

Lowell City Council
Regular Meeting Agenda
Tuesday March 16, 2021, at 7 P.M.
Maggie Osgood Library
70 N. Pioneer Street

This meeting will be held electronically through Zoom. Members of the public are encouraged to provide comment or testimony through the following:

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

Call to Order/Roll Call/Pledge

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

Approval of Agenda

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

- Approval of the Minutes for the City Council Regular Meeting for February 16, 2021
- Approval of the minutes for the City Council Work Session for March 2, 2021
- Financial Report for January 2021
- Check Register for February 2021

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
- Public Works Report
- Police Report

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

Old Business:

New Business:

1. Motion to approve “Modification of Condition of Approval #3” and “Review of Condition of Approval #21” for Land Use File #2019-06 for the Crestview Estates Subdivision owned by McDougal Bros. Investments.
2. Motion to authorize the City Administrator to make a purchase of \$26,923 for 100 quantity flowIQ2250 water meters from Correct Equipment.
3. Motion to authorize the City Administrator to solicit requests for proposals for architectural services for the Maggie Osgood Library renovation project.

Other Business

Mayor Comments

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

Adjourn

City of Lowell, Oregon
Minutes of the City Council Regular Session
February 16, 2021

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

Members Present: Mayor Don Bennett, Gail Harris, Samantha Dragt, Tim Stratis, John Myers

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

Consent Agenda: Councilor Stratis moved to approve the Consent Agenda, second by Councilor Myers. PASS 5:0

Public Comments: None

Council Comments: None

City Administrator Report: CA Caudle presented report which included an update on the community code update meeting, Ford Family Foundation grant process, Rolling Rock Park update, Planning Commission meeting update, stated BBJ Committee will be meeting tomorrow and contacts with other agencies. Discussion followed with council.

Public Works Report: Public Works Director Max Baker presented his report provided in packet.

Police Report: January report provided in packet.

Old Business: None

New Business:

- **Land Use Application #2019-04 – Sunset Hills Subdivision:** Henry Hearley LCOG, presented the staff report from Planning Commission Meetings. There are 31 Conditions of Approval to be met.

Closed Regular Session: 7:37 PM

Public Hearing Open: 7:37 PM

Land Use Application #2019-04 – Sunset Hills Subdivision

Public Comment: None

Public Hearing Closed: 7:39 PM

Regular Session Reconvened: 7:39 PM

Discussion: The applicant Matthew Bahen representing Bahen Investment Group LLC responded to council questions.

Councilor Stratis moved to approve the Land Use Application #2019-04 Sunset Hills Subdivision owned by Bahen Investments, LLC and located on Assessor’s Map and Tax Lot #19-01-14-21-05000, based on the findings of fact to be signed by the Mayor, with edit to condition #2 which dictates any required Corps permits be obtained for wetland development. Second by Councilor Harris. PASS 5:0

Other Business:

Blackberry Jam 2021: CA Caudle stated that the BBJ Committee will be having a meeting tomorrow, February 17, 2021. Council discussed the possibility having an event this summer.

Mayor Comments: Stated ODOT reported only an 8% decrease in traffic since COVID began.

Community Comments – Hall O’Regan 62 E 3rd Street, voiced support for Movies in the Park, and would like more discussion about work to be done in Paul Fisher Park. Shawn Watson 554 E 1st Street mentioned the Portland Winter Light (non)Event that spread out events throughout the city for their festival, in support of Councilor Harris’s comment regarding BBJ Festival.

Adjourn: 8:06 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jeremy Caudle, City Recorder

Date

City of Lowell, Oregon
Minutes of the City Council Work Session
March 2, 2021
Maggie Osgood Library

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

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

Member Absent: John Myers

Staff Present: CA Caudle, Public Works Director Max Baker

Work Session Topic(s)

- 1. Discuss purchase of 100 water meters and back-flow opt in program for the Public Works Department.** Public Works Director Max Baker presented information on the back-flow testing program. Offering residents, the choice to OPT IN/ OPT OUT Back-flow Testing Program which would be scheduled annually by the city. Max provided an update on the meter replacement progress with plans to order 100 more meters.
- 2. Review budget calendar for the 2021/2022 fiscal year budget process.** CA Caudle presented tentative schedule.
- 3. Discussion on Parks Master Plan and Paul Fisher Park.** CA Caudle presented topic for further discussion on plans for Paul Fisher Park, starting with planting of some shade trees.
- 4. Discussion on next steps regarding the City’s property located at 205 E Main Street.** CA Caudle presented topic and provided an update on the project. Discussion followed on how to proceed.
- 5. Update on Maggie Osgood Library renovation project and discussion on next steps.** CA Caudle presented information on project and discussed proceeding with and RFP for an architect.

Adjourn: 8:00 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jeremy Caudle, City Recorder

Date

CITY OF LOWELL
 COMBINED CASH INVESTMENT
 JANUARY 31, 2021

COMBINED CASH ACCOUNTS

999-1111	CASH IN BANK - CHECKING	688,507.62
999-1115	CASH IN BANK - LGIP	712,763.59
	TOTAL COMBINED CASH	1,401,271.21
999-1110	CASH ALLOCATED TO FUNDS	(1,401,271.21)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

110	ALLOCATION TO GENERAL FUND	310,349.68
220	ALLOCATION TO BUILDING FUND	31,315.68
230	ALLOCATION TO WATER FUND	140,121.71
240	ALLOCATION TO SEWER FUND	169,720.76
312	ALLOCATION TO STREET FUND	58,798.52
314	ALLOCATION TO BLACKBERRY JAM FUND	12,351.75
410	ALLOCATION TO PARKS SDC FUND	57,573.16
412	ALLOCATION TO STREETS SDC FUND	49,329.51
430	ALLOCATION TO WATER SDC FUND	324,621.04
440	ALLOCATION TO SEWER SDC FUND	144,746.24
445	ALLOCATION TO STORMWATER SDC FUND	47,203.97
520	ALLOCATION TO WATER RESERVE FUND	39,390.28
521	ALLOCATION TO SEWER RESERVE FUND	15,748.91
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,401,271.21
	ALLOCATION FROM COMBINED CASH FUND - 999-1110	(1,401,271.21)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CITY OF LOWELL
 BALANCE SHEET
 JANUARY 31, 2021

GENERAL FUND

ASSETS

110-1110	ALLOCATED CASH	245,065.63	
110-1115	CASH IN BANK - LGIP	65,284.05	
110-1120	PETTY CASH	250.00	
110-1710	LAND	2,595,845.69	
110-1720	BUILDINGS & FACILITIES	430,908.77	
110-1730	EQUIPMENT & FURNISHINGS	31,362.28	
110-1740	VEHICLES & ROLLING STOCK	40,847.50	
110-1750	INFRASTRUCTURE	32,762.99	
110-1795	CONSTRUCTION IN PROGRESS	13,901.33	
110-1820	AD - BUILDINGS & FACILITIES	(168,676.36)	
110-1830	AD - EQUIPMENT & FURNISHINGS	(7,753.87)	
110-1840	AD - VEHICLES & ROLLING STOCK	(9,831.21)	
110-1850	AD - INFRASTRUCTURE	(14,253.95)	
	TOTAL ASSETS		<u>3,255,712.85</u>

LIABILITIES AND EQUITY

LIABILITIES

110-2205	WAGES PAYABLE	2,265.41	
110-2210	PAYROLL TAXES PAYABLE	946.47	
110-2245	HEALTH INSURANCE PAYABLE	541.81	
110-2250	RETIREMENT PAYABLE	141.09	
110-2255	DEFERRED COMP PAYABLE	30.01	
110-2515	CET TAX COLLECTED	1,467.84	
110-2750	LONG TERM DEBT	820,882.22	
	TOTAL LIABILITIES		826,274.85

FUND EQUITY

110-3100	BEGINNING FUND BALANCE	272,113.38	
110-3275	GASB - FIXED ASSETS	2,945,113.17	
110-3277	GAAP - LONG TERM DEBT	(820,882.22)	
	REVENUE OVER EXPENDITURES - YTD	<u>33,093.67</u>	
	BALANCE - CURRENT DATE	<u>33,093.67</u>	
	TOTAL FUND EQUITY		<u>2,429,438.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>3,255,712.85</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
110-310-4112	PROPERTY TAXES - CURRENT	3,013.67	144,117.34	147,051.00	2,933.66 98.0
110-310-4114	PROPERTY TAXES - PRIOR	146.47	1,882.93	3,223.00	1,340.07 58.4
	TOTAL TAXES	3,160.14	146,000.27	150,274.00	4,273.73 97.2
<u>INVESTMENT EARNINGS</u>					
110-315-4125	INTEREST EARNED	70.48	957.79	5,826.00	4,868.21 16.4
	TOTAL INVESTMENT EARNINGS	70.48	957.79	5,826.00	4,868.21 16.4
<u>INTERGOVERNMENTAL</u>					
110-320-4132	STATE REVENUE SHARING	.00	5,618.45	10,917.00	5,298.55 51.5
110-320-4134	CIGARETTE TAX	91.28	713.50	1,341.00	627.50 53.2
110-320-4136	LIQUOR TAX	1,532.10	12,293.07	20,292.00	7,998.93 60.6
110-320-4148	MARIJUANA TAX DISTRIBUTION	.00	4,605.01	4,386.00	(219.01) 105.0
	TOTAL INTERGOVERNMENTAL	1,623.38	23,230.03	36,936.00	13,705.97 62.9
<u>GRANT REVENUES</u>					
110-325-4151	GENERAL GOVT - OPERATING GRANT	.00	34,143.30	264,243.00	230,099.70 12.9
110-325-4152	TOURISM - OPERATING GRANT	.00	10,274.00	7,603.00	(2,671.00) 135.1
110-325-4154	SUMMER READING - OPER GRANT	.00	.00	1,000.00	1,000.00 .0
110-325-4155	LIBRARY - CAPITAL GRANT	.00	.00	200,000.00	200,000.00 .0
110-325-4158	COMM DEV - OPERATING GRANT	.00	.00	1,000.00	1,000.00 .0
	TOTAL GRANT REVENUES	.00	44,417.30	473,846.00	429,428.70 9.4
<u>FRANCHISE FEES</u>					
110-330-4310	CABLE FRANCHISE FEES	.00	3,184.56	5,938.00	2,753.44 53.6
110-330-4312	ELECTRIC FRANCHISE FEES	.00	26,846.14	49,048.00	22,201.86 54.7
110-330-4314	GARBAGE FRANCHISE FEES	.00	.00	4,000.00	4,000.00 .0
110-330-4316	TELECOM FRANCHISE FEES	.00	.00	1,650.00	1,650.00 .0
110-330-4318	WATER FRANCHISE FEES	.00	.00	17,776.00	17,776.00 .0
110-330-4320	SEWER FRANCHISE FEES	.00	.00	19,344.00	19,344.00 .0
	TOTAL FRANCHISE FEES	.00	30,030.70	97,756.00	67,725.30 30.7

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LICENSES & PERMITS</u>					
110-335-4352	LAND USE & DEVELOPMENT	.00	.00	15,000.00	15,000.00 .0
110-335-4354	MISC PERMITS & LICENSES	.00	220.00	275.00	55.00 80.0
110-335-4360	DOG LICENSES	30.00	412.00	876.00	464.00 47.0
	TOTAL LICENSES & PERMITS	30.00	632.00	16,151.00	15,519.00 3.9
<u>CHARGES FOR SERVICE</u>					
110-340-4410	COPY, FAX, NOTARY & RESEARCH	49.75	493.90	1,030.00	536.10 48.0
110-340-4413	LIBRARY MEMBERSHIPS	.00	.00	1,250.00	1,250.00 .0
110-340-4415	LIBRARY BUSINESS SERVICES	.00	.00	250.00	250.00 .0
110-340-4417	LIEN SEARCHES	50.00	330.00	515.00	185.00 64.1
110-340-4419	ELECTION FILING FEES	.00	100.00	50.00	(50.00) 200.0
110-340-4421	SDC/CET ADMIN FEE	.00	995.31	4,005.00	3,009.69 24.9
110-340-4423	PAY STATION REVENUE	50.00	95.25	125.00	29.75 76.2
	TOTAL CHARGES FOR SERVICE	149.75	2,014.46	7,225.00	5,210.54 27.9
<u>SDC REVENUE</u>					
110-345-4511	PARKS REIMBURSEMENT SDC	.00	141.00	735.00	594.00 19.2
	TOTAL SDC REVENUE	.00	141.00	735.00	594.00 19.2
<u>FINES & FORFEITURES</u>					
110-350-4625	MUNICIPAL COURT REVENUE	472.24	3,064.14	2,500.00	(564.14) 122.6
	TOTAL FINES & FORFEITURES	472.24	3,064.14	2,500.00	(564.14) 122.6
<u>LOAN PAYMENTS & PROCEEDS</u>					
110-360-4225	LOAN PROCEEDS	.00	307,977.50	568,743.00	260,765.50 54.2
	TOTAL LOAN PAYMENTS & PROCEEDS	.00	307,977.50	568,743.00	260,765.50 54.2
<u>OTHER REVENUE</u>					
110-370-4825	LIBRARY DONATIONS	.00	.00	1,000.00	1,000.00 .0
110-370-4849	CAPITAL ASSET DISPOSAL	.00	.00	75,000.00	75,000.00 .0
	TOTAL OTHER REVENUE	.00	.00	76,000.00	76,000.00 .0

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FUNDRAISING & EVENT REVENUE</u>					
110-380-4865 LIBRARY CAPITAL CAMPAIGN	50.00	12,340.65	10,000.00	(2,340.65)	123.4
TOTAL FUNDRAISING & EVENT REVENUE	50.00	12,340.65	10,000.00	(2,340.65)	123.4
<u>MISCELLANEOUS REVENUE</u>					
110-385-4893 RENTAL REVENUE	.00	6,000.00	.00	(6,000.00)	.0
110-385-4895 MISCELLANEOUS REVENUE	978.88	988.88	2,250.00	1,261.12	44.0
TOTAL MISCELLANEOUS REVENUE	978.88	6,988.88	2,250.00	(4,738.88)	310.6
<u>TRANSFERS IN</u>					
110-390-4950 TRANSFER FROM EQUIPMENT FUND	.00	6,049.45	6,051.00	1.55	100.0
TOTAL TRANSFERS IN	.00	6,049.45	6,051.00	1.55	100.0
TOTAL FUND REVENUE	6,534.87	583,844.17	1,454,293.00	870,448.83	40.2

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
<u>PERSONAL SERVICES</u>					
110-410-5110 CITY ADMINISTRATOR	1,536.66	11,990.36	18,000.00	6,009.64	66.6
110-410-5114 CITY CLERK	462.50	3,467.74	5,550.00	2,082.26	62.5
110-410-5158 MAINTENANCE WORKER I	105.72	999.73	1,991.00	991.27	50.2
110-410-5220 OVERTIME	6.00	30.02	80.00	49.98	37.5
110-410-5315 SOCIAL SECURITY/MEDICARE	161.49	1,261.37	1,960.00	698.63	64.4
110-410-5320 WORKER'S COMP	.61	733.96	455.00	(278.96)	161.3
110-410-5350 UNEMPLOYMENT	.00	.00	1,750.00	1,750.00	.0
110-410-5410 HEALTH INSURANCE	386.80	1,469.69	3,646.00	2,176.31	40.3
110-410-5450 PUBLIC EMPLOYEES RETIREMENT	277.05	2,880.78	4,417.00	1,536.22	65.2
TOTAL PERSONAL SERVICES	2,936.83	22,833.65	37,849.00	15,015.35	60.3
<u>MATERIALS & SERVICES</u>					
110-410-6110 AUDITING	.00	5,436.00	3,919.00	(1,517.00)	138.7
110-410-6112 LEGAL SERVICES	.00	224.02	2,500.00	2,275.98	9.0
110-410-6114 FINANCIAL SERVICES	312.50	2,187.00	5,215.00	3,028.00	41.9
110-410-6122 IT SERVICES	457.59	6,415.12	6,304.00	(111.12)	101.8
110-410-6124 COPIER CONTRACT	147.98	1,035.86	2,250.00	1,214.14	46.0
110-410-6128 OTHER CONTRACT SERVICES	989.70	5,940.20	12,500.00	6,559.80	47.5
110-410-6210 INSURANCE & BONDS	.00	1,440.25	6,426.00	4,985.75	22.4
110-410-6220 PUBLICATIONS, PRINTING & DUES	.00	2,051.31	2,600.00	548.69	78.9
110-410-6222 NEWSLETTER EXPENDITURE	.00	.00	1,200.00	1,200.00	.0
110-410-6226 POSTAGE	75.00	305.70	725.00	419.30	42.2
110-410-6228 PUBLIC NOTICES	.00	.00	1,000.00	1,000.00	.0
110-410-6230 OFFICE SUPPLIES/EQUIPMENT	145.97	1,583.96	1,375.00	(208.96)	115.2
110-410-6234 GENERAL SUPPLIES	39.97	619.97	1,000.00	380.03	62.0
110-410-6238 BANK SERVICE CHARGES	15.25	351.95	1,000.00	648.05	35.2
110-410-6240 TRAVEL & TRAINING	5,000.00	5,700.18	2,100.00	(3,600.18)	271.4
110-410-6290 MISCELLANEOUS	.00	180.07	500.00	319.93	36.0
110-410-6320 BUILDING REPAIR & MAINTENANCE	177.99	626.11	1,000.00	373.89	62.6
110-410-6324 EQUIPMENT REPAIR & MAINTENANCE	30.00	30.00	100.00	70.00	30.0
110-410-6334 NON-CAPITALIZED ASSETS	.00	.00	2,000.00	2,000.00	.0
110-410-6420 WATER SERVICES	45.86	1,351.22	1,325.00	(26.22)	102.0
110-410-6425 SEWER SERVICES	102.43	714.03	825.00	110.97	86.6
110-410-6430 ELECTRICITY SERVICES	394.14	1,594.45	2,100.00	505.55	75.9
110-410-6435 INTERNET SERVICES	120.21	1,201.41	685.00	(516.41)	175.4
110-410-6440 TELEPHONE SERVICES	145.55	1,229.21	1,875.00	645.79	65.6
110-410-6445 REFUSE SERVICES	.00	.00	120.00	120.00	.0
110-410-6510 COUNCIL EXPENDITURE	.00	106.73	2,000.00	1,893.27	5.3
110-410-6512 STATE ETHICS COMMISSION	.00	548.87	650.00	101.13	84.4
110-410-6792 REIMBURSABLE EXPENDITURE	.00	33.76	.00	(33.76)	.0
TOTAL MATERIALS & SERVICES	8,200.14	40,907.38	63,294.00	22,386.62	64.6

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL ADMINISTRATION	11,136.97	63,741.03	101,143.00	37,401.97	63.0
<u>PARKS & RECREATION</u>					
<u>PERSONAL SERVICES</u>					
110-420-5110 CITY ADMINISTRATOR	384.16	2,997.59	4,500.00	1,502.41	66.6
110-420-5150 PUBLIC WORKS DIRECTOR	301.44	2,258.62	3,617.00	1,358.38	62.4
110-420-5152 UTILITY WORKER I	780.24	5,819.90	8,256.00	2,436.10	70.5
110-420-5156 TEMPORARY/SEASONAL	.00	.00	2,883.00	2,883.00	.0
110-420-5158 MAINTENANCE WORKER I	528.50	4,998.49	9,955.00	4,956.51	50.2
110-420-5220 OVERTIME	48.76	345.88	1,027.00	681.12	33.7
110-420-5315 SOCIAL SECURITY/MEDICARE	156.29	1,256.07	2,320.00	1,063.93	54.1
110-420-5320 WORKER'S COMP	.81	1,065.83	660.00	(405.83)	161.5
110-420-5350 UNEMPLOYMENT	.00	.00	2,000.00	2,000.00	.0
110-420-5410 HEALTH INSURANCE	793.43	2,698.37	7,770.00	5,071.63	34.7
110-420-5450 PUBLIC EMPLOYEES RETIREMENT	293.42	2,803.43	5,214.00	2,410.57	53.8
TOTAL PERSONAL SERVICES	3,287.05	24,244.18	48,202.00	23,957.82	50.3
<u>MATERIALS & SERVICES</u>					
110-420-6128 OTHER CONTRACT SERVICES	1,664.00	20,155.20	41,000.00	20,844.80	49.2
110-420-6210 INSURANCE & BONDS	.00	1,860.53	.00	(1,860.53)	.0
110-420-6234 GENERAL SUPPLIES	18.00	1,090.75	2,000.00	909.25	54.5
110-420-6290 MISCELLANEOUS	23.97	23.97	500.00	476.03	4.8
110-420-6320 BUILDING REPAIR & MAINTENANCE	.00	639.95	2,500.00	1,860.05	25.6
110-420-6324 EQUIPMENT REPAIR & MAINTENANCE	88.00	88.00	1,000.00	912.00	8.8
110-420-6328 PROPERTY MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
110-420-6330 OTHER REPAIR & MAINTENANCE	.00	45.87	2,000.00	1,954.13	2.3
110-420-6334 NON-CAPITALIZED ASSETS	.00	.00	1,000.00	1,000.00	.0
110-420-6339 MAINTENANCE - NELSON LAND DONA	.00	.00	2,500.00	2,500.00	.0
110-420-6420 WATER SERVICES	57.51	424.84	3,500.00	3,075.16	12.1
110-420-6425 SEWER SERVICES	124.16	865.50	1,500.00	634.50	57.7
110-420-6430 ELECTRICITY SERVICES	354.56	1,852.64	675.00	(1,177.64)	274.5
110-420-6445 REFUSE SERVICES	.00	.00	365.00	365.00	.0
110-420-6710 GAS & OIL	48.51	934.80	1,500.00	565.20	62.3
TOTAL MATERIALS & SERVICES	2,378.71	27,982.05	61,040.00	33,057.95	45.8
<u>CAPITAL OUTLAY</u>					
110-420-8520 PARKS IMPROVEMENTS	.00	.00	554,986.00	554,986.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	554,986.00	554,986.00	.0
TOTAL PARKS & RECREATION	5,665.76	52,226.23	664,228.00	612,001.77	7.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE</u>					
<u>MATERIALS & SERVICES</u>					
110-430-6118 POLICE SERVICES	2,413.91	16,897.97	29,530.00	12,632.03	57.2
TOTAL MATERIALS & SERVICES	2,413.91	16,897.97	29,530.00	12,632.03	57.2
TOTAL POLICE	2,413.91	16,897.97	29,530.00	12,632.03	57.2
<u>COMMUNITY DEVELOPMENT</u>					
<u>PERSONAL SERVICES</u>					
110-440-5110 CITY ADMINISTRATOR	384.16	2,997.59	4,500.00	1,502.41	66.6
110-440-5114 CITY CLERK	.00	110.12	.00	(110.12)	.0
110-440-5315 SOCIAL SECURITY/MEDICARE	29.40	237.77	350.00	112.23	67.9
110-440-5320 WORKER'S COMP	.09	120.88	75.00	(45.88)	161.2
110-440-5350 UNEMPLOYMENT	.00	.00	250.00	250.00	.0
110-440-5410 HEALTH INSURANCE	.00	100.54	495.00	394.46	20.3
110-440-5450 PUBLIC EMPLOYEES RETIREMENT	7.42	508.25	795.00	286.75	63.9
TOTAL PERSONAL SERVICES	421.07	4,075.15	6,465.00	2,389.85	63.0
<u>MATERIALS & SERVICES</u>					
110-440-6116 ENGINEERING SERVICES	3,911.88	17,887.89	1,000.00	(16,887.89)	1788.8
110-440-6128 OTHER CONTRACT SERVICES	.00	8,719.26	7,500.00	(1,219.26)	116.3
110-440-6220 PUBLICATIONS, PRINTING & DUES	.00	.00	100.00	100.00	.0
110-440-6226 POSTAGE	25.00	100.00	175.00	75.00	57.1
110-440-6240 TRAVEL & TRAINING	.00	.00	500.00	500.00	.0
110-440-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-440-6522 LAND USE & DEVELOPMENT COSTS	.00	12,101.99	15,000.00	2,898.01	80.7
TOTAL MATERIALS & SERVICES	3,936.88	38,809.14	24,525.00	(14,284.14)	158.2
<u>CAPITAL OUTLAY</u>					
110-440-8225 BUILDINGS & FACILITIES	.00	311,144.28	310,000.00	(1,144.28)	100.4
TOTAL CAPITAL OUTLAY	.00	311,144.28	310,000.00	(1,144.28)	100.4
TOTAL COMMUNITY DEVELOPMENT	4,357.95	354,028.57	340,990.00	(13,038.57)	103.8

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
<u>PERSONAL SERVICES</u>					
110-450-5130	.00	.00	12,480.00	12,480.00	.0
110-450-5156	.00	.00	577.00	577.00	.0
110-450-5158	105.72	999.73	1,991.00	991.27	50.2
110-450-5315	8.09	76.50	1,155.00	1,078.50	6.6
110-450-5320	.06	369.53	230.00	(139.53)	160.7
110-450-5350	.00	.00	1,000.00	1,000.00	.0
110-450-5410	.00	.00	750.00	750.00	.0
110-450-5450	18.22	172.34	2,595.00	2,422.66	6.6
	<u>132.09</u>	<u>1,618.10</u>	<u>20,778.00</u>	<u>19,159.90</u>	<u>7.8</u>
<u>MATERIALS & SERVICES</u>					
110-450-6122	7.20	188.64	1,460.00	1,271.36	12.9
110-450-6128	.00	.00	500.00	500.00	.0
110-450-6226	5.00	20.00	50.00	30.00	40.0
110-450-6230	.00	.00	500.00	500.00	.0
110-450-6234	.00	.00	1,500.00	1,500.00	.0
110-450-6290	.00	.00	250.00	250.00	.0
110-450-6320	50.00	1,656.14	500.00	(1,156.14)	331.2
110-450-6420	7.54	52.46	950.00	897.54	5.5
110-450-6425	15.52	108.19	750.00	641.81	14.4
110-450-6430	55.31	234.01	2,400.00	2,165.99	9.8
110-450-6435	46.24	323.68	780.00	456.32	41.5
110-450-6440	24.07	209.05	350.00	140.95	59.7
110-450-6445	.00	.00	525.00	525.00	.0
110-450-6530	.00	.00	1,000.00	1,000.00	.0
	<u>210.88</u>	<u>2,792.17</u>	<u>11,515.00</u>	<u>8,722.83</u>	<u>24.3</u>
<u>CAPITAL OUTLAY</u>					
110-450-8225	.00	.00	301,470.00	301,470.00	.0
	<u>.00</u>	<u>.00</u>	<u>301,470.00</u>	<u>301,470.00</u>	<u>.0</u>
	<u>342.97</u>	<u>4,410.27</u>	<u>333,763.00</u>	<u>329,352.73</u>	<u>1.3</u>
<u>CODE ENFORCEMENT</u>					

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONAL SERVICES</u>					
110-460-5110 CITY ADMINISTRATOR	384.16	2,997.59	4,500.00	1,502.41	66.6
110-460-5150 PUBLIC WORKS DIRECTOR	301.44	2,258.62	3,617.00	1,358.38	62.4
110-460-5220 OVERTIME	13.04	148.68	313.00	164.32	47.5
110-460-5315 SOCIAL SECURITY/MEDICARE	53.46	413.48	650.00	236.52	63.6
110-460-5320 WORKER'S COMP	.17	217.76	135.00	(82.76)	161.3
110-460-5350 UNEMPLOYMENT	.00	.00	500.00	500.00	.0
110-460-5410 HEALTH INSURANCE	192.88	698.31	1,355.00	656.69	51.5
110-460-5450 PUBLIC EMPLOYEES RETIREMENT	61.63	904.27	1,460.00	555.73	61.9
TOTAL PERSONAL SERVICES	1,006.78	7,638.71	12,530.00	4,891.29	61.0
<u>MATERIALS & SERVICES</u>					
110-460-6128 OTHER CONTRACT SERVICES	15.00	2,476.76	1,000.00	(1,476.76)	247.7
110-460-6234 GENERAL SUPPLIES	.00	.00	100.00	100.00	.0
110-460-6290 MISCELLANEOUS	4.80	4.80	100.00	95.20	4.8
110-460-6445 REFUSE SERVICES	.00	.00	350.00	350.00	.0
TOTAL MATERIALS & SERVICES	19.80	2,481.56	1,550.00	(931.56)	160.1
TOTAL CODE ENFORCEMENT	1,026.58	10,120.27	14,080.00	3,959.73	71.9
<u>TOURISM</u>					
<u>MATERIALS & SERVICES</u>					
110-470-6128 OTHER CONTRACT SERVICES	.00	.00	1,000.00	1,000.00	.0
110-470-6224 MARKETING	.00	295.00	4,000.00	3,705.00	7.4
110-470-6226 POSTAGE	5.00	20.00	100.00	80.00	20.0
110-470-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-470-6326 COVERED BRIDGE MAINTENANCE	65.56	439.06	2,466.00	2,026.94	17.8
110-470-6527 COMMUNITY GRANT PROGRAM	.00	.00	3,000.00	3,000.00	.0
TOTAL MATERIALS & SERVICES	70.56	754.06	10,816.00	10,061.94	7.0
TOTAL TOURISM	70.56	754.06	10,816.00	10,061.94	7.0
<u>MUNICIPAL COURT</u>					

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONAL SERVICES</u>					
110-480-5110 CITY ADMINISTRATOR	384.16	2,997.59	4,500.00	1,502.41	66.6
110-480-5114 CITY CLERK	231.26	1,733.94	2,775.00	1,041.06	62.5
110-480-5220 OVERTIME	3.00	15.00	40.00	25.00	37.5
110-480-5315 SOCIAL SECURITY/MEDICARE	47.33	363.21	560.00	196.79	64.9
110-480-5320 WORKER'S COMP	.17	193.67	120.00	(73.67)	161.4
110-480-5350 UNEMPLOYMENT	.00	.00	500.00	500.00	.0
110-480-5410 HEALTH INSURANCE	193.39	702.46	1,236.00	533.54	56.8
110-480-5450 PUBLIC EMPLOYEES RETIREMENT	47.80	790.73	1,265.00	474.27	62.5
TOTAL PERSONAL SERVICES	907.11	6,796.60	10,996.00	4,199.40	61.8
<u>MATERIALS & SERVICES</u>					
110-480-6120 JUDGE CONTRACT	600.00	750.00	1,250.00	500.00	60.0
110-480-6128 OTHER CONTRACT SERVICES	186.26	712.54	1,000.00	287.46	71.3
110-480-6226 POSTAGE	5.00	20.00	50.00	30.00	40.0
110-480-6238 BANK SERVICE CHARGES	.00	.00	200.00	200.00	.0
110-480-6560 STATE ASSESSMENTS	.00	405.00	500.00	95.00	81.0
110-480-6565 COURT COLLECTION FEES	18.84	18.84	.00	(18.84)	.0
TOTAL MATERIALS & SERVICES	810.10	1,906.38	3,000.00	1,093.62	63.6
TOTAL MUNICIPAL COURT	1,717.21	8,702.98	13,996.00	5,293.02	62.2
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
110-800-7110 LOAN PRINCIPAL	.00	.00	6,000.00	6,000.00	.0
110-800-7111 LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	17,846.00	17,846.00	.0
110-800-7510 LOAN INTEREST	667.28	2,669.12	12,000.00	9,330.88	22.2
110-800-7511 LOAN INTEREST - LIBRARY/CITY	.00	.00	22,502.00	22,502.00	.0
TOTAL DEBT SERVICES	667.28	2,669.12	58,348.00	55,678.88	4.6
TOTAL DEBT SERVICE	667.28	2,669.12	58,348.00	55,678.88	4.6
<u>OTHER REQUIREMENTS</u>					

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
110-900-9120 TRANSFER TO BUILDING FUND	.00	37,200.00	37,200.00	.00	100.0
110-900-9590 CONTINGENCY	.00	.00	57,314.00	57,314.00	.0
110-900-9895 RESERVED FOR FUTURE USE - PARK	.00	.00	2,500.00	2,500.00	.0
TOTAL OTHER REQUIREMENTS	.00	37,200.00	97,014.00	59,814.00	38.3
TOTAL OTHER REQUIREMENTS	.00	37,200.00	97,014.00	59,814.00	38.3
TOTAL FUND EXPENDITURES	27,399.19	550,750.50	1,663,908.00	1,113,157.50	33.1
NET REVENUE OVER EXPENDITURES	(20,864.32)	33,093.67	(209,615.00)	(242,708.67)	15.8

CITY OF LOWELL
 BALANCE SHEET
 JANUARY 31, 2021

BUILDING FUND

ASSETS

220-1110	ALLOCATED CASH	31,315.68	
	TOTAL ASSETS		31,315.68

LIABILITIES AND EQUITY

LIABILITIES

220-2205	WAGES PAYABLE	95.71	
220-2210	PAYROLL TAXES PAYABLE	29.92	
220-2245	HEALTH INSURANCE PAYABLE	68.39	
220-2250	RETIREMENT PAYABLE	27.57	
	TOTAL LIABILITIES		221.59

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	31,094.09	
	BALANCE - CURRENT DATE	31,094.09	
	TOTAL FUND EQUITY		31,094.09
	TOTAL LIABILITIES AND EQUITY		31,315.68

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
220-315-4125 INTEREST EARNED	1.08	5.42	150.00	144.58	3.6
TOTAL INVESTMENT EARNINGS	1.08	5.42	150.00	144.58	3.6
<u>LICENSES & PERMITS</u>					
220-335-4356 BUILDING PERMIT FEES	2,333.45	10,023.31	57,160.00	47,136.69	17.5
220-335-4358 ELECTRICAL PERMIT FEES	.00	1,514.24	9,472.00	7,957.76	16.0
TOTAL LICENSES & PERMITS	2,333.45	11,537.55	66,632.00	55,094.45	17.3
<u>MISCELLANEOUS REVENUE</u>					
220-385-4895 MISCELLANEOUS REVENUE	19.19	19.19	100.00	80.81	19.2
TOTAL MISCELLANEOUS REVENUE	19.19	19.19	100.00	80.81	19.2
<u>TRANSFERS IN</u>					
220-390-4910 TRANSFER FROM GENERAL FUND	.00	37,200.00	37,200.00	.00	100.0
TOTAL TRANSFERS IN	.00	37,200.00	37,200.00	.00	100.0
TOTAL FUND REVENUE	2,353.72	48,762.16	104,082.00	55,319.84	46.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
220-490-5114	231.26	1,623.82	2,775.00	1,151.18	58.5
220-490-5220	3.00	15.00	40.00	25.00	37.5
220-490-5315	17.93	125.44	215.00	89.56	58.3
220-490-5320	.08	80.79	50.00	(30.79)	161.6
220-490-5350	.00	.00	250.00	250.00	.0
220-490-5410	193.39	601.92	791.00	189.08	76.1
220-490-5450	40.38	282.48	525.00	242.52	53.8
	<u>486.04</u>	<u>2,729.45</u>	<u>4,646.00</u>	<u>1,916.55</u>	<u>58.8</u>
<u>TOTAL PERSONAL SERVICES</u>					
 <u>MATERIALS & SERVICES</u>					
220-490-6110	.00	.00	500.00	500.00	.0
220-490-6112	.00	.00	500.00	500.00	.0
220-490-6122	.00	272.16	2,400.00	2,127.84	11.3
220-490-6128	.00	.00	500.00	500.00	.0
220-490-6150	.00	10,671.96	45,470.00	34,798.04	23.5
220-490-6152	162.00	1,543.50	8,803.00	7,259.50	17.5
220-490-6220	.00	.00	125.00	125.00	.0
220-490-6226	5.00	20.00	75.00	55.00	26.7
220-490-6230	.00	.00	150.00	150.00	.0
220-490-6238	.00	.00	125.00	125.00	.0
220-490-6240	.00	.00	100.00	100.00	.0
220-490-6290	.00	.00	100.00	100.00	.0
220-490-6330	.00	.00	200.00	200.00	.0
220-490-6334	.00	.00	500.00	500.00	.0
220-490-6420	3.02	20.98	175.00	154.02	12.0
220-490-6425	6.21	43.29	125.00	81.71	34.6
220-490-6430	22.12	93.61	225.00	131.39	41.6
220-490-6435	18.49	129.43	95.00	(34.43)	136.2
220-490-6440	13.77	110.04	225.00	114.96	48.9
220-490-6445	.00	.00	50.00	50.00	.0
220-490-6524	384.48	1,640.40	11,432.00	9,791.60	14.4
220-490-6525	49.45	393.25	1,894.00	1,500.75	20.8
	<u>664.54</u>	<u>14,938.62</u>	<u>73,769.00</u>	<u>58,830.38</u>	<u>20.3</u>
<u>TOTAL MATERIALS & SERVICES</u>					
 <u>TOTAL NON-DEPARTMENTAL</u>					
	<u>1,150.58</u>	<u>17,668.07</u>	<u>78,415.00</u>	<u>60,746.93</u>	<u>22.5</u>

CAPITAL OUTLAY

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

BUILDING FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>						
220-700-8320	SOFTWARE	.00	.00	8,525.00	8,525.00	.0
	TOTAL CAPITAL OUTLAY	.00	.00	8,525.00	8,525.00	.0
	TOTAL CAPITAL OUTLAY	.00	.00	8,525.00	8,525.00	.0
<u>OTHER REQUIREMENTS</u>						
<u>OTHER REQUIREMENTS</u>						
220-900-9590	CONTINGENCY	.00	.00	17,142.00	17,142.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	17,142.00	17,142.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	17,142.00	17,142.00	.0
	TOTAL FUND EXPENDITURES	1,150.58	17,668.07	104,082.00	86,413.93	17.0
	NET REVENUE OVER EXPENDITURES	1,203.14	31,094.09	.00	(31,094.09)	.0

CITY OF LOWELL
 BALANCE SHEET
 JANUARY 31, 2021

WATER FUND

ASSETS

230-1110	ALLOCATED CASH	139,792.98	
230-1115	CASH IN BANK - LGIP	328.73	
230-1510	ACCOUNTS RECEIVABLE	26,647.17	
230-1710	LAND	81,179.00	
230-1720	BUILDINGS & FACILITIES	35,875.00	
230-1730	EQUIPMENT & FURNISHINGS	113,715.38	
230-1740	VEHICLES & ROLLING STOCK	34,066.66	
230-1750	INFRASTRUCTURE	4,238,861.44	
230-1795	CONSTRUCTION IN PROGRESS	5,805.77	
230-1820	AD - BUILDINGS & FACILITIES	(18,801.60)	
230-1830	AD - EQUIPMENT & FURNISHINGS	(75,489.58)	
230-1840	AD - VEHICLES & ROLLING STOCK	(15,551.38)	
230-1850	AD - INFRASTRUCTURE	(2,162,944.42)	
	TOTAL ASSETS		<u>2,403,485.15</u>

LIABILITIES AND EQUITY

LIABILITIES

230-2205	WAGES PAYABLE	3,782.95	
230-2210	PAYROLL TAXES PAYABLE	1,502.28	
230-2245	HEALTH INSURANCE PAYABLE	1,977.67	
230-2250	RETIREMENT PAYABLE	877.87	
230-2255	DEFERRED COMP PAYABLE	127.51	
230-2520	UTILITY DEPOSITS	37,300.00	
230-2750	LONG TERM DEBT	904,008.61	
	TOTAL LIABILITIES		949,576.89

FUND EQUITY

230-3100	BEGINNING FUND BALANCE	112,956.67	
230-3275	GASB - FIXED ASSETS	2,236,716.27	
230-3277	GAAP - LONG TERM DEBT	(904,008.61)	
	REVENUE OVER EXPENDITURES - YTD	<u>8,243.93</u>	
	BALANCE - CURRENT DATE	<u>8,243.93</u>	
	TOTAL FUND EQUITY		<u>1,453,908.26</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,403,485.15</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
230-315-4125	2.93	348.96	2,200.00	1,851.04	15.9
	2.93	348.96	2,200.00	1,851.04	15.9
<u>GRANT REVENUES</u>					
230-325-4151	.00	817.03	90,000.00	89,182.97	.9
	.00	817.03	90,000.00	89,182.97	.9
<u>LICENSES & PERMITS</u>					
230-335-4370	250.00	6,250.00	5,250.00	(1,000.00)	119.1
	250.00	6,250.00	5,250.00	(1,000.00)	119.1
<u>CHARGES FOR SERVICE</u>					
230-340-4425	23,202.74	245,714.11	350,275.00	104,560.89	70.2
230-340-4426	.00	436.72	500.00	63.28	87.3
230-340-4430	.00	301.14	.00	(301.14)	.0
230-340-4435	343.56	2,775.06	4,750.00	1,974.94	58.4
230-340-4450	137.50	1,455.24	3,012.00	1,556.76	48.3
	23,683.80	250,682.27	358,537.00	107,854.73	69.9
<u>SDC REVENUE</u>					
230-345-4531	.00	2,235.00	11,175.00	8,940.00	20.0
	.00	2,235.00	11,175.00	8,940.00	20.0
<u>LOAN PAYMENTS & PROCEEDS</u>					
230-360-4225	.00	185,358.28	250,000.00	64,641.72	74.1
	.00	185,358.28	250,000.00	64,641.72	74.1
<u>MISCELLANEOUS REVENUE</u>					
230-385-4895	1,315.40	1,315.40	350.00	(965.40)	375.8
	1,315.40	1,315.40	350.00	(965.40)	375.8

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2021

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TRANSFERS IN</u>						
230-390-4950	TRANSFER FROM EQUIPMENT FUND	.00	6,049.45	6,051.00	1.55	100.0
	TOTAL TRANSFERS IN	.00	6,049.45	6,051.00	1.55	100.0
	TOTAL FUND REVENUE	25,252.13	453,056.39	723,563.00	270,506.61	62.6

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
230-490-5110	CITY ADMINISTRATOR	2,112.92	16,486.80	24,750.00	8,263.20 66.6
230-490-5114	CITY CLERK	1,850.00	13,870.96	22,200.00	8,329.04 62.5
230-490-5150	PUBLIC WORKS DIRECTOR	2,562.22	19,198.13	30,747.00	11,548.87 62.4
230-490-5152	UTILITY WORKER I	3,316.07	24,734.87	35,500.00	10,765.13 69.7
230-490-5156	TEMPORARY/ SEASONAL	.00	.00	577.00	577.00 .0
230-490-5158	MAINTENANCE WORKER I	158.57	1,499.56	2,987.00	1,487.44 50.2
230-490-5220	OVERTIME	286.70	2,222.09	6,020.00	3,797.91 36.9
230-490-5315	SOCIAL SECURITY/MEDICARE	786.89	5,967.97	9,360.00	3,392.03 63.8
230-490-5320	WORKER'S COMP	3.50	3,043.08	1,880.00	(1,163.08) 161.9
230-490-5350	UNEMPLOYMENT	.00	.00	8,500.00	8,500.00 .0
230-490-5410	HEALTH INSURANCE	5,738.84	19,697.91	29,750.00	10,052.09 66.2
230-490-5450	PUBLIC EMPLOYEES RETIREMENT	1,449.92	13,297.86	21,150.00	7,852.14 62.9
	TOTAL PERSONAL SERVICES	18,265.63	120,019.23	193,421.00	73,401.77 62.1

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
230-490-6110	.00	5,436.00	4,419.00	(1,017.00)	123.0
230-490-6112	.00	.00	500.00	500.00	.0
230-490-6114	312.50	2,187.00	5,212.00	3,025.00	42.0
230-490-6116	.00	.00	40,000.00	40,000.00	.0
230-490-6122	321.00	2,916.60	6,304.00	3,387.40	46.3
230-490-6128	179.42	740.42	2,000.00	1,259.58	37.0
230-490-6210	.00	7,665.81	6,427.00	(1,238.81)	119.3
230-490-6220	.00	316.77	1,000.00	683.23	31.7
230-490-6226	190.00	760.00	2,100.00	1,340.00	36.2
230-490-6230	70.00	535.61	1,500.00	964.39	35.7
230-490-6234	238.21	18,006.18	2,750.00	(15,256.18)	654.8
230-490-6238	269.97	1,797.23	3,850.00	2,052.77	46.7
230-490-6240	100.00	257.00	1,500.00	1,243.00	17.1
230-490-6290	122.25	158.34	1,500.00	1,341.66	10.6
230-490-6320	2,671.95	4,883.42	2,500.00	(2,383.42)	195.3
230-490-6324	605.00	6,090.38	1,500.00	(4,590.38)	406.0
230-490-6330	580.00	11,467.23	15,000.00	3,532.77	76.5
230-490-6334	.00	.00	2,750.00	2,750.00	.0
230-490-6420	39.23	360.10	1,825.00	1,464.90	19.7
230-490-6425	62.08	432.75	775.00	342.25	55.8
230-490-6430	1,388.89	10,494.55	19,500.00	9,005.45	53.8
230-490-6435	70.00	490.00	875.00	385.00	56.0
230-490-6440	224.70	1,518.51	3,950.00	2,431.49	38.4
230-490-6445	41.50	291.12	275.00	(16.12)	105.9
230-490-6710	61.00	553.84	1,600.00	1,046.16	34.6
230-490-6712	2.40	12.60	1,675.00	1,662.40	.8
230-490-6750	2,801.20	11,778.41	21,500.00	9,721.59	54.8
230-490-6755	379.00	1,382.20	3,375.00	1,992.80	41.0
230-490-6758	.00	5,493.08	.00	(5,493.08)	.0
230-490-6760	.00	.00	17,776.00	17,776.00	.0
TOTAL MATERIALS & SERVICES	10,730.30	96,025.15	173,938.00	77,912.85	55.2
TOTAL NON-DEPARTMENTAL	28,995.93	216,044.38	367,359.00	151,314.62	58.8
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
230-700-8540	7,647.61	188,328.24	340,000.00	151,671.76	55.4
TOTAL CAPITAL OUTLAY	7,647.61	188,328.24	340,000.00	151,671.76	55.4
TOTAL CAPITAL OUTLAY	7,647.61	188,328.24	340,000.00	151,671.76	55.4

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
230-800-7110	LOAN PRINCIPAL - S00006	.00	16,519.11	16,520.00	.89 100.0
230-800-7122	LOAN PRINCIPAL - J05001 SPWF	.00	4,485.83	4,486.00	.17 100.0
230-800-7124	LOAN PRINCIPAL - RD	.00	.00	16,540.00	16,540.00 .0
230-800-7510	LOAN INTEREST - S00006	.00	758.22	760.00	1.78 99.8
230-800-7522	LOAN INTEREST - J05001 SPWF	.00	2,936.68	2,937.00	.32 100.0
230-800-7524	LOAN INTEREST - RD	.00	.00	22,850.00	22,850.00 .0
TOTAL DEBT SERVICES		.00	24,699.84	64,093.00	39,393.16 38.5
TOTAL DEBT SERVICE		.00	24,699.84	64,093.00	39,393.16 38.5
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
230-900-9120	TRANSFER TO WATER RESERVE FUND	.00	15,740.00	15,740.00	.00 100.0
230-900-9590	CONTINGENCY	.00	.00	76,552.00	76,552.00 .0
TOTAL OTHER REQUIREMENTS		.00	15,740.00	92,292.00	76,552.00 17.1
TOTAL OTHER REQUIREMENTS		.00	15,740.00	92,292.00	76,552.00 17.1
TOTAL FUND EXPENDITURES		36,643.54	444,812.46	863,744.00	418,931.54 51.5
NET REVENUE OVER EXPENDITURES		(11,391.41)	8,243.93	(140,181.00)	(148,424.93) 5.9

CITY OF LOWELL
 BALANCE SHEET
 JANUARY 31, 2021

SEWER FUND

ASSETS

240-1110	ALLOCATED CASH	82,519.44	
240-1115	CASH IN BANK - LGIP	87,201.32	
240-1510	ACCOUNTS RECEIVABLE	32,962.37	
240-1710	LAND	11,000.00	
240-1720	BUILDINGS & FACILITIES	89,114.40	
240-1730	EQUIPMENT & FURNISHINGS	68,935.05	
240-1740	VEHICLES & ROLLING STOCK	21,779.50	
240-1750	INFRASTRUCTURE	4,708,963.28	
240-1820	AD - BUILDINGS & FACILITIES	(39,836.44)	
240-1830	AD - EQUIPMENT & FURNISHINGS	(23,849.78)	
240-1840	AD - VEHICLES & ROLLING STOCK	(3,266.93)	
240-1850	AD - INFRASTRUCTURE	(2,793,837.81)	
	TOTAL ASSETS		<u>2,241,684.40</u>

LIABILITIES AND EQUITY

LIABILITIES

240-2205	WAGES PAYABLE	3,782.96	
240-2210	PAYROLL TAXES PAYABLE	1,502.29	
240-2245	HEALTH INSURANCE PAYABLE	1,977.63	
240-2250	RETIREMENT PAYABLE	877.91	
240-2255	DEFERRED COMP PAYABLE	127.48	
240-2750	LONG TERM DEBT	576,682.87	
	TOTAL LIABILITIES		584,951.14

FUND EQUITY

240-3100	BEGINNING FUND BALANCE	150,205.17	
240-3275	GASB - FIXED ASSETS	2,039,001.27	
240-3277	GAAP - LONG TERM DEBT	(576,682.87)	
	REVENUE OVER EXPENDITURES - YTD	<u>44,209.69</u>	
	BALANCE - CURRENT DATE	<u>44,209.69</u>	
	TOTAL FUND EQUITY		<u>1,656,733.26</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,241,684.40</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
240-315-4125 INTEREST EARNED	58.26	487.68	2,150.00	1,662.32	22.7
TOTAL INVESTMENT EARNINGS	58.26	487.68	2,150.00	1,662.32	22.7
<u>GRANT REVENUES</u>					
240-325-4151 GRANT REVENUE	.00	24,363.51	.00	(24,363.51)	.0
TOTAL GRANT REVENUES	.00	24,363.51	.00	(24,363.51)	.0
<u>LICENSES & PERMITS</u>					
240-335-4370 WATER/SEWER CONNECTION PERMIT	115.00	460.00	2,250.00	1,790.00	20.4
TOTAL LICENSES & PERMITS	115.00	460.00	2,250.00	1,790.00	20.4
<u>CHARGES FOR SERVICE</u>					
240-340-4425 WATER/SEWER SALES	31,996.23	258,897.01	386,875.00	127,977.99	66.9
240-340-4430 WATER/SEWER CONNECTION FEES	.00	358.18	.00	(358.18)	.0
240-340-4450 WATER/SEWER PENALTIES	137.50	1,315.00	2,321.00	1,006.00	56.7
TOTAL CHARGES FOR SERVICE	32,133.73	260,570.19	389,196.00	128,625.81	67.0
<u>SDC REVENUE</u>					
240-345-4541 SEWER REIMBURSEMENT SDC	.00	2,472.00	9,270.00	6,798.00	26.7
TOTAL SDC REVENUE	.00	2,472.00	9,270.00	6,798.00	26.7
<u>MISCELLANEOUS REVENUE</u>					
240-385-4895 MISCELLANEOUS REVENUE	1,411.95	1,411.95	350.00	(1,061.95)	403.4
TOTAL MISCELLANEOUS REVENUE	1,411.95	1,411.95	350.00	(1,061.95)	403.4
<u>TRANSFERS IN</u>					
240-390-4950 TRANSFER FROM EQUIPMENT FUND	.00	6,049.45	6,051.00	1.55	100.0
TOTAL TRANSFERS IN	.00	6,049.45	6,051.00	1.55	100.0
TOTAL FUND REVENUE	33,718.94	295,814.78	409,267.00	113,452.22	72.3

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
240-490-5110	CITY ADMINISTRATOR	2,112.96	16,486.73	24,750.00	8,263.27 66.6
240-490-5114	CITY CLERK	1,849.98	13,870.81	22,200.00	8,329.19 62.5
240-490-5150	PUBLIC WORKS DIRECTOR	2,562.22	19,198.12	30,747.00	11,548.88 62.4
240-490-5152	UTILITY WORKER I	3,316.03	24,734.57	35,500.00	10,765.43 69.7
240-490-5156	TEMPORARY/ SEASONAL	.00	.00	577.00	577.00 .0
240-490-5158	MAINTENANCE WORKER I	158.57	1,499.56	2,987.00	1,487.44 50.2
240-490-5220	OVERTIME	286.71	2,222.13	6,020.00	3,797.87 36.9
240-490-5315	SOCIAL SECURITY/MEDICARE	786.91	5,967.84	9,360.00	3,392.16 63.8
240-490-5320	WORKER'S COMP	3.51	3,043.11	1,880.00	(1,163.11) 161.9
240-490-5350	UNEMPLOYMENT	.00	.00	8,500.00	8,500.00 .0
240-490-5410	HEALTH INSURANCE	5,738.80	19,697.63	29,750.00	10,052.37 66.2
240-490-5450	PUBLIC EMPLOYEES RETIREMENT	1,449.93	13,298.00	21,150.00	7,852.00 62.9
	TOTAL PERSONAL SERVICES	18,265.62	120,018.50	193,421.00	73,402.50 62.1

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
240-490-6110	.00	5,436.00	4,419.00	(1,017.00)	123.0
240-490-6112	.00	.00	500.00	500.00	.0
240-490-6114	312.50	2,187.00	5,212.00	3,025.00	42.0
240-490-6116	.00	.00	40,000.00	40,000.00	.0
240-490-6122	321.00	2,916.60	6,304.00	3,387.40	46.3
240-490-6128	479.42	2,690.42	3,500.00	809.58	76.9
240-490-6210	.00	8,299.19	6,427.00	(1,872.19)	129.1
240-490-6220	.00	241.77	600.00	358.23	40.3
240-490-6226	190.00	760.00	2,100.00	1,340.00	36.2
240-490-6230	69.99	303.41	500.00	196.59	60.7
240-490-6234	280.31	1,968.47	2,500.00	531.53	78.7
240-490-6238	269.94	1,797.17	3,850.00	2,052.83	46.7
240-490-6240	100.00	100.00	1,500.00	1,400.00	6.7
240-490-6290	122.25	122.25	500.00	377.75	24.5
240-490-6320	1,970.04	3,270.54	1,750.00	(1,520.54)	186.9
240-490-6324	281.95	1,998.93	5,000.00	3,001.07	40.0
240-490-6330	20.00	3,551.20	15,000.00	11,448.80	23.7
240-490-6334	.00	1,228.90	1,200.00	(28.90)	102.4
240-490-6420	968.26	15,686.11	21,250.00	5,563.89	73.8
240-490-6425	558.72	3,894.73	6,750.00	2,855.27	57.7
240-490-6430	2,565.00	15,897.82	19,889.00	3,991.18	79.9
240-490-6435	116.97	818.79	857.00	38.21	95.5
240-490-6440	239.16	1,551.08	1,825.00	273.92	85.0
240-490-6445	41.50	291.13	379.00	87.87	76.8
240-490-6520	.00	.00	3,193.00	3,193.00	.0
240-490-6710	.00	165.86	1,450.00	1,284.14	11.4
240-490-6712	2.40	12.60	.00	(12.60)	.0
240-490-6750	2,357.11	6,767.18	15,250.00	8,482.82	44.4
240-490-6755	853.20	6,010.20	10,575.00	4,564.80	56.8
240-490-6758	.00	2,900.24	.00	(2,900.24)	.0
240-490-6760	.00	.00	19,344.00	19,344.00	.0
TOTAL MATERIALS & SERVICES	12,119.72	90,867.59	201,624.00	110,756.41	45.1
TOTAL NON-DEPARTMENTAL	30,385.34	210,886.09	395,045.00	184,158.91	53.4

DEBT SERVICE

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICES</u>					
240-800-7110 LOAN PRINCIPAL	.00	18,466.00	18,466.00	.00	100.0
240-800-7122 LOAN PRINCIPAL - J05001 SPWF	.00	4,485.82	4,486.00	.18	100.0
240-800-7124 LOAN PRINCIPAL - RD	.00	.00	6,612.00	6,612.00	.0
240-800-7510 LOAN INTEREST	.00	8,910.51	8,911.00	.49	100.0
240-800-7522 LOAN INTEREST - J05001 SPWF	.00	2,936.67	2,937.00	.33	100.0
240-800-7524 LOAN INTEREST - RD	.00	.00	9,133.00	9,133.00	.0
TOTAL DEBT SERVICES	.00	34,799.00	50,545.00	15,746.00	68.9
TOTAL DEBT SERVICE	.00	34,799.00	50,545.00	15,746.00	68.9
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
240-900-9121 TRANSFER TO SEWER RESERVE FUND	.00	5,920.00	5,920.00	.00	100.0
240-900-9590 CONTINGENCY	.00	.00	89,908.00	89,908.00	.0
TOTAL OTHER REQUIREMENTS	.00	5,920.00	95,828.00	89,908.00	6.2
TOTAL OTHER REQUIREMENTS	.00	5,920.00	95,828.00	89,908.00	6.2
TOTAL FUND EXPENDITURES	30,385.34	251,605.09	541,418.00	289,812.91	46.5
NET REVENUE OVER EXPENDITURES	3,333.60	44,209.69	(132,151.00)	(176,360.69)	33.5

CITY OF LOWELL
 BALANCE SHEET
 JANUARY 31, 2021

STREET FUND

ASSETS

312-1110	ALLOCATED CASH	58,156.50	
312-1115	CASH IN BANK - LGIP	642.02	
312-1720	BUILDINGS & FACILITIES	528.00	
312-1730	EQUIPMENT & FURNISHINGS	6,061.05	
312-1740	VEHICLES & ROLLING STOCK	11,299.83	
312-1750	INFRASTRUCTURE	1,248,212.00	
312-1795	CONSTRUCTION IN PROGRESS	42,165.13	
312-1820	AD - BUILDINGS & FACILITIES	(17.60)	
312-1830	AD - EQUIPMENT & FURNISHINGS	(755.68)	
312-1840	AD - VEHICLES & ROLLING STOCK	(1,694.97)	
312-1850	AD - INFRASTRUCTURE	(376,726.30)	
	TOTAL ASSETS		<u>987,869.98</u>

LIABILITIES AND EQUITY

LIABILITIES

312-2205	WAGES PAYABLE	392.47	
312-2210	PAYROLL TAXES PAYABLE	172.12	
312-2245	HEALTH INSURANCE PAYABLE	168.29	
312-2250	RETIREMENT PAYABLE	71.31	
312-2255	DEFERRED COMP PAYABLE	15.00	
	TOTAL LIABILITIES		819.19

FUND EQUITY

312-3100	BEGINNING FUND BALANCE	67,702.89	
312-3275	GASB - FIXED ASSETS	929,071.46	
	REVENUE OVER EXPENDITURES - YTD	(9,723.56)	
	BALANCE - CURRENT DATE	(9,723.56)	
	TOTAL FUND EQUITY		<u>987,050.79</u>
	TOTAL LIABILITIES AND EQUITY		<u>987,869.98</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
312-315-4125 INTEREST EARNED	1.12	156.11	1,400.00	1,243.89	11.2
TOTAL INVESTMENT EARNINGS	1.12	156.11	1,400.00	1,243.89	11.2
<u>INTERGOVERNMENTAL</u>					
312-320-4142 STATE DISTRIBUTIONS	7,170.67	43,264.20	64,212.00	20,947.80	67.4
TOTAL INTERGOVERNMENTAL	7,170.67	43,264.20	64,212.00	20,947.80	67.4
<u>GRANT REVENUES</u>					
312-325-4151 GRANT REVENUE	200,000.00	213,263.91	200,000.00	(13,263.91)	106.6
TOTAL GRANT REVENUES	200,000.00	213,263.91	200,000.00	(13,263.91)	106.6
<u>SDC REVENUE</u>					
312-345-4513 TRANSPORTATION REIMBURSEMENT S	.00	312.00	1,560.00	1,248.00	20.0
TOTAL SDC REVENUE	.00	312.00	1,560.00	1,248.00	20.0
<u>LOAN PAYMENTS & PROCEEDS</u>					
312-360-4225 LOAN PROCEEDS	.00	83,091.72	360,291.00	277,199.28	23.1
TOTAL LOAN PAYMENTS & PROCEEDS	.00	83,091.72	360,291.00	277,199.28	23.1
<u>MISCELLANEOUS REVENUE</u>					
312-385-4895 MISCELLANEOUS REVENUE	76.77	76.77	50.00	(26.77)	153.5
TOTAL MISCELLANEOUS REVENUE	76.77	76.77	50.00	(26.77)	153.5
<u>TRANSFERS IN</u>					
312-390-4950 TRANSFER FROM EQUIPMENT FUND	.00	4,032.96	4,033.00	.04	100.0
TOTAL TRANSFERS IN	.00	4,032.96	4,033.00	.04	100.0
TOTAL FUND REVENUE	207,248.56	344,197.67	631,546.00	287,348.33	54.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
312-490-5110	384.16	2,997.59	4,500.00	1,502.41	66.6
312-490-5150	301.44	2,258.62	3,617.00	1,358.38	62.4
312-490-5152	390.14	2,910.08	4,128.00	1,217.92	70.5
312-490-5156	.00	.00	1,153.00	1,153.00	.0
312-490-5220	30.90	247.29	675.00	427.71	36.6
312-490-5315	84.62	643.58	1,085.00	441.42	59.3
312-490-5320	.38	371.62	230.00	(141.62)	161.6
312-490-5350	.00	.00	1,000.00	1,000.00	.0
312-490-5410	493.14	1,698.30	4,195.00	2,496.70	40.5
312-490-5450	132.00	1,422.87	2,520.00	1,097.13	56.5
TOTAL PERSONAL SERVICES	1,816.78	12,549.95	23,103.00	10,553.05	54.3
<u>MATERIALS & SERVICES</u>					
312-490-6110	.00	1,812.00	1,473.00	(339.00)	123.0
312-490-6114	104.50	731.00	1,737.00	1,006.00	42.1
312-490-6116	.00	.00	2,500.00	2,500.00	.0
312-490-6122	102.20	1,017.80	2,102.00	1,084.20	48.4
312-490-6128	400.00	2,405.34	8,500.00	6,094.66	28.3
312-490-6210	.00	2,225.40	2,142.00	(83.40)	103.9
312-490-6234	.00	62.94	200.00	137.06	31.5
312-490-6238	.02	.04	.00	(.04)	.0
312-490-6290	14.37	14.37	500.00	485.63	2.9
312-490-6324	.00	.00	500.00	500.00	.0
312-490-6330	1,460.00	4,039.00	10,000.00	5,961.00	40.4
312-490-6334	.00	.00	2,500.00	2,500.00	.0
312-490-6430	1,001.36	7,199.23	13,250.00	6,050.77	54.3
312-490-6720	.00	700.00	.00	(700.00)	.0
312-490-6724	.00	270.66	1,000.00	729.34	27.1
TOTAL MATERIALS & SERVICES	3,082.45	20,477.78	46,404.00	25,926.22	44.1
TOTAL NON-DEPARTMENTAL	4,899.23	33,027.73	69,507.00	36,479.27	47.5
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
312-700-8530	55,391.28	320,893.50	560,291.00	239,397.50	57.3
TOTAL CAPITAL OUTLAY	55,391.28	320,893.50	560,291.00	239,397.50	57.3

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL CAPITAL OUTLAY	55,391.28	320,893.50	560,291.00	239,397.50	57.3
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
312-900-9590 CONTINGENCY	.00	.00	55,285.00	55,285.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	55,285.00	55,285.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	55,285.00	55,285.00	.0
TOTAL FUND EXPENDITURES	60,290.51	353,921.23	685,083.00	331,161.77	51.7
NET REVENUE OVER EXPENDITURES	146,958.05	(9,723.56)	(53,537.00)	(43,813.44)	(18.2)

CITY OF LOWELL
 BALANCE SHEET
 JANUARY 31, 2021

BLACKBERRY JAM FUND

ASSETS

314-1110	ALLOCATED CASH		12,351.75	
	TOTAL ASSETS			12,351.75

LIABILITIES AND EQUITY

FUND EQUITY

314-3100	BEGINNING FUND BALANCE		12,509.56	
	REVENUE OVER EXPENDITURES - YTD	(157.81)	
	BALANCE - CURRENT DATE	(157.81)	
	TOTAL FUND EQUITY			12,351.75
	TOTAL LIABILITIES AND EQUITY			12,351.75

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
314-315-4125 INTEREST EARNED	.44	2.51	8.00	5.49	31.4
TOTAL INVESTMENT EARNINGS	.44	2.51	8.00	5.49	31.4
<u>OTHER REVENUE</u>					
314-370-4824 BBJ DONATIONS	.00	.00	50.00	50.00	.0
TOTAL OTHER REVENUE	.00	.00	50.00	50.00	.0
<u>FUNDRAISING & EVENT REVENUE</u>					
314-380-4861 CRAFT/COMMERCIAL BOOTH SALES	.00	.00	3,000.00	3,000.00	.0
314-380-4862 FOOD BOOTH SALES	.00	.00	1,200.00	1,200.00	.0
314-380-4864 JAM SALES	15.00	140.00	1,500.00	1,360.00	9.3
314-380-4866 QUILT RAFFLE SALES	.00	1,846.00	4,000.00	2,154.00	46.2
314-380-4868 PROGRAM AD SALES	.00	.00	2,750.00	2,750.00	.0
314-380-4870 SPONSORSHIP REVENUE	.00	.00	4,000.00	4,000.00	.0
314-380-4872 PIE SALES	.00	.00	225.00	225.00	.0
314-380-4876 5K RACE REVENUE	.00	.00	1,000.00	1,000.00	.0
314-380-4878 CAR SHOW REVENUE	.00	25.00	4,250.00	4,225.00	.6
314-380-4880 FISHING DERBY REVENUE	.00	.00	450.00	450.00	.0
314-380-4882 HORSESHOE TOURNEY REVENUE	.00	.00	175.00	175.00	.0
314-380-4884 KIDZ KORNER REVENUE	.00	.00	1,000.00	1,000.00	.0
314-380-4886 PIE EATING CONTEST REVENUE	.00	.00	150.00	150.00	.0
TOTAL FUNDRAISING & EVENT REVENUE	15.00	2,011.00	23,700.00	21,689.00	8.5
<u>MISCELLANEOUS REVENUE</u>					
314-385-4895 MISCELLANEOUS REVENUE	.00	.00	75.00	75.00	.0
TOTAL MISCELLANEOUS REVENUE	.00	.00	75.00	75.00	.0
TOTAL FUND REVENUE	15.44	2,013.51	23,833.00	21,819.49	8.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
314-490-6118	.00	.00	1,750.00	1,750.00	.0
314-490-6122	17.65	100.70	473.00	372.30	21.3
314-490-6220	.00	.00	1,000.00	1,000.00	.0
314-490-6224	.00	.00	1,500.00	1,500.00	.0
314-490-6226	.00	.00	50.00	50.00	.0
314-490-6238	.00	.62	75.00	74.38	.8
314-490-6290	.00	10.00	2,000.00	1,990.00	.5
314-490-6440	.00	.00	250.00	250.00	.0
314-490-6445	.00	.00	1,150.00	1,150.00	.0
314-490-6705	80.00	560.00	1,250.00	690.00	44.8
314-490-6810	.00	.00	750.00	750.00	.0
314-490-6812	.00	.00	175.00	175.00	.0
314-490-6814	.00	.00	825.00	825.00	.0
314-490-6816	.00	1,500.00	4,000.00	2,500.00	37.5
314-490-6820	.00	.00	50.00	50.00	.0
314-490-6850	.00	.00	600.00	600.00	.0
314-490-6852	.00	.00	4,000.00	4,000.00	.0
314-490-6854	.00	.00	450.00	450.00	.0
314-490-6856	.00	.00	50.00	50.00	.0
314-490-6858	.00	.00	1,000.00	1,000.00	.0
314-490-6860	.00	.00	300.00	300.00	.0
314-490-6862	.00	.00	100.00	100.00	.0
314-490-6864	.00	.00	4,000.00	4,000.00	.0
TOTAL MATERIALS & SERVICES	97.65	2,171.32	25,798.00	23,626.68	8.4
TOTAL NON-DEPARTMENTAL	97.65	2,171.32	25,798.00	23,626.68	8.4
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
314-900-9590	.00	.00	10,387.00	10,387.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	10,387.00	10,387.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	10,387.00	10,387.00	.0
TOTAL FUND EXPENDITURES	97.65	2,171.32	36,185.00	34,013.68	6.0

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2021

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(82.21)	(157.81)	(12,352.00)	(12,194.19)	(1.3)

CITY OF LOWELL
 BALANCE SHEET
 JANUARY 31, 2021

PARKS SDC FUND

ASSETS

410-1110	ALLOCATED CASH	10,043.44	
410-1115	CASH IN BANK - LGIP	47,529.72	
	TOTAL ASSETS		57,573.16

LIABILITIES AND EQUITY

FUND EQUITY

410-3100	BEGINNING FUND BALANCE	54,359.34	
	REVENUE OVER EXPENDITURES - YTD	3,213.82	
	BALANCE - CURRENT DATE	3,213.82	
	TOTAL FUND EQUITY		57,573.16
	TOTAL LIABILITIES AND EQUITY		57,573.16

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2021

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
410-315-4125 INTEREST EARNED	30.61	258.82	250.00	(8.82)	103.5
TOTAL INVESTMENT EARNINGS	30.61	258.82	250.00	(8.82)	103.5
<u>SDC REVENUE</u>					
410-345-4510 PARK SDC FEES	.00	2,955.00	14,775.00	11,820.00	20.0
TOTAL SDC REVENUE	.00	2,955.00	14,775.00	11,820.00	20.0
TOTAL FUND REVENUE	30.61	3,213.82	15,025.00	11,811.18	21.4

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
410-490-6714 MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	2,000.00	2,000.00	.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
410-700-8520 PARKS IMPROVEMENTS	.00	.00	67,602.00	67,602.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	67,602.00	67,602.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	67,602.00	67,602.00	.0
TOTAL FUND EXPENDITURES	.00	.00	69,602.00	69,602.00	.0
NET REVENUE OVER EXPENDITURES	30.61	3,213.82	(54,577.00)	(57,790.82)	5.9

CITY OF LOWELL
 BALANCE SHEET
 JANUARY 31, 2021

STREETS SDC FUND

ASSETS

412-1110	ALLOCATED CASH	8,283.26	
412-1115	CASH IN BANK - LGIP	41,046.25	
	TOTAL ASSETS		49,329.51

LIABILITIES AND EQUITY

FUND EQUITY

412-3100	BEGINNING FUND BALANCE	47,330.02	
	REVENUE OVER EXPENDITURES - YTD	1,999.49	
	BALANCE - CURRENT DATE	1,999.49	
	TOTAL FUND EQUITY		49,329.51
	TOTAL LIABILITIES AND EQUITY		49,329.51

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2021

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
412-315-4125 INTEREST EARNED	26.41	223.49	250.00	26.51	89.4
TOTAL INVESTMENT EARNINGS	26.41	223.49	250.00	26.51	89.4
<u>SDC REVENUE</u>					
412-345-4512 TRANSPORTATION SDC	.00	1,776.00	8,880.00	7,104.00	20.0
TOTAL SDC REVENUE	.00	1,776.00	8,880.00	7,104.00	20.0
TOTAL FUND REVENUE	26.41	1,999.49	9,130.00	7,130.51	21.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
412-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	2,000.00	2,000.00	.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
412-700-8530 STREET IMPROVEMENTS	.00	.00	54,613.00	54,613.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	54,613.00	54,613.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	54,613.00	54,613.00	.0
TOTAL FUND EXPENDITURES	.00	.00	56,613.00	56,613.00	.0
NET REVENUE OVER EXPENDITURES	26.41	1,999.49	(47,483.00)	(49,482.49)	4.2

CITY OF LOWELL
 BALANCE SHEET
 JANUARY 31, 2021

WATER SDC FUND

ASSETS

430-1110	ALLOCATED CASH	24,178.88	
430-1115	CASH IN BANK - LGIP	300,442.16	
	TOTAL ASSETS		324,621.04

LIABILITIES AND EQUITY

FUND EQUITY

430-3100	BEGINNING FUND BALANCE	311,501.91	
	REVENUE OVER EXPENDITURES - YTD	13,119.13	
	BALANCE - CURRENT DATE	13,119.13	
	TOTAL FUND EQUITY		324,621.04
	TOTAL LIABILITIES AND EQUITY		324,621.04

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2021

WATER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
430-315-4125	INTEREST EARNED	192.04	1,629.13	6,400.00	4,770.87	25.5
	TOTAL INVESTMENT EARNINGS	192.04	1,629.13	6,400.00	4,770.87	25.5
<u>SDC REVENUE</u>						
430-345-4530	WATER SDC	.00	11,490.00	57,450.00	45,960.00	20.0
	TOTAL SDC REVENUE	.00	11,490.00	57,450.00	45,960.00	20.0
	TOTAL FUND REVENUE	192.04	13,119.13	63,850.00	50,730.87	20.6

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
430-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	2,000.00	2,000.00	.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
430-700-8540 WATER SYSTEMS IMPROVEMTS	.00	.00	381,877.00	381,877.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	381,877.00	381,877.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	381,877.00	381,877.00	.0
TOTAL FUND EXPENDITURES	.00	.00	383,877.00	383,877.00	.0
NET REVENUE OVER EXPENDITURES	192.04	13,119.13	(320,027.00)	(333,146.13)	4.1

CITY OF LOWELL
 BALANCE SHEET
 JANUARY 31, 2021

SEWER SDC FUND

ASSETS

440-1110	ALLOCATED CASH	12,480.73	
440-1115	CASH IN BANK - LGIP	132,265.51	
	TOTAL ASSETS		<u>144,746.24</u>

LIABILITIES AND EQUITY

FUND EQUITY

440-3100	BEGINNING FUND BALANCE	139,744.72	
	REVENUE OVER EXPENDITURES - YTD	5,001.52	
	BALANCE - CURRENT DATE	5,001.52	
	TOTAL FUND EQUITY		<u>144,746.24</u>
	TOTAL LIABILITIES AND EQUITY		<u>144,746.24</u>

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2021

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
440-315-4125 INTEREST EARNED	84.61	717.52	1,975.00	1,257.48	36.3
TOTAL INVESTMENT EARNINGS	84.61	717.52	1,975.00	1,257.48	36.3
<u>SDC REVENUE</u>					
440-345-4540 SEWER SDC	.00	4,284.00	16,065.00	11,781.00	26.7
TOTAL SDC REVENUE	.00	4,284.00	16,065.00	11,781.00	26.7
TOTAL FUND REVENUE	84.61	5,001.52	18,040.00	13,038.48	27.7

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
440-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	2,000.00	2,000.00	.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
440-700-8550 SEWER SYSTEMS	.00	.00	156,494.00	156,494.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	156,494.00	156,494.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	156,494.00	156,494.00	.0
TOTAL FUND EXPENDITURES	.00	.00	158,494.00	158,494.00	.0
NET REVENUE OVER EXPENDITURES	84.61	5,001.52	(140,454.00)	(145,455.52)	3.6

CITY OF LOWELL
 BALANCE SHEET
 JANUARY 31, 2021

STORMWATER SDC FUND

ASSETS

445-1110	ALLOCATED CASH	9,180.14	
445-1115	CASH IN BANK - LGIP	38,023.83	
	TOTAL ASSETS		<u>47,203.97</u>

LIABILITIES AND EQUITY

FUND EQUITY

445-3100	BEGINNING FUND BALANCE	44,977.67	
	REVENUE OVER EXPENDITURES - YTD	2,226.30	
	BALANCE - CURRENT DATE	2,226.30	
	TOTAL FUND EQUITY		<u>47,203.97</u>
	TOTAL LIABILITIES AND EQUITY		<u>47,203.97</u>

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2021

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
445-315-4125 INTEREST EARNED	24.53	207.30	635.00	427.70	32.7
TOTAL INVESTMENT EARNINGS	24.53	207.30	635.00	427.70	32.7
<u>SDC REVENUE</u>					
445-345-4545 STORM DRAINAGE SDC	.00	2,019.00	10,095.00	8,076.00	20.0
TOTAL SDC REVENUE	.00	2,019.00	10,095.00	8,076.00	20.0
TOTAL FUND REVENUE	24.53	2,226.30	10,730.00	8,503.70	20.8

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
445-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	2,000.00	2,000.00	.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
445-700-8560 STORMWATER IMPROVEMENTS	.00	.00	53,843.00	53,843.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	53,843.00	53,843.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	53,843.00	53,843.00	.0
TOTAL FUND EXPENDITURES	.00	.00	55,843.00	55,843.00	.0
NET REVENUE OVER EXPENDITURES	24.53	2,226.30	(45,113.00)	(47,339.30)	4.9

CITY OF LOWELL
 BALANCE SHEET
 JANUARY 31, 2021

WATER RESERVE FUND

<u>ASSETS</u>			
520-1110	ALLOCATED CASH		39,390.28
	TOTAL ASSETS		39,390.28
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
520-3100	BEGINNING FUND BALANCE		23,643.08
	REVENUE OVER EXPENDITURES - YTD	15,747.20	
	BALANCE - CURRENT DATE		15,747.20
	TOTAL FUND EQUITY		39,390.28
	TOTAL LIABILITIES AND EQUITY		39,390.28

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2021

WATER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
520-315-4125	INTEREST EARNED	1.40	7.20	15.00	7.80	48.0
	TOTAL INVESTMENT EARNINGS	1.40	7.20	15.00	7.80	48.0
<u>TRANSFERS IN</u>						
520-390-4930	TRANSFER FROM WATER FUND	.00	15,740.00	15,740.00	.00	100.0
	TOTAL TRANSFERS IN	.00	15,740.00	15,740.00	.00	100.0
	TOTAL FUND REVENUE	1.40	15,747.20	15,755.00	7.80	100.0

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2021

WATER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
520-900-9892 RESERVED FOR WATER BOND PYMT	.00	.00	39,402.00	39,402.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	39,402.00	39,402.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	39,402.00	39,402.00	.0
TOTAL FUND EXPENDITURES	.00	.00	39,402.00	39,402.00	.0
NET REVENUE OVER EXPENDITURES	1.40	15,747.20	(23,647.00)	(39,394.20)	66.6

CITY OF LOWELL
 BALANCE SHEET
 JANUARY 31, 2021

SEWER RESERVE FUND

ASSETS

521-1110	ALLOCATED CASH		15,748.91	
	TOTAL ASSETS			15,748.91

LIABILITIES AND EQUITY

FUND EQUITY

521-3100	BEGINNING FUND BALANCE		9,826.25	
	REVENUE OVER EXPENDITURES - YTD	5,922.66		
	BALANCE - CURRENT DATE		5,922.66	
	TOTAL FUND EQUITY			15,748.91
	TOTAL LIABILITIES AND EQUITY			15,748.91

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2021

SEWER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
521-315-4125 INTEREST EARNED	.56	2.66	8.00	5.34	33.3
TOTAL INVESTMENT EARNINGS	.56	2.66	8.00	5.34	33.3
<u>TRANSFERS IN</u>					
521-390-4940 TRANSFER FROM SEWER FUND	.00	5,920.00	5,920.00	.00	100.0
TOTAL TRANSFERS IN	.00	5,920.00	5,920.00	.00	100.0
TOTAL FUND REVENUE	.56	5,922.66	5,928.00	5.34	99.9

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2021

SEWER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
521-900-9892 RESERVED FOR SEWER BOND PYMT	.00	.00	15,756.00	15,756.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	15,756.00	15,756.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	15,756.00	15,756.00	.0
TOTAL FUND EXPENDITURES	.00	.00	15,756.00	15,756.00	.0
NET REVENUE OVER EXPENDITURES	.56	5,922.66	(9,828.00)	(15,750.66)	60.3

CITY OF LOWELL
BALANCE SHEET
JANUARY 31, 2021

EQUIPMENT FUND

LIABILITIES AND EQUITY

FUND EQUITY

550-3100	BEGINNING FUND BALANCE		22,181.31	
	REVENUE OVER EXPENDITURES - YTD	(<u>22,181.31)</u>	
	BALANCE - CURRENT DATE		<u>(22,181.31)</u>	
	TOTAL FUND EQUITY			<u>.00</u>
	TOTAL LIABILITIES AND EQUITY			<u><u>.00</u></u>

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2021

EQUIPMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
550-900-9110 TRANSFER TO GENERAL FUND	.00	6,049.45	6,051.00	1.55	100.0
550-900-9112 TRANSFER TO STREET FUND	.00	4,032.96	4,033.00	.04	100.0
550-900-9130 TRANSFER TO WATER FUND	.00	6,049.45	6,051.00	1.55	100.0
550-900-9140 TRANSFER TO SEWER FUND	.00	6,049.45	6,051.00	1.55	100.0
TOTAL OTHER REQUIREMENTS	.00	22,181.31	22,186.00	4.69	100.0
TOTAL OTHER REQUIREMENTS	.00	22,181.31	22,186.00	4.69	100.0
TOTAL FUND EXPENDITURES	.00	22,181.31	22,186.00	4.69	100.0
NET REVENUE OVER EXPENDITURES	.00	(22,181.31)	(22,186.00)	(4.69)	(100.0)

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
16276								
16276	Banner Bank	JOYCEJAN2	1	Onebox	314-490-6122	.00	57.81	57.81
16276	Banner Bank	JOYCEJAN2	2	Zoom	110-410-6122	.00	14.99	14.99
16276	Banner Bank	JOYCEJAN2	3	Stock Checks	110-410-6230	.00	204.49	204.49
16276	Banner Bank	JOYCEJAN2	4	Employee Gift Cards	110-2205	.00	155.00	155.00
16276	Banner Bank	JOYCEJAN2	5	Employee Gift Cards	220-2205	.00	5.00	5.00
16276	Banner Bank	JOYCEJAN2	6	Employee Gift Cards	230-2205	.00	210.00	210.00
16276	Banner Bank	JOYCEJAN2	7	Employee Gift Cards	240-2205	.00	210.00	210.00
16276	Banner Bank	JOYCEJAN2	8	Employee Gift Cards	312-2205	.00	20.00	20.00
16276	Banner Bank	JOYCEJAN2	9	Gift Card Activation Fee	110-410-6238	.00	3.66	3.66
16276	Banner Bank	JOYCEJAN2	10	Gift Card Activation Fee	110-420-6238	.00	4.33	4.33
16276	Banner Bank	JOYCEJAN2	11	Gift Card Activation Fee	110-440-6238	.00	.25	.25
16276	Banner Bank	JOYCEJAN2	12	Gift Card Activation Fee	110-450-6238	.00	.54	.54
16276	Banner Bank	JOYCEJAN2	13	Gift Card Activation Fee	110-460-6238	.00	.52	.52
16276	Banner Bank	JOYCEJAN2	14	Gift Card Activation Fee	110-480-6238	.00	.49	.49
16276	Banner Bank	JOYCEJAN2	15	Gift Card Activation Fee	220-490-6238	.00	.25	.25
16276	Banner Bank	JOYCEJAN2	16	Gift Card Activation Fee	230-490-6238	.00	12.72	12.72
16276	Banner Bank	JOYCEJAN2	17	Gift Card Activation Fee	240-490-6238	.00	12.72	12.72
16276	Banner Bank	JOYCEJAN2	18	Gift Card Activation Fee	312-490-6238	.00	1.60	1.60
16276	Banner Bank	JOYCEJAN2	19	Gift Card	110-410-6114	.00	30.00	30.00
16276	Banner Bank	JOYCEJAN2	20	Gift Card	312-490-6114	.00	10.00	10.00
16276	Banner Bank	JOYCEJAN2	21	Gift Card	230-490-6114	.00	30.00	30.00
16276	Banner Bank	JOYCEJAN2	22	Gift Card	240-490-6114	.00	30.00	30.00
16276	Banner Bank	MAXJAN202	1	Certification Renewal	230-490-6220	.00	400.00	400.00
Total 16276:						.00		1,414.37
16277								
16277	Cascade Columbia	797867	1	Drums of Hypo and Thiosulfate	240-490-6750	.00	859.37	859.37
16277	Cascade Columbia	797867	2	Drum Return	240-490-6750	.00	167.00-	167.00-
Total 16277:						.00		692.37
16278								
16278	Charter Communications	00178280113	1	Internet	240-490-6435	.00	89.99	89.99
Total 16278:						.00		89.99
16279								
16279	City of Lowell	JAN2021	1	Water Service	110-410-6420	.00	46.32	46.32
16279	City of Lowell	JAN2021	2	Water Service	110-420-6420	.00	55.90	55.90
16279	City of Lowell	JAN2021	3	Water Service	110-450-6420	.00	7.76	7.76
16279	City of Lowell	JAN2021	4	Water Service	220-490-6420	.00	3.11	3.11
16279	City of Lowell	JAN2021	5	Water Service	230-490-6420	.00	37.19	37.19
16279	City of Lowell	JAN2021	6	Water Service	240-490-6420	.00	1,001.63	1,001.63
16279	City of Lowell	JAN2021	7	Sewer Service	110-410-6425	.00	102.43	102.43
16279	City of Lowell	JAN2021	8	Sewer Service	110-420-6425	.00	124.16	124.16
16279	City of Lowell	JAN2021	9	Sewer Service	110-450-6425	.00	15.52	15.52
16279	City of Lowell	JAN2021	10	Sewer Service	220-490-6425	.00	6.21	6.21
16279	City of Lowell	JAN2021	11	Sewer Service	230-490-6425	.00	62.08	62.08
16279	City of Lowell	JAN2021	12	Sewer Service	240-490-6425	.00	558.72	558.72

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
16279	City of Lowell	JAN2021	13	Backflow Test	230-490-6320	.00	210.00	210.00
Total 16279:						.00		2,231.03
16280								
16280	Cleanmex LLC	1652	1	Covid Cleaning	110-420-6128	.00	1,560.00	1,560.00
16280	Cleanmex LLC	1667	1	Covid Cleaning	110-410-6128	.00	1,125.00	1,125.00
16280	Cleanmex LLC	1667	2	Covid Cleaning	110-420-6128	.00	1,664.00	1,664.00
Total 16280:						.00		4,349.00
16281								
16281	Correct Equipment, Inc.	43081	1	New water meters	230-490-6758	.00	2,712.30	2,712.30
Total 16281:						.00		2,712.30
16282								
16282	Curt's Concrete Cutting LL	2883	1	Leveled Sidewalk at HS	312-490-6330	.00	425.00	425.00
Total 16282:						.00		425.00
16283								
16283	J & K Electrical LLC	6342A	1	Water Tower Pump Repair	230-490-6324	.00	300.00	300.00
16283	J & K Electrical LLC	6399A	1	Water Tower Pump Repair	230-490-6324	.00	1,462.24	1,462.24
Total 16283:						.00		1,762.24
16284								
16284	Lane Council of Governme	77849	1	Legal Services	110-410-6112	.00	1,157.56	1,157.56
Total 16284:						.00		1,157.56
16285								
16285	Lane Electric Cooperative	ELEJAN2021	1	Electricity	110-410-6430	.00	385.15	385.15
16285	Lane Electric Cooperative	ELEJAN2021	2	Electricity	110-420-6430	.00	275.94	275.94
16285	Lane Electric Cooperative	ELEJAN2021	3	Electricity	110-450-6430	.00	54.17	54.17
16285	Lane Electric Cooperative	ELEJAN2021	4	Electricity	110-470-6326	.00	63.87	63.87
16285	Lane Electric Cooperative	ELEJAN2021	5	Electricity	220-490-6430	.00	21.67	21.67
16285	Lane Electric Cooperative	ELEJAN2021	6	Electricity	230-490-6430	.00	1,486.70	1,486.70
16285	Lane Electric Cooperative	ELEJAN2021	7	Electricity	240-490-6430	.00	2,681.20	2,681.20
16285	Lane Electric Cooperative	ELEJAN2021	8	Electricity	312-490-6430	.00	1,001.35	1,001.35
Total 16285:						.00		5,970.05
16286								
16286	NCL of Wisconsin, Inc.	449029	1	pH buffer	230-490-6750	.00	121.15	121.15
16286	NCL of Wisconsin, Inc.	449029	2	pH buffer	240-490-6750	.00	121.15	121.15
Total 16286:						.00		242.30
16287								
16287	Oregon Dept of Revenue	JAN312021	1	Criminal Fine Account - 928	110-480-6560	.00	225.00	225.00
Total 16287:						.00		225.00

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
16288								
16288	Professional Credit Service	16513	1	Collection Service Fee	110-480-6565	.00	23.51	23.51
Total 16288:						.00		23.51
16289								
16289	Renewable Resource Grou	134696	1	Water/Sewer Analysis	230-490-6755	.00	37.80	37.80
16289	Renewable Resource Grou	134711	1	Lab	240-490-6755	.00	213.30	213.30
16289	Renewable Resource Grou	134891	1	Lab	240-490-6755	.00	213.30	213.30
16289	Renewable Resource Grou	134928	1	Water/Sewer Analysis	230-490-6755	.00	37.80	37.80
16289	Renewable Resource Grou	135034	1	Lab	240-490-6755	.00	213.30	213.30
16289	Renewable Resource Grou	135054	1	Water/Sewer Analysis	230-490-6755	.00	37.80	37.80
Total 16289:						.00		753.30
16290								
16290	Sanders, Tim	77	1	Monthly DRC fee for Collection	240-490-6128	.00	300.00	300.00
Total 16290:						.00		300.00
16291								
16291	Southside Bank	FEB. 2021	1	Main Street - Interest	110-800-7510	.00	667.28	667.28
Total 16291:						.00		667.28
16292								
16292	USA Blue Book	457496	1	Hose for High Tank Pump	230-490-6324	.00	539.01	539.01
16292	USA Blue Book	469510	1	Turbidity Standard	230-490-6750	.00	97.74	97.74
Total 16292:						.00		636.75
16293								
16293	Verizon Wireless	9871832968	1	Cell Phone	110-410-6440	.00	126.69	126.69
16293	Verizon Wireless	9871832968	2	Cell Phone, tablet	230-490-6440	.00	88.78	88.78
16293	Verizon Wireless	9871832968	3	Cell Phone, Ipad	240-490-6440	.00	128.78	128.78
Total 16293:						.00		344.25
16295								
16295	Aggregate Resource Crush	27486	1	Gravel	312-490-6330	.00	434.87	434.87
Total 16295:						.00		434.87
16296								
16296	Bridge Town Market	JAN21	1	Fuel	110-420-6710	.00	52.65	52.65
16296	Bridge Town Market	JAN21	2	Fuel	230-490-6710	.00	60.70	60.70
16296	Bridge Town Market	JAN21	3	Fuel	240-490-6710	.00	27.94	27.94
Total 16296:						.00		141.29
16297								
16297	Caselle	107737	1	Contract Support and Maintenanc	110-410-6122	.00	347.00	347.00
16297	Caselle	107737	2	Contract Support and Maintenanc	230-490-6122	.00	347.00	347.00
16297	Caselle	107737	3	Contract Support and Maintenanc	240-490-6122	.00	347.00	347.00
16297	Caselle	107737	4	Contract Support and Maintenanc	312-490-6122	.00	117.00	117.00

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 16297:						.00		1,158.00
16298								
16298	Caudle, Jeremy	148589527-0	1	Office Chair Reimbursement	110-410-6230	.00	119.99	119.99
Total 16298:						.00		119.99
16299								
16299	Century Link	JAN.2021	1	Telephone Service	240-490-6440	.00	151.33	151.33
16299	Century Link	JAN.2021	2	Telephone Service	230-490-6440	.00	136.32	136.32
16299	Century Link	JAN.2021	3	Internet Service	230-490-6435	.00	70.00	70.00
16299	Century Link	JAN.2021	4	Telephone Service	220-490-6440	.00	16.47	16.47
16299	Century Link	JAN.2021	5	Telephone Service	110-450-6440	.00	30.85	30.85
16299	Century Link	JAN.2021	6	Telephone Service	110-410-6440	.00	117.36	117.36
Total 16299:						.00		522.33
16300								
16300	City of Oakridge	2021-11	1	Police Service	110-430-6118	.00	2,413.91	2,413.91
Total 16300:						.00		2,413.91
16301								
16301	Civil West Engineering Ser	2101.001.02.	1	Engineering Service	110-440-6116	.00	2,961.00	2,961.00
16301	Civil West Engineering Ser	2101.001.03	1	Engineering Service	110-440-6116	.00	3,384.00	3,384.00
Total 16301:						.00		6,345.00
16302								
16302	Grainger	9786166281	1	General Supplies	230-490-6234	.00	206.21	206.21
16302	Grainger	9786166281	2	General Supplies	240-490-6234	.00	206.22	206.22
Total 16302:						.00		412.43
16303								
16303	Hunter Communications	134495	1	Internet Service	220-490-6435	.00	18.49	18.49
16303	Hunter Communications	134495	2	Internet Service	110-450-6435	.00	46.24	46.24
16303	Hunter Communications	134495	3	Internet Service	110-410-6435	.00	120.21	120.21
Total 16303:						.00		184.94
16304								
16304	Lane Council of Governme	77852	1	Planning Service IGA	110-440-6522	.00	5,553.81	5,553.81
16304	Lane Council of Governme	77885	1	Recruitment Contract	110-410-6128	.00	5,071.77	5,071.77
16304	Lane Council of Governme	78134	1	Membership dues	110-410-6220	.00	1,000.00	1,000.00
Total 16304:						.00		11,625.58
16305								
16305	Northwest Code Profession	3331	1	Building Permit Cost	220-490-6150	.00	1,611.94	1,611.94
Total 16305:						.00		1,611.94
16306								
16306	One Call Concepts	021	1	Membership Fees	230-490-6220	.00	50.00	50.00

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount	
16306	One Call Concepts	021	1	Membership Fees	230-490-6220	.00	50.00-	50.00-	V
16306	One Call Concepts	021	2	Membership Fee	240-490-6220	.00	50.00	50.00	
16306	One Call Concepts	021	2	Membership Fee	240-490-6220	.00	50.00-	50.00-	V
Total 16306:						.00		.00	
16307									
16307	Pacific Office Automation In	5013663448	1	Postage Machine	110-410-6128	.00	37.10	37.10	
16307	Pacific Office Automation In	5013663448	2	postage machine	230-490-6128	.00	74.20	74.20	
16307	Pacific Office Automation In	5013663448	3	Postage Machine	240-490-6128	.00	74.20	74.20	
Total 16307:						.00		185.50	
16308									
16308	Renewable Resource Grou	135403	1	Lab	240-490-6755	.00	213.30	213.30	
Total 16308:						.00		213.30	
16309									
16309	SaniPac	3774224	1	Refuse Services	240-490-6445	.00	41.50	41.50	
16309	SaniPac	3774224	2	Refuse Services	230-490-6445	.00	41.50	41.50	
Total 16309:						.00		83.00	
16310									
16310	Staples Credit Plan	JAN2021	1	Office Supplies	110-410-6230	.00	45.57	45.57	
16310	Staples Credit Plan	JAN2021	2	General Supplies	110-410-6234	.00	95.96	95.96	
16310	Staples Credit Plan	JAN2021	3	General Supplies	230-490-6234	.00	24.80	24.80	
16310	Staples Credit Plan	JAN2021	4	General Supplies	240-490-6234	.00	24.80	24.80	
Total 16310:						.00		191.13	
16311									
16311	U.S. Equipment Finance	435293030	1	Copier Contract	110-410-6124	.00	147.98	147.98	
Total 16311:						.00		147.98	
16312									
16312	C & D Land and Tree LLC	2021018	1	Removal of hazardous trees	312-490-6330	.00	3,000.00	3,000.00	
Total 16312:						.00		3,000.00	
16313									
16313	Cascade Columbia	799021	1	Drums of Hypo and Thiosulfate	240-490-6750	.00	956.01	956.01	
Total 16313:						.00		956.01	
16314									
16314	CenturyLink Business Serv	200479228	1	Telephone Service	110-410-6440	.00	1.68	1.68	
Total 16314:						.00		1.68	
16315									
16315	Charter Communications	0017273020	1	Internet	240-490-6435	.00	116.97	116.97	

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 16315:						.00		116.97
16316								
16316	Cleanmex LLC	1685	1	Covid Cleaning Park Bathrooms	110-420-6128	.00	1,560.00	1,560.00
Total 16316:						.00		1,560.00
16317								
16317	J & K Electrical LLC	6431A	1	Replace fuses on high tank pump	230-490-6324	.00	162.00	162.00
Total 16317:						.00		162.00
16318								
16318	Lowell Mini Storage	MAR2021	1	Storage Rental Unit #L029	314-490-6705	.00	80.00	80.00
Total 16318:						.00		80.00
16319								
16319	LUCC	21	1	Fee for Utility Locating Service	240-490-6220	.00	50.00	50.00
16319	LUCC	21	2	Fee for Utility Locating Service	230-490-6220	.00	50.00	50.00
Total 16319:						.00		100.00
16320								
16320	Michael Scnear Excavation	1750	1	Remove and replace old digester	240-490-6330	.00	3,772.78	3,772.78
Total 16320:						.00		3,772.78
16321								
16321	Mid-State Industrial Inc	0191025	1	Vac-truck excavation	312-490-6720	.00	518.40	518.40
Total 16321:						.00		518.40
16322								
16322	Nichols, Layli	2021JAN	1	Consulting Services	240-490-6114	.00	312.50	312.50
16322	Nichols, Layli	2021JAN	2	Consulting Services	230-490-6114	.00	312.50	312.50
16322	Nichols, Layli	2021JAN	3	Consulting Services	312-490-6114	.00	104.50	104.50
16322	Nichols, Layli	2021JAN	4	Consulting Services	110-410-6114	.00	312.50	312.50
Total 16322:						.00		1,042.00
16323								
16323	Professional Credit Service	16962	1	Collection Service Fee	110-480-6565	.00	18.80	18.80
Total 16323:						.00		18.80
16324								
16324	Renewable Resource Grou	135623	1	Lab	240-490-6755	.00	213.30	213.30
16324	Renewable Resource Grou	135657	1	Lab	240-490-6755	.00	213.30	213.30
16324	Renewable Resource Grou	135791	1	Water/Sewer Analysis	230-490-6755	.00	37.80	37.80
Total 16324:						.00		464.40
Grand Totals:						.00		61,580.53

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
110-2125	.00	31,532.91-	31,532.91-
110-2205	155.00	.00	155.00
110-410-6112	1,157.56	.00	1,157.56
110-410-6114	342.50	.00	342.50
110-410-6122	361.99	.00	361.99
110-410-6124	147.98	.00	147.98
110-410-6128	6,233.87	.00	6,233.87
110-410-6220	1,000.00	.00	1,000.00
110-410-6230	370.05	.00	370.05
110-410-6234	95.96	.00	95.96
110-410-6238	3.66	.00	3.66
110-410-6420	46.32	.00	46.32
110-410-6425	102.43	.00	102.43
110-410-6430	385.15	.00	385.15
110-410-6435	120.21	.00	120.21
110-410-6440	245.73	.00	245.73
110-420-6128	4,784.00	.00	4,784.00
110-420-6238	4.33	.00	4.33
110-420-6420	55.90	.00	55.90
110-420-6425	124.16	.00	124.16
110-420-6430	275.94	.00	275.94
110-420-6710	52.65	.00	52.65
110-430-6118	2,413.91	.00	2,413.91
110-440-6116	6,345.00	.00	6,345.00
110-440-6238	.25	.00	.25
110-440-6522	5,553.81	.00	5,553.81
110-450-6238	.54	.00	.54
110-450-6420	7.76	.00	7.76
110-450-6425	15.52	.00	15.52
110-450-6430	54.17	.00	54.17
110-450-6435	46.24	.00	46.24
110-450-6440	30.85	.00	30.85
110-460-6238	.52	.00	.52
110-470-6326	63.87	.00	63.87
110-480-6238	.49	.00	.49
110-480-6560	225.00	.00	225.00
110-480-6565	42.31	.00	42.31
110-800-7510	667.28	.00	667.28
220-2125	.00	1,683.14-	1,683.14-
220-2205	5.00	.00	5.00
220-490-6150	1,611.94	.00	1,611.94
220-490-6238	.25	.00	.25
220-490-6420	3.11	.00	3.11
220-490-6425	6.21	.00	6.21
220-490-6430	21.67	.00	21.67
220-490-6435	18.49	.00	18.49
220-490-6440	16.47	.00	16.47
230-2125	50.00	9,456.34-	9,406.34-
230-2205	210.00	.00	210.00
230-490-6114	342.50	.00	342.50
230-490-6122	347.00	.00	347.00
230-490-6128	74.20	.00	74.20
230-490-6220	500.00	50.00-	450.00
230-490-6234	231.01	.00	231.01
230-490-6238	12.72	.00	12.72
230-490-6320	210.00	.00	210.00

GL Account	Debit	Credit	Proof
230-490-6324	2,463.25	.00	2,463.25
230-490-6420	37.19	.00	37.19
230-490-6425	62.08	.00	62.08
230-490-6430	1,486.70	.00	1,486.70
230-490-6435	70.00	.00	70.00
230-490-6440	225.10	.00	225.10
230-490-6445	41.50	.00	41.50
230-490-6710	60.70	.00	60.70
230-490-6750	218.89	.00	218.89
230-490-6755	151.20	.00	151.20
230-490-6758	2,712.30	.00	2,712.30
240-2125	217.00	13,404.61-	13,187.61-
240-2205	210.00	.00	210.00
240-490-6114	342.50	.00	342.50
240-490-6122	347.00	.00	347.00
240-490-6128	374.20	.00	374.20
240-490-6220	100.00	50.00-	50.00
240-490-6234	231.02	.00	231.02
240-490-6238	12.72	.00	12.72
240-490-6330	3,772.78	.00	3,772.78
240-490-6420	1,001.63	.00	1,001.63
240-490-6425	558.72	.00	558.72
240-490-6430	2,681.20	.00	2,681.20
240-490-6435	206.96	.00	206.96
240-490-6440	280.11	.00	280.11
240-490-6445	41.50	.00	41.50
240-490-6710	27.94	.00	27.94
240-490-6750	1,936.53	167.00-	1,769.53
240-490-6755	1,279.80	.00	1,279.80
312-2125	.00	5,632.72-	5,632.72-
312-2205	20.00	.00	20.00
312-490-6114	114.50	.00	114.50
312-490-6122	117.00	.00	117.00
312-490-6238	1.60	.00	1.60
312-490-6330	3,859.87	.00	3,859.87
312-490-6430	1,001.35	.00	1,001.35
312-490-6720	518.40	.00	518.40
314-2125	.00	137.81-	137.81-
314-490-6122	57.81	.00	57.81
314-490-6705	80.00	.00	80.00
Grand Totals:	62,114.53	62,114.53-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

Bank.Name = "General"



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

To: Mayor Bennett and City Council
From: Jeremy Caudle, City Administrator
Date: Thursday, March 11, 2021
Re: Administrator's report for March

MEMO

This City Administrator's report covers activities since the February 16, 2021 regular meeting. A summary of major activities is as follows:

Library renovation project. Authored a request for proposals to start the process of hiring an architect, which is included in your regular March meeting packet for review and approval.

Planning Commission meeting. On March 3, the Planning Commission held a special meeting and a work session. The Planning Commission approved a modification of conditions of use and approved a condition of use for the Crestview Estates subdivision. Both items are on your March 16 agenda for final approval. The Planning Commission also received a presentation during its work session on the code update project. The next step in the code update project includes various project management team meetings to fine tune the actual code language. Additional Code Committee meetings and community meetings are tentatively planned for May and June, with joint Planning Commission and City Council meetings planned in June or July.

Blackberry Jam Committee. The Blackberry Jam committee met on February 17th. The committee approved a motion to cancel the festival for 2021. The committee met again on March 4 to discuss ideas on possible alternative events. The committee will meet next week to select from the list of alternative events, to select dates that the events will occur, and assign volunteers and committee members to lead specific events.

Contact with other agencies. I met with representatives from the State Library of Oregon to discuss the Maggie Osgood Library renovation project. I met with members of the Lane County Economic Development Department to discuss ideas and funding opportunities regarding projects in Lowell. Lane County Public Works held a bicycle master plan meeting for the rural areas of Lane County, which I attended. Finally, I met with a representative

from Business Oregon to discuss funding opportunities for some of our infrastructure and economic development projects.

American Rescue Plan. Congress passed the American Rescue Plan, which the President is expected to sign. This legislation includes over \$130 billion for local governments to offset the economic impact of COVID-19. The legislation also includes funding for infrastructure projects. Once the bill is signed into law, I will monitor guidance from the state, as well as the US Treasury, on how the city could receive its allocation of these funds.

LOWELL PATROL LOG Febuary 2021

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #	
2-Feb	407	0:00	1:30	1:30							
3-Feb	429	17:30	22:30	5:00							
3-Feb	423	17:30	22:30	5:00							
6-Feb	407	23:30	1:00	1:30							
7-Feb	407	23:00	0:30	1:30							
8-Feb	401	20:30	21:30	1:00							
8-Apr	407	23:00	0:30	1:30							
10-Feb	429	18:40	19:25	0:45							
12-Feb	429	17:30	22:00	4:30							
12-Feb	423	17:30	22:00	4:30							
14-Feb	407	21:30	23:00	1:30							
18-Feb	409	3:00	4:00	1:00							
20-Feb	429	16:00	19:00	3:00							
20-Feb	423	16:00	19:00	3:00							
20-Feb	429	21:00	22:30	1:30							
21-Feb	421	10:00	11:00	1:00							
24-Feb	407	0:00	1:30	1:30							
25-Feb	409	22:00	23:00	1:00							
26-Feb	429	16:30	21:30	5:00							
26-Feb	423	16:30	21:30	5:00							
26-Feb	407	23:30	1:00	1:30							
				51.5							

TRAFFIC VIOLATIONS	CITATION	WARNING
SPEED	1	1
DWS		
FAIL TO SIGNAL		
STOP VIOLATIONS		
OTHER MOVING	1	

DATE	TIME	DESCRIPTION
3-Feb		Code on W 2nd St.
		Code on N Pioneer X 2
10-Feb		Code on Pioneer/2nd St.
		Code on Cannon St. X 2
		Code on W 2nd St. X2
12-Feb		Advised subject no camping in park
12-Feb		Follow-up with citizen complaint on N Cannon St. Tenant evicted
12-Feb		Follow-up with citizen complaint near Moss St. No violation observed.
12-Feb		Traffic warning for speed
26-Feb		Follow-up with citizen complaint on 2/12 complaint. Citizen advised noise stopped about one week ago.
26-Feb		Traffic Stop x 2

Agenda Item Sheet

City of Lowell City Council



Type of item:	Land Use Application
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Item title/recommended action:

Motion to approve "Modification of Condition of Approval #3" and "Review of Condition of Approval #21" for Land Use File #2019-06 for the Crestview Estates Subdivision owned by McDougal Bros. Investments.

Justification or background:

In April 2020, City Council approved a subdivision application (LU #2019-06) for the Crestview Estates owned by McDougal Bros. Investments. The approval included 29 conditions that the owner is required to satisfy before final plat approval and construction. The owner is requesting a modification to condition #5 to construct sidewalks prior to final plat approval. Instead, the owner is now requesting that sidewalks be constructed at the time of individual lot development. The applicant is also submitting its geo technical report for City Council approval to satisfy condition #21. The Planning Commission reviewed both items at its March 3 meeting and approved both.

Budget impact:

N/A

Department or Council sponsor:

Planning

Attachments:

Modification of condition of approval and review of condition of approval signature sheets. Copy of April 2020 findings for City Council information.

Meeting date:	03/16/2021
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MODIFICATION OF CONDITION OF APPROVAL #5:

The applicant has requested Condition of Approval #5 be modified from sidewalks being put in place by the developer prior to final plat approval, to being put in place at the time of individual lot development for each respective lot, as part of the building permit process.

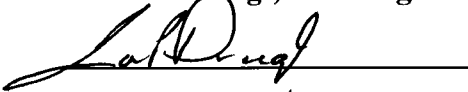
On March 3, 2021 the applicant appeared before Planning Commission and before City Council on March 10, 2021 to request such a modification to Condition of Approval #5. If approved, the modification will be considered an amendment to the development agreement.

Modification recommended for approval by Planning Commission:

Yes

No

Mr. Lon Dragt, Planning Commission Chair



Date: 3/10/2021

Modification Approved by City Council:

Yes

No

Mr. Don Bennett, Mayor

Date:

Crestview Estates Subdivision (LU 2019-06)

City of Lowell Planning Commission and City Council

Review of Condition of Approval #21 and the Modification of Condition of Approval #5.

REVIEW OF CONDITION OF APPROVAL #21:

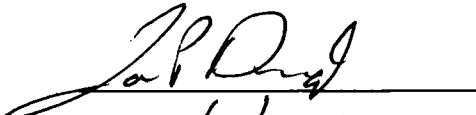
The applicant, in anticipation of final plat approval, has completed a Geotech Report as required by Condition of Approval #21.

That Geotech was presented to Planning Commissions for review and approval on March 3, 2021 and City Council on March 10, 2021.

Planning Commission and City Council voted to approve the Geotech report as presented by the applicant's engineering team.

Condition of Approval #21 is hereby satisfied.

Mr. Lon Dragt, Planning Commission Chair


Date: 3/10/2021

Mr. Don Bennett, Mayor

Date:

DECISION OF THE LOWELL CITY COUNCIL
Subdivision
Assessor's Map 19-01-11-00, Tax Lots 501
McDougal Bros Investments
LU 2019-06
Date of Approval: April 21, 2020

Referrals: Lane County Transportation Planning, Oregon Department of Transportation, and Civil West Engineering, Lowell Rural Fire Protection District

Mailed Notice: March 17, 2020

Staff Report Date: April 7, 2020

Planning Commission
Public Hearing: April 14, 2020

City Council
Public Hearing: April 21, 2020

BASIC DATA

Application Request: Subdivision

Agent: The Favreau Group
Attn: Anthony Favreau, P.E.
3750 Norwich Ave
Eugene, OR, 97408

Property Owner: McDougal Bros Investment
600 Dale Kuni Road
Creswell, OR, 97426

Location: East of Seneca Street. No Addresses Assigned

Assessors map: 19-01-11-00

Tax lot: 501

Area: 30.59 acres

Plan Designation: Low Density Residential

Zoning:

R-1 Single-Family Residential District

1. **Proposal.** The Planning Commission is being asked to review and render a recommendation onto City Council for final action, on a 26 lot subdivision for property located at Assessor's Map 19-01-11-00, Tax Lot 501. The remaining area shown above the 26 lots will be renamed to "unsubdivided remainder." The subject property is owned by McDougal Bros Investments, and the agent listed on the application is Anthony Favreau, PE, of The Favreau Group. The subject property is zoned R-1 Single Family Residential. The subject property currently is vacant and consists of wooded/ treed areas and grasses and is 30.59 acres in size. The applicant is proposing to create 26 lots as shown on the tentative map. Lots 1-26 are intended to be platted for future single-family home development.

2. **Issues / Items of Note.** Staff have identified several issues for Planning Commission and City Council to be aware of at the outset of this staff report and accompanying staff presentation. All issues and associated applicable approval criteria are further addressed in the body of the staff report.
 - Current height limit on availability of city water service is right around 880-900 feet elevation. The lots seen on the tentative map as phase 1 are all currently serviceable by city water.

 - A Traffic Impact Analysis (TIA) was required by Lane County Transportation as part of staff's referral comment to affected agencies. Lane County Transportation required the TIA in order for the applicant to utilize county right-of-way to access the proposed subdivision via North Moss Street. Lane County Transportation traffic engineers concurred with the conclusion of the applicant's TIA that the development would not cause congestion to nearby intersection operated by Lane County. However, Lane County and the City will require a cul-de-sac, or hammerhead, or similar approved, turnaround at the end of the proposed right-of-way that extends into the subdivision. This turnaround is for fire and emergency services. Additionally, Lane County Transportation did find that high speeds on North Moss Street is a concern for accessing the proposed driveway into the subdivision. As such, Lane County Transportation recommends accommodating a 50-foot long turn lane as part of the frontage development by increasing the proposed 5-foot extension to an 8-foot wide extension on the east side of North Moss Street. This recommendation for a 50-foot long turn lane is not a condition of approval requested by Lane County. However, recently, in discussions with Lane County and the applicant, the applicant has agreed to provide the right-hand turn lane and shall be shown on a revised tentative plat. See **Attachment D** for Lane County Transportation Comments.

 - The City Engineer has reviewed the most recent tentative plat and associated maps, submitted by the applicant on February 5, 2020 and has determined changes to be minimal. As a result, much of the City Engineer's September 19, 2019 comments on the proposal remain in effect. The City Engineer approved the tentative plans, but work remains to be done following tentative approval. A list of the comments by the

City Engineer can be found in **Attachment E**. Resolution of the City Engineers comments and concerns will be required prior to final plat approval.

- A wetland delineation was completed by Schott & Associates for the subject property (see **Attachment F**.) Within the study area, three ditches were identified. The ditches are exempt per OAR 141-085-0515(8) and -0515(10); and therefore, they are not subject to the current state Removal-Fill requirements. See **Attachment G** for DSL concurrence letter.
 - While the applicant has indicated in their written narrative that retaining walls are not proposed, it is now anticipated that retaining walls are highly likely to be required in approved construction plans as well as building stem walls in order to fit homes on lots. See **Attachment H**
 - The Master Road Plan map of Lowell shows future public right-of-way extending past phase 1 of the project and through phase 2. The applicant's shadow plat accurately depicts this future right-of-way as part of phase 2. As stated earlier, phase 2 currently cannot be developed for single family homes because city water cannot reach these lots. Per LDC, Section 9.521, Water, all new development must connect to the public water system unless specifically approved otherwise as part of a development approval for parcels exceeding 5 acres in size. Additionally, the Planning Commission or City Council may limit, restrict or deny development approvals where a deficiency exists in the water system. In order for city water to be delivered to service the lots shown in shadow plat of phase 2, a booster pump station would be required (a booster pump is not proposed). See Sheet 5, **Attachment M** for the applicant's shadow plat of phase 2.
 - Hillside Development Standards may apply to certain areas on the subject property. The applicant has stated that slopes of 15 percent and greater do exist across the property. A Geotech report will be required. See **Attachment N** for supplemental written narrative.
 - To staff's knowledge, the LRFPD has not issued any official comment or given indication that the Department's vehicles cannot safely navigate the proposed grades, as seen on Sheet 4 (**Attachment L**), of Crestview Drive. This issue can be brought up and addressed during the public hearing(s), if required.
 - Comments from Seneca Timber Company addressed under decision criteria for subdivision. See **Attachment O** for Seneca Timber comment
 - Comments from Mia Nelson, Lookout Point LLC. See **Attachment P** for comment.
2. **Approval Criteria.** Section 9.204 Application Site Plan. Section 9.223 General Information. Section 9.220 Subdivision or Partition Tentative Plan. Section 9.224 Existing Conditions Information. Section 9.518 and Section 9.228 Decision Criteria. Section 9.230 Subdivision or

Partition Plat. Section 9.516 Access. Section 9.517 Streets. Section 9.518 Sidewalks. Section 9.519 Bikeways. Section 9.520 Storm Drainage. Section 9.521 Water. Section 9.522 Sanitary Sewer. Section 9.523 Utilities. Section 9.630 Hillside Development. Section 9.524 Easements. Section 9.805 Improvements Agreement. Section 9.806 Security. Section 9.807 Noncompliance Provisions. Section 9.231 Submission Requirements. Comprehensive Plan Policies: Housing Need Policy (c) 4 & 5; Development Constraints (c) (1) & (2). Notice of decision will be sent to the applicant, and parties of record.

3. Conformance with Submission and Approval Criteria

LDC 9.204 Application Site Plan

FINDING: The applicant has submitted the necessary information as required for an application site plan, and application narrative in order for Staff to make findings on the proposal. Criterion met.

LDC 9.220. Subdivision or Partition Tentative Plan

(a) The Planning Commission shall have the authority to review and approve Land Partitions and the City Council, with recommendation from the Planning Commission, shall have the authority to review and approve all Subdivisions, under the provisions of this Code.

(b) In the event that a single land use application requires more than one decision, the highest deciding authority will make all decision requested in the application.

FINDING: The requested land use actions are subdivision and variance. As such, per LDC, the proposal will go through a two-step land use process: a public hearing in front of Planning Commission for a recommendation and a public hearing in front of City Council for decision/final action.

The City of Lowell has followed the required processes for approval of a subdivision. The proposal will receive a recommendation from Planning Commission which will be forwarded onto City Council for decision/final action. The requested variance will be decided on in the same manner as the subdivision. Criterion met.

LDC 9.223. General Information.

(b) No Tentative Plan shall be approved which bears a name using a word which is the same as, similar to or pronounced the same as a word in the name of any other subdivision in the same county, except for the words "town," "city," "place," "court," "addition," or similar words, unless the land Platted is contiguous to and Platted by the same party that Platted the subdivision bearing that name or unless the party files and records the consent of the party that Platted the subdivision bearing that name. All Plats must continue the lot and block numbers of the Plat of the same last filed.

FINDING: The tentative map, as seen on Sheet 1, submitted by the applicant on February 5, 2020, lists “Crestview Estates” as the proposed subdivision name which is not the same as, similar to or pronounced the same as any other subdivision in Lane County.

The tentative map submitted by the applicant on February 5, 2020, lists “Crestview Estates” as the proposed subdivision name, which is not the same as, similar to or pronounced the same as any other subdivision in Lane County. Criterion met.

LDC 9.224 Existing Conditions Information.

(a) The location, widths and names of both opened and unopened streets within or adjacent to the land division, together with easements, other rights-of-ways and other important locational information such as section line, corners, city boundary lines and monuments.

FINDING: As seen on Sheets 1 through 5, the applicant has identified the required information in order for staff to make an informed recommendation to Planning Commission. The proposal will involve the creation of a new street that is approximately 28-feet in width that will terminate at the end of phase 1, adjacent to Lots 12 and 13. The applicant has identified one easements involved in phase 1: 5-foot private drainage easement running the length of the eastern property boundary of Lot 12. The applicant has recently discovered two private access easements that exist on the unsubdivided remainder portion of the subject property. The two private access easements are used for logging purposes. The private access easements are not for the purposes of any building, structure or residential development. See **Attachment Q** for copies of the private access easements. The proposed tentative plan and associated sheets include the necessary information. Criterion met.

(b) The location of all existing sewers, septic tanks and drain fields, water lines, storm drains, culverts, ditches and utilities, together with elevation data, on the site and on adjoining property or streets, if applicable.

FINDING: The applicant’s engineer has displayed existing and proposed utilities, including storm drain, wastewater and water line as seen on Sheet 3 (**Attachment K**). Currently, there is little to no existing infrastructure in place. There will be a detention pond, seen as Parcel “A” on the tentative maps. The City has requested the applicant design a detention pond that is reasonably “low maintenance” as the City will be taking over long-term ownership and maintenance after acceptance. The applicant proposes to connect to all city services.

The applicant has submitted the necessary information as required in Section 9.224 for a subdivision as seen on Sheets 1 through 5 (**Attachments I through M**). Criterion met.

LCD 9.225 Proposed Plan Information.

...

(c) The location, width, and purpose of existing and proposed easements.

FINDING: As seen on Sheet 1, the applicant is proposing two easements associated with the proposed subdivision: a 20-foot wide emergency turnaround easement located between Lots 20 and 15 and a 5-foot wide private drainage easement along the eastern property boundary of Lot 12. The applicant is also proposing a detention pond to deal with storm water run-off as seen on Sheet 1 as Parcel “A”. All easements associated with the proposal should be included on the final plat and recorded and filed in accordance with ORS 92, and Lane County. The general requirement for the proper recording of all easements in accordance with ORS 92 and Lane County will be a condition of approval. Criterion met.

(d) The total acreage and the proposed land use for the land division including sites for special purposes or those allocated for public use.

FINDING: The total acreage of the subject property is 30.59 acres. Phase 1 of development consists of the creation of 26-Lots and Parcel “A” for a detention pond. The 26 Lots and Parcel “A” comprise approximately 9 acres. The lots included in phase 1 will be developed for single family homes. Other than Parcel “A” for a detention pond and the addition of sidewalks on both sides of the street, there are no other sites for special purposes or public use, per the applicant’s sheets 1 through 5. The applicant has appropriately represented this information on Sheets 1 through 5. Criterion met.

(e) The location and approximate location dimensions of lots or parcels and the proposed lot or parcel numbers. Where the property division results in any lots or parcels that are larger than 2 and one-half times the minimum lot size, the applicant shall provide a sketch plan showing how the parcels may be re-divided in the future to provide for at least 80% of maximum density within current minimum lot sizes, existing site constraints and requirements of this Code.

FINDING: The proposed subdivision is to create 26 single family residential lots as seen on Sheet 1. Lot 27 is included on the tentative map but is part of Phase 2 and residential development on Phase 2 is not anticipated as city water currently cannot adequately serve those parcels. The applicant’s engineer did provide a shadow plat because Lot 27 (listed under Phase 2) will be larger than 2.5 times the minimum lot size. The shadow plat, as seen on Sheet 5 (**Attachment M**), shows the addition of 39 lots as well as the extension of Crestview Drive and eventual connection south to planned and existing right of way. The extension and connection of Crestview Drive to the south is consistent with the Lowell Master Road Map. Criterion met.

...

(g) a general layout of all public utilities and facilities to be installed including provisions for connections and extensions beyond the proposed land division.

FINDING: A general layout of all public utilities and facilities to be installed has been shown on Sheet 3. The applicant proposes to connect to city services for lots 1-26. Included on Sheet 3 (**Attachment K**) are proposed connections to utilities along North Moss street, just outside of the proposed subdivision as well as a proposed mailbox for future residents located near the north east corner of Parcel “A”. Criterion met.

(h) The proposed method of connection to all drainage channels located outside of the proposed land division and the proposed method of flood control (retention ponds, swales.) and contamination protection (settling basins, separators, etc.)

FINDING: Currently, a portion of the drainage on the subject property drains to the southwest corner and another portion drains to the south. The applicant is proposing a 5-foot trench drain easement along the eastern property boundary of Lot 12 and a detention pond seen as Parcel “A” to deal with drainage on the subject property. See **Attachment R** for the applicant’s drainage study. Criterion met.

(i) Identification of all proposed public dedications including streets, pedestrian or bike ways, parks or open spaces.

FINDING: As seen on Sheet 1, the proposed subdivision will create a new street, called Crestview Drive. Crestview Drive will become public dedication once accepted by the City. The applicant will also be installing public sidewalks on both sides of Crestview Drive. The detention pond at Parcel “A” will turn over to city-owned once completed because it serves multiple lots. Criterion met.

(j) Identification of any requirements for future streets and easements required for extension of public infrastructure beyond the development together with restrictions on building within those future streets and easements as well as future setback areas required by this Code.

FINDING: Crestview Drive will be a newly created street as part of the proposed subdivision and will be dedicated as city public right-of-way after completion and acceptance by the City. The future extension of Crestview Drive into Phase 2 is not part of this proposal but is shown on the shadow plat on Sheet 5 (**Attachment M**). The future extension of Crestview Drive into Phase 2 and to the south to connect with existing and planned city streets is consistent with the Lowell Master Road Map. Further dedication requirements, including the requirement of 1-foot buffer strips, and street requirements will be addressed later in this staff report under Section 9.517 Streets and Section 9.236 Dedication Requirements. Criterion met.

(k) Identification and layout of all special improvements. Special improvements may include, but are not limited to, signs, lighting, benches, mailboxes, bus stops, greenways, bike or pedestrian paths.

FINDING: Staff have identified only one special improvement seen on Sheets 1 through 5: a mailbox to serve the future residents of the proposed subdivision to be placed near the northeast corner of Parcel “A”.

The applicant has submitted the necessary information, as seen on Sheets 1 through 5, and in the application narrative, for staff to determine the necessary criteria contained in LDC 9.225 are met, or can be met conditionally, where applicable. Criterion met.

LDC 9.226 Accompanying Statements. The Tentative Plan shall be accompanied by written statements from the applicant giving essential information regarding the following matters:

(a) Identify the adequacy and source of water supply including:

- (1) Certification that water will be available to the lot line of each and every lot depicted on The Tentative Plan for a subdivision, or;***
- (2) A bond, contract or other assurance by the applicant that a public water supply system will be installed by or on behalf of the applicant to each and every lot depicted on the Tentative Plan.***

FINDING: The applicant's engineer has indicated in their written narrative, dated August 21, 2019 (**Attachment A**), that city water and sewer will be available for lots 1-26 and a bond, contract or other assurance will be required on behalf of the developer. Bonds on public infrastructure will be further discussed later in this staff report under Section 9.805, Improvement Agreements. Criterion met.

(b) Identify the proposed method of sewage disposal including:

- (1) Certification that a sewage disposal system will be available to the lot line of each and every lot depicted on the Tentative Plan for a subdivision, or;***
- (2) A bond, contract or other assurance by the applicant that a public water supply system will be installed by or on behalf of the applicant to each and every lot depicted on the Tentative Plan.***

FINDING: See Staff's discussion above in response to LDC 9.226(a). Criterion met.

(c) Protective covenants, conditions and deed restrictions (CC&R's) to be recorded, if any.

FINDING: Any additional CC & Rs, will be identified and recorded at the time of final plat filing. Criterion met.

(d) Identify all proposed public dedications including streets, pedestrian or bike ways, parks or open space areas.

(e) Identify all public improvements proposed to be installed, the approximate time installation is anticipated and the proposed method of financing. Identify required improvements that are proposed to not be provided and the reason why they are not considered necessary for the proposed land division.

FINDING: The applicant is proposing dedication of Crestview Drive, once completed and accepted by the City. Crestview Drive will be a 50-foot wide public right-of-way that includes sidewalks on both sides. Additionally, the storm water detention pond seen as Parcel "A" on Sheet 1 will be constructed by the applicant and once completed and accepted, turned over to the City of Lowell for long-term maintenance. The applicant is also proposing to install the following: streetlights, water system, sewage disposal system, and communication lines. The applicant is proposing self-financing and construction is anticipated to begin in summer 2020. The applicant

has indicated in its narrative that no bike ways (there is sufficient width on North Moss Street for a bikeway), parks or open space dedications are part of the proposal. See **Attachment A** for written narrative dated August 21, 2019. Criterion met.

(f) A statement that the declarations required by ORS 92.075 on the final plat can be achieved by the fee owner, vendor and/or the mortgage or trust deed holder of the property.

FINDING for (LDC 9.226 ((a)-(e)): The applicant has indicated that the declarations required by ORS 92.075 can be achieved by the fee owner. Prior to issuance of building permits, the property owner shall submit the final plat in accordance with ORS 92.075.

The applicant has submitted the necessary information, as seen on Sheets 1 through 5, and in the written narrative, for staff to determine the necessary criteria contained in LDC 9.226 are met, or can be met conditionally, where applicable. Criterion met.

LDC 9.227 Supplemental Information. Any of the following may be required by the City, in writing to the applicant, to supplement the Tentative Plan.

(d) If lot areas are to be graded, a plan showing the nature of cuts and fill and information on the character of the soil.

FINDING: The applicant’s engineer has submitted a preliminary grading plan as seen on Sheet 2. As indicated in the applicant’s response to completeness items, dated September 20, 2019, the applicant does not intend to perform any grading as part of this subdivision process. The applicant intends to sell the finished lots to home builders and it will be up to the home builders to develop a building site on each lot. The applicant’s engineer recognizes that cuts and fills be necessary and will be done under the supervision of a geotechnical engineer, where appropriate. A Geotech report will be required due to the subject property containing slopes of 15 percent and greater. Additionally, a finalized grading plan will be required. Both of these requirements will be condition of approval and will be further addressed under Section 9.633(b) and (c) (2). Criterion met.

(e) Specifications and details of all proposed improvements.

FINDING: The applicant has shown all proposed improvements on Sheets 1 through 5. The proposed improvements include Crestview Drive with sidewalks on both sides, sidewalks (half-street improvements) along the frontage of Parcel “A” adjacent to North Moss Street, a fire approved turnaround at the terminus of Crestview Drive, and necessary connections for city services. The applicant has indicated a more detailed grading plan for the public infrastructure will be prepared during the construction drawing phase. After tentative map approval, the applicant intends to begin work on the construction drawings for the public infrastructure and once approved the City, start construction on the public infrastructure. A final infrastructure plan will be required as a condition of approval and will be further addressed under Section 9.633 (c)(1). Criterion met.

(f) Wetland delineation if identified as an existing condition in Section 9.224(f).

FINDING: A wetland delineation was completed by Schott & Associates for the subject property. Within the study area, three ditches were identified. The ditches are exempt per OAR 141-085-0515(8) and -0515(10); and therefore, they are not subject to the current state Removal-Fill requirements. See **Attachment G** for DSL concurrence letter.

The applicant has submitted the necessary information, as seen on Sheets 1 through 5, and in the application narrative, for staff to determine the necessary criteria contained in LDC 9.227 are met, or can be met conditionally, where applicable. Criterion met.

LDC 9.228 Decision Criteria. A Partition Tentative Plan may be approved by the Planning Commission and a Subdivision Tentative Plan may be approved by the City Council. Approval shall be based upon compliance with the submittal requirements specified above and the following findings.

(a) That the proposed land division complies with applicable provision of City Codes and Ordinances, including zoning district standards.

FINDING: The applicant is proposing to create a 26 lot subdivision as being a part of Phase 1 for eventual development of single-family homes. The underlying zoning classification is Single-Family residential and is consistent with the proposal. As seen on Sheet 1, all lots are above the minimum lot size, and lot width. The proposal includes five lots (lots 26, 18, 19, 16 and 17) that are panhandle (or “flag lots”). Lot 26 will have 20-feet of frontage on the newly created Crestview Drive and lots 16-19 will share access and have 11-feet of frontage on the newly created Crestview Drive. LDC Section 9.516 Access calls for every property to abut a street for a minimum of 16-feet, of which 12-foot must be paved, unless where the City approved an access to multiple lots sharing the same access in which case the total width must be at least 16-feet. The applicant’s proposed access for Lots 16-19 can be approved with tentative plat approval. Staff finds the proposal complies with the applicable provision of City Codes and Ordinances, including zoning district standards.

As seen on Sheets 1 through 5 and the applicant’s written narrative, Staff can find the proposed subdivision complies with conditions with applicable provisions of City Codes and Ordinances, including zoning district standards, as discussed. Criterion met.

(b) Where the property division results in any lots or parcels that are larger than 2 and one-half times the minimum lot size, the applicant shall provide a sketch plan showing how the parcels may be re-divided in the future to provide for at least 80% of maximum density within current minimum lot sizes, existing site constraints and requirements of this Code.

FINDING: The proposed property division will result in four lots (lots 17, 18, 26, 27), that are larger than 2.5 times the minimum lot size. The applicant did provide a shadow plat, as seen on Sheet 5 (**Attachment M**), to show how Lot 27 could be further subdivided in the future. Further division on lots 17, 18 and 26 are not practicable due to a 150-foot BPA easement that runs through the lots and access is already an issue with the applicant requesting a variance to allow four lots to utilize the same access point.

As shown on Sheet 5, the applicant has provided a shadow plat showing how lot 27 could be further subdivided. As discussed above, further residential development on lots 17,18 and 26 are not expected nor practical for the reasons mentioned above. Criterion met.

(c) The applicant has demonstrated that the proposed land division does not preclude development on properties in the vicinity to at least 80% of maximum density possible within current minimum lot sizes, existing site conditions and the requirements of this Code.

FINDING: The proposal will not preclude developed on properties in the vicinity. Crestview Drive will be stubbed and have 1-foot reserve strips placed at the terminus of Crestview Drive. Further development on Lot 27 (now called the “unsubdivided remainder”) is not precluded, but at this time is currently not practicable due to the inability to receive city water above approximately 880 feet. The shadow plat does show the possible extension of Crestview Drive consistent with the Lowell Master Road map.

As discussed above, the proposal does not preclude development on nearby properties. Crestview Drive will be stubbed and have 1-foot reserve strips. The shadow plat, as seen on Sheet 5, shows that development is not precluded, and the possible extension of future rights-of-way is consistent with the Lowell Master Road map. Criterion met.

(d) The proposed street plan:

(1) Is in conformance with City standards and with the Master Road Plan or other transportation planning document.

FINDING: Crestview Drive will become dedicated public right-of-way, complete with sidewalks, once completed and accepted by the City. The Master Road Plan and Map shows a street eventually continuing through lot 27 and connecting with city streets located to the south. The extension of Crestview Drive as seen on Sheet 5 does conform to the Master Road Plan and Map. Criterion met.

(2) Provides for adequate and safe traffic and pedestrian circulation both internally and in relation to the existing City street system.

FINDING: With respect to adequate and safe traffic circulation, there are two issues that need to be addressed. The first issue is that the development shall as a condition of approval include a fire department-approved emergency turnaround for emergency vehicles. The applicant is aware of this issue and has agreed to show the emergency turnaround on the final plat. The applicant has some latitude on what the turnaround looks like but must choose from the list provided by LRFPD. This requirement is from Lane County Transportation and the LRFPD. To staff’s knowledge, the LRFPD has not issued any official comment or given indication that the Department’s vehicles cannot safely navigate the proposed grades, as seen on Sheet 4, of Crestview Drive. This issue can be brought up and addressed during the public hearing(s), if required. This will be a condition of approval.

The second issue is one identified by Lane County Transportation and included in their comments

on the TIA. Lane County Transportation found that high speeds on North Moss Street is a concern for accessing the proposed driveway (Crestview Drive) into the subdivision. As such, Lane County Transportation recommended a provision for a 50-foot long turn lane as part of the frontage development by increasing the proposed 5-foot extension to an 8-foot wide extension on the east side of North Moss Street. As indicated in Lane County Transportation’s comments, However, the recommendation for a 50-foot long turn lane is not a condition of approval required by Lane County. Lane County Traffic engineers have communicated to staff that this is something city decision makers will have to decide one. Staff reached out to the applicant regarding this concern and the applicant has indicated that the inclusion of a right-hand turn lane is agreeable and will be provided. This will be a Condition of Approval. See **Condition of Approval #2** under subject (h), on Page 13-14.

(3) Will not preclude the orderly extension of streets and utilities on undeveloped and underdeveloped portions of the subject property or on surrounding properties.

FINDING: The proposal will not preclude the orderly extension of streets. The applicant has revised the tentative map and shadow plat to show Crestview Drive is consistent with the Lowell Master Road Map. Additionally, the applicant has submitted a revised Sheet 1 and Sheet 2, showing the inclusion of a hammerhead turnaround for emergency services. The grade of the hammerhead turnaround is maximum 8 percent.

Staff finds the above criteria met as discussed and as shown on Sheets 1 and 2 with the newly proposed hammerhead turnaround for emergency vehicles. Criterion met.

(e) Adequate public facilities and services are available to the site, or if public services and facilities are not presently available, the applicant has demonstrated that the services and facilities will be available prior to need, by providing at least one of the following:
(1) Prior written commitment of public funds by the appropriate public agency.
(2) Prior acceptance of public funds by the appropriate public agency of a written commitment by the applicant or other party to provide private services and facilities.
(3) A written commitment by the applicant or other party to provide for offsetting all added public costs or early commitment of public funds made necessary by development, submitted on a form acceptable to the City.

FINDING: No public funds are requested to install public services. The City has the ability to provide adequate public services. Adequate public facilities are proposed to be constructed in order to deliver city services to lots 1-26, at the applicant’s expense. After tentative map approval, the applicant intends to begin drawing construction plans for the public infrastructure improvements, and once approved by the City, begin installing and construction of the required public infrastructure.

No public funds is requested for the required public facilities required for lots 1-26. Adequate public city services are available to lots 1-26. The applicant, at their own expense, will construct the public facilities in order to provide the city services to lots 1-26. Criterion met.

(f) That proposed public utilities can be extended to accommodate future growth beyond

the proposed land division.

FINDING: All utilities required for the proposal will be installed at the expense of the applicant. As seen in the applicant's written narrative, there are public extensions for city services nearby that the applicant will utilize to extend to lots 1-26. With respect to public facilities beyond the proposed land division, there are deficiencies that make residential development on the unsubdivided remainder a challenge. Presently, city water service is unable to reach elevations needed to provide the unsubdivided remainder (phase 2) with city water; additional infrastructure would be required and is presently not proposed. If needed, the public facilities required for lots 1-26 can be extended and expanded upon in a manner to provide public facilities to the unsubdivided remainder, but that is not proposed.

No future land division, other than what is presented on Sheet 1, is proposed as part of the subdivision. Presently, there are public utility deficiencies in that city water cannot be provided to the unsubdivided remainder of the parent lot, without additional infrastructure and additional infrastructure to provide city water to the unsubdivided remainder, is not presently proposed. The public facilities required for development on lots 1-26 does not preclude future residential development on the unsubdivided remainder and if required could be extended to accommodate future growth. Criterion met.

(g) Stormwater runoff from the proposed land division will not create significant and unreasonable negative impacts on natural drainage courses either on-site or downstream, including, but not limited to, erosion, scouring, turbidity, or transport of sediment due to increased peak flows and velocity.

FINDING: The applicant's engineer has completed and submitted a preliminary drainage study that has been reviewed and preliminary approved by the City Engineer. The proposed development will generally maintain existing flows. The proposed development has been broken up into two separate drainage basins: Basin A and Basin B. Drainage Basin A will consist of piping stormwater into the proposed detention pond on the east side of North Moss Street. Drainage Basin B will utilize an 18" storm drain culvert to direct drainage into an existing drainage basin that flows to the north. Because there are still portions of development and specific construction plans that need to be drawn, submitted and approved by the City Engineer, staff proposes the condition of approval that prior to final plat approval, the applicant shall submit and obtain approval of a final drainage plan from the City Administrator or his designee. This condition is meant to ensure the drainage plan submitted as part of the tentative map approval still meets sufficient drainage requirements once more specific construction plans are submitted. To see the applicant's proposed drainage plan please see **Attachment R.**

The applicant has submitted a drainage plan for the proposed subdivision, and it has been preliminary approved by the City Engineer. However, due to yet-to-be- submitted construction plans, as a condition of approval prior to final plat approval the applicant shall submit a final drainage plan for review and approval by the City Administrator or his or her designee to ensure the plan is still applicable and sufficient after receipt of more detailed construction plans. Criterion met as conditioned.

Condition of Approval #1: Prior to final plat approval, applicant shall submit a final drainage plan, to the City Administrator for review and approval to ensure adequate drainage can still be attained after reviewing more detailed construction and drawing plans. If the final drainage plan causes changes to the tentative map as approved, the changes shall be presented to Planning Commission and City Council for consideration, prior to final plat approval.

(h) The proposed land division does not pose a significant and unreasonable risk to public health and safety, including but not limited to fire, slope failure, flood hazard, impaired emergency response or other impacts identified in Section 9.204(u).

FINDING: The proposed subdivision is not expected to pose a significant and unreasonable risk to public health and safety. However, there are inherent risks involved with the proposal due to hillside development, emergency service access and circulation. There are measures that the City and applicant are taking to address these issues. Regarding the risk to health and safety with respect to emergency vehicle access. Staff, the LRFPD and Lane County Transportation have implemented Condition of Approval #1, listed above, for the requirement of an approved emergency vehicle turnaround.

Planning Commission and Council will need to consider Lane County’s recommendation for a right-hand-turn lane off North Moss and onto Crestview Drive from Lane County Transportation due to a high rate of speed on North Moss. Lane County Transportation is not requiring that as a condition of approval, but the applicant has indicated they are agreeable to the inclusion of a right-hand turn lane on North Moss Street onto Crestview Drive. Lane County Transportation, the City, and the applicant will work together to provide specific engineering standards for the creation of a right-hand turn lane, a starting point for this discussion has been provided in **Attachment S**. The addition of a right-hand turn lane off North Moss onto Crestview Drive will be Condition of Approval #2.

Condition of Approval #2: Prior to final plat approval, the applicant shall include on the final plat and construct a right-hand turn lane as indicated in the referral comments by Lane County Transportation. See **Attachment D** for Lane County Transportation referral comments. Additionally, see **Attachment S** for Lane County Urban Collector Standards and a Sketch of North Moss Street.

In their comments, Seneca Timber brought up concerns regarding having residential development near an active timber site. As a result, Seneca Timber recommended the applicant sign a Forest Management Practices Covenant that recognizes that these operations will be in close proximity to residential homes and residential development. Covenants of this manner are not enforceable by the City. Staff recommend the applicant/developer and Seneca Timber enter into a “Farm/Forest Management Easement” the easement must address adjacent properties. **Staff provide an example of a “Farm/Forest Management Easement” as provided for in Attachment T.** Staff note to Seneca Timber and the applicant that this example is specific to Lane County and the parties shall craft their own easement for recording but are not prohibited from using elements contained in the example. The applicant understands this concern and will implement this “Farm/Forest Management Easement.”

With respect to Seneca’s other concerns regarding the proposed subdivision being directly across from a main access point onto Seneca’s timber property, the effects of increased traffic on Moss

Street and Seneca Street, and with respect to the suitability to meet the transportation needs of its facility, while adequately providing for human safety and fire protection. Staff point out that Crestview Drive will be barricaded by a locked gate at the start of the identified private access easement to prevent access by unauthorized residents, and a TIA has been completed and the findings contained therein, concurred with by Lane County Transportation, which has jurisdiction of North Moss Street and the recommendations for a LRFPD-approved turnaround and right-hand turn lane have been implemented. Staff find the completion of the TIA and implementation of the recommendations by Lane County Transportation adequately addresses the traffic and safety concerns included in Seneca Timber's comment. While, the specific building sites have not been determined, once building permits are applied for, the building standards for Lowell City Limits will apply. It is noted Seneca encourages the maximum setbacks and implementation of adequate fuel breaks. Staff will add the recommended condition of approval for future building to be constructed with fire-resistant materials and for chimneys to have spark arrestors. These provisions aid in addressing a significant and unreasonable risk to health and safety as contemplated in subsection (h) of the decision criteria. The requirement for buildings to be constructed with fire-resistant materials and for chimneys to have spark arrestors shall be included on the final plat as a plat note. See **Condition of Approval #4**, below.

Lastly, regarding development on slopes of 15 percent or greater, the applicant will be required to follow the code and development guidelines with respect to hillside development. The applicant is aware that a Geotech and other reports will be required per LDC. This will be a condition of approval. Criterion met as conditioned.

FINDING: The proposed subdivision is not anticipated to pose any significant or unreasonable risk to public health and safety. However, the subject site is located near active forest operations and the farm/forest rural interface. The City and applicant are taking measures with respect to emergency vehicle access, high rate of travel on North Moss and Hillside Development to ensure the proposed development is consistent with LDC. Conditions of Approval have been added and decision maker consideration noted where appropriate, to address any potential risks to public health and safety. Staff find the criterion met with the following conditions of approval, as discussed above. Criterion met as conditioned.

Conditions of Approval #3: The applicant shall record and execute a "Farm/Forest Management Easement" with Seneca Timber, as indicated in **Attachment O** wherein the applicant acknowledges and accepts the activities, including but not limited to, noise, dust and general incompatibility with nearby residential homes. Evidence shall be submitted to the City showing compliance with this condition, prior to final plat approval.

Condition of Approval #4: Given the subject site's close proximity to active forest management operations and adjacent to the Farm/Forest Interface, future buildings shall be constructed with fire-resistant materials and for chimneys to have spark arrestors. **This requirement shall be included on the final plat as a plat note.** These provisions address a significant and unreasonable risk to health and safety as contemplated in subsection (h) of the decision criteria for a subdivision.

LDC 9.518 Sidewalks. Public sidewalk improvements are required for all land divisions and property development in the City of Lowell. Sidewalks may be deferred by the City

where future road or utility improvements will occur and on property in the rural fringe of the City where urban construction standards have not yet occurred. The property owner is obligated to provide sidewalk when requested by the City or is obligated to pay their fair share if sidewalks are installed by the City at a later date. An irrevocable Waiver of Remonstrance shall be recorded with the property to guarantee compliance with this requirement.

FINDING: As per LDC all land divisions in Lowell require public sidewalk improvements to be made. As such, as a result of the proposed subdivision, the applicant will be required to install public sidewalks, including curb and gutter, in accordance with Section 9.518 and the Lowell Standards Documents for engineering and construction. The addition of sidewalks along both sides of Crestview Drive will be a condition of approval.

The creation of a subdivision is a land division that requires the installation of public sidewalks, including curb and gutter along both sides of Crestview Drive. Prior to the issuance of building permits, the applicant/developer shall construct sidewalks, including curb and gutter along both sides to Crestview Drive. Sidewalks shall be inspected by the City of Lowell before acceptance. Criterion met with the following Condition of Approval #5:

Condition of Approval #5: Prior to final plat approval, the applicant/developer shall construct sidewalks, including curb and gutter along both sides to Crestview Drive. Sidewalks shall be inspected for compliance with Lowell standards by the City of Lowell before acceptance.

LDC 9.516 Access.

(a) Every property shall abut a street other than an alley for a minimum width of 16 feet, of which 12 foot must be paved, except where the City has approved an access to multiple lots sharing the same access in which case the total width must be at least 16 feet. No more than two properties may utilize the same access unless more are approved with the tentative plan.

(b) The following access alternatives to Panhandle properties may be approved by the City:

(1) Approval of a single access road easement to serve proposed parcels. The City may require a provision for conversion to a dedicated public road right-of-way at some future date, in which case the easement shall have the same width as a required right-of-way.

(2) Approval of a road right-of-way without providing the road improvements until the lots are developed. This places the burden for road improvements on the City although the City can assess all of the benefiting properties when improvements are provided in the future. As a condition of approval, the City may require an irrevocable Waiver of Remonstrance to be recorded with the property.

(3) Approval of a private road. This approach should only be used for isolated short streets serving a limited number of sites and where future City street alignments will not be needed.

FINDING: The applicant is requesting a variance to the access standards listed above. As seen in Sheet 1, the applicant is proposing two access ways next to each other (each 11-feet in width as seen

on Sheet 1) to allow four lots to use both access ways. The overall width is 44-feet with a 20-foot wide paved section. The proposed access for which the applicant is proposing is allowed as indicated in subsection (a) only if approved by the City, in which case the total width must be at least 16-feet. The road right-of-way will and required public improvements will be constructed before the individual lots are prepped for home site construction. The right-of-way and associated public improvements required are anticipated to begin following tentative approval, but after approval of more specific construction drawing plans are approved by the City.

The proposal meets the above access standards with the exception of lots 16-19 of which will take access from two access ways as shown on Sheet 1 and serve more than two properties. The total width of the accessway for lots 16-19 is 44 feet, which exceeds the minimum width of 16 feet for multiple lots sharing the same access. The proposed access configuration can be approved with tentative plat approval. Criterion met.

LDC 9.517 Streets.

(a) Urban public street improvements including curbs, gutters and storm drainage are required for all land divisions and property development in the City of Lowell. Urban street improvements may be deferred by the City if there is not existing sidewalk or storm drain system to which connection can be made, conditional upon the responsible party agreeing to an irrevocable waiver of remonstrance to a future assessment at the time of construction of a sidewalk which is otherwise required to be constructed.

FINDING: The applicant intends to bear all cost and install all required urban public street improvements consistent with the standards of the City of Lowell. See **Attachment U** for applicant's written narrative to streets. Criterion met.

(b) The location and grade of streets shall be considered in their relation to existing and planned streets, topographical conditions, public convenience and safety, and to the proposed use of land to be served by the streets. The street system shall assure an adequate traffic circulation system with intersection angles, grades, tangents and curves appropriate for the traffic to be carried considering the terrain. The arrangement of streets shall either:

(1) Provide for the continuation or appropriate extension of existing principal streets in the surrounding area; or

(2) Conform to a plan for the neighborhood approved or adopted by the City to meet a particular situation where topographical or other conditions make continuance or conformance to existing streets impractical.

FINDING: The proposed subdivision can be designed per the City of Lowell design requirements as seen on Sheet 1 through 5. The submitted shadow plat shows how the proposed street alignment will provide for future extensions to service adjacent properties. Final inspection of street improvements prior to final plat approval and acceptance of improvements will be a condition of approval.

Applicant has shown as seen on the Sheets 1 through 5 that urban public street improvements

including curbs, gutters and storm drainage can be constructed to City of Lowell standards. Prior to final plat approval and acceptance by the City, the urban public street improvements shall be inspected by the City of Lowell for compliance. Criterion met with the following Condition of Approval #6:

Condition of Approval #6: Prior to final plat approval and acceptance of urban public street improvements, the applicant shall install urban public street improvements to City standards.

(c) Minimum right-of-way and roadway widths. Right-of-way widths and the paved width of streets and sidewalks shall be as prescribed in the City's most current Standards for Public Improvements. Right-of-way widths may be reduced to that needed only for construction of streets and sidewalks if a minimum of a five-foot utility easement is dedicated on both sides of the right-of-way.

FINDING: The proposed subdivision will be designed per the City of Lowell design requirements and reviewed by the City of Lowell for compliance. This proposal meets the City of Lowell's minimum standards. A seven-foot public utility easement (PUE) is seen on Sheet 1. Further inspection of urban public street improvements will be inspected for compliance with Lowell Standards, as presented in Condition of Approval #6.

As shown on Sheets 1 through 5, the proposal meets the minimum right-of-way and roadway widths. Criterion met.

(d) Where conditions, particularly topography or the size and shape of the tract make strict adherence to the standards difficult, narrower developed streets may be approved by elimination of parking on one or both sides of the street and/or elimination of sidewalks on one side of the street.

FINDING: Narrower streets are not proposed. The proposed subdivision will be designed per the City of Lowell design requirements and reviewed by the City of Lowell for compliance. Sidewalk is proposed for both sides of the street. This criterion is not applicable.

This criterion is not applicable because all streets proposed meet standard street requirements.

(e) Where topographical conditions necessitate cuts or fills for proper grading of streets, additional rights-of-way or slope easements may be required.

FINDING: The applicant anticipates some slope easements will be required to be used for construction of a slope on certain lots due to topographical conditions. Slope easements are generally used to adjust the elevation difference between adjoining properties. Slope easements will be determined at the time of construction drawings. This will be a condition of approval to be shown on the final plat.

As indicated by the applicant in their written narrative, slope easements will be required due to topographical conditions. Slope easements will be determined at the time of submittal of construction drawings, as such, prior to final plat approval, the applicant shall submit plans for

slope easements for review by the City Administrator or his or her designee. Staff find compliance is feasible and this criterion can be met with the following Condition of Approval #7:

Condition of Approval #7: Prior to final plat approval, the applicant shall submit plans to the City Administrator or his or her designee, showing slope easements as required where topographical conditions necessitate cuts or fills for proper grading of streets, additional right-of-way or slope easements.

(f) Reserve Strips: A reserve strip is a 1-foot strip of land at the end of a right-of-way extending the full width of the right-of-way used to control access to the street. Reserve strips will not be approved unless necessary for the protection of the public welfare or of substantial property rights. The control of the land comprising such strips shall be placed within the jurisdiction of the City by deed under conditions approved by the City. In addition, a barricade shall be constructed at the end of the street by the land divider which shall not be removed until authorized by the City. The cost shall be included in the street construction costs by the land divider.

FINDING: Reserve strips will be required at the terminus of Crestview Drive and shall remain in place until Crestview is extended. The control of the land comprising the 1-foot reserve strips shall be placed within the jurisdiction of the City by deed under conditions approved by the City. A barricade is not required as there is a 10-foot high slope and due to the fact, there are two existing private access easements located beyond the proposed hammerhead turnaround. In lieu of a barricade, the applicant has suggested a locked gate be placed where the private access easement begins. This will ensure the parties listed in the private access easements maintain access as described in the easements. At the hammerhead turnaround, a “No Parking” sign shall be installed. These will be conditions of approval.

Reserve strips are presently not indicated or shown on the tentative map and shall be required at the terminus of Crestview Drive and shall remain in place until Crestview Drive is extended. The control of the land comprising the 1-foot reserve strips shall be placed within the jurisdiction of the City by deed. Additionally, a locked gate shall be placed at the beginning of the private access easement to ensure access is maintained as described in the private access easement. Criterion above met with the following Condition of Approval #8:

Condition of Approval #8: Prior to final plat approval, the applicant shall show 1-foot reserve strips on the final plat. The land comprising the 1-foot reserve strips shall be placed within the jurisdiction of the City by deed. Additionally, a locked gate shall be placed at the beginning of the private access easement to ensure access is maintained as described in the private access easement and a “No Parking” sign placed at the hammerhead turnaround.

(g) Alignment: As far as is practicable, streets shall be in alignment with existing streets by continuations of the center lines thereof. Staggered street alignment resulting in "T" intersections shall, wherever practical, leave a minimum distance of 260 feet between the center lines of streets having approximately the same direction.

FINDING: As indicated in the applicant’s written narrative response to streets criteria

(Attachment U), the proposed centerline of the new street (Crestview Drive) is over 260 feet north of Seneca Street to the south.

The applicant's Sheets 1 through 5 complies with the alignment provision as discussed above and seen on Sheets 1 through 5. Criterion met.

(h) Future Extensions of Streets: Where necessary to give access to or permit a satisfactory future division of adjoining land, streets shall be extended to the boundary of the subdivisions or partition and the resulting dead-end streets may be approved with a turn-around instead of a cul-de-sac. Reserve strips and street plugs may be required to preserve the objectives of street extensions.

FINDING: Crestview Drive is planned in manner to allow future extension. Reserve strips, a locked gate where the private access easement begins, and an emergency turnaround will be placed at the end of Crestview Drive as part of the phase 1 development. A "No Parking" sign will be placed at the emergency turnaround. The future extension of Crestview Drive complies with the Lowell Master Road map.

As discussed, and conditioned elsewhere in this staff report, the proposal complies with the future extension of streets. Criterion met.

(i) Intersection Angles: Streets shall be laid out to intersect at angles as near to right angles as practical except where topography require a lesser angle, but in no case shall the acute angle be less than 60 degrees unless there is a special intersection design.

FINDING: Per the applicant's written narrative for Streets, the proposed Crestview Drive, intersects North Moss Street at 82 degrees.

As indicated in the applicant's written narrative and seen on Sheets 1 through 5, the proposed Crestview Drive is at or near to a right angle to North Moss Street and the intersection angle is 82 degrees. Criterion met.

(j) Existing Streets: Whenever existing streets adjacent to or within a tract are of inadequate width, additional right-of-way shall be provided at the time of approval of the land division or land use approval.

FINDING: Moss St. currently has a half right-of-way width of 35-feet, and 23-feet of width from center line to the proposed face of the curb. The applicant has agreed to provide a right-hand turn lane in addition to sidewalks, curb, and gutter. There remains some discussion regarding how the right-hand turn lane ties in with the half-street improvements. Lane County Transportation has indicated an additional left-hand turn lane (coming from the opposite direction) onto Crestview Drive is desirable, but optional. Staff have requested the attendance of a staff member from Lane County Transportation to be present at the hearing(s) to field any transportation related questions. anticipate Lane County Transportation. With respect to additional right-of-way, see the subsection (k) below for additional improvements.

Additional right-of-way along North Moss Street will be required to accommodate the half-street improvements and the incorporation of a right-hand turn lane. There are no existing streets inside of the proposed subdivision. As discussed herein, staff find the criterion met, or can be met conditionally.

(k) Half Street: Half streets, while generally not acceptable, may be approved where essential to the reasonable development of the subdivision or partition when in conformity with the other requirements of these regulations and when the Planning Commission finds it will be practical to require the dedication of the other half when the adjoining property is divided. Whenever a half street is adjacent to a tract to be divided, the other half of the street shall be provided within such tract. Reserve strips and street plugs may be required to preserve the objectives of half streets.

FINDING: Relevant here is Lane County Transportation’s comment regarding the addition of “half street” improvements along the frontage of the property on North Moss Street. Lane County requires half-street improvements along the frontage of the property on N. Moss Street. Lane County interprets “half streets” to mean the addition of curb, gutter and sidewalks, in which the applicant will be required to construct along the frontage of the property on North Moss Street. The improvements are shown on Sheet 1. Crestview Drive, the newly proposed right-of-way for the proposed subdivision will not have half-streets, every lot will abut Crestview Drive, unless otherwise noted. The addition of half-street improvements along the frontage of the property on North Moss Street will be a condition of approval. The half-street standards shall conform to the City of Lowell standards for Urban Collectors, and in the event the City of Lowell does not have standards for half-street improvements for Urban Collectors, then the County standards shall apply. To see a diagram of Lane County Urban Collector standards, please refer to **Attachment S** and to see Lane County Transportation’s comments on the proposal see **Attachment D**.

As discussed above and indicated in Lane County Transportation’s review comments of the TIA, the applicant will be required to install half-street improvements, to include curb, gutter and sidewalks. Additionally, the applicant will be required to install a right-hand turn lane from North Moss Street onto the proposed Crestview Drive. Criterion met with the following Condition of Approval #9.

Condition of Approval #9: Prior to final plat approval, the applicant shall install the half-street improvements along the frontage of the property, as recommended in **Attachment D**. Half-street improvements shall include sidewalks, curb and gutter. City of Lowell shall inspect improvements for compliance with City Standards and/or Lane County Standards as appropriate, prior to acceptance.

(l) Cul-de-sacs: A cul-de-sac should have a maximum length of 500 feet but may be longer where unusual circumstances exist. A cul-de-sac shall terminate with a circular or hammerhead turn-around.

FINDING: The proposed street will be about 750 feet long with a turnaround at the end. Because of the topography, and no other existing streets in the area, the length exceeds 500 feet. A future

extension of the proposed street will connect to the property to the south and eliminate the dead end. The applicant has shown the inclusion of a hammerhead turnaround as seen on Sheet 1 (**Attachment I**)

A cul-de-sac or hammerhead turnaround for fire and emergency services at the terminus of Crestview Drive is shown on Sheet 1. Criterion met.

(m) Street Name Signs: Street name signs shall be installed at all street intersections to City standards.

FINDING: The applicant will be required to install street signs in accordance with LDC. Street name signs shall be included on the final plat. This will be a condition of approval.

The applicant shall submit evidence, prior to final plat approval, street name signs are installed in accordance with LDC. This will be a condition of approval. Criterion met with the following Condition of Approval #10.

Condition of Approval #10: Prior to final plat approval, applicant shall submit evidence to the City Administrator or his or her designee, that the proposal complies with the street name signs standards as listed in the LDC.

(n) Street Lights: Street lights shall be installed to City standards and shall be served from an underground utility.

FINDING: Street lights will be installed at the expense of the applicant and shall be served from an underground utility, consistent with LDC. This will be a condition of approval

The applicant shall submit evidence, prior to final plat approval, demonstrating the proposed streetlights are in compliance with LDC standards. Criterion met with the following Condition of Approval #11:

Condition of Approval #11: Prior to final plat approval, applicant shall submit evidence to the City Administrator of his or her designee, that the proposal complies with streetlights standards as listed in the LDC.

(o) Traffic Signs/Signals: Where a proposed intersection will result in the need for street signals to serve the increased traffic generated by the proposed development, they shall be provided by the developer or land divider and the costs shall be borne by the developer or land divider unless an equitable means of cost distribution is approved by the City.

FINDING: A “No Parking” sign has been identified as being required at the hammerhead turnaround. See Condition of Approval #8.

A “No Parking” sign has been identified as being required at the hammerhead turnaround. See Condition of Approval #9. Criterion met.

(p) Private Streets: Private streets are permitted within Planned Developments, Manufactured Home Parks, singularly owned developments of sufficient size to warrant interior circulation on private streets or on small developments where integration into the public road system is impractical. Design standards shall be the same as those required for public streets unless approved otherwise by the City. The City shall require verification of legal requirements for the continued maintenance of private streets.

FINDING: Private streets is not part of the proposal. Criterion not applicable.

(q) Mail Boxes: Provisions for mail boxes shall be provided in all residential developments where mail service is provided. Mail box structures shall be placed as recommended by the Post Office having jurisdiction and shall be noted on the plan.

FINDING: A mailbox structure is proposed to receive mail for the eventual homes on lots 1-26, as seen on Sheet 3. However, there is no indication from the applicant that the mailbox structure has been placed as per the recommendation of the local Post Office having jurisdiction. This will be a condition of approval, prior to final plat approval.

A mailbox structure is proposed and shown on Sheet 3, but there is no indication that the placement was at the approval or recommendation of the local Post Office that has jurisdiction. Criterion met with the following Condition on Approval #12.

Condition of Approval #12: Prior to final plat approval, the applicant shall provide evidence that the proposed mailbox structure has been approved by the local Post Office having jurisdiction and shall be noted on the plan as a plat note.

(r) Clear Vision Areas: In all districts a clear vision area shall be maintained at the corners of all property located at the intersection of two streets or a street-alley. A clear vision area shall also be maintained at all driveways intersecting a street. See Figure 9.5-2 All properties shall maintain a clear triangular area at street intersections, alley- street intersections and driveway-street intersections for safety vision purposes. The two sides of the triangular area shall be 15 feet in length along the edge of roadway at all street intersections and 10 feet in length at all alley-street intersections and driveway-street intersections. Where streets intersect at less than 30 degrees, the triangular sides shall be increased to 25 feet in length. The third side of the triangle shall be a line connecting the two exterior sides.

A clear vision area shall contain no plantings, fences, walls, structures, or temporary or permanent obstruction exceeding 3 feet in height, measured from the top of the curb, or, where no curb exists, from the established street center line grade. Trees exceeding this height may be located in this area, provided all branches or foliage are removed to a height of 8 feet above grade.

FINDING: North Moss Street and Crestview Drive will be at an intersection to each other, as such the Clear Vision Area standards will apply. All properties shall maintain a clear triangular area at street intersections. The two sides of the triangular area shall be 15 feet in length along the edge of

the roadway at all street intersections and 10 feet in length at all alley-street and driveway-street intersections. Where streets intersect at less than 30 degrees, the triangular sides shall be increased to 25 feet in length. The third side of the triangle shall be a line connecting the two exterior sides. Additionally, a clear vision area shall contain no planting, fences, walls, structures or temporary or permeant obstruction exceeding 3 feet in height. Trees exceeding this height may be located in this area, provided all branches or foliage are removed to a height of 8 feet above grade. The applicant has not specifically addressed how the proposal will comply with Clear Vision Areas, as presented above. In the applicant's written narrative, they indicate standards for Clear Vision Areas will be presented and shown on the construction plans. As such, staff will recommend a condition of approval for Clear Vision Areas plans to be presented to the City Administrator or his or her designee for compliance, prior to final plat approval. Staff find compliance with the Clear Vision Area standards are feasible to be met by the applicant. This will be a condition of approval.

Standards for Clear Vision Areas have not been addressed at time of tentative map submittal. The applicant indicated in their written narrative; Clear Vision Standards will be included on construction drawing plans. As such, the applicant shall provide evidence that Clear Vision Standards have been addressed in accordance with LDC 9.517 (r) (r). Staff find compliance with Clear Vision Area standards as indicated in LDC 9.517 (r) feasible for the applicant to meet. As such, plans for compliance shall be presented to the City Administrator or his or her designee for review and approval, prior to final plat approval. Criterion met with the following Condition of Approval #13.

Condition of Approval #13: Prior to final plat approval, plans for compliance with Clear Vision Areas shall be presented to the City Administrator or his or her designee and reviewed and verified for compliance with the Clear Vision Areas standards as listed in the LDC 9.517(r).

LDC 9.519 Bikeways. Bikeways are required along Arterial and Major Collector streets. Currently the only Bikeway requirements are those required by the County as a part of the County owned Major Collector streets within the City. Future requirements for Bikeways may be addressed at such time that a Transportation System Plan (TTSP) is completed for the City., but until specific Bikeway requirements are adopted, travel lanes of all streets that do not require Bikeways are approved for joint use with bicycles.

FINDING: The width of the proposed widening of Moss Street was determined by Lane County Staff, which includes a bike lane.

The proposed widening of North Moss Street is sufficient to include a bike lane.

LDC 9.520 Storm Drainage. Until completion of a Storm Drainage Master Plan for the City of Lowell, Section IV, of the Standards for Public Improvements and the following shall apply. In the event of a conflict, the following takes precedence.

(a) General Provisions. It is the obligation of the property owner to provide proper drainage and protect all runoff and drainage ways from disruption or contamination. On-site and off-site drainage improvements may be required. Property owners shall provide proper drainage and shall not direct drainage across another property except as a part of

an approved drainage plan. Paving, roof drains and catch basin outflows may require detention ponds or cells and discharge permits. Maintaining proper drainage is a continuing obligation of the property owner. The City will approve a development request only where adequate provisions for storm and flood water run-off have been made as determined by the City. The storm water drainage system must be separate and independent of any sanitary sewerage system. Inlets should be provided so surface water is not carried across any intersection or allowed to flood any street. Surface water drainage patterns and proposed storm drainage must be shown on every development plan submitted for approval. All proposed drainage systems must be approved by the City as part of the review and approval process.

FINDING: A preliminary storm drainage plan and proposal have been submitted by the applicant's engineer and has been preliminary approved by the City Engineer. See Condition of Approval #1 regarding any changes or modifications to the storm drainage plan that may be required upon receipt and review of more specific construction plans and drawings. The City has requested the applicant design a detention pond that is reasonably "low maintenance" as the City will be taking over long-term ownership and maintenance after acceptance. The proposed detention pond shall be constructed in a manner that the basin should drain entirely. The detention pond should have a low flow pipe at the invert that will completely drain the basin without any effort from the City. Slide slopes should be 3:1 maximum, and 4:1 if it's going to be mowed by Public Works staff. Lastly, there should be drivable access to the detention pond, so if the City needs to perform maintenance, an excavator can easily access it. The applicant shall submit specific detention pond plans to the City Administrator, or his or her designee, for review and approval. This will be a condition of approval, prior to the commencement of any site preparation, grading, or fill.

(b) Urban level inlets, catch basins, and drainage pipe improvements are required for all land divisions and property development in the City of Lowell. Urban storm drainage systems may be deferred by the City in lieu of a rural system of culverts and open drainageways.

FINDING: Urban storm drainage improvements are being proposed by the applicant. No deferments have been requested with respect to storm drainage. Criterion met.

(c) Natural Drainageways. Open natural drainageways of sufficient width and capacity to provide for flow and maintenance are permitted and encouraged. For the purposes of this Section, an open natural drainageway is defined as a natural path which has the specific function of transmitting natural stream water or storm water run-off from a point of higher elevation to a point of lower elevation. Significant natural drainageways shall be protected as a linear open space feature wherever possible and shall be protected from pollutants and sediments. A 15 foot setback is required from the centerline of any significant drainageway.

FINDING: There are no significant natural drainageways on the site. The eastern portion of the site will maintain the natural drainage pattern to the north, setbacks, as discussed above are not anticipated. Criterion met.

(d) Easements. Where a land division is traversed by a water course, drainageway, channel or stream, there shall be provided a public storm water easement or drainage right-of-way conforming substantially with the lines of such water course and such further width as the City determines will be adequate for conveyance and maintenance. Improvements to existing drainageways may be required of the property owner. The property owner is also responsible for the continuing maintenance and protection of natural drainageways.

FINDING: One easement with respect to storm drainage will be required and is shown on Sheet 1 as a 5-foot private drainage easement. Criterion met.

(e) Accommodation of Upstream Drainage. A culvert or other drainage facility shall be large enough to accommodate potential run-off from its entire upstream drainage area, whether inside or outside of the development. The City must review and approve the necessary size of the facility, based on sound engineering principles and assuming conditions of maximum potential watershed development permitted by the Comprehensive Plan.

(f) Effect on Downstream Drainage. Where it is anticipated by the City that the additional run-off resulting from the development will overload an existing drainage facility, the City may deny approval of the development unless mitigation measures have been approved.

(g) Drainage Management Practices. Developments within the City must employ drainage management practices approved by the City. The City may limit the amount and rate of surface water run-off into receiving streams or drainage facilities by requiring the use of one or more of the following practices:

(1) Temporary ponding or detention of water to control rapid runoff;

(2) Permanent storage basins;

(3) Minimization of impervious surfaces;

(4) Emphasis on natural drainageways;

(5) Prevention of water flowing from the development in an uncontrolled fashion;

(6) Stabilization of natural drainageways as necessary below drainage and culvert discharge points for a distance sufficient to convey the discharge without channel erosion;

(7) Runoff from impervious surfaces must be collected and transported to a natural drainage facility with sufficient capacity to accept the discharge; and

(8) Other practices and facilities designed to transport storm water and improve water quality.

FINDING: The applicant’s preliminary storm drainage plan has been submitted and adequately addresses storm drainage as part of the tentative map approval process. Criterion met.

(h) NPDES Permit Required. A National Pollutant Discharge Elimination System (NPDES) permit must be obtained from the Department of Environmental Quality (DEQ) for construction activities (including clearing, grading, and excavation) that disturb one or more acres of land.

FINDING: A NPDES Permit will be required before earth-moving work is performed as the subject site is largely going to be disturbed for the construction of public infrastructure and preparation of home sites. This will be a condition of approval, prior to any earth-moving work is performed. This will be Condition of Approval #15.

The applicant’s engineer has completed and submitted a preliminary drainage study that has been reviewed and preliminary approved by the City Engineer. The proposed development will generally maintain existing flows. The proposed development has been broken up into two separate drainage basins: Basin A and Basin B. Drainage Basin A will consist of piping stormwater into the proposed detention pond on the east side of North Moss Street. Drainage Basin B will utilize an 18” storm drain culvert to direct drainage into an existing drainage basin that flows to the north. Because there are still portions of development and specific construction plans that need to be drawn, submitted and approved by the City Engineer, staff proposes a condition of approval for a final drainage plan to be submitted for review and approval by the City Administrator or his or her designee, see **Condition of Approval #1**. This condition is meant to ensure the drainage plan submitted as part of the tentative map approval still meets sufficient drainage requirements once more specific construction plans are submitted. To see the applicant’s proposed drainage plan, of please see **Attachment R** If the final drainage plan requires changes to the tentative map that has been approved, the changes should be presented to City Council before final plat approval. Additionally, the subject site is large in size and extensive earth-moving work is anticipated, as such a NPDES permit will be required.

The City has requested the applicant design a detention pond that is reasonably “low maintenance” as the City will be taking over long-term ownership and maintenance after acceptance. The proposed detention pond shall be constructed in a manner that the basin should drain entirely. The detention pond should have a low flow pipe at the invert that will completely drain the basin without any effort from the City. Slide slopes should be 3:1 maximum, and 4:1 if it’s going to be mowed by Public Works staff. Lastly, there should be drivable access to the detention pond, so if the City needs to perform maintenance, an excavator can easily access it. The applicant shall submit specific detention pond plans to the City Administrator, or his or her designee, for review and approval. This will be a condition of approval, prior to the commencement of any site preparation, grading, or fill.

FINDING: The applicant has submitted a drainage plan for the proposed subdivision, and it has been preliminary approved by the City Engineer. However, due to yet-to-be- submitted construction plans, the applicant should submit a final drainage plan, prior to final plat approval, for review and approval by the City Administrator or his or her designee to ensure the plan is still applicable and sufficient after receipt of more detailed construction plans. The proposed detention

pond shall be designed in a manner that is reasonably “low maintenance, see **Condition of Approval #15**. Criterion for adequate storm drainage is met or can be met conditionally, as noted and discussed above and in **Condition of Approval #1**. Additionally, the subject site is large in size and extensive earth-moving work is anticipated, as such a NPDES permit will be required. The requirement for a NPDES permit will be Condition of Approval #14. Criterion related to the requirement for a NPDES permit met with the following **Condition of Approval #14**

Condition of Approval #14: Prior to the commencement of any site preparation, grading, or fill, the applicant shall submit to the City Administrator or his or her designee evidence of an approved NPDES permit.

Condition of Approval #15: Prior to the commencement of any site preparation, grading, or fill, the applicant shall submit to the City Administrator, or his or her designee, plans for the proposed detention pond as seen on Sheet 1 as “Parcel A” plans that include a low flow pipe at the invert that will completely drain the basin without any effort from the City. Slide slopes should be 3:1 maximum, and 4:1 if it’s going to be mowed by Public Works staff. Lastly, there should be drivable access to the detention pond, so if the City needs to perform maintenance, an excavator can easily access it.

LDC 9.521 Water.

(a) All new development must connect to the public water system unless specifically approved otherwise as a part of a development approval for parcels exceeding 5 acres in size after division for which the public water system is located further than 300 feet from any property line. All water line extensions, required fire hydrants, and related appurtenances shall be installed and paid for by the developer unless the City has approved otherwise as a part of the tentative plan decision process.

(b) All public water system improvements shall comply with Section II of the City’s Standard for Public Improvements, dated September 1994. The City may modify those requirements upon a recommendation by the City Engineer in the event of special circumstances.

(c) Water Line Extensions. Water distribution lines must be extended along the full length of the property’s frontage along the right-of-way or to a point identified by the City Administrator as necessary to accommodate likely system expansion. Water line extensions may be required through the interior of properties, within dedicated public utility easements, when necessary to provide for service to other properties or to provide system looping for fire flows. All public water system line extensions shall have a minimum 6 inch diameter unless a smaller size is recommended by the City Engineer and approved by the City. The City Engineer may also require a larger size if needed to extend transmission capacity or for fire hydrant flow where looping is not available.

(d) Water Plan Approval. All proposed plans for extension and installation of the public water system must be approved by the City as part of the tentative plan review and approval process.

(e) Restriction of Development. The Planning Commission or City Council may limit or deny development approvals where a deficiency exists in the water system or portion thereof which will not be corrected as a part of the proposed development improvements.

FINDING: The applicant's engineer has provided a preliminary utilities plan as seen on Sheet 3. The plan shows that adequate connections are available or can be accessed to provide lots 1-26 with city water. However, the plans submitted on Sheet 3 are preliminary and are used to attain tentative plat approval. Final construction plans relating to water will be made a condition of approval. The applicant may choose to show all utilities (water, sewer, general utilities) on one final utilities map. The final construction plans for utilities shall be submitted for review by the City Engineer prior to any construction.

The utilities plan as seen on Sheet 3 is preliminary and provided for tentative map approval. A final utilities plan will need to be submitted for review and approval by the City Engineer prior to any construction activities commence with respect to water, sewer and utilities. Criterion met with the following Condition of Approval #16.

Condition of Approval #16: The utilities plan as seen on Sheet 3 is preliminary and for tentative map approval. A final utilities plan, consistent with LDC 9.521, shall be submitted for review and approval by the City Engineer prior to any construction activities commence with respect to water, sewer and utilities.

LDC 9.522 Sewer.

(a) All new development must extend and connect to the public sewer system unless specifically approved otherwise as a part of a development approval for parcels exceeding 5 acres in size after division for which the public sewer system is located further than 300 feet from any property line. All sewer line extensions, manholes, required lift stations and related appurtenances shall be installed and paid for by the developer unless the City has approved otherwise as a part of the tentative plan decision process.

(b) All public sewer system improvements shall comply with Section III of the City's Standards for Public Improvements, dated September 1994. The City may modify those requirements upon a recommendation by the City Engineer in the event of special circumstances.

(c) Sewer Line Extensions. Sewer collection lines must be extended along the full length of the property's frontage along the right-of-way or to a point identified by the City Administrator as necessary to accommodate likely system expansion.

(d) Sewer Plan Approval. All proposed sewer plans and systems must be approved by the City as part of the tentative plan review and approval process.

(e) restriction of Development. The City may limit or deny development approvals where a deficiency exists in the sewer system or portion thereof which will not be corrected as a part of the development improvements.

FINDING: Lots 1-26 can be and will be connected to city sewer services. Connections either exist nearby or are proposed to adequately provide city sewer service to lots 1-26. As discussed above, the utilities plan has been preliminary approved by the City Engineer for tentative map approval purposes. A final utilities plan will need to be submitted to the City Engineer for final approval before any construction activities with respect to public utilities take place. Condition of Approval #15 is relevant and will apply to LDC 9.522.

The utilities plan as seen on Sheet 3 is preliminary and provided for tentative map approval. A final utilities plan will need to be submitted for review and approval by the City Engineer prior to any construction activities commence with respect to water, sewer and utilities. Criterion met with the following Condition of Approval #17.

Condition of Approval #17: The utilities plan as seen on Sheet 3 is preliminary and provided for tentative map approval. A final utilities plan, consistent with LDC 9.522, shall be submitted for review and approval by the City Engineer prior to any construction activities commence with respect to water, sewer and utilities.

LDC 9.523 Utilities.

(a) It is the policy of the City to place all utilities underground except as otherwise exempted below. Developers shall make all necessary arrangements with serving utility companies for installation of such utilities.

FINDING: All utilities will be placed underground. Staff is not aware of any exceptions that would preclude the placement of utilities underground. The applicant has indicated in their written narrative that all utilities will be placed underground and installed within the public right of way or a public utility easement.

(b) Exceptions. The City may permit overhead utilities as a condition of approval where the Applicant can demonstrate one of the following conditions:

- (1) Underground utility locations are not feasible.***
- (2) Temporary installations.***
- (3) Major transmission facilities located within rights-of-way or easement***
- (4) Surface mounted structures, substations or facilities requiring above ground locations by the serving utility.***

FINDING: Per the applicant's written narrative, staff find the applicant has sufficiently indicated their proposal can meet the requirement that all utilities be placed underground and placed within public right-of-way or in a public utility easement. Criterion met.

LDC 9.524 Easements.

(a) Easements granting limited use of property for any defined purpose may be approved for any lot or parcel.

(b) Access easements may be approved by the City as provided in Section 9.516. The Planning Commission or City Council may require wider access easements if special circumstances exist.

(c) Utility easements shall be provided for sewers, water mains and public or private utilities necessary to provide full service to all developments. Land dividers shall show on the Tentative Plan and on the final Plat all easements and shall provide all dedications, covenants, conditions or restrictions with the Supplemental Data submitted for review. Minimum interior utility easements shall be 10 feet wide centered on lot or parcel lines where feasible. A wider easement may be required if multiple utilities will be utilizing the same easement or if topography dictates otherwise. An exterior utility easement adjacent to the public right-of-way will be required if at least five feet of unimproved public right-of-way is not available.

(d) Water Courses. If a tract is traversed by a water course such as a drainage way, channel or stream, there shall be provided a storm water easement or drainage right-of-way containing the top of bank, vegetative fringe, and such further width as will be adequate for protection and maintenance purposes. Culverts or other drainage facilities shall be sized to accommodate storm and flood run-off from the entire upstream drainage area at full build out and shall be verified and approved by the City.

FINDING: As seen on Sheet 1, two easements are shown in addition to the 7-foot PUE on both sides of Crestview Drive. The applicant has discovered two private access easements that exist on the unsubdivided remainder portion of the subject property. The two private access easements are used for logging purposes. The applicant will the private access easement accessible, as per the recorded easements. The private access easements are not for the purposes of any building, structure or residential development. See **Attachment Q** for copies of the private access easements. As required by LDC, the applicant shall include on the final plat all easements and shall provide all dedications, covenants, conditions, or restrictions with provide any supplemental data for review. The easements shall be consistent with Lane County recording requirements and procedures and ORS 92. There are no significant water courses on the subject property. This will be a condition of approval.

As seen on Sheet 1, the applicant proposes a 20-foot wide access easement between lots 16-19 and a 5-foot private drainage easement along the eastern property boundary of lot 12. These easements shall be shown and recorded on the final plat as with all dedications, covenants, conditions, or restrictions. The easements shall be consistent with Lane County recording requirements and procedures and ORS 92. Criterion met with the following Condition of Approval #18.

Condition of Approval #18: Prior to final plat approval, the applicant shall include all easements, dedications, covenants, conditions or restrictions along with any supplemental data for review by the City Administrator or his or her designee. Easements shall be consistent with Lane County recording requirements and procedures and ORS 92.

LDC 9.630 Hillside Development. The purpose of this Section is to provide standards governing development of hillside land within the City to alleviate harmful and damaging

effects of on-site erosion, sedimentation, runoff, access issues and to regulate the effects of excavation and grading on hillsides.

LDC 9.631 Scope. This Section shall apply to all areas of the City where the slope of the land is 15 percent or greater. In all areas of the City, concurrent with application for a building permit, excavation or fill permit or land division, the applicant shall provide elevation data adequate to determine slope characteristics of the property or portions thereof being developed. If the City determines that the property does have areas of 15 percent slope or greater, then the proposed development shall, in addition to other applicable City ordinances, rules and regulations, also be reviewed for compliance with the requirements of Sections 9.630 through 9.635.

LDC 9.632 Hillside Development Standards.

(a) General grading. Any grading performed within the boundaries of a hillside development shall be kept to a minimum and shall take into account the environmental characteristics of that property, including but not limited to prominent geological features, existing streambeds, drainage ways, and vegetative cover.

FINDING: The subject site does contain slopes of 15 percent or greater. The applicant has submitted a preliminary conceptual grading plan as seen on Sheet 2. The applicant will be required to submit final grading plans during the construction phase of the development for review and approval by the City Engineer. The standards listed in the Hillside Development section of LDC will largely be addressed post tentative map approval during the construction plan drawing phase of the project. The applicant will be required to submit plans to shown conformance with hillside development standards. As listed in the LDC, specific engineered plans may be required. This will be a condition of approval.

(b) Slope stability. Potential slope instability problems such as slip planes, clay layers and dome-shaped bedrock shall be identified. Mitigation measures sufficient to render these areas safe for structures and infrastructure development shall be applied.

(c) Building sites. Building sites shall be designed to minimize the need to alter the natural grade during construction of individual buildings. Mass pad grading or continuous terracing of building sites is not allowed. Lot development plans must demonstrate that the lot is large enough to safely accommodate both the planned structure(s) and the needed cuts and/or fills.

(d) Retaining walls. Especially on cutbanks, retaining structures are preferred in lieu of larger excavations to minimize the amount of disturbed area. Retaining walls over 4 feet high shall be engineered. Smaller walls shall be constructed in conformance with the soils and geology report recommendations and the engineer's plans. Designs for retaining structures shall give consideration to aesthetics and shall use mitigations such as terracing and/or landscaping plants to reduce the structures' apparent height and mass.

(e) Cut and Fill Standards.

(1) All cut and fill slopes generally must not exceed a two (horizontal) to one (vertical) ratio. Slopes which are steeper (i.e. 1:1/2 or 1:1) may be conditionally approved by the City upon certification, by a qualified engineer that the slope will remain stable under foreseeable conditions. The certification must delineate any specific stabilization measures deemed necessary by the engineer.

(2) Cuts and fills shall be designed to avoid movement or episodic erosion during heavy rains or earthquakes, mechanical overloading of underlying soils and undercutting of adjacent areas. Fills shall be benched as required to provide a proper bond with the existing terrain.

(3) Unless proven otherwise by specific soils information to the contrary, cuts shall be presumed to be incapable of revegetation without special treatments, such as importation and retention of topsoil. Plans must be submitted for all cuts in excess of 2 feet deep, showing either a covering for the cut, such as stonework, or a revegetation plan that does not rely on the ability of the exposed subsoil to support plant growth.

(f) Revegetation. Earthwork shall be designed so that all disturbed areas will be restored to have at least 6" of topsoil. Revegetation of projects exposing soil shall be aggressively pursued so that bare ground will not be unnecessarily exposed to the weather between November 1 and May30. Construction schedules shall be drawn up to limit the period of time that soil is exposed and unprotected. The existing vegetative ground cover should not be destroyed, removed, or disturbed more than 15 days prior to grading or construction of required improvements. Soil exposed during the removal or significant disturbance of ground cover vegetation shall be built upon (i.e. covered with gravel, a slab, foundation or other construction), landscaped (i.e. seeded or planted with ground cover) or otherwise protected within 15 days of grading or other pre- development activity. Provided, however, that these restrictions do not apply during the months of June, July, August and September.

(g) Modification of Public Street Standards. Street width, grade and alignment, right-of-way width, and sidewalks in hillside areas shall be designed to minimize changes to existing topography and provide adequate access to adjacent properties. Cuts and fills in excess of four feet deep shall be considered significant and should be avoided where feasible. Modifications to established standards, if necessary to meet these requirements, shall be made as provided below.

(1) Street grades may exceed the maximum grade standards of the Lowell Standards for Public Improvements where topographical conditions make it impractical to meet those standards, subject to the following conditions:

(A) Driveways and intersections shall not be permitted where street grades exceed 15 percent.

(B) Street grades of over 15 percent shall not be permitted for a distance of more than 200

feet in any 600 foot long section of street.

(C) Street grades shall not exceed 20 percent for any distance.

(2) Requirements specified in the Lowell Standards for Public Improvements for public right-of-way width, pavement width, and/or installation of sidewalk may be modified where topographical conditions make it impractical to meet those standards, subject to the following conditions:

(A) Reduction in public right-of-way width may be made if the proposed right-of-way is large enough to accommodate the street and sidewalk(s), and 5-foot public utility easement is provided on each side of the right-of-way and slope easement is provided where required.

(B) Reduction in pavement width to 21 feet may be made for access lanes with less than 250 vehicle trips per day, that are not dead-end, and that will be no parking on one side. For not more than one 200 foot section of street per block, any road may be reduced to 20 feet if the road is not dead-end, will be no parking on both sides along the narrowed portion, and if at least one parking space is provided for each lot taking driveway access from the narrowed portion; said parking shall be within 200 feet of the driveway access. On all other roadways, the City Council may allow the above described pavement width reductions only after consultation with the City Engineer and the local fire official, and upon a finding that the proposed width will provide adequate parking and emergency vehicle access. All no parking areas shall be signed and curbs shall be painted yellow.

(C) All sidewalks shall be a minimum of 5 feet wide. All streets shall have vertical curbs adjacent to sidewalks. For short distances, street-side sidewalks may be relocated to an off-street location that will provide equivalent service, conditional upon right-of-way being available or public access easements being provided. Sidewalks may be approved for only one side of the street for access lanes with less than 250 vehicle trips per day. On all other roadways, the City Council may allow sidewalks on only one side upon a finding that a single sidewalk will provide adequate pedestrian safety.

(3) The City may require modification of street improvement construction standards for any portion of proposed street improvements being constructed in areas of special concern identified in the Soils and Geology Report.

(h) Storm Drainage. In addition to City-wide storm drainage system development standards contained in Section 9.520, hillside storm drainage systems shall be designed to:

(1) Protect cuts, fills, roadways, retaining walls and structures from saturation, slope failure and settling.

(2) To anticipate and mitigate the rapid movement of debris into catch basins, and storm water flows bypassing catch basins.

(3) Insure that concentrated storm water is disposed of in a controlled manner does not create significant erosion or adverse effects on downhill properties.

(i) Preservation of Trees and Existing Vegetation. Construction shall be done in a manner that avoids unnecessary disruption to vegetation and trees. Temporary protective fencing shall be established around all trees designated for protection prior to the commencement of grading or other soil disturbance. Grade changes and trenching shall not be made within 5 feet of the dripline of such trees without written concurrence from an arborist that such changes will not cause permanent damage to the tree.

FINDING: The subject site does contain slopes of 15 percent or greater, therefore the Hillside Development Standards listed in LDC 9.632 apply to the proposal. Prior to the issuance of building permits, the applicant shall submit specific construction plans to the City Administrator, or his or her designee, for review and approval. Plans submitted shall be consistent with the Hillside Development Standards listed in LDC 9.632. Criterion listed on LDC 9.632 met with the following Condition of Approval #19.

Condition of Approval #19: Prior to the commencement of any site preparation, grading, or fill, the applicant shall submit specific construction plans for review and approval by the City Administrator, or his or her designee. Plans submitted shall be consistent with the Hillside Development Standards listed in LDC 9.632.

LDC. 9.633 Submission Requirements for Land Divisions. When land division application is submitted in which all or a portion of the development contain slopes which are 15% or greater, the following additional reports and plans shall be submitted:

(a) Surveyor's Report. A scale drawing of the property prepared by a licensed surveyor, showing existing topography at two-foot contour intervals, watercourses both permanent and intermittent, and natural physical features such as rock outcroppings, springs and wetlands. Also show the location and dimensions of any existing buildings or structures on the property where the work is to be performed, the location of existing buildings or structures on land of adjacent owners that are within 100 feet of the property.

FINDING: The applicant submitted a preliminary Surveyor's Report as seen on Sheets 1 through 5. However, the applicant shall submit for review and approval by the City Administrator or his or her designee, a final Surveyor's Report prior to final plat approval. This will be a condition of approval.

As discussed above, prior to final plat approval, the applicant shall submit for review and approval by the City Administrator, or his or her designee, a final Surveyor's Report as indicated in and consistent with subsection (a) of LDC 9.633. Criterion met with the following Condition of Approval #20.

Condition of Approval #20: Prior to final plat approval, the applicant shall submit for review and approval by the City Administrator, or his or her designee, a final Surveyor's Report as indicated in and consistent with subsection (a) of LDC 9.633.

(b) Soils and Geology Report. This report shall be prepared by a suitably experienced and qualified licensed engineering geologist or geotechnical engineer, and shall include the

following for each proposed lot and for public right-of-way areas proposed for development which have slopes greater than 15%:

(1) Data regarding the subsurface condition of the whole site such as the nature, depth and strength of existing soils, depth to bedrock, location of soft soils, hard stratum, potential slip planes, geological weak zones, clay seams or layers, unconsolidated deposits, and previous grading activities. The report shall also address existing water tables, springs, watercourses and drainage patterns, seismic considerations, and any offsite geologic features or conditions that could impact or be impacted by onsite development. Locations of exploratory boreholes shall take into consideration the terrain and geology of the site instead of following a general grid pattern.

(2) Conclusions and recommendations regarding the stability of underlying slopes and of proposed cuts and fills, any remedial or preventative actions that are required, any limitations upon the use of the site, grading procedures, requirements for vegetation preservation and revegetation, special coverings or treatments for areas that cannot be readily revegetated, erosion control methods, drainage systems, setbacks from slopes or other geologic features, foundation and building design, and backfills.

FINDING: The subject property does contain slopes of 15 percent or greater and as such a Soils and Geology Report will be required prior to the final plat approval and shall be reviewed and approved Planning Commission and City Council. The results of the Soils and Geology Report have the potential to change the subdivision and as such, the Soils and Geology Report should come through the same planning approval process as required for approval of a subdivision (Planning Commission and City Council). The City can still issue tentative plat approval of the subdivision as proposed, unless the Soils and Geology Report results require a change. A preliminary approval would give the applicant/developer some assurances that the design of the subdivision is final, unless the Soils and Geology Report requires modification. The approval process of the Soils and Geology Report could require changes in the tentative plan. This will be a condition of approval. The Soils and Geology Report completed by the applicant and submitted to the City shall be in conformance with the standards and specifications as cited in LDC 9.633(b) (1) and (2).

The subject property does contain slopes of 15 percent or greater and as such will require a Soils and Geology Report to be completed by the applicant. The approval process of the Soils and Geology Report could require changes in the tentative plan. The Soils and Geology Report shall be reviewed and approved by Planning Commission and City Council, after tentative plat approval, but prior to final plat approval. Tentative plat approval gives the applicant/developer assurances that the subdivision design is final, unless the Soils and Geology Report require modification. The City would not be able to make any changes to the tentative plan that were not related to the result of the Soils and Geology Report. Staff find the above criterion for a Soils and Geology Report can be met conditionally.

Condition of Approval #21: The Soils and Geology Report shall be reviewed and approved by Planning Commission and City Council, after tentative plat approval, but prior to final plat

approval. Soils and Geology Report shall be consistent with the standards and specifications as listed in LDC 9.633 (b) (1) and (2).

(c) Engineer's Plans. Detailed plans shall be prepared for all proposed public improvements by a suitably qualified licensed civil engineer. Detailed plans for private development on each parcel may also be provided and if provided, will be accepted as required building permit submittals. These plans shall be based upon the findings of the required soils and geology report, and shall include the following information:

(1) Infrastructure Plan. A scale drawing plan showing the location and approximate grade of all proposed streets, walkways and alleys, and the location of proposed easements, lots, common areas, parks, open space and other land proposed for dedication to the City. Also indicate the locations of utilities such as sewer and water lines.

(2) Grading Plan. A scale drawing grading plan of the property, showing existing and proposed finished grades at two-foot contour intervals, retaining walls or other slope stabilization measures, cuts and fills, and all other proposed changes to the natural grade. Include cross-sectional diagrams of typical cuts and fills, drawn to scale and indicating depth, extent and approximate volume, and indicating whether and to what extent there will be a net increase or loss of soil.

(3) Drainage Plan. Detailed plans and locations of all proposed surface and subsurface drainage devices, catch basins, area drains, dewatering provisions, drainage channels, dams, sediment basins, storage reservoirs, and other protective devices together with a map showing drainage areas, the complete drainage network, including outfall lines and natural drainageways which may be affected by the proposed development, and the estimated run-off of the area(s) served by the drains.

(4) Erosion Control Plan. Descriptions and/or drawings of proposed changes to soils and/or existing vegetation on the site; specific methods proposed to restore disturbed topsoil, minimize the identified potential erosion problems, and revegetate areas which will be stripped of existing vegetation; and a schedule showing when each stage of the project will be started and completed, including the total area of soil surface which is to be disturbed during each stage and the length of time soils will be left exposed.

(5) Affidavit. The authoring engineer shall include a statement that the plans are consistent with the soils and geology report required by this Section, and with the standards of Section 9.632.

FINDING: Engineer's Plans (1 through 5) will be required following tentative plat approval and shall be submitted for review and approval by the City Administrator or his or her designee, as part of the construction plan drawing process and before issue of building permits. Engineer's Plan submitted by the applicant to the City shall be in conformance with the standards and specifications as cited in LDC 9.633 (c) (1-5).

Staff find it feasible that the applicant can submit Engineer's Plan for review and approval by the

City Administrator or his or her designee, prior to the issuance of building permits. Criterion met with the following Condition of Approval #22.

Condition of Approval #22: Prior to any site preparation, grading or fill, the applicant shall submit for review and approval by the City Administrator or his or her designee, Engineer's Plan, 1 through 5 as indicated in LDC 9.633 (c) (1-5).

(d) One copy of each individual lot survey, geotechnical report and development engineering plans submitted and approved with the tentative plan shall be filed with the City at the time of submission of the final plat and one copy shall be provided to the purchaser of the individual lot.

FINDING: Consistent with subsection (d) of LDC 9.632, above, upon final plat submittal to the City, the applicant shall include one copy of each individual lot survey, geotechnical report and development engineering plans. One copy shall be provided to the purchaser of the individual lot. Criterion met with the following Condition of Approval #23:

Condition of Approval #23: Prior to final plat approval, the applicant shall submit final copies of each individual lot survey, geotechnical report, and development engineering plans for the City's record keeping purposes. Additionally, Prior to the issuance of certificate of occupancy for the proposed residential lots, evidence shall be submitted to the City Administrator that shows compliance with subsection (d) of LDC 9.633 with the purchaser of each respective lot receive a copy as described above.

LDC 9.236 Dedication Requirements

(a) All lots or parcels of land shown on the final Plat intended for public use shall be offered for dedication to the City at the time the Plat is filed. Exception: Those lots or parcels, or common linear open spaces which are intended for the exclusive use of the owners, their licensees, visitors, tenants or employees; and also excepted are those parcels of land reserved for public acquisition.

(b) All streets, pedestrian ways, drainage channels, open spaces, easements and other rights- of-way shown on the final Plat intended for public use shall be offered for dedication for public use at the time the final Plat is filed.

(c) All rights of access to and from streets, lots and parcels of land shown on the final Plat intended to be surrendered shall be offered for dedication at the time the final Plat is filed.

(d) The land divider shall provide and designate one-foot reserve strips across the ends of stubbed streets adjoining undivided land or along half streets adjoining undivided land. The reserve strip shall be included in the dedication granting to the City the right to control access over the reserve strip to assure the continuation or completion of the street. This reserve strip shall overlay the dedicated street right-of-way.

FINDING: The applicant will be required to submit a final plat in consistent with the dedication requirements as indicated in LDC 9.236. Additionally, the City shall have the right to control access over to assure the continuation or completion of the street. Additionally, a plat note shall be included on the final plat stipulating that no platted lot may provide legal or physical access to the subdivided remainder. This provision is also contemplated in LDC 9.233 (j). The inclusion of this plat note will be a condition of approval.

The final plat submitted by the applicant shall be consistent with the requirements of LDC 9.236 (a-d), prior to final plat approval and acceptance by the City. The final plat shall include a plat note stipulating that no platted lot may provide legal or physical access to the subdivided remainder. This provision is also contemplated in LDC 9.233 (j). Criterion met with the following Condition of Approval #24.

Condition of Approval #24: Prior to final plat acceptance and approval by the City, the final plat submitted by the applicant shall include the requirements listed in LDC 9.236 and **include a plat note on the final plat stipulating that no platted lot may provide legal or physical access to the unsubdivided remainder.**

LDC 9.805 Improvement Agreement.

Before City final approval of a development, site plan or land division, the developer or land divider shall file with the City an agreement between developer or land divider and the City, specifying the period within which required improvements and repairs shall be completed and providing that, if the work is not completed within the period specified, the City may complete the work and recover the full cost and expense, together with court costs and attorney fees necessary to collect said amounts from the developer or land divider. The agreement shall also provide for reimbursement of the City's cost of inspection in accordance with Section 9.801 (f).

FINDING: The requirement, as specified in LDC 9.805, for an agreement between the developer or land divided and the City specifying the period within which required improvements and repairs will be completed will be a condition of approval, prior to final plat approval. The agreement shall include language consistent with the City completing the work and recovering of full cost and expenses, together with court costs and attorney's fees, if necessary.

Prior to final plat approval, the applicant and or developer shall enter into an agreement, with the City of Lowell, consistent with the specification of LDC 9.805. Criterion me with the following Condition of Approval #25.

Condition of Approval #25: Prior to final plat approval, the applicant and/or developer shall enter into an agreement, with the City of Lowell, consistent with the specification of LDC 9.805.

LDC 9.806 Security.

(a) The developer or land divider shall file with the agreement, to assure full and faithful performance thereof, one of the following:

(1) A surety or performance bond executed by a surety company authorized to transact business in the State of Oregon in a form approved by the City Attorney; or

(2) A personal bond co-signed by at least one additional person together with evidence of financial responsibility and resources of those signing the bond sufficient to provide reasonable assurance of ability to proceed in accordance with the agreement to the satisfaction of the City Council; or

(3) A cash or negotiable security deposit.

(b) Such assurance of full and faithful performance shall be for a sum approved by the City as sufficient to cover the cost of the improvements and repairs, including related engineering and incidental expenses, and to cover the cost of City inspections and other costs.

(c) Prior to acceptance of required public improvements, the developer or land divider shall file one of the above listed assurances with the City, in an amount equal to 20% of actual construction costs, as a warranty towards defects in materials and workmanship identified for a period of no less than one year after City acceptance of the public improvements. The City may agree to a longer warranty period in lieu of the above required assurances.

FINDING: Securities in the form of a surety or performance bond, or a personal bond co-signed by at least one additional person together with evidence of financial responsibility or a cash or negotiable security deposit shall be required of the applicant / developer to ensure public improvements are performing adequately for a period of not less than one year after city acceptance. This will be a condition of approval.

Securities in the form(s) listed above in LDC 9.806 shall be required to assure performance of public improvements installed by the applicant. Prior to final plat approval, the applicant shall provide the City Administrator evidence showing that the requirements as listed in LDC 9.806 are satisfied and an agreement has been reached between the applicant and the City. Criterion met with the following Condition of Approval #26.

Condition of Approval #26: Prior to final plat approval, the applicant shall provide the City Administrator evidence showing that the requirements as listed in LDC 9.806 are satisfied and an agreement has been reached between the applicant and the City.

LDC 9.807 Noncompliance Provisions.

(a) If the developer or land divider fails to carry out provisions of the agreement, the City shall provide written notice to the developer or land divider and the surety specifying the details of noncompliance. Unless the City allows more time for compliance because of circumstances beyond the developer or land divider's control, within 30 days after receiving the notice, the developer or land divider or the surety shall commence compliance and

proceed diligently to comply with the agreement.

(b) If the developer or land divider or the surety does not begin compliance within the 30 days or the additional time allowed by the City, or compliance is not completed within the time specified in granting the land division approval, the City may take the following action:

(1) Notify the developer or land divider and the surety of the developer or land divider's failure to perform as required by this Code and the agreement.

(2) Demand payment from the developer or land divider or the developer or land divider's surety for the unfulfilled obligation.

(3) Enter upon the site and carry out the obligation in accordance with the provisions of the approval and agreement.

(4) If the security for the obligation is a performance bond, notify the surety that reimbursement for City expenses for fulfillment of the obligation is due and payable to the City. If the security is a deposit of cash or other assets, appropriate as much of the deposit as is necessary to recoup City expenses.

(5) Void all approvals granted in reliance on the agreement.

(c) If the bond or other required security is not sufficient to compensate the City for expenses incurred to fulfill the obligation, the amount due to the City for the obligation is a lien in favor of the City upon the entire contiguous real property of the owner of the land subject to the obligation.

(d) The lien attaches upon the filing with the City Recorder of notice of the claim for the amount due for the fulfillment of the obligation. The notice shall demand the amount due, allege the insufficiency of the bond or other security to compensate the City fully for the expense of the fulfillment of the obligation, and allege the developer or land divider's failure to fulfill the required obligation.

(e) The lien may be foreclosed in the manner prescribed by law for foreclosing other liens on real property.

(f) The remedies set forth for non-compliance are cumulative. In addition to the remedies set forth above, non-compliance by the developer or his surety with any term of a performance guarantee shall entitle the City to pursue any civil remedy permitted by law.

FINDING: In the event the developer or land divider cannot fulfill its obligation, as provided for in LDC 9.807, the City has the authority to commence the securities provision of LDC 9.806, or enter upon the site and carry out the obligation in accordance with provision of the approval and agreement. In such events, the City will work closely with the City Attorney to initiate proceedings,

If necessary. Criterion met as discussed.

LDC 9.231 Submission Requirements. Within 18 months after approval of the Tentative Plan, the land divider shall cause the land division to be surveyed and a Plat prepared and submitted to the City for approval. This time period may be extended for up to one year upon the approval of the Deciding Authority. The Plat shall be in conformance with the approved tentative Plan. All public improvements required by the tentative plan approval must be completed and accepted prior to the City's approval of the Plat, unless the applicant provides security to assure public improvements will be completed. If the land divider fails to submit the Plat for approval within 18 months or as extended, he must reapply for approval and resubmit the Tentative Plan with any revision necessary to comply with changed conditions.

FINDING: Within 18 months after approval of the Tentative Plan, the land divider shall cause the land division to be surveyed and a plat prepared and submitted to the City for approval. This time period may be extended for up to one (1) year upon the approval of the Deciding Authority, in the case of a subdivision, the Deciding Authority shall be City Council. All public improvements required by the tentative plan approval must be completed and accepted prior to the City's approval of the final plat. If the land divider fails to submit the final plat for approval within 18 months or as extended, they must reapply for approval and resubmit the tentative plan with any revision necessary to comply with and changed conditions. The tentative plat approval will expire 18 months after final City tentative approval or as extended, by the Deciding Authority. Criterion met as discussed.

5. Consistency with applicable Comprehensive Plan policies.

Housing Need Policy (c) 4. The City shall insure that residential development is supported by the timely and efficient extension of public facilities and services.

FINDING: Currently, little to no public infrastructure exists on the subject property. Installing the public infrastructure required for the 26 lot subdivision has the ability open up further residential opportunities in the future and an extension of Lowell's public street system as called for in the Lowell Master Road Plan and Map.

Housing Need Policy (c) 5. The City shall continue to support increased residential development while also encouraging businesses and commercial activities that support residential community needs.

FINDING: The City is continuing to support residential growth. The addition of a 26-lot single family residential home development has the ability to attract more people that wish to live and work in Lowell, thereby, spurring the chance for increased business and commercial activity.

Development Constraints (c) (1) Topography and Slope.

FINDING: The Lowell Comprehensive Plan lists topography and slope as a development constraint. As such, Lowell adopted specific Hillside Development Standards that developers shall adhere to in

the event development occurs on slopes of 15 percent or greater. As contained in this staff report and associated findings and conditions of approval. Hillside Development standards apply and will be enforced by the City.

Development Constraints (c) (2) Soils & Geology/Landslide Hazards.

FINDING: The City has no comprehensive geological study related to the potential for landslide hazards as a result of additional development. As such the City is unable to quantify the extended of landslide hazard development constraints. However, as included in the Hillside Development Standards of the LDC and the reports required for development in areas that quantify as hillside development, the City does require a Soils and Geology Report, which has been discussed and conditioned as contained in this staff report.

6. Recommendation & Approval

As discussed, and conditioned in this staff report, staff recommend the Planning Commission issue a recommendation for **APPROVAL** onto City Council for final action for a tentative plat for a 26 lot single family home subdivision.

On April 21, 2020, City Council received the staff report and held a public hearing on the proposal. City Council received one public comment in favor of the proposal. City Council made a motion to approve the proposal based on the findings, conclusions and recommended conditions as contained in the staff report.

7. Conditions of Approval

Discussion: In the process of completeness review and further discussion with the applicant, there are several items that remain to be reviewed and approved by the City Engineer. Between the City and applicant, it was determined the items could be discussed, reviewed and approved during the construction drawing phase, as they relate to more engineering specifics. Staff have included these items as conditions of approval that shall be satisfied after tentative map approval and addressed during the construction drawing phase and ultimately approved by the City Engineer, prior to final plat approval or the issuance of building permits. The items and comments that need addressed between the applicant's engineer and City Engineer as included in this staff report as **Attachment E** and incorporated as **Condition of Approval # 27.** Condition of Approval #28 can and will be considered satisfied by verbal or written communication from the City Engineer that all engineering related items have been sufficiently addressed by the applicant's engineer, as contained in the City Engineer's comments dated September 19, 2019 and incorporated herein as **Attachment E.**

Staff have included a running list of all condition approval applicable to this proposal:

Condition of Approval #1: Prior to final plat approval, applicant shall submit a final drainage plan, to the City Administrator for review and approval to ensure adequate drainage can still be attained after reviewing more detailed construction and drawing plans. If the final drainage plan causes

changes to the tentative map as approved, the changes shall be presented to Planning Commission and City Council for consideration, prior to final plat approval.

Condition of Approval #2: Prior to final plat approval, the applicant shall include on the final plat and construct a right-hand turn lane as indicated in the referral comments by Lane County Transportation. See **Attachment D** for Lane County Transportation referral comments. Additionally, see **Attachment S** for Lane County Urban Collector Standards and a Sketch of North Moss Street.

Conditions of Approval #3: The applicant shall record and execute a “Farm/Forest Management Easement” with Seneca Timber, as indicated in **Attachment O**, wherein the applicant acknowledges and accepts the activities, including but not limited to, noise, dust and general incompatibility with nearby residential homes. Evidence shall be submitted to the City showing compliance with this condition, prior to final plat approval.

Condition of Approval #4: Given the subject site’s close proximity to active forest management operations and adjacent to the Farm/Forest Interface, future buildings shall be constructed with fire-resistant materials and for chimneys to have spark arrestors. **This requirement shall be included on the final plat as a plat note.** These provisions address a significant and unreasonable risk to health and safety as contemplated in subsection (h) of the decision criteria for a subdivision.

Condition of Approval #5: Prior to final plat approval, the applicant/developer shall construct sidewalks, including curb and gutter along both sides to Crestview Drive. Sidewalks shall be inspected for compliance with Lowell standards by the City of Lowell before acceptance.

Condition of Approval #6: Prior to final plat approval and acceptance of urban public street improvements, the applicant shall install urban public street improvements to City standards.

Condition of Approval #7: Prior to final plat approval, the applicant shall submit plans to the City Administrator or his or her designee, showing slope easements as required where topographical conditions necessitate cuts or fills for proper grading of streets, additional right-of-way or slope easements.

Condition of Approval #8: Prior to final plat approval, the applicant shall show 1-foot reserve strips on the final plat. The land comprising the 1-foot reserve strips shall be placed within the jurisdiction of the City by deed. Additionally, a locked gate shall be placed at the beginning of the private access easement to ensure access is maintained as described in the private access easement and a “No Parking” sign placed at the hammerhead turnaround.

Condition of Approval #9: Prior to final plat approval, the applicant shall install the half-street improvements along the frontage of the property, as recommended in **Attachment D**. Half-street improvements shall include sidewalks, curb and gutter. City of Lowell shall inspect improvements for compliance with City Standards and/or Lane County Standards as appropriate, prior to acceptance.

Condition of Approval #10: Prior to final plat approval, applicant shall submit evidence to the City Administrator or his or her designee, that the proposal complies with the street name signs standards as listed in the LDC.

Condition of Approval #11: Prior to final plat approval, applicant shall submit evidence to the City Administrator of his or her designee, that the proposal complies with streetlights standards as listed in the LDC.

Condition of Approval #12: Prior to final plat approval, the applicant shall provide evidence that the proposed mailbox structure has been approved by the local Post Office having jurisdiction and shall be noted on the plan as a plat note.

Condition of Approval #13: Prior to final plat approval, plans for compliance with Clear Vision Areas shall be presented to the City Administrator or his or her designee and reviewed and verified for compliance with the Clear Vision Areas standards as listed in the LDC 9.517(r).

Condition of Approval #14: Prior to the commencement of any site preparation, grading, or fill, the applicant shall submit to the City Administrator or his or her designee evidence of an approved NPDES permit.

Condition of Approval #15: Prior to the commencement of any site preparation, grading, or fill, the applicant shall submit to the City Administrator, or his or her designee, plans for the proposed detention pond as seen on Sheet 1 as “Parcel A” plans that include a low flow pipe at the invert that will completely drain the basin without any effort from the City. Slide slopes should be 3:1 maximum, and 4:1 if it’s going to be mowed by Public Works staff. Lastly, there should be drivable access to the detention pond, so if the City needs to perform maintenance, an excavator can easily access it.

Condition of Approval #16: The utilities plan as seen on Sheet 3 is preliminary and for tentative map approval. A final utilities plan, consistent with LDC 9.521, shall be submitted for review and approval by the City Engineer prior to any construction activities commence with respect to water, sewer and utilities.

Condition of Approval #17: The utilities plan as seen on Sheet 3 is preliminary and provided for tentative map approval. A final utilities plan, consistent with LDC 9.522, shall be submitted for review and approval by the City Engineer prior to any construction activities commence with respect to water, sewer and utilities.

Condition of Approval #18: Prior to final plat approval, the applicant shall include all easements, dedications, covenants, conditions or restrictions along with any supplemental data for review by the City Administrator or his or her designee. Easements shall be consistent with Lane County recording requirements and procedures and ORS 92.

Condition of Approval #19: Prior to the commencement of any site preparation, grading, or fill, the applicant shall submit specific construction plans for review and approval by the City Administrator, or his or her designee. Plans submitted shall be consistent with the Hillside

Development Standards listed in LDC 9.632

Condition of Approval #20: Prior to final plat approval, the applicant shall submit for review and approval by the City Administrator, or his or her designee, a final Surveyor's Report as indicated in and consistent with subsection (a) of LDC 9.633.

Condition of Approval #21: The Soils and Geology Report shall be reviewed and approved by Planning Commission and City Council, after tentative plat approval, but prior to final plat approval. Soils and Geology Report shall be consistent with the standards and specifications as listed in LDC 9.633 (b) (1) and (2).

Condition of Approval #22: Prior to any site preparation, grading or fill, the applicant shall submit for review and approval by the City Administrator or his or her designee, Engineer's Plan, 1 through 5 as indicated in LDC 9.633 (c) (1-5).

Condition of Approval #23: Prior to final plat approval, the applicant shall submit final copies of each individual lot survey, geotechnical report, and development engineering plans for the City's record keeping purposes. Additionally, Prior to the issuance of certificate of occupancy for the proposed residential lots, evidence shall be submitted to the City Administrator that shows compliance with subsection (d) of LDC 9.633 with the purchaser of each respective lot receive a copy as described above.

Condition of Approval #24: Prior to final plat acceptance and approval by the City, the final plat submitted by the applicant shall include the requirements listed in LDC 9.236 and **include a plat note on the final plat stipulating that no platted lot may provide legal or physical access to the unsubdivided remainder.**

Condition of Approval #25: Prior to final plat approval, the applicant and/or developer shall enter into an agreement, with the City of Lowell, consistent with the specification of LDC 9.805.

Condition of Approval #26: Prior to final plat approval, the applicant shall provide the City Administrator evidence showing that the requirements as listed in LDC 9.806 are satisfied and an agreement has been reached between the applicant and the City.

Condition of Approval #27: In the process of completeness review and further discussion with the applicant, there are several items that remain to be reviewed and approved by the City Engineer. Between the City and applicant, it was determined the items could be discussed, reviewed and approved during the construction drawing phase, as they relate to more engineering specifics. Staff have included these items as conditions of approval that shall be satisfied after tentative map approval and addressed during the construction drawing phase and ultimately approved by the City Engineer, prior to final plat approval or the issuance of building permits. The items and comments that need addressed between the applicant's engineer and City Engineer as included in this staff report as **Attachment E** and incorporated as **Condition of Approval # 27.** Condition of Approval #28 can and will be considered satisfied by verbal or written communication from the City Engineer that all engineering related items have been sufficiently addressed by the applicant's engineer, as contained in the City Engineer's comments dated

September 19, 2019 and incorporated herein as **Attachment E**.

Condition of Approval #28: Prior to final plat approval, the applicant shall submit a final plat that shows “Lot 27” removed and replaced with “un-subdivided remainder.” The land east of the proposed Crestview Drive is the un-subdivided remainder and is not a part of the subdivision proposal.

Condition of Approval #29 From Lane County Transportation: Obtain Facility Permit approval for the proposed construction of the public street connection to and improvements to N. Moss Street. Facility Permit needed for any utility connections within the right-of-way of N. Moss Street. For more information about Facility Permits, please call 541.682.6902 or visit: https://lanecounty.org/government/county_departments/public_works/right-of-way_permits/facility_permits/

8. Informational items

- Appropriate permits to perform work within City of Lowell rights-of-way will have to be obtained by the property owner/applicant/contractor before any work in public rights-of-way can be undertaken. For questions related to performing work within City rights of way, please contact the Lowell Public Works department at 541-937-2776.
- In accordance with Lane Manual Chapter 15.515, stormwater runoff generated by new development must not be directed to the Lane County road right-of-way or into any Lane County drainage facility, including roadside ditches.

9. Attachments

Attachment A: Applicant’s initial application submitted on August 22, 2019

Attachment B: Addresses & Notice

Attachment C: Oregon Department of Transportation Referral Comment

Attachment D: Lane County Transportation Referral Comments

Attachment E: City Engineer Comments from September 19, 2019

Attachment F: Wetland Delineation Report

Attachment G: DSL Concurrence Letter

Attachment H: Retaining Walls

Attachment I: Sheet 1 – Tentative Map, Revised, Submitted April 7, 2020

Attachment J: Sheet 2 – Grading Plan, Revised, Submitted April 7, 2020

Attachment K: Sheet 3 – Utilities Plan, Revised, Submitted April 7, 2020

Attachment L: Sheet 4 – Profile Plan, Revised, Submitted April 7, 2020

Attachment M: Sheet 5 – Shadow Plat, Revised, Submitted April 7, 2020

Attachment N: Geotech Report and Slopes

Attachment O: Comments from Seneca Timber Company

Attachment P: Comments from Mia Nelson, Lookout Point, LLC

Attachment Q: Copies of Existing Private Access Easements

Attachment R: Applicant’s Drainage Plan/Study

- Attachment S: Urban Collector Standards and Sketch of North Moss Street*
- Attachment T: Example of A Farm/Forest Management Easement*
- Attachment U: Applicant's Written Narrative for Streets*
- Attachment V: Applicant's Written Narrative for Decision Criteria*
- Attachment W: Completed TIA by Applicant*
- Attachment X: Applicant's Extension Request to 120-day Rule*

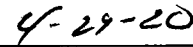
10. Approval and appeal

The City of Lowell City Council held a public hearing on the proposal on April 21, 2020 and made a motion to approve to the proposal based on the findings, conclusions and recommendations as contained in the staff report. Motion passed.

The City has taken final action on this application and is appealable to the Land Use Board of Appeals (LUBA), pursuant to state law. Concerned parties should consult an independent attorney to file an appeal to LUBA and are encouraged to visit <https://www.oregon.gov/LUBA/pages/index.aspx> for more information.



Mr. Don Bennett, Mayor



Date

Agenda Item Sheet
City of Lowell City Council



Type of item:	Procurement
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Item title/recommended action:

Motion to authorize the City Administrator to make a purchase of \$26,923 for 100 quantity flowIQ2250 water meters from Correct Equipment.

Justification or background:

At your March 2 work session, the Public Works Director gave a presentation on the City's water meter replacement program. The Public Works Director indicated that a procurement authorization would be placed on your regular March meeting agenda to purchase 100 replacement meters. A quote from Correct Equipment in the amount of \$26,923 is placed on the agenda for your review and approval to purchase the replacement water meters.

Budget impact:

Quoted price for 100 water meters totals \$26,923, or \$269.23 for each meter.

Department or Council sponsor:

Public Works

Attachments:

Price quote from Correct Equipment

Meeting date:	03/16/2021
---------------	------------

Jeremy Caudle

From: Max Baker
Sent: Thursday, March 11, 2021 9:35 AM
To: Jeremy Caudle
Subject: FW: Kamstrup

Best Regards,

Max Baker

Public Works Director
City of Lowell
107 East Third Street
Lowell, OR 97452
Office: 541-937-2776
mbaker@ci.lowell.or.us

From: Tim Owens <timo@correctequipment.com>
Sent: Tuesday, January 5, 2021 2:21 PM
To: Max Baker <mbaker@ci.lowell.or.us>
Subject: Kamstrup

Hi Max,

Per our conversation, here is the locked in rate for each meter for either a 3 year or 4 year period. I have the locked in rate (making assumptions of the price increases) and the current rate. I expect a 2-3% each year on our side. Hope this makes sense.

FlowiQ2250 02A-01-D18B-8US (current version) \$274.92/each locked in rate. For 2021 or until we receive a price adjustment the meters will remain at **\$269.23/each**

For the acoustic leak detection meters, here is the locked in 3 or 4 year rate. Must order 100 at a time.

FlowiQ2200 02-K-02-D-1-8B-8-UB (ALD Version) **\$303.33/each** locked in rate. For 2021 or until we receive a price increase, the meters will be \$291.20/each

There would also be hosting and subscription charges upcoming once you get over 100 meters for the AMR mode. If you add ALD or AMI there would be other upgrades.

Here is the folder link to the ALD meter documents and a youtube video. If you want to get more info on the leak detector program I can schedule a webinar.

https://correctequipment.egnyte.com/fl/IYpi6ZHBkn/Leak_Detector

<https://www.youtube.com/watch?v=YDiAEOjZwS4>

Call me with questions.

Best Regards,

Tim Owens



300 S. Redwood Street, Suite 135

Canby, OR 97013

503.582.0555 Ext. 210

www.correctequipment.com

Agenda Item Sheet

City of Lowell City Council



Type of item:	Procurement
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Item title/recommended action:

Motion to authorize the City Administrator to solicit requests for proposals for architectural services for the Maggie Osgood Library renovation project.

Justification or background:

A draft request for proposals is presented for City Council review. City Council approval is requested to authorize the City Administrator to solicit competitive proposals from qualified architectural firms to develop final designs, specifications, and bid documents for the Maggie Osgood Library project. The enclosed draft RFP contemplates a proposal deadline of April 14. The goal would be to select an architect and negotiate a contract for professional services for approval at your regular May meeting. It is anticipated that we would be able to begin working with the architect to finalize designs by the end of summer, with the goal of soliciting construction bids in late summer/early fall. Our ability to start construction after complete the design phase is still contingent on our receiving the grant funding for which we applied.

Budget impact:

To be determined

Department or Council sponsor:

Library

Attachments:

Draft RFP for architectural services

Meeting date:	03/16/2021
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REQUEST FOR PROPOSALS

FOR

**ARCHITECTURAL SERVICES FOR THE
MAGGIE OSGOOD LIBRARY RENOVATION**

**PROPOSALS DUE:
4:00 PM, local time
Wednesday, April 14, 2021**

Project representative:

Jeremy B. Caudle

Lowell City Administrator

Email: jcaudle@ci.lowell.or.us

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1.0 Invitation to submit proposals

The City of Lowell will receive proposals from qualified architectural firms in response to this Request for Proposals (RFP) for Architectural Services for the Maggie Osgood Library Renovation until 4:00 PM, local time, Wednesday, April 14, 2021.

Proposals must be prepared in the form required in Subsection 3.0 of this RFP and delivered via email to Jeremy Caudle, City Administrator, at jcaudle@ci.lowell.or.us.

1.1 Purpose

The City of Lowell, Oregon (the “City”) is requesting proposals from qualified architectural firms (“Proposers”) for comprehensive Architectural Services related to the renovation of an existing building for use as the new Maggie Osgood Library by the City of Lowell.

In general, the Architectural Services will consist of planning, design, and construction administration services for the renovation of approximately 2,723 square feet of the Maggie Osgood Library building located at 70 North Pioneer Street, Lowell, OR 97452 including site improvements; building renovations and construction; installing new furnishing, fixtures, and equipment; and all necessary plumbing, electrical, and other upgrades (the “Project”).

1.2 Solicitation Documents

RFP documents may be downloaded from the City’s RFPs, Bids and RFQs Page at <https://www.ci.lowell.or.us/rfps>.

Printed copies of the RFP documents may be obtained by contacting City Administrator Jeremy Caudle via email at jcaudle@ci.lowell.or.us or by phone at 541-359-8768.

1.3 Addenda

The City may issue addenda to modify or add to the terms of the RFP or change the time or date for submission of proposals. Any such addenda will be issued by the City in writing not less than 72 hours prior to the deadline for receipt of proposals and be delivered by email to eligible Proposers. The terms, conditions, requirements, clarifications, information, and instructions contained in any addenda issued by the City must be acknowledged, agreed to, and accepted in the proposals received and will become part of any resulting contract.

2.0 Project description

Prior to 2019, the City housed its library in the current City Hall building located at 107 E 3rd Street. Due to structural deficiencies in the current City Hall, the City closed the library portion of City Hall. The City purchased a former church building at 70 North Pioneer Street to house the new library. The City has a collection of approximately 15,000 books, DVDs, and other materials that it will locate to the new library once construction is completed.

The City hired a planning firm in spring of 2019 to lead a community design process for renovating the new building. The design process resulted in the *2020 Lowell Community Facilities Study* (“Study”). Proposers are encouraged to read the Study to familiarize themselves with the Project. The Study provided two options for the new building: either turning it into a standalone library or a combined City Hall and library. This Project consists of implementing the standalone library option, as detailed on pages 5, 9, 15, and 22 of the Study. The Study provided a cost estimate of \$284,450 for the Project. The Web address where the study is located is available at the end of this section.

The Project includes the elements listed on page 5 of the Study under the “Principle Development” and “Site Analysis and Program Development” sections. Some examples include constructing new windows; replacing the existing drop ceiling with a more attractive option; improvements to the façade and entryway; landscaping improvements; installing a small kitchen; and repurposing existing office space. Also, the Study notes that the new building has several plumbing, electrical, mechanical, and Americans with Disabilities Act compliance deficiencies, which this Project aims to remedy. Finally, the selected Proposer will assist the City in installing furniture, fixtures, and other equipment appropriate for a small municipal library and to ensure attractive, welcoming interior design of the new library.

The selected Proposer will work with City staff, City Council, and appointed committee members to prepare final plans, drawings, and specifications. Afterwards, the selected Proposer will prepare bid documents and assist the City in selecting a contractor. The selected Proposer will advise the City on an appropriate construction method and oversee the work of selected contractors and subcontractors.

The City is funding this project through a variety of means. The City is funding the design phase with the selected Proposer through its general operating budget. The City anticipates funding construction through a combination of grants from private foundations and other government entities, as well as donations that have already been received.

Web address for the *2020 Lowell Community Facilities Study*:

https://www.ci.lowell.or.us/sites/default/files/fileattachments/library/page/1181/community_facilities_study_approved.pdf

3.0 Preparation and submission of proposals and proposer requirements

Proposers are responsible for reading and understanding all portions of the solicitation documents, including attachments and addenda, if any, and to include all requirements in their proposals. To be responsive, proposals must be made in writing, and address the background, information, questions, criteria, and requests for information contained in the RFP. Proposals must be submitted in the required form and contain all required documents and responses, be signed by the Proposer or its authorized representative, and be submitted in the manner and number described in this RFP.

3.1 Proposal submission

Proposals must be received by the time and date stated for receipt in Section 1.0. Proposals must be submitted in the form and manner stated in the Invitation for Proposals, complete with a Proposer Certification Form signed by the Proposer or its authorized representative, responses to all criteria and requirements included in the RFP, other documents required to be submitted, if any, and contain the number of copies required.

Each Proposer must submit one (1) electronic copy in PDF format via email or on a USB storage device or CD no later than the due date and time specified in the Request for Proposal. Proposals must not include .zip files or be greater than 15 MB in size and subject to the stated limitations on page quantity and size contained in this RFP. Proposals submitted electronically must be submitted as an attachment to an email to the person and email address stated above in Section 1.0. The subject line of the email must contain the words "Request for Proposals: Architectural Services" identifying the submission as a response to this specific RFP.

Electronic media must be enclosed in a sealed envelope bearing the Proposer's name and address, clearly marked with the title of this RFP, and bearing the words "Proposal Enclosed," delivered to the person and address stated above in Section 1.0.

By submitting a proposal, a Proposer acknowledges that the Proposer has read and understands the terms and conditions applicable to this RFP, and accepts and agrees to be bound by the terms and conditions of the contract, including the obligation to perform the scope of work and meet the performance standards.

3.2 Proposal withdrawal

A Proposer may withdraw its proposal at any time prior to the deadline set for receipt of proposals, by email or U.S. mail to the person identified for receipt of proposals, and may submit a new proposal in the manner stated in this RFP. The City will not consider proposals received after the time and date indicated for receipt of proposals. A Proposer may not modify its proposal after it has been submitted, other than to address minor informalities, unless the proposal is withdrawn and resubmitted as described above. Multiple or alternate proposals will not be accepted.

3.3 Proposer costs

Proposers responding to this RFP do so solely at their expense, and the City is not responsible for any Proposer expenses associated with the RFP.

3.4 Interpretation of RFP

Proposers are cautioned not to make any assumptions as to the implied meaning or intent of any part of the RFP. Proposers should request clarification or additional information concerning the RFP in writing as soon as possible, but in no event will such requests be received by the City later than the deadline set forth in this RFP. Any corrections or clarifications made in any manner other than by a written addendum addressed to all proposers will not be binding on the City, and proposers shall not rely thereon.

3.5 Duration of proposals

Any proposal submitted shall be irrevocable and open for acceptance for a period of sixty (60) days from the proposal closing date. An award of the contract to any Proposer shall not constitute a rejection of any other proposal.

3.6 Proposer minimum requirements

Proposers must be properly registered to do business in the State of Oregon, registered and in good standing with the Oregon State Board of Architect Examiners.

Proposers must be an “equal opportunity employer” willing to comply with all applicable provisions of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972 (see 42 USCA 2000), all regulations thereunder (see 41 CFR Parts 60 and 60-1), Executive Orders 11246 and 11375, and all Oregon statutes and regulations regarding employment.

3.7 Proposals are subject to Oregon public records law

Proposals submitted in response to this RFP become public records under Oregon law and, following contract award, will be subject to disclosure to any person or organization that submits a public records request. Proposers are required to acknowledge that any proposal may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law.

Each Proposer must clearly identify all information included in its proposal that is claimed to be exempt from disclosure along with a short statement of the basis for exemption. A Proposer may not designate its entire proposal as being exempt from disclosure. If the City receives a records request, including subpoena, covering information the bidder believes is covered by an applicable public records exemption, it is the Proposer's responsibility to defend, reimburse, hold harmless, and indemnify the City for any costs associated with establishing such an exemption.

4.0 Clarification or protest of solicitation documents

If a Proposer finds discrepancies or omissions in the RFP documents, or is in doubt as to their meaning, the Proposer must immediately notify the Project representative designated for receipt of proposals or other person identified for submission of questions.

If the Project representative believes a clarification is necessary, an addendum will be issued in writing not less than 72 hours prior to the deadline for receipt of proposals, and available on the City's Procurement and Purchasing webpage listed above. The addendum may postpone the date for submission of proposals. The requirements or clarifications contained in any addenda so issued must be acknowledged in the proposals received and will become part of any resulting contract.

The apparent silence of the solicitation documents regarding any detail, or the apparent omission from the RFP of a detailed description concerning any point, means that only the best commercial or professional practice, material, or workmanship is to be used.

4.1 Protest of solicitation procedures

Section 2.115 "Protests and appeals" of the *Lowell Revised Code* specifies how Proposers may protest the competitive selection process outlined herein, or any of the provisions in the RFP documents. Protests are required to be submitted in writing and not less than five days prior to the solicitation closing. Section 2.115 also specifies under what grounds a protest may be considered. Proposers should review the relevant sections of the *Lowell Revised Code* for more information on the protest process and City procurement rules and regulations.

The *Lowell Revised Code* is available at the following Web address:

https://library.municode.com/or/lowell/codes/code_of_ordinances

5.0 Opening of proposals

The City will not examine any proposal prior to the time set for opening proposals (which will be after proposal submittal deadline). Any proposal or modification received after the designated deadline will not be opened or considered in the discretion of the City. The proposals submitted will be open to public inspection after execution of a contract, except for any information covered by an exemption to disclosure.

6.0 Compliance with laws

Proposals will be reviewed by the Project representative for responsiveness to the minimum requirements established by RFP, which include:

- Submission of a completed Proposer Statements and Certifications in the form included as Attachment B.
- Compliance with proposal procedures, public contracting laws, and the requirements of the *Lowell Revised Code*.
- Application of any applicable preferences for services that have been manufactured, produced or performed in Oregon (ORS 279A.120), resident bidders (ORS 279A.120), recycled materials (ORS 279A.125), or printing performed within the State (ORS 282.210).

7.0 Proposal evaluation and award

The City will award based on the responsiveness of the actual proposals received to the requirements established in Attachment A, considering qualifications, experience, resources, proposed services, Proposers' past record of performance, and other factors identified in the RFP, as well as responses received from references, interviews, and follow-up questions, if any.

Each proposal will be evaluated by a Selection Committee based on the process and scoring established in Attachment C. Based upon evaluation of the submitted proposals, the Selection Committee may choose to conduct interviews with the Proposers. Interviews may include a presentation by the Proposer and questions regarding the proposal and services to be provided.

Upon conclusion of the interviews, if any, the Selection Committee will revise its scores, again based on the evaluation criteria. The Selection Committee may meet one or more times to discuss interviews or proposals, or both, and revise scores. Unless the City provides additional criteria for interviews, interviews are not a separate evaluation criterion eligible for points, but the Selection Committee may consider the interview when revising its scores. The Selection Committee will rank the Proposers and make its recommendation for selection of a Proposer determined to be the most highly qualified based on the final scores.

Additional criteria for selection interviews, if any, will be distributed at the time interviews are scheduled.

In evaluating the proposals and selecting a Proposer, the City reserves the rights to:

- a) Reject any and all proposals and cancel the RFP at any time if doing either would be in the public interest as determined by the City in its sole discretion;
- b) Issue subsequent Requests for Proposals for the same or similar services;
- c) Not award a contract for the requested services;
- d) Waive any irregularities, informalities, or deficiencies in proposals, or, alternatively, to give a lower rating in the evaluation process as a result of such informalities or deficiencies;
- e) Accept the proposal which the City deems to be the most beneficial to the public and the City;
- f) Seek clarification of each proposal or investigate each Proposer;
- g) Negotiate with any Proposer to further amend, modify, redefine or delineate its proposal;
- h) Negotiate a final contract that is in the best interest of the City;
- i) Reject any limitations or disclaimers of liability or limitations or disclaimers of types of recoverable damages from Proposers or any sub-consultants of Proposers;
- j) Negotiate and accept, without re-advertising, the proposal of the next-highest scored Proposer, in the event that a contract cannot be successfully negotiated with the selected Proposer, which may occur prior to the time a final recommendation for award is made;
- k) To reconvene the Selection Committee and collectively review the scoring, making changes as the Selection Committee deems appropriate; and
- l) Further question any Proposer to substantiate claims of experience, background knowledge, and ability.

7.1 Negotiation and award of contract

After the highest-scored Proposer is determined by the Selection Committee, the City will discuss and negotiate the scope of services with that Proposer and the Proposer will submit a written compensation proposal and schedule of services. The City may request supplemental scope, compensation, or schedule information from the Proposer, including but not limited to number of hours proposed for services required, expenses, hourly rates, overhead, profit and additional or different schedule milestones or other schedule information. If the highest-scored Proposer refuses to provide this or any other information promptly after the City's request, the City may terminate discussions with that Proposer.

If the City and the highest-scored Proposer are for any reason unable to reach agreement about the scope of services, compensation, or schedule, the City may terminate discussions with that Proposer. The City may then enter discussions and negotiations as described herein with the second highest-scored Proposer. If the City and the second highest-scored Proposer are for any reason unable to reach agreement, the City may terminate discussions with that Proposer and enter into discussions with the next highest-scored proposers in order of ranking until agreement is reached. The contract will be awarded to the Proposer who in the City's judgment has submitted a proposal and negotiated scope, compensation, and schedule that best meets the City's needs.

If the City is for any reason unable to reach agreement with any and all Proposers about the scope of services, compensation, or schedule, the City shall terminate the process and may, in its sole discretion, re-solicit proposals under a new RFP. Unless the process is earlier terminated, based upon the Selection Committee's recommendation and the City's reaching agreement with a Proposer, the Project representative will issue a notice of intent to award. The final award of the contract is subject to the review and approval of the City Council.

7.2 Mistakes in proposals

Minor informalities may be waived in the sole discretion of the City. Mistakes discovered after opening where the intended correct statement or amount is clear or properly substantiated may be corrected in the sole discretion of the City. Where the intended correct statement or amount is not clearly evident or cannot be substantiated by accompanying documents, and where the statement or amount is material to determining compliance with the minimum requirements of the RFP, the proposal may not be accepted in the sole discretion of the City. The City reserves the right to waive technical defects, discrepancies, and minor irregularities, and to not award a contract when it finds such action to be in the public interest, in the sole discretion of the City.

7.3 Notice of award

The City will provide written notice of its intent to award to a given Proposer or Proposers at least 7 days before the award, unless the City determines that a shorter notice period is more practicable.

7.4 Protest of intent to award

A Proposer that is not recommended for award by the Selection Committee may protest the recommendation. To be considered, a protest must be submitted in writing not more than 72 hours after the date of issuance of the notice of intent to award. The protest must specify the grounds upon which the protest is based, in accordance with *Lowell Revised Code* Section 2.115.

7.5 Rejection of proposals

The City may reject any proposal not in compliance with all prescribed proposal procedures, requirements, rules, or laws, and may any and all proposals upon the City's finding that it is in the public interest to do so. If all proposals are rejected, new proposals may be called for in a new solicitation, or the proposals received may be considered with opportunity for supplemental submission. If there is partial rejection, the City will solicit supplemental information only from those Proposers who submitted proposals, on the condition that it is unlikely that re-advertising would lead to greater competition. The Project representative is delegated the authority to reject all proposals, prepare findings of best interests, and provide written notice of rejection of all proposals.

###

Attachment A – Required Elements of Proposals

1.1 Proposal documents and format and documents to be submitted

The proposal submitted must include:

- Responses to each of the required items stated under 1.3, below.
- A completed and executed Proposer Statements and Certifications form (Attachment B).

1.2 Form of proposal

The form of the proposal must:

- Include the responses to Proposal Elements A - E below in the order and numbering requested
- Be submitted in the form and within the limitations stated in this RFP
- Contain primary text and headings in not less than 10-point type (with smaller text acceptable in notes, graphs, requested tables, and images, provided the information presented is reasonably legible)
- Be limited to no more than 12 pages, one sided, nominal 8.5" x 11" size. Pages used for a cover, cover letter (not to exceed two pages), section dividers, résumés identified in Proposal Element B below, and references in accordance with Proposal Element E below are not included in the page limit.

1.3 Required response criteria

The proposal must address each of the following Proposal Elements:

A. Design team qualifications and experience (35 points maximum)

Provide sufficient information on the background, qualifications, technical competence, and specialized experience of Proposer (lead firm) to demonstrate its ability to provide the services required for this Project. Include a list of past projects demonstrating such qualifications and experience. Emphasize projects of similar scope, scale, and context, and how they are relevant to the Project subject to this RFP. Identify names and roles of team members listed in Proposal Element B below associated with each past project.

The City reserves the right to provide input on the final selection of subconsultants and has ultimate discretion on whether a subconsultant may be included on the Proposer's Design Team. However, the City intends to give broad discretion to the Proposer to assemble the Design Team that will result in the best possible execution of the Project.

Engineering, landscape architecture, and/or cost estimating services may also be added to the Design Team as required either as a subconsultant to the selected Proposer or under direct contract with the City.

B. Key personnel (20 points maximum)

Provide an organizational chart of your proposed Design Team. Include the names of key persons designated to be on the Design Team and their intended role in the Project. Include the names and roles of key personnel from each subconsultant firm listed in Proposal Element A.

Provide a concise description of the qualifications and experience of Proposer's (lead firm's) key personnel. Include professional biographies or résumés for key Design Team members, including subconsultants, as an attachment at the end of the proposal. List any relevant certifications and/or licenses and their expiration date(s).

C. Project approach (40 points maximum)

Provide a general description of the techniques, methods, and tools your firm/team would expect to utilize for successfully completing this Project. Address development of the design, management of budget and schedule, facilitation of decision making, development of construction documents, and construction administration.

D. Proposal organization and readability (5 points maximum)

The City will evaluate the extent to which the proposal follows the instructions contained in this RFP, is easy to read and follow, and is professional in its presentation. This element may also be used by evaluators to assist in understanding and scoring other Proposal Elements.

E. References (not separately scored)

Provide references from at least 3 comparable clients for which your firm has provided similar services that would be representative of the work anticipated under this RFP. The City reserves the right to investigate the past performance of any submitting firm with respect to its successful performance of similar projects, compliance with contractual obligations, and its completion or delivery of a project on schedule. Please ensure that your references are prepared to speak to the City regarding your firm's service and operation. For each reference, provide the following information:

- Name of organization
- Length of relationship
- Location
- Contact name
- Contact telephone number, and email
- Name and date of project(s) completed

Responses to reference checks, whether those references are listed above, may be used to assist in scoring other Proposal Elements. City staff may not be used as references and any previous work done by individuals or firms responding to this RFP will not be considered in evaluating statements except as specifically submitted in response to the Proposal Elements above.

DRAFT

Attachment B – Proposer statement and certification

Proposer's Name:

RFP Title:

Proposer Statements:

Proposer's Offer. Proposer offers to provide the services in accordance with the requirements of the Request for Proposals (RFP) stated above and the enclosed proposal. The undersigned Proposer declares that the Proposer has carefully examined the above-named RFP, and that, if this proposal is accepted, Proposer will execute a contract with the City to furnish the services of the proposal submitted with this form. Proposer attests that the information provided is true and accurate to the best of the personal knowledge of the person signing this proposal, and that the person signing has the authority to represent the individual or organization in whose name this proposal is submitted.

Proposer's Acceptance of Terms and Conditions. By execution of this Form, the undersigned Proposer accepts all terms and conditions of this RFP except as modified in writing in its proposal. Proposer agrees that the offer made in this proposal will remain irrevocable for a period of 60 days from the date proposals are due.

Proposer's Acknowledgement of Public Records Law. By execution of this Form, the undersigned Proposer acknowledges that its entire proposal is subject to Oregon Public Records Law (ORS 192.410–192.505), and may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law. Proposer agrees that all information included in this proposal that is claimed to be exempt from disclosure has been clearly identified either in the Proposer Statement, or in an itemization attached hereto. Proposer further acknowledges its responsibility to defend, hold harmless, reimburse and indemnify the City for any costs associated with establishing a claimed exemption.

Addenda

Proposer acknowledges that it has received, considered, and hereby agrees with and accepts the terms, conditions, requirements, clarifications and other information or instructions provided in the following addenda, if any:

Certifications

By signing this Proposer's Certification form, Proposer certifies that:

- Certification of Resident Bidder Status. Proposer is () is not () (check one) a resident bidder, as defined in ORS 279A.120.
- Certification of Non-Discrimination. Proposer has not discriminated and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns, or an emerging small business that is certified under ORS 200.055.
- Certification of Non-Collusion. This proposal is made without connection or agreement with any individual, firm, partnership, corporation, or other entity making a proposal for the same services, and is in all respects fair and free from collusion or collaboration with any other Proposer.
- Certification of Compliance with Tax Laws. Proposer has, to the best of Proposer's knowledge, complied with Oregon tax laws in the period prior to the submission of this proposal, including:
 - o All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318,
 - o Any tax provisions imposed by a political subdivision of this state that applied to Proposer or its property, goods, services, operations, receipts, income, performance of or compensation for any work per-formed, and
 - o Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

[This section left intentionally blank.]

The undersigned, by signature here, acknowledges, accepts, and certifies to the statements and certifications as stated above.

PROPOSER:

Authorized signature **Proposer's legal name**

Name of authorized signer **Address**

Title **Federal Tax ID number**

Date

Optional contact information regarding this proposal:

Contact name

Telephone number

Email address

Attachment C – Selection procedure and scoring

Selection Committee. The Selection Committee is anticipated to be comprised of:

- Jeremy Caudle, City Administrator
- Max Baker, Public Works Director
- Joyce Donnell, City Clerk
- City Councilor, to be determined
- Additional City Councilor or Library Committee member, to be determined

The City reserves the right to modify the composition of the Selection Committee, including but not limited to the number of committee members.

Evaluation Process. The selection process for this RFP will include the procedures identified here:

- Will include evaluation and scoring of initial proposal
- May include interviews of top-scored Proposers
- May include a requirement for additional questions and responses from top-scored Proposers

Notwithstanding the selection procedures identified above, the City reserves the right to terminate the evaluation process after completion of any procedural stage when, in the City's sole discretion, further evaluation procedures are not required for the City to identify the Proposer whose offer will best suit the interests of the City.

Proposal Scoring. The City will score proposals according to the following criteria:

Proposal element	Maximum points
Design team qualifications and experience	35
Key personnel	20
Project approach	40
Proposal organization and readability	5
	100

Attachment D – Insurance requirements

Proposer is not permitted to begin any work until Proposer obtains, at Proposer's own expense, all required insurance as specified below. Such insurance must have the approval of the City as to limits, form, and amount.

The types of insurance Proposer is required to obtain or maintain for the full period of the contract will be:

- Commercial General Liability Insurance covering Bodily Injury and Property Damage on an "occurrence" form. Such insurance shall be primary and non-contributory. Coverage shall be a minimum of \$2,000,000 per occurrence, and \$2,000,000 aggregate.
- Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than \$1,000,000.
- Workers' Compensation Coverage. The Proposer, its subcontractors, if any, and all employers providing work, labor or materials under this Contract who are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers. Out-of-state employers must provide workers' compensation coverage for their workers that comply with ORS 656.126. Employers' Liability Insurance with coverage limits of not less than \$500,000 each accident is required.
- Professional Liability Insurance covering any damages caused by an error, omission, or any negligent acts. Combined single limit per occurrence shall not be less than \$2,000,000. Annual aggregate limit shall not be less than \$2,000,000.
- Additional insured endorsement for General Liability Insurance is required.

Attachment E – Pictures of existing building to be renovated

This attachment provides pictures of the building to be renovated under the services that this RFP contemplates. These pictures are provided to familiarize proposers with existing conditions, especially in relation to the “Project Approach” section of the required proposal elements.



Picture 1: Entryway to existing building



Picture 2: Entryway to existing building



Picture 3: Outside view of existing building



Picture 4: Outside view of existing building facing front of building



Picture 5: Facing front door entrance



Picture 6: After entering the building and turning right



Picture 7: At far end of meeting space, looking back toward offices near the front entrance



Picture 8: Under the front entrance, looking out over parking lot