

Lowell City Council
Special Meeting and Work Session Agenda
Lowell Fire Department, 389 N. Pioneer St.
Tuesday, April 2, 2019 at 7:00 P.M.

Special Meeting Agenda

Call to Order/Roll Call/Pledge

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

Approval of Agenda

Public Hearings

1. FY 2018/19 Supplemental Budget

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

Council Comments (three minutes per speaker)

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

New Business:

1. Resolution 716 – FY 2018/19 Supplemental Budget – Discussion/Possible Action

Other Business

Mayor Comments

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

Adjourn

Work Session Agenda (Immediately Following Special Meeting)

Call to Order/Roll Call

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

Work Session Topic(s)

1. Public Works Equipment Acquisition
2. Public Safety Report
3. Agenda Management and Tablet Training

Adjourn

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

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: March 29, 2019
SUBJECT: Public Hearing
FY 2018/19 Supplemental Budget

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

SUMMARY:

An opportunity was presented by the Jehovah’s Witness Congregation to purchase their facility for the City Hall & Library. An additional opportunity arose to purchase two lots to accommodate the expansion of Rolling Rock Park. Finally, unanticipated building activity has increased building permit expenditures. As unforeseen expenditures, the purchases & permit expenditures require the adoption of a supplemental budget. In accordance with ORS 294.473, notice of the hearing was provided in the March 28, 2019 Eugene Register Guard.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

1. FY 2018/19 Supplemental Budget Hearing Notice

NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for City of Lowell, for the

current fiscal year, will be held at Lowell Fire Department, 389 N. Pioneer Street, Lowell, OR 97452.

The hearing will take place on April 2, 2019 at 7:00 a.m. p.m.

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after March 22, 2019

(Date)
at City Hall, 107 E. 3rd Street, Lowell, OR 97452, between the hours of 9:00 a.m. p.m. and 5:30 a.m. p.m.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: General

	Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1.	Loan Proceeds	\$ 530,000	1. Administration, Capital Outlay	\$ 414,218
2.	Miscellaneous Revenues	\$ 228,263	2. Parks & Recreation, Capital Outlay	\$ 435,000
3.	Building Permit Fees	\$ 59,450	3. Community Dev., Materials/Services	\$ 113,986
4.	Electrical Permit Fees	\$ 15,810		
	Revised Total Fund Resources	\$ 1,337,420	Revised Total Fund Requirements	\$ 1,337,420

Explanation of change(s):

The City of Lowell settled litigation related to City Hall and Library improvements that caused water damage to the facility. The cost of repairing the facility was determined to be economically infeasible. Funds from the litigation and loan proceeds will be used to purchase, plan, and renovate an existing facility to house the City Hall and Library. Additionally, the City was also presented with an opportunity to purchase two vacant lots to complete the needed property acquisitions for Rolling Rock Park. These vacant lots are identified in the draft 2019 Parks & Recreation Master Plan. Finally, the Lowell School District has started approximately \$9M in improvements, which has caused the City to increase the budget for revenues and expenditures related to building and electrical permits.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: March 29, 2019
SUBJECT: Resolution 716
FY 2018/19 Supplemental Budget

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

SUMMARY:

An opportunity was presented by the Jehovah’s Witness Congregation to purchase their facility for the City Hall & Library. An additional opportunity arose to purchase two lots to accommodate the expansion of Rolling Rock Park. Finally, unanticipated building activity has increased building permit expenditures. As unforeseen expenditures, the purchases & permit expenditures require the adoption of a supplemental budget. In accordance with ORS 294.473, notice of the hearing was provided in the March 28, 2019 Eugene Register Guard.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

1. Motion to adopt Resolution 716 – A Resolution Adopting a Supplemental Budget for Fiscal Year 2018/19 and Making Supplemental Appropriations.
2. No action.

RECOMMENDATION:

Motion to adopt Resolution 716 – A Resolution Adopting a Supplemental Budget for Fiscal Year 2018-2019 and Making Supplemental Appropriations.

ATTACHMENTS:

1. Resolution 716 - A Resolution Adopting a Supplemental Budget for Fiscal Year 2018/19 and Making Supplemental Appropriations.
2. FY 2018/19 Supplemental Budget Hearing Notice
3. Amended FY 2018/19 General Fund Line Item Budget

CITY OF LOWELL, OREGON**RESOLUTION 716****A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2018-2019 AND MAKING SUPPLEMENTAL APPROPRIATIONS**

WHEREAS, the City of Lowell budget for Fiscal Year 2018-2019 was adopted by the City Council on Tuesday, June 5, 2018; and

WHEREAS, an occurrence or condition which had not been ascertained at the time of the preparation of the budget for the current year requires a change in financial planning; and

WHEREAS, in order not to overspend appropriations, it is necessary to increase a program appropriation within the General Fund; and

WHEREAS, in accordance with local budget law, notice was published on March 28, 2019 of the public hearing that was held before the City Council on April 2, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOWELL AS FOLLOWS:

The City of Lowell amends the budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019 to include increases in revenues and appropriations within the following funds:

	Current Appropriations	Change in Appropriations	Amended Appropriations
General Fund			
Administration	131,504	381,263	512,767
Parks & Recreation	287,095	240,000	527,095
Police	29,106	0	29,106
Community Development	100,194	30,000	130,194
Library	7,679	0	7,679
Code Enforcement	16,560	0	16,560
Tourism	12,850	0	12,850
Municipal Court	13,682	0	13,682
Transfers	2,000	0	2,000
Contingency	77,488	0	77,488
Total Appropriations	678,158	621,263	1,299,420

This resolution shall become effective immediately upon its passage by the City Council.

ADOPTED by the City Council of the City of Lowell this 2nd day of April 2019.

Ayes _____

Nays _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Recorder

NOTICE OF SUPPLEMENTAL BUDGET HEARING

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current fiscal year, will be held at Lowell Fire Department, 389 N. Pioneer Street, Lowell, OR 97452.

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(Date)
at City Hall, 107 E. 3rd Street, Lowell, OR 97452, between the hours of 9:00 a.m. p.m. and 5:30 a.m. p.m.

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Revised Total Fund Resources		\$ 1,337,420	Revised Total Fund Requirements	\$ 1,337,420

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CITY OF LOWELL
GENERAL FUND RESOURCES
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
110-000-3100 BEGINNING BALANCE	94,227	123,608	147,607	184,077	179,407	179,407	179,407
SUBTOTAL FUND BALANCE	94,227	123,608	147,607	184,077	179,407	179,407	179,407
REVENUES							
110-310-4112 PROPERTY TAXES - CURRENT	128,375	132,671	133,941	134,573	138,610	138,610	138,610
110-310-4114 PROPERTY TAXES - PRIOR	2,730	2,310	2,140	2,439	2,512	2,512	2,512
110-315-4125 INTEREST EARNED	3,641	6,506	522	4,009	3,500	3,500	3,500
110-320-4132 STATE REVENUE SHARING	6,497	10,622	9,202	9,282	9,654	9,654	9,654
110-320-4134 CIGARETTE TAX	1,180	1,562	1,200	1,475	1,199	1,199	1,199
110-320-4135 MARIJUANA TAX	-	-	-	-	2,686	2,686	2,686
110-320-4136 LIQUOR TAX	15,366	16,082	16,055	16,982	18,280	18,280	18,280
110-320-4145 TRANSIENT ROOM TAX	-	497	-	322	332	332	332
110-320-4151 GRANT REVENUE	-	-	63,400	-	63,000	63,000	63,000
110-325-4152 TOURISM GRANT	7,729	8,021	8,739	8,761	9,024	9,024	9,024
110-325-4154 LIBRARY SUMMER READING	1,400	1,000	1,000	1,000	1,000	1,000	1,000
110-330-4310 CABLE FRANCHISE FEES	1,866	1,978	1,400	1,437	1,481	1,481	1,481
110-330-4312 ELECTRIC FRANCHISE FEES	40,324	43,591	44,026	47,775	50,164	50,164	50,164
110-330-4314 GARBAGE FRANCHISE FEES	3,000	-	600	300	300	300	300
110-330-4316 TELECOM FRANCHISE FEES	2,743	2,809	2,500	2,458	2,335	2,335	2,335
110-335-4352 LAND USE/DEVELOPMENT FEES	176	5,141	4,000	868	7,500	7,500	7,500
110-335-4354 PERMITS AND VARIANCES	-	80	100	530	100	100	100
110-335-4356 BUILDING PERMIT FEES	10,589	21,164	18,410	31,333	39,450	39,450	59,450
110-335-4358 ELECTRICAL PERMIT FEES	2,166	3,176	4,482	3,701	5,810	5,810	15,810
110-335-4360 DOG LICENSE	951	751	300	526	500	500	500
110-340-4415 LIBRARY REVENUE	625	790	1,000	511	500	500	500
110-340-4417 LIENS SEARCHES	300	590	400	410	200	200	200
110-340-4419 ELECTION FILING FEES	-	100	-	-	50	50	50
110-340-4421 SDC/CET ADMIN FEE	253	1,446	1,000	3,119	3,730	3,730	3,730
110-340-4423 PAY STATION REVENUE	-	97	-	100	100	100	100
110-345-4511 PARK REIMBURSEMENT SDC	52	101	343	527	735	735	735
110-350-4625 MUNICIPAL COURT REVENUE	3,042	4,273	3,000	2,040	2,000	2,000	2,000
110-360-4225 LOAN PROCEEDS	-	-	50,000	-	-	-	530,000

CITY OF LOWELL
GENERAL FUND RESOURCES
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
110-365-4752 REIMBURSEMENT REVENUE	7,139	230	5,000	1,293	5,000	5,000	5,000
110-370-4822 BBJ FUND PAYMENT	500	500	500	500	-	-	-
110-370-4824 DONATIONS	-	-	-	-	-	-	-
110-385-4895 MISCELLANEOUS	33,950	5,076	2,000	1,631	2,000	2,000	228,263
SUBTOTAL REVENUES	274,593	271,163	375,260	277,903	371,750	371,750	1,158,013
INTERFUND TRANSFERS							
XXX-XXX-XXXX TRANSFER FROM PERSONNEL LIABILITIES FUND	-	10,421	-	-	-	-	-
SUBTOTAL INTERFUND TRANSFERS	-	10,421	-	-	-	-	-
TOTAL - GENERAL FUND	368,820	405,191	522,867	461,980	551,157	551,157	1,337,420

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16	2016-17	2017-18	2017-18	2018-19		
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED	ADOPTED
ADMINISTRATION							
PERSONNEL SERVICES							
110-410-5110 CITY ADMINISTRATOR	33,506	9,198	11,243	11,141	12,300	12,300	12,300
110-410-5112 PUBLIC WORKS DIRECTOR	5,861	2,791	3,124	3,125	3,280	3,280	3,280
110-410-5114 CITY CLERK	7,810	4,245	4,772	4,793	5,010	5,010	5,010
110-410-5152 UTILITY WORKER 1	2,871	1,415	1,636	1,636	1,718	1,718	1,718
110-410-5154 UTILITY WORKER 2	4,457	1,578	1,804	1,814	1,895	1,895	1,895
110-410-5158 MAINTENANCE WORKER 1	6,696	719	804	781	844	844	844
110-410-5220 OVERTIME	-	713	1,028	618	1,079	1,079	1,079
110-410-5315 SOCIAL SECURITY/MEDICARE	5,313	1,727	2,042	1,829	2,228	2,228	2,228
110-410-5320 WORKERS COMPENSATION	171	1,204	861	701	891	891	891
110-410-5350 UNEMPLOYMENT INSURANCE	-	-	2,148	-	2,093	2,093	2,093
110-410-5410 HEALTH INSURANCE	26,583	6,590	6,031	6,027	6,411	6,411.44	6,411
110-410-5450 RETIREMENT	7,291	2,192	2,280	2,749	3,004	3,004	3,004
110-410-5150 FINANCE CLERK	10,898	-	-	-	-	-	-
110-410-5156 UTILITY WORKER 2-1	75	-	-	-	-	-	-
110-410-5910 WAGE ADJUSTMENT	-	-	-	-	-	-	-
SUBTOTAL PERSONNEL SERVICES	111,534	32,371	37,773	35,213	40,754	40,754	40,754
FULL-TIME EQUIVALENTS	1.39	0.43	0.43	0.43	0.43	0.43	0.43
MATERIALS AND SERVICES							
110-410-6110 AUDITING	7,138	3,934	3,900	3,900	4,290	4,290	4,290
110-410-6112 LEGAL SERVICES	2,592	4,881	5,000	2,310	5,000	5,000	5,000
110-410-6114 FINANCIAL SERVICES	-	3,795	3,408	3,408	3,570	3,570	3,570
110-410-6122 IT SERVICES	-	3,189	5,674	3,970	6,596	6,596	6,596
110-410-6124 COPIER CONTRACT	3,750	3,627	1,920	2,032	2,093	2,093	2,093
110-410-6128 OTHER CONTRACT SERVICES	-	708	2,000	566	1,000	1,000	1,000
110-410-6210 INSURANCE AND BONDS	16,245	7,786	6,413	6,413	6,594	6,594	6,594
110-410-6220 PUBLICATIONS, PRINTING, AND DUES	766	2,045	4,000	3,498	3,550	3,550	3,550
110-410-6222 NEWSLETTER EXPENDITURE	1,119	916	1,350	1,350	1,200	1,200	1,200
110-410-6226 POSTAGE	60	447	600	381	500	500	500
110-410-6228 PUBLIC NOTICES	315	759	500	1,063	1,000	1,000	1,000

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

110-410-6230	OFFICE SUPPLIES	2,793	998	950	948	1,000	1,000	1,000
110-410-6234	GENERAL SUPPLIES	-	1,043	1,500	634	750	750	750
110-410-6238	BANK SERVICE CHARGES	1,748	1,365	1,000	1,350	1,400	1,400	1,400
110-410-6240	TRAVEL AND TRAINING	640	549	1,500	1,270	1,500	1,500	1,500
110-410-6290	MISCELLANEOUS	1,491	538	500	427	500	500	500
110-410-6320	BUILDING REPAIR AND MAINTENANCE	1,351	15	1,000	234	1,000	1,000	1,000
110-410-6334	NON-CAPITALIZED ASSETS	-	1,014	2,000	4,730	2,000	2,000	2,000
110-410-6420	WATER SERVICES	-	292	300	401	413	413	413
110-410-6425	SEWER SERVICES	-	484	550	508	524	524	524
110-410-6430	ELECTRICITY SERVICES	2,293	2,289	2,200	1,896	2,010	2,010	2,010
110-410-6435	INTERNET SERVICES	-	819	900	930	985	985	985
110-410-6440	TELEPHONE SERVICES	2,926	3,161	2,400	2,480	2,629	2,629	2,629
110-410-6445	REFUSE SERVICES	-	72	100	86	91	91	91
110-410-6510	COUNCIL EXPENDITURE	5,240	1,224	2,000	1,280	2,000	2,000	2,000
110-410-6512	STATE ETHICS COMMISSION	317	317	600	600	600	600	600
110-410-6692	REIMBURSABLE EXPENDITURE	1,724	-	5,000	150	5,000	5,000	5,000
110-410-6132	LCOG	1,000	-	-	-	-	-	-
110-410-6190	COMPUTER SERV/WARR/CONTRACTS	4,580	-	-	-	-	-	-
110-410-6230	OFFICE SUPPLIES/EQUIPMENT	-	-	-	-	-	-	-
110-410-6514	LEAGUE OF OREGON CITIES (LOC)	817	-	-	-	-	-	-
XXX-XXX-XXXX	WATER/SEWER EXPENSE CITY HALL	1,032	-	-	-	-	-	-
XXX-XXX-XXXX	POSTAGE	609	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES		60,547	46,268	57,265	46,813	57,794	57,794	57,794
110-410-8000	CAPITAL OUTLAY							
110-410-8225	CAPITAL OUTLAY - BUILDINGS AND FACILITIES	-	2,578	50,000	9,726	43,802	25,000	406,263
110-410-8320	CAPITAL OUTLAY - SOFTWARE	-	6,754	7,955	150	7,955	7,955	7,955
SUBTOTAL CAPITAL OUTLAY		-	9,332	57,955	9,876	51,757	32,955	414,218
TOTAL - ADMINISTRATION		172,080	87,971	152,993	91,902	150,306	131,504	512,767

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
PARKS AND RECREATION							
PERSONNEL SERVICES							
110-420-5110 CITY ADMINISTRATOR	-	3,472	3,748	4,023	4,100	4,100	4,100
110-420-5150 PUBLIC WORKS DIRECTOR	-	2,960	3,124	3,385	3,280	3,280	3,280
110-420-5152 UTILITY WORKER 1	-	1,502	1,636	1,772	1,718	1,718	1,718
110-420-5154 UTILITY WORKER 2	-	1,693	1,804	1,965	1,895	1,895	1,895
110-420-5158 MAINTENANCE WORKER 1	-	5,308	7,236	7,610	7,598	7,598	7,598
110-420-5220 OVERTIME	-	683	849	627	891	891	891
110-420-5315 SOCIAL SECURITY	-	1,360	1,539	1,483	1,662	1,662	1,662
110-420-5320 WORKERS COMPENSATION	-	1,218	1,428	1,207	1,473	1,473	1,473
110-420-5350 UNEMPLOYMENT INSURANCE	-	-	1,558	-	1,558	1,558	1,558
110-420-5410 HEALTH INSURANCE	-	3,492	2,705	2,631	2,874	2,874	2,874
110-420-5450 RETIREMENT	-	1,778	1,718	2,229	2,240	2,240	2,240
SUBTOTAL PERSONNEL SERVICES	-	23,464	27,344	26,933	29,289	29,289	29,289
FULL-TIME EQUIVALENTS	0.42	0.48	0.48	0.48	0.48	0.48	0.48
MATERIALS AND SERVICES							
110-420-6128 OTHER CONTRACT SERVICES	-	5,082	37,000	3,083	44,268	44,268	44,268
110-420-6234 GENERAL SUPPLIES	-	1,660	1,000	670	1,000	1,000	1,000
110-420-6290 MISCELLANEOUS	-	263	250	204	500	500	500
110-420-6320 BUILDING REPAIR AND MAINTENANCE	-	59	1,000	927	2,500	2,500	2,500
110-420-6324 EQUIPMENT REPAIR AND MAINTENANCE	-	360	1,000	596	1,000	1,000	1,000
110-420-6330 OTHER REPAIR AND MAINTENANCE	-	2,999	3,000	1,495	3,000	3,000	3,000
110-420-6334 NON-CAPITALIZED ASSETS	-	3,828	2,000	4,007	2,000	2,000	2,000
110-420-6339 MAINTENANCE - NELSON LAND DONATION	-	-	500	1,000	500	500	500
110-420-6420 WATER SERVICES	-	649	5,000	714	5,000	5,000	5,000
110-420-6425 SEWER SERVICES	-	1,289	1,300	1,356	1,397	1,397	1,397
110-420-6430 ELECTRICITY SERVICES	-	493	750	547	579	579	579
110-420-6445 REFUSE SERVICES	-	193	200	257	272	272	272
110-420-6610 GAS AND OIL	-	912	600	730	789	789	789
XXX-XXX-XXXX WATER/SEWER EXPENSE PARKS	2,019	-	-	-	-	-	-
XXX-XXX-XXXX MAINTENANCE & SUPPLIES	5,317	-	-	-	-	-	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

SUBTOTAL MATERIALS AND SERVICES		7,336	17,785	53,600	15,586	62,805	62,805	62,805
CAPITAL OUTLAY								
110-420-8520	CAPITAL OUTLAY - PARKS IMPROVEMENTS	-	-	40,000	10,000	45,000	60,000	435,000
SUBTOTAL CAPITAL OUTLAY		-	-	40,000	10,000	45,000	60,000	435,000
TOTAL - PARKS AND RECREATION		7,336	41,250	120,944	52,519	137,095	152,095	527,095

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
POLICE							
MATERIALS AND SERVICES							
110-430-6118 POLICE SERVICES	-	21,000	31,920	30,630	29,106	29,106	29,106
XXX-XXX-XXXX CONTRACTED SERVICES/POLICE	30,380	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES	30,380	21,000	31,920	30,630	29,106	29,106	29,106
TOTAL - POLICE	30,380	21,000	31,920	30,630	29,106	29,106	29,106

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
COMMUNITY DEVELOPMENT							
PERSONNEL SERVICES							
110-440-5110 CITY ADMINISTRATOR	-	6,944	7,495	7,427	8,200	8,200	8,200
110-440-5114 CITY CLERK	-	2,230	2,386	2,397	2,505	2,505	2,505
110-440-5220 OVERTIME	-	15	89	20	94	94	94
110-440-5315 SOCIAL SECURITY	-	692	834	753	921	921	921
110-440-5320 WORKERS COMPENSATION	-	5	69	41	73	73	73
110-440-5350 UNEMPLOYMENT INSURANCE	-	-	877	-	894	894	894
110-440-5410 HEALTH INSURANCE	-	2,154	2,146	2,087	2,278	2,278	2,278
110-440-5450 RETIREMENT	-	858	931	1,132	1,242	1,242	1,242
SUBTOTAL PERSONNEL SERVICES	-	12,897	14,828	13,856	16,208	16,208	16,208
FULL-TIME EQUIVALENTS	-	0.15	0.15	0.15	0.15	0.15	0.15
MATERIALS AND SERVICES							
110-440-6116 ENGINEERING SERVICES	-	-	-	206	500	500	500
110-440-6128 OTHER CONTRACT SERVICES	-	-	31,500	33	40,000	40,000	40,000
110-440-6220 PUBLICATIONS, PRINTING, AND DUES	-	-	100	100	100	100	100
110-440-6226 POSTAGE	-	-	250	100	250	250	250
110-440-6240 TRAVEL & TRAINING	-	-	100	-	500	500	500
110-440-6290 MISCELLANEOUS	-	-	250	-	250	250	250
110-440-6522 LAND USE/DEVELOPMENT COSTS	2,727	3,458	4,000	3,597	7,500	7,500	7,500
110-440-6524 BUILDING PERMIT EXPENSES	10,721	16,187	30,303	30,303	30,371	30,371	50,371
110-440-6525 ELECTRICAL PERMIT COSTS	2,139	2,722	3,483	3,483	4,515	4,515	14,515
SUBTOTAL MATERIALS AND SERVICES	15,587	22,366	69,986	37,822	83,986	83,986	113,986
TOTAL - COMMUNITY DEVELOPMENT	15,587	35,264	84,814	51,679	100,194	100,194	130,194

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
LIBRARY							
PERSONNEL SERVICES							
110-450-5320 WORKERS COMPENSATION	-	18	45	36	50	50	50
SUBTOTAL PERSONNEL SERVICES	-	18	45	36	50	50	50
FULL-TIME EQUIVALENTS	-	-	-	-	-	-	-
MATERIALS AND SERVICES							
110-450-6122 IT SERVICES	-	564	329	794	1,529	1,529	1,529
110-450-6226 POSTAGE	-	6	-	-	-	-	-
110-450-6230 OFFICE SUPPLIES	-	58	-	369	500	500	500
110-450-6234 GENERAL SUPPLIES	-	866	1,250	480	1,250	1,250	1,250
110-450-6290 MISCELLANEOUS	-	-	100	250	250	250	250
110-450-6320 BUILDING REPAIR AND MAINTENANCE	-	-	200	-	100	100	100
110-450-6334 NON-CAPITALIZED ASSETS	-	385	2,900	2,672	500	500	500
110-450-6420 WATER SERVICES	-	97	150	134	150	150	150
110-450-6425 SEWER SERVICES	-	160	200	170	200	200	200
110-450-6430 ELECTRICITY SERVICES	-	726	800	632	800	800	800
110-450-6435 INTERNET SERVICES	-	819	1,000	930	1,000	1,000	1,000
110-450-6445 REFUSE SERVICES	-	58	90	86	100	100	100
110-450-6530 SUMMER READING PROGRAM	-	941	1,250	1,250	1,250	1,250	1,250
XXX-XXX-XXXX LIBRARY OPERATION EXPENSES	1,150	-	-	-	-	-	-
XXX-XXX-XXXX LIBRARY - SUMMER READING PROGRAM	1,128	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES	2,278	4,679	8,269	7,764	7,629	7,629	7,629
TOTAL - LIBRARY	2,278	4,697	8,315	7,800	7,679	7,679	7,679

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
CODE ENFORCEMENT							
PERSONNEL SERVICES							
110-460-5110 CITY ADMINISTRATOR	-	3,472	3,748	3,714	4,100	4,100	4,100
110-460-5150 PUBLIC WORKS DIRECTOR	-	2,960	3,124	3,125	3,280	3,280	3,280
110-460-5220 OVERTIME	-	226	117	51	123	123	123
110-460-5315 SOCIAL SECURITY	-	497	585	527	640	640	640
110-460-5320 WORKERS COMPENSATION	-	3	342	253	353	353	353
110-460-5350 UNEMPLOYMENT INSURANCE	-	-	610	-	617	617	617
110-460-5410 HEALTH INSURANCE	-	1,366	1,352	1,313	1,434	1,434	1,434
110-460-5450 RETIREMENT	-	616	653	792	863	863	863
SUBTOTAL PERSONNEL SERVICES	-	9,141	10,530	9,775	11,410	11,410	11,410
FULL-TIME EQUIVALENTS	-	0.10	0.10	0.10	0.10	0.10	0.10
MATERIALS AND SERVICES							
110-460-6128 OTHER CONTRACT SERVICES	-	-	2,500	-	2,500	4,500	4,500
110-460-6234 GENERAL SUPPLIES	-	-	100	300	300	300	300
110-460-6290 MISCELLANEOUS	-	-	100	-	100	100	100
110-460-6540 DOG/CAT CONTROL	106	-	-	-	250	250	250
SUBTOTAL MATERIALS AND SERVICES	106	-	2,700	300	3,150	5,150	5,150
TOTAL - CODE ENFORCEMENT	106	9,141	13,230	10,075	14,560	16,560	16,560

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
TOURISM							
MATERIALS AND SERVICES							
110-470-6224 MARKETING	120	672	2,000	373	2,000	2,000	2,000
110-470-6128 OTHER CONTRACT SERVICES	-	-	9,000	6,500	-	-	-
110-470-6226 POSTAGE	-	-	100	-	100	100	100
110-470-6326 COVERED BRIDGE EXPENSE	686	1,566	2,500	2,296	2,500	2,500	2,500
110-470-6327 COMMUNITY GRANT PROGRAM	-	858	3,000	2,823	3,000	3,000	3,000
110-470-6328 MATCHING GRANT FUNDS	-	-	5,000	-	5,000	5,000	5,000
110-470-6290 MISCELLANEOUS	-	-	250	-	250	250	250
XXX-XXX-XXXX TOURISM FUNDED PROJECTS	40	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES	846	3,096	21,850	11,992	12,850	12,850	12,850
TOTAL - TOURISM	846	3,096	21,850	11,992	12,850	12,850	12,850

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
MUNICIPAL COURT							
PERSONNEL SERVICES							
110-480-5110 CITY ADMINISTRATOR	-	3,472	3,748	3,714	4,100	4,100	4,100
110-480-5114 CITY CLERK	-	2,230	2,386	2,397	2,505	2,505	2,505
110-480-5220 OVERTIME	-	15	89	20	94	94	94
110-480-5315 SOCIAL SECURITY	-	433	521	469	571	571	571
110-480-5320 WORKERS COMPENSATION	-	3	43	34	45	45	45
110-480-5350 UNEMPLOYMENT INSURANCE	-	-	544	-	552	552	552
110-480-5410 HEALTH INSURANCE	-	1,636	1,663	1,616	1,769	1,769	1,769
110-480-5450 RETIREMENT	-	537	581	705	770	770	770
SUBTOTAL PERSONNEL SERVICES	-	8,327	9,575	8,954	10,407	10,407	10,407
FULL-TIME EQUIVALENTS	-	0.10	0.10	0.10	0.10	0.10	0.10
MATERIALS AND SERVICES							
110-480-6120 JUDGE CONTRACT	-	686	1,125	1,250	1,250	1,250	1,250
110-480-6121 BAILIFF CONTRACT	-	-	500	-	-	-	-
110-480-6128 OTHER CONTRACT SERVICES	-	4,496	1,000	612	1,000	1,000	1,000
110-480-6220 PUBLICATIONS, PRINTING, AND DUES	-	-	-	-	-	-	-
110-480-6226 POSTAGE	-	-	100	25	100	100	100
110-480-6238 BANK SERVICE CHARGES	-	134	-	150	150	150	150
110-480-6290 MISCELLANEOUS	-	20	100	-	100	100	100
110-480-6560 STATE ASSESSMENTS	90	604	675	90	675	675	675
XXX-XXX-XXXX MUNICIPAL COURT EXPENSE	2,081	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES	2,171	5,941	3,500	2,127	3,275	3,275	3,275
TOTAL - MUNICIPAL COURT	2,171	14,268	13,075	11,081	13,682	13,682	13,682

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19			
					PROPOSED	APPROVED	ADOPTED	
NONDEPARTMENTAL								
INTERFUND TRANSFERS								
110-900-9117	TRANSFER TO SDC FUND	3,428	3,428	12,895	12,895	-	-	-
110-900-9130	TRANSFER TO WATER FUND	-	-	-	-	-	-	-
110-900-9140	TRANSFER TO SEWER FUND	8,000	-	-	-	-	-	-
110-900-9150	TRANSFER TO EQUIPMENT FUND	1,000	1,000	2,000	2,000	2,000	2,000	2,000
XXX-XXX-XXXX	TRANSFER TO PERSONNEL LIABILITIES FUND	2,000	-	-	-	-	-	-
SUBTOTAL INTERFUND TRANSFERS		14,428	4,428	14,895	14,895	2,000	2,000	2,000
CONTINGENCY								
110-900-9590	OPERATING CONTINGENCY	-	-	52,330	-	75,686	77,488	77,488
SUBTOTAL CONTINGENCY		-	-	52,330	-	75,686	77,488	77,488
RESERVED FOR FUTURE EXPENDITURE								
110-900-9895	RESERVE FOR FUTURE USE - PARKS	-	-	8,500	9,000	8,000	8,000	8,000
XXX-XXX-XXXX	ROLLING ROCK IRRIGATION RESERVE	-	-	-	-	-	-	-
SUBTOTAL RESERVED FOR FUTURE EXPENDITURE		-	-	8,500	9,000	8,000	8,000	8,000
TOTAL - NONDEPARTMENTAL		14,428	4,428	75,725	23,895	85,686	87,488	87,488
TOTAL REQUIREMENTS - GENERAL FUND		245,212	221,114	522,867	291,573	551,157	551,157	1,337,420