD	6,262.18	6,262.18	6,263.00	.82 100.0
240-800-7510	LOAN INTEREST	.00	10,570.60	10,571.00	.40 100.0
240-800-7522	LOAN INTEREST - SPWF	.00	3,366.86	3,367.00	.14 100.0
240-800-7524	LOAN INTEREST - RD	9,481.82	9,481.82	9,482.00	.18 100.0
	TOTAL DEBT SERVICE	15,744.00	51,908.09	51,910.00	1.91 100.0
<u>OTHER REQUIREMENTS</u>					
240-900-9121	TRANSFER TO SEWER RESERVE FUND	.00	1,575.00	1,575.00	.00 100.0
240-900-9150	TRANSFER TO EQUIPMENT FUND	.00	2,000.00	2,000.00	.00 100.0
240-900-9590	CONTINGENCY	.00	.00	103,805.00	103,805.00 .0
	TOTAL OTHER REQUIREMENTS	.00	3,575.00	107,380.00	103,805.00 3.3
	TOTAL FUND EXPENDITURES	41,740.07	267,919.10	475,954.00	208,034.90 56.3
	NET REVENUE OVER EXPENDITURES	(6,322.84)	80,212.69	(105,935.00)	(186,147.69) 75.7

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
312-315-4125 INTEREST EARNED	.00	95.61	500.00	404.39	19.1
TOTAL INVESTMENT EARNINGS	.00	95.61	500.00	404.39	19.1
<u>INTERGOVERNMENTAL</u>					
312-320-4142 STATE DISTRIBUTIONS	4,317.84	64,939.88	77,554.00	12,614.12	83.7
TOTAL INTERGOVERNMENTAL	4,317.84	64,939.88	77,554.00	12,614.12	83.7
<u>SDC REVENUE</u>					
312-345-4513 TRANSPORTATION REIMBURSEMENT S	208.00	208.00	1,605.00	1,397.00	13.0
TOTAL SDC REVENUE	208.00	208.00	1,605.00	1,397.00	13.0
TOTAL FUND REVENUE	4,525.84	65,243.49	79,659.00	14,415.51	81.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
312-490-5110 CITY ADMINISTRATOR	693.34	7,498.43	8,200.00	701.57	91.4
312-490-5150 PUBLIC WORKS DIRECTOR	1,189.29	8,826.34	9,841.00	1,014.66	89.7
312-490-5152 UTILITY WORKER I	.00	.00	3,435.00	3,435.00	.0
312-490-5154 UTILITY WORKER II	525.00	2,857.82	3,789.00	931.18	75.4
312-490-5158 MAINTENANCE WORKER I	157.51	1,319.00	1,689.00	370.00	78.1
312-490-5220 OVERTIME	.00	2,070.61	1,377.00	(693.61)	150.4
312-490-5315 SOCIAL SECURITY/MEDICARE	196.22	1,619.36	2,462.00	842.64	65.8
312-490-5320 WORKER'S COMP	1.26	975.19	1,927.00	951.81	50.6
312-490-5350 UNEMPLOYMENT	.00	.00	2,252.00	2,252.00	.0
312-490-5410 HEALTH INSURANCE	455.28	3,603.43	6,672.00	3,068.57	54.0
312-490-5450 PUBLIC EMPLOYEES RETIREMENT	264.05	2,365.40	3,319.00	953.60	71.3
312-490-6110 AUDITING	.00	1,300.00	1,430.00	130.00	90.9
312-490-6114 FINANCIAL SERVICES	66.08	660.80	1,190.00	529.20	55.5
312-490-6116 ENGINEERING SERVICES	210.00	20,011.56	19,094.00	(917.56)	104.8
312-490-6122 IT SERVICES	99.70	471.94	1,198.00	726.06	39.4
312-490-6128 OTHER CONTRACT SERVICES	.00	12,256.83	12,400.00	143.17	98.9
312-490-6210 INSURANCE & BONDS	.00	1,881.00	2,198.00	317.00	85.6
312-490-6234 GENERAL SUPPLIES	33.93	33.93	150.00	116.07	22.6
312-490-6290 MISCELLANEOUS	222.40	227.98	500.00	272.02	45.6
312-490-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	48.99	500.00	451.01	9.8
312-490-6330 OTHER REPAIR & MAINTENANCE	292.50	654.40	1,000.00	345.60	65.4
312-490-6334 NON-CAPITALIZED ASSETS	.00	.00	500.00	500.00	.0
312-490-6430 ELECTRICITY SERVICES	.00	11,771.30	15,292.00	3,520.70	77.0
312-490-6620 STORM DRAIN MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
312-490-6624 STREET SIGNS	31.20	312.00	500.00	188.00	62.4
312-490-6626 STREET LIGHTS	.00	.00	10,000.00	10,000.00	.0
TOTAL NON-DEPARTMENTAL	4,437.76	80,766.31	112,915.00	32,148.69	71.5
<u>CAPITAL OUTLAY</u>					
312-700-8320 SOFTWARE	.00	2,274.85	2,651.00	376.15	85.8
312-700-8530 STREET IMPROVEMENTS	.00	4,950.00	60,350.00	55,400.00	8.2
TOTAL CAPITAL OUTLAY	.00	7,224.85	63,001.00	55,776.15	11.5
<u>OTHER REQUIREMENTS</u>					
312-900-9150 TRANSFER TO EQUIPMENT FUND	.00	4,000.00	4,000.00	.00	100.0
312-900-9590 CONTINGENCY	.00	.00	19,195.00	19,195.00	.0
TOTAL OTHER REQUIREMENTS	.00	4,000.00	23,195.00	19,195.00	17.3
TOTAL FUND EXPENDITURES	4,437.76	91,991.16	199,111.00	107,119.84	46.2
NET REVENUE OVER EXPENDITURES	88.08	(26,747.67)	(119,452.00)	(92,704.33)	(22.4)

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
314-315-4125 INTEREST EARNED	.50	6.14	10.00	3.86	61.4
TOTAL INVESTMENT EARNINGS	.50	6.14	10.00	3.86	61.4
<u>FUNDRAISING & EVENT REVENUE</u>					
314-380-4861 CRAFT/COMMERCIAL BOOTH SALES	515.00	1,010.00	3,000.00	1,990.00	33.7
314-380-4862 FOOD BOOTH SALES	470.00	1,000.00	800.00	(200.00)	125.0
314-380-4864 JAM SALES	65.00	1,225.00	1,000.00	(225.00)	122.5
314-380-4866 QUILT RAFFLE SALES	.00	2,388.02	4,000.00	1,611.98	59.7
314-380-4868 PROGRAM AD SALES	.00	220.00	2,700.00	2,480.00	8.2
314-380-4870 SPONSORSHIP REVENUE	500.00	750.00	2,250.00	1,500.00	33.3
314-380-4872 PIE SALES	.00	194.00	.00	(194.00)	.0
314-380-4876 5K RACE REVENUE	.00	595.00	1,100.00	505.00	54.1
314-380-4878 CAR SHOW REVENUE	.00	3,207.00	4,000.00	793.00	80.2
314-380-4880 FISHING DERBY REVENUE	.00	440.00	350.00	(90.00)	125.7
314-380-4882 HORSESHOE TOURNEY REVENUE	.00	100.00	100.00	.00	100.0
314-380-4884 KIDZ KORNER REVENUE	.00	796.00	1,000.00	204.00	79.6
314-380-4886 PIE EATING CONTEST REVENUE	.00	.00	200.00	200.00	.0
314-380-4888 RC FLYERS REVENUE	.00	60.00	400.00	340.00	15.0
TOTAL FUNDRAISING & EVENT REVENUE	1,550.00	11,985.02	20,900.00	8,914.98	57.3
<u>MISCELLANEOUS REVENUE</u>					
314-385-4895 MISCELLANEOUS REVENUE	.00	328.00	500.00	172.00	65.6
TOTAL MISCELLANEOUS REVENUE	.00	328.00	500.00	172.00	65.6
TOTAL FUND REVENUE	1,550.50	12,319.16	21,410.00	9,090.84	57.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
314-490-6118	.00	.00	1,500.00	1,500.00	.0
314-490-6122	77.01	77.01	450.00	372.99	17.1
314-490-6220	.00	1,079.27	1,200.00	120.73	89.9
314-490-6224	.00	534.93	1,400.00	865.07	38.2
314-490-6226	.00	.00	50.00	50.00	.0
314-490-6290	.00	2,192.67	1,850.00	(342.67)	118.5
314-490-6440	15.05	144.20	.00	(144.20)	.0
314-490-6445	.00	812.00	90.00	(722.00)	902.2
314-490-6614	.00	139.70	.00	(139.70)	.0
314-490-6705	80.00	780.00	500.00	(280.00)	156.0
314-490-6810	.00	111.08	750.00	638.92	14.8
314-490-6812	.00	40.00	.00	(40.00)	.0
314-490-6814	.00	374.00	1,000.00	626.00	37.4
314-490-6816	149.99	3,546.02	4,000.00	453.98	88.7
314-490-6820	.00	50.51	.00	(50.51)	.0
314-490-6822	.00	186.80	.00	(186.80)	.0
314-490-6850	.00	495.00	1,100.00	605.00	45.0
314-490-6852	250.00	3,555.07	4,000.00	444.93	88.9
314-490-6854	.00	500.00	350.00	(150.00)	142.9
314-490-6856	.00	.00	100.00	100.00	.0
314-490-6858	.00	290.00	1,000.00	710.00	29.0
314-490-6860	.00	.00	200.00	200.00	.0
314-490-6862	.00	100.00	400.00	300.00	25.0
314-490-6864	.00	3,780.32	3,850.00	69.68	98.2
TOTAL NON-DEPARTMENTAL	572.05	18,788.58	23,790.00	5,001.42	79.0
<u>OTHER REQUIREMENTS</u>					
314-900-9590	.00	.00	14,671.00	14,671.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	14,671.00	14,671.00	.0
TOTAL FUND EXPENDITURES	572.05	18,788.58	38,461.00	19,672.42	48.9
NET REVENUE OVER EXPENDITURES	978.45	(6,469.42)	(17,051.00)	(10,581.58)	(37.9)

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2019

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<hr/>					
410-315-4125 INTEREST EARNED	.00	.00	1,011.00	1,011.00	.0
TOTAL SOURCE 315	.00	.00	1,011.00	1,011.00	.0
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410-345-4510 PARK SDC FEES	.00	.00	14,160.00	14,160.00	.0
TOTAL SOURCE 345	.00	.00	14,160.00	14,160.00	.0
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SOURCE 390					
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410-390-4917 TRANSFER FROM SDC FUND	.00	37,690.79	39,627.00	1,936.21	95.1
TOTAL SOURCE 390	.00	37,690.79	39,627.00	1,936.21	95.1
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TOTAL FUND REVENUE	.00	37,690.79	54,798.00	17,107.21	68.8

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
410-490-6714 MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
<u>DEPARTMENT 900</u>					
410-900-9895 RESERVED FOR FUTURE USE - PARK	.00	.00	52,798.00	52,798.00	.0
TOTAL DEPARTMENT 900	.00	.00	52,798.00	52,798.00	.0
TOTAL FUND EXPENDITURES	.00	.00	54,798.00	54,798.00	.0
NET REVENUE OVER EXPENDITURES	.00	37,690.79	.00	(37,690.79)	.0

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2019

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<hr/>					
412-315-4125 INTEREST EARNED	.00	.00	655.00	655.00	.0
TOTAL SOURCE 315	.00	.00	655.00	655.00	.0
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412-345-4512 TRANSPORTATION SDC	.00	.00	8,505.00	8,505.00	.0
TOTAL SOURCE 345	.00	.00	8,505.00	8,505.00	.0
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SOURCE 390					
412-390-4917 TRANSFER FROM SDC FUND	.00	23,187.40	24,247.00	1,059.60	95.6
TOTAL SOURCE 390	.00	23,187.40	24,247.00	1,059.60	95.6
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TOTAL FUND REVENUE	.00	23,187.40	33,407.00	10,219.60	69.4

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
412-490-6714 MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
<u>DEPARTMENT 900</u>					
412-900-9898 RESERVED FOR FUTURE USE - STRE	.00	.00	31,407.00	31,407.00	.0
TOTAL DEPARTMENT 900	.00	.00	31,407.00	31,407.00	.0
TOTAL FUND EXPENDITURES	.00	.00	33,407.00	33,407.00	.0
NET REVENUE OVER EXPENDITURES	.00	23,187.40	.00	(23,187.40)	.0

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2019

SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
417-315-4125 INTEREST EARNED	.00	345.57	.00	(345.57)	.0
TOTAL INVESTMENT EARNINGS	.00	345.57	.00	(345.57)	.0
TOTAL FUND REVENUE	.00	345.57	.00	(345.57)	.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
417-900-9110 TRANSFER TO PARKS SDC FUND	.00	37,690.79	39,627.00	1,936.21	95.1
417-900-9112 TRANSFER TO STREETS SDC FUND	.00	23,187.40	24,247.00	1,059.60	95.6
417-900-9118 TRANSFER TO WATER SDC FUND	.00	196,253.72	.00	(196,253.72)	.0
417-900-9120 TRANSFER TO STORMWATER SDC	.00	24,339.91	.00	(24,339.91)	.0
417-900-9121 TRANSFER TO SEWER SDC FUND	.00	115,917.24	.00	(115,917.24)	.0
417-900-9130 TRANSFER TO WATER SDC FUND	.00	.00	203,746.00	203,746.00	.0
417-900-9140 TRANSFER TO SEWER FUND	.00	.00	117,962.00	117,962.00	.0
417-900-9145 TRANSFER TO STORMWATER SDC FUN	.00	.00	25,665.00	25,665.00	.0
TOTAL OTHER REQUIREMENTS	.00	397,389.06	411,247.00	13,857.94	96.6
TOTAL FUND EXPENDITURES	.00	397,389.06	411,247.00	13,857.94	96.6
NET REVENUE OVER EXPENDITURES	.00	(397,043.49)	(411,247.00)	(14,203.51)	(96.6)

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2019

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
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430-315-4125 INTEREST EARNED	.00	.00	3,768.00	3,768.00	.0
TOTAL SOURCE 315	.00	.00	3,768.00	3,768.00	.0
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430-345-4530 WATER SDC	.00	7,660.00	55,020.00	47,360.00	13.9
TOTAL SOURCE 345	.00	7,660.00	55,020.00	47,360.00	13.9
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SOURCE 390					
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430-390-4917 TRANSFER FROM SDC FUND	.00	196,253.72	203,746.00	7,492.28	96.3
TOTAL SOURCE 390	.00	196,253.72	203,746.00	7,492.28	96.3
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TOTAL FUND REVENUE	.00	203,913.72	262,534.00	58,620.28	77.7

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
430-490-6714 MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
<u>DEPARTMENT 900</u>					
430-900-9893 RESERVED FOR FUTURE USE - WATE	.00	.00	260,534.00	260,534.00	.0
TOTAL DEPARTMENT 900	.00	.00	260,534.00	260,534.00	.0
TOTAL FUND EXPENDITURES	.00	.00	262,534.00	262,534.00	.0
NET REVENUE OVER EXPENDITURES	.00	203,913.72	.00	(203,913.72)	.0

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2019

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
440-315-4125 INTEREST EARNED	.00	.00	2,581.00	2,581.00	.0
TOTAL SOURCE 315	.00	.00	2,581.00	2,581.00	.0
440-345-4530 SEWER SDC	.00	.00	15,390.00	15,390.00	.0
TOTAL SOURCE 345	.00	.00	15,390.00	15,390.00	.0
<u>SOURCE 390</u>					
440-390-4917 TRANSFER FROM SDC FUND	.00	115,917.24	117,962.00	2,044.76	98.3
TOTAL SOURCE 390	.00	115,917.24	117,962.00	2,044.76	98.3
TOTAL FUND REVENUE	.00	115,917.24	135,933.00	20,015.76	85.3

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
440-490-6714 MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
<u>DEPARTMENT 900</u>					
440-900-9897 RESERVED FOR FUTURE USE - SEWE	.00	.00	133,933.00	133,933.00	.0
TOTAL DEPARTMENT 900	.00	.00	133,933.00	133,933.00	.0
TOTAL FUND EXPENDITURES	.00	.00	135,933.00	135,933.00	.0
NET REVENUE OVER EXPENDITURES	.00	115,917.24	.00	(115,917.24)	.0

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2019

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<hr/>					
445-315-4125 INTEREST EARNED	.00	.00	193.00	193.00	.0
TOTAL SOURCE 315	.00	.00	193.00	193.00	.0
<hr/>					
445-345-4545 STORM DRAINAGE SDC	.00	.00	9,675.00	9,675.00	.0
TOTAL SOURCE 345	.00	.00	9,675.00	9,675.00	.0
<hr/>					
SOURCE 390					
<hr/>					
445-390-4917 TRANSFER FROM SDC FUND	.00	24,339.91	25,665.00	1,325.09	94.8
TOTAL SOURCE 390	.00	24,339.91	25,665.00	1,325.09	94.8
<hr/>					
TOTAL FUND REVENUE	.00	24,339.91	35,533.00	11,193.09	68.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
445-490-6714 MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
<u>DEPARTMENT 900</u>					
445-900-9897 RESERVED FOR FUTURE USE - SEWE	.00	.00	33,533.00	33,533.00	.0
TOTAL DEPARTMENT 900	.00	.00	33,533.00	33,533.00	.0
TOTAL FUND EXPENDITURES	.00	.00	35,533.00	35,533.00	.0
NET REVENUE OVER EXPENDITURES	.00	24,339.91	.00	(24,339.91)	.0

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2019

WATER RESERVE FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>INVESTMENT EARNINGS</u>						
520-315-4125	INTEREST EARNED	.00	.72	.00	(.72)	.0
	TOTAL INVESTMENT EARNINGS	.00	.72	.00	(.72)	.0
<u>TRANSFERS IN</u>						
520-390-4930	TRANSFER FROM WATER FUND	.00	3,938.00	3,938.00	.00	100.0
	TOTAL TRANSFERS IN	.00	3,938.00	3,938.00	.00	100.0
	TOTAL FUND REVENUE	.00	3,938.72	3,938.00	(.72)	100.0

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2019

WATER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
520-900-9892 RESERVED FOR WATER BOND PAYMEN	.00	.00	19,690.00	19,690.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	19,690.00	19,690.00	.0
TOTAL FUND EXPENDITURES	.00	.00	19,690.00	19,690.00	.0
NET REVENUE OVER EXPENDITURES	.00	3,938.72	(15,752.00)	(19,690.72)	25.0

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

SEWER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>						
521-315-4125	INTEREST EARNED	.00	.31	.00	(.31)	.0
	TOTAL INVESTMENT EARNINGS	.00	.31	.00	(.31)	.0
<u>TRANSFERS IN</u>						
521-390-4940	TRANSFER FROM SEWER FUND	.00	1,575.00	1,575.00	.00	100.0
	TOTAL TRANSFERS IN	.00	1,575.00	1,575.00	.00	100.0
	TOTAL FUND REVENUE	.00	1,575.31	1,575.00	(.31)	100.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

SEWER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
521-900-9892 RESERVED FOR SEWER BOND PAYMEN	.00	.00	8,245.00	8,245.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	8,245.00	8,245.00	.0
TOTAL FUND EXPENDITURES	.00	.00	8,245.00	8,245.00	.0
NET REVENUE OVER EXPENDITURES	.00	1,575.31	(6,670.00)	(8,245.31)	23.6

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

EQUIPMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
550-315-4125 INTEREST EARNED	.00	2.01	.00	(2.01)	.0
TOTAL INVESTMENT EARNINGS	.00	2.01	.00	(2.01)	.0
<u>TRANSFERS IN</u>					
550-390-4910 TRANSFER FROM GENERAL FUND	.00	2,000.00	2,000.00	.00	100.0
550-390-4912 TRANSFER FROM STREET FUND	.00	4,000.00	4,000.00	.00	100.0
550-390-4930 TRANSFER FROM WATER FUND	.00	2,000.00	2,000.00	.00	100.0
550-390-4940 TRANSFER FROM SEWER FUND	.00	2,000.00	2,000.00	.00	100.0
TOTAL TRANSFERS IN	.00	10,000.00	10,000.00	.00	100.0
TOTAL FUND REVENUE	.00	10,002.01	10,000.00	(2.01)	100.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

EQUIPMENT FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>CAPITAL OUTLAY</u>						
550-700-8425	VEHICLES & ROLLING STOCK	.00	31,442.17	53,579.00	22,136.83	58.7
	TOTAL CAPITAL OUTLAY	.00	31,442.17	53,579.00	22,136.83	58.7
	TOTAL FUND EXPENDITURES	.00	31,442.17	53,579.00	22,136.83	58.7
	NET REVENUE OVER EXPENDITURES	.00	(21,440.16)	(43,579.00)	(22,138.84)	(49.2)

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2019

DEBT RESERVE FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>INVESTMENT EARNINGS</u>						
555-315-4125	INTEREST EARNED	.00	72.56	.00	(72.56)	.0
	TOTAL INVESTMENT EARNINGS	.00	72.56	.00	(72.56)	.0
	TOTAL FUND REVENUE	.00	72.56	.00	(72.56)	.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2019

DEBT RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
555-900-9140 TRANSFER TO SEWER FUND	.00	15,745.00	15,745.00	.00	100.0
555-900-9897 RESERVED FOR FUTURE USE - SEWE	.00	.00	12,650.00	12,650.00	.0
TOTAL OTHER REQUIREMENTS	.00	15,745.00	28,395.00	12,650.00	55.5
TOTAL FUND EXPENDITURES	.00	15,745.00	28,395.00	12,650.00	55.5
NET REVENUE OVER EXPENDITURES	.00	(15,672.44)	(28,395.00)	(12,722.56)	(55.2)

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 19, 2019
SUBJECT: Monthly Police Report

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

SUMMARY:

The Monthly Police Report for April is presented for your review and discussion.

FISCAL IMPACT:

None.

COURSES OF ACTION:

This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. The April Police Report has not yet been received. Staff will forward the report when it becomes available.

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 19, 2019
SUBJECT: TGM Code Assistance Resolution

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

SUMMARY:

The City is wrapping up two large planning projects – a Downtown Master Plan and a Parks and Recreation Master Plan. Each plan includes goals and objectives that relate to the land development code. There are also several areas of the code that conflict with one another or are outdated. Staff recommends working with LCOG, Planning Commission, and the Oregon Transportation Growth Management Program (TGM) to update the development code.

FISCAL IMPACT:

The project is anticipated to cost \$40,000-60,000. Staff reached out to the Oregon Transportation Growth Management program to identify grant funds to complete the project. They indicated that funds are available. The City would need to submit a letter and resolution requesting support.

COURSES OF ACTION:

1. Motion to approve Resolution 717, as presented.
2. Motion to approve Resolution 717, as amended.
3. No action.

RECOMMENDATION:

Motion to approve Resolution 717, as presented.

ATTACHMENTS:

1. Resolution 717

CITY OF LOWELL, OREGON

RESOLUTION 717

A RESOLUTION SUPPORTING AND AUTHORIZING THE CITY ADMINISTRATOR TO SUBMIT AN APPLICATION TO THE OREGON DEPARTMENT OF TRANSPORTATION AND OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT’S TRANSPORTATION GROWTH MANAGEMENT CODE ASSISTANCE PROGRAM

WHEREAS, the City of Lowell will be adopting a Downtown Master Plan in 2019 with Zoning and Development implications, which should be adequately integrated into the City Code; and

WHEREAS, ongoing challenges related to the continuity and out-datedness of the code need to be addressed; and

WHEREAS, the need has been established to undertake a broader evaluation of potential code improvements; and

WHEREAS, the City of Lowell is willing to give strong consideration to TGM Objectives as follows:

- *Promoting a transportation system and development pattern that results in a balanced, multi-modal system that enhances opportunities for people to walk, bike, and use transit*
- *Increasing the convenience or availability of alternative modes of transportation;*
- *Providing alternatives to, or delay the need for, major transportation improvements;*
- *Providing alternatives to, or delay the need for, expansion of an urban growth boundary.*

BE IT RESOLVED that the Lowell City Council supports and authorizes the City Administrator to submit an application to the Oregon Department of Transportation and Oregon Department of Land Conservation and Development’s Transportation Growth Management Code Assistance Program.

ADOPTED by the City Council of the City of Lowell this 21st day of May 2019.

Ayes _____

Nays _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Recorder

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 19, 2019
SUBJECT: Resolution 718
Abatement 187 E. 2nd Street

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

SUMMARY:

On May 6, 2019 staff posted and mailed a Notice of Violation to the listed owner of 187 E. 2nd Street for vegetation and trash. The City has not received a response. As per the LRC, the abatement process may begin within 10 days of the notice with an approved resolution of the City Council. The property is currently vacant and in foreclosure proceedings.

FISCAL IMPACT:

The City will charge the actual costs of abatement plus \$25 or 20% of abatement costs, whichever is greater.

COURSES OF ACTION:

1. Motion to approve Resolution 718, as presented.
2. Motion to approve Resolution 718, as amended.
3. No action.

RECOMMENDATION:

Motion to approve Resolution 718, as presented.

ATTACHMENTS:

1. Resolution 718
2. Notice of Violation – 187 E. 2nd Street

CITY OF LOWELL, OREGON

RESOLUTION 718

A RESOLUTION APPROVING ABATEMENT OF PROPERTY LOCATED AT 187 EAST SECOND STREET BY THE CITY OF LOWELL

WHEREAS, the property at 187 East Second Street is in violation of Lowell Revised Code (LRC) Sections 5.103, 5.104, and 5.122; and

WHEREAS, notice was posted on said property and mailed to the property owner of record, Allen Lee Mersdorf, and said notice is hereby attached to the Resolution and incorporated by reference; and

WHEREAS, no action has been taken to abate the violations or protest the order to abate within 10 days of the date of the notice; now therefore

BE IT RESOLVED that the City Council of the City of Lowell, Oregon hereby approves abatement of the noxious vegetation, public health, and public safety violations present at 187 East Second Street and assessment of all abatement costs, including administration costs, to the property owner in accordance with LRC 5.114 and 5.126 and directs the City Administrator to abate the violations.

BE IT FURTHER RESOLVED that all costs which are not paid by the property owner shall be established as a recorded lien on said property if not paid in accordance with LRC 5.115 and 5.127.

ADOPTED by the City Council of the City of Lowell this 21st day of May 2019.

Ayes _____

Nays _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Recorder



Mailed and Posted on
Door
5/6/19

Public Works Department
P.O. Box 490 Lowell, OR 97452
Phone: 541-937-2776
Fax: 541-937-2936
Email: MBaker@ci.lowell.or.us

May 6, 2019

Allen Mersdorf
PO Box 292
Lowell, OR 97452

Subject: Notice of Violation, 187 East 2nd Street

Mr. Mersdorf,

During a recent city-wide Code Enforcement Inspection, your property located at 187 East 2nd Street Lowell, OR 97452 was identified as being in violation of the following City of Lowell Code(s):

5.120 Noxious Vegetation.

5.121 Definitions. For the purpose of Sections 5.120, except where the context indicates otherwise, noxious vegetation is defined as the following:

- (a) Poison oak.
- (b) Poison ivy.
- (c) Blackberry bushes that extend into a public thoroughfare or across a property line.
- (d) Vegetation that is:
 - (1) A health hazard,
 - (2) A fire hazard,
 - (3) A traffic hazard because it impairs the view of a public thoroughfare or otherwise makes use of the thoroughfare hazardous.
- (e) Weeds or grass more than 12 inches high.
- (f) Weeds of grass going to seed.
- (g) Noxious vegetation does not include an agricultural crop, unless that crop is a health, traffic, or fire hazard.

5.122 Owner Responsibility. No Owner or person in charge of property may allow noxious vegetation to be on his property or on the public right-of-way abutting his property. It shall be the duty of an owner or person in charge of property to cut down or to destroy noxious vegetation. Exception: For parcels one acre or larger in size, noxious vegetation need only be controlled for a distance of 20 feet from adjoining property where development has occurred and is not required to be controlled adjoining undeveloped property unless specifically requested by the owner of the undeveloped property.

Specifically: The weeds and grass are over 12" tall and there are blackberries coming over the fence into the alley.



5.103 Nuisances Affecting Public Health. No person shall cause or permit the following:
(b) Accumulation of debris, rubbish, manure, and other refuse that are not removed within a reasonable time and that may affect the health of the City.

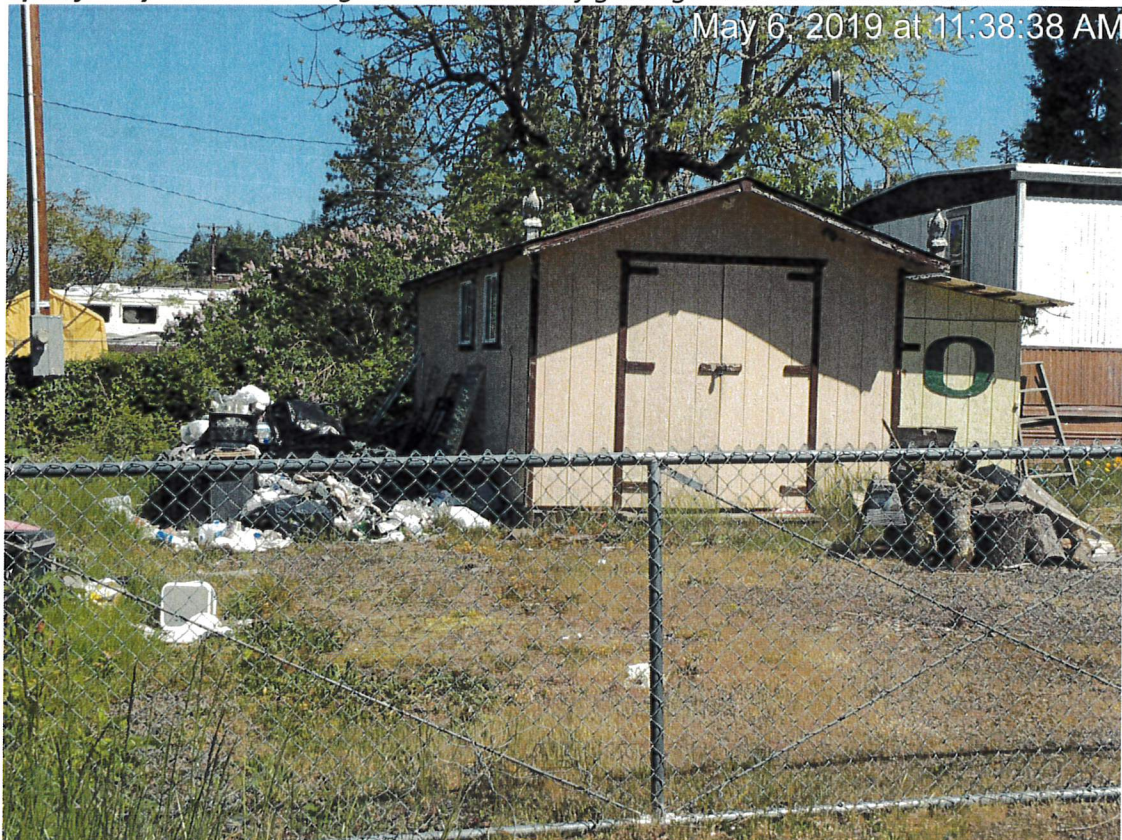
5.105 Nuisances Affecting Public Peace.

(b) Junk.

(1) No person shall, for more than seven days, keep junk outdoors within public view on a street, lot, or premises or in a building that is not wholly or entirely enclosed except for doors used for ingress and egress.

(2) The term “junk” as used in this subsection, includes but is not limited to, old motor vehicle parts, old machinery, old machinery parts, old appliances or appliance parts, old iron or other metal, glass, paper, lumber, wood, or other waste discarded material.

Specifically: There is a large accumulation of garbage and other discarded material.



Please take action to correct this violation. If the violation is not corrected, a citation may be issued into Municipal Court and/or the abatement process may begin 10 days from the date of this letter. The costs of abatement will be charged to the person responsible. Unpaid fines and/or abatement costs may become a lien on the property.

You may contact me at 541-937-2776 if you have any questions regarding Lowell Code requirements or wish to discuss this matter.

Sincerely,

A handwritten signature in black ink that reads "Max Baker". The signature is written in a cursive, flowing style.

Max Baker
Public Works Director

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 19, 2019
SUBJECT: Memorandum of Understanding
Lowell Rural Fire Protection District

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

SUMMARY:

The Lowell Rural Fire Protection District has requested to use the structure located at 53 East Main Street for a live-burn exercise on Saturday, May 25. Staff discussed the exercise with our insurance carrier, City/County Insurance Services, and they recommended the City require a certificate of insurance and an MOU outlining the scope and responsibilities for the exercise.

FISCAL IMPACT:

None.

COURSES OF ACTION:

1. Motion to approve the Memorandum of Understanding with the Lowell Rural Fire Protection District, as presented.
2. Motion to approve the Memorandum of Understanding with the Lowell Rural Fire Protection District, as amended.
3. No action.

RECOMMENDATION: Motion to approve the Memorandum of Understanding with the Lowell Rural Fire Protection District, as presented.

ATTACHMENTS:

1. Certificate of Insurance
2. Memorandum of Understanding with the Lowell Rural Fire Protection District

GENERAL LIABILITY and AUTO LIABILITY ADDITIONAL PARTICIPANT CERTIFICATE

AGENCY/AGENT - ISSUING CERTIFICATE		Date: 05/03/2019
WHA Insurance 2930 Chad Dr Eugene, OR 97408 Karisa Cary 800-852-6140		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER OTHER THAN THOSE PROVIDED IN THE COVERAGE DOCUMENTS. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS LISTED HEREIN. THIS CERTIFICATE DOES NOT CONSTITUTE A CONTRACT BETWEEN ANY OF THE FOLLOWING PARTIES: THE AGENCY, NAMED PARTICIPANT, CERTIFICATE HOLDER AND/OR COMPANIES AFFORDING COVERAGE.
NAMED PARTICIPANT/MEMBER - REQUESTING CERTIFICATE		ORGANIZATIONS AFFORDING COVERAGE
Lowell R.F.P.D. 389 N Pioneer St Lowell, OR 97452 Lon Dragt 541-937-3393		Company A - Special Districts Insurance Services (SDIS) Company B - Genesis Insurance Company

COVERAGES

This is to certify that Coverage Documents listed herein have been issued to the Named Participant herein for the Coverage Period Indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the coverage afforded by the Coverage Documents listed herein is subject to all the terms, conditions and exclusions of such Coverage Documents. Aggregate Limits which are shown may have been reduced by paid Claims, Suits or Actions. The titles referenced under Type of Coverage are inserted solely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

OR/CO LTR	Type of Coverage	Limits		Coverage Document	Effective Date	Expiration Date
A B	SDIS Liability Coverage	Annual Aggregate	None	34P52666-728	01/01/2019	12/31/2019
	X Per Occurrence	\$5,000,000				
	X Per Wrongful Act					
	X Public Officials Liability					
	X Employment Practices	\$5,000,000				
Employment Practices Deductible/SIR: \$0 Wrongful Acts Deductible/SIR: \$0 General Liability Deductible/SIR: \$0 *\$10,000 Minimum deductible for terminations if SDIS or approved legal counsel is not consulted prior to an employment termination.						
A B	Auto Liability			34P52666-728	01/01/2019	12/31/2019
	X Scheduled Autos	\$500,000				
	X Hired & Non-Owned Autos					
	X Per Accident					
X Deductible/SIR: \$0						
A B	Excess Auto Liability			34P52666-728	01/01/2019	12/31/2019
	X Scheduled Autos	\$4,500,000				
	X Hired & Non-Owned Autos					
	X Per Accident					
X Excess of: \$500,000						
A B	Supplemental Auto Liability			34P52666-728	01/01/2019	12/31/2019
	X UM/UIIM	\$500,000				
	X Personal Injury Protection	Per Schedule in Coverage Document				

<p>Remarks: When required by an Insured Contract certificate holder is an additional participant in respects to the Burn to Learn on May 25th 2019, but only with respects to negligence claims for Bodily Injury, Property Damage or Personal Injury where the Named Participant is deemed to have liability. In no event shall coverage extend to any party for any Claim, Suit or Action, however or whenever asserted, arising out of the certificate holder's sole negligence or for any Claim, Suit or Action which occurs prior to the execution of the contract or agreement.</p> <p>*Information is provided as of the date this certificate was generated and issued and is subject to change.</p>	
<p>Certificate Holder - Requesting Certificate City of Lowell PO Box 490 Lowell, OR 97452</p>	<p>CANCELLATION: Should any of the Coverage Documents herein be cancelled before the expiration date thereof, SDIS will endeavor to provide notice in accordance with the SDIS General Liability Coverage Document provisions. Failure to mail such notice shall impose no obligation or liability of any kind upon SDIS, its agents or representatives, or the issuer of this certificate.</p> <p>Authorized Representative of Named Participant: <i>Karisa Cary</i> Date: 5/3/19</p>

<p>Applicable Coverage Document Definitions: The following definitions are provided solely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate, for complete details on the terms, conditions and exclusions of applicable Coverage Documents please refer to the SDIS Liability Coverage Document.</p>
<p>Participant means the Named Participant and each of the following while acting under the direction and control of the Named Participant and within the course and scope of their duties as such:</p> <ul style="list-style-type: none"> a. Directors; b. Executive Officers; c. Employees; d. agents of the Named Participant pursuant to ORS 30.285 e. Volunteers; f. Any board, commission, governmental agency, subdivision, department, municipal body, not-for profit corporation, association or other unit operated by the Named Participant, or under the Named Participant's jurisdiction, will qualify as a Participant if there is no other similar insurance in place for that organization; g. Good Samaritans at the scene of an accident, when the person's actions are not part of any official response of the Named Participant; and h. Any person, entity, or any organization the Named Participant is required by an Insured Contract to include as a Participant. The terms of the Insured Contract will have no effect on either the Per Occurrence Limit of Liability, Per Wrongful Act Limit of Liability or the Annual Aggregate Limit of Liability. The Insured Contract must be effective and executed prior to a covered Occurrence or Wrongful Act. In no event shall coverage under this Coverage Document extend pursuant to this subsection h. to any party for any Claim, however or whenever asserted, arising out of such party's sole negligence. The term "Additional Insured," if used in an Insured Contract, shall be understood to mean the same as Additional Participant.
<p>Insured Contract means a legally enforceable contract that includes one or more of the following:</p> <ul style="list-style-type: none"> a. A provision in a lease of premises that relates to Tort liabilities assumed by the Named Participant arising out of the lease, such assumption occurring in writing prior to the date of Occurrence or Wrongful Act; b. A sidetrack agreement; c. Any easement or license agreement; d. An obligation, as required by ordinance, regulation, or statute to indemnify a Public Body; e. An elevator maintenance agreement; f. That part of any other contract or agreement pertaining to the Named Participant's operations (including an indemnification of a Public Body in connection with work performed by or for a Public Body) under which the Named Participant assumes the Tort liability of another person or entity to pay for Bodily Injury, Property Damage, or Personal Injury to a third person or organization, provided the Bodily Injury, Property Damage, or Personal Injury is based on an Occurrence that takes place subsequent to the execution of the contract or agreement; g. An indemnification agreement between a hospital or other medical care center and the Named Participant that is required by the hospital or medical care center in connection with it providing emergency medical technician training to Participants in connection with an emergency medical technician training program; and h. Contracts for services with Public Bodies. <p>An Insured Contract does not include that part of any contract or agreement:</p> <ul style="list-style-type: none"> a. That indemnifies an architect, engineer, or surveyor acting as an independent contractor for injury or Damages arising out of professional errors or omissions; b. That indemnifies any person or organization for Damages by fire to premises rented or loaned to the Participant for an amount greater than \$1 million; and c. That involve the purchase or sale of real property or personal property.

**Memorandum of Understanding
Live-Fire Training Opportunity**

53 East Main Street
Lowell, OR 97452

This Memorandum of Understanding (MOU) is entered into by and between the City of Lowell (“CITY”), an Oregon municipal corporation, and the Lowell Rural Fire Protection District (“LRFPD”), an Oregon special district.

I. PURPOSE

The purpose of this MOU is to provide an urban live-fire training opportunity to the LRFPD. CITY will mutually benefit by having fire department personnel trained in urban live-fire incidents. This MOU delineates the responsibilities and requirements for the live-fire training.

II. SCOPE

The provisions of this MOU apply to the prescribed live-fire training opportunity, including the structure and grounds, located at 53 East Main Street, Lowell, OR 97452.

III. PERIOD OF PERFORMANCE

This MOU shall commence on the date of the last signature and shall continue through June 30, 2019 or until the MOU is terminated by Section VI.

IV. RESPONSIBILITIES

A. CITY shall:

1. Provide the structure and grounds for live-fire training.
2. Secure a demolition permit for the structure.
3. Be responsible for all debris removal after live-fire training has concluded.
4. Remove the structure from the property insurance schedule prior to training.

B. LRFPD shall:

1. Post a copy of the asbestos survey at the site.
2. Provide public notice to properties within 300 feet of the site.
3. Provide a Certificate of Insurance naming the CITY as an additional insured.
4. Maintain an adequate security perimeter throughout the live-fire training.
5. Implement traffic control measures on Main Street between Moss Street and Cannon Street.

V. HOLD HARMLESS

Indemnify and hold harmless the CITY, its officers, staff, and other agents against and from all claims, liabilities, damages and costs, including attorney’s fees, arising from the live-fire training.

VI. GENERAL PROVISIONS

- A. This MOU may be amended only by the written agreement of both parties.
- B. Either party may terminate this MOU with written notice prior to the event.
- C. This MOU is governed by the laws of the State of Oregon. Venue for any suits related to this MOU shall be in Lane County, OR.
- D. This MOU, with the rights and privileges it creates, is assignable only with the written consent of the parties

LRFPD hereby acknowledges that they have read and understand this entire MOU. All oral or written agreements between the parties hereto relating to the subject matter of this MOU that were made prior to the execution of this MOU have been reduced to writing and are contained herein. LRFPD and CITY agrees to abide by all terms and conditions specified herein and certify that the information provided is true and correct in all respects to the best of their knowledge and belief.

This MOU is entered into by and between the following parties:

CITY OF LOWELL:

Signature: _____

Name: Jared Cobb

Title: City Administrator

Date: _____

LOWELL RURAL FIRE PROTECTION DISTRICT

Signature: _____

Name: Lon Dragt

Title: Fire Chief

Date: _____

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: May 19, 2019
SUBJECT: Memorandum of Understanding
Lowell School District

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

SUMMARY:

The Lowell School District has requested to use the parking lot of the Maggie Osgood Library to maintain and store their transportation vehicles and equipment. They anticipate needing space until the new gymnasium is completed. Due to the longer timeframe, the City's insurance carrier, City/County Insurance Services, has recommended requiring a certificate of insurance and a memorandum of understanding.

FISCAL IMPACT:

None.

COURSES OF ACTION:

1. Motion to approve the Memorandum of Understanding with the Lowell School District, as presented.
2. Motion to approve the Memorandum of Understanding with the Lowell School District, as amended.
3. No action.

RECOMMENDATION:

Motion to approve the Memorandum of Understanding with the Lowell School District, as presented.

ATTACHMENTS:

1. Certificate of Insurance
2. Memorandum of Understanding with the Lowell School District

GENERAL LIABILITY and AUTO LIABILITY ADDITIONAL PARTICIPANT CERTIFICATE

AGENCY/AGENT - ISSUING CERTIFICATE	Date: 04/23/2019
WHA Insurance 2930 Chad Dr Eugene, OR 97408 Kelly McCorkle 800-852-6140	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER OTHER THAN THOSE PROVIDED IN THE COVERAGE DOCUMENTS. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS LISTED HEREIN. THIS CERTIFICATE DOES NOT CONSTITUTE A CONTRACT BETWEEN ANY OF THE FOLLOWING PARTIES: THE AGENCY, NAMED PARTICIPANT, CERTIFICATE HOLDER AND/OR COMPANIES AFFORDING COVERAGE.
NAMED PARTICIPANT/MEMBER - REQUESTING CERTIFICATE	ORGANIZATIONS AFFORDING COVERAGE
Lowell School District 71 65 S Pioneer St Lowell, OR 97452-9721 Debi McNamara 541-937-8405	Company A - Property Casualty Coverage for Education (PACE) Company B - Genesis Insurance Company

COVERAGES

This is to certify that Coverage Documents listed herein have been issued to the Named Participant herein for the Coverage Period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the coverage afforded by the Coverage Documents listed herein is subject to all the terms, conditions and exclusions of such Coverage Documents. Aggregate Limits which are shown may have been reduced by paid Claims, Suits or Actions. The titles referenced under Type of Coverage are inserted solely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

OR/CO LTR	Type of Coverage	Limits		Coverage Document	Effective Date	Expiration Date
A B	SDIS Liability Coverage	Annual Aggregate	\$30,000,000			
	X Per Occurrence	\$15,000,000		33P60134-242	07/01/2018	06/30/2019
	X Per Wrongful Act					
	X Public Officials Liability					
	X Employment Practices					
Employment Practices Deductible/SIR: \$0 Wrongful Acts Deductible/SIR: \$0 General Liability Deductible/SIR: \$0 *\$25,000 Minimum deductible for terminations if PACE or approved legal counsel is not consulted prior to an employment termination.						
A B	Auto Liability	\$500,000		33P60134-242	07/01/2018	06/30/2019
	X Scheduled Autos					
	X Hired & Non-Owned Autos					
	X Per Accident					
X Deductible/SIR: \$0						
A B	Excess Auto Liability	\$14,500,000		33P60134-242	07/01/2018	06/30/2019
	X Scheduled Autos					
	X Hired & Non-Owned Autos					
	X Per Accident					
X Excess of: \$500,000						
A B	Supplemental Auto Liability	\$500,000		33P60134-242	07/01/2018	06/30/2019
	X UM/UIM					
	X Personal Injury Protection	Per Schedule in Coverage Document				

Remarks: When required by an Insured Contract certificate holder is an additional participant in respects to City of Lowell as additional insured as respects to using parking lot for buses and vans , but only with respects to negligence claims for Bodily Injury, Property Damage or Personal Injury where the Named Participant is deemed to have liability. In no event shall coverage extend to any party for any Claim, Suit or Action, however or whenever asserted, arising out of the certificate holder's sole negligence or for any Claim, Suit or Action which occurs prior to the execution of the contract or agreement.

*Information is provided as of the date this certificate was generated and issued and is subject to change.

Certificate Holder - Requesting Certificate

City of Lowell
107 East Third Street
Lowell, OR 97452

CANCELLATION: Should any of the Coverage Documents herein be cancelled before the expiration date thereof, PACE will endeavor to provide notice in accordance with the PACE General Liability Coverage Document provisions. Failure to mail such notice shall impose no obligation or liability of any kind upon PACE, its agents or representatives, or the issuer of this certificate.

Authorized Representative of Named Participant:



Date: April 23, 2019

Applicable Coverage Document Definitions:

The following definitions are provided solely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate, for complete details on the terms, conditions and exclusions of applicable Coverage Documents please refer to the PACE Liability Coverage Document.

Participant means the **Named Participant** and each of the following while acting under the direction and control of the **Named Participant** and within the course and scope of their duties as such:

- a. Members of the Board;
- b. Executive Officers;
- c. **Employees;**
- d. Volunteers;
- e. Registered Students whose course of study includes on-the-job training, but only while acting under directions and within the scope of their activities performed while in training;
- f. Organizations that are under the supervision of the administration of the Named Participant, including Student Organizations, Parent Teacher Organizations, Booster Clubs, and Foundations; and
- g. Any person, entity, or any organization the **Named Participant** is required by an **Insured Contract** to include as a **Participant**. The terms of the **Insured Contract** will have no effect on either the **Per Occurrence Limit of Liability**, **Per Wrongful Act Limit of Liability** or the **Annual Aggregate Limit of Liability**. The **Insured Contract** must be effective and executed prior to a covered **Occurrence or Wrongful Act**. In no event shall coverage under this **Coverage Document** extend pursuant to this subsection g. to any party for any **Claim**, however or whenever asserted, arising out of such party's sole negligence. The term "Additional Insured," if used in an **Insured Contract**, shall be understood to mean the same as **Additional Participant**.

Insured Contract means:

- a. A legally enforceable contract that includes one or more of the following:
 1. A provision in a lease of premises that relates to tort liabilities assumed by the **Named Participant** arising out of the lease, such assumption occurring in writing prior to the date of **Occurrence or Wrongful Act**;
 2. A sidetrack agreement;
 3. Any easement or license agreement;
 4. An obligation, as required by ordinance, to indemnify a **Public Body**;
 5. An elevator maintenance agreement;
 6. That part of any other contract or agreement pertaining to the **Named Participant's** operations (including an indemnification of a **Public Body** in connection with work performed by or for a **Public Body**) under which the **Named Participant** assumes the tort liability of another person or entity to pay for **Bodily Injury, Property Damage, or Personal Injury** to a third person or organization, provided the **Bodily Injury, Property Damage, or Personal Injury** is based on an **Occurrence** that takes place subsequent to the execution of the contract or agreement;
 7. An indemnification agreement between a hospital or other medical care center and the **Named Participant** that is required by the hospital or medical care center in connection with it providing facilities and/or training to students of the **Named Participant** under a student health affiliated program; and
 8. Contracts under which a **Participant** provides services to a **Public Body**.

For purposes of paragraph 6 above, tort liability means a liability that would be imposed by law in the absence of any contract or agreement.

- b. An Insured Contract does not include that part of any contract or agreement:
 1. That indemnifies an architect, engineer, or surveyor acting as an independent contractor for injury or **Damages** arising out of professional errors or omissions;
 2. That indemnifies any person or organization for **Damages** by fire to premises rented or loaned to the **Participant**; and
 3. That involve the purchase or sale of real property or personal property.

**Memorandum of Understanding
Use of City-Owned Parking Lot**

70 North Pioneer Street
Lowell, OR 97452

This Memorandum of Understanding (MOU) is entered into by and between the City of Lowell (“CITY”), an Oregon municipal corporation, and the Lowell School District (“DISTRICT”), an Oregon school district.

I. PURPOSE

The purpose of this MOU is to provide the DISTRICT with a parking lot to store and maintain their vehicles and equipment while their current facility is under construction. This MOU delineates the responsibilities and requirements for the use of the parking lot.

II. SCOPE

The provisions of this MOU apply to the use of the City-owned parking lot located at 70 North Pioneer Street, Lowell, OR 97452.

III. PERIOD OF PERFORMANCE

This MOU shall commence on the date of the last signature and shall continue through June 30, 2020 or until the MOU is terminated by Section VI.

IV. RESPONSIBILITIES

A. CITY shall:

1. Provide the parking lot for use free of charge by the DISTRICT.
2. Permit the DISTRICT to close and lock the entrance gate after hours; however, CITY may unlock and open the gate at any time to accommodate routine maintenance, construction activities, public meetings and events.

B. DISTRICT shall:

1. Provide a Certificate of Insurance naming the CITY as an additional insured.
2. Maintain the parking lot free from refuse or debris.
3. Return the parking lot to CITY in same condition as it was received.

V. HOLD HARMLESS

Indemnify and hold harmless the CITY, its officers, staff, and other agents against and from all claims, liabilities, damages and costs, including attorney’s fees, arising from the use of the property.

VI. GENERAL PROVISIONS

- A. This MOU may be amended only by the written agreement of both parties.
- B. Either party may terminate this MOU with written notice.
- C. This MOU is governed by the laws of the State of Oregon. Venue for any suits related to this MOU shall be in Lane County, OR.
- D. This MOU, with the rights and privileges it creates, is assignable only with the written consent of the parties.

DISTRICT hereby acknowledges that they have read and understand this entire MOU. All oral or written agreements between the parties hereto relating to the subject matter of this MOU that were made prior to the execution of this MOU have been reduced to writing and are contained herein. DISTRICT and CITY agrees to abide by all terms and conditions specified herein and certify that the information provided is true and correct in all respects to the best of their knowledge and belief.

This MOU is entered into by and between the following parties:

CITY OF LOWELL:

Signature: _____

Name: Jared Cobb

Title: City Administrator

Date: _____

LOWELL SCHOOL DISTRICT

Signature: _____

Name: Johnie Matthews

Title: Superintendent

Date: _____