

**Lowell City Council
Regular Meeting
Tuesday, August 20, 2024 at 7:00 pm**

**Lowell Rural Fire Protection District Fire Station 1
389 N. Pioneer Street, Lowell, OR 97452**

Members of the public may provide comment or testimony through the following:

- Joining in person or by phone, tablet, or personal computer. For details, click on the event at <www.ci.lowell.or.us>.
 - Mailing written comments to PO Box 490, Lowell, OR 97452 or delivering in person at Lowell City Hall located at 70 N. Pioneer St.
 - By email to admin@ci.lowell.or.us.
 - Comments received by 4:00 pm on the meeting date will be included in the record.
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Regular Meeting Agenda

Call to Order/Roll Call/Pledge of Allegiance

Councilors: Mayor Bennett ___ Harris ___ Stratis ___ Weathers ___ Murray ___

Approval of Agenda

Consent Agenda

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

1. July 16, 2024 regular meeting minutes
2. August 6, 2024 regular meeting minutes
3. July 2024 check register
4. June 2024 financial report

Public Comments

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

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

Council Comments (three minutes per speaker)

Staff Reports

1. City Administrator
2. Public Works
3. Library

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

City Council Meeting Agenda

Old Business

1. Follow up on “Charging and fueling infrastructure grant” opportunity with Lane County. – Discussion/ Possible action

New Business

1. Presentation by Parks and Recreation Committee on Paul Fisher Park swing set and gaga ball court recommendations. – Discussion
Presenters: Committee members Tony Moreci and Meesa Anders

At this time, City Council may approve a motion to accept the Parks and Recreation Committee’s recommendations and to authorize the purchase of the swing set and the construction of a gaga ball court at Paul Fisher Park.

2. Review applications to fill vacant positions on the Library Committee. – Discussion/ Possible action
 - Tony Moreci
 - Ann Wopat

At this time, City Council may vote to appoint the applicants to the Library Committee.

3. Motion to approve a sole source procurement for “Oral historian consulting services,” based on the findings presented in the agenda item sheet, and to authorize the City Administrator to sign a contract in the amount not to exceed \$8,000 with Christoffer Eric Petersen for these services. – Discussion/ Possible action
Presenter: Peggy O’Kane, Library Director

4. Review quotes for E. 1st Street paving and repairs. – Discussion/ Possible action
 - Wakeview Construction LLC - \$37,871.06
 - Wildish – \$74,879.00
 - RiverBend Construction – \$45,206.00

Presenter: Public Works Director Max Baker

At this time, the City Council may vote to approve one of the quotes.

5. Review process for sale of old City Hall/107 E. 3rd St.. – Discussion/ Possible action

At this time, the City Council may vote to authorize the City Administrator to proceed with the sale of 107 E. 3rd St. using the for sale by owner method.

6. First reading and public hearing on Ordinance 313, “An Ordinance Amending the Lowell Building Department Permit Fees; Adopting Appendix J “Grading” Of the 2024 International Building Code; and Amending the Section on how Building Permit Fees are Established.”
 - a. The public hearing is now open at ____ (state time)
 - b. Staff report – City Administrator Jeremy Caudle
 - c. Questions/comments from the public
 - d. Questions/comments from the City Council
 - e. The public hearing is now closed
 - f. First reading of Ordinance 313.

City Council Meeting Agenda

- g. Schedule second reading. Recommended motion: "I move to schedule a second reading for Ordinance 313 at the September 3, 2024 regular City Council meeting."
7. Motion to approve an intergovernmental agreement with Lane Council of Governments for an external market compensation analysis at the member rate of \$7,791, and to authorize the City Administrator to sign. – Discussion/ Possible action

Other Business

1. Thoughts on September 3 work session at 6:00 pm to discuss code enforcement abatement, City Administration evaluation process improvements, annual City Council planning session.

Mayor Comments

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

Adjourn the Regular Meeting.

**City of Lowell, Oregon
City Council
Regular Meeting Minutes
July 16, 2024**

The Lowell City Council held a regular meeting on July 16, 2024. The meeting location was Lowell Rural Fire Protection District Fire Station 1 at 389 N. Pioneer Street, Lowell, OR 97452. Mayor Bennett called the meeting to order at 7:02 pm.

City Councilors present:

Mayor Don Bennett, Tim Stratis, Maureen Weathers

City Councilors absent:

Gail Harris, Jimmy Murray

Staff/others present:

CA Caudle; Public Works Director Max Baker (via Zoom)

Approval of the agenda:

CA Caudle requested:

- Removal of #1 under new business, “Consideration of Amendment 1 to the City Administrator Employment Agreement. – Discussion/ Possible action.”
- Addition of “City Administrator explanation of vacation accrual issue” under other business.

Consent agenda:

1. May 21, 2024 regular meeting minutes
2. June 4, 2024 regular meeting minutes
3. June 18, 2024 regular meeting minutes
4. July 2, 2024 regular meeting minutes
5. June 2024 check register

Councilor Stratis moved to approved the consent agenda, which Councilor Weathers seconded.

Mayor Bennett: YES; Stratis: YES; Weathers: YES.

APPROVED: 3-0.

Public comments:

Jerry Oltion. Secretary of Eugene Astronomical Society. 750 Brookside Drive, Eugene. Provided suggestions on how better to enforce the city’s “dark sky” ordinance.

Council comments:

None.

Staff reports:

1. City Administrator
 - Continued training on ePermitting through Building Code Divisions.
 - The library intends to sell the bookshelves at the old City Hall during its annual book sale during Blackberry Jam Festival. The estimated value of each shelf is \$25, with a total estimated value of less than \$500 for all bookshelves. Since the total estimated value is less than \$500, the City

Administrator intends to dispose of the surplus property using whatever means is advantageous to the city.

- Interviews are scheduled for the new Public Works position.
- DEQ completed review of the wastewater treatment master plan.
- The Oregon Department of Emergency Management did not recommended approval of the city's cybersecurity grant application for funding.
- After an informal consultation with the school district on a restroom facility construction, staff determined that the project is a Type I ministerial process that can go straight to building permit application.
- Met with the Hyland Lane developers on the parking lot proposal.
- Met with a citizen who's interested in starting a food truck business.
- Met with the Sunset Hills development team to wrap up that project.
- Received a hillside development application approval, as well as a final inspection.
- Contacted a vendor who provides minutes taking services.
- Prepared property tax certifications and turned in to the Lane County Assessor. Turned in shared revenue certification. Need to turn in compiled budget document to Lane County Clerk.
- Received 3 complaints, which were detailed in the report.
- Recognized Mike Cobiskey for pressure washing and repainting Rolling Rock Park sidewalks.
- The keycards for the City Hall/library locks are working now.

2. Public Works

- Fire restrictions are in effect.
- Park restrooms remain closed due to vandalism.
- The latest testing indicates a "non-detect" for algae toxins.
- Water production is at its highest levels.
- Staff met with OHA regulators to discuss the Lookout Point drawdown and the possibility of using the wells as an emergency measure.
- The Public Works Director explained ways to mitigate debris around the water intake given that the airburst retrofit was removed from the ECWAG proposal.
- Annual maintenance is underway for the wastewater collections system.
- Review of applications for the Utility Worker Trainee position is underway.

3. Library

- Report provided in packet.

Old business:

1. Correction to the "Financial and accounting consultation services" agreement with Layli A. Nichols approved on July 2, 2024. –Discussion/ Possible action

CA Caudle explained that at the July 2 meeting, City Council approved a contract for financial and accounting services. After the meeting, however, staff discovered an error in the compensation section. The monthly services cost in the original contract was \$27,106, and the audit services cost was listed as \$5,000. However, these amounts are incorrect. The correct amount for monthly services is \$32,104, and the correct amount for audit services is \$5,250. These are the amounts that are entered in the FY 2025/2025 budget.

Councilor Weathers moved to rescind the July 2, 2024 approval of the "Financial and accounting consultation services" agreement with Layli A. Nichols, and to approve the corrected contract as presented, which Councilor Stratis seconded.

Mayor Bennett: YES; Stratis: YES; Weathers: YES.

APPROVED: 3-0.

New business:

1. Review “Request for coverage” for annual benefits contract renewal with CIS. – Discussion/ Possible action

CA Caudle explained that the city must submit its request for coverage to CIS by July 23. This is for the annual renewal of our health, dental, vision, and life insurance benefits. Since this is for a contractual arrangement that is expected to exceed the City Administrator's spending authority of \$5,000, this is placed on the City Council's agenda for approval. Per Sec. 2.101(8) of the city procurement code, contracts for employee benefit plans are exempt from the competitive bidding procedures specified elsewhere in the code. CA Caudle recommends no changes to the plans and coverages.

Councilor Weathers moved to authorize the City Administrator to submit a ‘Request for coverage’ with CIS for the 2025 plan year for the employee benefits as presented, which Councilor Stratis seconded.

APPROVED: 3-0.

2. Review resignations from city committees. – Discussion/ Possible action
 - a. Sherry Carter – Library Committee
 - b. Brenda Sirois – Library Committee
 - c. Shannon Fassbender – Parks and Recreation Committee

Councilor Stratis moved to accept the committee resignations as presented, which Councilor Weathers seconded.

APPROVED: 3-0.

Other business:

CA Caudle explained an error related to his vacation accruals as follows:

- At his 3-year anniversary, the City Administrator and Contract Accountant were set to update the CA’s vacation accrual to the higher level per the personnel policy.
- At that time, both the CA and Contract Accountant discovered that the CA had already been entered at that higher level. It was unknown why the CA had been entered at that higher accrual level, resulting in over-accrual over a 3-year period of vacation time.
- Upon discovering this error, the CA sent a memo to the City Council explaining the issue and stating that an analysis and proposed resolution on the matter would be shared at a future council meeting.
- The CA and Contract Accountant completed that analysis recently. The CA then presented the Contract Accountant’s analysis of vacation accrual that he should have accrued versus what he actually accrued. He actually accrued 527.10 hours while he should have accrued 291.20 hours, resulting in an over-accrual of 235.90 hours.
- Between now and his hire, the CA took 317 hours of vacation time, resulting in 25.80 hours of vacation time that was taken but not earned.

- To remedy this issue, CA Caudle proposed: manually adjusting the payroll system to reflect the deficit of vacation time; and until the CA accrues a positive vacation balance, any vacation time is to be unpaid.

Councilor Weathers suggested, at a minimum, quarterly review of payroll liabilities to ensure errors are caught in a timely manner.

Councilor Stratis stated that it was good this was caught before the deficit accumulated to an unmanageable level.

A discussion ensued among the council on when to review leave reports for all city employees.

Mayor comments:

None.

Councilor comments:

Non.

Community comments:

None.

The regular meeting adjourned at 8:08 pm.

APPROVED:

Don Bennett, Mayor

ATTEST:

Jeremy Caudle, City Recorder

**City of Lowell, Oregon
City Council
Regular Meeting Minutes
August 6, 2024**

The Lowell City Council held a regular meeting on August 6, 2024. The meeting location was Lowell Rural Fire Protection District Fire Station 1 at 389 N. Pioneer Street, Lowell, OR 97452. Mayor Bennett called the meeting to order at 7:01 pm.

City Councilors present:

Mayor Don Bennett, Gail Harris, Tim Stratis, Maureen Weathers, Jimmy Murray

City Councilors absent:

None.

Staff/others present:

City Administrator Jeremy Caudle

Approval of the agenda:

CA Caudle requested addition under "Other business" of League of Oregon Cities legislative priorities ballot.

Public comments:

None.

Council comments:

None.

New business:

1. Review "Appendix J: Grading" from the 2024 International Building Code. – Discussion/
Possible action

CA Caudle explained that Ordinance 227, adopted on February 3, 2004, established grading and excavation regulations for the city. This ordinance is codified into Section 8.001 of the Lowell Revised Code. This section references Appendix Chapter 33 of the Uniform Building Code. This reference is outdated and is no longer in effect. The 2022 Oregon Structural Specialty Code with Amendments Effective Oct. 2023 references Appendix J, "Grading." However, the link to this document states that: "Appendix J is not adopted by the State of Oregon, Building Codes Division, as part of this code. A municipality may have authority outside of this code to regulate these matters locally, where not preempted."

Staff request direction from the City Council on preparing an ordinance to update the reference to adopt Appendix J. Adoption of these grading and excavation standards is required if we want to keep the grading and excavation fees on the building permit fee scheduled. If we don't want to update our ordinance to adopt Appendix J, then we need to remove grading fees from the proposed new building fee schedule. The City Engineer has reviewed Appendix J, and they recommend having up-to-date grading and excavating regulations within the city.

After discussion, the Council indicated their approval of including Appendix J in an update to the City's building code ordinances.

2. Review proposed fee schedule for structural, electrical, mechanical, plumbing, grading, and related permits. – Discussion/ Possible action

CA Caudle explained that the BCD ePermitting staff have reviewed the fee schedule presented in the packet. This schedule reflects the final version, with some minor changes compared to the original from May. These changes are based on feedback from ePermitting staff to ensure compliance with the state's methodology.

CA Caudle referred to before and after comparisons of building and electrical fees in the packet that NW Code Professional prepared. The new fee schedule results in an average \$1,080.98 increase for these three projects. The average increase for electrical projects is \$167.62. The city has not updated these fees since 2012.

Councilor Weathers stated that it would be helpful to list a percentage increase for the fees.

Councilor Murray asked about how this increase compares to other jurisdictions.

Mayor Bennett asked if the city is absorbing the estimated \$1,000 that the new fee schedule would impose but that the city is currently not collecting.

Councilor Stratis stated that higher training and certification requirements might affect the higher percentage increase for these fees.

Councilor Murray stated that, based on his look at the City of Creswell's website, their permit fees are higher than Lowell's.

Councilor Murray moved to authorize the City Administrator to send the proposed fee schedule to the Building Codes Division to start the notice period, which Councilor Harris seconded.

Mayor Bennett: YES; Stratis: YES; Harris: YES; Weathers: YES; Murray: YES.

APPROVED: 5-0.

3. Direction on the process for sale of the old City Hall building. – Discussion

The City Council directed the City Administrator to prepare materials to sell the old City Hall building using the "for sale by owner" method without materials testing at this time. He will prepare an informational packet at a future meeting for review and approval by the Council to start the process.

4. Motion to approve a purchase order for "general collection services" with Professional Credit Service based on State of Oregon price agreement #DASPS-3360-20 and to authorize the City Administrator to sign. – Discussion/ Possible action

CA Caudle explained that the city's contract with longtime debt collection agency, Professional Credit Services in Springfield, has expired. Staff recommend renewing the contract using the terms and conditions of Oregon Price Agreement #DASPS-3360-20. This agreement, as well as the city's agreement for participation in the Oregon Cooperative Procurement Program, require the purchase order, and language included on that purchase order.

Councilor Harris moved approve a purchase order for “general collection services” with Professional Credit Service based on State of Oregon price agreement #DASPS-3360-20 and to authorize the City Administrator to sign. which Councilor Weathers seconded.

Mayor Bennett: YES; Stratis: YES; Harris: YES; Weathers: YES; Murray: YES.

APPROVED: 5-0.

5. Motion to accept Annette Brieske Beiderwell’s resignation from the Library Committee. – Discussion/ Possible action

Councilor Harris moved to accept Annette Brieske Beiderwell’s resignation from the Library Committee, which Councilor Murray seconded.

Councilor Weathers inquired about volunteer turnover at the library.

CA Caudle explained that several volunteers have left, impacting the level of staffing that’s needed to provide for extended open hours.

Mayor Bennett: YES; Stratis: YES; Harris: YES; Weathers: YES; Murray: YES.

APPROVED: 5-0.

6. Direction on “Charging and fueling infrastructure grant” opportunity with Lane County. – Discussion/ Possible action

CA Caudle explained that Lane County has approached the city about being part of a grant that pays for electric vehicle charging stations. Specifically, the county has offered to include the city in a grant to purchase and maintain for 5 years electric vehicle charging stations. The charger would have to be placed on public property that is available 24/7. Since we’re along Highway 58, the county identified Lowell as an ideal charging point for electric vehicles. A level 2 charger (a charger that takes 3 to 4 hours to charge an EV) costs about \$6,000 per year to maintain. The city would be required to cover those costs once the grant period expires. Since Lane County has approached the city about this project, staff believe that it is appropriate to bring this opportunity to City Council for discussion and direction.

After discussion, the City Council stated that they need more info on the city’s obligations after the 5-year period for the city to continue providing and maintaining the charging station.

Councilor Weathers volunteered to investigate and report back to the City Council.

Other business:

League of Oregon Cities – legislative priorities ballot

After reviewing the LOC’s legislative priorities voter guide, the City Council directed the City Administrator so submit a ballot for the following priorities:

- Community and economic development - infrastructure funding
- Recreational immunity
- Cybersecurity and privacy

- Water and wastewater - infrastructure funding
- Water and wastewater - place-based planning

Mayor comments:

None.

Councilor comments:

None.

Community comments:

Bob Burr. Offered comments on the electrical vehicle charging station.

The regular meeting adjourned at 8:06 pm.

The City Council entered executive session shortly thereafter pursuant to ORS 192.660(2)(i) – to review and evaluate the employment related performance of an employee who does not request an open hearing. – City Administrator performance evaluation

APPROVED:

Don Bennett, Mayor

ATTEST:

Jeremy Caudle, City Recorder

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 |
|--------------|----------------------------|----------------|---------|-------------------------------------|--------------------|------------|----------------|--------------|
| 18088 | | | | | | | | |
| 18088 | AJ Lock & Key | 24175 | 1 | Key Card Access initiation- Library | 110-410-6122 | .00 | 150.00 | 150.00 |
| 18088 | AJ Lock & Key | 24175 | 1 | Key Card Access initiation- Library | 110-410-6122 | .00 | 150.00- | 150.00- V |
| 18088 | AJ Lock & Key | 24175 | 2 | Key card Access initiation - City H | 110-450-6122 | .00 | 150.00 | 150.00 |
| 18088 | AJ Lock & Key | 24175 | 2 | Key card Access initiation - City H | 110-450-6122 | .00 | 150.00- | 150.00- V |
| Total 18088: | | | | | | .00 | | .00 |
| 18089 | | | | | | | | |
| 18089 | Civil West Engineering Ser | 2101.001C.0 | 1 | Dev Review- 2101.001c.006.1.03. | 110-440-6116 | .00 | 208.25 | 208.25 |
| 18089 | Civil West Engineering Ser | 2101.001C.0 | 1 | Dev Review- 2101.001c.006.1.03. | 110-440-6116 | .00 | 208.25- | 208.25- V |
| 18089 | Civil West Engineering Ser | 2101.001C.1. | 1 | 2101.001c.1.07.1 Tech Charge | 110-440-6116 | .00 | 34.79 | 34.79 |
| 18089 | Civil West Engineering Ser | 2101.001C.1. | 1 | 2101.001c.1.07.1 Tech Charge | 110-440-6116 | .00 | 34.79- | 34.79- V |
| 18089 | Civil West Engineering Ser | 2101.001C.1. | 1 | Dev Review - 2101.001c.1.07.1.0 | 110-440-6116 | .00 | 1,265.50 | 1,265.50 |
| 18089 | Civil West Engineering Ser | 2101.001C.1. | 1 | Dev Review - 2101.001c.1.07.1.0 | 110-440-6116 | .00 | 1,265.50- | 1,265.50- V |
| 18089 | Civil West Engineering Ser | 2101.001C.1. | 1 | Dev Review- 2101.001c.1.07.1.02 | 110-410-6128 | .00 | 265.50 | 265.50 |
| 18089 | Civil West Engineering Ser | 2101.001C.1. | 1 | Dev Review- 2101.001c.1.07.1.02 | 110-410-6128 | .00 | 265.50- | 265.50- V |
| 18089 | Civil West Engineering Ser | 2101.002.00 | 1 | 2101.0022.003- Tracer Study | 230-490-6116 | .00 | 930.00 | 930.00 |
| 18089 | Civil West Engineering Ser | 2101.002.00 | 1 | 2101.0022.003- Tracer Study | 230-490-6116 | .00 | 930.00- | 930.00- V |
| 18089 | Civil West Engineering Ser | 2101.015.02 | 1 | 2101.015.029 - WW Facilities Mas | 240-490-6116 | .00 | 900.00 | 900.00 |
| 18089 | Civil West Engineering Ser | 2101.015.02 | 1 | 2101.015.029 - WW Facilities Mas | 240-490-6116 | .00 | 900.00- | 900.00- V |
| Total 18089: | | | | | | .00 | | .00 |
| 18090 | | | | | | | | |
| 18090 | DCBS-Fiscal Services | APRIL, MAY | 1 | Surcharge on Building Permits Ap | 220-490-6524 | .00 | 51.96 | 51.96 |
| 18090 | DCBS-Fiscal Services | APRIL, MAY | 1 | Surcharge on Building Permits Ap | 220-490-6524 | .00 | 51.96- | 51.96- V |
| 18090 | DCBS-Fiscal Services | APRIL, MAY | 2 | Surcharge on Building Permits MA | 220-490-6524 | .00 | 437.40 | 437.40 |
| 18090 | DCBS-Fiscal Services | APRIL, MAY | 2 | Surcharge on Building Permits MA | 220-490-6524 | .00 | 437.40- | 437.40- V |
| 18090 | DCBS-Fiscal Services | APRIL, MAY | 3 | Surcharge on Building Permits Ju | 220-490-6524 | .00 | 18.60 | 18.60 |
| 18090 | DCBS-Fiscal Services | APRIL, MAY | 3 | Surcharge on Building Permits Ju | 220-490-6524 | .00 | 18.60- | 18.60- V |
| 18090 | DCBS-Fiscal Services | APRIL, MAY | 4 | Surcharge on Electrical Permits A | 220-490-6525 | .00 | 29.76 | 29.76 |
| 18090 | DCBS-Fiscal Services | APRIL, MAY | 4 | Surcharge on Electrical Permits A | 220-490-6525 | .00 | 29.76- | 29.76- V |
| 18090 | DCBS-Fiscal Services | APRIL, MAY | 5 | Surcharge on Electrical Permits M | 220-490-6525 | .00 | 90.60 | 90.60 |
| 18090 | DCBS-Fiscal Services | APRIL, MAY | 5 | Surcharge on Electrical Permits M | 220-490-6525 | .00 | 90.60- | 90.60- V |
| Total 18090: | | | | | | .00 | | .00 |
| 18091 | | | | | | | | |
| 18091 | Federal Security | 067029 | 1 | Service Call for Annual Test and In | 110-410-6128 | .00 | 95.00 | 95.00 |
| 18091 | Federal Security | 067029 | 1 | Service Call for Annual Test and In | 110-410-6128 | .00 | 95.00- | 95.00- V |
| 18091 | Federal Security | 067029 | 2 | Service Call for Annual Test and In | 110-450-6128 | .00 | 95.00 | 95.00 |
| 18091 | Federal Security | 067029 | 2 | Service Call for Annual Test and In | 110-450-6128 | .00 | 95.00- | 95.00- V |
| Total 18091: | | | | | | .00 | | .00 |
| 18092 | | | | | | | | |
| 18092 | Northwest Code Profession | 5130 | 1 | Building Permit Cost - June 24 | 220-490-6150 | .00 | 116.25 | 116.25 |
| 18092 | Northwest Code Profession | 5130 | 1 | Building Permit Cost - June 24 | 220-490-6150 | .00 | 116.25- | 116.25- V |

| Check Number | Payee | Invoice Number | Inv Seq | Description | Invoice GL Account | Disc Taken | Invoice Amount | Check Amount |
|--------------|-------------------------|----------------|---------|-----------------------------------|--------------------|------------|----------------|--------------|
| Total 18092: | | | | | | .00 | | .00 |
| 18093 | | | | | | | | |
| 18093 | Oregon Dept of Revenue | JUNE 2024 | 1 | Criminal Fine Account - 928 June | 110-480-6560 | .00 | 100.00 | 100.00 |
| 18093 | Oregon Dept of Revenue | JUNE 2024 | 1 | Criminal Fine Account - 928 June | 110-480-6560 | .00 | 100.00- | 100.00- V |
| Total 18093: | | | | | | .00 | | .00 |
| 18094 | | | | | | | | |
| 18094 | Renewable Resource Grou | 168089, 168 | 1 | Invoice 168090 E-Coli | 240-490-6755 | .00 | 68.40 | 68.40 |
| 18094 | Renewable Resource Grou | 168089, 168 | 1 | Invoice 168090 E-Coli | 240-490-6755 | .00 | 68.40- | 68.40- V |
| 18094 | Renewable Resource Grou | 168089, 168 | 2 | Invoice 168090 BOD TSS | 240-490-6755 | .00 | 216.00 | 216.00 |
| 18094 | Renewable Resource Grou | 168089, 168 | 2 | Invoice 168090 BOD TSS | 240-490-6755 | .00 | 216.00- | 216.00- V |
| 18094 | Renewable Resource Grou | 168089, 168 | 3 | Invoice 168090 E-Coli | 240-490-6755 | .00 | 68.40 | 68.40 |
| 18094 | Renewable Resource Grou | 168089, 168 | 3 | Invoice 168090 E-Coli | 240-490-6755 | .00 | 68.40- | 68.40- V |
| 18094 | Renewable Resource Grou | 168089, 168 | 4 | Invoice 168089 Bac-T | 230-490-6755 | .00 | 50.40 | 50.40 |
| 18094 | Renewable Resource Grou | 168089, 168 | 4 | Invoice 168089 Bac-T | 230-490-6755 | .00 | 50.40- | 50.40- V |
| 18094 | Renewable Resource Grou | 168089, 168 | 5 | Invoice 168089 TOC ALK | 230-490-6755 | .00 | 200.70 | 200.70 |
| 18094 | Renewable Resource Grou | 168089, 168 | 5 | Invoice 168089 TOC ALK | 230-490-6755 | .00 | 200.70- | 200.70- V |
| Total 18094: | | | | | | .00 | | .00 |
| 18095 | | | | | | | | |
| 18095 | Stone Goat LLC | 24-122 | 1 | Mowing of Sunridge park and Fire | 110-420-6328 | .00 | 1,400.00 | 1,400.00 |
| 18095 | Stone Goat LLC | 24-122 | 1 | Mowing of Sunridge park and Fire | 110-420-6328 | .00 | 1,400.00- | 1,400.00- V |
| Total 18095: | | | | | | .00 | | .00 |
| 18108 | | | | | | | | |
| 18108 | Banner Bank | JEREMY JU | 1 | Zoom - remote meeting - regular | 110-410-6225 | .00 | 15.99 | 15.99 |
| 18108 | Banner Bank | JEREMY JU | 2 | Zoom - Remote Meeting - Library | 110-450-6225 | .00 | 15.99 | 15.99 |
| 18108 | Banner Bank | JEREMY JU | 3 | Zoom - Remote Meeting - BBJ | 314-490-6225 | .00 | 15.99 | 15.99 |
| 18108 | Banner Bank | JEREMY JU | 4 | Zoom - Remote Meeting - Parks | 110-420-6225 | .00 | 15.99 | 15.99 |
| 18108 | Banner Bank | JEREMY JU | 5 | Federal Security Library | 110-450-6128 | .00 | 79.94 | 79.94 |
| 18108 | Banner Bank | JEREMY JU | 6 | Federal Security - City Hall | 110-410-6128 | .00 | 79.95 | 79.95 |
| 18108 | Banner Bank | JEREMY JU | 7 | Drop box | 110-410-6225 | .00 | 22.00 | 22.00 |
| 18108 | Banner Bank | JEREMY JU | 8 | Federal Security - Library | 110-450-6128 | .00 | 39.98 | 39.98 |
| 18108 | Banner Bank | JEREMY JU | 9 | Federal Security - City Hall | 110-410-6128 | .00 | 39.98 | 39.98 |
| 18108 | Banner Bank | JEREMY JU | 10 | U-Store Self Storage | 110-410-6705 | .00 | 94.00 | 94.00 |
| 18108 | Banner Bank | JEREMY JU | 11 | Microsoft Cloud Storage | 110-410-6225 | .00 | 9.03 | 9.03 |
| 18108 | Banner Bank | JEREMY JU | 12 | Microsoft Cloud Storage | 110-420-6225 | .00 | 1.08 | 1.08 |
| 18108 | Banner Bank | JEREMY JU | 13 | Microsoft Cloud Storage | 110-440-6225 | .00 | 1.59 | 1.59 |
| 18108 | Banner Bank | JEREMY JU | 14 | Microsoft Cloud Storage | 110-450-6225 | .00 | 6.38 | 6.38 |
| 18108 | Banner Bank | JEREMY JU | 15 | Microsoft Cloud Storage | 110-460-6225 | .00 | 1.59 | 1.59 |
| 18108 | Banner Bank | JEREMY JU | 16 | Microsoft Cloud Storage | 110-480-6225 | .00 | 1.59 | 1.59 |
| 18108 | Banner Bank | JEREMY JU | 17 | Microsoft Cloud Storage | 220-490-6225 | .00 | 1.59 | 1.59 |
| 18108 | Banner Bank | JEREMY JU | 18 | Microsoft Cloud Storage | 230-490-6225 | .00 | 13.81 | 13.81 |
| 18108 | Banner Bank | JEREMY JU | 19 | Microsoft Cloud Storage | 240-490-6225 | .00 | 13.81 | 13.81 |
| 18108 | Banner Bank | JEREMY JU | 20 | Microsoft Cloud Storage | 312-490-6225 | .00 | 2.66 | 2.66 |
| 18108 | Banner Bank | MAX JUNE 2 | 1 | Blades and Battery for Backup | 230-490-6712 | .00 | 85.96 | 85.96 |
| 18108 | Banner Bank | MAX JUNE 2 | 2 | Fertilizer for Trees in PFP | 110-420-6328 | .00 | 12.99 | 12.99 |
| 18108 | Banner Bank | PEGGY JUN | 1 | Walmart- SRP- Craft Supplies | 110-450-6530 | .00 | 32.87 | 32.87 |
| 18108 | Banner Bank | PEGGY JUN | 2 | JoAnn Fabric- SRP - Craft Supplie | 110-450-6530 | .00 | 32.45 | 32.45 |
| 18108 | Banner Bank | PEGGY JUN | 3 | Amazon- Office Supplies | 110-450-6230 | .00 | 35.89 | 35.89 |
| 18108 | Banner Bank | PEGGY JUN | 4 | Office MAX - SRP - Supplies | 110-450-6530 | .00 | 71.41 | 71.41 |

| Check Number | Payee | Invoice Number | Inv Seq | Description | Invoice GL Account | Disc Taken | Invoice Amount | Check Amount |
|--------------|----------------|----------------|---------|---------------------------------|--------------------|------------|----------------|--------------|
| 18108 | Banner Bank | PEGGY JUN | 5 | Amazon - SRP - Art Supplies | 110-450-6530 | .00 | 45.77 | 45.77 |
| 18108 | Banner Bank | SAM JUNE 2 | 1 | Staples - Paper | 110-410-6230 | .00 | 6.44 | 6.44 |
| 18108 | Banner Bank | SAM JUNE 2 | 2 | Staples - Paper | 110-420-6234 | .00 | .75 | .75 |
| 18108 | Banner Bank | SAM JUNE 2 | 3 | Staples - Paper | 110-440-6230 | .00 | 1.14 | 1.14 |
| 18108 | Banner Bank | SAM JUNE 2 | 4 | Staples - Paper | 110-450-6230 | .00 | 4.55 | 4.55 |
| 18108 | Banner Bank | SAM JUNE 2 | 5 | Staples - Paper | 110-460-6234 | .00 | 1.14 | 1.14 |
| 18108 | Banner Bank | SAM JUNE 2 | 6 | Staples - Paper | 110-480-6230 | .00 | 1.14 | 1.14 |
| 18108 | Banner Bank | SAM JUNE 2 | 7 | Staples - Paper | 220-490-6230 | .00 | 1.14 | 1.14 |
| 18108 | Banner Bank | SAM JUNE 2 | 8 | Staples - Paper | 230-490-6230 | .00 | 9.85 | 9.85 |
| 18108 | Banner Bank | SAM JUNE 2 | 9 | Staples - Paper | 240-490-6230 | .00 | 9.85 | 9.85 |
| 18108 | Banner Bank | SAM JUNE 2 | 10 | Staples - Paper | 312-490-6230 | .00 | 1.90 | 1.90 |
| 18108 | Banner Bank | SAM JUNE 2 | 11 | Amazon- 1- Max Power 3 Blade S | 110-420-6324 | .00 | 41.49 | 41.49 |
| 18108 | Banner Bank | SAM JUNE 2 | 12 | Amazon - 3- Deck Spindle Assem | 110-420-6324 | .00 | 119.85 | 119.85 |
| Total 18108: | | | | | | .00 | | 989.52 |
| 18109 | | | | | | | | |
| 18109 | Biblionix | 10194 | 1 | Appollo Automation Annual Subsc | 110-450-6122 | .00 | 800.00 | 800.00 |
| Total 18109: | | | | | | .00 | | 800.00 |
| 18110 | | | | | | | | |
| 18110 | Caselle | 134247 | 1 | Caselle Software and Support | 110-410-6225 | .00 | 227.36 | 227.36 |
| 18110 | Caselle | 134247 | 2 | Caselle Software and Support | 110-420-6225 | .00 | 89.31 | 89.31 |
| 18110 | Caselle | 134247 | 3 | Caselle Software and Support | 110-440-6225 | .00 | 17.52 | 17.52 |
| 18110 | Caselle | 134247 | 4 | Caselle Software and Support | 110-450-6225 | .00 | 47.80 | 47.80 |
| 18110 | Caselle | 134247 | 5 | Caselle Software and Support | 220-490-6225 | .00 | 22.93 | 22.93 |
| 18110 | Caselle | 134247 | 6 | Caselle Software and Support | 230-490-6225 | .00 | 452.22 | 452.22 |
| 18110 | Caselle | 134247 | 7 | Caselle Software and Support | 240-490-6225 | .00 | 452.22 | 452.22 |
| 18110 | Caselle | 134247 | 8 | Caselle Software and Support | 312-490-6225 | .00 | 85.58 | 85.58 |
| 18110 | Caselle | 134247 | 9 | Caselle Software and Support | 314-490-6225 | .00 | 12.06 | 12.06 |
| Total 18110: | | | | | | .00 | | 1,407.00 |
| 18111 | | | | | | | | |
| 18111 | Century Link | JULY 2024 | 1 | line for water tower | 230-490-6440 | .00 | 79.50 | 79.50 |
| Total 18111: | | | | | | .00 | | 79.50 |
| 18112 | | | | | | | | |
| 18112 | CIS Trust | PO-LOW-I20 | 1 | Property/Liability Renewal | 110-410-6210 | .00 | 3,089.20 | 3,089.20 |
| 18112 | CIS Trust | PO-LOW-I20 | 2 | Property/Liability Renewal | 110-420-6210 | .00 | 2,825.49 | 2,825.49 |
| 18112 | CIS Trust | PO-LOW-I20 | 3 | Property/Liability Renewal | 110-450-6210 | .00 | 1,140.14 | 1,140.14 |
| 18112 | CIS Trust | PO-LOW-I20 | 4 | Property/Liability Renewal | 230-490-6210 | .00 | 16,340.15 | 16,340.15 |
| 18112 | CIS Trust | PO-LOW-I20 | 5 | Property/Liability Renewal | 240-490-6210 | .00 | 14,848.11 | 14,848.11 |
| 18112 | CIS Trust | PO-LOW-I20 | 6 | Property/Liability Renewal | 312-490-6210 | .00 | 5,671.90 | 5,671.90 |
| Total 18112: | | | | | | .00 | | 43,914.99 |
| 18113 | | | | | | | | |
| 18113 | City of Lowell | JUNE 2024 | 1 | Water Service | 110-410-6420 | .00 | 88.40 | 88.40 |
| 18113 | City of Lowell | JUNE 2024 | 2 | Water Service | 110-420-6420 | .00 | 1,851.46 | 1,851.46 |
| 18113 | City of Lowell | JUNE 2024 | 3 | Water Service | 110-450-6420 | .00 | 98.31 | 98.31 |
| 18113 | City of Lowell | JUNE 2024 | 4 | Water Service | 220-490-6420 | .00 | 20.75 | 20.75 |
| 18113 | City of Lowell | JUNE 2024 | 5 | Water Service | 230-490-6420 | .00 | 69.66 | 69.66 |
| 18113 | City of Lowell | JUNE 2024 | 6 | Water Service | 240-490-6420 | .00 | 409.30 | 409.30 |

| Check Number | Payee | Invoice Number | Inv Seq | Description | Invoice GL Account | Disc Taken | Invoice Amount | Check Amount |
|--------------|---------------------------|----------------|---------|-------------------------|--------------------|------------|----------------|--------------|
| 18113 | City of Lowell | JUNE 2024 | 7 | Sewer Service | 110-410-6425 | .00 | 104.48 | 104.48 |
| 18113 | City of Lowell | JUNE 2024 | 8 | Sewer Service | 110-420-6425 | .00 | 411.06 | 411.06 |
| 18113 | City of Lowell | JUNE 2024 | 9 | Sewer Service | 110-450-6425 | .00 | 111.33 | 111.33 |
| 18113 | City of Lowell | JUNE 2024 | 10 | Sewer Service | 220-490-6425 | .00 | 23.98 | 23.98 |
| 18113 | City of Lowell | JUNE 2024 | 11 | Sewer Service | 230-490-6425 | .00 | 68.51 | 68.51 |
| 18113 | City of Lowell | JUNE 2024 | 12 | Sewer Service | 240-490-6425 | .00 | 616.59 | 616.59 |
| Total 18113: | | | | | | .00 | | 3,873.83 |
| 18114 | | | | | | | | |
| 18114 | City of Oakridge | JULY/0056/2 | 1 | Police Service | 110-430-6118 | .00 | 1,575.00 | 1,575.00 |
| Total 18114: | | | | | | .00 | | 1,575.00 |
| 18115 | | | | | | | | |
| 18115 | CivicPlus LLC | 298705 | 1 | Subscription 24-25 | 110-410-6128 | .00 | 1,434.00 | 1,434.00 |
| Total 18115: | | | | | | .00 | | 1,434.00 |
| 18116 | | | | | | | | |
| 18116 | Douglas Fast Net | DFN 0724 | 1 | Internet | 110-410-6435 | .00 | 7.50 | 7.50 |
| 18116 | Douglas Fast Net | DFN 0724 | 2 | Wastewater Internet | 240-490-6435 | .00 | 101.69 | 101.69 |
| 18116 | Douglas Fast Net | DFN 0724 | 3 | Water Plant Internet | 230-490-6435 | .00 | 117.88 | 117.88 |
| Total 18116: | | | | | | .00 | | 227.07 |
| 18117 | | | | | | | | |
| 18117 | Lane Council of Governme | DUES 24-25 | 1 | Membership Dues | 110-440-6245 | .00 | 1,020.00 | 1,020.00 |
| Total 18117: | | | | | | .00 | | 1,020.00 |
| 18118 | | | | | | | | |
| 18118 | Lane Electric Cooperative | JUNE 2024 L | 1 | Electricity | 110-410-6430 | .00 | 109.02 | 109.02 |
| 18118 | Lane Electric Cooperative | JUNE 2024 L | 2 | Electricity | 110-420-6430 | .00 | 220.65 | 220.65 |
| 18118 | Lane Electric Cooperative | JUNE 2024 L | 3 | Electricity | 110-450-6430 | .00 | 154.32 | 154.32 |
| 18118 | Lane Electric Cooperative | JUNE 2024 L | 4 | Electricity | 110-470-6326 | .00 | 65.26 | 65.26 |
| 18118 | Lane Electric Cooperative | JUNE 2024 L | 5 | Electricity | 220-490-6430 | .00 | 9.22 | 9.22 |
| 18118 | Lane Electric Cooperative | JUNE 2024 L | 6 | Electricity | 230-490-6430 | .00 | 1,499.78 | 1,499.78 |
| 18118 | Lane Electric Cooperative | JUNE 2024 L | 7 | Electricity | 240-490-6430 | .00 | 2,186.98 | 2,186.98 |
| 18118 | Lane Electric Cooperative | JUNE 2024 L | 8 | Electricity | 312-490-6430 | .00 | 984.92 | 984.92 |
| Total 18118: | | | | | | .00 | | 5,230.15 |
| 18119 | | | | | | | | |
| 18119 | League of Oregon Cities | 2024-200299 | 1 | 2024-25 Membership Dues | 110-410-6220 | .00 | 1,286.22 | 1,286.22 |
| Total 18119: | | | | | | .00 | | 1,286.22 |
| 18120 | | | | | | | | |
| 18120 | LiftOff LLC | 7353RENEW | 1 | Office 365 | 110-410-6225 | .00 | 936.11 | 936.11 |
| 18120 | LiftOff LLC | 7353RENEW | 2 | Office 365 | 110-420-6225 | .00 | 275.33 | 275.33 |
| 18120 | LiftOff LLC | 7353RENEW | 3 | Office 365 | 110-440-6225 | .00 | 110.13 | 110.13 |
| 18120 | LiftOff LLC | 7353RENEW | 4 | Office 365 | 110-450-6225 | .00 | 385.46 | 385.46 |
| 18120 | LiftOff LLC | 7353RENEW | 5 | Office 365 | 220-490-6225 | .00 | 55.07 | 55.07 |
| 18120 | LiftOff LLC | 7353RENEW | 6 | Office 365 | 230-490-6225 | .00 | 1,651.97 | 1,651.97 |
| 18120 | LiftOff LLC | 7353RENEW | 7 | Office 365 | 240-490-6225 | .00 | 1,651.97 | 1,651.97 |

| Check Number | Payee | Invoice Number | Inv Seq | Description | Invoice GL Account | Disc Taken | Invoice Amount | Check Amount |
|--------------|------------------------------|----------------|---------|---------------------------------|--------------------|------------|----------------|--------------|
| 18120 | LiftOff LLC | 7353RENEW | 8 | Office 365 | 312-490-6122 | .00 | 440.52 | 440.52 |
| Total 18120: | | | | | | .00 | | 5,506.56 |
| 18121 | | | | | | | | |
| 18121 | Lowell Mini Storage | AUG 2024 | 1 | Storage Rental Unit #L029 | 314-490-6705 | .00 | 80.00 | 80.00 |
| 18121 | Lowell Mini Storage | AUG 2024 | 2 | Storage Rental Unit #L020 | 110-410-6705 | .00 | 90.00 | 90.00 |
| Total 18121: | | | | | | .00 | | 170.00 |
| 18122 | | | | | | | | |
| 18122 | National Business Solution | IN1133285 | 1 | Copy Charges B/W copies - 2902 | 110-410-6124 | .00 | 12.48 | 12.48 |
| 18122 | National Business Solution | IN1133285 | 2 | Copy Charges Color Copies - 104 | 110-410-6124 | .00 | 45.21 | 45.21 |
| 18122 | National Business Solution | IN1133285 | 3 | Service Base JD | 110-410-6124 | .00 | 19.00 | 19.00 |
| Total 18122: | | | | | | .00 | | 76.69 |
| 18123 | | | | | | | | |
| 18123 | Nichols, Layli | JUNE 2024 | 1 | Consulting Services | 110-410-6114 | .00 | 1,019.20 | 1,019.20 |
| 18123 | Nichols, Layli | JUNE 2024 | 2 | Consulting Services | 220-490-6114 | .00 | 127.40 | 127.40 |
| 18123 | Nichols, Layli | JUNE 2024 | 3 | Consulting Services | 230-490-6114 | .00 | 637.00 | 637.00 |
| 18123 | Nichols, Layli | JUNE 2024 | 4 | Consulting Services | 240-490-6114 | .00 | 637.00 | 637.00 |
| 18123 | Nichols, Layli | JUNE 2024 | 5 | Consulting Services | 312-490-6114 | .00 | 127.40 | 127.40 |
| Total 18123: | | | | | | .00 | | 2,548.00 |
| 18124 | | | | | | | | |
| 18124 | Pacific Office Automation In | 5030415624 | 1 | Postage machine | 110-410-6128 | .00 | 44.19 | 44.19 |
| 18124 | Pacific Office Automation In | 5030415624 | 2 | Postage Machine | 230-490-6128 | .00 | 88.37 | 88.37 |
| 18124 | Pacific Office Automation In | 5030415624 | 3 | Postage Machine | 240-490-6128 | .00 | 88.37 | 88.37 |
| Total 18124: | | | | | | .00 | | 220.93 |
| 18125 | | | | | | | | |
| 18125 | SAIF Corporation | 100034373 2 | 1 | Workers comp allocation | 110-410-5320 | .00 | 65.25 | 65.25 |
| 18125 | SAIF Corporation | 100034373 2 | 2 | Workers Comp Allocation | 110-420-5320 | .00 | 85.90 | 85.90 |
| 18125 | SAIF Corporation | 100034373 2 | 3 | Workers Comp Allocation | 110-440-5320 | .00 | 8.96 | 8.96 |
| 18125 | SAIF Corporation | 100034373 2 | 4 | Workers Comp Allocation | 110-450-5320 | .00 | 244.55 | 244.55 |
| 18125 | SAIF Corporation | 100034373 2 | 5 | Workers Comp Allocation | 110-460-5320 | .00 | 5.43 | 5.43 |
| 18125 | SAIF Corporation | 100034373 2 | 6 | Workers Comp Allocation | 110-480-5320 | .00 | 10.86 | 10.86 |
| 18125 | SAIF Corporation | 100034373 2 | 7 | Workers Comp Allocation | 220-490-5320 | .00 | 13.03 | 13.03 |
| 18125 | SAIF Corporation | 100034373 2 | 8 | Workers Comp Allocation | 230-490-5320 | .00 | 305.48 | 305.48 |
| 18125 | SAIF Corporation | 100034373 2 | 9 | Workers Comp Allocation | 240-490-5320 | .00 | 305.48 | 305.48 |
| 18125 | SAIF Corporation | 100034373 2 | 10 | Workers Comp Allocation | 312-490-5320 | .00 | 41.00 | 41.00 |
| Total 18125: | | | | | | .00 | | 1,085.94 |
| 18126 | | | | | | | | |
| 18126 | USPS | PO BOX 24- | 1 | Post Office Box Rental | 110-410-6220 | .00 | 188.00 | 188.00 |
| Total 18126: | | | | | | .00 | | 188.00 |
| 18127 | | | | | | | | |
| 18127 | Verizon Wireless | 9968284984 | 1 | Cell Phone, tablet | 110-410-6440 | .00 | 91.70 | 91.70 |
| 18127 | Verizon Wireless | 9968284984 | 2 | Cell Phone, tablet | 230-490-6440 | .00 | 110.14 | 110.14 |
| 18127 | Verizon Wireless | 9968284984 | 3 | Cell Phone | 240-490-6440 | .00 | 69.32 | 69.32 |

| Check Number | Payee | Invoice Number | Inv Seq | Description | Invoice GL Account | Disc Taken | Invoice Amount | Check Amount |
|--------------|----------------------------|----------------|---------|-----------------------------------|--------------------|------------|----------------|--------------|
| Total 18127: | | | | | | .00 | | 271.16 |
| 18128 | | | | | | | | |
| 18128 | Wells Fargo Financial Leas | 5030520234 | 1 | Monthly lease | 110-410-6124 | .00 | 95.96 | 95.96 |
| Total 18128: | | | | | | .00 | | 95.96 |
| 18129 | | | | | | | | |
| 18129 | St. Cousair Oregon Orchar | S11857 | 1 | BBJ Jam Marionberry Seedless | 314-490-6814 | .00 | 294.00 | 294.00 |
| 18129 | St. Cousair Oregon Orchar | S11857 | 2 | BBJ Jam Marionberry Spread | 314-490-6814 | .00 | 168.00 | 168.00 |
| Total 18129: | | | | | | .00 | | 462.00 |
| 18130 | | | | | | | | |
| 18130 | Cash | BBJ 2024 CA | 1 | info booth | 314-490-6290 | .00 | 50.00 | 50.00 |
| 18130 | Cash | BBJ 2024 CA | 2 | Coins in the Hay | 314-490-6290 | .00 | 90.00 | 90.00 |
| 18130 | Cash | BBJ 2024 CA | 3 | Library book sale | 314-490-6290 | .00 | 90.00 | 90.00 |
| 18130 | Cash | BBJ 2024 CA | 4 | Greased Pole Climb Award | 314-490-6290 | .00 | 180.00 | 180.00 |
| Total 18130: | | | | | | .00 | | 410.00 |
| 18131 | | | | | | | | |
| 18131 | Civil West Engineering Ser | 2101.001C.1. | 1 | 2101.001c.1.01 Dev Review- Tec | 110-440-6116 | .00 | 129.15 | 129.15 |
| 18131 | Civil West Engineering Ser | 2101.001C.1. | 1 | Hillside Developement review 5/1/ | 110-440-6116 | .00 | 1,583.25 | 1,583.25 |
| 18131 | Civil West Engineering Ser | 2101.015.02 | 1 | 2101.015.028 WW Facilities Mast | 240-490-6116 | .00 | 6,327.28 | 6,327.28 |
| Total 18131: | | | | | | .00 | | 8,039.68 |
| 18132 | | | | | | | | |
| 18132 | Haldane-Morgan, Adina | BBJ 2024.4 | 1 | BBJ Entertainment - Dina Sage & | 314-490-6864 | .00 | 150.00 | 150.00 |
| Total 18132: | | | | | | .00 | | 150.00 |
| 18133 | | | | | | | | |
| 18133 | Hull, Maynard | BBJ 2024.3 | 1 | BBJ Entertainment - Wailing Tides | 314-490-6864 | .00 | 375.00 | 375.00 |
| Total 18133: | | | | | | .00 | | 375.00 |
| 18134 | | | | | | | | |
| 18134 | Martinka, Molly | BBJ 2024.9 | 1 | BBJ Entertainment 7/28 | 314-490-6864 | .00 | 150.00 | 150.00 |
| Total 18134: | | | | | | .00 | | 150.00 |
| 18135 | | | | | | | | |
| 18135 | National Business Solution | IN134439 | 1 | Copy Charges- B/W copies 3413 | 110-410-6124 | .00 | 14.68 | 14.68 |
| 18135 | National Business Solution | IN134439 | 2 | Copy Charges - Color Copies 923 | 110-410-6124 | .00 | 39.97 | 39.97 |
| 18135 | National Business Solution | IN134439 | 3 | Service Base JD | 110-410-6124 | .00 | 19.00 | 19.00 |
| Total 18135: | | | | | | .00 | | 73.65 |
| 18136 | | | | | | | | |
| 18136 | Scott, John | BBJ 2024.6 | 1 | BBJ Entertainemt - Fox Hollow B | 314-490-6864 | .00 | 375.00 | 375.00 |
| Total 18136: | | | | | | .00 | | 375.00 |

| Check Number | Payee | Invoice Number | Inv Seq | Description | Invoice GL Account | Disc Taken | Invoice Amount | Check Amount |
|---------------|-------------------------|----------------|---------|-----------------------------------|--------------------|------------|----------------|--------------|
| 18137 | | | | | | | | |
| 18137 | Segarra Law, LLC | JULY 2024 C | 1 | Municipal Court Judge | 110-480-6120 | .00 | 250.00 | 250.00 |
| Total 18137: | | | | | | .00 | | 250.00 |
| 18138 | | | | | | | | |
| 18138 | Tolbert, Lloyd | BBJ 2024.8 | 1 | BBJ Entertainment - Lloyd Tolbert | 314-490-6864 | .00 | 300.00 | 300.00 |
| Total 18138: | | | | | | .00 | | 300.00 |
| 18139 | | | | | | | | |
| 18139 | Umpqua Valley Financial | 8379 | 1 | FY 2023/24 Audit | 110-410-6114 | .00 | 1,000.00 | 1,000.00 |
| 18139 | Umpqua Valley Financial | 8379 | 2 | FY 2023/24 Audit | 220-490-6114 | .00 | 125.00 | 125.00 |
| 18139 | Umpqua Valley Financial | 8379 | 3 | FY 2023/24 Audit | 230-490-6114 | .00 | 625.00 | 625.00 |
| 18139 | Umpqua Valley Financial | 8379 | 4 | FY 2023/24 Audit | 240-490-6114 | .00 | 625.00 | 625.00 |
| 18139 | Umpqua Valley Financial | 8379 | 5 | FY 2023/24 Audit | 312-490-6114 | .00 | 125.00 | 125.00 |
| Total 18139: | | | | | | .00 | | 2,500.00 |
| 18140 | | | | | | | | |
| 18140 | Voorhees, Bill | BBJ 2024.7 | 1 | BBJ Entertainment - Double Shot | 314-490-6864 | .00 | 300.00 | 300.00 |
| Total 18140: | | | | | | .00 | | 300.00 |
| 18141 | | | | | | | | |
| 18141 | West, Mark | BBJ 2024.5 | 1 | BBJ Entertainment - Not Done Yet | 314-490-6864 | .00 | 275.00 | 275.00 |
| Total 18141: | | | | | | .00 | | 275.00 |
| 18142 | | | | | | | | |
| 18142 | Whitlatch, Robert | BBJ 2024.2 | 1 | Dr Delusions Illusions Comedy M | 314-490-6864 | .00 | 300.00 | 300.00 |
| Total 18142: | | | | | | .00 | | 300.00 |
| 18143 | | | | | | | | |
| 18143 | Whitlatch, Russ | BBJ 2024.1 | 1 | Sound for 2024 BBJ | 314-490-6864 | .00 | 1,100.00 | 1,100.00 |
| Total 18143: | | | | | | .00 | | 1,100.00 |
| Grand Totals: | | | | | | .00 | | 87,060.85 |

Summary by General Ledger Account Number

| GL Account | Debit | Credit | Proof |
|--------------|----------|------------|------------|
| 110-2125 | 3,764.04 | 28,140.60- | 24,376.56- |
| 110-410-5320 | 65.25 | .00 | 65.25 |
| 110-410-6114 | 2,019.20 | .00 | 2,019.20 |
| 110-410-6122 | 150.00 | 150.00- | .00 |
| 110-410-6124 | 246.30 | .00 | 246.30 |
| 110-410-6128 | 1,958.62 | 360.50- | 1,598.12 |
| 110-410-6210 | 3,089.20 | .00 | 3,089.20 |
| 110-410-6220 | 1,474.22 | .00 | 1,474.22 |
| 110-410-6225 | 1,210.49 | .00 | 1,210.49 |

| GL Account | Debit | Credit | Proof |
|--------------|----------|------------|------------|
| 110-410-6230 | 6.44 | .00 | 6.44 |
| 110-410-6420 | 88.40 | .00 | 88.40 |
| 110-410-6425 | 104.48 | .00 | 104.48 |
| 110-410-6430 | 109.02 | .00 | 109.02 |
| 110-410-6435 | 7.50 | .00 | 7.50 |
| 110-410-6440 | 91.70 | .00 | 91.70 |
| 110-410-6705 | 184.00 | .00 | 184.00 |
| 110-420-5320 | 85.90 | .00 | 85.90 |
| 110-420-6210 | 2,825.49 | .00 | 2,825.49 |
| 110-420-6225 | 381.71 | .00 | 381.71 |
| 110-420-6234 | .75 | .00 | .75 |
| 110-420-6324 | 161.34 | .00 | 161.34 |
| 110-420-6328 | 1,412.99 | 1,400.00- | 12.99 |
| 110-420-6420 | 1,851.46 | .00 | 1,851.46 |
| 110-420-6425 | 411.06 | .00 | 411.06 |
| 110-420-6430 | 220.65 | .00 | 220.65 |
| 110-430-6118 | 1,575.00 | .00 | 1,575.00 |
| 110-440-5320 | 8.96 | .00 | 8.96 |
| 110-440-6116 | 3,220.94 | 1,508.54- | 1,712.40 |
| 110-440-6225 | 129.24 | .00 | 129.24 |
| 110-440-6230 | 1.14 | .00 | 1.14 |
| 110-440-6245 | 1,020.00 | .00 | 1,020.00 |
| 110-450-5320 | 244.55 | .00 | 244.55 |
| 110-450-6122 | 950.00 | 150.00- | 800.00 |
| 110-450-6128 | 214.92 | 95.00- | 119.92 |
| 110-450-6210 | 1,140.14 | .00 | 1,140.14 |
| 110-450-6225 | 455.63 | .00 | 455.63 |
| 110-450-6230 | 40.44 | .00 | 40.44 |
| 110-450-6420 | 98.31 | .00 | 98.31 |
| 110-450-6425 | 111.33 | .00 | 111.33 |
| 110-450-6430 | 154.32 | .00 | 154.32 |
| 110-450-6530 | 182.50 | .00 | 182.50 |
| 110-460-5320 | 5.43 | .00 | 5.43 |
| 110-460-6225 | 1.59 | .00 | 1.59 |
| 110-460-6234 | 1.14 | .00 | 1.14 |
| 110-470-6326 | 65.26 | .00 | 65.26 |
| 110-480-5320 | 10.86 | .00 | 10.86 |
| 110-480-6120 | 250.00 | .00 | 250.00 |
| 110-480-6225 | 1.59 | .00 | 1.59 |
| 110-480-6230 | 1.14 | .00 | 1.14 |
| 110-480-6560 | 100.00 | 100.00- | .00 |
| 220-2125 | 744.57 | 1,144.68- | 400.11- |
| 220-490-5320 | 13.03 | .00 | 13.03 |
| 220-490-6114 | 252.40 | .00 | 252.40 |
| 220-490-6150 | 116.25 | 116.25- | .00 |
| 220-490-6225 | 79.59 | .00 | 79.59 |
| 220-490-6230 | 1.14 | .00 | 1.14 |
| 220-490-6420 | 20.75 | .00 | 20.75 |
| 220-490-6425 | 23.98 | .00 | 23.98 |
| 220-490-6430 | 9.22 | .00 | 9.22 |
| 220-490-6524 | 507.96 | 507.96- | .00 |
| 220-490-6525 | 120.36 | 120.36- | .00 |
| 230-2125 | 1,181.10 | 23,336.38- | 22,155.28- |
| 230-490-5320 | 305.48 | .00 | 305.48 |
| 230-490-6114 | 1,262.00 | .00 | 1,262.00 |
| 230-490-6116 | 930.00 | 930.00- | .00 |
| 230-490-6128 | 88.37 | .00 | 88.37 |

| GL Account | Debit | Credit | Proof |
|---------------|-------------------|--------------------|------------|
| 230-490-6210 | 16,340.15 | .00 | 16,340.15 |
| 230-490-6225 | 2,118.00 | .00 | 2,118.00 |
| 230-490-6230 | 9.85 | .00 | 9.85 |
| 230-490-6420 | 69.66 | .00 | 69.66 |
| 230-490-6425 | 68.51 | .00 | 68.51 |
| 230-490-6430 | 1,499.78 | .00 | 1,499.78 |
| 230-490-6435 | 117.88 | .00 | 117.88 |
| 230-490-6440 | 189.64 | .00 | 189.64 |
| 230-490-6712 | 85.96 | .00 | 85.96 |
| 230-490-6755 | 251.10 | 251.10- | .00 |
| 240-2125 | 1,252.80 | 29,595.77- | 28,342.97- |
| 240-490-5320 | 305.48 | .00 | 305.48 |
| 240-490-6114 | 1,262.00 | .00 | 1,262.00 |
| 240-490-6116 | 7,227.28 | 900.00- | 6,327.28 |
| 240-490-6128 | 88.37 | .00 | 88.37 |
| 240-490-6210 | 14,848.11 | .00 | 14,848.11 |
| 240-490-6225 | 2,118.00 | .00 | 2,118.00 |
| 240-490-6230 | 9.85 | .00 | 9.85 |
| 240-490-6420 | 409.30 | .00 | 409.30 |
| 240-490-6425 | 616.59 | .00 | 616.59 |
| 240-490-6430 | 2,186.98 | .00 | 2,186.98 |
| 240-490-6435 | 101.69 | .00 | 101.69 |
| 240-490-6440 | 69.32 | .00 | 69.32 |
| 240-490-6755 | 352.80 | 352.80- | .00 |
| 312-2125 | .00 | 7,480.88- | 7,480.88- |
| 312-490-5320 | 41.00 | .00 | 41.00 |
| 312-490-6114 | 252.40 | .00 | 252.40 |
| 312-490-6122 | 440.52 | .00 | 440.52 |
| 312-490-6210 | 5,671.90 | .00 | 5,671.90 |
| 312-490-6225 | 88.24 | .00 | 88.24 |
| 312-490-6230 | 1.90 | .00 | 1.90 |
| 312-490-6430 | 984.92 | .00 | 984.92 |
| 314-2125 | .00 | 4,305.05- | 4,305.05- |
| 314-490-6225 | 28.05 | .00 | 28.05 |
| 314-490-6290 | 410.00 | .00 | 410.00 |
| 314-490-6705 | 80.00 | .00 | 80.00 |
| 314-490-6814 | 462.00 | .00 | 462.00 |
| 314-490-6864 | 3,325.00 | .00 | 3,325.00 |
| Grand Totals: | <u>100,945.87</u> | <u>100,945.87-</u> | <u>.00</u> |

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

Bank.Name = "General"

CITY OF LOWELL
 COMBINED CASH INVESTMENT
 JUNE 30, 2024

COMBINED CASH ACCOUNTS

| | | |
|----------|-------------------------|-----------------|
| 999-1111 | CASH IN BANK - CHECKING | 354,760.76 |
| 999-1115 | CASH IN BANK - LGIP | 1,438,915.19 |
| | | 1,793,675.95 |
| | TOTAL COMBINED CASH | 1,793,675.95 |
| 999-1110 | CASH ALLOCATED TO FUNDS | (1,793,675.95) |
| | | .00 |
| | TOTAL UNALLOCATED CASH | .00 |

CASH ALLOCATION RECONCILIATION

| | | |
|-----|---|-----------------|
| 110 | ALLOCATION TO GENERAL FUND | 176,921.56 |
| 220 | ALLOCATION TO BUILDING FUND | 44,107.38 |
| 230 | ALLOCATION TO WATER FUND | 185,685.53 |
| 240 | ALLOCATION TO SEWER FUND | 303,091.63 |
| 312 | ALLOCATION TO STREET FUND | 173,400.73 |
| 314 | ALLOCATION TO BLACKBERRY JAM FUND | 12,118.10 |
| 410 | ALLOCATION TO PARKS SDC FUND | 110,249.87 |
| 412 | ALLOCATION TO STREETS SDC FUND | 85,484.59 |
| 430 | ALLOCATION TO WATER SDC FUND | 461,732.95 |
| 440 | ALLOCATION TO SEWER SDC FUND | 93,041.81 |
| 445 | ALLOCATION TO STORMWATER SDC FUND | 89,310.31 |
| 520 | ALLOCATION TO WATER RESERVE FUND | 41,933.08 |
| 521 | ALLOCATION TO SEWER RESERVE FUND | 16,598.41 |
| | | 1,793,675.95 |
| | TOTAL ALLOCATIONS TO OTHER FUNDS | 1,793,675.95 |
| | ALLOCATION FROM COMBINED CASH FUND - 999-1110 | (1,793,675.95) |
| | | .00 |
| | ZERO PROOF IF ALLOCATIONS BALANCE | .00 |

CITY OF LOWELL
 BALANCE SHEET
 JUNE 30, 2024

GENERAL FUND

ASSETS

| | | | |
|----------|-------------------------------|---------------|---------------------|
| 110-1110 | ALLOCATED CASH | 29,976.36 | |
| 110-1115 | CASH IN BANK - LGIP | 146,945.20 | |
| 110-1120 | PETTY CASH | 250.00 | |
| 110-1710 | LAND | 2,588,360.20 | |
| 110-1720 | BUILDINGS & FACILITIES | 1,016,818.56 | |
| 110-1730 | EQUIPMENT & FURNISHINGS | 86,009.96 | |
| 110-1740 | VEHICLES & ROLLING STOCK | 40,847.50 | |
| 110-1750 | INFRASTRUCTURE | 32,762.99 | |
| 110-1795 | CONSTRUCTION IN PROGRESS | 31,145.93 | |
| 110-1820 | AD - BUILDINGS & FACILITIES | (285,931.30) | |
| 110-1830 | AD - EQUIPMENT & FURNISHINGS | (26,661.25) | |
| 110-1840 | AD - VEHICLES & ROLLING STOCK | (26,140.21) | |
| 110-1850 | AD - INFRASTRUCTURE | (19,116.67) | |
| | TOTAL ASSETS | | <u>3,615,267.27</u> |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|----------|-----------------------------|------------|------------|
| 110-2510 | BAIL HELD | 315.00 | |
| 110-2525 | OTHER DEPOSITS | 205.86 | |
| 110-2725 | LONG TERM DEBT - DUE IN 1YR | 28,432.27 | |
| 110-2750 | LONG TERM DEBT | 628,782.35 | |
| | TOTAL LIABILITIES | | 657,735.48 |

FUND EQUITY

| | | | |
|----------|---------------------------------|---------------|---------------------|
| 110-3100 | BEGINNING FUND BALANCE | 244,822.80 | |
| 110-3275 | GASB - FIXED ASSETS | 3,438,095.71 | |
| 110-3277 | GAAP - LONG TERM DEBT | (657,214.62) | |
| | REVENUE OVER EXPENDITURES - YTD | (68,172.10) | |
| | BALANCE - CURRENT DATE | (68,172.10) | |
| | TOTAL FUND EQUITY | | <u>2,957,531.79</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>3,615,267.27</u> |

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|----------------------------|----------------------------------|------------|-------------------|-------------------|---------------------------|
| <u>TAXES</u> | | | | | |
| 110-310-4112 | PROPERTY TAXES - CURRENT | .00 | 198,123.46 | 179,870.00 | (18,253.46) 110.2 |
| 110-310-4114 | PROPERTY TAXES - PRIOR | .00 | 1,931.56 | 2,500.00 | 568.44 77.3 |
| | TOTAL TAXES | .00 | 200,055.02 | 182,370.00 | (17,685.02) 109.7 |
| <u>INVESTMENT EARNINGS</u> | | | | | |
| 110-315-4125 | INTEREST EARNED | .00 | 6,722.38 | 1,252.00 | (5,470.38) 536.9 |
| | TOTAL INVESTMENT EARNINGS | .00 | 6,722.38 | 1,252.00 | (5,470.38) 536.9 |
| <u>INTERGOVERNMENTAL</u> | | | | | |
| 110-320-4132 | STATE REVENUE SHARING | .00 | 12,651.73 | 11,800.00 | (851.73) 107.2 |
| 110-320-4134 | CIGARETTE TAX | .00 | 896.86 | 780.00 | (116.86) 115.0 |
| 110-320-4136 | LIQUOR TAX | .00 | 23,190.06 | 23,680.00 | 489.94 97.9 |
| 110-320-4145 | TRANSIENT ROOM TAX | .00 | 33.26 | .00 | (33.26) .0 |
| 110-320-4148 | MARIJUANA TAX DISTRIBUTION | .00 | 3,282.20 | 2,400.00 | (882.20) 136.8 |
| | TOTAL INTERGOVERNMENTAL | .00 | 40,054.11 | 38,660.00 | (1,394.11) 103.6 |
| <u>OPERATING GRANTS</u> | | | | | |
| 110-325-4152 | TOURISM - OPERATING GRANT | .00 | 19,124.00 | 10,586.00 | (8,538.00) 180.7 |
| 110-325-4154 | LIBRARY - OPER GRANT | .00 | 4,339.09 | 13,809.00 | 9,469.91 31.4 |
| 110-325-4158 | COMM DEV - OPERATING GRANT | .00 | 2,000.00 | 3,000.00 | 1,000.00 66.7 |
| | TOTAL OPERATING GRANTS | .00 | 25,463.09 | 27,395.00 | 1,931.91 93.0 |
| <u>CAPITAL GRANTS</u> | | | | | |
| 110-328-4155 | LIBRARY - CAPITAL GRANT | .00 | .00 | 4,200.00 | 4,200.00 .0 |
| | TOTAL CAPITAL GRANTS | .00 | .00 | 4,200.00 | 4,200.00 .0 |
| <u>FRANCHISE FEES</u> | | | | | |
| 110-330-4310 | CABLE FRANCHISE FEES | .00 | 8,621.06 | 6,000.00 | (2,621.06) 143.7 |
| 110-330-4312 | ELECTRIC FRANCHISE FEES | .00 | 58,704.76 | 55,000.00 | (3,704.76) 106.7 |
| 110-330-4314 | GARBAGE FRANCHISE FEES | .00 | 9,713.41 | 6,000.00 | (3,713.41) 161.9 |
| 110-330-4316 | TELECOM FRANCHISE FEES | .00 | 236.94 | 1,500.00 | 1,263.06 15.8 |
| 110-330-4318 | WATER FRANCHISE FEES | .00 | 1,346.94 | .00 | (1,346.94) .0 |
| 110-330-4320 | SEWER FRANCHISE FEES | .00 | 1,828.02 | .00 | (1,828.02) .0 |
| | TOTAL FRANCHISE FEES | .00 | 80,451.13 | 68,500.00 | (11,951.13) 117.5 |

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|-------------------------------------|--------------------------------|------------|-----------|------------|------------------|
| <u>LICENSES & PERMITS</u> | | | | | |
| 110-335-4352 | LAND USE PERMITS | .00 | 23,176.30 | 41,250.00 | 18,073.70 56.2 |
| 110-335-4354 | MISC PERMITS & LICENSES | .00 | 2,989.00 | 100.00 (| 2,889.00) 2989.0 |
| 110-335-4360 | DOG LICENSES | .00 | 773.00 | 500.00 (| 273.00) 154.6 |
| | TOTAL LICENSES & PERMITS | .00 | 26,938.30 | 41,850.00 | 14,911.70 64.4 |
| <u>CHARGES FOR SERVICE</u> | | | | | |
| 110-340-4410 | COPY, FAX, NOTARY & RESEARCH | .00 | 510.10 | 500.00 (| 10.10) 102.0 |
| 110-340-4415 | LIBRARY SALES & SERVICES | .00 | 56.00 | .00 (| 56.00) .0 |
| 110-340-4416 | LIBRARY BOOK SALES | .00 | 1,218.91 | .00 (| 1,218.91) .0 |
| 110-340-4417 | LIEN SEARCHES | .00 | 265.00 | 500.00 | 235.00 53.0 |
| 110-340-4419 | ELECTION FILING FEES | .00 | 25.00 | .00 (| 25.00) .0 |
| 110-340-4421 | SDC/CET ADMIN FEE | .00 | 1,942.17 | 260.00 (| 1,682.17) 747.0 |
| 110-340-4423 | PAY STATION REVENUE | .00 | 147.47 | 100.00 (| 47.47) 147.5 |
| | TOTAL CHARGES FOR SERVICE | .00 | 4,164.65 | 1,360.00 (| 2,804.65) 306.2 |
| <u>SDC REVENUE</u> | | | | | |
| 110-345-4511 | PARKS REIMBURSEMENT SDC | .00 | 47.00 | 47.00 | .00 100.0 |
| | TOTAL SDC REVENUE | .00 | 47.00 | 47.00 | .00 100.0 |
| <u>FINES & FORFEITURES</u> | | | | | |
| 110-350-4625 | MUNICIPAL COURT REVENUE | .00 | 5,942.93 | 5,000.00 (| 942.93) 118.9 |
| | TOTAL FINES & FORFEITURES | .00 | 5,942.93 | 5,000.00 (| 942.93) 118.9 |
| <u>LOAN PAYMENTS & PROCEEDS</u> | | | | | |
| 110-360-4225 | LOAN PROCEEDS | .00 | .00 | 230,224.00 | 230,224.00 .0 |
| | TOTAL LOAN PAYMENTS & PROCEEDS | .00 | .00 | 230,224.00 | 230,224.00 .0 |
| <u>OTHER REVENUE</u> | | | | | |
| 110-370-4825 | LIBRARY DONATIONS | .00 | 741.00 | 2,500.00 | 1,759.00 29.6 |
| 110-370-4826 | PARKS DONATIONS | .00 | .00 | 1,000.00 | 1,000.00 .0 |
| | TOTAL OTHER REVENUE | .00 | 741.00 | 3,500.00 | 2,759.00 21.2 |

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|--|---------------|------------|--------------|-------------|------|
| <u>GAIN/LOSS ON SALE OF ASSETS</u> | | | | | |
| 110-375-4849 CAPITAL ASSET DISPOSAL | .00 | .00 | 467,287.00 | 467,287.00 | .0 |
| TOTAL GAIN/LOSS ON SALE OF ASSETS | .00 | .00 | 467,287.00 | 467,287.00 | .0 |
| <u>FUNDRAISING & EVENT REVENUE</u> | | | | | |
| 110-380-4865 LIBRARY CAPITAL CAMPAIGN | .00 | 1,350.00 | .00 | (1,350.00) | .0 |
| 110-380-4867 PARKS CAPITAL DONATIONS | .00 | 2,650.00 | .00 | (2,650.00) | .0 |
| TOTAL FUNDRAISING & EVENT REVENUE | .00 | 4,000.00 | .00 | (4,000.00) | .0 |
| <u>MISCELLANEOUS REVENUE</u> | | | | | |
| 110-385-4895 MISCELLANEOUS REVENUE | .00 | 435.95 | 800.00 | 364.05 | 54.5 |
| TOTAL MISCELLANEOUS REVENUE | .00 | 435.95 | 800.00 | 364.05 | 54.5 |
| TOTAL FUND REVENUE | .00 | 395,015.56 | 1,072,445.00 | 677,429.44 | 36.8 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---------------------------------|---------------|------------|------------|-------------|-------|
| <u>ADMINISTRATION</u> | | | | | |
| <u>PERSONAL SERVICES</u> | | | | | |
| 110-410-5110 | (1,585.93) | 18,211.47 | 19,123.00 | 911.53 | 95.2 |
| 110-410-5114 | (398.77) | 4,579.15 | 4,784.00 | 204.85 | 95.7 |
| 110-410-5158 | (131.72) | 1,739.54 | 2,306.00 | 566.46 | 75.4 |
| 110-410-5220 | .00 | 34.50 | 69.00 | 34.50 | 50.0 |
| 110-410-5315 | (161.91) | 1,879.14 | 2,010.00 | 130.86 | 93.5 |
| 110-410-5320 | (.46) | 401.69 | 502.00 | 100.31 | 80.0 |
| 110-410-5350 | .00 | .00 | 1,665.00 | 1,665.00 | .0 |
| 110-410-5410 | (272.60) | 3,878.61 | 4,160.00 | 281.39 | 93.2 |
| 110-410-5450 | (447.42) | 5,207.89 | 6,815.00 | 1,607.11 | 76.4 |
| TOTAL PERSONAL SERVICES | (2,998.81) | 35,931.99 | 41,434.00 | 5,502.01 | 86.7 |
| <u>MATERIALS & SERVICES</u> | | | | | |
| 110-410-6110 | .00 | 9,820.00 | 6,205.00 | (3,615.00) | 158.3 |
| 110-410-6112 | .00 | 45,336.90 | 40,741.00 | (4,595.90) | 111.3 |
| 110-410-6114 | .00 | 13,939.20 | 14,231.00 | 291.80 | 98.0 |
| 110-410-6122 | .00 | 879.35 | 13,882.00 | 13,002.65 | 6.3 |
| 110-410-6124 | .00 | 2,529.82 | 1,200.00 | (1,329.82) | 210.8 |
| 110-410-6128 | .00 | 1,601.72 | 2,801.00 | 1,199.28 | 57.2 |
| 110-410-6210 | .00 | 2,768.72 | 1,452.00 | (1,316.72) | 190.7 |
| 110-410-6220 | .00 | 2,050.73 | 3,604.00 | 1,553.27 | 56.9 |
| 110-410-6222 | .00 | 602.31 | .00 | (602.31) | .0 |
| 110-410-6225 | .00 | 8,830.07 | .00 | (8,830.07) | .0 |
| 110-410-6228 | .00 | 825.22 | 2,900.00 | 2,074.78 | 28.5 |
| 110-410-6230 | .00 | 2,314.83 | 3,500.00 | 1,185.17 | 66.1 |
| 110-410-6234 | .00 | 384.45 | 527.00 | 142.55 | 73.0 |
| 110-410-6238 | .00 | 6.48 | 2,000.00 | 1,993.52 | .3 |
| 110-410-6240 | .00 | 1,079.49 | 4,000.00 | 2,920.51 | 27.0 |
| 110-410-6245 | .00 | 2,722.33 | .00 | (2,722.33) | .0 |
| 110-410-6290 | .00 | 570.00 | 464.00 | (106.00) | 122.8 |
| 110-410-6320 | .00 | 1,492.71 | 500.00 | (992.71) | 298.5 |
| 110-410-6324 | .00 | 587.92 | .00 | (587.92) | .0 |
| 110-410-6334 | .00 | 1,939.57 | 2,000.00 | 60.43 | 97.0 |
| 110-410-6420 | .00 | 1,342.25 | 2,030.00 | 687.75 | 66.1 |
| 110-410-6425 | .00 | 1,416.60 | 3,997.00 | 2,580.40 | 35.4 |
| 110-410-6430 | .00 | 1,546.21 | 3,310.00 | 1,763.79 | 46.7 |
| 110-410-6435 | .00 | 88.50 | 50.00 | (38.50) | 177.0 |
| 110-410-6440 | .00 | 1,008.54 | 1,500.00 | 491.46 | 67.2 |
| 110-410-6445 | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 110-410-6510 | .00 | 157.13 | 1,000.00 | 842.87 | 15.7 |
| 110-410-6512 | .00 | 945.68 | 575.00 | (370.68) | 164.5 |
| 110-410-6705 | .00 | 1,468.00 | .00 | (1,468.00) | .0 |
| TOTAL MATERIALS & SERVICES | .00 | 108,254.73 | 115,469.00 | 7,214.27 | 93.8 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|------------|------------|-------|
| <u>CAPITAL OUTLAY</u> | | | | | |
| 110-410-8225 BUILDINGS & FACILITIES | .00 | .00 | 85,000.00 | 85,000.00 | .0 |
| TOTAL CAPITAL OUTLAY | .00 | .00 | 85,000.00 | 85,000.00 | .0 |
| | | | | | |
| TOTAL ADMINISTRATION | (2,998.81) | 144,186.72 | 241,903.00 | 97,716.28 | 59.6 |
| | | | | | |
| <u>PARKS & RECREATION</u> | | | | | |
| <u>PERSONAL SERVICES</u> | | | | | |
| 110-420-5110 CITY ADMINISTRATOR | (396.48) | 4,552.82 | 4,780.00 | 227.18 | 95.3 |
| 110-420-5150 PUBLIC WORKS DIRECTOR | (337.41) | 4,625.32 | 4,800.00 | 174.68 | 96.4 |
| 110-420-5152 LEAD OPERATOR | (816.76) | 9,283.15 | 9,802.00 | 518.85 | 94.7 |
| 110-420-5158 PUBLIC WORKS LABORER | (658.60) | 8,697.30 | 11,532.00 | 2,834.70 | 75.4 |
| 110-420-5160 TEMPORARY/ SEASONAL | (872.00) | 2,968.48 | 4,306.00 | 1,337.52 | 68.9 |
| 110-420-5220 OVERTIME | (174.35) | 1,692.22 | 1,540.00 | (152.22) | 109.9 |
| 110-420-5315 SOCIAL SECURITY/MEDICARE | (249.08) | 2,434.21 | 2,813.00 | 378.79 | 86.5 |
| 110-420-5320 WORKER'S COMP | (1.24) | 1,792.85 | 1,354.00 | (438.85) | 132.4 |
| 110-420-5350 UNEMPLOYMENT | .00 | .00 | 2,280.00 | 2,280.00 | .0 |
| 110-420-5410 HEALTH INSURANCE | (370.72) | 5,125.68 | 5,389.00 | 263.32 | 95.1 |
| 110-420-5450 PUBLIC EMPLOYEES RETIREMENT | (503.90) | 6,099.18 | 9,382.00 | 3,282.82 | 65.0 |
| TOTAL PERSONAL SERVICES | (4,380.54) | 47,271.21 | 57,978.00 | 10,706.79 | 81.5 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---------------------------------------|--------------------|------------------|-------------------|------------------|-------------|
| <u>MATERIALS & SERVICES</u> | | | | | |
| 110-420-6122 | .00 | .00 | 1,094.00 | 1,094.00 | .0 |
| 110-420-6128 | .00 | 303.48 | 500.00 | 196.52 | 60.7 |
| 110-420-6210 | .00 | 2,549.53 | 2,566.00 | 16.47 | 99.4 |
| 110-420-6220 | .00 | 26.99 | .00 | (26.99) | .0 |
| 110-420-6225 | .00 | 1,148.98 | .00 | (1,148.98) | .0 |
| 110-420-6234 | .00 | 1,232.02 | 3,000.00 | 1,767.98 | 41.1 |
| 110-420-6238 | .00 | 1,599.01 | 20.00 | (1,579.01) | 7995.1 |
| 110-420-6290 | .00 | 783.07 | 500.00 | (283.07) | 156.6 |
| 110-420-6320 | .00 | 2,830.32 | 3,000.00 | 169.68 | 94.3 |
| 110-420-6324 | .00 | 2,033.64 | 2,500.00 | 466.36 | 81.4 |
| 110-420-6328 | .00 | 3,236.97 | .00 | (3,236.97) | .0 |
| 110-420-6330 | .00 | 1,322.56 | 3,500.00 | 2,177.44 | 37.8 |
| 110-420-6339 | .00 | .00 | 4,000.00 | 4,000.00 | .0 |
| 110-420-6420 | .00 | 12,833.74 | 12,661.00 | (172.74) | 101.4 |
| 110-420-6425 | .00 | 5,615.09 | 1,981.00 | (3,634.09) | 283.5 |
| 110-420-6430 | .00 | 2,447.10 | 2,495.00 | 47.90 | 98.1 |
| 110-420-6445 | .00 | 469.50 | 500.00 | 30.50 | 93.9 |
| 110-420-6535 | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 110-420-6710 | .00 | 2,653.38 | 2,500.00 | (153.38) | 106.1 |
| TOTAL MATERIALS & SERVICES | .00 | 41,085.38 | 41,817.00 | 731.62 | 98.3 |
| <u>CAPITAL OUTLAY</u> | | | | | |
| 110-420-8520 | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| TOTAL CAPITAL OUTLAY | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| TOTAL PARKS & RECREATION | (4,380.54) | 88,356.59 | 104,795.00 | 16,438.41 | 84.3 |
| <u>POLICE</u> | | | | | |
| <u>MATERIALS & SERVICES</u> | | | | | |
| 110-430-6118 | .00 | 36,356.04 | 36,731.00 | 374.96 | 99.0 |
| TOTAL MATERIALS & SERVICES | .00 | 36,356.04 | 36,731.00 | 374.96 | 99.0 |
| TOTAL POLICE | .00 | 36,356.04 | 36,731.00 | 374.96 | 99.0 |
| <u>COMMUNITY DEVELOPMENT</u> | | | | | |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|--------------------|------------------|------------------|------------------|-------------|
| <u>PERSONAL SERVICES</u> | | | | | |
| 110-440-5110 CITY ADMINISTRATOR | (396.48) | 4,552.82 | 4,780.00 | 227.18 | 95.3 |
| 110-440-5150 PUBLIC WORKS DIRECTOR | (202.44) | 2,775.54 | 2,879.00 | 103.46 | 96.4 |
| 110-440-5220 OVERTIME | .00 | 106.88 | 182.00 | 75.12 | 58.7 |
| 110-440-5315 SOCIAL SECURITY/MEDICARE | (45.82) | 568.75 | 601.00 | 32.25 | 94.6 |
| 110-440-5320 WORKER'S COMP | (.08) | 80.70 | 160.00 | 79.30 | 50.4 |
| 110-440-5350 UNEMPLOYMENT | .00 | .00 | 468.00 | 468.00 | .0 |
| 110-440-5410 HEALTH INSURANCE | (76.15) | 1,084.74 | 1,144.00 | 59.26 | 94.8 |
| 110-440-5450 PUBLIC EMPLOYEES RETIREMENT | (126.62) | 1,571.80 | 1,943.00 | 371.20 | 80.9 |
| TOTAL PERSONAL SERVICES | (847.59) | 10,741.23 | 12,157.00 | 1,415.77 | 88.4 |
| <u>MATERIALS & SERVICES</u> | | | | | |
| 110-440-6112 LEGAL SERVICES | .00 | 4,748.62 | .00 | (4,748.62) | .0 |
| 110-440-6116 ENGINEERING SERVICES | .00 | 12,703.73 | 30,000.00 | 17,296.27 | 42.4 |
| 110-440-6117 PLANNING SERVICES | .00 | 14,349.89 | 25,000.00 | 10,650.11 | 57.4 |
| 110-440-6122 IT SERVICES | .00 | 209.68 | 360.00 | 150.32 | 58.2 |
| 110-440-6128 OTHER CONTRACT SERVICES | .00 | 9,984.41 | 12,000.00 | 2,015.59 | 83.2 |
| 110-440-6210 INSURANCE & BONDS | .00 | .00 | 371.00 | 371.00 | .0 |
| 110-440-6220 POSTAGE, PRINTING, PUBLICATION | .00 | 53.03 | 200.00 | 146.97 | 26.5 |
| 110-440-6225 SOFTWARE & SUBSCRIPTIONS | .00 | 211.62 | .00 | (211.62) | .0 |
| 110-440-6230 OFFICE SUPPLIES/EQUIPMENT | .00 | 109.42 | .00 | (109.42) | .0 |
| 110-440-6238 BANK SERVICE CHARGES | .00 | 166.32 | .00 | (166.32) | .0 |
| 110-440-6290 MISCELLANEOUS | .00 | 6.13 | .00 | (6.13) | .0 |
| TOTAL MATERIALS & SERVICES | .00 | 42,542.85 | 67,931.00 | 25,388.15 | 62.6 |
| TOTAL COMMUNITY DEVELOPMENT | (847.59) | 53,284.08 | 80,088.00 | 26,803.92 | 66.5 |
| <u>LIBRARY</u> | | | | | |
| <u>PERSONAL SERVICES</u> | | | | | |
| 110-450-5130 LIBRARIAN/SPECIAL EVENTS | (1,790.17) | 20,556.57 | 21,482.00 | 925.43 | 95.7 |
| 110-450-5158 PUBLIC WORKS LABORER | (131.72) | 1,739.54 | 2,306.00 | 566.46 | 75.4 |
| 110-450-5160 TEMPORARY/ SEASONAL | (722.88) | 1,159.38 | 861.00 | (298.38) | 134.7 |
| 110-450-5315 SOCIAL SECURITY/MEDICARE | (202.33) | 1,794.32 | 1,885.00 | 90.68 | 95.2 |
| 110-450-5320 WORKER'S COMP | (1.14) | 1,296.55 | 1,026.00 | (270.55) | 126.4 |
| 110-450-5350 UNEMPLOYMENT | .00 | .00 | 1,560.00 | 1,560.00 | .0 |
| 110-450-5450 PUBLIC EMPLOYEES RETIREMENT | (406.29) | 4,713.38 | 6,391.00 | 1,677.62 | 73.8 |
| TOTAL PERSONAL SERVICES | (3,254.53) | 31,259.74 | 35,511.00 | 4,251.26 | 88.0 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---------------------------------------|--------------------|------------------|------------------|------------------|-------------|
| <u>MATERIALS & SERVICES</u> | | | | | |
| 110-450-6122 | .00 | 894.58 | 1,356.00 | 461.42 | 66.0 |
| 110-450-6128 | .00 | 915.09 | 5,800.00 | 4,884.91 | 15.8 |
| 110-450-6210 | .00 | 994.07 | 1,010.00 | 15.93 | 98.4 |
| 110-450-6220 | .00 | 1,295.05 | 1,572.00 | 276.95 | 82.4 |
| 110-450-6224 | .00 | 114.40 | 150.00 | 35.60 | 76.3 |
| 110-450-6225 | .00 | 8,177.15 | 8,200.00 | 22.85 | 99.7 |
| 110-450-6230 | .00 | 238.74 | 1,816.00 | 1,577.26 | 13.2 |
| 110-450-6234 | .00 | 669.59 | 1,310.00 | 640.41 | 51.1 |
| 110-450-6238 | .00 | 5.50 | 200.00 | 194.50 | 2.8 |
| 110-450-6240 | .00 | 1,101.63 | 1,132.00 | 30.37 | 97.3 |
| 110-450-6290 | .00 | .00 | 450.00 | 450.00 | .0 |
| 110-450-6320 | .00 | 1,773.97 | 2,000.00 | 226.03 | 88.7 |
| 110-450-6334 | .00 | 3,478.07 | 2,749.00 | (729.07) | 126.5 |
| 110-450-6420 | .00 | 1,357.77 | 1,540.00 | 182.23 | 88.2 |
| 110-450-6425 | .00 | 1,249.98 | 1,992.00 | 742.02 | 62.8 |
| 110-450-6430 | .00 | 2,173.56 | 4,055.00 | 1,881.44 | 53.6 |
| 110-450-6435 | .00 | .00 | 50.00 | 50.00 | .0 |
| 110-450-6445 | .00 | .00 | 500.00 | 500.00 | .0 |
| 110-450-6530 | .00 | 1,214.23 | 1,000.00 | (214.23) | 121.4 |
| 110-450-6780 | .00 | 9,821.57 | .00 | (9,821.57) | .0 |
| TOTAL MATERIALS & SERVICES | .00 | 35,474.95 | 36,882.00 | 1,407.05 | 96.2 |
| <u>CAPITAL OUTLAY</u> | | | | | |
| 110-450-8335 | .00 | .00 | 3,200.00 | 3,200.00 | .0 |
| 110-450-8375 | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| TOTAL CAPITAL OUTLAY | .00 | .00 | 6,200.00 | 6,200.00 | .0 |
| TOTAL LIBRARY | (3,254.53) | 66,734.69 | 78,593.00 | 11,858.31 | 84.9 |
| <u>CODE ENFORCEMENT</u> | | | | | |
| <u>PERSONAL SERVICES</u> | | | | | |
| 110-460-5110 | (396.48) | 4,552.82 | 4,780.00 | 227.18 | 95.3 |
| 110-460-5315 | (30.33) | 348.20 | 516.00 | 167.80 | 67.5 |
| 110-460-5320 | (.06) | 50.75 | 137.00 | 86.25 | 37.0 |
| 110-460-5350 | .00 | .00 | 303.00 | 303.00 | .0 |
| 110-460-5410 | (33.79) | 482.02 | 519.00 | 36.98 | 92.9 |
| 110-460-5450 | (83.82) | 962.51 | 1,239.00 | 276.49 | 77.7 |
| TOTAL PERSONAL SERVICES | (544.48) | 6,396.30 | 7,494.00 | 1,097.70 | 85.4 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|---------------|---------------|-----------------|-----------------|-------------|
| <u>MATERIALS & SERVICES</u> | | | | | |
| 110-460-6128 OTHER CONTRACT SERVICES | .00 | 171.50 | 500.00 | 328.50 | 34.3 |
| 110-460-6220 POSTAGE, PRINTING, PUBLICATION | .00 | 109.87 | .00 | (109.87) | .0 |
| 110-460-6225 SOFTWARE & SUBSCRIPTIONS | .00 | 8.75 | .00 | (8.75) | .0 |
| 110-460-6234 GENERAL SUPPLIES | .00 | 65.85 | 100.00 | 34.15 | 65.9 |
| 110-460-6238 BANK SERVICE CHARGES | .00 | 3.64 | 100.00 | 96.36 | 3.6 |
| 110-460-6290 MISCELLANEOUS | .00 | .00 | 100.00 | 100.00 | .0 |
| 110-460-6445 REFUSE SERVICES | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 110-460-6540 DOG/CAT CONTROL | .00 | 96.11 | 100.00 | 3.89 | 96.1 |
| TOTAL MATERIALS & SERVICES | .00 | 455.72 | 1,900.00 | 1,444.28 | 24.0 |

| | | | | | |
|-------------------------------|------------------|-----------------|-----------------|-----------------|-------------|
| TOTAL CODE ENFORCEMENT | (544.48) | 6,852.02 | 9,394.00 | 2,541.98 | 72.9 |
|-------------------------------|------------------|-----------------|-----------------|-----------------|-------------|

TOURISM

| | | | | | |
|---|------------|-----------------|------------------|-----------------|-------------|
| <u>MATERIALS & SERVICES</u> | | | | | |
| 110-470-6128 OTHER CONTRACT SERVICES | .00 | .00 | 500.00 | 500.00 | .0 |
| 110-470-6220 POSTAGE, PRINTING, PUBLICATION | .00 | .00 | 50.00 | 50.00 | .0 |
| 110-470-6224 MARKETING | .00 | 300.00 | 500.00 | 200.00 | 60.0 |
| 110-470-6290 MISCELLANEOUS | .00 | .00 | 100.00 | 100.00 | .0 |
| 110-470-6326 COVERED BRIDGE MAINTENANCE | .00 | 767.47 | 5,936.00 | 5,168.53 | 12.9 |
| 110-470-6527 COMMUNITY GRANT PROGRAM | .00 | .00 | 3,500.00 | 3,500.00 | .0 |
| TOTAL MATERIALS & SERVICES | .00 | 1,067.47 | 10,586.00 | 9,518.53 | 10.1 |

| | | | | | |
|----------------------|------------|-----------------|------------------|-----------------|-------------|
| TOTAL TOURISM | .00 | 1,067.47 | 10,586.00 | 9,518.53 | 10.1 |
|----------------------|------------|-----------------|------------------|-----------------|-------------|

MUNICIPAL COURT

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|------------------|------------------|-------------------|-------------------|-------------|
| <u>PERSONAL SERVICES</u> | | | | | |
| 110-480-5110 CITY ADMINISTRATOR | (396.48) | 4,552.82 | 4,780.00 | 227.18 | 95.3 |
| 110-480-5114 CITY CLERK | (199.38) | 2,289.55 | 2,393.00 | 103.45 | 95.7 |
| 110-480-5220 OVERTIME | .00 | 17.25 | 35.00 | 17.75 | 49.3 |
| 110-480-5315 SOCIAL SECURITY/MEDICARE | (45.58) | 524.73 | 552.00 | 27.27 | 95.1 |
| 110-480-5320 WORKER'S COMP | (.13) | 100.65 | 129.00 | 28.35 | 78.0 |
| 110-480-5350 UNEMPLOYMENT | .00 | .00 | 458.00 | 458.00 | .0 |
| 110-480-5410 HEALTH INSURANCE | (102.49) | 1,457.25 | 1,565.00 | 107.75 | 93.1 |
| 110-480-5450 PUBLIC EMPLOYEES RETIREMENT | (125.97) | 1,450.22 | 1,869.00 | 418.78 | 77.6 |
| TOTAL PERSONAL SERVICES | (870.03) | 10,392.47 | 11,781.00 | 1,388.53 | 88.2 |
| <u>MATERIALS & SERVICES</u> | | | | | |
| 110-480-6120 JUDGE CONTRACT | .00 | 1,250.00 | 1,250.00 | .00 | 100.0 |
| 110-480-6121 BAILIFF CONTRACT | .00 | 253.36 | 1,500.00 | 1,246.64 | 16.9 |
| 110-480-6128 OTHER CONTRACT SERVICES | .00 | 1,010.62 | 1,000.00 | (10.62) | 101.1 |
| 110-480-6220 POSTAGE, PRINTING, PUBLICATION | .00 | 27.56 | 109.00 | 81.44 | 25.3 |
| 110-480-6225 SOFTWARE & SUBSCRIPTIONS | .00 | 8.73 | .00 | (8.73) | .0 |
| 110-480-6230 OFFICE SUPPLIES/EQUIPMENT | .00 | 91.81 | .00 | (91.81) | .0 |
| 110-480-6238 BANK SERVICE CHARGES | .00 | 67.30 | 150.00 | 82.70 | 44.9 |
| 110-480-6560 STATE ASSESSMENTS | .00 | 850.00 | 1,023.00 | 173.00 | 83.1 |
| 110-480-6565 COURT COLLECTION FEES | .00 | 23.00 | 80.00 | 57.00 | 28.8 |
| TOTAL MATERIALS & SERVICES | .00 | 3,582.38 | 5,112.00 | 1,529.62 | 70.1 |
| TOTAL MUNICIPAL COURT | (870.03) | 13,974.85 | 16,893.00 | 2,918.15 | 82.7 |
| <u>DEBT SERVICE</u> | | | | | |
| <u>DEBT SERVICES</u> | | | | | |
| 110-800-7111 LOAN PRINCIPAL - LIBRARY/CITY | .00 | 11,395.05 | 11,396.00 | .95 | 100.0 |
| 110-800-7112 LOAN PRINCIPAL - ROLLING ROCK | .00 | 8,903.35 | 8,904.00 | .65 | 100.0 |
| 110-800-7113 LOAN PRINCIPAL - OEDD LIBRARY | .00 | 5,103.70 | 145,041.00 | 139,937.30 | 3.5 |
| 110-800-7114 LOAN PRINCIPAL - OEDD CITYHALL | .00 | 4,593.28 | 85,184.00 | 80,590.72 | 5.4 |
| 110-800-7511 LOAN INTEREST - LIBRARY/CITY | .00 | 11,254.47 | 11,255.00 | .53 | 100.0 |
| 110-800-7512 LOAN INTEREST - ROLLING ROCK | .00 | 8,793.51 | 8,794.00 | .49 | 100.0 |
| 110-800-7513 LOAN INTEREST - OEDD LIBRARY | .00 | 1,227.29 | 9,740.00 | 8,512.71 | 12.6 |
| 110-800-7514 LOAN INTEREST - OEDD CITY HALL | .00 | 1,104.55 | 6,135.00 | 5,030.45 | 18.0 |
| TOTAL DEBT SERVICES | .00 | 52,375.20 | 286,449.00 | 234,073.80 | 18.3 |
| TOTAL DEBT SERVICE | .00 | 52,375.20 | 286,449.00 | 234,073.80 | 18.3 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|--------------|--------------|-------------|---------|
| <u>OTHER REQUIREMENTS</u> | | | | | |
| | | | | | |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| 110-900-9113 TRANSFER TO BLACKBERRY JAM | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 110-900-9140 TRANSFER TO SEWER FUND | .00 | .00 | 76,200.00 | 76,200.00 | .0 |
| 110-900-9590 CONTINGENCY | .00 | .00 | 121,390.00 | 121,390.00 | .0 |
| 110-900-9899 UNAPPROPRIATED ENDING BALANCE | .00 | .00 | 74,885.00 | 74,885.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 277,475.00 | 277,475.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 277,475.00 | 277,475.00 | .0 |
| TOTAL FUND EXPENDITURES | (12,895.98) | 463,187.66 | 1,142,907.00 | 679,719.34 | 40.5 |
| NET REVENUE OVER EXPENDITURES | 12,895.98 | (68,172.10) | (70,462.00) | (2,289.90) | (96.8) |

CITY OF LOWELL
 BALANCE SHEET
 JUNE 30, 2024

BUILDING FUND

ASSETS

| | | | |
|----------|---------------------|-----------|-----------|
| 220-1110 | ALLOCATED CASH | 13,693.41 | |
| 220-1115 | CASH IN BANK - LGIP | 30,413.97 | |
| | TOTAL ASSETS | | 44,107.38 |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|----------|---------------------------------|--------------|-----------|
| 220-3100 | BEGINNING FUND BALANCE | 68,792.87 | |
| | REVENUE OVER EXPENDITURES - YTD | (24,685.49) | |
| | BALANCE - CURRENT DATE | (24,685.49) | |
| | TOTAL FUND EQUITY | | 44,107.38 |
| | TOTAL LIABILITIES AND EQUITY | | 44,107.38 |

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2024

BUILDING FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|-------------------------------|---------------------------|---------------|------------|-----------|-----------|--------|
| <u>INVESTMENT EARNINGS</u> | | | | | | |
| 220-315-4125 | INTEREST EARNED | .00 | 423.30 | 10.00 | (413.30) | 4233.0 |
| | TOTAL INVESTMENT EARNINGS | .00 | 423.30 | 10.00 | (413.30) | 4233.0 |
| <u>LICENSES & PERMITS</u> | | | | | | |
| 220-335-4356 | BUILDING PERMIT FEES | .00 | 10,579.96 | 80,000.00 | 69,420.04 | 13.2 |
| 220-335-4358 | ELECTRICAL PERMIT FEES | .00 | 3,143.11 | 7,143.00 | 3,999.89 | 44.0 |
| | TOTAL LICENSES & PERMITS | .00 | 13,723.07 | 87,143.00 | 73,419.93 | 15.8 |
| | TOTAL FUND REVENUE | .00 | 14,146.37 | 87,153.00 | 73,006.63 | 16.2 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

BUILDING FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---------------------------------|--------------------------------|-------------|-----------|------------|-----------------|
| <u>NON-DEPARTMENTAL</u> | | | | | |
| <u>PERSONAL SERVICES</u> | | | | | |
| 220-490-5110 | CITY ADMINISTRATOR | (158.60) | 1,821.20 | 1,912.00 | 90.80 95.3 |
| 220-490-5114 | CITY CLERK | (199.38) | 2,289.50 | 2,393.00 | 103.50 95.7 |
| 220-490-5150 | PUBLIC WORKS DIRECTOR | (337.41) | 4,625.32 | 4,799.00 | 173.68 96.4 |
| 220-490-5220 | OVERTIME | .00 | 195.37 | 339.00 | 143.63 57.6 |
| 220-490-5315 | SOCIAL SECURITY/MEDICARE | (53.19) | 683.38 | 723.00 | 39.62 94.5 |
| 220-490-5320 | WORKER'S COMP | (.14) | 120.63 | 155.00 | 34.37 77.8 |
| 220-490-5350 | UNEMPLOYMENT | .00 | .00 | 550.00 | 550.00 .0 |
| 220-490-5410 | HEALTH INSURANCE | (152.82) | 2,172.34 | 2,294.00 | 121.66 94.7 |
| 220-490-5450 | PUBLIC EMPLOYEES RETIREMENT | (147.01) | 1,888.08 | 2,300.00 | 411.92 82.1 |
| | TOTAL PERSONAL SERVICES | (1,048.55) | 13,795.82 | 15,465.00 | 1,669.18 89.2 |
| <u>MATERIALS & SERVICES</u> | | | | | |
| 220-490-6110 | AUDITING | .00 | 1,227.50 | 1,035.00 | (192.50) 118.6 |
| 220-490-6114 | FINANCIAL SERVICES | .00 | 1,401.40 | .00 | (1,401.40) .0 |
| 220-490-6122 | IT SERVICES | .00 | 860.09 | 1,295.00 | 434.91 66.4 |
| 220-490-6128 | OTHER CONTRACT SERVICES | .00 | 12.26 | .00 | (12.26) .0 |
| 220-490-6150 | BUILDING INSPECTION SERVICES | .00 | 13,037.04 | 59,147.00 | 46,109.96 22.0 |
| 220-490-6152 | ELECTRICAL INSPECTION SERVICES | .00 | 2,870.06 | 5,000.00 | 2,129.94 57.4 |
| 220-490-6220 | POSTAGE, PRINTING, PUBLICATION | .00 | 47.19 | .00 | (47.19) .0 |
| 220-490-6225 | SOFTWARE & SUBSCRIPTIONS | .00 | 274.82 | .00 | (274.82) .0 |
| 220-490-6230 | OFFICE SUPPLIES/EQUIPMENT | .00 | 71.12 | .00 | (71.12) .0 |
| 220-490-6238 | BANK SERVICE CHARGES | .00 | 74.55 | 300.00 | 225.45 24.9 |
| 220-490-6420 | WATER SERVICES | .00 | 285.99 | 500.00 | 214.01 57.2 |
| 220-490-6425 | SEWER SERVICES | .00 | 273.91 | 500.00 | 226.09 54.8 |
| 220-490-6430 | ELECTRICITY SERVICES | .00 | 96.39 | 300.00 | 203.61 32.1 |
| 220-490-6435 | INTERNET SERVICES | .00 | .00 | 300.00 | 300.00 .0 |
| 220-490-6524 | BUILDING STATE SURCHARGE | .00 | 3,445.08 | 8,190.00 | 4,744.92 42.1 |
| 220-490-6525 | ELECTRICAL STATE SURCHARGE | .00 | 1,058.64 | 1,061.00 | 2.36 99.8 |
| | TOTAL MATERIALS & SERVICES | .00 | 25,036.04 | 77,628.00 | 52,591.96 32.3 |
| | TOTAL NON-DEPARTMENTAL | (1,048.55) | 38,831.86 | 93,093.00 | 54,261.14 41.7 |
| <u>OTHER REQUIREMENTS</u> | | | | | |

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2024

BUILDING FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|--------------|--------------|--------------|---------|
| <u>OTHER REQUIREMENTS</u> | | | | | |
| 220-900-9590 CONTINGENCY | .00 | .00 | 55,015.00 | 55,015.00 | .0 |
| 220-900-9899 UNAPPROPRIATED ENDING BALANCE | .00 | .00 | 4,980.00 | 4,980.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 59,995.00 | 59,995.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 59,995.00 | 59,995.00 | .0 |
| TOTAL FUND EXPENDITURES | (1,048.55) | 38,831.86 | 153,088.00 | 114,256.14 | 25.4 |
| NET REVENUE OVER EXPENDITURES | 1,048.55 | (24,685.49) | (65,935.00) | (41,249.51) | (37.4) |

CITY OF LOWELL
 BALANCE SHEET
 JUNE 30, 2024

WATER FUND

ASSETS

| | | | |
|----------|-------------------------------|-----------------|---------------------|
| 230-1110 | ALLOCATED CASH | 71,417.62 | |
| 230-1115 | CASH IN BANK - LGIP | 114,267.91 | |
| 230-1710 | LAND | 81,179.00 | |
| 230-1720 | BUILDINGS & FACILITIES | 35,875.00 | |
| 230-1730 | EQUIPMENT & FURNISHINGS | 40,026.38 | |
| 230-1740 | VEHICLES & ROLLING STOCK | 34,066.66 | |
| 230-1750 | INFRASTRUCTURE | 4,817,521.42 | |
| 230-1795 | CONSTRUCTION IN PROGRESS | 106,557.92 | |
| 230-1820 | AD - BUILDINGS & FACILITIES | (22,600.32) | |
| 230-1830 | AD - EQUIPMENT & FURNISHINGS | (24,744.09) | |
| 230-1840 | AD - VEHICLES & ROLLING STOCK | (24,264.42) | |
| 230-1850 | AD - INFRASTRUCTURE | (2,630,437.00) | |
| | TOTAL ASSETS | | <u>2,598,866.08</u> |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|----------|-----------------------------|------------|--------------|
| 230-2520 | UTILITY DEPOSITS | 43,120.00 | |
| 230-2530 | H2O DONATIONS | 1,110.00 | |
| 230-2725 | LONG TERM DEBT - DUE IN 1YR | 31,901.87 | |
| 230-2750 | LONG TERM DEBT | 929,571.43 | |
| | TOTAL LIABILITIES | | 1,005,703.30 |

FUND EQUITY

| | | | |
|----------|---------------------------------|-------------------|---------------------|
| 230-3100 | BEGINNING FUND BALANCE | 37,018.65 | |
| 230-3275 | GASB - FIXED ASSETS | 2,413,180.55 | |
| 230-3277 | GAAP - LONG TERM DEBT | (961,473.30) | |
| | REVENUE OVER EXPENDITURES - YTD | <u>104,436.88</u> | |
| | BALANCE - CURRENT DATE | <u>104,436.88</u> | |
| | TOTAL FUND EQUITY | | <u>1,593,162.78</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>2,598,866.08</u> |

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

WATER FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|--|---------------|------------|------------|--------------|-------|
| <u>INVESTMENT EARNINGS</u> | | | | | |
| 230-315-4125 INTEREST EARNED | .00 | 2,670.91 | 273.00 | (2,397.91) | 978.4 |
| TOTAL INVESTMENT EARNINGS | .00 | 2,670.91 | 273.00 | (2,397.91) | 978.4 |
| <u>OPERATING GRANTS</u> | | | | | |
| 230-325-4151 WATER - OPERATING GRANTS | .00 | 1,699.00 | .00 | (1,699.00) | .0 |
| TOTAL OPERATING GRANTS | .00 | 1,699.00 | .00 | (1,699.00) | .0 |
| <u>CAPITAL GRANTS</u> | | | | | |
| 230-328-4162 WATER - CAPITAL GRANTS | .00 | 74,056.00 | 306,420.00 | 232,364.00 | 24.2 |
| TOTAL CAPITAL GRANTS | .00 | 74,056.00 | 306,420.00 | 232,364.00 | 24.2 |
| <u>LICENSES & PERMITS</u> | | | | | |
| 230-335-4370 WATER/SEWER CONNECTION PERMIT | .00 | 250.00 | 3,750.00 | 3,500.00 | 6.7 |
| TOTAL LICENSES & PERMITS | .00 | 250.00 | 3,750.00 | 3,500.00 | 6.7 |
| <u>CHARGES FOR SERVICE</u> | | | | | |
| 230-340-4425 WATER/SEWER SALES | (53,889.52) | 518,990.68 | 527,651.00 | 8,660.32 | 98.4 |
| 230-340-4426 BULK WATER SALES | .00 | 15,245.01 | .00 | (15,245.01) | .0 |
| 230-340-4435 FIRE HYDRANT FEE | (388.67) | 4,798.41 | 4,595.00 | (203.41) | 104.4 |
| 230-340-4440 BACKFLOW TESTING | (89.59) | 2,195.41 | 1,500.00 | (695.41) | 146.4 |
| TOTAL CHARGES FOR SERVICE | (54,367.78) | 541,229.51 | 533,746.00 | (7,483.51) | 101.4 |
| <u>SDC REVENUE</u> | | | | | |
| 230-345-4531 WATER REIMBURSEMENT SDC | .00 | 745.00 | .00 | (745.00) | .0 |
| TOTAL SDC REVENUE | .00 | 745.00 | .00 | (745.00) | .0 |
| <u>LOAN PAYMENTS & PROCEEDS</u> | | | | | |
| 230-360-4210 PRINCIPAL PAYMENTS RECIEVED | .00 | .00 | 70,000.00 | 70,000.00 | .0 |
| TOTAL LOAN PAYMENTS & PROCEEDS | .00 | .00 | 70,000.00 | 70,000.00 | .0 |

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2024

WATER FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|------------------------------|---------------|------------|------------|-------------|-------|
| <u>MISCELLANEOUS REVENUE</u> | | | | | |
| 230-385-4850 | (140.00) | 2,967.50 | 3,270.00 | 302.50 | 90.8 |
| 230-385-4895 | .00 | 4,885.35 | 1,500.00 | (3,385.35) | 325.7 |
| | (140.00) | 7,852.85 | 4,770.00 | (3,082.85) | 164.6 |
| <u>TRANSFERS IN</u> | | | | | |
| 230-390-4940 | .00 | .00 | 30,000.00 | 30,000.00 | .0 |
| | .00 | .00 | 30,000.00 | 30,000.00 | .0 |
| | (54,507.78) | 628,503.27 | 948,959.00 | 320,455.73 | 66.2 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

WATER FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--------------------------|--------------------------------|---------------------|-------------------|-------------------|-----------------------|
| <u>NON-DEPARTMENTAL</u> | | | | | |
| <u>PERSONAL SERVICES</u> | | | | | |
| 230-490-5110 | CITY ADMINISTRATOR | (2,101.36) | 24,130.11 | 25,336.00 | 1,205.89 95.2 |
| 230-490-5114 | CITY CLERK | (1,595.07) | 18,316.25 | 19,141.00 | 824.75 95.7 |
| 230-490-5150 | PUBLIC WORKS DIRECTOR | (2,766.75) | 37,928.14 | 39,351.00 | 1,422.86 96.4 |
| 230-490-5152 | LEAD OPERATOR | (3,471.18) | 39,453.30 | 41,654.00 | 2,200.70 94.7 |
| 230-490-5158 | PUBLIC WORKS LABORER | (197.58) | 2,609.14 | 3,459.00 | 849.86 75.4 |
| 230-490-5160 | TEMPORARY/ SEASONAL | (174.40) | 593.76 | 861.00 | 267.24 69.0 |
| 230-490-5220 | OVERTIME | (740.97) | 8,033.53 | 8,022.00 (11.53) | 100.1 |
| 230-490-5315 | SOCIAL SECURITY/MEDICARE | (845.13) | 10,026.39 | 10,545.00 | 518.61 95.1 |
| 230-490-5320 | WORKER'S COMP | (2.90) | 2,290.42 | 3,848.00 | 1,557.58 59.5 |
| 230-490-5350 | UNEMPLOYMENT | .00 | .00 | 8,340.00 | 8,340.00 .0 |
| 230-490-5410 | HEALTH INSURANCE | (2,439.63) | 34,059.04 | 35,915.00 | 1,855.96 94.8 |
| 230-490-5450 | PUBLIC EMPLOYEES RETIREMENT | (2,298.54) | 27,581.60 | 34,538.00 | 6,956.40 79.9 |
| | TOTAL PERSONAL SERVICES | (16,633.51) | 205,021.68 | 231,010.00 | 25,988.32 88.8 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

WATER FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---------------------------------|---------------|------------|------------|-------------|-------|
| <u>MATERIALS & SERVICES</u> | | | | | |
| 230-490-6110 | .00 | 6,137.50 | 6,206.00 | 68.50 | 98.9 |
| 230-490-6112 | .00 | 58.27 | .00 | (58.27) | .0 |
| 230-490-6114 | .00 | 8,712.00 | 8,894.00 | 182.00 | 98.0 |
| 230-490-6116 | .00 | 9,523.50 | 23,482.00 | 13,958.50 | 40.6 |
| 230-490-6122 | .00 | 2,133.77 | 7,908.00 | 5,774.23 | 27.0 |
| 230-490-6128 | .00 | 731.55 | 2,501.00 | 1,769.45 | 29.3 |
| 230-490-6210 | .00 | 14,381.31 | 12,276.00 | (2,105.31) | 117.2 |
| 230-490-6220 | .00 | 3,073.55 | 4,525.00 | 1,451.45 | 67.9 |
| 230-490-6225 | .00 | 5,782.20 | .00 | (5,782.20) | .0 |
| 230-490-6230 | .00 | 646.43 | 1,250.00 | 603.57 | 51.7 |
| 230-490-6234 | .00 | 358.54 | .00 | (358.54) | .0 |
| 230-490-6238 | .00 | 4,736.35 | 6,900.00 | 2,163.65 | 68.6 |
| 230-490-6240 | .00 | 551.99 | 2,270.00 | 1,718.01 | 24.3 |
| 230-490-6245 | .00 | 1,107.17 | .00 | (1,107.17) | .0 |
| 230-490-6290 | .00 | 345.48 | 1,500.00 | 1,154.52 | 23.0 |
| 230-490-6320 | .00 | .00 | 5,500.00 | 5,500.00 | .0 |
| 230-490-6324 | .00 | 7,795.04 | 15,550.00 | 7,754.96 | 50.1 |
| 230-490-6330 | .00 | 18,308.93 | 20,000.00 | 1,691.07 | 91.5 |
| 230-490-6334 | .00 | 5,580.63 | 8,000.00 | 2,419.37 | 69.8 |
| 230-490-6420 | .00 | 799.21 | 1,680.00 | 880.79 | 47.6 |
| 230-490-6425 | .00 | 820.73 | 1,180.00 | 359.27 | 69.6 |
| 230-490-6430 | .00 | 17,677.86 | 19,930.00 | 2,252.14 | 88.7 |
| 230-490-6435 | .00 | 1,223.50 | 1,090.00 | (133.50) | 112.3 |
| 230-490-6440 | .00 | 3,840.89 | 3,800.00 | (40.89) | 101.1 |
| 230-490-6445 | .00 | 318.00 | 800.00 | 482.00 | 39.8 |
| 230-490-6710 | .00 | 37.34 | 1,520.00 | 1,482.66 | 2.5 |
| 230-490-6712 | .00 | 5,463.42 | 7,250.00 | 1,786.58 | 75.4 |
| 230-490-6750 | .00 | 31,285.07 | 22,100.00 | (9,185.07) | 141.6 |
| 230-490-6755 | .00 | 2,717.50 | 4,200.00 | 1,482.50 | 64.7 |
| 230-490-6758 | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| TOTAL MATERIALS & SERVICES | .00 | 154,147.73 | 195,312.00 | 41,164.27 | 78.9 |
| TOTAL NON-DEPARTMENTAL | (16,633.51) | 359,169.41 | 426,322.00 | 67,152.59 | 84.3 |
| <u>CAPITAL OUTLAY</u> | | | | | |
| <u>CAPITAL OUTLAY</u> | | | | | |
| 230-700-8320 | .00 | .00 | 100,000.00 | 100,000.00 | .0 |
| 230-700-8540 | .00 | 106,557.92 | 316,420.00 | 209,862.08 | 33.7 |
| TOTAL CAPITAL OUTLAY | .00 | 106,557.92 | 416,420.00 | 309,862.08 | 25.6 |
| TOTAL CAPITAL OUTLAY | .00 | 106,557.92 | 416,420.00 | 309,862.08 | 25.6 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

WATER FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|-------------------------------|------------------------------|--------------|------------|--------------|----------------------|
| <u>DEBT SERVICE</u> | | | | | |
| <u>DEBT SERVICES</u> | | | | | |
| 230-800-7122 | LOAN PRINCIPAL - J05001 SPWF | .00 | 5,218.17 | 5,219.00 | .83 100.0 |
| 230-800-7124 | LOAN PRINCIPAL - RUS 91-03 | .00 | 17,938.17 | 17,939.00 | .83 100.0 |
| 230-800-7125 | LOAN PRINCIPAL - L21001 | .00 | 7,811.33 | 7,812.00 | .67 100.0 |
| 230-800-7126 | LOAN PRINCIPAL - PLC SYSTEM | .00 | .00 | 11,932.00 | 11,932.00 .0 |
| 230-800-7522 | LOAN INTEREST - J05001 SPWF | .00 | 2,204.33 | 2,205.00 | .67 100.0 |
| 230-800-7524 | LOAN INTEREST - RUS 91-03 | .00 | 21,441.83 | 21,442.00 | .17 100.0 |
| 230-800-7525 | LOAN INTEREST - L21001 | .00 | 3,725.23 | 3,726.00 | .77 100.0 |
| 230-800-7526 | LOAN INTEREST - PLC SYSTEM | .00 | .00 | 5,600.00 | 5,600.00 .0 |
| TOTAL DEBT SERVICES | | .00 | 58,339.06 | 75,875.00 | 17,535.94 76.9 |
| TOTAL DEBT SERVICE | | .00 | 58,339.06 | 75,875.00 | 17,535.94 76.9 |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| 230-900-9140 | TRANSFER TO SEWER FUND | .00 | .00 | 20,342.00 | 20,342.00 .0 |
| 230-900-9590 | CONTINGENCY | .00 | .00 | 20,000.00 | 20,000.00 .0 |
| TOTAL OTHER REQUIREMENTS | | .00 | .00 | 40,342.00 | 40,342.00 .0 |
| TOTAL OTHER REQUIREMENTS | | .00 | .00 | 40,342.00 | 40,342.00 .0 |
| TOTAL FUND EXPENDITURES | | (16,633.51) | 524,066.39 | 958,959.00 | 434,892.61 54.7 |
| NET REVENUE OVER EXPENDITURES | | (37,874.27) | 104,436.88 | (10,000.00) | (114,436.88) 1044.4 |

CITY OF LOWELL
 BALANCE SHEET
 JUNE 30, 2024

SEWER FUND

ASSETS

| | | | |
|----------|-------------------------------|-----------------|---------------------|
| 240-1110 | ALLOCATED CASH | 105,297.46 | |
| 240-1115 | CASH IN BANK - LGIP | 197,794.17 | |
| 240-1710 | LAND | 11,000.00 | |
| 240-1720 | BUILDINGS & FACILITIES | 89,114.40 | |
| 240-1730 | EQUIPMENT & FURNISHINGS | 93,182.36 | |
| 240-1740 | VEHICLES & ROLLING STOCK | 21,779.50 | |
| 240-1750 | INFRASTRUCTURE | 4,959,303.28 | |
| 240-1820 | AD - BUILDINGS & FACILITIES | (51,196.42) | |
| 240-1830 | AD - EQUIPMENT & FURNISHINGS | (47,469.52) | |
| 240-1840 | AD - VEHICLES & ROLLING STOCK | (11,978.73) | |
| 240-1850 | AD - INFRASTRUCTURE | (3,220,306.23) | |
| | TOTAL ASSETS | | <u>2,146,520.27</u> |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|----------|-----------------------------|------------|------------|
| 240-2725 | LONG TERM DEBT - DUE IN 1YR | 37,027.08 | |
| 240-2750 | LONG TERM DEBT | 407,840.06 | |
| | TOTAL LIABILITIES | | 444,867.14 |

FUND EQUITY

| | | | |
|----------|---------------------------------|------------------|---------------------|
| 240-3100 | BEGINNING FUND BALANCE | 232,418.87 | |
| 240-3275 | GASB - FIXED ASSETS | 1,843,428.64 | |
| 240-3277 | GAAP - LONG TERM DEBT | (444,867.14) | |
| | REVENUE OVER EXPENDITURES - YTD | <u>70,672.76</u> | |
| | BALANCE - CURRENT DATE | <u>70,672.76</u> | |
| | TOTAL FUND EQUITY | | <u>1,701,653.13</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>2,146,520.27</u> |

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

SEWER FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|--|---------------|------------|------------|--------------|-------|
| <u>INVESTMENT EARNINGS</u> | | | | | |
| 240-315-4125 INTEREST EARNED | .00 | 7,144.75 | 1,000.00 | (6,144.75) | 714.5 |
| TOTAL INVESTMENT EARNINGS | .00 | 7,144.75 | 1,000.00 | (6,144.75) | 714.5 |
| <u>LICENSES & PERMITS</u> | | | | | |
| 240-335-4370 WATER/SEWER CONNECTION PERMIT | .00 | 230.00 | 115.00 | (115.00) | 200.0 |
| TOTAL LICENSES & PERMITS | .00 | 230.00 | 115.00 | (115.00) | 200.0 |
| <u>CHARGES FOR SERVICE</u> | | | | | |
| 240-340-4425 WATER/SEWER SALES | (42,992.08) | 465,621.84 | 483,366.00 | 17,744.16 | 96.3 |
| 240-340-4426 BULK GREY WATER DISPOSAL | .00 | 40,706.50 | .00 | (40,706.50) | .0 |
| TOTAL CHARGES FOR SERVICE | (42,992.08) | 506,328.34 | 483,366.00 | (22,962.34) | 104.8 |
| <u>SDC REVENUE</u> | | | | | |
| 240-345-4541 SEWER REIMBURSEMENT SDC | .00 | 1,236.00 | 618.00 | (618.00) | 200.0 |
| TOTAL SDC REVENUE | .00 | 1,236.00 | 618.00 | (618.00) | 200.0 |
| <u>LOAN PAYMENTS & PROCEEDS</u> | | | | | |
| 240-360-4225 LOAN PROCEEDS | .00 | .00 | 90,000.00 | 90,000.00 | .0 |
| TOTAL LOAN PAYMENTS & PROCEEDS | .00 | .00 | 90,000.00 | 90,000.00 | .0 |
| <u>MISCELLANEOUS REVENUE</u> | | | | | |
| 240-385-4850 WATER/SEWER PENALTIES | (111.00) | 2,866.50 | 1,500.00 | (1,366.50) | 191.1 |
| 240-385-4895 MISCELLANEOUS REVENUE | .00 | 300.00 | 500.00 | 200.00 | 60.0 |
| TOTAL MISCELLANEOUS REVENUE | (111.00) | 3,166.50 | 2,000.00 | (1,166.50) | 158.3 |
| <u>TRANSFERS IN</u> | | | | | |
| 240-390-4910 TRANSFER FROM GENERAL FUND | .00 | .00 | 76,200.00 | 76,200.00 | .0 |
| 240-390-4930 TRANSFER FROM WATER FUND | .00 | .00 | 20,342.00 | 20,342.00 | .0 |
| TOTAL TRANSFERS IN | .00 | .00 | 96,542.00 | 96,542.00 | .0 |

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2024

SEWER FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|--------------------|---------------|------------|------------|------------|------|
| TOTAL FUND REVENUE | (43,103.08) | 518,105.59 | 673,641.00 | 155,535.41 | 76.9 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

SEWER FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--------------------------|--------------------------------|---------------------|-------------------|-------------------|-----------------------|
| <u>NON-DEPARTMENTAL</u> | | | | | |
| <u>PERSONAL SERVICES</u> | | | | | |
| 240-490-5110 | CITY ADMINISTRATOR | (2,101.36) | 24,130.11 | 25,336.00 | 1,205.89 95.2 |
| 240-490-5114 | CITY CLERK | (1,595.07) | 18,316.25 | 19,141.00 | 824.75 95.7 |
| 240-490-5150 | PUBLIC WORKS DIRECTOR | (2,766.75) | 37,928.14 | 39,351.00 | 1,422.86 96.4 |
| 240-490-5152 | LEAD OPERATOR | (3,471.18) | 39,453.28 | 41,654.00 | 2,200.72 94.7 |
| 240-490-5158 | PUBLIC WORKS LABORER | (197.58) | 2,609.14 | 3,459.00 | 849.86 75.4 |
| 240-490-5160 | TEMPORARY/ SEASONAL | (174.40) | 593.76 | 861.00 | 267.24 69.0 |
| 240-490-5220 | OVERTIME | (740.97) | 8,033.55 | 8,022.00 | (11.55) 100.1 |
| 240-490-5315 | SOCIAL SECURITY/MEDICARE | (845.11) | 10,026.26 | 10,545.00 | 518.74 95.1 |
| 240-490-5320 | WORKER'S COMP | (2.90) | 2,290.45 | 3,865.00 | 1,574.55 59.3 |
| 240-490-5350 | UNEMPLOYMENT | .00 | .00 | 8,340.00 | 8,340.00 .0 |
| 240-490-5410 | HEALTH INSURANCE | (2,439.65) | 34,059.05 | 35,915.00 | 1,855.95 94.8 |
| 240-490-5450 | PUBLIC EMPLOYEES RETIREMENT | (2,298.52) | 27,581.36 | 34,511.00 | 6,929.64 79.9 |
| | TOTAL PERSONAL SERVICES | (16,633.49) | 205,021.35 | 231,000.00 | 25,978.65 88.8 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

SEWER FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---------------------------------------|---------------------|-------------------|-------------------|-------------------|-------------|
| <u>MATERIALS & SERVICES</u> | | | | | |
| 240-490-6110 | .00 | 7,387.50 | 6,206.00 | (1,181.50) | 119.0 |
| 240-490-6114 | .00 | 7,189.00 | 8,894.00 | 1,705.00 | 80.8 |
| 240-490-6116 | .00 | 28,735.87 | 18,009.00 | (10,726.87) | 159.6 |
| 240-490-6122 | .00 | 419.35 | 6,000.00 | 5,580.65 | 7.0 |
| 240-490-6128 | .00 | 2,206.54 | 4,701.00 | 2,494.46 | 46.9 |
| 240-490-6210 | .00 | 13,031.90 | 11,672.00 | (1,359.90) | 111.7 |
| 240-490-6220 | .00 | 2,401.33 | 2,700.00 | 298.67 | 88.9 |
| 240-490-6225 | .00 | 5,342.90 | .00 | (5,342.90) | .0 |
| 240-490-6230 | .00 | 646.42 | 750.00 | 103.58 | 86.2 |
| 240-490-6238 | .00 | 4,329.43 | 4,000.00 | (329.43) | 108.2 |
| 240-490-6240 | .00 | 1,266.00 | 2,770.00 | 1,504.00 | 45.7 |
| 240-490-6245 | .00 | 132.18 | .00 | (132.18) | .0 |
| 240-490-6290 | .00 | .00 | 500.00 | 500.00 | .0 |
| 240-490-6320 | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 240-490-6324 | .00 | 4,163.43 | 9,300.00 | 5,136.57 | 44.8 |
| 240-490-6330 | .00 | 13,652.93 | 15,000.00 | 1,347.07 | 91.0 |
| 240-490-6334 | .00 | 2,673.22 | 12,000.00 | 9,326.78 | 22.3 |
| 240-490-6420 | .00 | 9,897.82 | 11,256.00 | 1,358.18 | 87.9 |
| 240-490-6425 | .00 | 7,386.75 | 8,860.00 | 1,473.25 | 83.4 |
| 240-490-6430 | .00 | 25,017.99 | 25,500.00 | 482.01 | 98.1 |
| 240-490-6435 | .00 | 2,330.59 | 1,660.00 | (670.59) | 140.4 |
| 240-490-6440 | .00 | 1,462.68 | 3,225.00 | 1,762.32 | 45.4 |
| 240-490-6445 | .00 | 96.36 | 9,600.00 | 9,503.64 | 1.0 |
| 240-490-6520 | .00 | 3,793.00 | 4,300.00 | 507.00 | 88.2 |
| 240-490-6710 | .00 | 1,895.12 | 3,150.00 | 1,254.88 | 60.2 |
| 240-490-6712 | .00 | 8,607.03 | 2,100.00 | (6,507.03) | 409.9 |
| 240-490-6750 | .00 | 20,659.41 | 22,315.00 | 1,655.59 | 92.6 |
| 240-490-6755 | .00 | 14,512.00 | 17,220.00 | 2,708.00 | 84.3 |
| 240-490-6758 | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| TOTAL MATERIALS & SERVICES | .00 | 189,236.75 | 219,188.00 | 29,951.25 | 86.3 |
| TOTAL NON-DEPARTMENTAL | (16,633.49) | 394,258.10 | 450,188.00 | 55,929.90 | 87.6 |
| <u>CAPITAL OUTLAY</u> | | | | | |
| <u>CAPITAL OUTLAY</u> | | | | | |
| 240-700-8225 | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 240-700-8550 | .00 | .00 | 125,000.00 | 125,000.00 | .0 |
| TOTAL CAPITAL OUTLAY | .00 | .00 | 130,000.00 | 130,000.00 | .0 |
| TOTAL CAPITAL OUTLAY | .00 | .00 | 130,000.00 | 130,000.00 | .0 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

SEWER FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|-------------------------------|-------------------------------|--------------|------------|---------------|--------------------|
| <u>DEBT SERVICE</u> | | | | | |
| <u>DEBT SERVICES</u> | | | | | |
| 240-800-7110 | LOAN PRINCIPAL - G02002 | .00 | 23,981.00 | 23,981.00 | .00 100.0 |
| 240-800-7122 | LOAN PRINCIPAL - J05001 SPWF | .00 | 5,218.17 | 5,219.00 | .83 100.0 |
| 240-800-7124 | LOAN PRINCIPAL - RUS 92-05 | .00 | 7,171.90 | 7,172.00 | .10 100.0 |
| 240-800-7510 | LOAN INTEREST - G02002 | .00 | 6,027.23 | 6,028.00 | .77 100.0 |
| 240-800-7522 | LOAN INTEREST - J05001 SPWF | .00 | 2,204.33 | 2,205.00 | .67 100.0 |
| 240-800-7524 | LOAN INTEREST - RUS 92-05 | .00 | 8,572.10 | 8,573.00 | .90 100.0 |
| TOTAL DEBT SERVICES | | .00 | 53,174.73 | 53,178.00 | 3.27 100.0 |
| | | | | | |
| TOTAL DEBT SERVICE | | .00 | 53,174.73 | 53,178.00 | 3.27 100.0 |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| 240-900-9130 | TRANSFER TO WATER FUND | .00 | .00 | 30,000.00 | 30,000.00 .0 |
| 240-900-9590 | CONTINGENCY | .00 | .00 | 77,425.00 | 77,425.00 .0 |
| 240-900-9899 | UNAPPROPRIATED ENDING BALANCE | .00 | .00 | 39,157.00 | 39,157.00 .0 |
| TOTAL OTHER REQUIREMENTS | | .00 | .00 | 146,582.00 | 146,582.00 .0 |
| TOTAL OTHER REQUIREMENTS | | .00 | .00 | 146,582.00 | 146,582.00 .0 |
| | | | | | |
| TOTAL FUND EXPENDITURES | | (16,633.49) | 447,432.83 | 779,948.00 | 332,515.17 57.4 |
| | | | | | |
| NET REVENUE OVER EXPENDITURES | | (26,469.59) | 70,672.76 | (106,307.00) | (176,979.76) 66.5 |

CITY OF LOWELL
 BALANCE SHEET
 JUNE 30, 2024

STREET FUND

ASSETS

| | | | |
|----------|-------------------------------|---------------|---------------------|
| 312-1110 | ALLOCATED CASH | 71,917.66 | |
| 312-1115 | CASH IN BANK - LGIP | 101,483.07 | |
| 312-1710 | LAND | 93,558.00 | |
| 312-1720 | BUILDINGS & FACILITIES | 528.00 | |
| 312-1730 | EQUIPMENT & FURNISHINGS | 6,061.05 | |
| 312-1740 | VEHICLES & ROLLING STOCK | 11,299.83 | |
| 312-1750 | INFRASTRUCTURE | 2,344,523.75 | |
| 312-1820 | AD - BUILDINGS & FACILITIES | (140.80) | |
| 312-1830 | AD - EQUIPMENT & FURNISHINGS | (3,180.12) | |
| 312-1840 | AD - VEHICLES & ROLLING STOCK | (6,214.89) | |
| 312-1850 | AD - INFRASTRUCTURE | (580,861.47) | |
| | TOTAL ASSETS | | <u>2,038,974.08</u> |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|----------|-----------------------------|-----------|-----------|
| 312-2725 | LONG TERM DEBT - DUE IN 1YR | 3,578.27 | |
| 312-2750 | LONG TERM DEBT | 69,172.64 | |
| | TOTAL LIABILITIES | | 72,750.91 |

FUND EQUITY

| | | | |
|----------|---------------------------------|------------------|---------------------|
| 312-3100 | BEGINNING FUND BALANCE | 130,803.86 | |
| 312-3275 | GASB - FIXED ASSETS | 1,865,573.35 | |
| 312-3277 | GAAP - LONG TERM DEBT | (72,750.91) | |
| | REVENUE OVER EXPENDITURES - YTD | <u>42,596.87</u> | |
| | BALANCE - CURRENT DATE | <u>42,596.87</u> | |
| | TOTAL FUND EQUITY | | <u>1,966,223.17</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>2,038,974.08</u> |

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

STREET FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|---|---------------|------------|------------|--------------|--------|
| <u>INVESTMENT EARNINGS</u> | | | | | |
| 312-315-4125 INTEREST EARNED | .00 | 3,913.26 | 200.00 | (3,713.26) | 1956.6 |
| TOTAL INVESTMENT EARNINGS | .00 | 3,913.26 | 200.00 | (3,713.26) | 1956.6 |
| <u>INTERGOVERNMENTAL</u> | | | | | |
| 312-320-4142 STATE HWY STREET TAX | .00 | 98,017.73 | 80,000.00 | (18,017.73) | 122.5 |
| TOTAL INTERGOVERNMENTAL | .00 | 98,017.73 | 80,000.00 | (18,017.73) | 122.5 |
| <u>SDC REVENUE</u> | | | | | |
| 312-345-4513 TRANSPORTATION REIMBURSEMENT S | .00 | 104.00 | 104.00 | .00 | 100.0 |
| TOTAL SDC REVENUE | .00 | 104.00 | 104.00 | .00 | 100.0 |
| <u>LOAN PAYMENTS & PROCEEDS</u> | | | | | |
| 312-360-4225 LOAN PROCEEDS | .00 | .00 | 270,000.00 | 270,000.00 | .0 |
| TOTAL LOAN PAYMENTS & PROCEEDS | .00 | .00 | 270,000.00 | 270,000.00 | .0 |
| TOTAL FUND REVENUE | .00 | 102,034.99 | 350,304.00 | 248,269.01 | 29.1 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

STREET FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---------------------------------|---------------------------------------|--------------------|------------------|------------------|-----------------------|
| <u>NON-DEPARTMENTAL</u> | | | | | |
| <u>PERSONAL SERVICES</u> | | | | | |
| 312-490-5110 | CITY ADMINISTRATOR | (396.48) | 4,552.82 | 4,780.00 | 227.18 95.3 |
| 312-490-5150 | PUBLIC WORKS DIRECTOR | (337.41) | 4,625.32 | 4,799.00 | 173.68 96.4 |
| 312-490-5152 | LEAD OPERATOR | (408.38) | 4,641.60 | 4,900.00 | 258.40 94.7 |
| 312-490-5158 | PUBLIC WORKS LABORER | (348.80) | (348.80) | .00 | 348.80 .0 |
| 312-490-5160 | TEMPORARY/ SEASONAL | .00 | 1,536.16 | 1,722.00 | 185.84 89.2 |
| 312-490-5220 | OVERTIME | (87.16) | 935.21 | 922.00 | (13.21) 101.4 |
| 312-490-5315 | SOCIAL SECURITY/MEDICARE | (120.73) | 1,219.85 | 1,311.00 | 91.15 93.1 |
| 312-490-5320 | WORKER'S COMP | (.49) | 598.50 | 721.00 | 122.50 83.0 |
| 312-490-5350 | UNEMPLOYMENT | .00 | .00 | 1,038.00 | 1,038.00 .0 |
| 312-490-5410 | HEALTH INSURANCE | (237.63) | 3,305.97 | 3,477.00 | 171.03 95.1 |
| 312-490-5450 | PUBLIC EMPLOYEES RETIREMENT | (259.87) | 3,119.14 | 4,290.00 | 1,170.86 72.7 |
| | TOTAL PERSONAL SERVICES | (2,196.95) | 24,185.77 | 27,960.00 | 3,774.23 86.5 |
| <u>MATERIALS & SERVICES</u> | | | | | |
| 312-490-6110 | AUDITING | .00 | 1,477.50 | 1,035.00 | (442.50) 142.8 |
| 312-490-6114 | FINANCIAL SERVICES | .00 | 2,106.40 | 3,558.00 | 1,451.60 59.2 |
| 312-490-6116 | ENGINEERING SERVICES | .00 | 1,800.00 | 19,147.00 | 17,347.00 9.4 |
| 312-490-6122 | IT SERVICES | .00 | .00 | 220.00 | 220.00 .0 |
| 312-490-6128 | OTHER CONTRACT SERVICES | .00 | 1,303.54 | 10,000.00 | 8,696.46 13.0 |
| 312-490-6210 | INSURANCE & BONDS | .00 | 4,989.87 | 4,263.00 | (726.87) 117.1 |
| 312-490-6220 | POSTAGE, PRINTING, PUBLICATION | .00 | 1.35 | .00 | (1.35) .0 |
| 312-490-6225 | SOFTWARE & SUBSCRIPTIONS | .00 | 1,007.62 | .00 | (1,007.62) .0 |
| 312-490-6230 | OFFICE SUPPLIES/EQUIPMENT | .00 | 39.98 | .00 | (39.98) .0 |
| 312-490-6234 | GENERAL SUPPLIES | .00 | 139.03 | 500.00 | 360.97 27.8 |
| 312-490-6238 | BANK SERVICE CHARGES | .00 | .00 | 50.00 | 50.00 .0 |
| 312-490-6290 | MISCELLANEOUS | .00 | .00 | 500.00 | 500.00 .0 |
| 312-490-6324 | EQUIPMENT REPAIR & MAINTENANCE | .00 | .00 | 500.00 | 500.00 .0 |
| 312-490-6330 | OTHER REPAIR & MAINTENANCE | .00 | 5,062.49 | 10,000.00 | 4,937.51 50.6 |
| 312-490-6334 | NON-CAPITALIZED ASSETS | .00 | .00 | 2,500.00 | 2,500.00 .0 |
| 312-490-6430 | ELECTRICITY SERVICES | .00 | 11,817.71 | 14,800.00 | 2,982.29 79.9 |
| 312-490-6720 | STORM DRAIN MAINTENANCE | .00 | .00 | 1,500.00 | 1,500.00 .0 |
| 312-490-6724 | STREET SIGNS | .00 | 335.30 | 1,000.00 | 664.70 33.5 |
| | TOTAL MATERIALS & SERVICES | .00 | 30,080.79 | 69,573.00 | 39,492.21 43.2 |
| | TOTAL NON-DEPARTMENTAL | (2,196.95) | 54,266.56 | 97,533.00 | 43,266.44 55.6 |

CAPITAL OUTLAY

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

STREET FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|---------------|---------------|-------|
| <u>CAPITAL OUTLAY</u> | | | | | |
| 312-700-8530 STREET IMPROVEMENTS | .00 | .00 | 270,000.00 | 270,000.00 | .0 |
| 312-700-8532 SIGNAGE | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| TOTAL CAPITAL OUTLAY | .00 | .00 | 275,000.00 | 275,000.00 | .0 |
| TOTAL CAPITAL OUTLAY | .00 | .00 | 275,000.00 | 275,000.00 | .0 |
| <u>DEBT SERVICE</u> | | | | | |
| <u>DEBT SERVICES</u> | | | | | |
| 312-800-7125 LOAN PRINCIPAL - L21001 | .00 | 3,501.63 | 3,541.00 | 39.37 | 98.9 |
| 312-800-7525 LOAN INTEREST - L21001 | .00 | 1,669.93 | 1,670.00 | .07 | 100.0 |
| TOTAL DEBT SERVICES | .00 | 5,171.56 | 5,211.00 | 39.44 | 99.2 |
| TOTAL DEBT SERVICE | .00 | 5,171.56 | 5,211.00 | 39.44 | 99.2 |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| 312-900-9590 CONTINGENCY | .00 | .00 | 97,177.00 | 97,177.00 | .0 |
| 312-900-9899 UNAPPROPRIATED ENDING BALANCE | .00 | .00 | 8,796.00 | 8,796.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 105,973.00 | 105,973.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 105,973.00 | 105,973.00 | .0 |
| TOTAL FUND EXPENDITURES | (2,196.95) | 59,438.12 | 483,717.00 | 424,278.88 | 12.3 |
| NET REVENUE OVER EXPENDITURES | 2,196.95 | 42,596.87 | (133,413.00) | (176,009.87) | 31.9 |

CITY OF LOWELL
 BALANCE SHEET
 JUNE 30, 2024

BLACKBERRY JAM FUND

ASSETS

| | | | | |
|----------|----------------|--|-----------|-----------|
| 314-1110 | ALLOCATED CASH | | 12,118.10 | |
| | TOTAL ASSETS | | | 12,118.10 |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | | |
|----------|---------------------------------|-------------|-------------|-----------|
| 314-3100 | BEGINNING FUND BALANCE | | 13,758.71 | |
| | REVENUE OVER EXPENDITURES - YTD | (1,640.61) | | |
| | BALANCE - CURRENT DATE | | (1,640.61) | |
| | TOTAL FUND EQUITY | | | 12,118.10 |
| | TOTAL LIABILITIES AND EQUITY | | | 12,118.10 |

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

BLACKBERRY JAM FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|---|---------------|------------|----------|-------------|-------|
| <u>INVESTMENT EARNINGS</u> | | | | | |
| 314-315-4125 INTEREST EARNED | .00 | 1.86 | 10.00 | 8.14 | 18.6 |
| TOTAL INVESTMENT EARNINGS | .00 | 1.86 | 10.00 | 8.14 | 18.6 |
| <u>OTHER REVENUE</u> | | | | | |
| 314-370-4824 BBJ DONATIONS | .00 | 551.00 | .00 | (551.00) | .0 |
| TOTAL OTHER REVENUE | .00 | 551.00 | .00 | (551.00) | .0 |
| <u>FUNDRAISING & EVENT REVENUE</u> | | | | | |
| 314-380-4861 CRAFT/COMMERCIAL BOOTH SALES | .00 | 2,825.00 | 1,115.00 | (1,710.00) | 253.4 |
| 314-380-4862 FOOD BOOTH SALES | .00 | 1,800.00 | 610.00 | (1,190.00) | 295.1 |
| 314-380-4864 JAM SALES | .00 | 1,017.19 | 810.00 | (207.19) | 125.6 |
| 314-380-4870 SPONSORSHIP REVENUE | .00 | 2,550.00 | 330.00 | (2,220.00) | 772.7 |
| 314-380-4882 HORSESHOE TOURNEY REVENUE | .00 | .00 | 95.00 | 95.00 | .0 |
| TOTAL FUNDRAISING & EVENT REVENUE | .00 | 8,192.19 | 2,960.00 | (5,232.19) | 276.8 |
| <u>MISCELLANEOUS REVENUE</u> | | | | | |
| 314-385-4895 MISCELLANEOUS REVENUE | .00 | 115.00 | 110.00 | (5.00) | 104.6 |
| TOTAL MISCELLANEOUS REVENUE | .00 | 115.00 | 110.00 | (5.00) | 104.6 |
| <u>TRANSFER FROM GENERAL FUND</u> | | | | | |
| 314-390-4910 TRANSFER FROM GENERAL FUND | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| TOTAL SOURCE 390 | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| TOTAL FUND REVENUE | .00 | 8,860.05 | 8,080.00 | (780.05) | 109.7 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

BLACKBERRY JAM FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---------------------------------|---------------|-------------|--------------|-------------|---------|
| <u>NON-DEPARTMENTAL</u> | | | | | |
| <u>MATERIALS & SERVICES</u> | | | | | |
| 314-490-6118 | .00 | 1,044.00 | 1,000.00 | (44.00) | 104.4 |
| 314-490-6122 | .00 | 35.16 | 700.00 | 664.84 | 5.0 |
| 314-490-6220 | .00 | .00 | 100.00 | 100.00 | .0 |
| 314-490-6225 | .00 | 321.56 | .00 | (321.56) | .0 |
| 314-490-6238 | .00 | 22.91 | 100.00 | 77.09 | 22.9 |
| 314-490-6290 | .00 | 950.00 | 7,450.00 | 6,500.00 | 12.8 |
| 314-490-6445 | .00 | 313.89 | 1,400.00 | 1,086.11 | 22.4 |
| 314-490-6705 | .00 | 960.00 | 1,000.00 | 40.00 | 96.0 |
| 314-490-6714 | .00 | 3,485.11 | 150.00 | (3,335.11) | 2323.4 |
| 314-490-6810 | .00 | .00 | 150.00 | 150.00 | .0 |
| 314-490-6812 | .00 | .00 | 100.00 | 100.00 | .0 |
| 314-490-6814 | .00 | 756.00 | 500.00 | (256.00) | 151.2 |
| 314-490-6820 | .00 | .00 | 100.00 | 100.00 | .0 |
| 314-490-6856 | .00 | .00 | 100.00 | 100.00 | .0 |
| 314-490-6858 | .00 | 112.03 | .00 | (112.03) | .0 |
| 314-490-6864 | .00 | 2,500.00 | 3,500.00 | 1,000.00 | 71.4 |
| TOTAL MATERIALS & SERVICES | .00 | 10,500.66 | 16,350.00 | 5,849.34 | 64.2 |
| TOTAL NON-DEPARTMENTAL | .00 | 10,500.66 | 16,350.00 | 5,849.34 | 64.2 |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| 314-900-9899 | .00 | .00 | 1,773.00 | 1,773.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 1,773.00 | 1,773.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 1,773.00 | 1,773.00 | .0 |
| TOTAL FUND EXPENDITURES | .00 | 10,500.66 | 18,123.00 | 7,622.34 | 57.9 |
| NET REVENUE OVER EXPENDITURES | .00 | (1,640.61) | (10,043.00) | (8,402.39) | (16.3) |

CITY OF LOWELL
 BALANCE SHEET
 JUNE 30, 2024

PARKS SDC FUND

ASSETS

| | | | |
|----------|---------------------|------------|------------|
| 410-1110 | ALLOCATED CASH | 4,477.78 | |
| 410-1115 | CASH IN BANK - LGIP | 105,772.09 | |
| | TOTAL ASSETS | | 110,249.87 |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|----------|---------------------------------|------------|------------|
| 410-3100 | BEGINNING FUND BALANCE | 105,231.59 | |
| | REVENUE OVER EXPENDITURES - YTD | 5,018.28 | |
| | BALANCE - CURRENT DATE | 5,018.28 | |
| | TOTAL FUND EQUITY | | 110,249.87 |
| | TOTAL LIABILITIES AND EQUITY | | 110,249.87 |

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2024

PARKS SDC FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|----------------------------|---------------------------|---------------|------------|----------|-------------|--------|
| <u>INVESTMENT EARNINGS</u> | | | | | | |
| 410-315-4125 | INTEREST EARNED | .00 | 4,033.28 | 200.00 | (3,833.28) | 2016.6 |
| | TOTAL INVESTMENT EARNINGS | .00 | 4,033.28 | 200.00 | (3,833.28) | 2016.6 |
| <u>SDC REVENUE</u> | | | | | | |
| 410-345-4510 | PARK SDC FEES | .00 | 985.00 | 1,004.00 | 19.00 | 98.1 |
| | TOTAL SDC REVENUE | .00 | 985.00 | 1,004.00 | 19.00 | 98.1 |
| | TOTAL FUND REVENUE | .00 | 5,018.28 | 1,204.00 | (3,814.28) | 416.8 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

PARKS SDC FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---------------------------|---------------|------------|---------------|---------------|------|
| <u>CAPITAL OUTLAY</u> | | | | | |
| <u>CAPITAL OUTLAY</u> | | | | | |
| 410-700-8520 | .00 | .00 | 93,275.00 | 93,275.00 | .0 |
| | .00 | .00 | 93,275.00 | 93,275.00 | .0 |
| | .00 | .00 | 93,275.00 | 93,275.00 | .0 |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| 410-900-9895 | .00 | .00 | 8,443.00 | 8,443.00 | .0 |
| | .00 | .00 | 8,443.00 | 8,443.00 | .0 |
| | .00 | .00 | 8,443.00 | 8,443.00 | .0 |
| | .00 | .00 | 101,718.00 | 101,718.00 | .0 |
| | .00 | 5,018.28 | (100,514.00) | (105,532.28) | 5.0 |

CITY OF LOWELL
 BALANCE SHEET
 JUNE 30, 2024

STREETS SDC FUND

ASSETS

| | | | |
|----------|---------------------|-----------|------------------|
| 412-1110 | ALLOCATED CASH | 4,673.09 | |
| 412-1115 | CASH IN BANK - LGIP | 80,811.50 | |
| | TOTAL ASSETS | | <u>85,484.59</u> |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|----------|---------------------------------|-----------|------------------|
| 412-3100 | BEGINNING FUND BALANCE | 81,857.73 | |
| | REVENUE OVER EXPENDITURES - YTD | 3,626.86 | |
| | BALANCE - CURRENT DATE | 3,626.86 | |
| | TOTAL FUND EQUITY | | <u>85,484.59</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>85,484.59</u> |

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2024

STREETS SDC FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|---------------------------------|---------------|------------|--------|-------------|--------|
| <u>INVESTMENT EARNINGS</u> | | | | | |
| 412-315-4125 INTEREST EARNED | .00 | 3,034.86 | 150.00 | (2,884.86) | 2023.2 |
| TOTAL INVESTMENT EARNINGS | .00 | 3,034.86 | 150.00 | (2,884.86) | 2023.2 |
| <u>SDC REVENUE</u> | | | | | |
| 412-345-4512 TRANSPORTATION SDC | .00 | 592.00 | 592.00 | .00 | 100.0 |
| TOTAL SDC REVENUE | .00 | 592.00 | 592.00 | .00 | 100.0 |
| TOTAL FUND REVENUE | .00 | 3,626.86 | 742.00 | (2,884.86) | 488.8 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

STREETS SDC FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|---------------|------------|--------------|--------------|------|
| <u>CAPITAL OUTLAY</u> | | | | | |
| <u>CAPITAL OUTLAY</u> | | | | | |
| 412-700-8530 STREET IMPROVEMENTS | .00 | .00 | 64,838.00 | 64,838.00 | .0 |
| TOTAL CAPITAL OUTLAY | .00 | .00 | 64,838.00 | 64,838.00 | .0 |
| | | | | | |
| TOTAL CAPITAL OUTLAY | .00 | .00 | 64,838.00 | 64,838.00 | .0 |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| 412-900-9898 RESERVED FOR FUTURE USE - STRE | .00 | .00 | 5,869.00 | 5,869.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 5,869.00 | 5,869.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 5,869.00 | 5,869.00 | .0 |
| | | | | | |
| TOTAL FUND EXPENDITURES | .00 | .00 | 70,707.00 | 70,707.00 | .0 |
| | | | | | |
| NET REVENUE OVER EXPENDITURES | .00 | 3,626.86 | (69,965.00) | (73,591.86) | 5.2 |

CITY OF LOWELL
 BALANCE SHEET
 JUNE 30, 2024

WATER SDC FUND

ASSETS

| | | | |
|----------|---------------------|------------|------------|
| 430-1110 | ALLOCATED CASH | 20,747.88 | |
| 430-1115 | CASH IN BANK - LGIP | 440,985.07 | |
| | TOTAL ASSETS | | 461,732.95 |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|----------|---------------------------------|------------|------------|
| 430-3100 | BEGINNING FUND BALANCE | 438,834.75 | |
| | REVENUE OVER EXPENDITURES - YTD | 22,898.20 | |
| | BALANCE - CURRENT DATE | 22,898.20 | |
| | TOTAL FUND EQUITY | | 461,732.95 |
| | TOTAL LIABILITIES AND EQUITY | | 461,732.95 |

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

WATER SDC FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|---------------------------------------|---------------|------------|-----------|--------------|--------|
| <u>INVESTMENT EARNINGS</u> | | | | | |
| 430-315-4125 INTEREST EARNED | .00 | 19,068.20 | 500.00 | (18,568.20) | 3813.6 |
| TOTAL INVESTMENT EARNINGS | .00 | 19,068.20 | 500.00 | (18,568.20) | 3813.6 |
| <u>SDC REVENUE</u> | | | | | |
| 430-345-4530 WATER SDC | .00 | 3,830.00 | 9,100.00 | 5,270.00 | 42.1 |
| TOTAL SDC REVENUE | .00 | 3,830.00 | 9,100.00 | 5,270.00 | 42.1 |
| <u>TRANSFERS IN</u> | | | | | |
| 430-390-4930 TRANSFER FROM WATER FUND | .00 | .00 | 65,548.00 | 65,548.00 | .0 |
| TOTAL TRANSFERS IN | .00 | .00 | 65,548.00 | 65,548.00 | .0 |
| TOTAL FUND REVENUE | .00 | 22,898.20 | 75,148.00 | 52,249.80 | 30.5 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

WATER SDC FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|---------------|------------|---------------|---------------|------|
| <u>CAPITAL OUTLAY</u> | | | | | |
| <u>CAPITAL OUTLAY</u> | | | | | |
| 430-700-8540 WATER SYSTEMS IMPROVEMTS | .00 | .00 | 390,473.00 | 390,473.00 | .0 |
| TOTAL CAPITAL OUTLAY | .00 | .00 | 390,473.00 | 390,473.00 | .0 |
| | | | | | |
| TOTAL CAPITAL OUTLAY | .00 | .00 | 390,473.00 | 390,473.00 | .0 |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| 430-900-9893 RESERVED FOR FUTURE USE - WATE | .00 | .00 | 35,047.00 | 35,047.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 35,047.00 | 35,047.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 35,047.00 | 35,047.00 | .0 |
| | | | | | |
| TOTAL FUND EXPENDITURES | .00 | .00 | 425,520.00 | 425,520.00 | .0 |
| | | | | | |
| NET REVENUE OVER EXPENDITURES | .00 | 22,898.20 | (350,372.00) | (373,270.20) | 6.5 |

CITY OF LOWELL
 BALANCE SHEET
 JUNE 30, 2024

SEWER SDC FUND

ASSETS

| | | | |
|----------|---------------------|-----------|-----------|
| 440-1110 | ALLOCATED CASH | 9,088.43 | |
| 440-1115 | CASH IN BANK - LGIP | 83,953.38 | |
| | TOTAL ASSETS | | 93,041.81 |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|----------|---------------------------------|--------------|-----------|
| 440-3100 | BEGINNING FUND BALANCE | 140,993.01 | |
| | REVENUE OVER EXPENDITURES - YTD | (47,951.20) | |
| | BALANCE - CURRENT DATE | (47,951.20) | |
| | TOTAL FUND EQUITY | | 93,041.81 |
| | TOTAL LIABILITIES AND EQUITY | | 93,041.81 |

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

SEWER SDC FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|----------------------------|---------------------------|---------------|------------|----------|-------------|-------|
| <u>INVESTMENT EARNINGS</u> | | | | | | |
| 440-315-4125 | INTEREST EARNED | .00 | 3,788.82 | 500.00 | (3,288.82) | 757.8 |
| | TOTAL INVESTMENT EARNINGS | .00 | 3,788.82 | 500.00 | (3,288.82) | 757.8 |
| <u>SDC REVENUE</u> | | | | | | |
| 440-345-4540 | SEWER SDC | .00 | 2,142.00 | 1,071.00 | (1,071.00) | 200.0 |
| | TOTAL SDC REVENUE | .00 | 2,142.00 | 1,071.00 | (1,071.00) | 200.0 |
| | TOTAL FUND REVENUE | .00 | 5,930.82 | 1,571.00 | (4,359.82) | 377.5 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

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 | 53,882.02 | 62,000.00 | 8,117.98 | 86.9 |
| TOTAL MATERIALS & SERVICES | .00 | 53,882.02 | 62,000.00 | 8,117.98 | 86.9 |
| | | | | | |
| TOTAL NON-DEPARTMENTAL | .00 | 53,882.02 | 62,000.00 | 8,117.98 | 86.9 |
| | | | | | |
| <u>CAPITAL OUTLAY</u> | | | | | |
| <u>CAPITAL OUTLAY</u> | | | | | |
| 440-700-8550 SEWER SYSTEMS | .00 | .00 | 52,941.00 | 52,941.00 | .0 |
| TOTAL CAPITAL OUTLAY | .00 | .00 | 52,941.00 | 52,941.00 | .0 |
| | | | | | |
| TOTAL CAPITAL OUTLAY | .00 | .00 | 52,941.00 | 52,941.00 | .0 |
| | | | | | |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| | | | | | |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| 440-900-9897 RESERVED FOR FUTURE USE - SEWE | .00 | .00 | 4,792.00 | 4,792.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 4,792.00 | 4,792.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 4,792.00 | 4,792.00 | .0 |
| | | | | | |
| TOTAL FUND EXPENDITURES | .00 | 53,882.02 | 119,733.00 | 65,850.98 | 45.0 |
| | | | | | |
| NET REVENUE OVER EXPENDITURES | .00 | (47,951.20) | (118,162.00) | (70,210.80) | (40.6) |

CITY OF LOWELL
 BALANCE SHEET
 JUNE 30, 2024

STORMWATER SDC FUND

ASSETS

| | | | |
|----------|---------------------|-----------|-----------|
| 445-1110 | ALLOCATED CASH | 6,193.56 | |
| 445-1115 | CASH IN BANK - LGIP | 83,116.75 | |
| | | | |
| | TOTAL ASSETS | | 89,310.31 |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|----------|---------------------------------|-----------|-----------|
| 445-3100 | BEGINNING FUND BALANCE | 85,325.00 | |
| | REVENUE OVER EXPENDITURES - YTD | 3,985.31 | |
| | | | |
| | BALANCE - CURRENT DATE | 3,985.31 | |
| | | | |
| | TOTAL FUND EQUITY | | 89,310.31 |
| | TOTAL LIABILITIES AND EQUITY | | 89,310.31 |

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2024

STORMWATER SDC FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|---------------------------------|---------------|------------|----------|-------------|--------|
| <u>INVESTMENT EARNINGS</u> | | | | | |
| 445-315-4125 INTEREST EARNED | .00 | 3,312.31 | 200.00 | (3,112.31) | 1656.2 |
| TOTAL INVESTMENT EARNINGS | .00 | 3,312.31 | 200.00 | (3,112.31) | 1656.2 |
| <u>SDC REVENUE</u> | | | | | |
| 445-345-4545 STORM DRAINAGE SDC | .00 | 673.00 | 1,000.00 | 327.00 | 67.3 |
| TOTAL SDC REVENUE | .00 | 673.00 | 1,000.00 | 327.00 | 67.3 |
| TOTAL FUND REVENUE | .00 | 3,985.31 | 1,200.00 | (2,785.31) | 332.1 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

STORMWATER SDC FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|------------|--------------|--------------|------|
| <u>CAPITAL OUTLAY</u> | | | | | |
| <u>CAPITAL OUTLAY</u> | | | | | |
| 445-700-8560 STORMWATER IMPROVEMENTS | .00 | .00 | 75,456.00 | 75,456.00 | .0 |
| TOTAL CAPITAL OUTLAY | .00 | .00 | 75,456.00 | 75,456.00 | .0 |
| | | | | | |
| TOTAL CAPITAL OUTLAY | .00 | .00 | 75,456.00 | 75,456.00 | .0 |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| <u>OTHER REQUIREMENTS</u> | | | | | |
| 445-900-9897 RESERVED FOR FUTURE USE-STORM | .00 | .00 | 6,921.00 | 6,921.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 6,921.00 | 6,921.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 6,921.00 | 6,921.00 | .0 |
| | | | | | |
| TOTAL FUND EXPENDITURES | .00 | .00 | 82,377.00 | 82,377.00 | .0 |
| | | | | | |
| NET REVENUE OVER EXPENDITURES | .00 | 3,985.31 | (81,177.00) | (85,162.31) | 4.9 |

CITY OF LOWELL
 BALANCE SHEET
 JUNE 30, 2024

WATER RESERVE FUND

ASSETS

| | | | |
|----------|---------------------|-----------|------------------|
| 520-1110 | ALLOCATED CASH | 9,403.98 | |
| 520-1115 | CASH IN BANK - LGIP | 32,529.10 | |
| | TOTAL ASSETS | | <u>41,933.08</u> |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|----------|---------------------------------|-----------|------------------|
| 520-3100 | BEGINNING FUND BALANCE | 40,351.72 | |
| | REVENUE OVER EXPENDITURES - YTD | 1,581.36 | |
| | BALANCE - CURRENT DATE | 1,581.36 | |
| | TOTAL FUND EQUITY | | <u>41,933.08</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>41,933.08</u> |

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2024

WATER RESERVE FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|----------------------------|---------------------------|---------------|------------|--------|-------------|-------|
| <u>INVESTMENT EARNINGS</u> | | | | | | |
| 520-315-4125 | INTEREST EARNED | .00 | 1,581.36 | 500.00 | (1,081.36) | 316.3 |
| | TOTAL INVESTMENT EARNINGS | .00 | 1,581.36 | 500.00 | (1,081.36) | 316.3 |
| | TOTAL FUND REVENUE | .00 | 1,581.36 | 500.00 | (1,081.36) | 316.3 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

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 | 40,507.00 | 40,507.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 40,507.00 | 40,507.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 40,507.00 | 40,507.00 | .0 |
| TOTAL FUND EXPENDITURES | .00 | .00 | 40,507.00 | 40,507.00 | .0 |
| NET REVENUE OVER EXPENDITURES | .00 | 1,581.36 | (40,007.00) | (41,588.36) | 4.0 |

CITY OF LOWELL
 BALANCE SHEET
 JUNE 30, 2024

SEWER RESERVE FUND

ASSETS

| | | | |
|----------|---------------------|-----------|-----------|
| 521-1110 | ALLOCATED CASH | 5,755.42 | |
| 521-1115 | CASH IN BANK - LGIP | 10,842.99 | |
| | TOTAL ASSETS | | 16,598.41 |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | |
|----------|---------------------------------|-----------|-----------|
| 521-3100 | BEGINNING FUND BALANCE | 16,070.81 | |
| | REVENUE OVER EXPENDITURES - YTD | 527.60 | |
| | BALANCE - CURRENT DATE | 527.60 | |
| | TOTAL FUND EQUITY | | 16,598.41 |
| | TOTAL LIABILITIES AND EQUITY | | 16,598.41 |

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2024

SEWER RESERVE FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|----------------------------|---------------------------|---------------|------------|--------|-----------|-------|
| <u>INVESTMENT EARNINGS</u> | | | | | | |
| 521-315-4125 | INTEREST EARNED | .00 | 527.60 | 200.00 | (327.60) | 263.8 |
| | TOTAL INVESTMENT EARNINGS | .00 | 527.60 | 200.00 | (327.60) | 263.8 |
| | TOTAL FUND REVENUE | .00 | 527.60 | 200.00 | (327.60) | 263.8 |

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

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 | 16,222.00 | 16,222.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 16,222.00 | 16,222.00 | .0 |
| TOTAL OTHER REQUIREMENTS | .00 | .00 | 16,222.00 | 16,222.00 | .0 |
| TOTAL FUND EXPENDITURES | .00 | .00 | 16,222.00 | 16,222.00 | .0 |
| NET REVENUE OVER EXPENDITURES | .00 | 527.60 | (16,022.00) | (16,549.60) | 3.3 |



City Administrator's Office
P.O. Box 490 Lowell, OR 97452
Phone: 541-937-2157
Email: admin@ci.lowell.or.us

To: Mayor Bennett and City Council
From: Jeremy Caudle, City Administrator
Date: Monday, August 19, 2024
Re: Administrator's report for July

MEMO

This report covers activities since the July 16 regular meeting.

E-permitting project

- We are scheduled to go live with ePermitting on October 12.
- I have submitted notice of our intent to amend building fees to the Oregon Building Codes Divisions. The link to that notice is here: <https://www.oregon.gov/bcd/jurisdictions/Documents/2024-lowell-proposed-fees.pdf>
- Staff and I continue to participate in weekly trainings and to submit information as requested by BCD.

Municipal election process and timeline

- The deadline for filing a declaration of candidacy or nominating petition is August 27 at 5:30 pm. The deadline for candidates to withdraw is August 30.
- After August 30 but no later than September 5, I need to submit a certified statement of candidates to Lane County Elections.

Development activities

- August 7 – approved a Type II application for a property line adjustment.
- Met with a contractor who's interested in building a new single-family home and ADU in the downtown regulating district, which will require a Type II process.
- Approve a hillside development permit for a new single-family home.

Other items

- Our contract accountant has completed a draft of the 23/24 annual financial statements.
- The city's auditors will be on site this week for field work. Staff have been busy preparing files that the auditors have requested to inspect during their field work.
- Civil West Engineering revised the Wastewater Treatment Master Plan in response to comments from DEQ. On August 6, Civil West sent those revisions to DEQ for further review.

- On July 31, I extended an offer to Eric Harris for the Utility Worker Trainee position. He started the following week.
- At the July 16 meeting, the City Council reviewed our request for coverage with CIS. One question was if we are required to provide health, dental, life and other insurance benefits through CIS. Our CIS Benefits Representative responded to my inquiry on this matter. The answer is that “no,” we are not required to go through CIS. However, as the Benefits Representative detailed in the response to my inquiry, there are advantages to going through CIS. Also, according to their numbers, 98% of cities in Oregon offer benefits through CIS.
- Also at the July 16 meeting, I explained an error related to my vacation accrual. The city’s contract accountant entered an adjustment to my vacation accrual to correct this error.
- During my Admin Report at the July 16 meeting, I stated that the city’s cybersecurity grant application was not approved. LCOG’s Chief Technology Officer and I will be meeting sometime in the next few weeks to discuss the next funding cycle and review how to improve our application. The Chief Technology Officer informed me today, however, that the .GOV migration portion of the project was funded. It includes \$6,000 for the city to migrate to .GOV. We have two years to complete this project. More details are forthcoming.
- I submitted the LOC legislative priorities ballot based on your feedback from the August 6 meeting.
- Last week, the Fire Chief, Superintendent, and I met with representatives of Lane County’s Mobile Crisis Services. They explained their services, and they showed us one of the vans that they’ll be using to respond to calls.
- Lane County Parks and Recreation has an inspection scheduled in the fall for the covered bridge. After the inspections, Lane County Parks and Recreation will share the inspection report, after which we can begin negotiations on a new IGA. A significant part of those negotiations will be deciding responsibility for any capital improvements.
- Staff ordered new signage for 70 N. Pioneer St. The new signs include the street number and clearer identification that 70 N. Pioneer St. includes the City Hall.
- On July 19, I requested an update from USDA on our ECWAG grant. They stated that they’ve been working on the USACE on cultural and environmental work. Once that’s complete, they’ll follow up with us.

Summary financial report

- The June 2024 financial statements are unaudited. The audit process is underway, and these figures may change based on final adjusting entries, if any.
- The draft FY 23/24 annual financial statements show a balance of \$52,984 in the General Fund restricted for tourism-related purposes. This represents tourism operating grants from Lane County received over the past few years but not yet spent.

- General Fund spending restrictions were in effect from spring through fiscal year-end. As such, General Fund expenditures in June were for routine items. The General Fund is projected to decline \$68,172 to \$176,651 based on the draft annual financial statements.
- The Water Fund's balance increased from a low of \$37,019 at the start of the fiscal year to \$141,456. This is due to unprecedented water sales, as well as the restructuring of the variable and base monthly rates.
- The Sewer Fund balance is projected to increase \$70,673 at fiscal year-end to \$303,092.
- The largest expense in June was \$42,867 for the PLC/SCADA project. As this project progresses, we submit reimbursement requests to Business Oregon to receive our grant funding.

Code enforcement activities

- Earlier this month, I identified properties with noxious vegetation and other nuisances and sent formal and informal notices. A summary is as follows.
- Informal notices sent to properties adjacent to alleyways. The purpose was to remind property owners of their obligations to maintain alleyways. Several of these alleyways have become overgrown, and I received a complaint from someone who wishes to use the alleyway behind their home for access.
 - 14 informal notices sent
 - 2 property owners have complied with the informal request to address the noxious vegetation
- Notices to abate noxious vegetation – properties less than 1 acre
 - 4 notices sent
 - 0 property owners have complied by deadline
- Notices to abate noxious vegetation – properties 1 acre or greater
 - 5 notices sent
 - 2 property owners have complied by the deadline
- 1 notice to abate sent for various violations for rubbish, junk, agricultural use standards and so on. Property owner has not complied by deadline.
- I intend to proceed with follow up enforcement actions for property owners who have not complied with the formal notices to abate.

CITY OF LOWELL
GENERAL FUND
REVENUES AND EXPENDITURES SUMMARY WITH COMPARISON TO BUDGET

For the Period Ending: **6/30/2024**

| 110 General Fund | Period Actual | YTD Actual | Budget | Unearned | Pcnt |
|--|------------------|-------------------|---------------------|-------------------|--------------|
| 3100 Beginning Fund Balance | | 244,822.80 | 70,462.00 | | |
| Revenues | | | | | |
| 310 Property Taxes | 4,841.40 | 200,055.02 | 182,370.00 | (17,685.02) | 109.70 |
| 315 Interest Earned | 707.81 | 6,722.38 | 1,252.00 | (5,470.38) | 536.93 |
| 320 Intergovernmental Revenue | 2,604.82 | 40,054.11 | 38,660.00 | (1,394.11) | 103.61 |
| 325 Operating Grants | 839.09 | 25,463.09 | 27,395.00 | 1,931.91 | 92.95 |
| 328 Capital Grants | - | - | 4,200.00 | 4,200.00 | 0.00 |
| 330 Franchise Fees | 810.46 | 80,451.13 | 68,500.00 | (11,951.13) | 117.45 |
| 335 Licenses & Permits | 272.00 | 26,938.30 | 41,850.00 | 14,911.70 | 64.37 |
| 340 Charges for Service | 593.69 | 4,164.65 | 1,360.00 | (2,804.65) | 306.22 |
| 345 Reimbursement SDC's | 47.00 | 47.00 | 47.00 | - | 100.00 |
| 350 Fines & Forfeitures | 1,325.00 | 5,942.93 | 5,000.00 | (942.93) | 118.86 |
| 360 Loan Proceeds | - | - | 230,224.00 | 230,224.00 | 0.00 |
| 370 Other Revenue | - | 741.00 | 3,500.00 | 2,759.00 | 21.17 |
| 375 Gain(Loss) on Sale of Fixed Assets | - | - | 467,287.00 | 467,287.00 | 0.00 |
| 380 Fundraising & Event Revenue | 200.00 | 4,000.00 | - | (4,000.00) | 0.00 |
| 385 Miscellaneous Revenue | 367.82 | 435.95 | 800.00 | 364.05 | 54.49 |
| Total Revenues | 12,609.09 | 395,015.56 | 1,072,445.00 | 677,429.44 | 36.83 |
| Expenditures | | | | | |
| 410 Administration | | | | | |
| 5000 Personal Services | - | 35,931.99 | 41,434.00 | 5,502.01 | 86.72 |
| 6000 Materials & Services | 4,405.72 | 108,254.73 | 115,469.00 | 7,214.27 | 93.75 |
| 8000 Capital Outlay | - | - | 85,000.00 | 85,000.00 | 0.00 |
| Total Administration | 4,405.72 | 144,186.72 | 241,903.00 | 97,716.28 | 59.61 |
| 420 Parks & Recreation | | | | | |
| 5000 Personal Services | - | 47,271.21 | 57,978.00 | 10,706.79 | 81.53 |
| 6000 Materials & Services | 4,860.71 | 41,085.38 | 41,817.00 | 731.62 | 98.25 |
| 8000 Capital Outlay | - | - | 5,000.00 | 5,000.00 | 0.00 |
| Total Parks & Recreation | 4,860.71 | 88,356.59 | 104,795.00 | 16,438.41 | 84.31 |
| 430 Police | | | | | |
| 5000 Personal Services | - | - | - | - | 0.00 |
| 6000 Materials & Services | 3,029.67 | 36,356.04 | 36,731.00 | 374.96 | 98.98 |
| 8000 Capital Outlay | - | - | - | - | 0.00 |
| Total Police | 3,029.67 | 36,356.04 | 36,731.00 | 374.96 | 98.98 |
| 440 Community Development | | | | | |
| 5000 Personal Services | - | 10,741.23 | 12,157.00 | 1,415.77 | 88.35 |
| 6000 Materials & Services | 9,859.77 | 42,542.85 | 67,931.00 | 25,388.15 | 62.63 |
| 8000 Capital Outlay | - | - | - | - | 0.00 |
| Total Community Development | 9,859.77 | 53,284.08 | 80,088.00 | 26,803.92 | 66.53 |

CITY OF LOWELL
GENERAL FUND
REVENUES AND EXPENDITURES SUMMARY WITH COMPARISON TO BUDGET

For the Period Ending: **6/30/2024**

| 110 General Fund | Period Actual | YTD Actual | Budget | Unearned | Pcnt |
|--|--------------------|--------------------|---------------------|-------------------|--------------|
| 3100 Beginning Fund Balance | | 244,822.80 | 70,462.00 | | |
| 450 Library | | | | | |
| 5000 Personal Services | (720.00) | 31,259.74 | 35,511.00 | 4,251.26 | 88.03 |
| 6000 Materials & Services | 2,285.30 | 35,474.95 | 36,882.00 | 1,407.05 | 96.18 |
| 8000 Capital Outlay | (839.09) | - | 6,200.00 | 6,200.00 | 0.00 |
| Total Library | <u>726.21</u> | <u>66,734.69</u> | <u>78,593.00</u> | <u>11,858.31</u> | <u>84.91</u> |
| 460 Code Enforcement | | | | | |
| 5000 Personal Services | - | 6,396.30 | 7,494.00 | 1,097.70 | 85.35 |
| 6000 Materials & Services | 3.38 | 455.72 | 1,900.00 | 1,444.28 | 23.99 |
| 8000 Capital Outlay | - | - | - | - | 0.00 |
| Total Code Enforcement | <u>3.38</u> | <u>6,852.02</u> | <u>9,394.00</u> | <u>2,541.98</u> | <u>72.94</u> |
| 470 Tourism | | | | | |
| 5000 Personal Services | - | - | - | - | |
| 6000 Materials & Services | 65.81 | 1,067.47 | 10,586.00 | 9,518.53 | 10.08 |
| 8000 Capital Outlay | - | - | - | - | 0.00 |
| Total Tourism | <u>65.81</u> | <u>1,067.47</u> | <u>10,586.00</u> | <u>9,518.53</u> | <u>10.08</u> |
| 480 Municipal Court | | | | | |
| 5000 Personal Services | - | 10,392.47 | 11,781.00 | 1,388.53 | 88.21 |
| 6000 Materials & Services | 363.80 | 3,582.38 | 5,112.00 | 1,529.62 | 70.08 |
| 8000 Capital Outlay | - | - | - | - | 0.00 |
| Total Municipal Court | <u>363.80</u> | <u>13,974.85</u> | <u>16,893.00</u> | <u>2,918.15</u> | <u>82.73</u> |
| 800 Debt Service | | | | | |
| 7111 Principal | - | 29,995.38 | 250,525.00 | 220,529.62 | 11.97 |
| 7511 Interest | - | 22,379.82 | 35,924.00 | 13,544.18 | 62.30 |
| Total Debt Service | <u>-</u> | <u>52,375.20</u> | <u>286,449.00</u> | <u>234,073.80</u> | <u>18.28</u> |
| 900 Other Requirements | | | | | |
| 9100 Transfers to Other Funds | - | - | 81,200.00 | 81,200.00 | 0.00 |
| 9500 Contingency | - | - | 121,390.00 | 121,390.00 | 0.00 |
| 9800 Ending Balance (Budgeted) | - | - | 74,885.00 | 74,885.00 | 0.00 |
| Total Other Requirements | <u>-</u> | <u>-</u> | <u>277,475.00</u> | <u>277,475.00</u> | <u>0.00</u> |
| Total General Fund Expenditures | <u>23,315.07</u> | <u>463,187.66</u> | <u>1,142,907.00</u> | <u>679,719.34</u> | <u>40.53</u> |
| Net Revenues over Expenditures | <u>(10,705.98)</u> | <u>(68,172.10)</u> | <u>(70,462.00)</u> | <u>(2,289.90)</u> | <u>96.75</u> |
| Ending Fund Balance | | 176,650.70 | - | | |

Fund summary - expenditures and revenues

As of 6/30/2024 100.00% of fiscal year

| | FY 23/24 Amended | FY 23/24 YTD | % YTD |
|---------------------|---------------------|---------------------|---------------|
| Expenditure | 4,393,526.00 | 1,598,042.00 | 36.37% |
| Blackberry Jam | 18,123.00 | 10,501.00 | 57.94% |
| Building Fund | 153,088.00 | 38,831.00 | 25.37% |
| Debt Reserve Fund | 0.00 | 0.00 | 0.00% |
| Equipment Fund | 0.00 | 0.00 | 0.00% |
| General Fund | 1,142,907.00 | 463,195.00 | 40.53% |
| Parks SDC Fund | 101,718.00 | 0.00 | 0.00% |
| SDC Fund | 0.00 | 0.00 | 0.00% |
| Sewer Fund | 779,948.00 | 447,430.00 | 57.37% |
| Sewer Reserve Fund | 16,222.00 | 0.00 | 0.00% |
| Sewer SDC Fund | 119,733.00 | 53,882.00 | 45.00% |
| Stormwater SDC Fund | 82,377.00 | 0.00 | 0.00% |
| Street Fund | 483,717.00 | 60,137.00 | 12.43% |
| Street SDC Fund | 70,707.00 | 0.00 | 0.00% |
| Water Fund | 958,959.00 | 524,066.00 | 54.65% |
| Water Reserve Fund | 40,507.00 | 0.00 | 0.00% |
| Water SDC Fund | 425,520.00 | 0.00 | 0.00% |
| Revenue | 3,221,147.00 | 1,710,233.00 | 53.09% |
| Blackberry Jam | 8,080.00 | 8,860.00 | 109.65% |
| Building Fund | 87,153.00 | 14,146.00 | 16.23% |
| Debt Reserve Fund | 0.00 | 0.00 | 0.00% |
| Equipment Fund | 0.00 | 0.00 | 0.00% |
| General Fund | 1,072,445.00 | 395,014.00 | 36.83% |
| Parks SDC Fund | 1,204.00 | 5,018.00 | 416.78% |
| SDC Fund | 0.00 | 0.00 | 0.00% |
| Sewer Fund | 673,641.00 | 518,107.00 | 76.91% |
| Sewer Reserve Fund | 200.00 | 528.00 | 264.00% |
| Sewer SDC Fund | 1,571.00 | 5,931.00 | 377.53% |
| Stormwater SDC Fund | 1,200.00 | 3,985.00 | 332.08% |
| Street Fund | 350,304.00 | 102,035.00 | 29.13% |
| Street SDC Fund | 742.00 | 3,627.00 | 488.81% |
| Water Fund | 948,959.00 | 628,503.00 | 66.23% |
| Water Reserve Fund | 500.00 | 1,581.00 | 316.20% |
| Water SDC Fund | 75,148.00 | 22,898.00 | 30.47% |

Revenue summary - By fund and category

As of 6/30/2024 100.00% of fiscal year

| | FY 23/24 Amended | FY 23/24 YTD | % YTD |
|-----------------------------|---------------------|-----------------|----------|
| Blackberry Jam | 8,080.00 | 8,860.00 | 109.65% |
| Fundraising & Event Revenue | 2,960.00 | 8,192.00 | 276.76% |
| Investment Revenue | 10.00 | 2.00 | 20.00% |
| Miscellaneous Revenue | 110.00 | 115.00 | 104.55% |
| Other Revenue | 0.00 | 551.00 | 0.00% |
| Transfers In | 5,000.00 | 0.00 | 0.00% |
| Building Fund | 87,153.00 | 14,146.00 | 16.23% |
| Investment Revenue | 10.00 | 423.00 | 4230.00% |
| Licenses & Permits | 87,143.00 | 13,723.00 | 15.75% |
| Miscellaneous Revenue | 0.00 | 0.00 | 0.00% |
| Other Revenue | 0.00 | 0.00 | 0.00% |
| Transfers In | 0.00 | 0.00 | 0.00% |
| Debt Reserve Fund | 0.00 | 0.00 | 0.00% |
| Investment Revenue | 0.00 | 0.00 | 0.00% |
| Transfers In | 0.00 | 0.00 | 0.00% |
| Equipment Fund | 0.00 | 0.00 | 0.00% |
| Investment Revenue | 0.00 | 0.00 | 0.00% |
| Other Revenue | 0.00 | 0.00 | 0.00% |
| Transfers In | 0.00 | 0.00 | 0.00% |
| General Fund | 1,072,445.00 | 395,014.00 | 36.83% |
| Charges for Services | 1,360.00 | 4,164.00 | 306.18% |
| Fines & Forfeitures | 5,000.00 | 5,943.00 | 118.86% |
| Franchise Fees | 68,500.00 | 80,451.00 | 117.45% |
| Fundraising & Event Revenue | 0.00 | 4,000.00 | 0.00% |
| Grant Revenue | 31,595.00 | 25,463.00 | 80.59% |
| Intergovernmental Revenue | 38,660.00 | 40,054.00 | 103.61% |
| Investment Revenue | 1,252.00 | 6,722.00 | 536.90% |
| Licenses & Permits | 41,850.00 | 26,938.00 | 64.37% |
| Loan Payments & Proceeds | 230,224.00 | 0.00 | 0.00% |
| Miscellaneous Revenue | 800.00 | 436.00 | 54.50% |
| Other Revenue | 470,787.00 | 741.00 | 0.16% |
| Reimbursement Revenue | 0.00 | 0.00 | 0.00% |

Revenue summary - By fund and category

As of 6/30/2024 100.00% of fiscal year

| | FY 23/24 Amended | FY 23/24 YTD | % YTD |
|----------------------------|---------------------|-------------------|----------------|
| SDC Revenue | 47.00 | 47.00 | 100.00% |
| Tax Revenue | 182,370.00 | 200,055.00 | 109.70% |
| Transfers In | 0.00 | 0.00 | 0.00% |
| Parks SDC Fund | 1,204.00 | 5,018.00 | 416.78% |
| Investment Revenue | 200.00 | 4,033.00 | 2016.50% |
| SDC Revenue | 1,004.00 | 985.00 | 98.11% |
| Transfers In | 0.00 | 0.00 | 0.00% |
| SDC Fund | 0.00 | 0.00 | 0.00% |
| Investment Revenue | 0.00 | 0.00 | 0.00% |
| Loan Payments & Proceeds | 0.00 | 0.00 | 0.00% |
| SDC Revenue | 0.00 | 0.00 | 0.00% |
| Transfers In | 0.00 | 0.00 | 0.00% |
| Sewer Fund | 673,641.00 | 518,107.00 | 76.91% |
| Charges for Services | 483,366.00 | 506,329.00 | 104.75% |
| Grant Revenue | 0.00 | 0.00 | 0.00% |
| Investment Revenue | 1,000.00 | 7,145.00 | 714.50% |
| Licenses & Permits | 115.00 | 230.00 | 200.00% |
| Loan Payments & Proceeds | 90,000.00 | 0.00 | 0.00% |
| Miscellaneous Revenue | 2,000.00 | 3,167.00 | 158.35% |
| Other Revenue | 0.00 | 0.00 | 0.00% |
| SDC Revenue | 618.00 | 1,236.00 | 200.00% |
| Transfers In | 96,542.00 | 0.00 | 0.00% |
| Sewer Reserve Fund | 200.00 | 528.00 | 264.00% |
| Investment Revenue | 200.00 | 528.00 | 264.00% |
| Transfers In | 0.00 | 0.00 | 0.00% |
| Sewer SDC Fund | 1,571.00 | 5,931.00 | 377.53% |
| Investment Revenue | 500.00 | 3,789.00 | 757.80% |
| SDC Revenue | 1,071.00 | 2,142.00 | 200.00% |
| Transfers In | 0.00 | 0.00 | 0.00% |
| Stormwater SDC Fund | 1,200.00 | 3,985.00 | 332.08% |

Revenue summary - By fund and category

As of 6/30/2024 100.00% of fiscal year

| | FY 23/24 Amended | FY 23/24 YTD | % YTD |
|---------------------------|---------------------|-------------------|----------------|
| Investment Revenue | 200.00 | 3,312.00 | 1656.00% |
| SDC Revenue | 1,000.00 | 673.00 | 67.30% |
| Transfers In | 0.00 | 0.00 | 0.00% |
| Street Fund | 350,304.00 | 102,035.00 | 29.13% |
| Grant Revenue | 0.00 | 0.00 | 0.00% |
| Intergovernmental Revenue | 80,000.00 | 98,018.00 | 122.52% |
| Investment Revenue | 200.00 | 3,913.00 | 1956.50% |
| Loan Payments & Proceeds | 270,000.00 | 0.00 | 0.00% |
| Miscellaneous Revenue | 0.00 | 0.00 | 0.00% |
| Other Revenue | 0.00 | 0.00 | 0.00% |
| Reimbursement Revenue | 0.00 | 0.00 | 0.00% |
| SDC Revenue | 104.00 | 104.00 | 100.00% |
| Transfers In | 0.00 | 0.00 | 0.00% |
| Street SDC Fund | 742.00 | 3,627.00 | 488.81% |
| Investment Revenue | 150.00 | 3,035.00 | 2023.33% |
| SDC Revenue | 592.00 | 592.00 | 100.00% |
| Transfers In | 0.00 | 0.00 | 0.00% |
| Water Fund | 948,959.00 | 628,503.00 | 66.23% |
| Charges for Services | 533,746.00 | 541,229.00 | 101.40% |
| Grant Revenue | 306,420.00 | 75,755.00 | 24.72% |
| Investment Revenue | 273.00 | 2,671.00 | 978.39% |
| Licenses & Permits | 3,750.00 | 250.00 | 6.67% |
| Loan Payments & Proceeds | 70,000.00 | 0.00 | 0.00% |
| Miscellaneous Revenue | 4,770.00 | 7,853.00 | 164.63% |
| Other Revenue | 0.00 | 0.00 | 0.00% |
| Reimbursement Revenue | 0.00 | 0.00 | 0.00% |
| SDC Revenue | 0.00 | 745.00 | 0.00% |
| Transfers In | 30,000.00 | 0.00 | 0.00% |
| Water Reserve Fund | 500.00 | 1,581.00 | 316.20% |
| Investment Revenue | 500.00 | 1,581.00 | 316.20% |
| Transfers In | 0.00 | 0.00 | 0.00% |

Revenue summary - By fund and category

As of 6/30/2024 100.00% of fiscal year

| | FY 23/24 Amended | FY 23/24 YTD | % YTD |
|--------------------|---------------------|---------------------|---------------|
| Water SDC Fund | 75,148.00 | 22,898.00 | 30.47% |
| Investment Revenue | 500.00 | 19,068.00 | 3813.60% |
| SDC Revenue | 9,100.00 | 3,830.00 | 42.09% |
| Transfers In | 65,548.00 | 0.00 | 0.00% |
| Grand Total | 3,221,147.00 | 1,710,233.00 | 53.09% |

Expenditure summary - By fund and cost center

As of 6/30/2024 100.00% of fiscal year

| | FY 23/24 Amended | FY 23/24 YTD | % YTD |
|--------------------------|---------------------|-----------------|----------|
| Blackberry Jam | 18,123.00 | 10,501.00 | 57.94% |
| Non-Departmental | 16,350.00 | 10,501.00 | 64.23% |
| Other Requirements | 1,773.00 | 0.00 | 0.00% |
| Building Fund | 153,088.00 | 38,831.00 | 25.37% |
| Non-Departmental | 93,093.00 | 38,831.00 | 41.71% |
| Capital Outlay | 0.00 | 0.00 | 0.00% |
| Other Requirements | 59,995.00 | 0.00 | 0.00% |
| Debt Reserve Fund | 0.00 | 0.00 | 0.00% |
| Other Requirements | 0.00 | 0.00 | 0.00% |
| Equipment Fund | 0.00 | 0.00 | 0.00% |
| Capital Outlay | 0.00 | 0.00 | 0.00% |
| Other Requirements | 0.00 | 0.00 | 0.00% |
| General Fund | 1,142,907.00 | 463,195.00 | 40.53% |
| Administration | 241,903.00 | 144,188.00 | 59.61% |
| Code Enforcement | 9,394.00 | 6,854.00 | 72.96% |
| Community Development | 80,088.00 | 53,286.00 | 66.53% |
| Debt Service | 286,449.00 | 52,375.00 | 18.28% |
| Library | 78,593.00 | 66,737.00 | 84.91% |
| Municipal Court | 16,893.00 | 13,976.00 | 82.73% |
| Parks & Recreation | 104,795.00 | 88,356.00 | 84.31% |
| Police | 36,731.00 | 36,356.00 | 98.98% |
| Tourism | 10,586.00 | 1,067.00 | 10.08% |
| Other Requirements | 277,475.00 | 0.00 | 0.00% |
| Parks SDC Fund | 101,718.00 | 0.00 | 0.00% |
| Non-Departmental | 0.00 | 0.00 | 0.00% |
| Capital Outlay | 93,275.00 | 0.00 | 0.00% |
| Other Requirements | 8,443.00 | 0.00 | 0.00% |
| SDC Fund | 0.00 | 0.00 | 0.00% |
| Capital Outlay | 0.00 | 0.00 | 0.00% |
| Other Requirements | 0.00 | 0.00 | 0.00% |

Expenditure summary - By fund and cost center

As of 6/30/2024 100.00% of fiscal year

| | FY 23/24 Amended | FY 23/24 YTD | % YTD |
|----------------------------|---------------------|-----------------|----------|
| Sewer Fund | 779,948.00 | 447,430.00 | 57.37% |
| Non-Departmental | 450,188.00 | 394,256.00 | 87.58% |
| Capital Outlay | 130,000.00 | 0.00 | 0.00% |
| Debt Service | 53,178.00 | 53,174.00 | 99.99% |
| Other Requirements | 146,582.00 | 0.00 | 0.00% |
| Sewer Reserve Fund | 16,222.00 | 0.00 | 0.00% |
| Other Requirements | 16,222.00 | 0.00 | 0.00% |
| Sewer SDC Fund | 119,733.00 | 53,882.00 | 45.00% |
| Non-Departmental | 62,000.00 | 53,882.00 | 86.91% |
| Capital Outlay | 52,941.00 | 0.00 | 0.00% |
| Other Requirements | 4,792.00 | 0.00 | 0.00% |
| Stormwater SDC Fund | 82,377.00 | 0.00 | 0.00% |
| Non-Departmental | 0.00 | 0.00 | 0.00% |
| Capital Outlay | 75,456.00 | 0.00 | 0.00% |
| Other Requirements | 6,921.00 | 0.00 | 0.00% |
| Street Fund | 483,717.00 | 60,137.00 | 12.43% |
| Non-Departmental | 97,533.00 | 54,965.00 | 56.36% |
| Capital Outlay | 275,000.00 | 0.00 | 0.00% |
| Debt Service | 5,211.00 | 5,172.00 | 99.25% |
| Other Requirements | 105,973.00 | 0.00 | 0.00% |
| Street SDC Fund | 70,707.00 | 0.00 | 0.00% |
| Non-Departmental | 0.00 | 0.00 | 0.00% |
| Capital Outlay | 64,838.00 | 0.00 | 0.00% |
| Other Requirements | 5,869.00 | 0.00 | 0.00% |
| Water Fund | 958,959.00 | 524,066.00 | 54.65% |
| Non-Departmental | 426,322.00 | 359,170.00 | 84.25% |
| Capital Outlay | 416,420.00 | 106,558.00 | 25.59% |
| Debt Service | 75,875.00 | 58,338.00 | 76.89% |
| Other Requirements | 40,342.00 | 0.00 | 0.00% |

Expenditure summary - By fund and cost center

As of 6/30/2024 100.00% of fiscal year

| | FY 23/24 Amended | FY 23/24 YTD | % YTD |
|--------------------|---------------------|---------------------|---------------|
| Water Reserve Fund | 40,507.00 | 0.00 | 0.00% |
| Other Requirements | 40,507.00 | 0.00 | 0.00% |
| Water SDC Fund | 425,520.00 | 0.00 | 0.00% |
| Non-Departmental | 0.00 | 0.00 | 0.00% |
| Capital Outlay | 390,473.00 | 0.00 | 0.00% |
| Other Requirements | 35,047.00 | 0.00 | 0.00% |
| Grand Total | 4,393,526.00 | 1,598,042.00 | 36.37% |

Expenditure summary - By fund and category

As of 6/30/2024 100.00% of fiscal year

| | FY 23/24 Amended | FY 23/24 YTD | % YTD |
|----------------------------|---------------------|-----------------|----------|
| Blackberry Jam | 18,123.00 | 10,501.00 | 57.94% |
| Materials & Services | 16,350.00 | 10,501.00 | 64.23% |
| Contingencies | 0.00 | 0.00 | 0.00% |
| Transfers Out | 0.00 | 0.00 | 0.00% |
| Reserves & Ending Balances | 1,773.00 | 0.00 | 0.00% |
| Building Fund | 153,088.00 | 38,831.00 | 25.37% |
| Personal Services | 15,465.00 | 13,795.00 | 89.20% |
| Materials & Services | 77,628.00 | 25,036.00 | 32.25% |
| Capital Outlay | 0.00 | 0.00 | 0.00% |
| Contingencies | 55,015.00 | 0.00 | 0.00% |
| Reserves & Ending Balances | 4,980.00 | 0.00 | 0.00% |
| Debt Reserve Fund | 0.00 | 0.00 | 0.00% |
| Transfers Out | 0.00 | 0.00 | 0.00% |
| Reserves & Ending Balances | 0.00 | 0.00 | 0.00% |
| Equipment Fund | 0.00 | 0.00 | 0.00% |
| Capital Outlay | 0.00 | 0.00 | 0.00% |
| Transfers Out | 0.00 | 0.00 | 0.00% |
| General Fund | 1,142,907.00 | 463,195.00 | 40.53% |
| Personal Services | 166,355.00 | 141,996.00 | 85.36% |
| Materials & Services | 316,428.00 | 268,824.00 | 84.96% |
| Debt Service | 286,449.00 | 52,375.00 | 18.28% |
| Capital Outlay | 96,200.00 | 0.00 | 0.00% |
| Contingencies | 121,390.00 | 0.00 | 0.00% |
| Transfers Out | 81,200.00 | 0.00 | 0.00% |
| Reserves & Ending Balances | 74,885.00 | 0.00 | 0.00% |
| Parks SDC Fund | 101,718.00 | 0.00 | 0.00% |
| Materials & Services | 0.00 | 0.00 | 0.00% |
| Capital Outlay | 93,275.00 | 0.00 | 0.00% |
| Reserves & Ending Balances | 8,443.00 | 0.00 | 0.00% |
| SDC Fund | 0.00 | 0.00 | 0.00% |

Expenditure summary - By fund and category

As of 6/30/2024 100.00% of fiscal year

| | FY 23/24 Amended | FY 23/24 YTD | % YTD |
|----------------------------|---------------------|-------------------|---------------|
| Capital Outlay | 0.00 | 0.00 | 0.00% |
| Transfers Out | 0.00 | 0.00 | 0.00% |
| Reserves & Ending Balances | 0.00 | 0.00 | 0.00% |
| Sewer Fund | 779,948.00 | 447,430.00 | 57.37% |
| Personal Services | 231,000.00 | 205,020.00 | 88.75% |
| Materials & Services | 219,188.00 | 189,236.00 | 86.34% |
| Debt Service | 53,178.00 | 53,174.00 | 99.99% |
| Capital Outlay | 130,000.00 | 0.00 | 0.00% |
| Contingencies | 77,425.00 | 0.00 | 0.00% |
| Transfers Out | 30,000.00 | 0.00 | 0.00% |
| Reserves & Ending Balances | 39,157.00 | 0.00 | 0.00% |
| Sewer Reserve Fund | 16,222.00 | 0.00 | 0.00% |
| Transfers Out | 0.00 | 0.00 | 0.00% |
| Reserves & Ending Balances | 16,222.00 | 0.00 | 0.00% |
| Sewer SDC Fund | 119,733.00 | 53,882.00 | 45.00% |
| Materials & Services | 62,000.00 | 53,882.00 | 86.91% |
| Capital Outlay | 52,941.00 | 0.00 | 0.00% |
| Reserves & Ending Balances | 4,792.00 | 0.00 | 0.00% |
| Stormwater SDC Fund | 82,377.00 | 0.00 | 0.00% |
| Materials & Services | 0.00 | 0.00 | 0.00% |
| Capital Outlay | 75,456.00 | 0.00 | 0.00% |
| Reserves & Ending Balances | 6,921.00 | 0.00 | 0.00% |
| Street Fund | 483,717.00 | 60,137.00 | 12.43% |
| Personal Services | 27,960.00 | 24,884.00 | 89.00% |
| Materials & Services | 69,573.00 | 30,081.00 | 43.24% |
| Debt Service | 5,211.00 | 5,172.00 | 99.25% |
| Capital Outlay | 275,000.00 | 0.00 | 0.00% |
| Contingencies | 97,177.00 | 0.00 | 0.00% |
| Transfers Out | 0.00 | 0.00 | 0.00% |
| Reserves & Ending Balances | 8,796.00 | 0.00 | 0.00% |

Expenditure summary - By fund and category

As of 6/30/2024 100.00% of fiscal year

| | FY 23/24 Amended | FY 23/24 YTD | % YTD |
|----------------------------|---------------------|---------------------|---------------|
| Street SDC Fund | 70,707.00 | 0.00 | 0.00% |
| Materials & Services | 0.00 | 0.00 | 0.00% |
| Capital Outlay | 64,838.00 | 0.00 | 0.00% |
| Reserves & Ending Balances | 5,869.00 | 0.00 | 0.00% |
| Water Fund | 958,959.00 | 524,066.00 | 54.65% |
| Personal Services | 231,010.00 | 205,021.00 | 88.75% |
| Materials & Services | 195,312.00 | 154,149.00 | 78.92% |
| Debt Service | 75,875.00 | 58,338.00 | 76.89% |
| Capital Outlay | 416,420.00 | 106,558.00 | 25.59% |
| Contingencies | 20,000.00 | 0.00 | 0.00% |
| Transfers Out | 20,342.00 | 0.00 | 0.00% |
| Reserves & Ending Balances | 0.00 | 0.00 | 0.00% |
| Water Reserve Fund | 40,507.00 | 0.00 | 0.00% |
| Transfers Out | 0.00 | 0.00 | 0.00% |
| Reserves & Ending Balances | 40,507.00 | 0.00 | 0.00% |
| Water SDC Fund | 425,520.00 | 0.00 | 0.00% |
| Materials & Services | 0.00 | 0.00 | 0.00% |
| Capital Outlay | 390,473.00 | 0.00 | 0.00% |
| Reserves & Ending Balances | 35,047.00 | 0.00 | 0.00% |
| Grand Total | 4,393,526.00 | 1,598,042.00 | 36.37% |



Public Works Department
P.O. Box 490 Lowell, OR 97452
Phone: 541-937-2157
Email: mbaker@ci.lowell.or.us

TO: Mayor Bennett and Council
FROM: Max Baker, Public Works Director
DATE: August 20, 2024
SUBJECT: Public Works Report

Streets and Parks

Waiting on updated quote to repair Stage Roof at Rolling Rock Park. The original quote has expired.

Staff is currently working on pothole and crack repairs throughout the City.

Park restrooms remain closed.

Water Treatment Plant/Distribution

The new PLC/SCADA program is up and running. Staff is documenting issues and requested changes as they come up. TAG will be onsite end of August to work on automatic reporting and any issues or operator preferences that come up. With the changes and updates to programming Staff produced the most water ever in a 24hr period!

Wednesday 8/14 Staff participated in a video call with USACE regarding the Lookout Point Draw Down and timeline for anticipated Turbidity increases.

Wastewater Treatment/Collections

Staff is gearing up for video inspections of sewer mains to have a baseline comparison to use during wet weather video inspections for I&I.

Working on a plan for bio-solids removal from drying beds and drying pad for disposal off site.

Other

The new Utility Worker Trainee started Monday August 5th and immediately got to work catching up on mowing and vegetation control.

Library director report submitted by Peggy O’Kane

July 2024 Activities at the Maggie Osgood Library

July was dominated by the 2nd Annual Blackberry Jam book sale. In addition to books, we sold bookcases, plants and other items that had been donated. Unfortunately, our amazing volunteer, Annette Beirderwell had to resign just prior to the sale. As a result, I was present for both days of the sale. Shout out to Max and Hunter for bringing the bookcases from the old building.

We received a huge donation of children’s books from Jasper Mountain. It took a week to sort them deciding which to add to the collection and which to sell.

Booksale: \$932.68 as of July 31. The total continues to grow.

Other activities in July included story and craft times on most Tuesdays and Saturdays. Activities included creating succulent gardens, painting rocks and creating mazes. For the maze activity I built a maze through and around the library for children and adults to navigate. The succulent garden project was coordinate by volunteer Mary Faust. Other volunteers including Tony and Tina Moreci helped on with many of the projects.

I had to fly back east unexpectedly the week before the book sale. Our volunteers were able to keep the library open for at least some of the time I was away.

Finally, as always, we welcomed patrons, answered questions, circulated books, cataloged books and generally continued the business of serving the community.

Agenda Item Sheet

City of Lowell City Council

| | |
|---------------|------------|
| Type of item: | Discussion |
|---------------|------------|

Item title/recommended action:

Follow up on "Charging and fueling infrastructure grant" opportunity with Lane County. – Discussion/ Possible action

Justification or background:

This is to follow up on discussion from the 8/6/24 meeting's review of Lane County's "Charging and fueling infrastructure grant." Staff request direction following consideration of this item on if the City Council wishes to proceed with the grant opportunity. At the meeting, staff anticipate having answers to questions that were raised on 8/6/24. Those questions focused on the city's obligations after the 5-year grant period.

Budget impact:

TBD

Department or Council sponsor:

Administration

Attachments:

N/A

| | |
|---------------|------------|
| Meeting date: | 08/20/2024 |
|---------------|------------|

Agenda Item Sheet
City of Lowell City Council



| | |
|---------------|--------------|
| Type of item: | Presentation |
|---------------|--------------|

Item title/recommended action:

Presentation by Parks and Recreation Committee on Paul Fisher Park swing set and gaga ball court recommendations. – Discussion
Presenters: Committee members Tony Moreci and Meesa Anders

At this time, City Council may approve a motion to accept the Parks and Recreation Committee's recommendations and to authorize the purchase of the swing set and the construction of a gaga ball court at Paul Fisher Park.

Justification or background:

Parks and Recreation Committee members Meesa Anders and Tony Moreci are scheduled to make a presentation to City Council. Both committee members will share recommendations that the committee made at their last meeting. The first recommendation is the selection of a swing set for Paul Fisher Park. Committee member Moreci previously advocated for a fundraising drive to raise enough money to replace the swing sets at Paul Fisher Park. That fundraising drive secured \$8,200 in donations--more than enough to purchase the swing set.

The second recommendation is to construct a gaga ball court at Paul Fisher Park. Gaga is a variant of dodgeball that is played in a gaga "pit."

Since the Parks Committee exceeded its fundraising goal, the committee is interested in leveraging system development charges to stretch these dollars. According to the City Council approved Parks SDC methodology, SDCs can pay for 40% of system improvements. While the swing set is listed in the Parks Master Plan as an improvement to Paul Fisher Park, a gaga ball court is not. It is therefore staff's opinion that the estimated \$1,500 cost to construct a gaga ball court should be covered by the donations or current Parks Department budget.

Agenda Item Sheet
City of Lowell City Council



| | |
|---------------|--------------|
| Type of item: | Presentation |
|---------------|--------------|

Covering the gaga ball court with donations results, then, in a total project budget of \$11,166.67 once the remaining donations are combined with a 40% SDC match. The donation match under this scenario for the \$5,500 swing set project leaves \$3,400 in donations to be spent on a future project. A detailed break down follows this agenda sheet.

Budget impact:
See project budget following this agenda sheet.

Department or Council sponsor:
Parks and Recreation Committee

Attachments:
Project budget; print outs of swing set option and ADA seat; picture of gaga ball pit.

| | |
|---------------|------------|
| Meeting date: | 08/20/2024 |
|---------------|------------|

Analysis of swing set and gaga ball project budgets with SDC match

| Cost share | % |
|------------|-----|
| Donations | 60% |
| SDCs | 40% |

| | |
|--------------------|----------|
| Donations received | 8,200.00 |
|--------------------|----------|

| | |
|----------------------|----------|
| Donations allocated: | |
| Gaga ball pit | 1,500.00 |

| | |
|-----------------------------------|-----------|
| Remaining donations to be matched | 6,700.00 |
| Amount of matching SDCs @ 40% | 4,466.67 |
| Total project budget | 11,166.67 |

Swing set project budget

| Equipment | Cost | \$ donations | \$ SDCs |
|------------------------|----------|--------------|----------|
| Swingset | 3,700.00 | 2,220.00 | 1,480.00 |
| Swingset anchors | 600.00 | 360.00 | 240.00 |
| Concrete | 300.00 | 180.00 | 120.00 |
| Surfacing (wood chips) | 300.00 | 180.00 | 120.00 |
| ADA swing seat | 600.00 | 360.00 | 240.00 |
| | 5,500.00 | 3,300.00 | 2,200.00 |

| Donations spent on swing set/gaga ball and remaining for future projects | |
|--|----------|
| Total donations spent | 4,800.00 |
| Donations \$ remaining | 3,400.00 |

Heavy Duty Modern Tripod Swing 12 Foot

SportsPlay

~~\$4,948.00~~
\$3,611.00

★ ★ ★ ★ ★ (No reviews yet) Write a Review

Quick Specs:

- Age Group: 2 - 12
- Capacity: 2 - 8
- Use Zone
Includes the free space required around the structure for it to be used safely. This area must have safety surfacing. : 1 Bay (48' x 33'); 2 Bays (48' x 44'); 3 Bays (48' x 55'); 4 Bays (48' x 66'); Measurement using Standard Belt Seats (changing seat type can change the required space)
- Height: 12'
- Weight Limit for Swing Seat: 250 lbs
- Comes in galvanized steel with blue, purple, white, red, tan, green, silver, black, orange, yellow, and brown fittings



Swing Bays: (Required)

Type: (Required)

Fittings Colors: (Required)

Quantity:

Add to quote

SKU:

581-442

Availability:

8-10 Weeks

JennSwing Molded Swing Seat ADA

SportsPlay

~~##15.00~~ **\$595.00**

★ ★ ★ ★ ★ (No reviews yet) Write a Review

Quick Specs:

- Specifically designed for those who are unable to access a traditional swing seat (ADA)
- Stable and supported with 4 separate chain attachments that go to the swing frame
- Made from rugged and durable molded plastic
- Capacity: 1



Color: (Required)

Quantity:

Add to quote

SKU:

JennSwing-Molded-Swing-Seat-ADA

Availability:

8-10 Weeks



Description

Additional Information

Additional Documents



Agenda Item Sheet

City of Lowell City Council

| | |
|---------------|--------------|
| Type of item: | Appointments |
|---------------|--------------|

Item title/recommended action:

Review applications to fill vacant positions on the Library Committee. – Discussion/ Possible action

- Tony Moreci
- Ann Wopat

Justification or background:

The Library Committee has 3 vacancies, impeding the committee's ability to hold business meetings due to a lack of a quorum. In response, staff issued a call for volunteers in the August issue of "The Bridge." The city received two applications, which follow this agenda sheet. Both applicants are non-residents. Up to two Library Committee members may be non-residents, unless waived by an action of the City Council. If appointed, these two candidates would serve for the remainder of terms that are set to expire in 2025.

Budget impact:

N/A

Department or Council sponsor:

Library Committee

Attachments:

2 Library Committee candidate applications

| | |
|---------------|------------|
| Meeting date: | 08/20/2024 |
|---------------|------------|



VOLUNTEER APPLICATION
BOARDS, COMMISSIONS, AND COMMITTEES

| Contact Information | |
|-------------------------------|--|
| Name: | TONY MORECI |
| Street Address: | [REDACTED] |
| Mailing Address: | |
| City/State/Zip Code: | |
| Home Phone: | |
| Work Phone: | |
| E-Mail Address: | |
| Background | |
| Years of Residence in Lowell: | |
| Place of Employment: | Bridgetown Market |
| Occupation: | Electrician - Carpenter |
| Educational Background: | High School grad Trade school grad |
| Prior Civic Activities: | Boy scout leader Public access cable show for church BBJ |

Boards, Commissions, or Committees of Interest

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

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library (choose one) Committee / Volunteer
- Blackberry Jam Festival (choose one) Committee / Volunteer
- Other short-term task groups _____



Special Skills or Qualifications

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

Have 4 grandkids, want our parks to be wonderful for them + all kids

Motivation

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


Love helping out

Special Notice

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

Agreement and Signature

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

| | |
|----------------|--|
| Name (printed) | ANTHONY MORECI |
| Signature |  |
| Date | 11/28/23 |

Our Policy

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

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

City of Lowell
P.O. Box 490
70 N Pioneer St
Lowell, OR 97452
volunteer@ci.lowell.or.us



VOLUNTEER APPLICATION
BOARDS, COMMISSIONS, AND COMMITTEES

| Contact Information | |
|----------------------|------------------|
| Name: | Ann Wopat |
| Street Address: | [REDACTED] |
| Mailing Address: | [REDACTED] |
| City/State/Zip Code: | Eugene, OR 97405 |
| Home Phone: | [REDACTED] |
| Work Phone: | [REDACTED] |
| E-Mail Address: | [REDACTED] |

| Background | |
|-------------------------------|---|
| Years of Residence in Lowell: | 1.5 years in area |
| Place of Employment: | self and Hamlin Robinson School, Seattle, WA |
| Occupation: | reading/spelling tutor (formerly) |
| Educational Background: | B.S. Microbiology, Univ. of WISC. '75 B.A., Br Music Univ. of WA Masters of Music (vocal performance) Univ. of WA - |
| Prior Civic Activities: | This is only the start I have worked as music director at various churches |

Seattle, WA
Univ.
Instructor
Music
DIRECTOR

Boards, Commissions, or Committees of Interest

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

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library (choose one) Committee Volunteer
- Blackberry Jam Festival (choose one) Committee / Volunteer
- Other short-term task groups _____

Special Skills or Qualifications

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

I have been a teacher (Seattle University - Music; St. Alphonsus School - (Music); St. Nicholas School (Music); ~~Center for Tea Learning~~ Learning Center at Hamlin Robinson School in Seattle (Reading Tutor for children with special challenges)

Motivation

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

I would be happy to share my experience in education as well as my experience as an active participant in the Lowell community by serving on the library board.

Special Notice

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

Agreement and Signature

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

| | |
|----------------|---------------------|
| Name (printed) | Ann Elizabeth Wopat |
| Signature | Ann Elizabeth Wopat |
| Date | June 26, 2024 |

Our Policy

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

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

City of Lowell
P.O. Box 490
70 N Pioneer St
Lowell, OR 97452
volunteer@ci.lowell.or.us

Agenda Item Sheet
City of Lowell City Council



| | |
|---------------|-------------|
| Type of item: | Procurement |
|---------------|-------------|

Item title/recommended action:

Motion to approve a sole source procurement for "Oral historian consulting services," based on the findings presented in the agenda item sheet, and to authorize the City Administrator to sign a contract in the amount not to exceed \$8,000 with Christoffer Eric Petersen for these services. – Discussion/ Possible action
Presenter: Peggy O’Kane, Library Director

Justification or background:

At the 7/2/24 meeting, City Council approved a Library and Services Technology Assistance grant agreement. This grant will fund an oral history project. The grant budget includes \$7,500 for consultant fees and \$500 for consultant travel for an \$8,000 maximum.

Staff recommend that City Council approve a sole source procurement with the selected consultant based on the following:

(1) Oral history is a niche field, requiring specialized qualifications. In staff's determination, few people within the State of Oregon possess the requisite skills and experience necessary to consult on this oral history project. The recommended consultant's position as Archivist for Oral History and Digital Projects at Oregon State University uniquely qualify them to advise the city on this project. The recommended consultant's CV, following this agenda sheet, provides further evidence of their experience in this field.

(2) The Maggie Osgood Library's oral history project is experimental in nature. The city has never undertaken a project like this before. As such, the oral history consulting services are for use in a pilot project that will assist the city in evaluating the effectiveness and feasibility of future history-related projects at the Maggie Osgood Library. (L.R.C. Sec. 2.109[5])

Agenda Item Sheet
City of Lowell City Council



| | |
|---------------|-------------|
| Type of item: | Procurement |
|---------------|-------------|

(3) In accordance with L.R.C. Sec. 2.109(b), staff published notice of the city's intent to establish a sole source contractor. This notice also issued a request for statement's of ability from other vendors. In accordance with the city's procurement code, staff published this notice in the Register-Guard on August 9, as well as on the city website. No vendors responded to the notice by the deadline.

The draft contract in the packet describes the scope of services to be provided. The recommended consultant indicated that the terms are acceptable to them.

Budget impact:

Consulting services not to exceed \$8,000, to be offset with grant funding already secured.

Department or Council sponsor:

Library

Attachments:

Sole source procurement notice; oral historian consulting services contract; Christoffer Petersen CV

| | |
|---------------|------------|
| Meeting date: | 08/20/2024 |
|---------------|------------|

City of Lowell

Notice of Intent to Establish a Sole Source Contractor and Request for Statements of Ability

Oral Historian Consulting Services for the Maggie Osgood Library Oral History Program

Introduction

The City of Lowell intends to establish a sole source contractor for professional consulting services to support the city's effort to start an oral history program for the Maggie Osgood Library. The oral histories will be uploaded into the Maggie Osgood Library Digital Repository through the State Library of Oregon. The City has identified a contractor willing and able to perform these services. However, in compliance with the City's procurement code, we are seeking statements of ability from other qualified vendors who can provide the required services.

Scope of Work

The Contractor will be responsible for the following:

1. **Identify Best Practices and Train Staff:** Develop and conduct training sessions for staff on how to conduct oral history interviews.
2. **Advise on Interview Process, Topics, and Methodology:** Provide expert guidance on the most effective methods for conducting interviews, including selecting interview topics and structuring interviews.
3. **Advise on Technology:** Recommend appropriate technology for recording and storing oral histories.
4. **Advise on Adding Videos to Digital Repository:** Provide guidance on how to upload and manage videos in the digital repository.
5. **Additional Advising:** Offer advice on other areas as needed to ensure the success of the oral history program.

City Responsibilities

1. **Purchase Equipment:** The City will be responsible for acquiring the necessary equipment as recommended by the Contractor.
2. **Select Interviewees:** The City will identify and select individuals to be interviewed.
3. **Hire Transcription Company:** The City will engage a transcription company to edit the videos.

Project Funding

The oral history program is funded through the federal Library Services and Technology Act via the State Library of Oregon, with a total budget of \$9,425. A maximum of \$8,000 is allocated for the services of the oral historian.

Submission of Statements of Ability

Qualified vendors are invited to submit statements of their ability to provide the identified services. Statements should include:

1. **Narrative:** A narrative outlining your project approach and qualifications.
2. **Resume/CV:** A detailed resume or curriculum vitae.
3. **Cost Estimate:** An itemized cost estimate for the proposed services.

Submit statements to City Administrator Jeremy Caudle by email to jcaudle@ci.lowell.or.us by 8:00 am on Thursday, August 15. The City Council intends to review proposals and award a contract at its August 20 meeting.

Sole Source Contract Consideration

In accordance with Sec. 2.109 of the City of Lowell's procurement code, a sole source contract may be awarded if it is determined that no qualified alternative sources exist. The criteria for sole source determination include:

1. No qualified vendors responded to the public notice.
2. Written statement from a manufacturer established as a sole source.
3. Contract is for a patented product with exclusive selling rights.
4. Research indicates only one suitable source.
5. Services are for a pilot or experimental project.

If no responses are received from qualified vendors within the time period specified in this notice, then the City will proceed with a sole-source award.

Contact Information

For any inquiries regarding this notice, please contact:

Jeremy Caudle City Administrator Email: jcaudle@ci.lowell.or.us

We look forward to receiving your statements and working together to preserve the rich history of Lowell through the Maggie Osgood Library Oral History Program.

CITY OF LOWELL

CONTRACT FOR ORAL HISTORIAN CONSULTING SERVICES

This Contract ("Contract") is made and entered into this 21st day of August, 2024 by and between the City of Lowell, an Oregon municipal corporation ("City"), and Christoffer Eric Petersen, an independent contractor ("Consultant").

RECITALS

WHEREAS, the City is initiating an oral history program for the Maggie Osgood Library, which includes documenting and preserving oral histories for the City's Digital Repository through the State Library of Oregon; and

WHEREAS, the City desires to engage the services of the Consultant to provide professional consulting services for this program, and the Consultant is willing and able to provide such services;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. SCOPE OF WORK

The Consultant shall provide the following services ("Services"):

1.1 Identify Best Practices and Train Staff: Develop and conduct training sessions for City staff on how to conduct oral history interviews.

1.2 Advise on Interview Process, Topics, and Methodology: Provide expert guidance on the most effective methods for conducting interviews, including selecting interview topics and structuring interviews.

1.3 Advise on Technology: Recommend appropriate technology for recording and storing oral histories.

1.4 Advise on Adding Videos to Digital Repository: Provide guidance on how to upload and manage videos in the digital repository.

1.5 Additional Advising: Offer advice on other areas as needed to ensure the success of the oral history program.

2. CITY RESPONSIBILITIES

2.1 The City shall be responsible for purchasing the necessary equipment as recommended by the Consultant.

2.2 The City shall identify and select individuals to be interviewed.

2.3 The City shall hire a transcription company to edit the recorded interviews.

3. COMPENSATION

3.1 The City shall pay the Consultant at an hourly rate of \$75.00 per hour for the services described in this Contract.

3.2 The City shall reimburse the Consultant for mileage incurred at a rate of \$0.67 per mile for travel directly related to the performance of the Services.

3.3 The City shall reimburse the Consultant for meals and incidental expenses incurred while working in the City of Lowell, based on the most recent and pertinent per diem rates as set forth by the U.S. General Services Administration (GSA).

3.4 The total value of this Contract, including mileage and meal expenses, shall not exceed Eight Thousand Dollars (\$8,000.00) without prior written approval from the City.

3.5 The Consultant shall submit itemized invoices on a monthly basis, detailing the hours worked, mileage, and meal expenses incurred. The City shall make payment within thirty (30) days of receipt of an accurate invoice.

4. TERM OF CONTRACT

4.1 The term of this Contract shall commence on August 21, 2024 and shall continue until the completion of the Services, or no later than _____, unless terminated earlier in accordance with Section 5.

5. TERMINATION

5.1 The City may terminate this Contract at any time for convenience by providing the Consultant with written notice at least ten (10) days in advance of the termination date.

5.2 The Consultant may terminate this Contract by providing the City with written notice at least thirty (30) days in advance of the termination date.

6. INDEPENDENT CONTRACTOR

6.1 The Consultant is an independent contractor and not an employee of the City. The Consultant shall be responsible for all taxes, withholdings, insurance, and other obligations associated with being an independent contractor.

7. ENTIRE AGREEMENT

7.1 This Contract constitutes the entire agreement between the parties and supersedes all prior agreements, understandings, and negotiations, whether written or oral.

8. GOVERNING LAW

8.1 This Contract shall be governed by and construed in accordance with the laws of the State of Oregon.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the date first above written.

CITY OF LOWELL

By: _____
Jeremy Caudle, City Administrator

Date: _____

CONSULTANT

By: _____
Christoffer Eric Petersen

Date: _____

Curriculum Vitae

Christoffer Eric Petersen (he/him)
Archivist for Oral History and Digital Projects

Education

- Bachelor of Science in History (*summa cum laude*), Oregon State University, 1999.
- Bachelor of Science in Sociology (*summa cum laude*), Oregon State University, 1999.

Employment Rank

- Senior Faculty Research Assistant 2, Oregon State University Libraries and Press, Special Collections and Archives Research Center, July 2019 to present
- Senior Faculty Research Assistant 1, Oregon State University Libraries and Press, Special Collections and Archives Research Center, July 2013 to June 2019.
- Faculty Research Assistant, Oregon State University Libraries and Press, Special Collections/Special Collections and Archives Research Center, October 1999 to June 2013.
- Temporary Library Technician 3, Oregon State University Libraries Special Collections, June-October 1999.
- Student Assistant, Oregon State University Libraries Special Collections, October 1996 to June 1999.

I. Linus Pauling and the Pauling Legacy

Pauling: Books

Visions of Linus Pauling (2023)

A collection of pieces originally released in serial form on the Pauling Blog (see below), *Visions of Linus Pauling* was published by World Scientific in October 2022, though bears a copyright date of 2023. I am the editor of the book and also authored two of its chapters as well as a preface and detailed biographical sketch of Linus Pauling. The book received an Outstanding Academic Title award for 2023 from the ACRL journal, *Choice*.

The Pauling Catalogue (2006)

The physical processing, arrangement, description and provision of access to the Ava Helen and Linus Pauling Papers was the central focus of my work from 1999-2006. I led all aspects of this undertaking. As an outgrowth of this work, I served as lead editor for the *Pauling Catalogue* (2006; with Clifford Mead) a self-published six-volume set that was widely reviewed.

Pauling: Digital Projects

The Pauling Blog – <http://paulingblog.wordpress.com>

I am the founder, editor and publisher of this resource, which was active from 2008-2021. Consisting primarily of original research, The Pauling Blog is a major resource for the study of Linus Pauling's life and work. A selection of pieces curated from the Pauling Blog were published in a book that I edited titled *Visions of Linus Pauling* (World Scientific, 2023).

Digital Exhibits - <http://scarc.library.oregonstate.edu/digitalresources/pauling/>

Six Documentary History sites were created and released by Special Collections/SCARC from 2003-2013, each following a similar format. The Documentary History websites also link to Linus Pauling Day-by-Day, an initiative that seeks to record the details of every day of Pauling's life.

- *Linus Pauling and the Structure of Proteins: A Documentary History*, 2013.
- *Linus Pauling Day-by-Day*, beginning 2010.
 - This site presently documents every day of Pauling's life from 1930-1969 and is comprised of 118,062 activity listings, 2,299 digital objects and 3,029 full-text transcripts.
- *The Scientific War Work of Linus C. Pauling: A Documentary History*, 2010.
- *Linus Pauling and the International Peace Movement: A Documentary History*, 2007.
- *It's in the Blood: A Documentary History of Linus Pauling, Hemoglobin and Sickle Cell Anemia*, 2005. (Revised and Expanded Version released 2008.)
- *Linus Pauling and the Nature of the Chemical Bond: A Documentary History*, 2004. (Revised and Expanded Version released 2008.)
- *Linus Pauling and the Race for DNA: A Documentary History*, 2003. (Revised and Expanded Version released 2009)

Other Pauling digital exhibits released by Special Collections are as follows:

- *The Pauling Chronology*, 2009.
 - Spanish translation published as: *La Cronologia de Pauling*, 2010; German translation published as: *Die Chronologie von Linus Pauling*, 2014.
- *Pauling Student Learning Curriculum*, 2008.
- *Linus Pauling Awards, Honors and Medals*, 2004. (Revised and Expanded Version released 2011.)
- *Linus Pauling Research Notebooks*, 2002

Pauling: Teaching and Engagement

From 1999-2010, the majority of class sessions hosted by Special Collections were led by the department head, while the responsibility for presenting on the Pauling Papers to a wide array of visitor groups was split between the department head and myself. Summarized below are my Pauling-related teaching and engagement duties following the department head's retirement in December 2010.

- Classroom Instruction: BB 407H (seven class sessions); HSTS 415/515 (sixteen); HSTS 422 (three); HST 499/599 (two)
- Scheduled Presentations on Pauling to visiting guests: 145

Pauling: Scholarly Presentations and Noteworthy Public Talks

- “Visions of Linus Pauling,” featured speaker, Provost’s Authors and Editors reception, Oregon State University, March 5, 2024. (invited)
- “Visions of Linus Pauling,” Benton County Historical Society speaker series, Philomath, Oregon, May 10, 2023. (invited)
- “Visions of Linus Pauling: Reflections on the Man and His Institute,” Linus Pauling Institute webinar series, April 11, 2023. (invited)
 - Webinar recording: <https://www.youtube.com/watch?v=akmz0Z1BdZ8&t=2033s>
 - Webinar Q&A: <https://www.youtube.com/watch?v=rrTMKZEgv2A&t=4s>
- “The Pauling Blog in Ten Minutes,” OSU Libraries Faculty Association Seminar Series, June 19, 2020. (online; lightning talk)
- Public oral history interview conducted with Steve Lawson. At Linus Pauling Science Center, Oregon State University, February 28, 2019. (invited)
- “The Science of Nutrition: The Pauling Legacy and Current Research,” Science Pub Corvallis, May 13, 2013. (invited) <https://www.youtube.com/watch?v=nkI5MCUNuXw>
- Public oral history interview conducted with Linus Pauling Jr. At Linus Pauling Middle School, Corvallis, Oregon, February 28, 2012. (invited - with Mina Carson)
- Chair’s opening remarks and panel moderation, Session 3: “The Scientist as Public Citizen.” At “The Scientist as Educator and Public Citizen: Linus Pauling and His Era,” Oregon State University, October 29-30, 2007. (invited)
<http://scarc.library.oregonstate.edu/events/2007paulingconference/index.html>
- “A Stroll through the Pauling Catalogue,” OSU Libraries Faculty Association Seminar Series, December 8, 2006. (invited) <http://ir.library.oregonstate.edu/concern/defaults/g445ck50g>

Pauling: Scholarly Writing

- *Visions of Linus Pauling*, (Chris Petersen, ed.) Hackensack, N.J.: World Scientific Publishing Co., 2023.
- “The Ava Helen and Linus Pauling Papers at Oregon State University: A Short History,” *Archivos*, September 2, 2019. (invited)
 - <https://www.archivos.es/en/the-ava-helen-and-linus-pauling-papers-at-oregon-state-university-a-short-history/>
- “Linus Pauling’s Molecular Models and the Stories that they Tell,” July 2016.
 - <https://ir.library.oregonstate.edu/concern/articles/z603r3430>
- *The Pauling Catalogue: Ava Helen and Linus Pauling Papers at Oregon State University*, (Chris Petersen and Clifford Mead, eds.) Corvallis, Oregon: Oregon State University Libraries. Six volumes, 2006. (The publication includes a Preface and Foreword written by me.)
- “Linus Pauling and the Nature of the Chemical Bond: A Documentary History,” *D-Lib*, 11, 1 (January 2005).
- “Pauling’s Molecule,” *Chemical and Engineering News*, (January 15, 2001): 8.

Pauling: Noteworthy Events

Major activities have included the planning and execution of the Linus Pauling Legacy Award event, which is held every other year and is sponsored by the OSU Libraries. In addition, the Special Collections department organized and co-sponsored two major Pauling conferences during my years of affiliation.

- Curated open house event: “Linus Pauling and Proteins,” OSU Libraries SCARC, May 24, 2023.
- Linus Pauling Legacy Award – <http://scarc.library.oregonstate.edu/legacy-award.html>
 - Geraldine Richmond (2019); Jane Lubchenco (2016); Zia Mian (2014); Roald Hoffmann (2012); Roger Kornberg (2010); Roderick MacKinnon (2008); John D. Roberts (2006); Matthew Meselson (2004)
- Conference: “The Scientist as Educator and Public Citizen: Linus Pauling and His Era.” Corvallis, Oregon, October 29-30, 2007.
 - <http://scarc.library.oregonstate.edu/events/2007paulingconference/index.html>
- Conference: “A Liking for the Truth: Truth and Controversy in the Work of Linus Pauling.” Corvallis, Oregon, February 28, 2001.
 - <http://scarc.library.oregonstate.edu/events/2001paulingconference/index.html>

Pauling: Other Activities

- Research support and on camera appearances for the Oregon Public Broadcasting documentary film, *Oregon Experience: Linus Pauling*, 2010-2011. <http://watch.opb.org/video/1954582651/>
- Curatorial support and production assistance for the Special Collections scholarly exhibits “The Pauling Catalogue” (2007) and “Linus Pauling: World Traveler” (2011).
- Research support for the book *Linus Pauling: Scientist and Peacemaker*, Clifford Mead and Thomas Hager, eds. (Corvallis, OR: OSU Press), 2001.
- Research and logistical support for the digital collection, “Profiles in Science: The Linus Pauling Papers,” produced by the National Library of Medicine, 2001. <https://profiles.nlm.nih.gov/MM/>
- Research and logistical support for the traveling exhibit “Linus Pauling and the Twentieth Century,” produced by Soka Gakkai International, 1999-2005.

II. Oral History

I began conducting oral history interviews in 2011 and, to date, have led more than 225 interview sessions comprising in excess of 350 hours of content. In addition to preparing and leading oral history interviews, I administer the SCARC Oral History Program and have been active in the classroom.

The OSU Sesquicentennial Oral History Project (2013-2017) -

<http://scarc.library.oregonstate.edu/oh150/index.html>

In Spring 2013, I was charged with leading what turned out to be the largest oral history project ever conducted at Oregon State University. I was responsible for directing all aspects of the project and personally conducted more than half (127) of the interviews collected by the project.

The project was officially released on October 16, 2017. Final content totals are as follows:

- Interviews: 243
- Interview Time: 350:04:18
- Words Transcribed: 2,984,570
- Volume of Digital Content Collected: 1.81 TB

The Voices Initiative (2017 to present) -

<http://scarc.library.oregonstate.edu/oralhistory.html#the-voices-initiative>

In late 2016, I began administering an institutional instance of the Oral History Metadata Synchronizer (OHMS), a web-based metadata-editing platform used to describe oral history interviews as digital objects. The xml files created as a result of this descriptive process are then embedded in a content management system which, in our case, is Omeka.

To date, more than 850 hours of contextualized oral history content has been released on the following websites:

- *Voices of Oregon Burlesque*, 2020
- *Voices of the Forests, Voices of the Mills*, 2019
- *Voices of OSU Women*, 2018
- *SCARC Oral History Online*, 2018
- *Voices of a Warming Planet*, 2018
- *Multicultural Voices of Oregon*, 2017
- *Voices of Northwest Brewing*, 2017
- *Voices of Oregon Agricultural College*, 2017.

The OSU Libraries and Press Community Interviewing Project (2018-2019) -

<http://scarc.library.oregonstate.edu/community.html>

This project sought to document institutional history and build community within the OSU Libraries and Press by collecting the stories of those who make up the organization.

The Hidden History of Women at OSU (HC 407)

With SCARC colleague Tiah Edmunson-Morton, I co-created a class titled “The Hidden History of Women at OSU” [original title: “OSU, Women and Oral History: An Exploration of 150 Years”] which has been taught annually since winter 2018 as a two-credit colloquium in the OSU Honors College. The class investigates topics in women’s history at OSU and also delves into both the theory and practice of oral interviewing. As their term project, students in the class are tasked with identifying, researching and conducting an oral history interview with a woman who is associated with Oregon State University. The students then index their interviews in the Oral History Metadata Synchronizer for public access via the “Voices of OSU Women” web portal. In 2020, “The Hidden History of Women at OSU” was named Outstanding Course of the Year by the Honors College Student Association.

“Weaving Narratives: The Exploration of a Family’s Journey through the Khmer Rouge Genocide,” 2021

I served as thesis mentor and committee chair for Tiffany Tep, an honors undergraduate in Biology. Her project used oral history interviews to document her family's history and to reflect on her own identity as both a Cambodian-American and a child of refugees. Her thesis is available here:

https://ir.library.oregonstate.edu/concern/honors_college_theses/2227mx20j

Oral History: Other Noteworthy Digitization and Web Projects

- *Oregon African American Railroad Porters Oral History Collection*, 2016.
 - <http://scarc.library.oregonstate.edu/oh29/index.html>
- Preservation digitization of SCARC legacy oral history materials, beginning 2014.
 - I have either supervised or directly completed the digitization of the several hundred audiocassettes held in SCARC's legacy oral history collections.

Oral History: Noteworthy Scholarship, Instruction, Outreach and Service Activities

Scholarly Presentations

- "Strategies for Building a Robust Oral History Program at an Academic Library," annual meeting of the Oral History Association, Montreal, Quebec, Canada, October 12, 2018. (invited)
<https://ir.library.oregonstate.edu/concern/defaults/zg64tr86c>
- "The Voices Initiative at Oregon State University: Using OHMS and Omeka to Describe and Provide Access to Oral History Content Online." Panel titled "Beyond the Interview: Oral History Curation and Project Management," annual meeting of the Northwest Archivists, Warm Springs, Oregon, April 27, 2018. (invited) <https://ir.library.oregonstate.edu/concern/defaults/db78tj214>
- "Boswellizing OSU: On the Attempt to Create an Oral History of a Large Place," OSU Libraries Faculty Association Seminar Series, Corvallis, Oregon, June 9, 2017. (invited)
 - See <https://ir.library.oregonstate.edu/concern/defaults/08612t81t> and https://media.oregonstate.edu/media/t/0_gjqfmh2y/2525922
- "The Oregon State University Sesquicentennial Oral History Project: A Document and a Cornerstone." Panel titled "Voices of the Northwest: Novel Approaches to Oral History across the Region." Joint meeting of the Conference of Intermountain Archivists and the Northwest Archivists, Boise, Idaho, May 19, 2017. (invited - session organizer and chair)
<https://ir.library.oregonstate.edu/concern/defaults/12579z16w>
- "Creating a System for the Online Delivery of Oral History Content," Online Northwest, Portland State University, March 31, 2017. (invited)
<https://pdxscholar.library.pdx.edu/onlinenorthwest/2017/schedule/16/>
- "Catching Stories: The Oral History Tradition at Oregon State University," OSU Libraries SCARC Collections at the Center series, Corvallis, Oregon, January 26, 2017. (with Tiah Edmunson-Morton and Natalia Fernández)
<https://scarc.library.oregonstate.edu/images/cac-catchingstories.pdf>
- "Doing Oral History at OSU: A Tale of Three Time Zones," OSU Libraries Faculty Association Seminar Series, Corvallis, Oregon, February 15, 2013. (invited)
<http://ir.library.oregonstate.edu/concern/defaults/4f16c8090>

Scholarly Writing

- “Fostering Historical Empathy in Unusual Times: A Case Study of the Course ‘OSU, Women and Oral History: An Exploration of 150 Years.’” Case 3. *Case Studies on Teaching with Primary Sources*. Chicago: Society of American Archivists, 2018. (with Tiah Edmunson-Morton. Refereed.) https://www2.archivists.org/sites/all/files/Case_3_Fostering_Historical_Empathy_In_Unusual_Times.pdf
- “Transforming Oral History Content for the Web Using XML and XSL,” *Journal of Digital Media Management* 7,1: 76-95 (Fall 2018). (with Ryan Wick. Refereed.)

Instruction

In addition to the HC 407 class described above, I have led or participated in the following oral history-related instructional activities.

- “Doing Oral History on a Shoestring,” Oregon Heritage Conference workshop, Forest Grove, Oregon, April 17, 2024. (with Kate Thornhill)
 - Companion LibGuide: <https://researchguides.uoregon.edu/doingoralhistory/home>
- “Oral History Interviewing Methods and Project Management.” LibGuide published October 17, 2022. <https://guides.library.oregonstate.edu/oralhistory/home> (with Tiah Edmunson-Morton and Natalia Fernández.)
- “How to Document Oregon’s Thousand Points of Life: Techniques and Technologies to Engage Your Community Using an Oral History Project,” ACRL-Oregon workshop presented at the annual meeting of the Oregon Library Association, Eugene, Oregon, April 18, 2018.
- “How and Why to Document a Changing Landscape: Workshop on Meaning, Media and Methods,” Oregon Heritage Conference workshop, Bend, Oregon, April 11, 2018.
- Class instruction sessions on topics in oral history: ANTH 598 (2015, 2017); PHARM 705 (2020); PPOL 523 (2017); SOC 518 (2012-2014; 2019)

Consultation

I have provided assistance to many projects focusing on a variety of topics, including OSU military veterans, West Coast letterpress printers, a local Masonic Cemetery Association, the Downwinders anti-nuclear movement, and the Oregon Outdoor School program. I have also provided guidance to multiple peer institutions seeking to create or grow their own oral history programs.

Scholarly Exhibit

- Co-curation of the SCARC foyer exhibit, “Catching Stories: The Oral History Tradition at Oregon State University,” October 2016 – January 2017. (with Tiah Edmunson-Morton and Natalia Fernández)

Service

- Network Editor: H-OralHist listserv (2016 to present, in rotation)

III. Other Digital Initiatives

Oregon Digital - <https://oregondigital.org/sets/osu-scarc>

In early 2017, I received training on metadata creation for digital objects published in Oregon Digital, a Samvera-based digital asset management system jointly created by Oregon State University Libraries and the University of Oregon Libraries. In addition to contributing to the descriptive effort, I also designed a mass digitization and description protocol for our department, serving primarily in a curatorial role. Presently more than 80,000 historic images, publications and manuscripts from SCARC's collections have been added to the repository.

In 2018, I began work as OSU Services Manager for the Oregon Digital 2 development initiative. In this capacity, I have helped form the vision for an overhauled Oregon Digital platform, co-led extensive user testing of the site, written how-to and help texts, and contributed to a number of administrative and quality assurance tasks in support of the project. Oregon Digital 2 was formally launched on February 14, 2023.

Moving Images - <http://scarc.library.oregonstate.edu/osuhistory-videos.html>

In winter 2016, I assumed lead curatorial responsibility for moving images digitization in SCARC. To date, SCARC hosts more than 2,700 items in its OSU MediaSpace presence, including hundreds of films and videos that we have either digitized in house or outsourced to external vendors.

Digital Exhibits - <http://scarc.library.oregonstate.edu/digital-resources.html>

I have created or overseen the creation of several additional web exhibits, including the following:

- *Women's Work, Women's Words*, 2018.
- *Chronological History of Oregon State University*, 2017.
- *Presidents of Oregon State University*, 2013.
- *Roger Hayward: Renaissance Man*, 2012.
- *Unpublished Manuscripts by William Appleman Williams*, 2012.
- *A Good Life and a Good Death: A Memoir of An Independent Lady*, by William Appleman Williams, 2012.
- *Treasures of the McDonald Room*, 2012.
- *Atomic Energy and Nuclear History Learning Curriculum*, 2010.
- *A Short History of the Seed & Nursery Catalogue in Europe & the United States*, 2010.
- *Ninety Days Inside the Empire*, a novel by William Appleman Williams, 2010.

Additional Noteworthy Digitization and Web Projects

- Special Collections & Archives Research Center department website design, 2012.

- Special Events videos, 2008.
- Special Collections department website redesign, 2003, 2009.

Scholarly Presentations

- “Using Oregon Digital to Improve Online Access to Moving Images Materials,” Northwest Archivists, May 4, 2022. (contribution to an online panel discussion titled “Visioning a Northwest Digital Video and Moving Image Repository,” chaired by Ross Fuqua; invited)
- “Oregon Digital: Reimagined for Re-Use,” Texas Conference on Digital Libraries, May 24, 2021. (online poster submission with Kate Thornhill; invited)
- “A New and Improved Oregon Digital,” Northwest Archivists, May 13, 2021. (online with Kate Thornhill; invited)
- “The Role of Service Managers in Redeveloping Oregon Digital,” Upper Midwest Digital Collections Conference, November 6, 2020. (online with Kate Thornhill; invited)
<https://ir.library.oregonstate.edu/concern/defaults/5m60qz968?locale=en>

IV. Other Arrangement and Description

A representative sample of the types of archival collections that I’ve processed and described during my years at OSU is itemized below. (see <http://scarc.library.oregonstate.edu/findingaids/>) I am also my department’s lead for the technical accessioning of born digital records, and administer our institutional instance of the Archive-It website archiving tool. As a member of the SCARC Arrangement and Description team, I have also been involved with multiple efforts to address legacy description through an anti-racist lens.

- Robert W. Henderson Photographic Slides Collection (P 098 – SG 2), 2019. (5.6 cubic feet, 14,852 slides)
- Gerald W. Williams Electronic Records (MSS WilliamsGElectronic), 2018. (29.8 GB born digital)
- KBVR-TV Moving Images and Sound Recordings (FV 170), 2017. (18.25 cubic feet, 23 boxes)
- Intercollegiate Athletics Records (RG 007), 2014. (16.7 cubic feet, 23 boxes)
- Paul Emmett Papers, 2010. (114 linear feet, 233 boxes)
- Ava Helen and Linus Pauling Papers, 2006. (4,437 linear feet; 2,230 boxes; 4,111 books)

Scholarly Presentation

- “Anti-Racist Description Activities in the OSU Special Collections and Archives Research Center,” Northwest Archivists, Spokane, Washington, May 9, 2024. (with Natalia Fernández and Karl McCreary)

V. Other Teaching and Scholarship

Teaching

- Class instruction sessions on rare books and illuminated manuscripts: ALS 199 (2012), ART 331 (2011, 2012), ENG 526 (2011)

Scholarly Presentations

- “An Incomplete History of Athletics at Oregon State,” ALS 199 guest lecture, November 21, 2017. <https://ir.library.oregonstate.edu/concern/defaults/41687p35c>
- “OSU in Photographs, 1965-1972: What Student Photographers Can Tell Us About a Turbulent Time,” OSU Libraries In-Service, September 15, 2017. <https://ir.library.oregonstate.edu/concern/defaults/cv43p269q>
- “Honors College Students in the OSU Libraries Special Collections and Archives: A Long History of Experiential Learning,” Honors Education at Research Universities conference, Oregon State University, May 18, 2015. (invited) <https://ir.library.oregonstate.edu/concern/defaults/fj236748t>
- “Not Just Linus: Fascinating Stories from the OSU Libraries Special Collections...That Aren’t About Linus Pauling,” OSU Libraries In-Service, September 14, 2011. <https://ir.library.oregonstate.edu/concern/defaults/6682x891g>

Scholarly Writing

- “William Appleman Williams (1921-1990),” *The Oregon Encyclopedia*, January 31, 2023. Refereed. <https://www.oregonencyclopedia.org/articles/williams-william-appleman>
- “Warren Morton Washington (1936-),” *The Oregon Encyclopedia*, October 10, 2022. Refereed. <https://www.oregonencyclopedia.org/articles/washington-warren>
- “CH2M Hill,” *The Oregon Encyclopedia*, July 24, 2019. Refereed. <https://oregonencyclopedia.org/articles/ch2m-hill>
- “Reser’s Fine Foods,” *The Oregon Encyclopedia*, May 1, 2018. Refereed. https://oregonencyclopedia.org/articles/resers_fine_foods/
- “Life History of Ralph W. Spitzer,” October 2013 <https://ir.library.oregonstate.edu/concern/articles/fb494f55r>

Scholarly Exhibit

- “Women’s Work, Women’s Words.” SCARC foyer exhibit, June 2018. (With Tiah Edmunson-Morton, Natalia Fernández, Rachel Lilley, Clara Smith and Alexis Austin)

VI. Administration and Service

Selected Administration and Service: Special Collections and Archives Research Center

Continuing:

- SCARC Digital Projects team (chair), 2011-present

Completed:

- SCARC Student Coordinator, 2011-2022
- SCARC Remote Reference Coordinator, 2012-2021

Selected Administration and Service: Library, University and Professional

Continuing:

- OSU Libraries Digital Preservation Task Force (chair), 2023-present
- University Information and Technology - Zoom, Kaltura and Lecture Capture Steering Committee, 2023-present
- Library Faculty Association - Promotion and Tenure Committee, 2018-present

Completed:

- Library Faculty Association - Faculty Research Assistant Promotion Criteria Task Force, 2023-2024
- Library Faculty Association - Communications Coordinator, 2022-2023
- University Honors College/OSU Libraries Student Archivist Program Administrator, 2014-2022
- SCARC Director Search Committee, 2020-2022
- OSU Libraries Resumption of Services – Remote Work Task Force (chair), 2020
- OSU Libraries Resident Scholar Program Administrator, 2011-2020
- OSU Libraries Metadata and Digitization Technician search committee (chair), 2019
- OSU Libraries Strategic Planning Committee, 2017-2019
- Technical Support for the Oregon Public Broadcasting documentary *Oregon Experience: Oregon State University*, 2018. <https://watch.opb.org/video/oregon-state-university-lkiwfx/>
- Technical and Editorial Support for the OSU Sesquicentennial Exhibit, “Oregon State University: A Legacy of Transformation,” Oregon Historical Society, 2017.
- Northwest Archivists Annual Meeting – Program Committee, 2016-2017
- OSU Libraries Digital Production Librarian search committee (chair), 2007-2008
- OSU Libraries Web Group, 2000-2004

VII. Awards and Funded Proposals

Awards

- Outstanding Academic Title, *Choice*, 2023. (for *Visions of Linus Pauling*)
- Outstanding Honors Course, Honors College Student Association, 2020. (with Tiah Edmunson-Morton)
- Oregon State University Outstanding Faculty Research Assistant Award, 2016.
- Robert Lundeen Library Faculty Development Award for “‘Catching Stories’ Oral History Institute,” 2011. (\$1,423)

- OSU Libraries & Press Outstanding Project Award:
 - OSU Sesquicentennial Oral History Project, 2016
 - Oregon State University Yearbooks Digitization Project, 2015
 - *Linus Pauling and the Race for DNA: A Documentary History* website, 2003

Funded Proposals

- Gray Family Chair for Innovative Library Services Budget Allocation for “The Oregon State University Libraries and Press Community Interviewing Project,” 2018-2019. (\$3,000)
- President’s Commission on the Status of Women Student Internship Budget Allocation for “Women’s Work, Women’s Words” exhibit, Spring 2018. (\$1,500; with Tiah Edmunson-Morton)
- OSU Libraries Student Internship Program Fund Award for “Voices of a Warming Planet: OSU Perspectives on Climate Change, An Oral History Project,” 2017. (\$3,000)

Agenda Item Sheet

City of Lowell City Council

| | |
|---------------|-------------|
| Type of item: | Procurement |
|---------------|-------------|

Item title/recommended action:

Review quotes for E. 1st Street paving and repairs. – Discussion/ Possible action

- Wakeview Construction LLC - \$37,871.06
- Wildish – \$74,879.00
- RiverBend Construction – \$45,206.00

Presenter: Public Works Director Max Baker

At this time, the City Council may vote to approve one of the quotes.

Justification or background:

Based on discussion from the 6/18/24 City Council meeting, it sounded like City Council preferred a full width repaving for E 1st St. Staff present these quotes for further direction. Following a review of the quotes, City Council may vote to accept one of the quotes. A tabulation is as follows: Wakeview Construction LLC - \$37,871.06; Wildish - \$74,879.00; RiverBend Construction - \$45,206.00.

Budget impact:

Expenditure of funds from the Street Fund, to be determined based on selection of contractor. Wakeview Construction is the apparent lowest, responsive bidder.

Department or Council sponsor:

Public Works

Attachments:

Quotes from the 3 companies.

| | |
|---------------|------------|
| Meeting date: | 08/20/2024 |
|---------------|------------|



88850 Cheryl Lane
 Veneta, Oregon 97487
 (541) 852-1101
steve.george@wakeviewconstruction.com
 CCB# 230846
DBE/MBE/ESB # 12676

QUOTE

**EXPIRES:
 9/13/24**

Customer: City of Lowell
 Address:
 Phone:
 Email: hharris@ci.lowell.or.us

Project Name: Full Width Roadway Patch
 Location: 409 East 1st. Street
 Lowell, OR
 Contact: Hunter
 Cell: 541-513-3284

| BID ITEM | DESCRIPTION | UNIT | UNIT QTY | UNIT PRICE | LINE TOTAL |
|--------------|------------------------------------|------------|----------|------------|--------------------|
| 1 | Mobilization | Lump Sum | 1 | \$2,558.00 | \$2,558.00 |
| 2 | Excavation 6" & Grade | Unit Price | 7,280 SF | \$1.75 | \$12,740.00 |
| 3 | Asphalt Paving 7,280 SF @ 4" | Unit Price | 182 tons | \$121.83 | \$22,173.06 |
| 4 | One Speed Bumps on each end of job | Lump Sum | | | \$400.00 |
| | Compaction Testing included | | | | |
| TOTAL | | | | | \$37,871.06 |

Exclusions:

- Permits, bonds, fees, traffic control and flagging, crack/joint fill, sealcoating, pavement markings, paving fabric, milling/grinding, layout, and survey/staking, shoulder rock/dirt edging, prime coat, herbicide, and wheel stops.

Clarifications:

- Quote subject to mutually agreeable contract between owner/Prime Contractor and Wakeview Construction LLC
- Bid includes 1 mob(s), add \$2,558.00 for each additional mobilization.
- UNIT PRICE QUOTATION
- If Owner or Prime Contractor insists work be completed against Wakeview Construction's advice due to weather or sub-surface conditions, the Owner or Prime Contractor assumes all risk of defect
- Payment Terms: Net due upon completion
- Bid based on work being performed during the week, during regular business hours, commercial wages.
- Wakeview Construction assumes no liability for grades designed less than 1.25%
- Subject to Additional Terms & Conditions attached

Prepared By: Steve George, Manager

Date: 8/14/24

To accept these terms, please sign below

Subject to additional terms and conditions attached

Owner / Prime Contractor: _____ Date: _____

Co-Owner / Mortgagee: _____ Date: _____

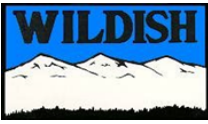
THANK YOU FOR THE BUSINESS!

ADDITIONAL TERMS AND CONDITIONS (ATC)

1. **Completion:** The work to be completed shall be commenced on or about the date set forth. However, if Wakeview Construction LLC is delayed in the performance of the work due to acts of God, strikes, or material shortages which are beyond its control, the completion date shall be extended accordingly.
2. **Terms:** NET DUE AND PAYABLE UPON COMPLETION UNLESS NOTED OTHERWISE. A finance charge of 1 ½ % per month, or a minimum of \$1.00, will be made on the unpaid balance at the end of the following months billing cycle. This is an ANNUAL PERCENTAGE RATE OF 18%.
3. **Progress Payments and Billing:** Wakeview Construction LLC shall make progress billings for work completed through the 25th of each month, on or about the 30th of that month. Payments shall be made in accordance with the conditions set forth in item # 2 above. In the event payments are not made in full within 30 days following billing, Wakeview Construction LLC may exercise its right under the Oregon Construction Lien Laws.
4. **Final Inspection and Acceptance:** When notified by Wakeview Construction LLC that in its opinion all work required by the contract has been complete, the Owner or the Owners representative shall make a final inspection of the site. Immediately following this notice of completion, the Owner shall issue a punch list of those items that should be completed prior to final acceptance, if any. If within 10 days following notice of completion there is no response from the Owner, or the Owners representative, Wakeview Construction LLC will assume that all items are complete and accepted. At this time all monies due to Wakeview Construction LLC, including retainages, shall be released.
5. **Changed Conditions:** Changes in conditions beyond the original scope of the project shall be accomplished with a Price Agreement for the additional work, or on an Extra Work basis. Before Wakeview Construction LLC proceeds with the changed conditions, agreement shall be made in writing between the Owner, or the Owner's representative, and Wakeview Construction LLC. Extra work shall be billed on a cost-plus basis if an agreement cannot be reached between the above-mentioned parties.
6. **Project Price / Unit Price:** The project price given is approximate. This price is subject to adjustment for measurement of final quantities on unit prices unless bid as a Lump Sum. (see explanation of Lump Sum, item # 7). The Owner shall arrange for his representatives to provide all measurements in writing to Wakeview Construction LLC at the earliest practical time. If a representative is not available to represent the Owner, Wakeview Construction LLC shall provide all such measurements.
7. **Lump Sum:** The Lump Sum price given is the exact amount for the work to be performed based on the approved plans and specifications. If, however there are changes in the original scope of the project, Wakeview Construction LLC reserves the right to claim for additional compensation for the portion of the work that was not included in the original bid.
8. **Subcontractors:** Wakeview Construction LLC reserves the right to subcontract any or all portions of said project.
9. **Escalation:** The present asphalt price is based on today's liquid asphalt cost. Such costs are variable with current market prices. If prices increase, documentation for the increased asphalt prices shall be presented to the Owner or the Owner's representatives by means of invoices received from Wakeview Construction LLC's suppliers. Upon completion of the work, the adjustment in price will be reflected in the final billing, and the Owner / Prime Contractor shall pay Wakeview Construction LLC the amount of such increase in addition to all other contract amounts.
10. **Liens:** Wakeview Construction LLC hereby gives notice of its reservation of the rights to assert any and all liens against the Owner / Prime Contractor arising under all Federal, State, or Local laws in the event the amounts stated in the contract are not paid when due.
11. **Permits & Licenses:** All fees for permits & licenses, unless so stated in the Project Specifications, shall be paid by the Owner / Prime Contractor.
12. **Hazardous Materials:** Owner represents and warrants Wakeview Construction LLC that there are no environmentally hazardous materials or wastes contained on the property, or in/on the soil to be excavated and/or removed by Wakeview Construction LLLC and there are no potentially hazardous environmental conditions on the property and that the property has not been identified by any governmental agency as a site upon which, or potentially upon which, environmentally hazardous materials have been (or may have been) located or deposited. Owner agrees to indemnify and hold Wakeview Construction LLC harmless for any and all damages, claims, demands, and judgements arising from or connected in any manner with hazardous materials or wastes, or hazardous environmental conditions on the property or in the soil to be excavated by Wakeview Construction LLC.
13. **Attorney Fees:** In the event any suit or action is brought by the parties arising out of this Contract Proposal, it is agreed that the prevailing party shall recover such reasonable attorney fees as shall set by the trial court and any court on appeal.
14. Unless otherwise stated in Project Specifications, Wakeview Construction LLC warrants all materials or services provided by it to be of good quality and workmanship and free from defects under normal proper use and service for a periods of one (1) year from the date of substantial completion of the project. Wakeview Construction LLC provides no warranty for defects caused by sub-surface conditions and/or failure of materials previously supplied by others. If defects should occur, Wakeview Construction LLC shall be notified immediately in writing.

CUSTOMER SIGNATURE: _____

DATE: _____



DATE: 8/14/2024

TO: Hunter Harris

RE: East 1st Street Reconstruct

FROM: Wildish Construction Co., CCB #00695

We are pleased to offer the following quote for East 1st Street Reconstruct

| <u>Description</u> | <u>Quantity</u> | <u>Unit</u> | <u>\$/Unit</u> | <u>Total \$</u> |
|---------------------------|-----------------|-------------|----------------|------------------|
| 1 Reconstruct with 4" A/C | 1.00 | LS | \$ 54,279.00 | \$ 54,679.00 |
| 2 Added 2" A/C | 1.00 | LS | \$ 17,500.00 | \$ 17,700.00 |
| 3 A/C Speed Hump | 1.00 | EA | \$ 2,500.00 | \$ 2,500.00 |
| Total | | | \$ | 74,879.00 |

Bid Clarifications:

- 1 Item 2 and 3 can be removed if scope changes.
- 2 Work to be scheduled with Wildish a minimum of 3 weeks in advance.
- 3 Pricing is based upon free and clear access without hindrance from other operations.
- 4 All work is to be done during normal daytime work hours, Monday-Friday.
- 5 Pricing includes asphalt plant and site quality control testing for asphalt compaction.
- 6 Dry weather construction practices assumed. If paved in cold or wet weather, Wildish is not responsible for acceptability of final product.
- 7 Quote expires in 30 days.
- 8 The terms of this quote shall be incorporated in Subcontract and shall have precedence.

Exclusions:

- 1 Compaction testing for subgrade, subbase, and aggregate base.
- 2 Pavement markings, striping, wheel stops, & curbs.
- 3 Traffic control and pedestrian control.
- 4 Permits & fees.
- 5 Utility adjustments besides paving to existing utilities
- 6 Survey, layout, & construction staking.
- 7 Excludes Payment & Performance Bond.

WILDISH CONSTRUCTION CO. (CCB # 00695)

Submitted By:

Alex Penfold

Alex Penfold

OWNER/REPRESENTATIVE

Agreed To: _____

Wildish Approval: _____

Date: _____

RiverBend Construction

90520 Coburg Rd
Coburg, OR 97408
USA

Phone: (541) 683-5741
Fax: (541) 683-5798

CCB # 177967

| | |
|--|-----------------------------|
| To: City Of Lowell | Contact: |
| Address: 107 E. First St. Lowell, OR 97452 U.S.A. | Phone: |
| | Fax: |
| Project Name: City Of Lowell - Maintenance Paving - Rev 1 | Bid Number: 2024-325 |
| Project Location: | Bid Date: 6/13/2024 |

RiverBend Construction is pleased to present the following Proposal: CCB# 177967

| Item # | Item Description | Estimated Quantity | Unit | Unit Price | Total Price |
|--------|---------------------|--------------------|------|------------|-------------|
| 10 | Mobilization | 1.00 | LS | \$5,500.00 | \$5,500.00 |
| 20 | Demo And Dig 6" | 137.00 | CY | \$78.00 | \$10,686.00 |
| 30 | Asphalt Paving - 4" | 195.00 | TON | \$136.00 | \$26,520.00 |
| 40 | Asphalt Speed Humps | 2.00 | EACH | \$1,250.00 | \$2,500.00 |

Bid Includes:

- Based On 285' X 26' Area
- Includes Compaction Testing
- BOLI Wages - Bid Close to \$50,000
- All Materials And Spoils Hauled Off

Total Bid Price: \$45,206.00

Notes:

- Price includes one (1) Mobilization
This Proposal is valid for 10 Days.
Work to be performed in October 2024
- **Bid Proposal**
 - This is a unit price bid proposal. Work will be billed on the unit price for work performed.
 - Bid is based on BOLI wages as work is at/near the \$50,000 mark
 - Includes asphalt density testing
 - All spoils and materials hauled off site
 - Contractor will perform subgrade inspection prior to paving to verify that the subgrade is in good condition. Subgrade Inspection will take place in the form of a proof roll will a loaded dump truck. If issues with subgrade arise contractor will repair subgrade on a T&M Basis
- **General Exclusions:**
 - Performance Bonds
 - Engineering & Testing
 - Surveying
 - Permits
 - Unsuitable Subgrade and/or Over-Excavation
 - Rock Excavation
 - Removal or Abandonment of Existing wells or Underground Tanks
 - Hazardous Waste Testing, Removal or Disposal
 - Layout and Striping
 - Erosion and Sediment Control
 - Traffic Control
- RiverBend Construction, Inc., will not be responsible for poor drainage due to design and/or slopes at less than 1-1/2%.
- This proposal is subject to asphalt oil escalation.

- **TERMS & CONDITIONS.** RiverBend Construction, Inc., agrees to perform all of the paving/construction work as described on the estimate form according to the plans and specifications for the project and/or verbal instructions as presented to RiverBend Construction, Inc., by the owner or its representative for purposes of preparing this estimate. These plans and specifications and/or instructions are by this reference incorporated into this estimate.2. RiverBend Construction, Inc., agrees that the owner may make any necessary changes in the plans and specifications for the work covered by this estimate and contract that may be deemed necessary during the progress of the work, without invalidating this contract but no change shall be binding until agreed to in writing by RiverBend Construction, Inc.. If any such change results in additions or reductions in the amount of work and/or materials required, the owner and RiverBend Construction, Inc., shall negotiate and agree upon an equitable change to the contract price.3. In the event that RiverBend Construction, Inc., is delayed in the performance of any of its obligations as a result of strikes, unavailability of materials, weather conditions or any other cause beyond the reasonable control of RiverBend Construction, Inc., then the time for completion shall be extended for the period of the delay.4. Should concealed or unknown conditions below the surface of the ground or within existing structures otherwise at variance with the conditions indicated by the plans & specifications available for the estimate, or otherwise differing materially from those generally recognized as inherent in work of the character provided for in this contract, be encountered, the contract price shall be equitably adjusted upon claim by RiverBend Construction, Inc..5. In case the work should, before completion, be wholly or partially destroyed by fire, defective soil, earthquake, act of God, or by any one other than RiverBend Construction, Inc., then the loss occasioned thereby shall be wholly sustained by the owner.
- **6. TERMS OF PAYMENT:**
 - A. Lump Sum: The lump sum price given is the exact amount for the work to be performed based on the Approved plans and specifications. If, however, there are changes in the original scope of the project, RiverBend Construction, Inc., reserves the right to claim for additional compensation for the portion of the work that was not included in the original bid.
 - B. Project Pricing: The project price given is approximate. This price is subject to measurement of final quantities on unit prices specified. The owner shall arrange for its representative to provide all measurements in writing to RiverBend Construction, Inc., at the earliest practical time. If these measurements are not available, then RiverBend Construction, Inc., shall provide all such measurements.
 - C. RiverBend Construction, Inc., shall make progress billings for the work completed on or about the 30th of each month, and the payment on each such billing shall be due and payable in full on the 10th of the month following the progress billing. A late charge of 1 1/ 2% (18% Annual Percentage Rate) will be imposed on past due balances. Final billing is due 10 days after receipt of the final billing invoice.
 - D. RiverBend Construction, Inc., shall have the right to stop work on the project and claim a Construction Lien if payments are not made in a timely manner.
- 7. RiverBend Construction, Inc., reserves the right to subcontract all or any portions of the project without written consent of the owner. Owner shall not assign this contract or the property covered without written consent by RiverBend Construction, Inc., which shall not be reasonably withheld.
- 8. In the event any suit or action is instituted by either party, the prevailing party shall be entitled to reasonable attorney's fees. In addition, owner agrees to pay all collection costs incurred by RiverBend Construction, Inc., in attempting to recover all or any portion of the contract price.
- 9. The owner agrees to obtain and pay for all permits, licenses, official inspections, etc., unless otherwise stated on the face of the estimate.
- 10. If the owner or its authorized representative insists upon completion of the work against the advice of RiverBend Construction, Inc., because of weather or subsurface conditions, the owner assumes all risks for defects and all extra costs due to such conditions.
- 11. Guarantee: All material is guaranteed to be as specified and all work to be completed in a workmanlike manner according to standard practices. Riverbend Construction, Inc., will warranty all workmanship for a period of one year from date of completion against defects in labor only.
- This estimate is subject to credit approval, and is not binding on RiverBend Construction, Inc., until approved by authorized signatures.
- **This proposal shall be included in any subcontract agreement.**
- **Due to unstable market conditions, rising fuel and raw materials costs, RiverBend Construction Inc. requests that you carefully evaluate material costs and the duration of price protection we are able to offer and plan accordingly. We value your business and will do our best to communicate changes in market conditions while assisting you through this difficult situation. Due to current unstable price conditions, unless specifically stated otherwise, the prices in this proposal are subject to change and material will be invoiced at the prices in effect at the time of shipment.**

| | |
|---|---|
| <p>ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p> | <p>CONFIRMED: RiverBend Construction</p> <p>Authorized Signature: <u>Adam Houser</u></p> <p>Estimator: Adam Houser (541) 525-5407 adam.houser@rbmaterials.com</p> |
|---|---|

Agenda Item Sheet

City of Lowell City Council

| | |
|---------------|-------------|
| Type of item: | Procurement |
|---------------|-------------|

Item title/recommended action:

Review process for sale of old City Hall/107 E. 3rd St.. – Discussion/ Possible action

At this time, the City Council may vote to authorize the City Administrator to proceed with the sale of 107 E. 3rd St. using the for sale by owner method.

Justification or background:

At the last meeting, City Council directed staff to prepare the sale of 107 E. 3rd St. using the for sale by owner method. The sale is to be "as-is." Staff prepared the included informational packet. Upon City Council's approval, staff will publish this packet and advertise for the property's sale. ORS 221.725 requires a public hearing prior to finalizing the sale. The public hearing and related notice must include "an appraisal or other evidence of the market value of the property." Staff have contacted commercial real estate appraisers to inquire about obtaining an appraisal.

Budget impact:

TBD

Department or Council sponsor:

Administration

Attachments:

Informational packet and attachments on the property sale

| | |
|---------------|------------|
| Meeting date: | 08/20/2024 |
|---------------|------------|



City Administrator's Office
P.O. Box 490 Lowell, OR 97452
Phone: 541-937-2157
Email: jcaudle@ci.lowell.or.us

To: Interested Buyers
Date: August 21, 2024
Re: Sale of 107 E. 3rd Street by the City of Lowell

The City of Lowell invites proposals from interested buyers for the sale of an approximately 0.41-acre lot located at 107 E. 3rd Street, Lowell, OR 97452 (Map and Tax Lot Number: 19-01-14-22-02204). This property, formerly City Hall and the library, includes a building constructed in 1970, covering 3,694 square feet.

The property is zoned DRA "Downtown Residential Attached." The building standard sheet from the City's development code, which shows development standards for this zoning district, is attached.

The City is selling this property "as-is," with no representations regarding the condition of the building or land. The buyer accepts all risks associated with the purchase. A detailed property report is attached for your reference.

Submission Requirements:

Please submit your best offer, including the following:

- Full legal name(s) of the buyer(s).
- Intended use of the property.
- Proposed sale terms (sale price, commissions to the buyer's agent).
- Earnest money deposit amount.
- Any provisions or contingencies.
- Prequalification or preapproval letter from your lender or other proof of financial capacity.
- Ideal closing date.
- Offer expiration date.

Submission Methods:

Submit your offer by one of the following methods:

- **Email:** admin@ci.lowell.or.us (Subject: "107 E. 3rd St. Offer")
- **In Person:** Lowell City Hall, 70 N. Pioneer St., Lowell, OR 97452
- **Mail:** PO Box 490, Lowell, OR 97452

For in-person or mail submissions, place offers in an envelope marked "107 E. 3rd Street Offer."

Process Timeline:

- **September 10, 2024, at 4:00 pm:** Deadline for submitting offers for full consideration.
- **September 17, 2024, at 7:00 pm:** City Council meeting to review offers received by the deadline.
- **October 1, 2024, at 7:00 pm:** Public hearing and vote to accept the offer, if applicable.
- **After October 1, 2024:** Closing on the property with the buyer.

The City reserves the right to extend or close the offer period at its discretion. The sale is contingent upon City Council approval following a public hearing. The City Council may accept, reject, or negotiate any offer based on what is most advantageous to the city.

Questions?

Contact City Administrator Jeremy Caudle at jcaudle@ci.lowell.or.us or (541) 937-2157.

Compliance with Public Records Laws:

The City of Lowell is subject to Oregon's Public Record Law. Documentation submitted in connection with this property sale may be subject to public disclosure.

Attachments

- Detailed property report from the Regional Land Information Database
- Downtown residential attached building standards sheet

Detailed Property Report

Site Address 107 E 3rd St Lowell, OR 97452-9605
Map & Taxlot# 19-01-14-22-02204
SIC N/A
Tax Account# 1915429

Property Owner 1
 City of Lowell
 PO Box 490
 Lowell, OR 97452
 Tax account acreage 0.41
 Mapped taxlot acreage† 0.41

† Mapped Taxlot Acreage is the estimated size of a taxlot as derived from the county GIS taxlot layer, and is not to be used for legal purposes.

Related Accts 5749912

Map & Taxlot # 19-01-14-22-02204



Business Information

Business Profile Summary

Business Name
 Lowell Public Library
Address
 107 E 3rd St
 Lowell, OR 97452-9605
Contact Information

SIC and NAICS
NAICS Code 519210
NAICS Description Libraries And Archives
Primary SIC Code 823106
Primary SIC Description Libraries-Public

Toll-free Phone
Phone (541) 937-2157
Fax
Web Ci.Lowell.Or.Us

Corporate Information
Location Employment Size 5 to 9 (range) | 7 (actual)
Location Sales Volume (range) | 0 (actual)

Source: infoGroup/Government Division, 5711 S 86th Circle, Omaha, NE 68127, www.infoUSA.gov



Improvements

Photos & Sketches for Tax Account

1915429-C01 19-01-14-22-02204



Building Part: C01

| | | | |
|-----------------------|-----------------------|----------------------------|------|
| Floor Number | 1 | Sq Ft | 3694 |
| Occupancy Description | Governmental Building | Fireproof Steel Sq Ft | 0 |
| Use Description | Lowell City Hall | Reinforced Concrete Sq Ft | 0 |
| Year Built | 1970 | Fire Resistant Sq Ft | 0 |
| Effective Year Built | 1970 | Wood Joist Sq Ft | 3694 |
| Grade | 4 | Pole Frame Sq Ft | 0 |
| Wall Height Ft | 10 | Pre-engineered Steel Sq Ft | 0 |

Site Address Information

107 E 3rd St
 Lowell, OR 97452-9605

House # 107 Suffix N/A Pre-directional E

| | | | | | |
|-------------|--------|-------------|----|---------------|-------|
| Street Name | 3rd | Street Type | St | Unit type / # | N/A |
| Mail City | Lowell | State | OR | Zip Code | 97452 |
| Zip + 4 | 9605 | | | | |

Land Use 6710 Executive, Legislative & Judicial Functions (Offices, Courts)
USPS Carrier Route N/A

General Taxlot Characteristics

| <p>Geographic Coordinates X 4320166 Y 830193 (State Plane X,Y) Latitude 43.9221 Longitude -122.7816</p> <hr/> <p>Zoning Zoning Jurisdiction Lowell Lowell Parent Zone DRA Downtown Residential Attached</p> <hr/> <p>Land Use General Land Use <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>data not available</td> <td>data not available</td> </tr> </tbody> </table> Detailed Land Use <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>data not available</td> <td>data not available</td> </tr> </tbody> </table></p> | Code | Description | data not available | data not available | Code | Description | data not available | data not available | <p>Taxlot Characteristics Incorporated City Limits Lowell Urban Growth Boundary Lowell Year Annexed 1954 Annexation # N/A Approximate Taxlot Acreage 0.41 Approx Taxlot Sq Footage 17,860 Plan Designation Public Land Eugene Neighborhood N/A Metro Area Nodal Dev Area No Septic data not available Well data not available Landscaping Quality data not available Historic Property Name N/A City Historic Landmark? No National Historical Register? No</p> |
|---|--------------------|-------------|--------------------|--------------------|------|-------------|--------------------|--------------------|---|
| Code | Description | | | | | | | | |
| data not available | data not available | | | | | | | | |
| Code | Description | | | | | | | | |
| data not available | data not available | | | | | | | | |

Service Providers

| | |
|--------------------------|---------------------------------------|
| Fire Protection Provider | Lowell Rural Fire Protection District |
| Ambulance Provider | Eugene Springfield Fire |
| Ambulance District | EC |
| Ambulance Service Area | East/Central |
| LTD Service Area? | Yes |
| LTD Ride Source? | Yes |

Environmental Data

| | |
|------------------------|---|
| FEMA Flood Hazard Zone | |
| Code | Description |
| X | Areas determined to be outside of 500-year flood. |
| FIRM Map Number | 41039C1695F |
| Community Number | 039C |
| Post-FIRM Date | data not available |
| Panel Printed? | Yes |
| Soils | |
| Soil Map Unit# | Soil Type Description |
| 52B | Hazelaire Silty Clay Loam, 2 to 7 Percent Slopes |
| | 100% 3 4 |

Schools

| | | |
|-------------------|-------------|-------------|
| | Code | Name |
| School District | 71 | Lowell |
| Elementary School | 598 | Lundy |
| Middle School | 599 | Lowell |
| High School | 599 | Lowell |

Political Districts

| | | | | |
|------------------------------|---------------|----------------------------------|------------------------|---------------------------------|
| Election Precinct | 765 | State Representative District 12 | Emerald PUD Board Zone | N/A |
| City Council Ward | N/A | State Representative | Charlie Conrad | N/A |
| City Councilor | N/A | State Senate District | 6 | Central Lincoln PUD Board Zone |
| County Commissioner District | 5 (East Lane) | State Senator | Cedric Hayden | Soil Water Cons. Dist/Zone |
| County Commissioner | Heather Buch | | | Upper Willamette / 5 |
| EWEB Commissioner | N/A | | | Creswell Water Control District |
| LCC Board Zone | 4 | | | No |
| Lane ESD Board Zone | 5 | | | |

Census Information

Census data have been removed from this report. To obtain Census data, please visit www.census.gov. For questions or concerns, please contact support@rlid.org.

Liens

None. RLID displays liens issued by Cottage Grove, Florence, and Springfield Utility Board. Additional liens can be found in Deeds and Records.

Building Permits

RLID does not contain any building permit data for this jurisdiction

Land Use Applications

RLID does not contain any landuse application data for this jurisdiction

Petitions

RLID does not contain any petition data for this jurisdiction

Tax Statements & Tax Receipts

Account#: 1915429
View tax statement(s) for: [2023 2022](#)

| <u>Tax Receipts</u> | | | | | |
|---------------------|-----------------|--------|----------|----------|----------------|
| Receipt Date | Amount Received | Tax | Discount | Interest | Applied Amount |
| | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Data source: Lane County Assessment and Taxation

Owner/Taxpayer

| <u>Owners</u> | | |
|----------------|------------|------------------|
| Owner | Address | City/State/Zip |
| City of Lowell | PO Box 490 | Lowell, OR 97452 |

| <u>Taxpayer</u> | | |
|-----------------|------------|------------------|
| Party Name | Address | City/State/Zip |
| City of Lowell | PO Box 490 | Lowell, OR 97452 |

Data source: Lane County Assessment and Taxation

Account Status

Status Active Account Current Tax Year

Related Accts [5749912](#)

| | |
|----------------------------|------|
| Account Status | none |
| Remarks | none |
| Special Assessment Program | N/A |

Data source: Lane County Assessment and Taxation

General Tax Account Information

| | |
|---------------------|--|
| Tax Account Acreage | 0.41 |
| Fire Acres | N/A |
| Property Class | 211 - Commercial, residential zone, improved |
| Statistical Class | 484 - Govt bldgs (not post office) |
| Neighborhood | 80100 - Pleasant Hill |
| Category | Land and Improvements |

Data source: Lane County Assessment and Taxation

Township-Range-Section / Subdivision Data

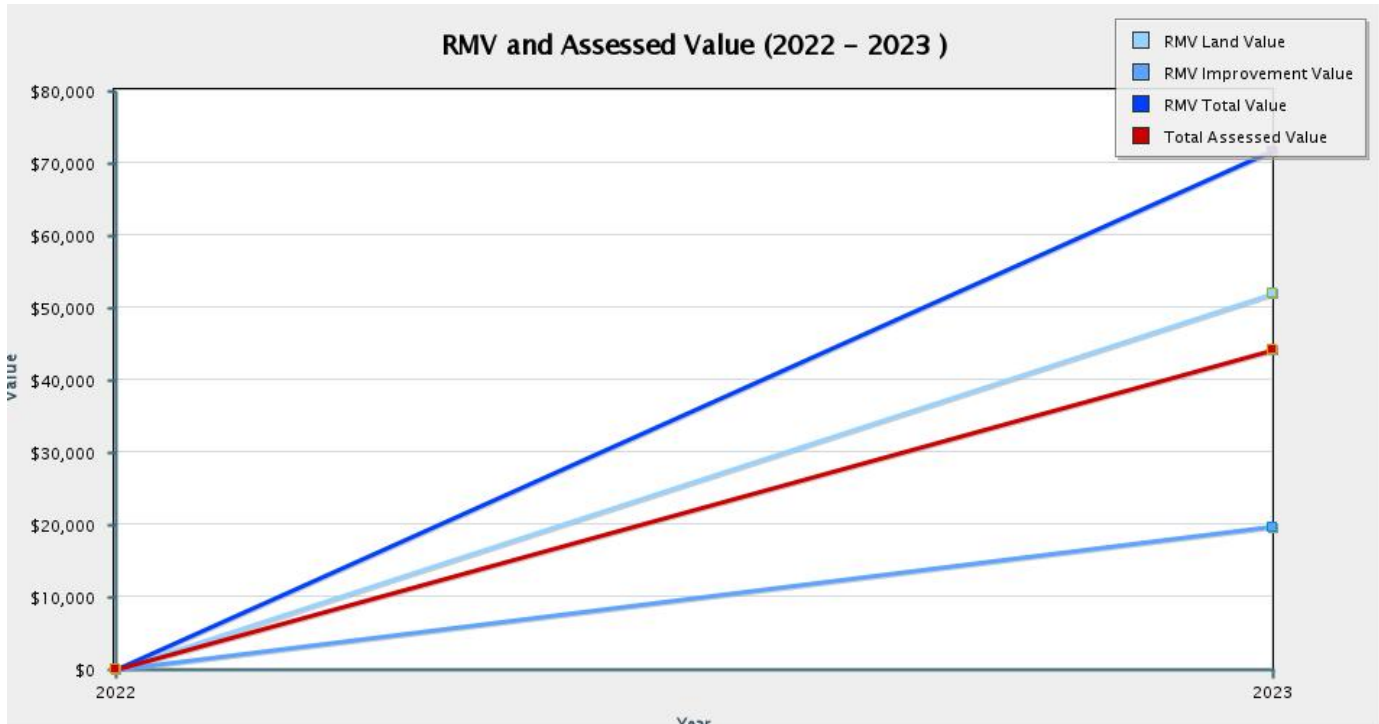
| | | | | | |
|------------------|----------------|------------------|-------------------|--------------------|-------------|
| Subdivision Type | Partition Plat | Subdivision Name | 2023-P3118 | Subdivision Number | N/A |
| Phase | N/A | Lot/Tract/Unit # | Parcel 2 TL 02204 | Recording Number | 2023-012959 |

Data source: Lane County Assessment and Taxation

Property Values & Taxes

The values shown are the values certified in October unless a value change has been processed on the property. Value changes typically occur as a result of appeals, clerical errors and omitted property. The tax shown is the amount certified in October. This is the full amount of tax for the year indicated and does not include any discounts offered, payments made, interest owing or previous years owing. It also does not reflect any value changes.

| Real Market Value (RMV) | | | | Total Assessed Value | Tax |
|-------------------------|----------|-------------|----------|----------------------|---------|
| Year | Land | Improvement | Total | | |
| 2023 | \$51,934 | \$19,684 | \$71,618 | \$44,127 | \$ 0.00 |
| 2022 | \$0 | \$0 | \$0 | \$0 | \$ 0.00 |



Current Year Assessed Value \$44,127
 Less Exemption Amount * (\$44,127)
 Taxable Value **\$0**

* Frozen Assessed Value

Exemption Type Cities and Towns

Data source: Lane County Assessment and Taxation

Tax Code Area & Taxing Districts

Tax Code Area (Levy Code) for current tax year 07107
 Taxing Districts for TCA 07107
 City of Lowell
 Lane Community College
 Lane County
 Lane Education Service District
 Lowell Rural Fire Protection District
 Lowell School District 71
 Upper Willamette Soil & Water

****NOTE** Lane County Assessment and Taxation Tax Code Area & Taxing Districts reflect the current certified year. The **Billing Rate Document** may still reference the prior year's rates and details until we receive the current report from Lane County.

Data source: Lane County Assessment and Taxation

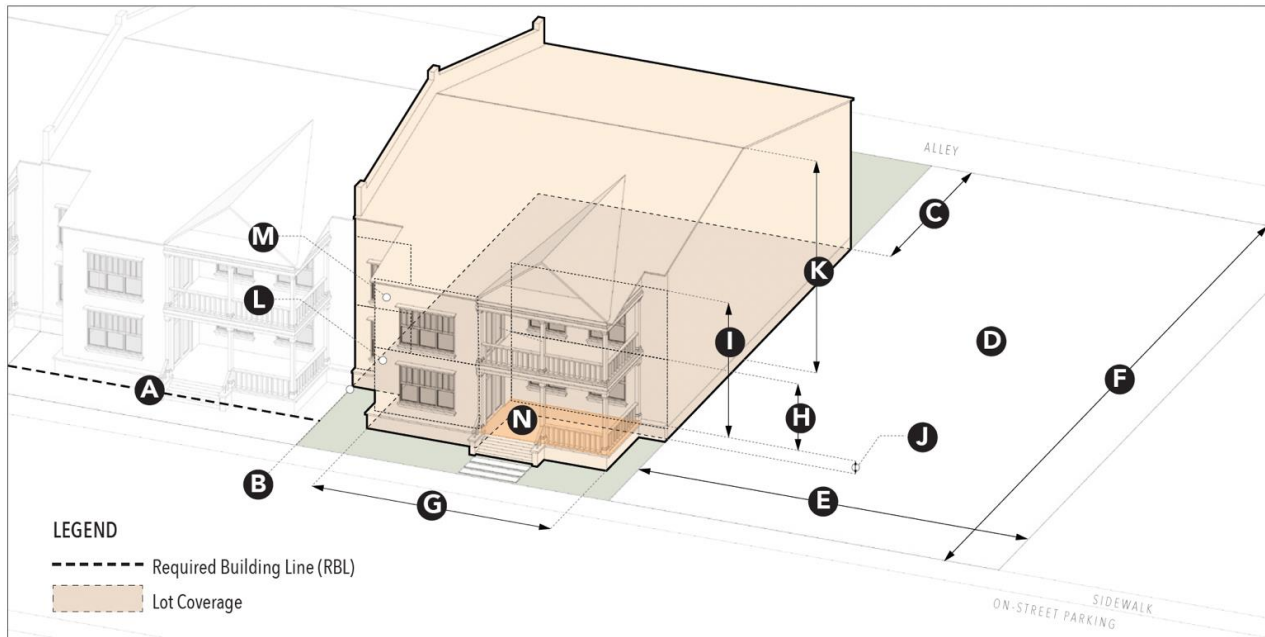
Sales & Ownership Changes

No sales or ownership change data available.

Data source: Lane County Assessment and Taxation

SECTION 9.414 DOWNTOWN RESIDENTIAL ATTACHED (DRA)

(a) DRA Building Standard



| Use (see Note 1) | | |
|------------------------------------|--|----------|
| Ground/upper floor: | residential, commercial (retail, service, office) | |
| Placement | | |
| Front required building line (RBL) | 5 - 15 ft; the front-most part of the building (i.e. wall, front porch) must be built to RBL | A |
| Side setback | 5 ft min. | B |
| Rear setback | 5 ft min.; 0 ft min. when abutting an alley | C |
| Coverage | | |
| Lot area | 2,000 sf min. | D |
| Lot width | 20 ft min.; 30 ft min. for corner lots | E |
| Lot depth | 1.5x lot width or 100 ft, whichever is less | F |
| Lot coverage | 60% max.; see Note 3 | |
| Primary street facade built to RBL | 80% min. of RBL length when applicable | G |
| Height | | |
| Minimum number of floors | 2 floors | H |
| Maximum number of floors | 3 floors | I |
| Ground floor elevation | 18 in min. above sidewalk (recommended, but not required). | J |
| Building height | subject to Fire Chief approval.; see Note 4 | K |
| Facade Transparency | | |
| Ground floor | 40% of facade area min. | L |
| Upper floors | 40% of facade area min. | M |
| Porch / covered stoop | | |
| Dimension | 6 x 6 ft min. for each primary entry | |
| Parking | | |
| Number of spaces | no min. requirement; see Note 5 | N |

Notes

- Uses that create odor, dust, smoke, noise, or vibration that is perceptible beyond the property boundaries are prohibited.
- Primary building entrance must be located along the Required Pedestrian Entry Zone and oriented to the street.
- Maximum lot coverage includes accessory buildings, provided that any patio structure used solely for open space and swimming pool not structurally covered shall not be counted as a structure for measuring coverage.
- Maximum building height excludes basements and daylight basements. Accessory buildings are limited to one story.
- Off-street parking, drives, garages, and other vehicle areas must be oriented to and accessed from an alley, or located behind or to the side of the building; they shall not be placed between buildings and streets.
 - Attached and detached garages shall be oriented to and accessed from an alley
 - When no alley exists, garages shall be tucked under the first story and accessed from the front or side of the property if set back a minimum of 20 ft from the front or 10 ft from the side.
- Residential uses entirely above the ground floor must have a balcony at least four feet deep.

Agenda Item Sheet
City of Lowell City Council



| | |
|---------------|-----------|
| Type of item: | Ordinance |
|---------------|-----------|

Item title/recommended action:

First reading and public hearing on Ordinance 313, "An Ordinance Amending the Lowell Building Department Permit Fees; Adopting Appendix J "Grading" Of the 2024 International Building Code; and Amending the Section on how Building Permit Fees are Established."

- a.The public hearing is now open at ____ (state time)
- b.Staff report – City Administrator Jeremy Caudle
- c.Questions/comments from the public
- d.Questions/comments from the City Council
- e.The public hearing is now closed
- f.First reading of Ordinance 313.
- g.Schedule second reading. Recommended motion: "I move to schedule a second reading for Ordinance 313 at the September 3, 2024 regular City Council meeting."

Justification or background:

This is a public hearing and first reading of Ordinance 313. This ordinance would adopt the new building fee schedule, as presented at the last City Council meeting. This ordinance also adopts Appendix J "Grading" of the 2024 International Building Code. Section 3 of the ordinance amends Section 8.002 to remove the reference to adoption of the fee schedule by resolution. The specific reference to "adoption by resolution" is unnecessary. ORS 455.210(3)(a) states that cities may adopt fees by "ordinance or regulation." So, removal of the specific reference to "adoption by resolution" allows for Lowell to adopt building fees through either method, which, in this case, is by ordinance. Notice of this ordinance's public hearing was published in the 8/14/24 edition of the Register-Guard. Notice was also posted in 3 places in the city the week before the public hearing.

Agenda Item Sheet
City of Lowell City Council



| | |
|---------------|-----------|
| Type of item: | Ordinance |
|---------------|-----------|

Budget impact:

| |
|-----|
| TBD |
|-----|

Department or Council sponsor:

| |
|---------------------|
| Building Department |
|---------------------|

Attachments:

| |
|--|
| Ordinance 813 fee comparison; email from NW Code Pros. explaining fee increases for mechanical, electrical, and plumbing trades; Ordinance 813 notice; Ordinance 813; attached fee schedule. |
|--|

| | |
|---------------|------------|
| Meeting date: | 08/20/2024 |
|---------------|------------|

Residential building permit comparisons

| Permit # | Total sq. ft. | Total valuation | Original | Proposed | Difference | % increase |
|----------|---------------|-----------------|----------|----------|------------|------------|
| 23-R-010 | 2,376.00 | 329,703.00 | 3,413.09 | 4,505.67 | 1,092.58 | 32.01% |
| 23-R-012 | 2,034.00 | 275,636.00 | 3,043.77 | 3,999.77 | 956.00 | 31.41% |
| 23-R-024 | 2,227.00 | 304,633.00 | 3,006.05 | 4,200.42 | 1,194.37 | 39.73% |

Electrical permit comparisons

| Permit # | Original | Proposed | Difference | % increase |
|----------|----------|----------|------------|------------|
| 23-ER-17 | 305.76 | 517.44 | 211.68 | 69.23% |
| 23-R-012 | 246.40 | 392.00 | 145.60 | 59.09% |
| 23-R-024 | 246.40 | 392.00 | 145.60 | 59.09% |

Jeremy Caudle

From: Brandon Zipser <brandonz@nwcodepros.com>
Sent: Thursday, August 15, 2024 8:45 AM
To: Jeremy Caudle; Cailin Tang
Subject: Re: Lowell fee comparisons

Jeremy,

MEP permits (Mechanical, Plumbing, Electrical) will always increase by a larger percentage due to the individual item or fixture amounts being much lower dollar amounts for fees. Structural or building permits are figured based on the national average cost per square foot. Those fees have a much higher jurisdictional profit margin to cover the actual costs of building department services for the project.

With the MEP trades such as an individual water heater replacement for example, the individual dollar amounts for fees are lower. The permit fee collected will have a higher increase to cover the actual costs of permit processing and inspections.

Hopefully that makes sense. Again, anyone asking questions can look at other jurisdiction fee schedules on the state's website. We were very far behind and needed a larger than normal increase to catch up to where we should be for a comparable size jurisdiction.

Thank you,



Brandon Zipser

Operations Manager/Chief Building Official
Building Official, City of Lincoln City

C: (541) 556-8771

O: (541) 996-1230

NWCP

144 E 14th Ave

Eugene, OR 97401

O: 541.484.9043

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From: Jeremy Caudle <JCaudle@ci.lowell.or.us>
Sent: Wednesday, August 14, 2024 1:06 PM
To: Cailin Tang <CailinT@nwcodepros.com>; Brandon Zipser <brandonz@nwcodepros.com>
Subject: RE: Lowell fee comparisons

Hi Cailin:

Thank you for your work on these before and after comparisons. The council found this helpful at their last meeting.

We are holding a public hearing next week on the fee update schedule.

One question they had was that there's an average 60% increase in the electrical fees, while the structural are about 30%.

Do you have any insights into why the increase for electrical permits has a higher percentage increase? I'd like to be able to share this follow up info with them next week.

Thanks!

Jeremy

From: Cailin Tang <CailinT@nwcodepros.com>
Sent: Wednesday, July 24, 2024 2:12 PM
To: Jeremy Caudle <JCaudle@ci.lowell.or.us>; Brandon Zipser <brandonz@nwcodepros.com>
Subject: RE: Lowell fee comparisons

I'm sorry, when I was going through all our permits for these, they were all scanned together, and I was having to extract pages and rename them. I have all the documents corrected now. I'm so sorry for any confusion.

The projects I did a comparison on were for:
411 Fourth St – Permits 23-R-010 and 23-ER-020
436 Fourth St – Permits 23-R-012 and 23-ER-017
580 Wetleau Dr – Permits 23-R-024 and 23-ER-025

Thank you!



Cailin Tang, Certified Permit Technician
Permit Tech Supervisor
Assistant Office Manager
NWCP
144 E 14th Ave
Eugene, OR 97401
O: 541.484.9043 x 222 | C: 541.844.8628

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From: Jeremy Caudle <JCaudle@ci.lowell.or.us>
Sent: Wednesday, July 24, 2024 1:15 PM
To: Brandon Zipser <brandonz@nwcodepros.com>; Cailin Tang <CailinT@nwcodepros.com>
Subject: RE: Lowell fee comparisons

Hi folks:

Thank you for your work on this. This is helpful.

For the electrical issue versus comparison, it appears that I didn't receive the correct pages for some of the issued or comparison sheets.

- Issued page for 23-ER-17 file is actually 23-ER-12.

**CITY OF LOWELL, OREGON
NOTICE OF PROPOSED ORDINANCE
AND PUBLIC HEARING FOR
ORDINANCE 313**

Pursuant to Chapter VIII of the City of Lowell Charter of 1984, notice is hereby given of the availability of proposed Ordinance 313, “An Ordinance Amending the Lowell Building Department Permit Fees; Adopting Appendix J 'Grading' of the 2024 International Building Code; and Amending the Section on How Building Permit Fees Are Established.”

Proposed Ordinance 313 is available for public inspection at Lowell City Hall, 70 N. Pioneer St., Lowell, OR 97452 during normal business hours, Monday through Thursday, 8:00 am to 5:30 pm. The Lowell City Council’s public hearing and readings for Ordinance 313 will occur as follows:

- Public hearing and first reading. DATE AND TIME: August 20, 2024 at 7:00 pm. LOCATION: Lowell Fire Department, 389 N Pioneer St, Lowell, OR 97452.
- Second reading and possible vote of approval. DATE AND TIME: September 3, 2024 at 7:00 pm. LOCATION: Lowell Fire Department, 389 N Pioneer St, Lowell, OR 97452.

Interested members of the public may comment on the proposed ordinance at the public hearing or by submitting written testimony by mail at PO Box 490, Lowell OR, 97452, in person at Lowell City Hall, or by email to admin@ci.lowell.or.us. Written comments received by 4:00 pm on August 20, 2024 will be included in the record for the August 20, 2024 public hearing. Questions? Contact City Administrator Jeremy Caudle at the email address just listed or by calling (541) 937-2157. Information on the meetings and public hearing, including instructions on how to join remotely, can also be found on the city website at: <https://www.ci.lowell.or.us/calendar>. Be sure to select the meeting in question.

Additional information can be found on the “Proposed Fee Adoptions and Notices” webpage of the Oregon Building Code Division: <https://www.oregon.gov/bcd/jurisdictions/Documents/2024-lowell-proposed-fees.pdf>

CITY OF LOWELL, OREGON

ORDINANCE 313

AN ORDINANCE AMENDING THE LOWELL BUILDING DEPARTMENT PERMIT FEES; ADOPTING APPENDIX J "GRADING" OF THE 2024 INTERNATIONAL BUILDING CODE; AND AMENDING THE SECTION ON HOW BUILDING PERMIT FEES ARE ESTABLISHED.

The City of Lowell ordains as follows:

Section 1. That the attached fee schedule for the Lowell Building Department permit fees is hereby adopted. The attached fee schedule supersedes Resolution 587, dated November 20, 2012.

Section 2. That Section 8.001 of the Lowell Revised Code is renamed and amended to read as follows:

Sec. 8.001. – Standards for the Grading of Properties.

The City of Lowell hereby adopts Appendix J "Grading" of the 2024 International Building Code.

Section 3. That Section 8.002 "Building permit fees established" of the Lowell Revised Code is amended to read as follows: "Building permit fees will be established in accordance with ORS Chapter 455 and adopted by the City Council. A public hearing is required before adoption of the building permit fees.

Adopted by the City Council of the City of Lowell this ____ day of _____ 2024.

AYES: _____

NOES: _____

APPROVED:

Don Bennett, Mayor

ATTEST:

Jeremy Caudle, City Recorder

First reading: _____

Second reading: _____

Adopted: _____

Signed: _____

Effective date: _____

**City of Lowell
Fee Schedule
Adopted September 3, 2024**

A. Structural and General Permit Fees

| Structural Permit Fee table | |
|--|--|
| Valuation | Fee |
| \$1 - \$2000 (<i>Minimum Fee</i>) | \$95.00 |
| \$2001 - \$25000 | \$95.00 for the first \$2000 plus \$12.00 for each additional \$1000 or fraction thereof, to and including \$25000 |
| \$25001 - \$50000 | \$371.00 for the first \$25000 plus \$10.00 for each additional \$1000 or fraction thereof, to and including \$50000 |
| \$50001 - \$100000 | \$621.00 for the first \$50000 plus \$6.00 for each additional \$1000 or fraction thereof, to and including \$100000 |
| \$100001 and above | \$921.00 for the first \$100000 plus \$5.00 for each additional \$1000 or fraction thereof |
| <i>Per OAR 918-050-0100, building valuation for new construction and additions is determined per the ICC Building Valuation Data Table current as of April 1 each year. Valuation for alteration or repair shall be based on the fair market value as determined by the building official.</i> | |
| Other Fees as applicable | |
| Structural Plan Review (when applicable) | 65% of structural permit fee |
| Seismic Surcharge – Structural and Mechanical plan review required on essential facilities | 1% of structural permit fee |
| Additional Plan Review (when applicable) - hourly | \$95.00/hour, minimum one hour |
| Fire Life Safety Plan Review (when applicable) | 40% of structural permit fee |
| Reinspection – per each | \$95.00 |
| Each additional inspection, above allowable – per each | \$95.00 |
| Inspections for which no fee is specifically indicated (as required) and change of occupancy. | \$95.00/hour, minimum one hour |
| Inspection outside of normal business hours - hourly | \$95.00/hour, minimum two hours |

| | |
|---|--|
| Deferred Submittal Plan Review Fee – in addition to project plan review fees | 65% of the building permit fee calculated using the value of the deferred portion with a \$275.00 minimum |
| Permit Reinstatement fee – to renew already expired permit, as eligible and approved by the Building Official; subject to State Surcharge | \$100.00 |
| Permit Extension fee – to extend expiration on active permit; not subject to State Surcharge | \$75.00 |
| Master Plans – Structural – setup fee | \$150 (initial review at standard plan review rate) |
| Plan Review of Master Plans that have been previously reviewed. <i>(This applies to re-submitted reviewed plans without changes and within the same code cycle and subject to the approval of building official).</i> | 50% of calculated plan review fee |
| Temporary Certificate of Occupancy (30 day) <i>(Issuance of a temporary C of O, and extensions, requires approval of the building official.)</i> | Residential: \$200/month Commercial: \$300/month |
| Phased Project Plan Review Fee – in addition to project plan review fees | \$275.00 minimum phasing (application) fee plus 10% of the TOTAL project building permit fee not to exceed \$1500.00 per phase |
| Structural demolition <i>(Includes 2 inspections, additional inspections, if required, are per hourly rate above).</i> Not subject to State Surcharge | \$300 |
| Structural alteration (<u>not</u> demo) – partial, soft, interior Requires State Surcharge | See Structural Permit Fee table, by valuation |
| Building Appeals Hearing Filing Fee | \$150 |

| | |
|--|----------|
| Residential Fire Suppression – Standalone System, fee includes plan review. <i>Also, see Plumbing Fee section for Continuous Loop/Multipurpose System</i> | |
| Square Footage of Area to be Covered | Fee |
| 0 – 2000 sq ft | \$200.00 |
| 2001 – 3600 sq ft | \$275.00 |
| 3601 - 7200 sq ft | \$350.00 |
| 7201 sq ft and greater | \$425.00 |

Commercial Fire Suppression – Alarms/Sprinklers - *separate Electrical Permit is required*

See Structural Permit Fee table, by valuation, and plan review fee noted above

Solar Structural Installation Permits – *separate Electrical Permit application may also be required*

| | |
|--|--|
| <p>Solar Permit (when required) – Prescriptive Path System, fee includes plan review. <i>(Includes 2 inspections, additional inspections, if required, are per hourly rate above).</i></p> | <p>\$250.00</p> |
| <p>Solar Permit – Non-Prescriptive Path System</p> | <p>Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. <i>Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.</i></p> |

Investigation Fees -*Applicable to all disciplines and established by the Building Official.*

| | |
|--|-----------------|
| <p>Investigation Fee – A <i>Low effort to determine compliance</i></p> | <p>\$95.00</p> |
| <p>Investigation Fee – B <i>Medium effort to gain compliance. Stop Work Order posted. Applicant obtains requirement permits within 10 business days.</i></p> | <p>\$150.00</p> |
| <p>Investigation Fee – C <i>High effort to gain compliance. Applicant failed to meet deadline or has had more than one documented violation in the past 12 months for starting work without permits or other violations</i></p> | <p>\$250.00</p> |

Note: All permits and inspections are subject to state 12% state surcharge in accordance with state law. See Building Codes Division website for additional information on state surcharge.

B. Manufactured Dwelling Placement Permit Fees

| | |
|--|----------|
| Manufactured Dwelling Placement Fee * | \$400.00 |
| State (Cabana) Fee | \$30.00 |
| <p>* Per OAR 918-050-0130(1)-(2), fee includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. Includes three inspections. Additional inspections, if required, shall be per the hourly inspection rate noted above. See Structural schedule by valuation for non-dwelling modular placements.</p> | |

C. Manufactured Dwelling/RV Parks – Area Development Permit (ADP)

The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to Table 1 as referenced for each.

D. Electrical Permit Fees

| | |
|---|---|
| New Construction | |
| Residential | |
| First 1000 sq ft or less | \$250.00 |
| Each additional 500 sq ft or portion thereof | \$50.00 |
| Limited Energy – new residential construction | \$50.00 |
| Each Manufactured Home/Modular Dwelling service | \$100.00 |
| Multifamily | |
| New Multifamily Construction | Fee for largest unit calculated using above sq ft rates - plus 50% of permit fee for each additional unit |
| Multifamily, new construction – Limited Energy System – per floor | \$50.00 |
| Multifamily, new construction – Protective Signaling – per floor | \$50.00 |
| Service Feeders – Installation, Alteration, Relocation | |
| 200 amp or less | \$150.00 |
| 201 – 400 amps | \$175.00 |
| 401 – 600 amps | \$300.00 |
| 601 – 1000 amps | \$400.00 |
| Over 1000 amps or volts | \$500.00 |
| Reconnect Only | \$100.00 |
| | |

| | |
|---|--|
| Temporary Service Feeders – Installation, Alteration, Relocation | |
| 200 amp or less | \$100.00 |
| 201 – 400 amps | \$125.00 |
| 401 – 600 amps | \$200.00 |
| 601 – 1000 amps | \$300.00 |
| Over 1000 amps or volts | \$500.00 |
| Branch Circuits – New, Alteration, Relocation | |
| With service or feeder – per each | \$12.00 |
| Without service or feeder | \$90.00 for first branch circuit, \$12.00/each additional |
| Renewable Energy | |
| Renewable energy for electrical systems- 5kva or less | \$100.00 |
| Renewable energy for electrical systems- 5.01kva through 15kva | \$150.00 |
| Renewable energy for electrical systems- 15.01kva through 25kva | \$250.00 |
| Renewable energy - solar generation over 25 kva | \$250.00 for first 25 kva plus \$6.25 per kva over 25 kva, – <i>maximum fee at 100 kva</i> |
| Renewable energy for wind systems - 25.01kva through 50kva | \$350.00 |
| Renewable energy for wind systems - 50.01kva through 100kva | \$800.00 |
| Other Electrical Fees | |
| Pump or Irrigation Circle – per each | \$95.00 |
| Sign or Outline Lighting – per each | \$95.00 |
| Signal Circuit(s) or Limited Energy system, alteration or extension, each system – non-new residential and all commercial (<i>new residential and multifamily construction – see above</i>) | \$95.00 |
| Swimming Pool (<i>incl. panel, 3 circuits and bonding</i>) | \$95 |
| Master Permit – application fee, one time at initial application; renews annually as applicable | \$100 |
| Master Permit – inspection fee – per hour; includes travel time, inspection, and report writing | \$95.00/hour, minimum one hour |

| | |
|---|-----------------------------------|
| Electrical Plan Review (See OAR 918-311-0040 for applicability) | 25% of electrical permit fee |
| Additional Plan Review (when applicable) – per hour | \$95.00/hour, minimum one hour |
| Reinspection – per each | \$95.00 |
| Each additional inspection, above allowable – per each | \$95.00 |
| Inspections for which no fee is specifically indicated (as required) – per hour | \$95.00/hour, minimum one hour |
| Inspection outside of normal business hours – per hour | \$95.00/hour, minimum 2 hours |
| Investigation fee - Electrical | See Structural Investigation Fees |
| Minimum Fee – Electrical | \$95.00 |

E. Mechanical Permit Fees

| Residential | Fee – per each appliance |
|---|--------------------------|
| Air conditioner | \$25.00 |
| Air handling unit of up to 10000 cfm | \$25.00 |
| Air handling unit 10001 cfm and over | \$25.00 |
| Appliance of piece of equipment regulated by code but no classified in other appliance categories | \$25.00 |
| Attic or crawl space fans | \$25.00 |
| Chimney/liner/flue/vent | \$25.00 |
| Clothes dryer exhaust | \$25.00 |
| Decorative gas fireplace | \$50.00 |
| Ductwork only | \$25.00 |
| Evaporative cooler other than portable | \$25.00 |
| Floor furnace, including vent | \$25.00 |
| Flue vent for water heater or gas fireplace | \$25.00 |
| Furnace – greater than 100000 BTU | \$50.00 |
| Furnace – up to 100000 BTU | \$50.00 |
| Furnace/burner including duct work/vent/liner | \$50.00 |
| Gas or wood fireplace/insert | \$50.00 |
| Gas fuel piping outlets one to four outlets | \$25.00 |
| Additional gas piping outlets over four/each | \$10.00 |
| Heat pump | \$25.00 |
| Hood served by mechanical exhaust, including ducts for hood | \$25.00 |
| Hydronic hot water system | \$25.00 |
| Installation or relocation domestic/type incinerator | \$25.00 |
| Mini split system | \$25.00 |
| Oil tank/gas diesel generators | \$50.00 |
| Pool or spa heater, kiln | \$25.00 |
| Range hood/other kitchen equipment | \$50.00 |
| Repair, alteration, or addition to mechanical appliance including installation of controls | \$25.00 |
| Suspended heater, recessed wall heater, or floor mounted heater | \$25.00 |
| Ventilation fan connected to single duct | \$25.00 |
| Ventilation system not a portion of heating or air-conditioning system authorized by permit | \$25.00 |
| Water heater | \$25.00 |

| | |
|---------------------------------------|---------|
| Wood/pellet stove | \$50.00 |
| Other heating/cooling | \$25.00 |
| Other fuel appliance | \$50.00 |
| Other environment exhaust/ventilation | \$25.00 |

| | |
|---|-----------------------------------|
| Commercial Mechanical Fees | |
| Based on valuation, see structural permit fees | |
| Other Mechanical Fees | |
| Mechanical Plan Review (when applicable) | 25% of mechanical permit fee |
| Additional Plan Review (when applicable) – per hour | \$95.00/hour, minimum one hour |
| Reinspection – per each | \$95.00 |
| Each additional inspection, above allowable – per each | \$95.00 |
| Inspections for which no fee is specifically – per each indicated (as required) | \$95.00/hour, minimum one hour |
| Inspection outside of normal business hours | \$95.00/hour, minimum 2 hours |
| Investigation fee - Mechanical | See Structural Investigation Fees |
| Residential or Commercial Mechanical Minimum Permit Fee- | \$95.00 |

F. Plumbing Permit Fees

| Plumbing Permit Fees | |
|---|----------------|
| New 1&2 Family Dwelling – includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. <i>Half bath counted as whole.</i> | |
| One bathroom, one kitchen | \$450.00 |
| Two bathrooms, one kitchen | \$525.00 |
| Three bathrooms, one kitchen | \$600.00 |
| Each additional bathroom > 3 – or – kitchen > 1 | \$100.00/each |
| Each additional 100 ft or fraction thereof of site utilities – water, sewer, storm (which includes rain, footing, trench, and leach) – <i>first 100 ft included in bathroom/kitchen fee</i> | \$75.00 |
| Commercial and Non-New Residential | |
| Site Utilities | Fee |
| Sanitary Sewer - First 100 feet or less | \$95.00 |
| Sanitary Sewer - Each additional 100 feet or fraction thereof | \$75.00 |
| Storm – first 100 feet or less | \$95.00 |
| Storm – Each additional 100 feet or fraction thereof | \$75.00 |
| Water – first 100 feet or less | \$95.00 |
| Water – Each additional 100 feet or fraction thereof | \$75.00 |
| Fixtures | Fee – per each |
| Absorption valve | \$25.00 |
| Backflow preventer | \$25.00 |
| Backwater valve | \$25.00 |
| Catch basin or area drain | \$25.00 |
| Clothes washer | \$25.00 |
| Dishwasher | \$25.00 |
| Drinking fountain | \$25.00 |
| Ejectors/sump pump | \$25.00 |
| Expansion tank | \$25.00 |
| Fixture cap | \$25.00 |
| Floor drain/floor sink/hub drain | \$25.00 |
| Garbage disposal | \$25.00 |
| Hose bib | \$25.00 |
| Ice maker | \$25.00 |

| | |
|--|---------|
| Primer | \$25.00 |
| Sink/basin/lavatory | \$25.00 |
| Stormwater retention/detention tank/facility | \$25.00 |
| Swimming pool piping | \$50.00 |
| Trench drain | \$25.00 |
| Tub/shower/shower pan | \$25.00 |
| Urinal | \$25.00 |
| Water closet | \$25.00 |
| Water heater | \$25.00 |
| Other – plumbing | \$25.00 |
| Alternate potable water heating system | \$25.00 |
| Interceptor/grease trap | \$25.00 |
| Manholes | \$25.00 |
| Roof drain (commercial) | \$25.00 |
| Re-piping/retrofit water supply-residential | \$50.00 |
| Residential or Commercial Plumbing Minimum Permit Fee- | \$95.00 |

| | |
|---|---|
| Medical Gas – fee based on installation costs and system equipment, including but not limited to inlets, outlets, fixtures and appliances | |
| Valuation | Fee |
| \$1 - \$2000 | \$150.00 |
| \$2001 - \$25000 | \$150.00 for the first \$2000 plus \$15.00 for each additional \$1000 or fraction thereof, to and including \$25000 |
| \$25001 - \$100000 | \$495.00 for the first \$25000 plus \$10 for each additional \$1000 or fraction thereof, to and including \$100000 |
| \$100001 and above | \$1245.00 for the first \$100000 plus \$7.00 for each additional \$1000 or fraction thereof |

| | |
|---|----------|
| Residential Fire Suppression – Multipurpose/Continuous Loop System, fee includes plan review <i>[See Structural Fee section for Standalone System]</i> | |
| Square Footage of Area to be Covered | Fee |
| 0 – 2000 sq ft | \$200.00 |
| 2001 – 3600 sq ft | \$250.00 |
| 3601 - 7200 sq ft | \$350.00 |
| 7201 sq ft and greater | \$450.00 |
| | |
| Other Plumbing Fees | |

| | |
|---|---------------------------------------|
| Plumbing Plan Review (when applicable) – commercial or residential | 40% of commercial plumbing permit fee |
| Additional Plan Review (when applicable) – per hour | \$95.00/hour, minimum one hour |
| Reinspection – per each | \$95.00/each |
| Each additional inspection, above allowable – per each | \$95.00 |
| MH Park Service Connect Sewer, Water & Storm (per space) | \$95.00 |
| Inspections for which no fee is specifically indicated (as required) – per hour | \$95.00/hour, minimum one hour |
| Inspection outside of normal business hours – per hour | \$95.00/hour, minimum 2 hours |
| Investigation fee - Plumbing | See Structural – Investigation Fees |

G. Grading Permit Fees

| | |
|--|--|
| See Appendix J of the 2024 International Building Code for grading requirements, definitions, and other information. No state surcharge. <i>[A grading permit does not include the construction of retaining walls or other structures]</i> | |
| Cubic yards | Permit Fee |
| 25 cubic yards or less | No permit required |
| 26 – 100 cubic yards | \$90.00 |
| 101 – 1,000 cubic yards | \$90.00 for the first 100 cubic yards, plus \$20.00 for each additional 100 cubic yards or fraction thereof |
| 1,001 – 10,000 cubic yards | \$270.00 for the first 1,000 cubic yards, plus \$30.00 for each additional 1,000 cubic yards or fraction thereof |
| 10,001 – 100,000 cubic yards | \$540.00 for the first 10,000 cubic yards, plus \$80.00 for each additional 10,000 cubic yards or fraction thereof |
| 100,001 or more cubic yards | \$1,260.00 for the first 100,000 cubic yards, plus \$40.00 for each additional 100,000 cubic yards or fraction thereof |
| | |
| Plan review fee | 65% of permit fee |

H. Administration Fees

| | |
|--|------------------|
| Copy fees | 25 cents/page |
| Returned Check fee (NSF) | \$35.00 |
| Refund processing fee – not subject to State Surcharge | \$50.00 |
| Technology Fee | 3% of permit fee |

Agenda Item Sheet

City of Lowell City Council

| | |
|---------------|----------|
| Type of item: | Contract |
|---------------|----------|

Item title/recommended action:

Motion to approve an intergovernmental agreement with Lane Council of Governments for an external market compensation analysis at the member rate of \$7,791, and to authorize the City Administrator to sign. – Discussion/ Possible action

Justification or background:

Staff request approval of an IGA with LCOG for the salary/benefit study that was funded in the FY 24/25 budget. The study will begin in October.

Budget impact:

Consulting fees at the member rate of \$7,791.

Department or Council sponsor:

Administration

Attachments:

IGA with LCOG, including scope of work and hourly fee schedule

| | |
|---------------|------------|
| Meeting date: | 08/20/2024 |
|---------------|------------|

INTERGOVERNMENTAL AGREEMENT

BETWEEN: Lane Council of Governments (LCOG), an organization of governments within Lane County, Oregon

City of Lowell (CITY), a unit of local government of the State of Oregon

EFFECTIVE DATE: October 1, 2024

RECITALS

- A. ORS 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers, or agents have the authority to perform.
- B. Provision of services for the remuneration specified in this agreement will mutually benefit the parties.
- C. CITY and LCOG desire to enter into an agreement where-in LCOG will provide the services described in this agreement and Attachment A (attached hereto and incorporated herein by reference).

AGREEMENT

1. **Duration.** The agreement term shall take effect on the Effective Date and shall continue in place until **completion of the delivery of services described in Exhibit A** or until earlier terminated pursuant to Paragraph 4 of this agreement.
2. **Services to be Provided.** LCOG agrees to provide services to CITY as outlined in Attachment A, Work Program.
3. **Compensation.** CITY shall pay LCOG upon receipt of an invoice, which shall be issued quarterly unless otherwise agreed to by the parties in writing. The invoice will reflect hourly rates for Local Government Personnel Services members and non-members (Exhibit A) plus any direct expenses associated with the Work performed.
4. **Termination.** Upon thirty days' prior written notice delivered to the persons designated in Paragraph 6 to receive notice, either party, without cause, may terminate its participation in this agreement.
5. **Amendments.** This agreement may be modified or extended by written amendment signed by both parties.
6. **Administration.** Each party designates the following person as its representative for purposes of administering this agreement. Either party may change its designated representative by giving written notice to the other as provided in paragraph 14.

For LCOG: Michael Wisth
859 Willamette St., Suite 500
Eugene, OR 97401-2910
Ph: 541-682-4007

City of Lowell, City Administrator Jeremy Caudle
70 N. Pioneer St. PO BOX 490
Lowell, OR 97452
Ph: 541-937-2157

7. **Records/Inspection.** CITY and LCOG shall each maintain records of its costs and expenses under this agreement for a period of not less than three full fiscal years following completion of this agreement. Upon reasonable advance notice, either party or its authorized representatives may from time to time inspect, audit, and make copies of the other party's records related to this agreement.
8. **Indemnification.** To the extent allowed by the Oregon Constitution and the Oregon Revised Statutes, each of the parties hereto agrees to indemnify, defend, and save the other harmless from any claims, liability or

damages including attorney fees, at trial and on appeal, arising out of any error, omission or act of negligence on the part of the indemnifying party, its officers, agents, or employees in the performance of this agreement.

9. Dispute Resolution. The parties shall exert every effort to cooperatively resolve any disagreements they may have under this Agreement. In the event that the parties alone are unable to resolve any conflict under this Agreement, they agree to present their disagreements to a mutually agreeable mediator for mediation. Each party shall bear its own costs for mediation and the parties shall share the cost of the mediator. This mediation procedure shall be followed to its conclusion prior to either party seeking relief from the court, except in the case of an emergency.

If the dispute remains unresolved through mediation, the parties may, by mutual written agreement, submit the dispute to arbitration, using such arbitration process as they may choose at the time and which includes the following conditions:

- a. The location of the arbitration shall be in Eugene, Oregon;
- b. Each party shall bear its own costs (except arbitration filing costs), witness fees, and attorney fees;
- c. Arbitration filing costs and any arbitrator's fees will be divided equally between the parties; and
- d. Judgment upon the award rendered by the arbitrator may be entered in the Circuit Court in Lane County, Oregon.

10. Insurance. Each party working under this agreement is either a subject employer under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires each to provide Worker's Compensation coverage for all its subject workers, or is an employer that is exempt under ORS 656.126.

11. Subcontracting. LCOG shall not subcontract the Work under this agreement, in whole or in part, without the CITY's prior written approval. LCOG shall require any approved subcontractor to agree, as to the portion of the Work subcontracted, to comply with all obligations of LCOG specified in this agreement. Notwithstanding the CITY's approval of a subcontractor, LCOG shall remain obligated for full performance of this agreement and CITY shall incur no obligation to any sub-contractor.

12. Assignment. Neither party shall assign this agreement in whole or in part, or any right or obligation hereunder, without the other party's written approval.

13. Compliance With Laws. LCOG shall comply with all applicable federal, state, and local laws, rules, ordinances, and regulations at all times and in the performance of the Work, including all applicable State and local public contracting provisions.

14. Notices. Any notices permitted or required by this agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to the representative designated in paragraph 6. Either party may change its address by notice given to the other in accordance with this paragraph.

15. Integration. This agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either oral or written, between the parties.

16. Interpretation. This agreement shall be governed by and interpreted in accordance with the laws of the State of Oregon.

LANE COUNCIL OF GOVERNMENTS:

CITY :City of Lowell

By: 
Brenda Lee S. Moore, Executive Director

By: _____
(Jeremy Caudle, City Administrator)

Date: 7/24/2024

Date: _____

ATTACHMENT A WORK PROGRAM

On request of CITY, LCOG shall provide the following services:

Please see attached proposal.

Local Government Personnel Services

Your Resource for Labor Relations and HR Assistance

859 Willamette St., Ste 500
Eugene OR 97401

(541) 682-4283
asklgps@lcoq.org

<https://www.lcoq.org/igps>



Project Scope of Work and Estimate Prepared for:

Jeremy Caudle., City Administrator
City of Lowell
70 N Pioneer St, PO Box 490 Lowell, OR 97452
(541) 937-2157

Project Purpose:

- ▶ Conduct an external market compensation analysis for wages and general benefits of all positions, to include comparable cities in Oregon.
- ▶ Provide/present findings and analysis for compensation including salaries and paid benefits.

Date: February 21XX, 2024

Approved By: *J. Caudle* 6/20/24

| Description of Services | Estimated Hours |
|--|-----------------|
| Preparation & Development | |
| ▶ Confirm/finalize project parameters (project options, comparators, data points, and positions to be included) | 5.00 |
| ▶ Customize data tables | |
| External Market Survey | |
| ▶ Request and collect comparator data (job descriptions, salary schedules, wages & benefits, etc); follow up as needed | 3.00 |
| ▶ Up to ten (10) public sector comparators | |
| Ten (10) Classifications | |
| ▶ Review, evaluate, and analyze collected data, perform job matching, and follow up on data and data requests as needed | 21.00 |
| ▶ Draft up to ten (10) raw wage data tables to summarize findings & analysis | |
| Comparison Tables | |
| ▶ Review, evaluate, and analyze collected benefits data and follow up on data requests as needed | 7.00 |
| ▶ Draft up to five (5) additional benefits data tables including compensation structure comparison, incentive/longevity pay, health insurance cost-share, PERS/retirement, and paid leave benefits | |
| Findings, Analysis, & Recommendations | |
| ▶ Review, evaluate, and analyze data | 10.00 |
| ▶ Draft/summarize findings, analysis, and market-based recommendations | |
| Report Development & Project Finalization | |
| ▶ Prepare project report for city review | 7.00 |
| ▶ Review project report with city | |
| ▶ Make clarifications and updates as necessary & finalize report | |
| <hr/> | |
| ESTIMATED PROJECT HOURS & COST (MEMBER RATE) | 53.00 |
| HOURLY BILLING RATE (MEMBER RATE) | \$147.00 |
| ESTIMATED TOTAL PROJECT COST | \$7,791.00 |
| <hr/> | |
| ESTIMATED PROJECT HOURS & COST (NON-MEMBER RATE) | 53.00 |
| HOURLY BILLING RATE (NON-MEMBER RATE) | \$179.00 |
| ESTIMATED TOTAL PROJECT COST | \$9,487.00 |

PROJECT ASSUMPTIONS

- ▶ Project includes approximately ten (10) city classifications
- ▶ External market salary survey includes up to ten (10) public-sector comparators.

PROJECT TIMELINE

- ▶ First available date to begin project work: July 1, 2024, or one (1) week after notice to proceed - whichever is later.,
- ▶ The goal to complete this project is XXX
- ▶ Project timeline is dependent upon city and external participant participation throughout this compensation study.

PROJECT DISCLOSURES

- ▶ This project estimate, including timeline, is offered for 30 days from the date of the estimate. After 30 days, please contact us for an updated estimate, including timeline.
- ▶ This is a good faith estimate. Actual project hours, whether more or less than estimated, will be billed quarterly.
- ▶ Project modifications requested will be confirmed in writing.



LOCAL GOVERNMENT
PERSONNEL SERVICES

2024-2025 LGPS FEE SCHEDULE

| | LGPS MEMBER | NON-MEMBER |
|---|---------------------|---------------------|
| Arbitration / Hearing Representation | \$205 | \$240 |
| Labor Relations Consulting | \$205 | \$240 |
| Human Resources / Fiscal Consulting | \$147 | \$179 |
| Investigations / Background Checks | \$147 | \$179 |
| Mileage | IRS Rate | IRS Rate |
| Meals / Lodging / Parking | GSA Per Diem | GSA Per Diem |
| LGPS Website Job Posting (Flat Rate) | | \$50 |

- Rates are per hour unless otherwise noted.
- Hourly consulting rates are in addition to any administrative support, DocuSign, copying, mileage, meals, & other reimbursable charge.
- Hourly travel time is half the normal hourly rate.