

**Lowell City Council**  
**Regular Meeting Agenda**  
**Tuesday, December 3 at 7:00 P.M.**

Maggie Osgood Library  
70 North Pioneer Street, Lowell, OR 97452

**Call to Order/Roll Call/Pledge**

Councilors: Mayor Bennett \_\_\_\_ Angelini \_\_\_\_ Harris \_\_\_\_ Stratis \_\_\_\_ Dragt \_\_\_\_

**Approval of Agenda**

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

City Council Work Session Minutes for November 19, 2019

City Council Regular Meeting Minutes for November 19, 2019

Check Register for November 2019

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

**Council Comments (three minutes per speaker)**

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

**Staff Reports:**

City Administrator Report

Public Works Report

Financial Report

Police Report

**Business Meeting:** Items Removed from Consent Agenda

**Old Business:** None.

**New Business:**

1. Consideration of Planning Services IGA with LCOG – Discussion/Possible Action
2. Consideration of Holiday Gift Cards – Discussion/Possible Action
3. Consideration of Community Facilities Study – Discussion/Possible Action

**Other Business**

**Mayor Comments**

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

**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.

**Future Meetings / Dates to Remember:**

- 12/4 Planning Commission Meeting at 7 PM at the Maggie Osgood Library
- 12/5 Parks and Recreation Committee Meeting at 7 PM at the Maggie Osgood Library
- 12/7 Holiday Covered Bridge & Tree Lighting at 5 PM at the Lowell Covered Bridge  
*Parking available at the Maggie Osgood Library. Shuttle service starts at 4:30 PM.*
- 12/9 Lowell School District Board Meeting at 6 PM at PDC in Lundy Elementary
- 12/10 BBJ Committee Meeting at 7 PM at the Maggie Osgood Library
- 12/11 Lowell Fire District Board Meeting at 7 PM at the LRFDP Community Room
- 12/13 Highway 58 Business Association Local Social at 7 PM at Casey's RV Park in Westfir
- 12/14 Lowell Fire Department Thanksgiving Dinner
- 12/25 City Hall Closed for Christmas Holiday

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**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** November 27, 2019  
**SUBJECT:** Consent Agenda

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

**SUMMARY:**

The Consent Agenda for the December 3, 2019 City Council meeting includes the City Council Work Session Minutes for November 19, 2019, Regular Meeting Minutes for November 19, 2019, and Check Register for November 2019.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

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

**RECOMMENDATION:**

Motion to approve the consent agenda as presented.

**ATTACHMENTS:**

1. City Council Work Session Minutes – November 19, 2019
2. City Council Meeting Minutes – November 19, 2019
3. Check Register – November 2019

**City of Lowell, Oregon**  
**Minutes of the City Council Work Session**  
**November 19, 2019**  
**Maggie Osgood Library**

The Work Session was called to order at 6:21 PM by Mayor Bennett.

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

**Staff Present:** CA Cobb

**Work Session Topic(s)**

1. **Community Facilities Study** – CA gave an over view of how this study became, due to the condition of the current City Hall/Library. Zoe Anton, Project Manager, Planner with The Urban Collaborative, presented concept plans to the council and explained how they were developed with input from the community. Discussion followed on idea’s to improve and voiced support moving forward.

**Adjourn: 7:10 PM**

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

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Jared Cobb, City Recorder

\_\_\_\_\_  
Date

**City of Lowell, Oregon**  
**Minutes of the City Council Regular Session**  
**November 19, 2019**

The Regular Session was called to order at 7:14 PM by Mayor Bennett.

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

**Staff Present:** CA Cobb, Max Baker – Public Works Director

**Consent Agenda: Councilor Angelini moved to approve the consent agenda, second by Councilor Harris. PASS 5:0**

**Public Comments:** None

**Council Comments:** None

**City Administrator Report:** CA Cobb reported on Lane County Pedestrian Improvements, Douglas Fast Net surveying the community to plan for broadband services, Oregon RAIN Funding was increased by Lane County, review of committee vacancies, committee meetings reviewed, project updates given and League of Oregon Cities Highlights presented.

**Public Works Report:** Max Baker Public Works Director reported All American Landscape began the process of installing the sprinkler control valves in Paul Fisher Park, tree trimming done for vision safety issues, the new digester blower was installed at the Wastewater Plant, continued work in locating water leak on Cannon Street and some repairs were done to the SCADA system.

**Financial Report:** Monthly Financial Report for October – provided in packet.

**Police Report:** October report provided in packet and reviewed.

**Draft Committee Minutes:** BBJ Committee and Planning Commission Committee minutes attached.

**Old Business:** None

**New Business:**

- **Consideration of City Engineer Contract** – CA presented the three-year contract with the Engineer of Record, Civil West Engineering, noting the only change being a rate increase. **Councilor Harris moved to award the engineering services contract with Civil West Engineering Services Inc., as written, second by Councilor Stratis. PASS 5:0**
- **Consideration of Oregon RAIN Contract** – CA presented information on contract with RAIN and City of Oakridge. **Mayor Bennett moved to authorize the City Administrator to sign the Memorandum of Understanding with RAIN and the City of Oakridge, as written, second by Councilor Angelini. PASS 5:0**

- **Resolution 729 – Interfund Transfers** – CA presented transfers budgeted for FY 2019/20, involving Equipment Fund, Water and Sewer Reserve Fund and Sewer Fund. **Councilor Harris moved to approve Resolution 729, as written, second by Councilor Angelini. PASS 5:0**
- **Other:**  
CA presented an application from Suzanne Kintzley for Planning Commission. **Councilor Stratis moved to appoint Suzanne Kintzley to Planning Commission, second by Councilor Angelini. PASS 5:0**

**Mayor Comments:** Mayor commented on the improved appearance of Lowell and wanted to thank the CA and Public Works Director for their efforts.

**Public Comments:** None

**Adjourn: 8:31 PM**

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

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Jared Cobb, City Recorder

\_\_\_\_\_  
Date

Report Criteria:

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

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
<b>15596</b>								
15596	Baltzer, Karen	200 N HYLA	1	Final Bill Refund	230-490-6420	.00	87.38	87.38
Total 15596:						.00		87.38
<b>15597</b>								
15597	Bridge Town Market	JUNE - SEPT	1	Fuel	230-490-6710	.00	213.95	213.95
15597	Bridge Town Market	JUNE - SEPT	2	General supplies	230-490-6234	.00	8.74	8.74
15597	Bridge Town Market	JUNE - SEPT	3	Chemicals & Lab supplies	230-490-6750	.00	16.48	16.48
15597	Bridge Town Market	JUNE - SEPT	4	Fuel	240-490-6710	.00	135.10	135.10
15597	Bridge Town Market	JUNE - SEPT	5	General supplies	240-490-6234	.00	16.47	16.47
15597	Bridge Town Market	JUNE - SEPT	6	Chemicals & Lab supplies	240-490-6750	.00	3.50	3.50
15597	Bridge Town Market	JUNE - SEPT	7	Fuel	110-420-6710	.00	583.46	583.46
15597	Bridge Town Market	JUNE - SEPT	8	Fuel	110-420-6710	.00	139.36	139.36
15597	Bridge Town Market	JUNE - SEPT	9	General supplies	314-490-6290	.00	24.14	24.14
Total 15597:						.00		1,141.20
<b>15598</b>								
15598	Cascade Columbia	761554 7637	1	Drums of Hypo and Thiosulfate	240-490-6750	.00	510.24	510.24
Total 15598:						.00		510.24
<b>15599</b>								
15599	Caselle	98616	1	Contract Support and Maintenanc	110-410-6122	.00	299.10	299.10
15599	Caselle	98616	2	Contract Support and Maintenanc	230-490-6122	.00	299.10	299.10
15599	Caselle	98616	3	Contract Support and Maintenanc	240-490-6122	.00	299.10	299.10
15599	Caselle	98616	4	Contract Support and Maintenanc	312-490-6122	.00	99.70	99.70
Total 15599:						.00		997.00
<b>15600</b>								
15600	City of Lowell	OCT. 20, 201	1	Water Service	240-490-6420	.00	72.60	72.60
15600	City of Lowell	OCT. 20, 201	2	Sewer Service	240-490-6425	.00	542.43	542.43
15600	City of Lowell	OCT. 20, 201	3	Water Service	230-490-6420	.00	1,961.04	1,961.04
15600	City of Lowell	OCT. 20, 201	4	Sewer Service	230-490-6425	.00	60.27	60.27
15600	City of Lowell	OCT. 20, 201	5	Water Service	110-450-6420	.00	16.11	16.11
15600	City of Lowell	OCT. 20, 201	6	Sewer Service	110-450-6425	.00	30.14	30.14
15600	City of Lowell	OCT. 20, 201	7	Water Service	110-420-6420	.00	60.36	60.36
15600	City of Lowell	OCT. 20, 201	8	Sewer Service	110-420-6425	.00	120.54	120.54
15600	City of Lowell	OCT. 20, 201	9	Water Service	110-410-6420	.00	48.32	48.32
15600	City of Lowell	OCT. 20, 201	10	Sewer Service	110-410-6425	.00	90.40	90.40
Total 15600:						.00		3,002.21
<b>15601</b>								
15601	J & K Electrical LLC	1934A	1	Generator for Lift Station	240-490-6324	.00	15,000.00	15,000.00
Total 15601:						.00		15,000.00

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
<b>15602</b>								
15602	Lane Electric Cooperative	OCT. 19	1	Electricity	110-420-6430	.00	53.81	53.81
15602	Lane Electric Cooperative	OCT. 19	2	Electricity	110-470-6326	.00	62.72	62.72
15602	Lane Electric Cooperative	OCT. 19	3	Electricity	110-410-6430	.00	248.81	248.81
15602	Lane Electric Cooperative	OCT. 19	4	Electricity	312-490-6430	.00	1,209.39	1,209.39
15602	Lane Electric Cooperative	OCT. 19	5	Electricity	230-490-6430	.00	1,347.66	1,347.66
15602	Lane Electric Cooperative	OCT. 19	6	Electricity	240-490-6430	.00	902.59	902.59
15602	Lane Electric Cooperative	OCT. 19	7	Electricity	110-450-6430	.00	82.94	82.94
Total 15602:						.00		3,907.92
<b>15603</b>								
15603	Lane Forest Products	S266354, S2	1	Beautification Day	110-420-6234	.00	272.00	272.00
Total 15603:						.00		272.00
<b>15604</b>								
15604	Northwest Code Profession	2702	1	Building Permit Cost	110-440-6524	.00	519.56	519.56
15604	Northwest Code Profession	2702	2	Electrical Permit Cost	110-440-6525	.00	60.00	60.00
Total 15604:						.00		579.56
<b>15605</b>								
15605	One Call Concepts	9100415	1	Fee for Locates	240-490-6330	.00	9.60	9.60
15605	One Call Concepts	9100415	2	Fee for Locates	230-490-6330	.00	8.40	8.40
Total 15605:						.00		18.00
<b>15606</b>								
15606	Pacific Office Automation In	5007863838	1	Postage Machine	110-410-6128	.00	35.00	35.00
15606	Pacific Office Automation In	5007863838	2	Postage Machine	230-490-6128	.00	70.00	70.00
15606	Pacific Office Automation In	5007863838	3	Postage Machine	240-490-6128	.00	70.00	70.00
Total 15606:						.00		175.00
<b>15607</b>								
15607	SaniPac	3359024	1	Refuse Services	110-410-6445	.00	8.99	8.99
15607	SaniPac	3359024	2	Refuse Services	110-420-6445	.00	24.06	24.06
15607	SaniPac	3359024	3	Refuse Services	110-450-6445	.00	8.99	8.99
15607	SaniPac	3359024	4	Refuse Services	230-490-6445	.00	20.48	20.48
15607	SaniPac	3359024	5	Refuse Services	240-490-6445	.00	20.48	20.48
Total 15607:						.00		83.00
<b>15608</b>								
15608	The Urban Collaborative, LL	2019-0242	1	Facilities Study	110-410-6128	.00	16,640.00	16,640.00
Total 15608:						.00		16,640.00
<b>15609</b>								
15609	Tim Sanders	62	1	Monthly DRC Fee for collections	240-490-6128	.00	300.00	300.00
Total 15609:						.00		300.00
<b>15610</b>								
15610	Traffic Safety Supply	INVO19864	1	Sign Stock	312-490-6724	.00	265.45	265.45



Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 15610:						.00		265.45
<b>15611</b>								
15611	Verizon Wireless	9840672432	1	Cell Phone	110-410-6440	.00	52.82	52.82
15611	Verizon Wireless	9840672432	2	Cell Phone, Ipad	230-490-6440	.00	62.84	62.84
15611	Verizon Wireless	9840672432	3	Cell Phone, Ipad	240-490-6440	.00	62.84	62.84
Total 15611:						.00		178.50
<b>15612</b>								
15612	Banner Bank	OCT. 2019	1	User Fee	110-420-6128	.00	395.00	395.00
15612	Banner Bank	OCT. 2019	2	Onebox	314-490-6122	.00	15.05	15.05
15612	Banner Bank	OCT. 2019	3	WalMart	110-420-6234	.00	109.00	109.00
15612	Banner Bank	OCT. 2019	4	Salt	230-490-6750	.00	59.70	59.70
15612	Banner Bank	OCT. 2019	5	WW supplies	240-490-6320	.00	107.16	107.16
Total 15612:						.00		685.91
<b>15613</b>								
15613	Business Oregon -Oregon	1230000797	1	S00006	230-800-7110	.00	15,794.15	15,794.15
15613	Business Oregon -Oregon	1230000797	1	S00006	230-800-7110	.00	15,794.15-	15,794.15- V
15613	Business Oregon -Oregon	1230000797	2	S00006 Interest	230-800-7510	.00	1,483.18	1,483.18
15613	Business Oregon -Oregon	1230000797	2	S00006 Interest	230-800-7510	.00	1,483.18-	1,483.18- V
15613	Business Oregon -Oregon	1230001044	1	G02002	240-800-7110	.00	18,313.00	18,313.00
15613	Business Oregon -Oregon	1230001044	1	G02002	240-800-7110	.00	18,313.00-	18,313.00- V
15613	Business Oregon -Oregon	1230001044	2	G02002 Interest	240-800-7510	.00	9,752.91	9,752.91
15613	Business Oregon -Oregon	1230001044	2	G02002 Interest	240-800-7510	.00	9,752.91-	9,752.91- V
15613	Business Oregon -Oregon	1230001157	1	J05001	230-800-7122	.00	4,265.31	4,265.31
15613	Business Oregon -Oregon	1230001157	1	J05001	230-800-7122	.00	4,265.31-	4,265.31- V
15613	Business Oregon -Oregon	1230001157	2	J05001 Interest	230-800-7522	.00	3,157.19	3,157.19
15613	Business Oregon -Oregon	1230001157	2	J05001 Interest	230-800-7522	.00	3,157.19-	3,157.19- V
15613	Business Oregon -Oregon	1230001157	3	J05001	240-800-7122	.00	4,265.31	4,265.31
15613	Business Oregon -Oregon	1230001157	3	J05001	240-800-7122	.00	4,265.31-	4,265.31- V
15613	Business Oregon -Oregon	1230001157	4	J05001 Interest	240-800-7522	.00	3,157.19	3,157.19
15613	Business Oregon -Oregon	1230001157	4	J05001 Interest	240-800-7522	.00	3,157.19-	3,157.19- V
Total 15613:						.00		.00
<b>15614</b>								
15614	Century Link	OCT2019	1	Telephone Service	110-410-6440	.00	158.22	158.22
15614	Century Link	OCT2019	2	Telephone Service	230-490-6440	.00	194.03	194.03
15614	Century Link	OCT2019	3	Internet Service	230-490-6435	.00	70.00	70.00
15614	Century Link	OCT2019	4	Telephone Service	240-490-6440	.00	82.56	82.56
Total 15614:						.00		504.81
<b>15615</b>								
15615	City of Oakridge	NOV2019-18	1	Police Service	110-430-6118	.00	2,343.60	2,343.60
Total 15615:						.00		2,343.60
<b>15616</b>								
15616	Grainger	842579427	1	General Supplies	230-490-6750	.00	142.07	142.07
15616	Grainger	842579427	2	Drum gauge	240-490-6750	.00	585.83	585.83
15616	Grainger	842579427	3	General Supplies	240-490-6234	.00	13.35	13.35

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 15616:						.00		741.25
<b>15617</b>								
15617	Hunter Communications	NOV. 2019	1	Internet Service	110-450-6435	.00	92.47	92.47
15617	Hunter Communications	NOV. 2019	2	Internet Service	110-410-6435	.00	92.47	92.47
Total 15617:						.00		184.94
<b>15618</b>								
15618	Nichols Layli	OCT. 2019	1	Consulting Services	110-410-6114	.00	312.00	312.00
15618	Nichols Layli	OCT. 2019	2	Consulting Services	312-490-6114	.00	104.00	104.00
15618	Nichols Layli	OCT. 2019	3	Consulting Services	230-490-6114	.00	312.00	312.00
15618	Nichols Layli	OCT. 2019	4	Consulting Services	240-490-6114	.00	312.00	312.00
Total 15618:						.00		1,040.00
<b>15619</b>								
15619	Staples Credit Plan	OCT19	1	Office Supplies	230-490-6230	.00	18.05	18.05
15619	Staples Credit Plan	OCT19	2	General Supplies	240-490-6234	.00	59.35	59.35
Total 15619:						.00		77.40
<b>15620</b>								
15620	Traffic Logix	QUO-05372-	1	Radar Speed Sign	312-490-6724	.00	3,184.00	3,184.00
Total 15620:						.00		3,184.00
<b>15621</b>								
15621	U.S. Equipment Finance	399049592	1	Copier Contract	110-410-6124	.00	147.98	147.98
Total 15621:						.00		147.98
<b>15622</b>								
15622	Business Oregon -Oregon	1230001044	1	G02002	240-800-7110	.00	18,313.00	18,313.00
15622	Business Oregon -Oregon	1230001044	2	G02002 Interest	240-800-7510	.00	9,752.91	9,752.91
Total 15622:						.00		28,065.91
<b>15623</b>								
15623	Business Oregon -Oregon	1230001157	1	J05001	230-800-7122	.00	4,265.31	4,265.31
15623	Business Oregon -Oregon	1230001157	2	J05001 Interest	230-800-7522	.00	3,157.19	3,157.19
15623	Business Oregon -Oregon	1230001157	3	J05001	240-800-7122	.00	4,265.31	4,265.31
15623	Business Oregon -Oregon	1230001157	4	J05001 Interest	240-800-7522	.00	3,157.19	3,157.19
Total 15623:						.00		14,845.00
<b>15624</b>								
15624	Business Oregon -Oregon	1230000797	1	S00006	230-800-7110	.00	15,794.15	15,794.15
15624	Business Oregon -Oregon	1230000797	2	S00006 Interest	230-800-7510	.00	1,483.18	1,483.18
Total 15624:						.00		17,277.33
<b>15625</b>								
15625	Lowell Fall Creek Ed. Foun	BBJ 2019	1	Donation from Pine Needlers	314-490-6816	.00	1,100.00	1,100.00

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 15625:						.00		1,100.00
<b>15626</b>								
15626	Lowell Fire Department	BBJ 2019 - B	1	Donation from Pine Needlers	314-490-6816	.00	800.00	800.00
Total 15626:						.00		800.00
<b>15627</b>								
15627	Lowell Food Pantry	BBJ 2019 - A	1	Donation from Pine Needlers	314-490-6816	.00	600.00	600.00
Total 15627:						.00		600.00
<b>15628</b>								
15628	Civil West Engineering	2101.001.02.	1	Engineering Service	110-440-6116	.00	1,305.00	1,305.00
Total 15628:						.00		1,305.00
<b>15629</b>								
15629	Lisa Wilson	19R013	1	Refund Building Permit 19 R 013	110-335-4356	.00	191.52	191.52
Total 15629:						.00		191.52
<b>15630</b>								
15630	Lowell Mini Storage	DEC. 2019	1	Storage Rental Unit #L029	314-490-6705	.00	80.00	80.00
Total 15630:						.00		80.00
<b>15631</b>								
15631	Petty Cash	11182019	1	postage service	110-410-6226	.00	23.15	23.15
15631	Petty Cash	11182019	2	keys	110-410-6234	.00	5.97	5.97
Total 15631:						.00		29.12
<b>15632</b>								
15632	Banner Bank	JARED NOV.	1	Office Licenses	110-410-6122	.00	100.00	100.00
Total 15632:						.00		100.00
<b>15633</b>								
15633	Cascade Columbia	764698	1	Tote of Pass C	230-490-6750	.00	1,967.77	1,967.77
Total 15633:						.00		1,967.77
<b>15634</b>								
15634	Castellani, Joel	11252019	1	Deposit Refund	230-2520	.00	11.39	11.39
Total 15634:						.00		11.39
<b>15635</b>								
15635	Charter Communications	00172731108	1	Internet	240-490-6435	.00	69.97	69.97
Total 15635:						.00		69.97
<b>15636</b>								
15636	Mason, Gregory	11222019	1	Deposit Refund	230-2520	.00	120.00	120.00

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 15636:						.00		120.00
<b>15637</b>								
15637	Renewable Resource Grou	277,395,518,	1	Lab	240-490-6755	.00	853.20	853.20
15637	Renewable Resource Grou	277,395,518,	2	Lab	230-490-6755	.00	75.60	75.60
Total 15637:						.00		928.80
<b>15638</b>								
15638	Sewer Optics	2933	1	Line Inspection	312-490-6720	.00	285.00	285.00
Total 15638:						.00		285.00
<b>15639</b>								
15639	Sunbelt Rentals	87994433-00	1	20kw generator rental	240-490-6330	.00	1,894.08	1,894.08
Total 15639:						.00		1,894.08
<b>15640</b>								
15640	USA Blue Book	59840,59937	1	Skimmer Poles and Nets	240-490-6234	.00	433.28	433.28
Total 15640:						.00		433.28
Grand Totals:						.00		122,171.52

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-2125	.00	24,733.87-	24,733.87-
110-335-4356	191.52	.00	191.52
110-410-6114	312.00	.00	312.00
110-410-6122	399.10	.00	399.10
110-410-6124	147.98	.00	147.98
110-410-6128	16,675.00	.00	16,675.00
110-410-6226	23.15	.00	23.15
110-410-6234	5.97	.00	5.97
110-410-6420	48.32	.00	48.32
110-410-6425	90.40	.00	90.40
110-410-6430	248.81	.00	248.81
110-410-6435	92.47	.00	92.47
110-410-6440	211.04	.00	211.04
110-410-6445	8.99	.00	8.99
110-420-6128	395.00	.00	395.00
110-420-6234	381.00	.00	381.00
110-420-6420	60.36	.00	60.36
110-420-6425	120.54	.00	120.54
110-420-6430	53.81	.00	53.81
110-420-6445	24.06	.00	24.06
110-420-6710	722.82	.00	722.82
110-430-6118	2,343.60	.00	2,343.60
110-440-6116	1,305.00	.00	1,305.00
110-440-6524	519.56	.00	519.56

GL Account	Debit	Credit	Proof
110-440-6525	60.00	.00	60.00
110-450-6420	16.11	.00	16.11
110-450-6425	30.14	.00	30.14
110-450-6430	82.94	.00	82.94
110-450-6435	92.47	.00	92.47
110-450-6445	8.99	.00	8.99
110-470-6326	62.72	.00	62.72
230-2125	24,699.83	56,526.61-	31,826.78-
230-2520	131.39	.00	131.39
230-490-6114	312.00	.00	312.00
230-490-6122	299.10	.00	299.10
230-490-6128	70.00	.00	70.00
230-490-6230	18.05	.00	18.05
230-490-6234	8.74	.00	8.74
230-490-6330	8.40	.00	8.40
230-490-6420	2,048.42	.00	2,048.42
230-490-6425	60.27	.00	60.27
230-490-6430	1,347.66	.00	1,347.66
230-490-6435	70.00	.00	70.00
230-490-6440	256.87	.00	256.87
230-490-6445	20.48	.00	20.48
230-490-6710	213.95	.00	213.95
230-490-6750	2,186.02	.00	2,186.02
230-490-6755	75.60	.00	75.60
230-800-7110	31,588.30	15,794.15-	15,794.15
230-800-7122	8,530.62	4,265.31-	4,265.31
230-800-7510	2,966.36	1,483.18-	1,483.18
230-800-7522	6,314.38	3,157.19-	3,157.19
240-2125	35,488.41	93,332.55-	57,844.14-
240-490-6114	312.00	.00	312.00
240-490-6122	299.10	.00	299.10
240-490-6128	370.00	.00	370.00
240-490-6234	522.45	.00	522.45
240-490-6320	107.16	.00	107.16
240-490-6324	15,000.00	.00	15,000.00
240-490-6330	1,903.68	.00	1,903.68
240-490-6420	72.60	.00	72.60
240-490-6425	542.43	.00	542.43
240-490-6430	902.59	.00	902.59
240-490-6435	69.97	.00	69.97
240-490-6440	145.40	.00	145.40
240-490-6445	20.48	.00	20.48
240-490-6710	135.10	.00	135.10
240-490-6750	1,099.57	.00	1,099.57
240-490-6755	853.20	.00	853.20
240-800-7110	36,626.00	18,313.00-	18,313.00
240-800-7122	8,530.62	4,265.31-	4,265.31
240-800-7510	19,505.82	9,752.91-	9,752.91
240-800-7522	6,314.38	3,157.19-	3,157.19
312-2125	.00	5,147.54-	5,147.54-
312-490-6114	104.00	.00	104.00
312-490-6122	99.70	.00	99.70
312-490-6430	1,209.39	.00	1,209.39
312-490-6720	285.00	.00	285.00
312-490-6724	3,449.45	.00	3,449.45
314-2125	.00	2,619.19-	2,619.19-
314-490-6122	15.05	.00	15.05

GL Account	Debit	Credit	Proof
314-490-6290	24.14	.00	24.14
314-490-6705	80.00	.00	80.00
314-490-6816	2,500.00	.00	2,500.00
Grand Totals:	<u>242,548.00</u>	<u>242,548.00-</u>	<u>.00</u>

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

Bank.Name = "General"

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** November 16, 2019  
**SUBJECT:** City Administrator Report

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

**SUMMARY:**

The attached City Administrator Report is for the period of November 15 – November 26. The report covers the following topics: Covered Bridge and Tree Lighting Ceremony, Committee Meetings, Project Updates and League of Oregon Cities Highlights.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. City Administrator Report



**City Administrator's Office**  
P.O. Box 490 Lowell, OR 97452  
Phone: 541-937-2157  
Email: [jcobb@ci.lowell.or.us](mailto:jcobb@ci.lowell.or.us)

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** November 26, 2019  
**SUBJECT:** City Administrator Report

### **Covered Bridge and Tree Lighting Ceremony**

The Covered Bridge and Tree Lighting is scheduled for Saturday, December 7 at 5:00 p.m. This year's event features local carolers, Mr. and Mrs. Claus, and the Lowell High School Band. Coffee, hot chocolate, cider, and cookies will be provided.

Due to congestion, parking at the Covered Bridge is limited to patrons with a handicap permit and volunteers. FREE shuttle service will be available at the Maggie Osgood Library (70 North Pioneer Street) starting at 4:30 p.m.

### **Committee Meetings**

- Due to the early Council meeting, committee summaries are not available. Summaries and draft minutes will be provided at the regular meeting on January 21. December Committee meetings are scheduled as follows:
  - Economic Development Committee – December 2
  - Parks and Recreation Committee – December 4
  - Blackberry Jam Festival Committee – December 10

### **Project Updates**

- *Rolling Rock Park Improvements* – Staff held a kick off meeting with the landscape architect, David Dougherty with DLA, on Monday, November 25. We reviewed the scope of work, timeline, and expectations for the project. A survey will need to be completed for construction documents. While the survey is completed, DLA will start work on the Cannon Street Conceptual Plan.
- *Development Code Update* – Our City Planner, Jacob Callister with LCOG, and staff are drafting a scope of work for the planned update of the development code. This project includes the development of new code provisions to implement the goals and policies of



the Downtown Master Plan, as well as other “housekeeping” items, such as the clarification of building setbacks and driveway paving requirements.

- *Parks and Recreation Master Plan* – The comprehensive plan amendments have been completed. LCOG has assisted with required DLCDC notice. Staff has scheduled public hearings for January 8 with the Planning Commission, January 21 with the City Council, and potential ordinance readings at the January 21 and February 4 City Council meetings.

### **League of Oregon Cities Highlights**

*State Revenue Forecast: Stable, but with Elevated Risk* – On Wednesday, the state’s Office of Economic Analysis (OEA) issued its quarterly revenue forecast. Cities can [watch the presentation](#) or [view the meeting materials](#) on the Legislature’s website. The forecast was presented to a joint meeting of the House Revenue and Senate Finance and Revenue committees, chaired by Representative Nancy Nathanson (D-Eugene) and Senator Mark Hass (D-Beaverton) respectively.

State Economist Mark McMullin described the revenue outlook as “pretty darn stable,” but noted that there were still significant concerns that a national recession could happen in the next year. Revenues have been coming in above what would be expected given the overall economic picture, indicating some of these gains may be tied to one-time taxpayer behavior related to recent changes in federal tax law. Another identified risk was whether revenues from the newly enacted corporate activity tax will come in at estimated levels when returns are filed towards the end of the biennium.

Oregon indicators of a possible recession included slowing job growth and the recent announcement of mass layoffs at NORPAC facilities near Salem, though these concerns were tempered by the overall strength of the Oregon labor market. Unemployment in Oregon is still near 4%, and wage growth has brought Oregon median household income above the national average for the first time in decades.

McMullin also noted that during the 2017-19 kicker certification process it was determined that another \$118 million was included in the personal income tax kicker credit, bringing the total rebate to just under \$1.7 billion. This money will be returned to taxpayers in the form of a credit on 2019 returns filed next year. The OEA is not projecting a personal income tax kicker for the current 2019-21 biennium, but they did project a corporate income tax kicker of \$135 million. If the estimate holds, the corporate kicker would go to K-12 education as required by a 2012 ballot measure.

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works Director  
**DATE:** November 27, 2019  
**SUBJECT:** Public Works Report

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

**SUMMARY:**

The attached Public Works Report is for the period of November 16 – November 27. The report covers the following topics: Streets and Parks, Wastewater Treatment Plant and Water Treatment Plant.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. Public Works Report



**Public Works Department**  
P.O. Box 490 Lowell, OR 97452  
Phone: 541-937-2157  
Fax: 541-937-2936  
Email: [mbaker@ci.lowell.or.us](mailto:mbaker@ci.lowell.or.us)

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**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works Director  
**DATE:** December 3, 2019  
**SUBJECT:** Public Works Report

### **Streets and Parks**

Staff and Volunteers are wrapping up the decorations for the Bridge lighting event on the 7<sup>th</sup>.

### **Wastewater Treatment Plant/Collections**

The digester blower received it's 100-hour maintenance as per O&M. This included oil change, greasing, adjusting belt tension and air filter inspection.

Staff finished the concrete pad for the propane tank at the Lift Station. New tank should be installed this week.

The digital screen for the Effluent Flow meter is going out and will need to be replaced.

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

Nothing to report.

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** November 27, 2019  
**SUBJECT:** Monthly Financial Report

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

**SUMMARY:**

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

**FISCAL IMPACT:**

None.

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. November Revenue and Expenditure reports

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
110-310-4112	31,111.58	31,111.58	142,768.00	111,656.42	21.8
110-310-4114	218.10	1,521.10	5,293.00	3,771.90	28.7
<b>TOTAL TAXES</b>	<b>31,329.68</b>	<b>32,632.68</b>	<b>148,061.00</b>	<b>115,428.32</b>	<b>22.0</b>
<u>INVESTMENT EARNINGS</u>					
110-315-4125	18.72	2,044.88	6,130.00	4,085.12	33.4
<b>TOTAL INVESTMENT EARNINGS</b>	<b>18.72</b>	<b>2,044.88</b>	<b>6,130.00</b>	<b>4,085.12</b>	<b>33.4</b>
<u>INTERGOVERNMENTAL</u>					
110-320-4132	2,563.30	5,018.79	10,421.00	5,402.21	48.2
110-320-4134	.00	441.55	1,000.00	558.45	44.2
110-320-4136	1,374.73	7,816.19	20,564.00	12,747.81	38.0
110-320-4145	.00	5.47	300.00	294.53	1.8
110-320-4148	.00	1,617.33	5,200.00	3,582.67	31.1
<b>TOTAL INTERGOVERNMENTAL</b>	<b>3,938.03</b>	<b>14,899.33</b>	<b>37,485.00</b>	<b>22,585.67</b>	<b>39.8</b>
<u>GRANT REVENUES</u>					
110-325-4151	.00	30,000.00	1,050,000.00	1,020,000.00	2.9
110-325-4152	.00	10,137.00	9,832.00	( 305.00)	103.1
110-325-4154	.00	.00	1,000.00	1,000.00	.0
110-325-4158	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL GRANT REVENUES</b>	<b>.00</b>	<b>40,137.00</b>	<b>1,061,832.00</b>	<b>1,021,695.00</b>	<b>3.8</b>
<u>FRANCHISE FEES</u>					
110-330-4310	1,402.35	2,760.57	4,388.00	1,627.43	62.9
110-330-4312	.00	25,354.86	47,298.00	21,943.14	53.6
110-330-4314	.00	.00	4,000.00	4,000.00	.0
110-330-4316	.00	.00	1,706.00	1,706.00	.0
<b>TOTAL FRANCHISE FEES</b>	<b>1,402.35</b>	<b>28,115.43</b>	<b>57,392.00</b>	<b>29,276.57</b>	<b>49.0</b>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LICENSES &amp; PERMITS</u>					
110-335-4352	.00	6,502.00	13,500.00	6,998.00	48.2
110-335-4354	.00	350.00	250.00	( 100.00)	140.0
110-335-4356	9,014.57	14,641.89	40,634.00	25,992.11	36.0
110-335-4358	573.44	3,404.80	6,095.00	2,690.20	55.9
110-335-4360	58.00	316.00	700.00	384.00	45.1
TOTAL LICENSES & PERMITS	9,646.01	25,214.69	61,179.00	35,964.31	41.2
<u>CHARGES FOR SERVICE</u>					
110-340-4410	131.95	532.30	100.00	( 432.30)	532.3
110-340-4413	.00	.00	1,250.00	1,250.00	.0
110-340-4415	.00	.00	500.00	500.00	.0
110-340-4417	30.00	200.00	350.00	150.00	57.1
110-340-4419	.00	.00	50.00	50.00	.0
110-340-4421	1,244.18	2,024.03	2,200.00	175.97	92.0
110-340-4423	.00	73.75	100.00	26.25	73.8
TOTAL CHARGES FOR SERVICE	1,406.13	2,830.08	4,550.00	1,719.92	62.2
<u>SDC REVENUE</u>					
110-345-4511	94.00	235.00	387.00	152.00	60.7
TOTAL SDC REVENUE	94.00	235.00	387.00	152.00	60.7
<u>FINES &amp; FORFEITURES</u>					
110-350-4625	1,001.00	1,901.00	2,942.00	1,041.00	64.6
TOTAL FINES & FORFEITURES	1,001.00	1,901.00	2,942.00	1,041.00	64.6
<u>REIMBURSEMENT REVENUE</u>					
110-365-4752	.00	.00	5,000.00	5,000.00	.0
TOTAL REIMBURSEMENT REVENUE	.00	.00	5,000.00	5,000.00	.0
<u>OTHER REVENUE</u>					
110-370-4824	.00	85.25	.00	( 85.25)	.0
110-370-4825	.00	.00	1,000.00	1,000.00	.0
TOTAL OTHER REVENUE	.00	85.25	1,000.00	914.75	8.5

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUE</u>					
110-385-4895 MISCELLANEOUS REVENUE	.00	2,186.48	2,500.00	313.52	87.5
TOTAL MISCELLANEOUS REVENUE	.00	2,186.48	2,500.00	313.52	87.5
TOTAL FUND REVENUE	48,835.92	150,281.82	1,388,458.00	1,238,176.18	10.8

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
110-410-5110 CITY ADMINISTRATOR	693.33	6,933.30	17,305.00	10,371.70	40.1
110-410-5114 CITY CLERK	220.24	2,191.91	5,153.00	2,961.09	42.5
110-410-5158 MAINTENANCE WORKER I	62.55	703.40	1,824.00	1,120.60	38.6
110-410-5220 OVERTIME	7.62	22.86	193.00	170.14	11.8
110-410-5315 SOCIAL SECURITY/MEDICARE	75.26	753.67	2,195.00	1,441.33	34.3
110-410-5320 WORKER'S COMP	.31	108.69	179.00	70.31	60.7
110-410-5350 UNEMPLOYMENT	.00	.00	1,733.00	1,733.00	.0
110-410-5410 HEALTH INSURANCE	.00	1,564.89	3,582.00	2,017.11	43.7
110-410-5450 PUBLIC EMPLOYEES RETIREMENT	169.59	1,698.41	4,220.00	2,521.59	40.3
110-410-6110 AUDITING	.00	.00	4,419.00	4,419.00	.0
110-410-6112 LEGAL SERVICES	.00	155.40	5,000.00	4,844.60	3.1
110-410-6114 FINANCIAL SERVICES	312.00	2,212.75	3,749.00	1,536.25	59.0
110-410-6122 IT SERVICES	399.10	5,391.50	5,753.00	361.50	93.7
110-410-6124 COPIER CONTRACT	147.98	739.90	2,000.00	1,260.10	37.0
110-410-6128 OTHER CONTRACT SERVICES	16,675.00	22,127.00	2,371.00 (	19,756.00)	933.2
110-410-6210 INSURANCE & BONDS	.00	5,968.33	6,115.00	146.67	97.6
110-410-6220 PUBLICATIONS, PRINTING & DUES	.00	653.03	6,900.00	6,246.97	9.5
110-410-6222 NEWSLETTER EXPENDITURE	.00	.00	1,200.00	1,200.00	.0
110-410-6226 POSTAGE	23.15	231.15	750.00	518.85	30.8
110-410-6228 PUBLIC NOTICES	.00	.00	1,000.00	1,000.00	.0
110-410-6230 OFFICE SUPPLIES/EQUIPMENT	.00	867.89	1,000.00	132.11	86.8
110-410-6234 GENERAL SUPPLIES	5.97	13.30	1,000.00	986.70	1.3
110-410-6238 BANK SERVICE CHARGES	.00	502.55	1,000.00	497.45	50.3
110-410-6240 TRAVEL & TRAINING	.00	1,973.11	1,500.00 (	473.11)	131.5
110-410-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
110-410-6320 BUILDING REPAIR & MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
110-410-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	100.00	100.00	.0
110-410-6334 NON-CAPITALIZED ASSETS	.00	965.92	2,000.00	1,034.08	48.3
110-410-6420 WATER SERVICES	48.32	1,261.73	200.00 (	1,061.73)	630.9
110-410-6425 SEWER SERVICES	90.40	449.36	150.00 (	299.36)	299.6
110-410-6430 ELECTRICITY SERVICES	248.81	798.56	550.00 (	248.56)	145.2
110-410-6435 INTERNET SERVICES	92.47	440.85	315.00 (	125.85)	140.0
110-410-6440 TELEPHONE SERVICES	211.04	1,014.17	342.00 (	672.17)	296.5
110-410-6445 REFUSE SERVICES	8.99	41.83	90.00	48.17	46.5
110-410-6510 COUNCIL EXPENDITURE	.00	.00	2,000.00	2,000.00	.0
110-410-6512 STATE ETHICS COMMISSION	.00	548.87	600.00	51.13	91.5
110-410-6792 REIMBURSABLE EXPENDITURE	.00	.00	5,000.00	5,000.00	.0
110-410-8225 BUILDINGS & FACILITIES	.00	.00	90,000.00	90,000.00	.0
110-410-8320 SOFTWARE	.00	5,925.15	.00 (	5,925.15)	.0
<b>TOTAL ADMINISTRATION</b>	<b>19,492.13</b>	<b>66,259.48</b>	<b>182,988.00</b>	<b>116,728.52</b>	<b>36.2</b>



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS &amp; RECREATION</u>					
110-420-5110 CITY ADMINISTRATOR	173.33	1,733.30	4,328.00	2,594.70	40.1
110-420-5150 PUBLIC WORKS DIRECTOR	143.54	1,433.53	3,374.00	1,940.47	42.5
110-420-5152 UTILITY WORKER I	308.44	2,862.93	3,276.00	413.07	87.4
110-420-5154 UTILITY WORKER II	.00	.00	3,276.00	3,276.00	.0
110-420-5156 UTILITY WORKER III	.00	130.00	.00	( 130.00)	.0
110-420-5158 MAINTENANCE WORKER I	312.68	3,516.48	9,118.00	5,601.52	38.6
110-420-5220 OVERTIME	.00	157.74	1,351.00	1,193.26	11.7
110-420-5315 SOCIAL SECURITY/MEDICARE	71.76	752.33	2,217.00	1,464.67	33.9
110-420-5320 WORKER'S COMP	.51	426.76	1,709.00	1,282.24	25.0
110-420-5350 UNEMPLOYMENT	.00	.00	1,861.00	1,861.00	.0
110-420-5410 HEALTH INSURANCE	.00	1,460.70	4,316.00	2,855.30	33.8
110-420-5450 PUBLIC EMPLOYEES RETIREMENT	161.71	1,527.87	4,262.00	2,734.13	35.9
110-420-6128 OTHER CONTRACT SERVICES	395.00	2,830.00	1,000.00	( 1,830.00)	283.0
110-420-6234 GENERAL SUPPLIES	381.00	3,867.81	2,000.00	( 1,867.81)	193.4
110-420-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
110-420-6320 BUILDING REPAIR & MAINTENANCE	.00	695.57	2,500.00	1,804.43	27.8
110-420-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	265.96	1,000.00	734.04	26.6
110-420-6330 OTHER REPAIR & MAINTENANCE	.00	980.14	5,000.00	4,019.86	19.6
110-420-6334 NON-CAPITALIZED ASSETS	.00	1,290.90	2,000.00	709.10	64.6
110-420-6339 MAINTENANCE - NELSON LAND DONA	.00	.00	500.00	500.00	.0
110-420-6420 WATER SERVICES	60.36	1,864.17	5,150.00	3,285.83	36.2
110-420-6425 SEWER SERVICES	120.54	599.18	1,439.00	839.82	41.6
110-420-6430 ELECTRICITY SERVICES	53.81	233.63	614.00	380.37	38.1
110-420-6445 REFUSE SERVICES	24.06	114.06	288.00	173.94	39.6
110-420-6710 GAS & OIL	722.82	776.19	812.00	35.81	95.6
110-420-8520 PARKS IMPROVEMENTS	.00	7,187.65	790,000.00	782,812.35	.9
<b>TOTAL PARKS &amp; RECREATION</b>	<b>2,929.56</b>	<b>34,706.90</b>	<b>851,891.00</b>	<b>817,184.10</b>	<b>4.1</b>
<u>POLICE</u>					
110-430-6118 POLICE SERVICES	2,343.60	11,718.00	30,561.00	18,843.00	38.3
110-430-6334 NON-CAPITALIZED ASSETS	.00	.00	5,000.00	5,000.00	.0
<b>TOTAL POLICE</b>	<b>2,343.60</b>	<b>11,718.00</b>	<b>35,561.00</b>	<b>23,843.00</b>	<b>33.0</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
110-440-5110 CITY ADMINISTRATOR	173.33	1,733.30	4,325.00	2,591.70	40.1
110-440-5114 CITY CLERK	110.12	1,095.96	2,577.00	1,481.04	42.5
110-440-5220 OVERTIME	3.81	11.43	97.00	85.57	11.8
110-440-5315 SOCIAL SECURITY/MEDICARE	21.98	217.36	628.00	410.64	34.6
110-440-5320 WORKER'S COMP	.09	36.01	14.00	( 22.01)	257.2
110-440-5350 UNEMPLOYMENT	.00	.00	508.00	508.00	.0
110-440-5410 HEALTH INSURANCE	.00	624.35	1,314.00	689.65	47.5
110-440-5450 PUBLIC EMPLOYEES RETIREMENT	49.52	489.68	1,207.00	717.32	40.6
110-440-6116 ENGINEERING SERVICES	1,305.00	5,067.50	500.00	( 4,567.50)	1013.5
110-440-6128 OTHER CONTRACT SERVICES	.00	18,092.22	10,000.00	( 8,092.22)	180.9
110-440-6220 PUBLICATIONS, PRINTING & DUES	.00	.00	100.00	100.00	.0
110-440-6226 POSTAGE	.00	.00	250.00	250.00	.0
110-440-6240 TRAVEL & TRAINING	.00	.00	500.00	500.00	.0
110-440-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-440-6522 LAND USE & DEVELOPMENT COSTS	.00	4,895.98	10,125.00	5,229.02	48.4
110-440-6524 BUILDING PERMIT COSTS	519.56	17,637.44	31,282.00	13,644.56	56.4
110-440-6525 ELECTRICAL PERMIT COSTS	60.00	3,472.71	4,650.00	1,177.29	74.7
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>2,243.41</b>	<b>53,373.94</b>	<b>68,327.00</b>	<b>14,953.06</b>	<b>78.1</b>
<u>LIBRARY</u>					
110-450-5130 LIBRARIAN/SPECIAL EVENTS	.00	.00	11,700.00	11,700.00	.0
110-450-5158 MAINTENANCE WORKER I	62.55	703.40	.00	( 703.40)	.0
110-450-5315 SOCIAL SECURITY/MEDICARE	4.79	53.83	1,049.00	995.17	5.1
110-450-5320 WORKER'S COMP	.04	53.14	50.00	( 3.14)	106.3
110-450-5350 UNEMPLOYMENT	.00	.00	741.00	741.00	.0
110-450-5450 PUBLIC EMPLOYEES RETIREMENT	10.78	121.24	2,017.00	1,895.76	6.0
110-450-6122 IT SERVICES	.00	288.00	7,440.00	7,152.00	3.9
110-450-6128 OTHER CONTRACT SERVICES	.00	250.00	2,000.00	1,750.00	12.5
110-450-6226 POSTAGE	.00	.00	50.00	50.00	.0
110-450-6230 OFFICE SUPPLIES/EQUIPMENT	.00	.00	500.00	500.00	.0
110-450-6234 GENERAL SUPPLIES	.00	.00	1,500.00	1,500.00	.0
110-450-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-450-6320 BUILDING REPAIR & MAINTENANCE	.00	1,320.44	100.00	( 1,220.44)	1320.4
110-450-6334 NON-CAPITALIZED ASSETS	.00	.00	1,000.00	1,000.00	.0
110-450-6420 WATER SERVICES	16.11	420.59	1,200.00	779.41	35.1
110-450-6425 SEWER SERVICES	30.14	149.82	732.00	582.18	20.5
110-450-6430 ELECTRICITY SERVICES	82.94	266.19	3,600.00	3,333.81	7.4
110-450-6435 INTERNET SERVICES	92.47	440.85	2,100.00	1,659.15	21.0
110-450-6440 TELEPHONE SERVICES	.00	.00	300.00	300.00	.0
110-450-6445 REFUSE SERVICES	8.99	41.83	600.00	558.17	7.0
110-450-6530 SUMMER READING PROGRAM	.00	.00	1,000.00	1,000.00	.0
110-450-8225 BUILDINGS & FACILITIES	.00	.00	302,000.00	302,000.00	.0
<b>TOTAL LIBRARY</b>	<b>308.81</b>	<b>4,109.33</b>	<b>339,929.00</b>	<b>335,819.67</b>	<b>1.2</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CODE ENFORCEMENT</u>					
110-460-5110	CITY ADMINISTRATOR	173.33	1,733.30	4,326.00	2,592.70 40.1
110-460-5150	PUBLIC WORKS DIRECTOR	143.54	1,433.53	3,374.00	1,940.47 42.5
110-460-5220	OVERTIME	.00	65.24	.00	( 65.24) .0
110-460-5315	SOCIAL SECURITY/MEDICARE	24.24	247.24	691.00	443.76 35.8
110-460-5320	WORKER'S COMP	.10	36.10	307.00	270.90 11.8
110-460-5350	UNEMPLOYMENT	.00	.00	573.00	573.00 .0
110-460-5410	HEALTH INSURANCE	.00	486.91	1,439.00	952.09 33.8
110-460-5450	PUBLIC EMPLOYEES RETIREMENT	54.63	557.21	1,328.00	770.79 42.0
110-460-6128	OTHER CONTRACT SERVICES	.00	206.54	2,500.00	2,293.46 8.3
110-460-6234	GENERAL SUPPLIES	.00	.00	100.00	100.00 .0
110-460-6290	MISCELLANEOUS	.00	.00	100.00	100.00 .0
110-460-6445	REFUSE SERVICES	.00	274.84	.00	( 274.84) .0
	<b>TOTAL CODE ENFORCEMENT</b>	<b>395.84</b>	<b>5,040.91</b>	<b>14,738.00</b>	<b>9,697.09 34.2</b>
<u>TOURISM</u>					
110-470-6128	OTHER CONTRACT SERVICES	.00	.00	1,000.00	1,000.00 .0
110-470-6224	MARKETING	.00	120.00	2,000.00	1,880.00 6.0
110-470-6226	POSTAGE	.00	.00	100.00	100.00 .0
110-470-6290	MISCELLANEOUS	.00	.00	250.00	250.00 .0
110-470-6326	COVERED BRIDGE MAINTENANCE	62.72	241.79	5,000.00	4,758.21 4.8
110-470-6327	COMMUNITY GRANT PROGRAM	.00	.00	3,000.00	3,000.00 .0
110-470-6550	TOURISM FUNDED PROJECTS	.00	1,072.15	.00	( 1,072.15) .0
	<b>TOTAL TOURISM</b>	<b>62.72</b>	<b>1,433.94</b>	<b>11,350.00</b>	<b>9,916.06 12.6</b>
<u>MUNICIPAL COURT</u>					
110-480-5110	CITY ADMINISTRATOR	173.33	1,733.30	4,325.00	2,591.70 40.1
110-480-5114	CITY CLERK	110.12	1,095.96	2,577.00	1,481.04 42.5
110-480-5220	OVERTIME	3.81	11.43	97.00	85.57 11.8
110-480-5315	SOCIAL SECURITY/MEDICARE	21.98	217.36	628.00	410.64 34.6
110-480-5320	WORKER'S COMP	.09	36.01	14.00	( 22.01) 257.2
110-480-5350	UNEMPLOYMENT	.00	.00	508.00	508.00 .0
110-480-5410	HEALTH INSURANCE	.00	624.35	1,314.00	689.65 47.5
110-480-5450	PUBLIC EMPLOYEES RETIREMENT	49.52	489.68	1,207.00	717.32 40.6
110-480-6120	JUDGE CONTRACT	.00	.00	1,250.00	1,250.00 .0
110-480-6128	OTHER CONTRACT SERVICES	.00	46.59	1,500.00	1,453.41 3.1
110-480-6226	POSTAGE	.00	.00	50.00	50.00 .0
110-480-6238	BANK SERVICE CHARGES	.00	.00	200.00	200.00 .0
110-480-6560	STATE ASSESSMENTS	.00	.00	500.00	500.00 .0
	<b>TOTAL MUNICIPAL COURT</b>	<b>358.85</b>	<b>4,254.68</b>	<b>14,170.00</b>	<b>9,915.32 30.0</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>DEBT SERVICE</u>						
110-800-7111	LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	13,668.00	13,668.00	.0
110-800-7511	LOAN INTEREST - LIBRARY/CITY	.00	.00	18,601.00	18,601.00	.0
	<b>TOTAL DEBT SERVICE</b>	<b>.00</b>	<b>.00</b>	<b>32,269.00</b>	<b>32,269.00</b>	<b>.0</b>
<u>OTHER REQUIREMENTS</u>						
110-900-9150	TRANSFER TO EQUIPMENT FUND	.00	.00	6,000.00	6,000.00	.0
110-900-9590	CONTINGENCY	.00	.00	55,502.00	55,502.00	.0
110-900-9895	RESERVED FOR FUTURE USE - PARK	.00	.00	7,500.00	7,500.00	.0
	<b>TOTAL OTHER REQUIREMENTS</b>	<b>.00</b>	<b>.00</b>	<b>69,002.00</b>	<b>69,002.00</b>	<b>.0</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>28,134.92</b>	<b>180,897.18</b>	<b>1,620,225.00</b>	<b>1,439,327.82</b>	<b>11.2</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>20,701.00</b>	<b>( 30,615.36)</b>	<b>( 231,767.00)</b>	<b>( 201,151.64)</b>	<b>( 13.2)</b>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
230-315-4125 INTEREST EARNED	.00	790.27	2,902.00	2,111.73	27.2
TOTAL INVESTMENT EARNINGS	.00	790.27	2,902.00	2,111.73	27.2
<u>LICENSES &amp; PERMITS</u>					
230-335-4370 WATER/SEWER CONNECTION PERMIT	500.00	500.00	2,000.00	1,500.00	25.0
TOTAL LICENSES & PERMITS	500.00	500.00	2,000.00	1,500.00	25.0
<u>CHARGES FOR SERVICE</u>					
230-340-4425 WATER/SEWER SALES	22,454.35	178,419.19	333,048.00	154,628.81	53.6
230-340-4426 BULK WATER SALES	.00	.00	500.00	500.00	.0
230-340-4430 WATER/SEWER CONNECTION FEES	.00	.00	2,000.00	2,000.00	.0
230-340-4435 FIRE HYDRANT FEE	333.48	1,954.90	4,337.00	2,382.10	45.1
230-340-4450 WATER/SEWER PENALTIES	222.50	1,471.56	.00	( 1,471.56)	.0
TOTAL CHARGES FOR SERVICE	23,010.33	181,845.65	339,885.00	158,039.35	53.5
<u>SDC REVENUE</u>					
230-345-4531 WATER REIMBURSEMENT SDC	3,352.50	5,587.50	8,568.00	2,980.50	65.2
TOTAL SDC REVENUE	3,352.50	5,587.50	8,568.00	2,980.50	65.2
<u>LOAN PAYMENTS &amp; PROCEEDS</u>					
230-360-4225 LOAN PROCEEDS	.00	.00	175,000.00	175,000.00	.0
TOTAL LOAN PAYMENTS & PROCEEDS	.00	.00	175,000.00	175,000.00	.0
<u>MISCELLANEOUS REVENUE</u>					
230-385-4895 MISCELLANEOUS REVENUE	.00	179.91	5,000.00	4,820.09	3.6
TOTAL MISCELLANEOUS REVENUE	.00	179.91	5,000.00	4,820.09	3.6
TOTAL FUND REVENUE	26,862.83	188,903.33	533,355.00	344,451.67	35.4

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
230-490-5110 CITY ADMINISTRATOR	953.33	9,533.30	23,796.00	14,262.70	40.1
230-490-5114 CITY CLERK	880.96	8,767.65	20,613.00	11,845.35	42.5
230-490-5150 PUBLIC WORKS DIRECTOR	1,220.09	12,184.99	28,680.00	16,495.01	42.5
230-490-5152 UTILITY WORKER I	1,310.87	12,167.48	13,923.00	1,755.52	87.4
230-490-5154 UTILITY WORKER II	.00	.00	13,923.00	13,923.00	.0
230-490-5156 UTILITY WORKER III	.00	552.50	.00	( 552.50)	.0
230-490-5158 MAINTENANCE WORKER I	93.81	1,054.98	2,735.00	1,680.02	38.6
230-490-5220 OVERTIME	30.50	1,039.09	6,516.00	5,476.91	16.0
230-490-5315 SOCIAL SECURITY/MEDICARE	343.46	3,465.42	9,882.00	6,416.58	35.1
230-490-5320 WORKER'S COMP	1.92	2,072.65	5,934.00	3,861.35	34.9
230-490-5350 UNEMPLOYMENT	.00	.00	8,736.00	8,736.00	.0
230-490-5410 HEALTH INSURANCE	.00	11,533.86	29,720.00	18,186.14	38.8
230-490-5450 PUBLIC EMPLOYEES RETIREMENT	774.00	7,097.59	18,996.00	11,898.41	37.4
230-490-6110 AUDITING	.00	.00	4,419.00	4,419.00	.0
230-490-6112 LEGAL SERVICES	.00	.00	500.00	500.00	.0
230-490-6114 FINANCIAL SERVICES	312.00	2,212.75	3,749.00	1,536.25	59.0
230-490-6116 ENGINEERING SERVICES	.00	585.00	80,000.00	79,415.00	.7
230-490-6122 IT SERVICES	299.10	1,668.30	5,381.00	3,712.70	31.0
230-490-6128 OTHER CONTRACT SERVICES	70.00	350.00	2,000.00	1,650.00	17.5
230-490-6210 INSURANCE & BONDS	.00	5,968.33	6,115.00	146.67	97.6
230-490-6220 PUBLICATIONS, PRINTING & DUES	.00	125.84	1,000.00	874.16	12.6
230-490-6226 POSTAGE	.00	600.00	1,707.00	1,107.00	35.2
230-490-6230 OFFICE SUPPLIES/EQUIPMENT	18.05	294.16	1,281.00	986.84	23.0
230-490-6234 GENERAL SUPPLIES	8.74	732.51	2,699.00	1,966.49	27.1
230-490-6238 BANK SERVICE CHARGES	.00	1,302.40	2,825.00	1,522.60	46.1
230-490-6240 TRAVEL & TRAINING	.00	156.00	1,500.00	1,344.00	10.4
230-490-6290 MISCELLANEOUS	.00	120.00	1,500.00	1,380.00	8.0
230-490-6320 BUILDING REPAIR & MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
230-490-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	811.35	1,000.00	188.65	81.1
230-490-6330 OTHER REPAIR & MAINTENANCE	8.40	937.43	15,329.00	14,391.57	6.1
230-490-6334 NON-CAPITALIZED ASSETS	.00	3,840.86	1,500.00	( 2,340.86)	256.1
230-490-6420 WATER SERVICES	2,048.42	2,271.24	1,697.00	( 574.24)	133.8
230-490-6425 SEWER SERVICES	60.27	299.59	723.00	423.41	41.4
230-490-6430 ELECTRICITY SERVICES	1,347.66	6,135.36	19,254.00	13,118.64	31.9
230-490-6435 INTERNET SERVICES	70.00	350.00	865.00	515.00	40.5
230-490-6440 TELEPHONE SERVICES	256.87	1,271.15	3,886.00	2,614.85	32.7
230-490-6445 REFUSE SERVICES	20.48	96.16	233.00	136.84	41.3
230-490-6710 GAS & OIL	213.95	213.95	1,602.00	1,388.05	13.4
230-490-6712 OPERATIONS & SUPPLIES	.00	1,533.41	.00	( 1,533.41)	.0
230-490-6750 CHEMICALS & LAB SUPPLIES	2,186.02	7,119.91	21,349.00	14,229.09	33.4
230-490-6755 WATER/SEWER ANALYSIS	75.60	2,392.20	2,842.00	449.80	84.2
230-490-6758 WATER/SEWER CONNECTION EXPENDI	.00	89.05	.00	( 89.05)	.0
<b>TOTAL NON-DEPARTMENTAL</b>	<b>12,604.50</b>	<b>110,946.46</b>	<b>370,910.00</b>	<b>259,963.54</b>	<b>29.9</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
230-700-8320 SOFTWARE	.00	5,925.15	.00	( 5,925.15)	.0
230-700-8540 WATER SYSTEMS IMPROVEMTS	.00	.00	175,000.00	175,000.00	.0
<b>TOTAL CAPITAL OUTLAY</b>	<b>.00</b>	<b>5,925.15</b>	<b>175,000.00</b>	<b>169,074.85</b>	<b>3.4</b>
<u>DEBT SERVICE</u>					
230-800-7110 LOAN PRINCIPAL	15,794.15	15,794.15	15,794.00	( .15)	100.0
230-800-7111 LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	1,367.00	1,367.00	.0
230-800-7122 LOAN PRINCIPAL - SPWF	4,265.31	4,265.31	4,265.00	( .31)	100.0
230-800-7124 LOAN PRINCIPAL - RD	.00	.00	16,093.00	16,093.00	.0
230-800-7510 LOAN INTEREST	1,483.18	1,483.18	1,483.00	( .18)	100.0
230-800-7511 LOAN INTEREST - LIBRARY/CITY	.00	.00	1,860.00	1,860.00	.0
230-800-7522 LOAN INTEREST - SPWF	3,157.19	3,157.19	3,157.00	( .19)	100.0
230-800-7524 LOAN INTEREST - RD	.00	.00	23,292.00	23,292.00	.0
<b>TOTAL DEBT SERVICE</b>	<b>24,699.83</b>	<b>24,699.83</b>	<b>67,311.00</b>	<b>42,611.17</b>	<b>36.7</b>
<u>OTHER REQUIREMENTS</u>					
230-900-9120 TRANSFER TO WATER RESERVE FUND	.00	.00	3,938.00	3,938.00	.0
230-900-9150 TRANSFER TO EQUIPMENT FUND	.00	.00	6,000.00	6,000.00	.0
230-900-9590 CONTINGENCY	.00	.00	55,311.00	55,311.00	.0
<b>TOTAL OTHER REQUIREMENTS</b>	<b>.00</b>	<b>.00</b>	<b>65,249.00</b>	<b>65,249.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>37,304.33</b>	<b>141,571.44</b>	<b>678,470.00</b>	<b>536,898.56</b>	<b>20.9</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 10,441.50)</b>	<b>47,331.89</b>	<b>( 145,115.00)</b>	<b>( 192,446.89)</b>	<b>32.6</b>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
240-315-4125 INTEREST EARNED	.00	756.26	3,640.00	2,883.74	20.8
TOTAL INVESTMENT EARNINGS	.00	756.26	3,640.00	2,883.74	20.8
<u>LICENSES &amp; PERMITS</u>					
240-335-4370 WATER/SEWER CONNECTION PERMIT	230.00	460.00	920.00	460.00	50.0
TOTAL LICENSES & PERMITS	230.00	460.00	920.00	460.00	50.0
<u>CHARGES FOR SERVICE</u>					
240-340-4425 WATER/SEWER SALES	30,406.10	181,692.94	394,156.00	212,463.06	46.1
240-340-4450 WATER/SEWER PENALTIES	220.02	1,333.62	.00	( 1,333.62)	.0
TOTAL CHARGES FOR SERVICE	30,626.12	183,026.56	394,156.00	211,129.44	46.4
<u>SDC REVENUE</u>					
240-345-4541 SEWER REIMBURSEMENT SDC	1,532.64	3,386.64	4,944.00	1,557.36	68.5
TOTAL SDC REVENUE	1,532.64	3,386.64	4,944.00	1,557.36	68.5
<u>MISCELLANEOUS REVENUE</u>					
240-385-4895 MISCELLANEOUS REVENUE	.00	85.83	4,500.00	4,414.17	1.9
TOTAL MISCELLANEOUS REVENUE	.00	85.83	4,500.00	4,414.17	1.9
<u>TRANSFERS IN</u>					
240-390-4955 TRANSFER FROM DEBT RESERVE FUN	.00	.00	12,724.00	12,724.00	.0
TOTAL TRANSFERS IN	.00	.00	12,724.00	12,724.00	.0
TOTAL FUND REVENUE	32,388.76	187,715.29	420,884.00	233,168.71	44.6



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
240-490-5110 CITY ADMINISTRATOR	953.36	9,533.60	23,796.00	14,262.40	40.1
240-490-5114 CITY CLERK	880.95	8,767.55	20,613.00	11,845.45	42.5
240-490-5150 PUBLIC WORKS DIRECTOR	1,220.08	12,184.90	28,680.00	16,495.10	42.5
240-490-5152 UTILITY WORKER I	1,310.85	12,167.36	13,923.00	1,755.64	87.4
240-490-5154 UTILITY WORKER II	.00	.00	13,923.00	13,923.00	.0
240-490-5156 UTILITY WORKER III	.00	552.50	.00	( 552.50)	.0
240-490-5158 MAINTENANCE WORKER I	93.81	1,054.98	2,735.00	1,680.02	38.6
240-490-5220 OVERTIME	30.50	1,039.07	6,516.00	5,476.93	16.0
240-490-5315 SOCIAL SECURITY/MEDICARE	343.44	3,465.28	9,882.00	6,416.72	35.1
240-490-5320 WORKER'S COMP	1.95	2,072.70	5,934.00	3,861.30	34.9
240-490-5350 UNEMPLOYMENT	.00	.00	8,736.00	8,736.00	.0
240-490-5410 HEALTH INSURANCE	.00	11,533.79	29,720.00	18,186.21	38.8
240-490-5450 PUBLIC EMPLOYEES RETIREMENT	774.00	7,097.60	18,996.00	11,898.40	37.4
240-490-6110 AUDITING	.00	.00	4,419.00	4,419.00	.0
240-490-6112 LEGAL SERVICES	.00	.00	500.00	500.00	.0
240-490-6114 FINANCIAL SERVICES	312.00	2,212.75	3,749.00	1,536.25	59.0
240-490-6116 ENGINEERING SERVICES	.00	3,435.40	100,000.00	96,564.60	3.4
240-490-6122 IT SERVICES	299.10	1,909.77	3,881.00	1,971.23	49.2
240-490-6128 OTHER CONTRACT SERVICES	370.00	1,850.00	3,600.00	1,750.00	51.4
240-490-6210 INSURANCE & BONDS	.00	5,968.33	6,115.00	146.67	97.6
240-490-6220 PUBLICATIONS, PRINTING & DUES	.00	125.84	600.00	474.16	21.0
240-490-6226 POSTAGE	.00	600.00	2,000.00	1,400.00	30.0
240-490-6230 OFFICE SUPPLIES/EQUIPMENT	.00	140.47	500.00	359.53	28.1
240-490-6234 GENERAL SUPPLIES	522.45	1,621.81	2,000.00	378.19	81.1
240-490-6238 BANK SERVICE CHARGES	.00	1,302.40	1,498.00	195.60	86.9
240-490-6240 TRAVEL & TRAINING	.00	.00	1,500.00	1,500.00	.0
240-490-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
240-490-6320 BUILDING REPAIR & MAINTENANCE	107.16	1,432.88	1,000.00	( 432.88)	143.3
240-490-6324 EQUIPMENT REPAIR & MAINTENANCE	15,000.00	15,284.46	5,000.00	( 10,284.46)	305.7
240-490-6330 OTHER REPAIR & MAINTENANCE	1,903.68	11,431.60	12,500.00	1,068.40	91.5
240-490-6334 NON-CAPITALIZED ASSETS	.00	529.92	1,000.00	470.08	53.0
240-490-6420 WATER SERVICES	72.60	8,260.98	11,457.00	3,196.02	72.1
240-490-6425 SEWER SERVICES	542.43	2,696.31	6,620.00	3,923.69	40.7
240-490-6430 ELECTRICITY SERVICES	902.59	3,345.29	25,068.00	21,722.71	13.3
240-490-6435 INTERNET SERVICES	69.97	69.97	.00	( 69.97)	.0
240-490-6440 TELEPHONE SERVICES	145.40	715.05	1,518.00	802.95	47.1
240-490-6445 REFUSE SERVICES	20.48	96.16	238.00	141.84	40.4
240-490-6520 PERMITS	.00	.00	3,100.00	3,100.00	.0
240-490-6710 GAS & OIL	135.10	135.10	1,457.00	1,321.90	9.3
240-490-6750 CHEMICALS & LAB SUPPLIES	1,099.57	3,454.27	14,700.00	11,245.73	23.5
240-490-6755 WATER/SEWER ANALYSIS	853.20	4,669.20	10,483.00	5,813.80	44.5
<b>TOTAL NON-DEPARTMENTAL</b>	<b>27,964.67</b>	<b>140,757.29</b>	<b>408,457.00</b>	<b>267,699.71</b>	<b>34.5</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
240-700-8320 SOFTWARE	.00	5,925.15	.00	( 5,925.15)	.0
240-700-8335 EQUIPMENT & FURNISHINGS	.00	.00	42,000.00	42,000.00	.0
<b>TOTAL CAPITAL OUTLAY</b>	<b>.00</b>	<b>5,925.15</b>	<b>42,000.00</b>	<b>36,074.85</b>	<b>14.1</b>
<u>DEBT SERVICE</u>					
240-800-7110 LOAN PRINCIPAL	18,313.00	18,313.00	18,313.00	.00	100.0
240-800-7111 LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	1,367.00	1,367.00	.0
240-800-7122 LOAN PRINCIPAL - SPWF	4,265.31	4,265.31	4,056.00	( 209.31)	105.2
240-800-7124 LOAN PRINCIPAL - RD	.00	.00	6,263.00	6,263.00	.0
240-800-7510 LOAN INTEREST	9,752.91	9,752.91	9,573.00	( 179.91)	101.9
240-800-7511 LOAN INTEREST - LIBRARY/CITY	.00	.00	1,860.00	1,860.00	.0
240-800-7522 LOAN INTEREST - SPWF	3,157.19	3,157.19	3,367.00	209.81	93.8
240-800-7524 LOAN INTEREST - RD	.00	.00	9,487.00	9,487.00	.0
<b>TOTAL DEBT SERVICE</b>	<b>35,488.41</b>	<b>35,488.41</b>	<b>54,286.00</b>	<b>18,797.59</b>	<b>65.4</b>
<u>OTHER REQUIREMENTS</u>					
240-900-9121 TRANSFER TO SEWER RESERVE FUND	.00	.00	1,575.00	1,575.00	.0
240-900-9150 TRANSFER TO EQUIPMENT FUND	.00	.00	6,000.00	6,000.00	.0
240-900-9590 CONTINGENCY	.00	.00	90,595.00	90,595.00	.0
<b>TOTAL OTHER REQUIREMENTS</b>	<b>.00</b>	<b>.00</b>	<b>98,170.00</b>	<b>98,170.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>63,453.08</b>	<b>182,170.85</b>	<b>602,913.00</b>	<b>420,742.15</b>	<b>30.2</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 31,064.32)</b>	<b>5,544.44</b>	<b>( 182,029.00)</b>	<b>( 187,573.44)</b>	<b>3.1</b>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
312-315-4125 INTEREST EARNED	.00	592.00	2,045.00	1,453.00	29.0
TOTAL INVESTMENT EARNINGS	.00	592.00	2,045.00	1,453.00	29.0
<u>INTERGOVERNMENTAL</u>					
312-320-4142 STATE DISTRIBUTIONS	6,790.33	33,077.65	79,288.00	46,210.35	41.7
TOTAL INTERGOVERNMENTAL	6,790.33	33,077.65	79,288.00	46,210.35	41.7
<u>GRANT REVENUE</u>					
312-325-4151 GRANT REVENUE	.00	.00	150,000.00	150,000.00	.0
TOTAL SOURCE 325	.00	.00	150,000.00	150,000.00	.0
<u>SDC REVENUE</u>					
312-345-4513 TRANSPORTATION REIMBURSEMENT S	1,144.00	1,456.00	1,605.00	149.00	90.7
TOTAL SDC REVENUE	1,144.00	1,456.00	1,605.00	149.00	90.7
<u>LOAN PAYMENTS &amp; PROCEEDS</u>					
312-360-4225 LOAN PROCEEDS	.00	.00	268,042.00	268,042.00	.0
TOTAL LOAN PAYMENTS & PROCEEDS	.00	.00	268,042.00	268,042.00	.0
TOTAL FUND REVENUE	7,934.33	35,125.65	500,980.00	465,854.35	7.0

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
312-490-5110 CITY ADMINISTRATOR	173.33	1,733.30	4,326.00	2,592.70	40.1
312-490-5150 PUBLIC WORKS DIRECTOR	143.54	1,433.53	3,374.00	1,940.47	42.5
312-490-5152 UTILITY WORKER I	154.22	1,431.49	1,638.00	206.51	87.4
312-490-5154 UTILITY WORKER II	.00	.00	1,638.00	1,638.00	.0
312-490-5156 UTILITY WORKER III	.00	65.00	.00	( 65.00)	.0
312-490-5220 OVERTIME	.00	111.47	676.00	564.53	16.5
312-490-5315 SOCIAL SECURITY/MEDICARE	36.02	365.31	1,045.00	679.69	35.0
312-490-5320 WORKER'S COMP	.20	475.59	673.00	197.41	70.7
312-490-5350 UNEMPLOYMENT	.00	.00	913.00	913.00	.0
312-490-5410 HEALTH INSURANCE	.00	973.70	2,877.00	1,903.30	33.8
312-490-5450 PUBLIC EMPLOYEES RETIREMENT	81.23	739.51	2,009.00	1,269.49	36.8
312-490-6110 AUDITING	.00	.00	1,473.00	1,473.00	.0
312-490-6114 FINANCIAL SERVICES	104.00	737.58	1,250.00	512.42	59.0
312-490-6116 ENGINEERING SERVICES	.00	132.10	1,000.00	867.90	13.2
312-490-6122 IT SERVICES	99.70	584.90	1,342.00	757.10	43.6
312-490-6128 OTHER CONTRACT SERVICES	.00	2,327.50	12,772.00	10,444.50	18.2
312-490-6210 INSURANCE & BONDS	.00	1,989.44	2,038.00	48.56	97.6
312-490-6234 GENERAL SUPPLIES	.00	150.00	150.00	.00	100.0
312-490-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
312-490-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	133.73	500.00	366.27	26.8
312-490-6330 OTHER REPAIR & MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
312-490-6334 NON-CAPITALIZED ASSETS	.00	.00	500.00	500.00	.0
312-490-6430 ELECTRICITY SERVICES	1,209.39	4,747.27	20,363.00	15,615.73	23.3
312-490-6720 STORM DRAIN MAINTENANCE	285.00	1,185.80	.00	( 1,185.80)	.0
312-490-6724 STREET SIGNS	3,449.45	3,449.45	500.00	( 2,949.45)	689.9
<b>TOTAL NON-DEPARTMENTAL</b>	<b>5,736.08</b>	<b>22,766.67</b>	<b>71,557.00</b>	<b>48,790.33</b>	<b>31.8</b>
<u>CAPITAL OUTLAY</u>					
312-700-8320 SOFTWARE	.00	179.55	.00	( 179.55)	.0
312-700-8530 STREET IMPROVEMENTS	.00	8,414.24	438,042.00	429,627.76	1.9
<b>TOTAL CAPITAL OUTLAY</b>	<b>.00</b>	<b>8,593.79</b>	<b>438,042.00</b>	<b>429,448.21</b>	<b>2.0</b>
<u>DEPARTMENT 800</u>					
312-800-7111 LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	683.00	683.00	.0
312-800-7511 LOAN INTEREST - LIBRARY/CITY	.00	.00	930.00	930.00	.0
<b>TOTAL DEPARTMENT 800</b>	<b>.00</b>	<b>.00</b>	<b>1,613.00</b>	<b>1,613.00</b>	<b>.0</b>
<u>OTHER REQUIREMENTS</u>					
312-900-9150 TRANSFER TO EQUIPMENT FUND	.00	.00	4,000.00	4,000.00	.0
312-900-9590 CONTINGENCY	.00	.00	85,427.00	85,427.00	.0
<b>TOTAL OTHER REQUIREMENTS</b>	<b>.00</b>	<b>.00</b>	<b>89,427.00</b>	<b>89,427.00</b>	<b>.0</b>

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

STREET FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
TOTAL FUND EXPENDITURES	5,736.08	31,360.46	600,639.00	569,278.54	5.2
NET REVENUE OVER EXPENDITURES	<u>2,198.25</u>	<u>3,765.19</u>	<u>( 99,659.00)</u>	<u>( 103,424.19)</u>	<u>3.8</u>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
314-315-4125 INTEREST EARNED	.00	2.69	291.00	288.31	.9
TOTAL INVESTMENT EARNINGS	.00	2.69	291.00	288.31	.9
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314-370-4824 BBJ DONATIONS	.00	30.00	.00	( 30.00)	.0
TOTAL SOURCE 370	.00	30.00	.00	( 30.00)	.0
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<u>FUNDRAISING &amp; EVENT REVENUE</u>					
314-380-4861 CRAFT/COMMERCIAL BOOTH SALES	.00	1,675.00	3,000.00	1,325.00	55.8
314-380-4862 FOOD BOOTH SALES	.00	590.00	1,200.00	610.00	49.2
314-380-4863 BEER GARDEN	.00	.00	3,000.00	3,000.00	.0
314-380-4864 JAM SALES	5.00	1,490.00	1,500.00	10.00	99.3
314-380-4866 QUILT RAFFLE SALES	.00	3,373.00	4,000.00	627.00	84.3
314-380-4868 PROGRAM AD SALES	.00	1,545.00	2,750.00	1,205.00	56.2
314-380-4870 SPONSORSHIP REVENUE	500.00	750.00	4,000.00	3,250.00	18.8
314-380-4876 5K RACE REVENUE	.00	.00	1,100.00	1,100.00	.0
314-380-4878 CAR SHOW REVENUE	.00	3,445.00	3,500.00	55.00	98.4
314-380-4880 FISHING DERBY REVENUE	.00	200.00	440.00	240.00	45.5
314-380-4882 HORSESHOE TOURNEY REVENUE	.00	145.00	100.00	( 45.00)	145.0
314-380-4884 KIDZ KORNER REVENUE	.00	726.35	1,000.00	273.65	72.6
314-380-4886 PIE EATING CONTEST REVENUE	.00	124.00	100.00	( 24.00)	124.0
TOTAL FUNDRAISING & EVENT REVENUE	505.00	14,063.35	25,690.00	11,626.65	54.7
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<u>MISCELLANEOUS REVENUE</u>					
314-385-4895 MISCELLANEOUS REVENUE	.00	81.00	500.00	419.00	16.2
TOTAL MISCELLANEOUS REVENUE	.00	81.00	500.00	419.00	16.2
TOTAL FUND REVENUE	505.00	14,177.04	26,481.00	12,303.96	53.5

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
314-490-6118	.00	1,220.00	1,500.00	280.00	81.3
314-490-6122	15.05	262.59	450.00	187.41	58.4
314-490-6220	.00	.00	1,200.00	1,200.00	.0
314-490-6224	.00	1,376.27	1,500.00	123.73	91.8
314-490-6226	.00	.00	50.00	50.00	.0
314-490-6238	.00	25.92	.00	( 25.92)	.0
314-490-6290	24.14	2,289.54	2,000.00	( 289.54)	114.5
314-490-6440	.00	.00	200.00	200.00	.0
314-490-6445	.00	.00	1,000.00	1,000.00	.0
314-490-6705	80.00	400.00	1,000.00	600.00	40.0
314-490-6810	.00	26.85	750.00	723.15	3.6
314-490-6812	.00	150.00	100.00	( 50.00)	150.0
314-490-6813	.00	.00	1,500.00	1,500.00	.0
314-490-6814	.00	486.00	750.00	264.00	64.8
314-490-6816	2,500.00	2,770.00	4,000.00	1,230.00	69.3
314-490-6850	.00	.00	600.00	600.00	.0
314-490-6852	.00	3,748.42	4,000.00	251.58	93.7
314-490-6854	.00	200.00	440.00	240.00	45.5
314-490-6856	.00	.00	50.00	50.00	.0
314-490-6858	.00	380.00	1,000.00	620.00	38.0
314-490-6860	.00	283.72	200.00	( 83.72)	141.9
314-490-6862	.00	.00	100.00	100.00	.0
314-490-6864	.00	3,760.00	4,000.00	240.00	94.0
<b>TOTAL NON-DEPARTMENTAL</b>	<b>2,619.19</b>	<b>17,379.31</b>	<b>26,390.00</b>	<b>9,010.69</b>	<b>65.9</b>
<u>OTHER REQUIREMENTS</u>					
314-900-9590	.00	.00	14,613.00	14,613.00	.0
<b>TOTAL OTHER REQUIREMENTS</b>	<b>.00</b>	<b>.00</b>	<b>14,613.00</b>	<b>14,613.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>2,619.19</b>	<b>17,379.31</b>	<b>41,003.00</b>	<b>23,623.69</b>	<b>42.4</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 2,114.19)</b>	<b>( 3,202.27)</b>	<b>( 14,522.00)</b>	<b>( 11,319.73)</b>	<b>( 22.1)</b>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
410-315-4125 INTEREST EARNED	.00	335.73	1,163.00	827.27	28.9
TOTAL SOURCE 315	.00	335.73	1,163.00	827.27	28.9
410-345-4510 PARK SDC FEES	1,970.00	4,925.00	7,880.00	2,955.00	62.5
TOTAL SOURCE 345	1,970.00	4,925.00	7,880.00	2,955.00	62.5
TOTAL FUND REVENUE	1,970.00	5,260.73	9,043.00	3,782.27	58.2



CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
410-490-6714 MATERIALS & SERVICES	.00	.00	10,000.00	10,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	10,000.00	10,000.00	.0
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410-700-8520 PARKS IMPROVEMENTS	.00	.00	45,556.00	45,556.00	.0
TOTAL DEPARTMENT 700	.00	.00	45,556.00	45,556.00	.0
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TOTAL FUND EXPENDITURES	.00	.00	55,556.00	55,556.00	.0
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NET REVENUE OVER EXPENDITURES	1,970.00	5,260.73	( 46,513.00)	( 51,773.73)	11.3

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
412-315-4125 INTEREST EARNED	.00	250.13	712.00	461.87	35.1
TOTAL SOURCE 315	.00	250.13	712.00	461.87	35.1
412-345-4512 TRANSPORTATION SDC	6,512.00	8,288.00	4,736.00	( 3,552.00)	175.0
TOTAL SOURCE 345	6,512.00	8,288.00	4,736.00	( 3,552.00)	175.0
TOTAL FUND REVENUE	6,512.00	8,538.13	5,448.00	( 3,090.13)	156.7

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
412-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
<hr/>					
412-700-8530 STREET IMPROVEMENTS	.00	.00	31,951.00	31,951.00	.0
TOTAL DEPARTMENT 700	.00	.00	31,951.00	31,951.00	.0
<hr/>					
TOTAL FUND EXPENDITURES	.00	.00	33,951.00	33,951.00	.0
<hr/>					
NET REVENUE OVER EXPENDITURES	6,512.00	8,538.13	( 28,503.00)	( 37,041.13)	30.0

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
430-315-4125 INTEREST EARNED	.00	2,298.08	5,987.00	3,688.92	38.4
TOTAL SOURCE 315	.00	2,298.08	5,987.00	3,688.92	38.4
<hr/>					
430-345-4530 WATER SDC	17,235.00	28,725.00	30,640.00	1,915.00	93.8
TOTAL SOURCE 345	17,235.00	28,725.00	30,640.00	1,915.00	93.8
<hr/>					
TOTAL FUND REVENUE	17,235.00	31,023.08	36,627.00	5,603.92	84.7

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
430-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
<hr/>					
430-700-8540 WATER SYSTEMS IMPROVEMTS	.00	.00	274,087.00	274,087.00	.0
TOTAL DEPARTMENT 700	.00	.00	274,087.00	274,087.00	.0
TOTAL FUND EXPENDITURES	.00	.00	276,087.00	276,087.00	.0
NET REVENUE OVER EXPENDITURES	17,235.00	31,023.08	( 239,460.00)	( 270,483.08)	13.0

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
440-315-4125 INTEREST EARNED	.00	1,048.48	3,185.00	2,136.52	32.9
TOTAL SOURCE 315	.00	1,048.48	3,185.00	2,136.52	32.9
440-345-4540 SEWER SDC	2,656.08	5,869.08	8,568.00	2,698.92	68.5
TOTAL SOURCE 345	2,656.08	5,869.08	8,568.00	2,698.92	68.5
TOTAL FUND REVENUE	2,656.08	6,917.56	11,753.00	4,835.44	58.9

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
440-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
<hr/>					
440-700-8550 SEWER SYSTEMS	.00	.00	137,136.00	137,136.00	.0
TOTAL DEPARTMENT 700	.00	.00	137,136.00	137,136.00	.0
<hr/>					
TOTAL FUND EXPENDITURES	.00	.00	139,136.00	139,136.00	.0
<hr/>					
NET REVENUE OVER EXPENDITURES	2,656.08	6,917.56	( 127,383.00)	( 134,300.56)	5.4

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
445-315-4125 INTEREST EARNED	.00	224.21	758.00	533.79	29.6
TOTAL SOURCE 315	.00	224.21	758.00	533.79	29.6
445-345-4545 STORM DRAINAGE SDC	6,976.40	8,995.40	5,384.00	( 3,611.40)	167.1
TOTAL SOURCE 345	6,976.40	8,995.40	5,384.00	( 3,611.40)	167.1
TOTAL FUND REVENUE	6,976.40	9,219.61	6,142.00	( 3,077.61)	150.1



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
445-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
<hr/>					
445-700-8560 STORMWATER IMPROVEMENTS	.00	.00	34,475.00	34,475.00	.0
TOTAL DEPARTMENT 700	.00	.00	34,475.00	34,475.00	.0
TOTAL FUND EXPENDITURES	.00	.00	36,475.00	36,475.00	.0
NET REVENUE OVER EXPENDITURES	6,976.40	9,219.61	( 30,333.00)	( 39,552.61)	30.4

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

WATER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
520-315-4125 INTEREST EARNED	.00	4.79	.00	( 4.79)	.0
TOTAL INVESTMENT EARNINGS	.00	4.79	.00	( 4.79)	.0
<u>TRANSFERS IN</u>					
520-390-4930 TRANSFER FROM WATER FUND	.00	.00	3,938.00	3,938.00	.0
TOTAL TRANSFERS IN	.00	.00	3,938.00	3,938.00	.0
TOTAL FUND REVENUE	.00	4.79	3,938.00	3,933.21	.1

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

WATER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>						
520-900-9892	RESERVED FOR WATER BOND PYMT	.00	.00	23,628.00	23,628.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	23,628.00	23,628.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	23,628.00	23,628.00	.0
	NET REVENUE OVER EXPENDITURES	.00	4.79	( 19,690.00)	( 19,694.79)	.0

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

SEWER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>						
521-315-4125	INTEREST EARNED	.00	2.01	.00	( 2.01)	.0
	TOTAL INVESTMENT EARNINGS	.00	2.01	.00	( 2.01)	.0
<u>TRANSFERS IN</u>						
521-390-4940	TRANSFER FROM SEWER FUND	.00	.00	1,575.00	1,575.00	.0
	TOTAL TRANSFERS IN	.00	.00	1,575.00	1,575.00	.0
	TOTAL FUND REVENUE	.00	2.01	1,575.00	1,572.99	.1

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

SEWER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>						
521-900-9892	RESERVED FOR SEWER BOND PYMT	.00	.00	9,820.00	9,820.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	9,820.00	9,820.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	9,820.00	9,820.00	.0
	NET REVENUE OVER EXPENDITURES	.00	2.01	( 8,245.00)	( 8,247.01)	.0

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

EQUIPMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>						
550-315-4125	INTEREST EARNED	.00	.04	.00	( .04)	.0
	TOTAL INVESTMENT EARNINGS	.00	.04	.00	( .04)	.0
<u>TRANSFERS IN</u>						
550-390-4910	TRANSFER FROM GENERAL FUND	.00	.00	6,000.00	6,000.00	.0
550-390-4912	TRANSFER FROM STREET FUND	.00	.00	4,000.00	4,000.00	.0
550-390-4930	TRANSFER FROM WATER FUND	.00	.00	6,000.00	6,000.00	.0
550-390-4940	TRANSFER FROM SEWER FUND	.00	.00	6,000.00	6,000.00	.0
	TOTAL TRANSFERS IN	.00	.00	22,000.00	22,000.00	.0
	TOTAL FUND REVENUE	.00	.04	22,000.00	21,999.96	.0

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

EQUIPMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
550-700-8425 VEHICLES & ROLLING STOCK	.00	.00	22,035.00	22,035.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	22,035.00	22,035.00	.0
TOTAL FUND EXPENDITURES	.00	.00	22,035.00	22,035.00	.0
NET REVENUE OVER EXPENDITURES	.00	.04	( 35.00)	( 35.04)	.1

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

DEBT RESERVE FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>INVESTMENT EARNINGS</u>						
555-315-4125	INTEREST EARNED	.00	15.27	.00	( 15.27)	.0
	TOTAL INVESTMENT EARNINGS	.00	15.27	.00	( 15.27)	.0
	TOTAL FUND REVENUE	.00	15.27	.00	( 15.27)	.0



CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

DEBT RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>						
555-900-9140	TRANSFER TO SEWER FUND	.00	.00	12,724.00	12,724.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	12,724.00	12,724.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	12,724.00	12,724.00	.0
	NET REVENUE OVER EXPENDITURES	.00	15.27	( 12,724.00)	( 12,739.27)	.1

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** November 27, 2019  
**SUBJECT:** Monthly Police Report

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

**SUMMARY:**

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

**FISCAL IMPACT:**

None.

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. November Police Report

## LOWELL PATROL LOG November 2019

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
1-Nov	406	3:00	4:00	1:00						
2-Nov	406	0:30	2:00	1:30						
3-Nov	406	0:30	2:00	1:30						
4-Nov	406	0:30	2:00	1:30						
5-Nov	409	9:00	10:00	1:00						
6-Nov	409	1:30	2:30	1:00						
7-Nov	406	17:45	20:45	3:00						
9-Nov	406	0:30	2:00	1:30						
9-Nov	429	13:00	14:00	1:00	1			1		
10-Nov	406	23:30	1:00	1:30						
12-Nov	406	21:30	22:30	1:00						
13-Nov	406	21:30	22:30	1:00						
15-Nov	406	18:00	19:00	1:00						
15-Nov	408	18:00	19:00	1:00						
16-Nov	407	22:30	0:00	1:30						
17-Nov	407	22:30	0:00	1:30						
17-Nov	409	15:00	16:00	1:00						
23-Nov	421	17:00	17:30	0:30						
24-Nov	407	22:00	23:30	1:30						
28-Nov	408	23:00	1:30	2:30						
30-Nov	407	22:00	23:30	1:30						
<b>TOTAL HOURS WORKED</b>				<b>28.50</b>						

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

DATE	TIME	DESCRIPTION
9-Nov	13:23	Traffic for Speed
28-Nov	23:00	UTL on red Honda w/2 subj

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** November 2, 2019  
**SUBJECT:** Planning Services IGA

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

**SUMMARY:**

The City has contracted with the Lane Council of Governments for planning services since 2016. Historically, this has been a one year contract with a not-to-exceed amount of \$5,000 per fiscal year. Due to several projects, including two subdivisions, this cap has been exceeded for FY 2020. The proposed amendment changes the contract to a rolling contract (30-day cancellation notice) with a fiscal year not-to-exceed amount of \$15,000.

**FISCAL IMPACT:**

Funds for planning services are covered by permitting and land use application fees. The contract has been prepared with a not to exceed of \$15,000 and is also subject to the Community Development budget within the General Fund.

**COURSES OF ACTION:**

1. Motion to approve the amendment to the LCOG intergovernmental agreement for planning services with a not-to-exceed amount of \$15,000, as written.
2. Motion to approve the amendment to the LCOG intergovernmental agreement for planning services with a not-to-exceed amount of \$15,000, as amended.
3. No action.

**RECOMMENDATION:**

Motion to approve the amendment to the LCOG intergovernmental agreement for planning services with a not-to-exceed amount of \$15,000, as written.

**ATTACHMENTS:**

1. LCOG Intergovernmental Agreement

## INTERGOVERNMENTAL AGREEMENT

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

**AND:** City of Lowell (AGENCY), a unit of local government of the State of Oregon

**EFFECTIVE DATE:** November 1, 2017

### 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. AGENCY 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 June 30, 2018, or until earlier terminated pursuant to Paragraph 4 of this agreement.
2. **Services to be Provided.** LCOG agrees to provide services to AGENCY as outlined in Attachment A, Work Program.
3. **Compensation.** AGENCY 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 LCOG personnel plus any direct expenses associated with the Work performed. The total cost of this agreement shall not exceed \$5,000.
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: Jacob Callister  
859 Willamette St., Suite 500  
Eugene, OR 97401-2910  
Ph: 541-682-4023\_

For City of Lowell  
Jared Cobb  
PO Box 490  
Lowell, OR 97452  
Ph:541-937-2157

7. **Records/Inspection.** AGENCY 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 agree in writing to 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 AGENCY'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 AGENCY's approval of a subcontractor, LCOG shall remain obligated for full performance of this agreement and AGENCY 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:

By:   
Brenda Lee S. Wilson, Executive Director

Date: 10.30.17

AGENCY: CITY OF LOWELL

By:   
Jared Cobb, City Administrator

Date: 10/23/17

## ATTACHMENT A WORK PROGRAM

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

Planning Services. Including but not limited to, processing land use applications, preparing staff reports for Planning Commission and City Council, preparing draft findings for recommended action, providing assistance in the interpretation of the Lowell development code, assisting in any legislative post acknowledgement planning actions (amendments to Comprehensive Plan or zoning code), providing planning assistance to City staff as requested.

The task allocation for expected planning services shall be as follows:

Task	Responsibility
Pre-application consulting	City of Lowell with LCOG assistance as requested
Land use application intake	City of Lowell
Transmission of application to LCOG staff	City of Lowell
Completeness check	LCOG
Notice to adjacent property owners	City of Lowell with assistance from LCOG
Staff report and draft findings preparation	LCOG
Attendance at Planning Commission hearings, staff assistance to planning commission	LCOG
Notice to applicant and to property file of results of PC deliberation	LCOG

**Agreement for Planning Service  
AMENDMENT NO. 1**

The Lane Council of Governments, hereinafter referred to as "LCOG", and the City of Lowell entered into an Agreement (Exhibit A) to planning services on November 1, 2017 ("Agreement").

NOW THEREFORE, both parties agree to the following amendments:

**Intergovernmental Agreement (IGA) of the original agreement which reads:**

1. **Duration.** *The agreement term shall take effect on the Effective Date and shall continue in place until June 30, 2018 or until earlier terminated pursuant to Paragraph 4 of this agreement.*
2. **Compensation.** *AGENCY shall pay LCOG upon receipt of an invoice, which shall be issued monthly unless otherwise agreed to by the parties in writing. The invoice will reflect hourly rates for LCOG personnel plus any direct expenses associated with the Work performed. The total cost of this agreement shall not exceed \$5,000.*

**Shall be amended to read:**

1. **Duration.** The agreement term shall take effect on the Effective Date and shall continue in place until June 30 of any given fiscal year or until earlier terminated pursuant to Paragraph 4 of this agreement.
2. **Compensation.** AGENCY shall pay LCOG upon receipt of an invoice, which shall be issued monthly unless otherwise agreed to by the parties in writing. The invoice will reflect hourly rates for LCOG personnel plus any direct expenses associated with the Work performed. The total cost of this agreement shall not exceed \$15,000 within any given fiscal year.

All other terms and conditions of this agreement remain unchanged.

LANE COUNCIL OF GOVERNMENTS

CITY OF LOWELL

\_\_\_\_\_  
By: Brendalee S. Wilson, Executive Director

\_\_\_\_\_  
By: Jared Cobb, City Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** November 2, 2019  
**SUBJECT:** Staff Gift Cards

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

**SUMMARY:**

The City Council has historically approved a \$50 gift card for employees in appreciation of their past year of service.

**FISCAL IMPACT:**

\$300 from the General Fund, Administration budget.

**COURSES OF ACTION:**

1. Motion to approve a \$50 gift card for each employee.
2. No action.

**RECOMMENDATION:**

Motion to approve a \$50 gift card for each employee.

**ATTACHMENTS:**

None.

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** November 27, 2019  
**SUBJECT:** Community Facilities Study

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

**SUMMARY:**

In 2018 the City received an estimate of \$538,755 to repair City Hall and the Library. Considering age of the facility, other needed renovations, and location, the Council hired an architect to develop a Community Facilities Study and take a more comprehensive approach to future facilities. The study was drafted with input from the Downtown MP, stakeholder interviews, public workshop, and Downtown MP Steering Committee. The approved plan will be used to guide development of the Library, future Community Center and City Hall.

**FISCAL IMPACT:**

Approval of the plan is necessary to provide staff with direction. It is not a specific commitment to funding. In the immediate future, the Plan will be used to apply for grant funding for the Maggie Osgood Library.

**COURSES OF ACTION:**

1. Motion to approve the Community Facilities Study, as written.
2. Motion to approve Community Facilities Study, as amended.
3. No action.

**RECOMMENDATION:**

Motion to approve the Community Facilities Study, as written.

**ATTACHMENTS:**

1. Community Facilities Study