

Lowell City Council
Regular Meeting Agenda
Tuesday January 19, 2021, at 7 P.M.
Maggie Osgood Library
70 N. Pioneer Street

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

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

Call to Order/Roll Call/Pledge

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

Approval of Agenda

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

- Approval of the Minutes for the City Council Regular Meeting for December 15, 2020
- Approval of the Minutes for the City Council Special Meeting and Work Session for January 5, 2021
- Financial Report for November 2020
- Check Register for December 2020

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

Council Comments (three minutes per speaker)

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

Staff Reports:

- City Administrator Report
- Public Works Report
- Police Report

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

Old Business:

New Business:

1. Resolution 759 - A Resolution to Adopt the City of Lowell's 2021 Strategic Plan – Discussion/Possible Action
Attachment: 2021 Strategic Plan
2. Approval of an Agreement for Judicial Services with Frank C. Segarra and to Authorize the Mayor to Sign – Discussion/Possible Action
Attachment: Agreement for Judicial Services

Other Business

1. Discussion on potential letters of support for business identification signage on Highway 58. – Council Sponsor – Mayor Bennett

Mayor Comments

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

Adjourn

**City of Lowell, Oregon
Minutes of the City Council Regular Session
December 15, 2020**

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

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

Staff Present: Interim CA Marsha Miller, Public Works Director Max Baker

Presentation of the City of Lowell's Fiscal Year 2019/2020 Audit – Interim CA Miller introduced William Trotter of Emerald CPA Group LLP to present financial audit report. He stated it was an unmodified report with no findings, a great success. City Accountant, Layli Nichols was also present for comment.

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

Public Comments: None

Council Comments: None

City Administrator Report: Interim CA Miller presented report which included an update from the Ford Foundation on the Maggie Osgood Library project, Coronavirus, Safe Routes to School Grant and TGM Land Development Code Update.

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

Police Report: November report provided in packet.

Old Business: None

New Business:

- **Ordinance 302 – Planning Commission Membership** – Interim CA Miller explained there was a lack of a second motion at previous meeting, thus returning item for approval. **Councilor Harris moved to approve Ordinance 302, second by Councilor Dragt. PASS 5:0**
- **City of Lowell's Fiscal Year 2019/2020 Audit Report** – **Councilor Dragt moved to accept the FY 2019/20 Financial Report, second by Councilor Myers. PASS 5:0**
- **Change Order #7 for Downtown Paving and Utility Improvements and additional contract with Wildish Construction** – Interim CA Miller presented item. Copy of change order in packet. **Councilor Stratis moved to approve Change Order #7 from Wildish Construction, second by Councilor Myers. PASS 5:0 Councilor Stratis moved to approve a contract with Wildish Construction for the installation of a railing at Lakeview and Pioneer Street for a cost of \$3,360.00, second by Councilor Myers. PASS 5:0**

- Planning Commission and Advisory Committee Appointments** – Interim CA Miller presented applications for expiring committee positions. **Councilor Harris moved to approve the appointments of Mary Wallace for Position 4 and Suzanne Kintzley for Position 5 to the Planning Commission, second by Councilor Myers. PASS 5:0 Mayor Bennett moved to approve the appointment of Lon Dragt to the Blackberry Jam Committee, second by Councilor Myers. PASS 5:0 Councilor Stratis moved to approve the appointment of George Wild to the Blackberry Jam Committee and the Parks and Recreation Committee, second by Councilor Dragt. PASS 5:0 Councilor Myers moved to approve the appointment of Bill George to the Budget Committee and the Economic Development Committee, second by Councilor Stratis. PASS 5:0**
- Consideration of Holiday Gift Cards and Holiday Time Off for Employees** – Interim CA Miller presented past practice, followed by Council discussion. **Mayor Bennett moved to approve a \$100 gift card for the 6 city staff members and Layli Nichols; also authorizing the day prior to the holidays of Christmas and New Year’s off, second by Councilor Dragt. PASS 5:0**

Public Comments: Hall O’Regan 62 E 3rd Street voiced concern over the recent vandalism and theft of city property.

Mayor Comments: Mayor was thankful for: the health of everyone, Interim CA Miller, new CA-Jeremy Caudle and staff, and wished everyone a Merry Christmas and Happy New Year.

Other Business: Councilor Stratis voiced thankfulness for the current environment and progress of the City of Lowell.

Adjourn: 8:16 PM

Approved: _____
 Don Bennett, Mayor

 Date

Attest: _____
 Marsha Miller, City Recorder

 Date

City of Lowell, Oregon
Minutes of the City Council Special Meeting & Work Session
January 5, 2021
Maggie Osgood Library

The Special Meeting was called to order at 7:00 PM by Mayor Bennett.

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

Staff Present: Interim CA Marsha Miller, CA Jeremy Caudle

New City Council Protocol

1. **Oath of Office** - CA Caudle swore in the newly elected councilors: Gail Harris, John Myers, Samantha Dragt, Tim Stratis.

Council Comments: Councilor Stratis would like to discuss the topic of holiday decorations within the city at the work session.

2. **Selection of Mayor** – Councilor Harris moved to nominate Don Bennett as Mayor, second by Councilor Dragt. **PASS 5:0**
3. **Selection of Council President** – Councilor Stratis moved to nominate Gail Harris as Council President, second by Councilor Myers. **PASS 5:0**

Public Comments – None

Council Comments – Mayor Bennett welcomed CA Jeremy Caudle.

New Business:

- **Resolution 757 – City Council Guiding Principles** – Mayor Bennett read the resolution. Mayor Bennett moved to approve Resolution 757, second by Councilor Myers. **PASS 5:0**
- **Advisory Committee Appointments** – Interim CA Miller presented applicants. Councilor Myers moved to appoint Robert Prehm to the Library Committee, second by Councilor Harris. **PASS 5:0**
Councilor Stratis moved to appoint Tony Moreci to the Parks and Recreation Committee and the Blackberry Jam Festival Committee, second by Councilor Myers. **PASS 5:0**
- **Resolution 758 – A Resolution to Authorize a Change of Signatories for the City of Lowell** – Interim CA Miller presented resolution to add Jeremy Caudle. Mayor Bennett moved to approve Resolution 758, second by Councilor Dragt. **PASS 5:0**
- **Amendment to Agreement for Improvements with Courtland Manufacturing** – Interim CA Miller presented a request to extend to end of January. Councilor Stratis would like to extend the agreement to the end of February. Mayor Bennett moved to approve the Amendment to the Agreement for Improvements with Courtland Manufacturing of June 24th, to have an extension for completion of February 28, 2021. Second by Councilor Myers. **PASS 5:0**

Other Business: None

Mayor Comments: Mayor voiced appreciation to Marsha Miller for her service. He will begin providing highlights of the city council meetings to CA Caudle to post to website.

Community Comments: None

Adjourn: 7:29 PM

Work Session was called to order at 7:30 PM by Mayor Bennett.

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

Staff Present: Interim CA Marsha Miller, CA Jeremy Caudle

Work Session Topic(s)

1. **Review and discussion of Evaluation Criteria for the City Administrator** – Mayor presented and reviewed items of evaluation for discussion.
2. **2019 Strategic Plan** – Mayor reviewed the highlights of the plan for discussion. Requested the CA to return with a 2021 plan for council review.
3. **Holiday Decorations for the City** – Councilor Stratis presented request from members of the community to look at decorating the city for holidays. Discussion followed on gathering information on item.

Adjourn: 8:46 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jeremy Caudle, City Recorder

Date

CITY OF LOWELL
 COMBINED CASH INVESTMENT
 NOVEMBER 30, 2020

COMBINED CASH ACCOUNTS

999-1111	CASH IN BANK - CHECKING	470,363.30
999-1115	CASH IN BANK - LGIP	831,066.66
		1,301,429.96
	TOTAL COMBINED CASH	1,301,429.96
999-1110	CASH ALLOCATED TO FUNDS	(1,301,429.96)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

110	ALLOCATION TO GENERAL FUND	301,475.47
220	ALLOCATION TO BUILDING FUND	30,767.34
230	ALLOCATION TO WATER FUND	62,880.28
240	ALLOCATION TO SEWER FUND	163,329.33
312	ALLOCATION TO STREET FUND	52,619.05
314	ALLOCATION TO BLACKBERRY JAM FUND	12,488.62
410	ALLOCATION TO PARKS SDC FUND	57,510.00
412	ALLOCATION TO STREETS SDC FUND	49,275.00
430	ALLOCATION TO WATER SDC FUND	324,224.32
440	ALLOCATION TO SEWER SDC FUND	144,571.48
445	ALLOCATION TO STORMWATER SDC FUND	47,153.37
520	ALLOCATION TO WATER RESERVE FUND	39,387.79
521	ALLOCATION TO SEWER RESERVE FUND	15,747.91
		1,301,429.96
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,301,429.96
	ALLOCATION FROM COMBINED CASH FUND - 999-1110	(1,301,429.96)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2020

GENERAL FUND

ASSETS

110-1110	ALLOCATED CASH	150,025.56	
110-1115	CASH IN BANK - LGIP	151,449.91	
110-1120	PETTY CASH	250.00	
110-1250	DUE FROM OTHER FUNDS	33,372.58	
110-1710	LAND	2,595,845.69	
110-1720	BUILDINGS & FACILITIES	430,908.77	
110-1730	EQUIPMENT & FURNISHINGS	31,362.28	
110-1740	VEHICLES & ROLLING STOCK	40,847.50	
110-1750	INFRASTRUCTURE	32,762.99	
110-1795	CONSTRUCTION IN PROGRESS	13,901.33	
110-1820	AD - BUILDINGS & FACILITIES	(168,676.36)	
110-1830	AD - EQUIPMENT & FURNISHINGS	(7,753.87)	
110-1840	AD - VEHICLES & ROLLING STOCK	(9,831.21)	
110-1850	AD - INFRASTRUCTURE	(14,253.95)	
	TOTAL ASSETS		<u>3,280,211.22</u>

LIABILITIES AND EQUITY

LIABILITIES

110-2205	WAGES PAYABLE	2,069.81	
110-2210	PAYROLL TAXES PAYABLE	812.87	
110-2245	HEALTH INSURANCE PAYABLE	539.65	
110-2250	RETIREMENT PAYABLE	(404.28)	
110-2510	BAIL HELD	430.00	
110-2515	CET TAX COLLECTED	3,743.27	
110-2750	LONG TERM DEBT	820,882.22	
	TOTAL LIABILITIES		828,073.54

FUND EQUITY

110-3100	BEGINNING FUND BALANCE	272,113.38	
110-3275	GASB - FIXED ASSETS	2,945,113.17	
110-3277	GAAP - LONG TERM DEBT	(820,882.22)	
	REVENUE OVER EXPENDITURES - YTD	<u>55,793.35</u>	
	BALANCE - CURRENT DATE	<u>55,793.35</u>	
	TOTAL FUND EQUITY		<u>2,452,137.68</u>
	TOTAL LIABILITIES AND EQUITY		<u>3,280,211.22</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
110-310-4112	133,913.36	133,913.36	147,051.00	13,137.64	91.1
110-310-4114	487.88	1,663.45	3,223.00	1,559.55	51.6
TOTAL TAXES	134,401.24	135,576.81	150,274.00	14,697.19	90.2
<u>INVESTMENT EARNINGS</u>					
110-315-4125	149.64	800.35	5,826.00	5,025.65	13.7
TOTAL INVESTMENT EARNINGS	149.64	800.35	5,826.00	5,025.65	13.7
<u>INTERGOVERNMENTAL</u>					
110-320-4132	2,914.91	5,618.45	10,917.00	5,298.55	51.5
110-320-4134	110.43	522.20	1,341.00	818.80	38.9
110-320-4136	1,609.89	8,814.16	20,292.00	11,477.84	43.4
110-320-4148	.00	2,336.05	4,386.00	2,049.95	53.3
TOTAL INTERGOVERNMENTAL	4,635.23	17,290.86	36,936.00	19,645.14	46.8
<u>GRANT REVENUES</u>					
110-325-4151	5,723.10	28,352.40	264,243.00	235,890.60	10.7
110-325-4152	.00	10,274.00	7,603.00	(2,671.00)	135.1
110-325-4154	.00	.00	1,000.00	1,000.00	.0
110-325-4155	.00	.00	200,000.00	200,000.00	.0
110-325-4158	.00	.00	1,000.00	1,000.00	.0
TOTAL GRANT REVENUES	5,723.10	38,626.40	473,846.00	435,219.60	8.2
<u>FRANCHISE FEES</u>					
110-330-4310	1,587.62	3,184.56	5,938.00	2,753.44	53.6
110-330-4312	.00	26,846.14	49,048.00	22,201.86	54.7
110-330-4314	.00	.00	4,000.00	4,000.00	.0
110-330-4316	.00	.00	1,650.00	1,650.00	.0
110-330-4318	.00	.00	17,776.00	17,776.00	.0
110-330-4320	.00	.00	19,344.00	19,344.00	.0
TOTAL FRANCHISE FEES	1,587.62	30,030.70	97,756.00	67,725.30	30.7

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LICENSES & PERMITS</u>					
110-335-4352	.00	.00	15,000.00	15,000.00	.0
110-335-4354	110.00	220.00	275.00	55.00	80.0
110-335-4360	56.00	340.00	876.00	536.00	38.8
	<u>166.00</u>	<u>560.00</u>	<u>16,151.00</u>	<u>15,591.00</u>	<u>3.5</u>
<u>CHARGES FOR SERVICE</u>					
110-340-4410	74.05	404.70	1,030.00	625.30	39.3
110-340-4413	.00	.00	1,250.00	1,250.00	.0
110-340-4415	.00	.00	250.00	250.00	.0
110-340-4417	50.00	240.00	515.00	275.00	46.6
110-340-4419	.00	100.00	50.00	(50.00)	200.0
110-340-4421	50.67	883.01	4,005.00	3,121.99	22.1
110-340-4423	.00	45.25	125.00	79.75	36.2
	<u>174.72</u>	<u>1,672.96</u>	<u>7,225.00</u>	<u>5,552.04</u>	<u>23.2</u>
<u>SDC REVENUE</u>					
110-345-4511	.00	141.00	735.00	594.00	19.2
	<u>.00</u>	<u>141.00</u>	<u>735.00</u>	<u>594.00</u>	<u>19.2</u>
<u>FINES & FORFEITURES</u>					
110-350-4625	96.00	1,575.00	2,500.00	925.00	63.0
	<u>96.00</u>	<u>1,575.00</u>	<u>2,500.00</u>	<u>925.00</u>	<u>63.0</u>
<u>LOAN PAYMENTS & PROCEEDS</u>					
110-360-4225	.00	307,977.50	568,743.00	260,765.50	54.2
	<u>.00</u>	<u>307,977.50</u>	<u>568,743.00</u>	<u>260,765.50</u>	<u>54.2</u>
<u>OTHER REVENUE</u>					
110-370-4825	.00	.00	1,000.00	1,000.00	.0
110-370-4849	.00	.00	75,000.00	75,000.00	.0
	<u>.00</u>	<u>.00</u>	<u>76,000.00</u>	<u>76,000.00</u>	<u>.0</u>

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FUNDRAISING & EVENT REVENUE</u>					
110-380-4865 LIBRARY CAPITAL CAMPAIGN	626.65	11,290.65	10,000.00	(1,290.65)	112.9
TOTAL FUNDRAISING & EVENT REVENUE	626.65	11,290.65	10,000.00	(1,290.65)	112.9
<u>MISCELLANEOUS REVENUE</u>					
110-385-4893 RENTAL REVENUE	1,200.00	2,400.00	.00	(2,400.00)	.0
110-385-4895 MISCELLANEOUS REVENUE	.00	.00	2,250.00	2,250.00	.0
TOTAL MISCELLANEOUS REVENUE	1,200.00	2,400.00	2,250.00	(150.00)	106.7
<u>TRANSFERS IN</u>					
110-390-4950 TRANSFER FROM EQUIPMENT FUND	.00	6,049.45	6,051.00	1.55	100.0
TOTAL TRANSFERS IN	.00	6,049.45	6,051.00	1.55	100.0
 TOTAL FUND REVENUE	 148,760.20	 553,991.68	 1,454,293.00	 900,301.32	 38.1

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
<u>PERSONAL SERVICES</u>					
110-410-5110 CITY ADMINISTRATOR	1,160.00	9,178.70	18,000.00	8,821.30	51.0
110-410-5114 CITY CLERK	462.50	2,532.74	5,550.00	3,017.26	45.6
110-410-5158 MAINTENANCE WORKER I	129.84	748.42	1,991.00	1,242.58	37.6
110-410-5220 OVERTIME	16.01	24.02	80.00	55.98	30.0
110-410-5315 SOCIAL SECURITY/MEDICARE	135.28	955.05	1,960.00	1,004.95	48.7
110-410-5320 WORKER'S COMP	.49	732.83	455.00	(277.83)	161.1
110-410-5350 UNEMPLOYMENT	.00	.00	1,750.00	1,750.00	.0
110-410-5410 HEALTH INSURANCE	136.16	946.73	3,646.00	2,699.27	26.0
110-410-5450 PUBLIC EMPLOYEES RETIREMENT	391.75	2,181.86	4,417.00	2,235.14	49.4
TOTAL PERSONAL SERVICES	2,432.03	17,300.35	37,849.00	20,548.65	45.7
<u>MATERIALS & SERVICES</u>					
110-410-6110 AUDITING	.00	.00	3,919.00	3,919.00	.0
110-410-6112 LEGAL SERVICES	224.02	224.02	2,500.00	2,275.98	9.0
110-410-6114 FINANCIAL SERVICES	312.50	1,562.00	5,215.00	3,653.00	30.0
110-410-6122 IT SERVICES	336.58	5,650.93	6,304.00	653.07	89.6
110-410-6124 COPIER CONTRACT	147.98	739.90	2,250.00	1,510.10	32.9
110-410-6128 OTHER CONTRACT SERVICES	1,162.10	4,050.50	12,500.00	8,449.50	32.4
110-410-6210 INSURANCE & BONDS	.00	1,440.25	6,426.00	4,985.75	22.4
110-410-6220 PUBLICATIONS, PRINTING & DUES	.00	2,051.31	2,600.00	548.69	78.9
110-410-6222 NEWSLETTER EXPENDITURE	.00	.00	1,200.00	1,200.00	.0
110-410-6226 POSTAGE	.00	155.70	725.00	569.30	21.5
110-410-6228 PUBLIC NOTICES	.00	.00	1,000.00	1,000.00	.0
110-410-6230 OFFICE SUPPLIES/EQUIPMENT	34.99	1,308.65	1,375.00	66.35	95.2
110-410-6234 GENERAL SUPPLIES	124.74	558.01	1,000.00	441.99	55.8
110-410-6238 BANK SERVICE CHARGES	95.75	297.18	1,000.00	702.82	29.7
110-410-6240 TRAVEL & TRAINING	700.18	700.18	2,100.00	1,399.82	33.3
110-410-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
110-410-6320 BUILDING REPAIR & MAINTENANCE	.00	201.12	1,000.00	798.88	20.1
110-410-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	100.00	100.00	.0
110-410-6334 NON-CAPITALIZED ASSETS	.00	.00	2,000.00	2,000.00	.0
110-410-6420 WATER SERVICES	45.87	1,258.97	1,325.00	66.03	95.0
110-410-6425 SEWER SERVICES	102.43	509.17	825.00	315.83	61.7
110-410-6430 ELECTRICITY SERVICES	190.86	849.93	2,100.00	1,250.07	40.5
110-410-6435 INTERNET SERVICES	180.20	901.00	685.00	(216.00)	131.5
110-410-6440 TELEPHONE SERVICES	177.60	900.62	1,875.00	974.38	48.0
110-410-6445 REFUSE SERVICES	.00	.00	120.00	120.00	.0
110-410-6510 COUNCIL EXPENDITURE	.00	.00	2,000.00	2,000.00	.0
110-410-6512 STATE ETHICS COMMISSION	.00	548.87	650.00	101.13	84.4
110-410-6792 REIMBURSABLE EXPENDITURE	.00	33.76	.00	(33.76)	.0
TOTAL MATERIALS & SERVICES	3,835.80	23,942.07	63,294.00	39,351.93	37.8

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL ADMINISTRATION	6,267.83	41,242.42	101,143.00	59,900.58	40.8
<u>PARKS & RECREATION</u>					
<u>PERSONAL SERVICES</u>					
110-420-5110 CITY ADMINISTRATOR	290.00	2,294.68	4,500.00	2,205.32	51.0
110-420-5150 PUBLIC WORKS DIRECTOR	301.44	1,650.74	3,617.00	1,966.26	45.6
110-420-5152 UTILITY WORKER I	783.22	4,239.42	8,256.00	4,016.58	51.4
110-420-5156 TEMPORARY/SEASONAL	.00	.00	2,883.00	2,883.00	.0
110-420-5158 MAINTENANCE WORKER I	649.19	3,742.11	9,955.00	6,212.89	37.6
110-420-5220 OVERTIME	51.37	255.05	1,027.00	771.95	24.8
110-420-5315 SOCIAL SECURITY/MEDICARE	158.74	931.85	2,320.00	1,388.15	40.2
110-420-5320 WORKER'S COMP	.86	1,064.10	660.00	(404.10)	161.2
110-420-5350 UNEMPLOYMENT	.00	.00	2,000.00	2,000.00	.0
110-420-5410 HEALTH INSURANCE	267.51	1,637.45	7,770.00	6,132.55	21.1
110-420-5450 PUBLIC EMPLOYEES RETIREMENT	379.50	2,107.63	5,214.00	3,106.37	40.4
TOTAL PERSONAL SERVICES	2,881.83	17,923.03	48,202.00	30,278.97	37.2
<u>MATERIALS & SERVICES</u>					
110-420-6128 OTHER CONTRACT SERVICES	3,224.00	15,371.20	41,000.00	25,628.80	37.5
110-420-6210 INSURANCE & BONDS	.00	1,860.53	.00	(1,860.53)	.0
110-420-6234 GENERAL SUPPLIES	.00	1,072.75	2,000.00	927.25	53.6
110-420-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
110-420-6320 BUILDING REPAIR & MAINTENANCE	.00	341.95	2,500.00	2,158.05	13.7
110-420-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
110-420-6328 PROPERTY MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
110-420-6330 OTHER REPAIR & MAINTENANCE	45.87	45.87	2,000.00	1,954.13	2.3
110-420-6334 NON-CAPITALIZED ASSETS	.00	.00	1,000.00	1,000.00	.0
110-420-6339 MAINTENANCE - NELSON LAND DONA	.00	.00	2,500.00	2,500.00	.0
110-420-6420 WATER SERVICES	61.12	310.03	3,500.00	3,189.97	8.9
110-420-6425 SEWER SERVICES	124.16	617.18	1,500.00	882.82	41.2
110-420-6430 ELECTRICITY SERVICES	260.06	1,165.19	675.00	(490.19)	172.6
110-420-6445 REFUSE SERVICES	.00	.00	365.00	365.00	.0
110-420-6710 GAS & OIL	181.86	839.21	1,500.00	660.79	56.0
TOTAL MATERIALS & SERVICES	3,897.07	21,623.91	61,040.00	39,416.09	35.4
<u>CAPITAL OUTLAY</u>					
110-420-8520 PARKS IMPROVEMENTS	.00	.00	554,986.00	554,986.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	554,986.00	554,986.00	.0
TOTAL PARKS & RECREATION	6,778.90	39,546.94	664,228.00	624,681.06	6.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE</u>					
<u>MATERIALS & SERVICES</u>					
110-430-6118 POLICE SERVICES	2,413.91	12,070.15	29,530.00	17,459.85	40.9
TOTAL MATERIALS & SERVICES	2,413.91	12,070.15	29,530.00	17,459.85	40.9
TOTAL POLICE	2,413.91	12,070.15	29,530.00	17,459.85	40.9
<u>COMMUNITY DEVELOPMENT</u>					
<u>PERSONAL SERVICES</u>					
110-440-5110 CITY ADMINISTRATOR	290.00	2,294.68	4,500.00	2,205.32	51.0
110-440-5114 CITY CLERK	.00	110.12	.00	(110.12)	.0
110-440-5315 SOCIAL SECURITY/MEDICARE	22.18	183.98	350.00	166.02	52.6
110-440-5320 WORKER'S COMP	.06	120.72	75.00	(45.72)	161.0
110-440-5350 UNEMPLOYMENT	.00	.00	250.00	250.00	.0
110-440-5410 HEALTH INSURANCE	.00	100.54	495.00	394.46	20.3
110-440-5450 PUBLIC EMPLOYEES RETIREMENT	71.72	422.00	795.00	373.00	53.1
TOTAL PERSONAL SERVICES	383.96	3,232.04	6,465.00	3,232.96	50.0
<u>MATERIALS & SERVICES</u>					
110-440-6116 ENGINEERING SERVICES	3,679.03	13,826.01	1,000.00	(12,826.01)	1382.6
110-440-6128 OTHER CONTRACT SERVICES	.00	8,719.26	7,500.00	(1,219.26)	116.3
110-440-6220 PUBLICATIONS, PRINTING & DUES	.00	.00	100.00	100.00	.0
110-440-6226 POSTAGE	.00	50.00	175.00	125.00	28.6
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	3,590.87	12,101.99	15,000.00	2,898.01	80.7
TOTAL MATERIALS & SERVICES	7,269.90	34,697.26	24,525.00	(10,172.26)	141.5
<u>CAPITAL OUTLAY</u>					
110-440-8225 BUILDINGS & FACILITIES	299,930.00	311,144.28	310,000.00	(1,144.28)	100.4
TOTAL CAPITAL OUTLAY	299,930.00	311,144.28	310,000.00	(1,144.28)	100.4
TOTAL COMMUNITY DEVELOPMENT	307,583.86	349,073.58	340,990.00	(8,083.58)	102.4

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
<u>PERSONAL SERVICES</u>					
110-450-5130	.00	.00	12,480.00	12,480.00	.0
110-450-5156	.00	.00	577.00	577.00	.0
110-450-5158	129.84	748.42	1,991.00	1,242.58	37.6
110-450-5315	9.94	57.27	1,155.00	1,097.73	5.0
110-450-5320	.07	369.40	230.00	(139.40)	160.6
110-450-5350	.00	.00	1,000.00	1,000.00	.0
110-450-5410	.00	.00	750.00	750.00	.0
110-450-5450	22.38	129.02	2,595.00	2,465.98	5.0
	<u>162.23</u>	<u>1,304.11</u>	<u>20,778.00</u>	<u>19,473.89</u>	<u>6.3</u>
<u>TOTAL PERSONAL SERVICES</u>					
<u>MATERIALS & SERVICES</u>					
110-450-6122	.00	181.44	1,460.00	1,278.56	12.4
110-450-6128	.00	.00	500.00	500.00	.0
110-450-6226	.00	10.00	50.00	40.00	20.0
110-450-6230	.00	.00	500.00	500.00	.0
110-450-6234	.00	.00	1,500.00	1,500.00	.0
110-450-6290	.00	.00	250.00	250.00	.0
110-450-6320	.00	1,203.14	500.00	(703.14)	240.6
110-450-6420	7.47	37.19	950.00	912.81	3.9
110-450-6425	15.52	77.15	750.00	672.85	10.3
110-450-6430	22.18	137.14	2,400.00	2,262.86	5.7
110-450-6435	46.24	231.20	780.00	548.80	29.6
110-450-6440	31.20	153.78	350.00	196.22	43.9
110-450-6445	.00	.00	525.00	525.00	.0
110-450-6530	.00	.00	1,000.00	1,000.00	.0
	<u>122.61</u>	<u>2,031.04</u>	<u>11,515.00</u>	<u>9,483.96</u>	<u>17.6</u>
<u>TOTAL MATERIALS & SERVICES</u>					
<u>CAPITAL OUTLAY</u>					
110-450-8225	.00	.00	301,470.00	301,470.00	.0
	<u>.00</u>	<u>.00</u>	<u>301,470.00</u>	<u>301,470.00</u>	<u>.0</u>
<u>TOTAL CAPITAL OUTLAY</u>					
	<u>284.84</u>	<u>3,335.15</u>	<u>333,763.00</u>	<u>330,427.85</u>	<u>1.0</u>
<u>TOTAL LIBRARY</u>					
<u>CODE ENFORCEMENT</u>					

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONAL SERVICES</u>					
110-460-5110 CITY ADMINISTRATOR	290.00	2,294.68	4,500.00	2,205.32	51.0
110-460-5150 PUBLIC WORKS DIRECTOR	301.44	1,650.74	3,617.00	1,966.26	45.6
110-460-5220 OVERTIME	15.65	117.38	313.00	195.62	37.5
110-460-5315 SOCIAL SECURITY/MEDICARE	46.44	310.80	650.00	339.20	47.8
110-460-5320 WORKER'S COMP	.14	217.43	135.00	(82.43)	161.1
110-460-5350 UNEMPLOYMENT	.00	.00	500.00	500.00	.0
110-460-5410 HEALTH INSURANCE	67.58	437.87	1,355.00	917.13	32.3
110-460-5450 PUBLIC EMPLOYEES RETIREMENT	126.38	707.83	1,460.00	752.17	48.5
TOTAL PERSONAL SERVICES	847.63	5,736.73	12,530.00	6,793.27	45.8
<u>MATERIALS & SERVICES</u>					
110-460-6128 OTHER CONTRACT SERVICES	2,189.76	2,189.76	1,000.00	(1,189.76)	219.0
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	.00	350.00	350.00	.0
TOTAL MATERIALS & SERVICES	2,189.76	2,189.76	1,550.00	(639.76)	141.3
TOTAL CODE ENFORCEMENT	3,037.39	7,926.49	14,080.00	6,153.51	56.3
<u>TOURISM</u>					
<u>MATERIALS & SERVICES</u>					
110-470-6128 OTHER CONTRACT SERVICES	.00	.00	1,000.00	1,000.00	.0
110-470-6224 MARKETING	.00	.00	4,000.00	4,000.00	.0
110-470-6226 POSTAGE	.00	10.00	100.00	90.00	10.0
110-470-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-470-6326 COVERED BRIDGE MAINTENANCE	63.19	308.55	2,466.00	2,157.45	12.5
110-470-6527 COMMUNITY GRANT PROGRAM	.00	.00	3,000.00	3,000.00	.0
TOTAL MATERIALS & SERVICES	63.19	318.55	10,816.00	10,497.45	3.0
TOTAL TOURISM	63.19	318.55	10,816.00	10,497.45	3.0
<u>MUNICIPAL COURT</u>					

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONAL SERVICES</u>					
110-480-5110 CITY ADMINISTRATOR	290.00	2,294.68	4,500.00	2,205.32	51.0
110-480-5114 CITY CLERK	231.26	1,266.42	2,775.00	1,508.58	45.6
110-480-5220 OVERTIME	8.00	12.00	40.00	28.00	30.0
110-480-5315 SOCIAL SECURITY/MEDICARE	40.50	273.41	560.00	286.59	48.8
110-480-5320 WORKER'S COMP	.14	193.35	120.00	(73.35)	161.1
110-480-5350 UNEMPLOYMENT	.00	.00	500.00	500.00	.0
110-480-5410 HEALTH INSURANCE	68.09	440.98	1,236.00	795.02	35.7
110-480-5450 PUBLIC EMPLOYEES RETIREMENT	112.96	623.37	1,265.00	641.63	49.3
TOTAL PERSONAL SERVICES	750.95	5,104.21	10,996.00	5,891.79	46.4
<u>MATERIALS & SERVICES</u>					
110-480-6120 JUDGE CONTRACT	150.00	150.00	1,250.00	1,100.00	12.0
110-480-6128 OTHER CONTRACT SERVICES	.00	526.28	1,000.00	473.72	52.6
110-480-6226 POSTAGE	.00	10.00	50.00	40.00	20.0
110-480-6238 BANK SERVICE CHARGES	.00	.00	200.00	200.00	.0
110-480-6560 STATE ASSESSMENTS	45.00	360.00	500.00	140.00	72.0
TOTAL MATERIALS & SERVICES	195.00	1,046.28	3,000.00	1,953.72	34.9
TOTAL MUNICIPAL COURT	945.95	6,150.49	13,996.00	7,845.51	43.9
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
110-800-7110 LOAN PRINCIPAL	.00	.00	6,000.00	6,000.00	.0
110-800-7111 LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	17,846.00	17,846.00	.0
110-800-7510 LOAN INTEREST	667.28	1,334.56	12,000.00	10,665.44	11.1
110-800-7511 LOAN INTEREST - LIBRARY/CITY	.00	.00	22,502.00	22,502.00	.0
TOTAL DEBT SERVICES	667.28	1,334.56	58,348.00	57,013.44	2.3
TOTAL DEBT SERVICE	667.28	1,334.56	58,348.00	57,013.44	2.3
<u>OTHER REQUIREMENTS</u>					

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
110-900-9120 TRANSFER TO BUILDING FUND	.00	37,200.00	37,200.00	.00	100.0
110-900-9590 CONTINGENCY	.00	.00	57,314.00	57,314.00	.0
110-900-9895 RESERVED FOR FUTURE USE - PARK	.00	.00	2,500.00	2,500.00	.0
TOTAL OTHER REQUIREMENTS	.00	37,200.00	97,014.00	59,814.00	38.3
TOTAL OTHER REQUIREMENTS	.00	37,200.00	97,014.00	59,814.00	38.3
TOTAL FUND EXPENDITURES	328,043.15	498,198.33	1,663,908.00	1,165,709.67	29.9
NET REVENUE OVER EXPENDITURES	(179,282.95)	55,793.35	(209,615.00)	(265,408.35)	26.6

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2020

BUILDING FUND

ASSETS

220-1110	ALLOCATED CASH	30,767.34	
	TOTAL ASSETS		30,767.34

LIABILITIES AND EQUITY

LIABILITIES

220-2205	WAGES PAYABLE	94.00	
220-2210	PAYROLL TAXES PAYABLE	31.72	
220-2245	HEALTH INSURANCE PAYABLE	68.09	
220-2250	RETIREMENT PAYABLE	28.73	
	TOTAL LIABILITIES		222.54

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	30,544.80	
	BALANCE - CURRENT DATE	30,544.80	
	TOTAL FUND EQUITY		30,544.80
	TOTAL LIABILITIES AND EQUITY		30,767.34

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
220-315-4125 INTEREST EARNED	.59	3.50	150.00	146.50	2.3
TOTAL INVESTMENT EARNINGS	.59	3.50	150.00	146.50	2.3
<u>LICENSES & PERMITS</u>					
220-335-4356 BUILDING PERMIT FEES	438.00	7,689.86	57,160.00	49,470.14	13.5
220-335-4358 ELECTRICAL PERMIT FEES	259.84	1,272.32	9,472.00	8,199.68	13.4
TOTAL LICENSES & PERMITS	697.84	8,962.18	66,632.00	57,669.82	13.5
<u>MISCELLANEOUS REVENUE</u>					
220-385-4895 MISCELLANEOUS REVENUE	.00	.00	100.00	100.00	.0
TOTAL MISCELLANEOUS REVENUE	.00	.00	100.00	100.00	.0
<u>TRANSFERS IN</u>					
220-390-4910 TRANSFER FROM GENERAL FUND	.00	37,200.00	37,200.00	.00	100.0
TOTAL TRANSFERS IN	.00	37,200.00	37,200.00	.00	100.0
TOTAL FUND REVENUE	698.43	46,165.68	104,082.00	57,916.32	44.4

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
220-490-5114	231.26	1,156.30	2,775.00	1,618.70	41.7
220-490-5220	8.00	12.00	40.00	28.00	30.0
220-490-5315	18.32	89.43	215.00	125.57	41.6
220-490-5320	.08	80.63	50.00	(30.63)	161.3
220-490-5350	.00	.00	250.00	250.00	.0
220-490-5410	68.09	340.44	791.00	450.56	43.0
220-490-5450	41.24	201.37	525.00	323.63	38.4
TOTAL PERSONAL SERVICES	366.99	1,880.17	4,646.00	2,765.83	40.5
<u>MATERIALS & SERVICES</u>					
220-490-6110	.00	.00	500.00	500.00	.0
220-490-6112	.00	.00	500.00	500.00	.0
220-490-6122	.00	272.16	2,400.00	2,127.84	11.3
220-490-6128	.00	.00	500.00	500.00	.0
220-490-6150	2,908.54	10,378.66	45,470.00	35,091.34	22.8
220-490-6152	60.00	1,207.50	8,803.00	7,595.50	13.7
220-490-6220	.00	.00	125.00	125.00	.0
220-490-6226	.00	10.00	75.00	65.00	13.3
220-490-6230	.00	.00	150.00	150.00	.0
220-490-6238	.00	.00	125.00	125.00	.0
220-490-6240	.00	.00	100.00	100.00	.0
220-490-6290	.00	.00	100.00	100.00	.0
220-490-6330	.00	.00	200.00	200.00	.0
220-490-6334	.00	.00	500.00	500.00	.0
220-490-6420	2.99	14.87	175.00	160.13	8.5
220-490-6425	6.21	30.87	125.00	94.13	24.7
220-490-6430	8.87	54.86	225.00	170.14	24.4
220-490-6435	18.49	92.45	95.00	2.55	97.3
220-490-6440	16.64	79.62	225.00	145.38	35.4
220-490-6445	.00	.00	50.00	50.00	.0
220-490-6524	.00	1,255.92	11,432.00	10,176.08	11.0
220-490-6525	.00	343.80	1,894.00	1,550.20	18.2
TOTAL MATERIALS & SERVICES	3,021.74	13,740.71	73,769.00	60,028.29	18.6
TOTAL NON-DEPARTMENTAL	3,388.73	15,620.88	78,415.00	62,794.12	19.9

CAPITAL OUTLAY

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

BUILDING FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>						
220-700-8320	SOFTWARE	.00	.00	8,525.00	8,525.00	.0
	TOTAL CAPITAL OUTLAY	.00	.00	8,525.00	8,525.00	.0
	TOTAL CAPITAL OUTLAY	.00	.00	8,525.00	8,525.00	.0
<u>OTHER REQUIREMENTS</u>						
<u>OTHER REQUIREMENTS</u>						
220-900-9590	CONTINGENCY	.00	.00	17,142.00	17,142.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	17,142.00	17,142.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	17,142.00	17,142.00	.0
	TOTAL FUND EXPENDITURES	3,388.73	15,620.88	104,082.00	88,461.12	15.0
	NET REVENUE OVER EXPENDITURES	(2,690.30)	30,544.80	.00	(30,544.80)	.0

CITY OF LOWELL
BALANCE SHEET
NOVEMBER 30, 2020

WATER FUND

ASSETS

230-1110	ALLOCATED CASH	62,551.92	
230-1115	CASH IN BANK - LGIP	328.36	
230-1510	ACCOUNTS RECEIVABLE	30,432.63	
230-1710	LAND	81,179.00	
230-1720	BUILDINGS & FACILITIES	35,875.00	
230-1730	EQUIPMENT & FURNISHINGS	113,715.38	
230-1740	VEHICLES & ROLLING STOCK	34,066.66	
230-1750	INFRASTRUCTURE	4,238,861.44	
230-1795	CONSTRUCTION IN PROGRESS	5,805.77	
230-1820	AD - BUILDINGS & FACILITIES	(18,801.60)	
230-1830	AD - EQUIPMENT & FURNISHINGS	(75,489.58)	
230-1840	AD - VEHICLES & ROLLING STOCK	(15,551.38)	
230-1850	AD - INFRASTRUCTURE	(2,162,944.42)	
	TOTAL ASSETS		<u>2,330,029.18</u>

LIABILITIES AND EQUITY

LIABILITIES

230-2205	WAGES PAYABLE	3,691.95	
230-2210	PAYROLL TAXES PAYABLE	1,460.73	
230-2245	HEALTH INSURANCE PAYABLE	1,970.01	
230-2250	RETIREMENT PAYABLE	2,663.17	
230-2450	DUE TO OTHER FUNDS	33,372.58	
230-2520	UTILITY DEPOSITS	36,820.00	
230-2750	LONG TERM DEBT	904,008.61	
	TOTAL LIABILITIES		983,987.05

FUND EQUITY

230-3100	BEGINNING FUND BALANCE	112,956.67	
230-3275	GASB - FIXED ASSETS	2,236,716.27	
230-3277	GAAP - LONG TERM DEBT	(904,008.61)	
	REVENUE OVER EXPENDITURES - YTD	(99,622.20)	
	BALANCE - CURRENT DATE	(99,622.20)	
	TOTAL FUND EQUITY		<u>1,346,042.13</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,330,029.18</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
230-315-4125	29.43	343.70	2,200.00	1,856.30	15.6
	29.43	343.70	2,200.00	1,856.30	15.6
<u>GRANT REVENUES</u>					
230-325-4151	.00	817.03	90,000.00	89,182.97	.9
	.00	817.03	90,000.00	89,182.97	.9
<u>LICENSES & PERMITS</u>					
230-335-4370	.00	6,000.00	5,250.00	(750.00)	114.3
	.00	6,000.00	5,250.00	(750.00)	114.3
<u>CHARGES FOR SERVICE</u>					
230-340-4425	25,954.86	199,162.29	350,275.00	151,112.71	56.9
230-340-4426	.00	211.55	500.00	288.45	42.3
230-340-4430	.00	301.14	.00	(301.14)	.0
230-340-4435	343.56	2,087.94	4,750.00	2,662.06	44.0
230-340-4450	215.00	1,072.74	3,012.00	1,939.26	35.6
	26,513.42	202,835.66	358,537.00	155,701.34	56.6
<u>SDC REVENUE</u>					
230-345-4531	.00	2,235.00	11,175.00	8,940.00	20.0
	.00	2,235.00	11,175.00	8,940.00	20.0
<u>LOAN PAYMENTS & PROCEEDS</u>					
230-360-4225	.00	.00	250,000.00	250,000.00	.0
	.00	.00	250,000.00	250,000.00	.0
<u>MISCELLANEOUS REVENUE</u>					
230-385-4895	.00	.00	350.00	350.00	.0
	.00	.00	350.00	350.00	.0

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TRANSFERS IN</u>						
230-390-4950	TRANSFER FROM EQUIPMENT FUND	.00	6,049.45	6,051.00	1.55	100.0
	TOTAL TRANSFERS IN	.00	6,049.45	6,051.00	1.55	100.0
	TOTAL FUND REVENUE	26,542.85	218,280.84	723,563.00	505,282.16	30.2

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
230-490-5110	CITY ADMINISTRATOR	1,595.01	12,620.75	24,750.00	12,129.25 51.0
230-490-5114	CITY CLERK	1,850.00	10,130.96	22,200.00	12,069.04 45.6
230-490-5150	PUBLIC WORKS DIRECTOR	2,562.22	14,031.19	30,747.00	16,715.81 45.6
230-490-5152	UTILITY WORKER I	3,328.72	18,017.73	35,500.00	17,482.27 50.8
230-490-5156	TEMPORARY/ SEASONAL	.00	.00	577.00	577.00 .0
230-490-5158	MAINTENANCE WORKER I	194.75	1,122.61	2,987.00	1,864.39 37.6
230-490-5220	OVERTIME	348.88	1,678.97	6,020.00	4,341.03 27.9
230-490-5315	SOCIAL SECURITY/MEDICARE	755.77	4,406.58	9,360.00	4,953.42 47.1
230-490-5320	WORKER'S COMP	3.31	3,035.99	1,880.00	(1,155.99) 161.5
230-490-5350	UNEMPLOYMENT	.00	.00	8,500.00	8,500.00 .0
230-490-5410	HEALTH INSURANCE	1,968.68	11,990.41	29,750.00	17,759.59 40.3
230-490-5450	PUBLIC EMPLOYEES RETIREMENT	1,822.70	9,971.33	21,150.00	11,178.67 47.2
	TOTAL PERSONAL SERVICES	14,430.04	87,006.52	193,421.00	106,414.48 45.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
230-490-6110	.00	.00	4,419.00	4,419.00	.0
230-490-6112	.00	.00	500.00	500.00	.0
230-490-6114	312.50	1,562.00	5,212.00	3,650.00	30.0
230-490-6116	.00	.00	40,000.00	40,000.00	.0
230-490-6122	306.60	2,289.00	6,304.00	4,015.00	36.3
230-490-6128	74.20	561.00	2,000.00	1,439.00	28.1
230-490-6210	.00	7,665.81	6,427.00	(1,238.81)	119.3
230-490-6220	107.50	241.77	1,000.00	758.23	24.2
230-490-6226	.00	380.00	2,100.00	1,720.00	18.1
230-490-6230	76.99	216.45	1,500.00	1,283.55	14.4
230-490-6234	3,564.67	17,565.98	2,750.00	(14,815.98)	638.8
230-490-6238	239.58	1,269.04	3,850.00	2,580.96	33.0
230-490-6240	157.00	157.00	1,500.00	1,343.00	10.5
230-490-6290	.00	36.09	1,500.00	1,463.91	2.4
230-490-6320	.00	599.98	2,500.00	1,900.02	24.0
230-490-6324	.00	5,485.38	1,500.00	(3,985.38)	365.7
230-490-6330	2,383.60	10,887.23	15,000.00	4,112.77	72.6
230-490-6334	.00	.00	2,750.00	2,750.00	.0
230-490-6420	55.34	280.92	1,825.00	1,544.08	15.4
230-490-6425	62.08	308.59	775.00	466.41	39.8
230-490-6430	1,410.28	7,609.41	19,500.00	11,890.59	39.0
230-490-6435	70.00	350.00	875.00	525.00	40.0
230-490-6440	198.66	1,046.09	3,950.00	2,903.91	26.5
230-490-6445	41.50	208.12	275.00	66.88	75.7
230-490-6710	55.55	436.18	1,600.00	1,163.82	27.3
230-490-6712	6.00	6.00	1,675.00	1,669.00	.4
230-490-6750	1,663.13	8,977.21	21,500.00	12,522.79	41.8
230-490-6755	263.40	965.40	3,375.00	2,409.60	28.6
230-490-6758	5,493.08	5,493.08	.00	(5,493.08)	.0
230-490-6760	.00	.00	17,776.00	17,776.00	.0
TOTAL MATERIALS & SERVICES	16,541.66	74,597.73	173,938.00	99,340.27	42.9
TOTAL NON-DEPARTMENTAL	30,971.70	161,604.25	367,359.00	205,754.75	44.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
230-700-8540	.00	115,858.95	340,000.00	224,141.05	34.1
TOTAL CAPITAL OUTLAY	.00	115,858.95	340,000.00	224,141.05	34.1
TOTAL CAPITAL OUTLAY	.00	115,858.95	340,000.00	224,141.05	34.1

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
230-800-7110	LOAN PRINCIPAL - S00006	16,519.11	16,519.11	16,520.00	.89 100.0
230-800-7122	LOAN PRINCIPAL - J05001 SPWF	4,485.83	4,485.83	4,486.00	.17 100.0
230-800-7124	LOAN PRINCIPAL - RD	.00	.00	16,540.00	16,540.00 .0
230-800-7510	LOAN INTEREST - S00006	758.22	758.22	760.00	1.78 99.8
230-800-7522	LOAN INTEREST - J05001 SPWF	2,936.68	2,936.68	2,937.00	.32 100.0
230-800-7524	LOAN INTEREST - RD	.00	.00	22,850.00	22,850.00 .0
TOTAL DEBT SERVICES		24,699.84	24,699.84	64,093.00	39,393.16 38.5
TOTAL DEBT SERVICE		24,699.84	24,699.84	64,093.00	39,393.16 38.5
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
230-900-9120	TRANSFER TO WATER RESERVE FUND	.00	15,740.00	15,740.00	.00 100.0
230-900-9590	CONTINGENCY	.00	.00	76,552.00	76,552.00 .0
TOTAL OTHER REQUIREMENTS		.00	15,740.00	92,292.00	76,552.00 17.1
TOTAL OTHER REQUIREMENTS		.00	15,740.00	92,292.00	76,552.00 17.1
TOTAL FUND EXPENDITURES		55,671.54	317,903.04	863,744.00	545,840.96 36.8
NET REVENUE OVER EXPENDITURES		(29,128.69)	(99,622.20)	(140,181.00)	(40,558.80) (71.1)

CITY OF LOWELL
BALANCE SHEET
NOVEMBER 30, 2020

SEWER FUND

ASSETS

240-1110	ALLOCATED CASH	76,242.71	
240-1115	CASH IN BANK - LGIP	87,086.62	
240-1510	ACCOUNTS RECEIVABLE	34,086.21	
240-1710	LAND	11,000.00	
240-1720	BUILDINGS & FACILITIES	89,114.40	
240-1730	EQUIPMENT & FURNISHINGS	68,935.05	
240-1740	VEHICLES & ROLLING STOCK	21,779.50	
240-1750	INFRASTRUCTURE	4,708,963.28	
240-1820	AD - BUILDINGS & FACILITIES	(39,836.44)	
240-1830	AD - EQUIPMENT & FURNISHINGS	(23,849.78)	
240-1840	AD - VEHICLES & ROLLING STOCK	(3,266.93)	
240-1850	AD - INFRASTRUCTURE	(2,793,837.81)	
	TOTAL ASSETS		2,236,416.81

LIABILITIES AND EQUITY

LIABILITIES

240-2205	WAGES PAYABLE	3,692.08	
240-2210	PAYROLL TAXES PAYABLE	1,460.57	
240-2245	HEALTH INSURANCE PAYABLE	1,969.95	
240-2250	RETIREMENT PAYABLE	2,663.16	
240-2750	LONG TERM DEBT	576,682.87	
	TOTAL LIABILITIES		586,468.63

FUND EQUITY

240-3100	BEGINNING FUND BALANCE	150,205.17	
240-3275	GASB - FIXED ASSETS	2,039,001.27	
240-3277	GAAP - LONG TERM DEBT	(576,682.87)	
	REVENUE OVER EXPENDITURES - YTD	37,424.61	
	BALANCE - CURRENT DATE	37,424.61	
	TOTAL FUND EQUITY		1,649,948.18
	TOTAL LIABILITIES AND EQUITY		2,236,416.81

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
240-315-4125 INTEREST EARNED	57.74	368.06	2,150.00	1,781.94	17.1
TOTAL INVESTMENT EARNINGS	57.74	368.06	2,150.00	1,781.94	17.1
<u>GRANT REVENUES</u>					
240-325-4151 GRANT REVENUE	.00	24,363.51	.00	(24,363.51)	.0
TOTAL GRANT REVENUES	.00	24,363.51	.00	(24,363.51)	.0
<u>LICENSES & PERMITS</u>					
240-335-4370 WATER/SEWER CONNECTION PERMIT	115.00	345.00	2,250.00	1,905.00	15.3
TOTAL LICENSES & PERMITS	115.00	345.00	2,250.00	1,905.00	15.3
<u>CHARGES FOR SERVICE</u>					
240-340-4425 WATER/SEWER SALES	32,035.36	194,916.25	386,875.00	191,958.75	50.4
240-340-4430 WATER/SEWER CONNECTION FEES	.00	358.18	.00	(358.18)	.0
240-340-4450 WATER/SEWER PENALTIES	212.50	967.50	2,321.00	1,353.50	41.7
TOTAL CHARGES FOR SERVICE	32,247.86	196,241.93	389,196.00	192,954.07	50.4
<u>SDC REVENUE</u>					
240-345-4541 SEWER REIMBURSEMENT SDC	618.00	2,472.00	9,270.00	6,798.00	26.7
TOTAL SDC REVENUE	618.00	2,472.00	9,270.00	6,798.00	26.7
<u>MISCELLANEOUS REVENUE</u>					
240-385-4895 MISCELLANEOUS REVENUE	.00	.00	350.00	350.00	.0
TOTAL MISCELLANEOUS REVENUE	.00	.00	350.00	350.00	.0
<u>TRANSFERS IN</u>					
240-390-4950 TRANSFER FROM EQUIPMENT FUND	.00	6,049.45	6,051.00	1.55	100.0
TOTAL TRANSFERS IN	.00	6,049.45	6,051.00	1.55	100.0
TOTAL FUND REVENUE	33,038.60	229,839.95	409,267.00	179,427.05	56.2

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
240-490-5110	CITY ADMINISTRATOR	1,594.99	12,620.65	24,750.00	12,129.35 51.0
240-490-5114	CITY CLERK	1,849.98	10,130.85	22,200.00	12,069.15 45.6
240-490-5150	PUBLIC WORKS DIRECTOR	2,562.22	14,031.18	30,747.00	16,715.82 45.6
240-490-5152	UTILITY WORKER I	3,328.68	18,017.51	35,500.00	17,482.49 50.8
240-490-5156	TEMPORARY/ SEASONAL	.00	.00	577.00	577.00 .0
240-490-5158	MAINTENANCE WORKER I	194.75	1,122.61	2,987.00	1,864.39 37.6
240-490-5220	OVERTIME	348.91	1,679.00	6,020.00	4,341.00 27.9
240-490-5315	SOCIAL SECURITY/MEDICARE	755.73	4,406.44	9,360.00	4,953.56 47.1
240-490-5320	WORKER'S COMP	3.28	3,035.99	1,880.00	(1,155.99) 161.5
240-490-5350	UNEMPLOYMENT	.00	.00	8,500.00	8,500.00 .0
240-490-5410	HEALTH INSURANCE	1,968.63	11,990.20	29,750.00	17,759.80 40.3
240-490-5450	PUBLIC EMPLOYEES RETIREMENT	1,822.71	9,971.44	21,150.00	11,178.56 47.2
	TOTAL PERSONAL SERVICES	14,429.88	87,005.87	193,421.00	106,415.13 45.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
240-490-6110	.00	.00	4,419.00	4,419.00	.0
240-490-6112	.00	.00	500.00	500.00	.0
240-490-6114	312.50	1,562.00	5,212.00	3,650.00	30.0
240-490-6116	.00	.00	40,000.00	40,000.00	.0
240-490-6122	306.60	2,289.00	6,304.00	4,015.00	36.3
240-490-6128	374.20	1,911.00	3,500.00	1,589.00	54.6
240-490-6210	.00	8,299.19	6,427.00	(1,872.19)	129.1
240-490-6220	107.50	241.77	600.00	358.23	40.3
240-490-6226	.00	380.00	2,100.00	1,720.00	18.1
240-490-6230	74.99	192.73	500.00	307.27	38.6
240-490-6234	807.72	1,657.17	2,500.00	842.83	66.3
240-490-6238	239.58	1,269.04	3,850.00	2,580.96	33.0
240-490-6240	.00	.00	1,500.00	1,500.00	.0
240-490-6290	.00	.00	500.00	500.00	.0
240-490-6320	.00	.00	1,750.00	1,750.00	.0
240-490-6324	600.00	1,716.98	5,000.00	3,283.02	34.3
240-490-6330	900.00	3,531.20	15,000.00	11,468.80	23.5
240-490-6334	.00	1,228.90	1,200.00	(28.90)	102.4
240-490-6420	3,962.68	12,946.38	21,250.00	8,303.62	60.9
240-490-6425	558.71	2,777.30	6,750.00	3,972.70	41.2
240-490-6430	2,005.73	10,823.55	19,889.00	9,065.45	54.4
240-490-6435	116.97	584.85	857.00	272.15	68.2
240-490-6440	209.57	1,102.38	1,825.00	722.62	60.4
240-490-6445	41.50	208.13	379.00	170.87	54.9
240-490-6520	.00	.00	3,193.00	3,193.00	.0
240-490-6710	.00	135.49	1,450.00	1,314.51	9.3
240-490-6712	6.00	6.00	.00	(6.00)	.0
240-490-6750	715.49	4,410.07	15,250.00	10,839.93	28.9
240-490-6755	1,066.50	4,517.10	10,575.00	6,057.90	42.7
240-490-6758	2,187.00	2,900.24	.00	(2,900.24)	.0
240-490-6760	.00	.00	19,344.00	19,344.00	.0
TOTAL MATERIALS & SERVICES	14,593.24	64,690.47	201,624.00	136,933.53	32.1
TOTAL NON-DEPARTMENTAL	29,023.12	151,696.34	395,045.00	243,348.66	38.4

DEBT SERVICE

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICES</u>					
240-800-7110 LOAN PRINCIPAL	18,466.00	18,466.00	18,466.00	.00	100.0
240-800-7122 LOAN PRINCIPAL - J05001 SPWF	4,485.82	4,485.82	4,486.00	.18	100.0
240-800-7124 LOAN PRINCIPAL - RD	.00	.00	6,612.00	6,612.00	.0
240-800-7510 LOAN INTEREST	8,910.51	8,910.51	8,911.00	.49	100.0
240-800-7522 LOAN INTEREST - J05001 SPWF	2,936.67	2,936.67	2,937.00	.33	100.0
240-800-7524 LOAN INTEREST - RD	.00	.00	9,133.00	9,133.00	.0
TOTAL DEBT SERVICES	34,799.00	34,799.00	50,545.00	15,746.00	68.9
TOTAL DEBT SERVICE	34,799.00	34,799.00	50,545.00	15,746.00	68.9
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
240-900-9121 TRANSFER TO SEWER RESERVE FUND	.00	5,920.00	5,920.00	.00	100.0
240-900-9590 CONTINGENCY	.00	.00	89,908.00	89,908.00	.0
TOTAL OTHER REQUIREMENTS	.00	5,920.00	95,828.00	89,908.00	6.2
TOTAL OTHER REQUIREMENTS	.00	5,920.00	95,828.00	89,908.00	6.2
TOTAL FUND EXPENDITURES	63,822.12	192,415.34	541,418.00	349,002.66	35.5
NET REVENUE OVER EXPENDITURES	(30,783.52)	37,424.61	(132,151.00)	(169,575.61)	28.3

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2020

STREET FUND

ASSETS

312-1110	ALLOCATED CASH	18,989.05	
312-1115	CASH IN BANK - LGIP	33,630.00	
312-1720	BUILDINGS & FACILITIES	528.00	
312-1730	EQUIPMENT & FURNISHINGS	6,061.05	
312-1740	VEHICLES & ROLLING STOCK	11,299.83	
312-1750	INFRASTRUCTURE	1,248,212.00	
312-1795	CONSTRUCTION IN PROGRESS	42,165.13	
312-1820	AD - BUILDINGS & FACILITIES	(17.60)	
312-1830	AD - EQUIPMENT & FURNISHINGS	(755.68)	
312-1840	AD - VEHICLES & ROLLING STOCK	(1,694.97)	
312-1850	AD - INFRASTRUCTURE	(376,726.30)	
	TOTAL ASSETS		<u>981,690.51</u>

LIABILITIES AND EQUITY

LIABILITIES

312-2205	WAGES PAYABLE	373.59	
312-2210	PAYROLL TAXES PAYABLE	157.31	
312-2245	HEALTH INSURANCE PAYABLE	167.65	
312-2250	RETIREMENT PAYABLE	391.49	
	TOTAL LIABILITIES		1,090.04

FUND EQUITY

312-3100	BEGINNING FUND BALANCE	67,702.89	
312-3275	GASB - FIXED ASSETS	929,071.46	
	REVENUE OVER EXPENDITURES - YTD	(16,173.88)	
	BALANCE - CURRENT DATE	(16,173.88)	
	TOTAL FUND EQUITY		<u>980,600.47</u>
	TOTAL LIABILITIES AND EQUITY		<u>981,690.51</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
312-315-4125 INTEREST EARNED	21.98	142.78	1,400.00	1,257.22	10.2
TOTAL INVESTMENT EARNINGS	21.98	142.78	1,400.00	1,257.22	10.2
<u>INTERGOVERNMENTAL</u>					
312-320-4142 STATE DISTRIBUTIONS	6,346.99	29,195.98	64,212.00	35,016.02	45.5
TOTAL INTERGOVERNMENTAL	6,346.99	29,195.98	64,212.00	35,016.02	45.5
<u>GRANT REVENUES</u>					
312-325-4151 GRANT REVENUE	.00	13,263.91	200,000.00	186,736.09	6.6
TOTAL GRANT REVENUES	.00	13,263.91	200,000.00	186,736.09	6.6
<u>SDC REVENUE</u>					
312-345-4513 TRANSPORTATION REIMBURSEMENT S	.00	312.00	1,560.00	1,248.00	20.0
TOTAL SDC REVENUE	.00	312.00	1,560.00	1,248.00	20.0
<u>LOAN PAYMENTS & PROCEEDS</u>					
312-360-4225 LOAN PROCEEDS	.00	.00	360,291.00	360,291.00	.0
TOTAL LOAN PAYMENTS & PROCEEDS	.00	.00	360,291.00	360,291.00	.0
<u>MISCELLANEOUS REVENUE</u>					
312-385-4895 MISCELLANEOUS REVENUE	.00	.00	50.00	50.00	.0
TOTAL MISCELLANEOUS REVENUE	.00	.00	50.00	50.00	.0
<u>TRANSFERS IN</u>					
312-390-4950 TRANSFER FROM EQUIPMENT FUND	.00	4,032.96	4,033.00	.04	100.0
TOTAL TRANSFERS IN	.00	4,032.96	4,033.00	.04	100.0
TOTAL FUND REVENUE	6,368.97	46,947.63	631,546.00	584,598.37	7.4

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
312-490-5110 CITY ADMINISTRATOR	290.00	2,294.68	4,500.00	2,205.32	51.0
312-490-5150 PUBLIC WORKS DIRECTOR	301.44	1,650.74	3,617.00	1,966.26	45.6
312-490-5152 UTILITY WORKER I	391.63	2,119.80	4,128.00	2,008.20	51.4
312-490-5156 TEMPORARY/ SEASONAL	.00	.00	1,153.00	1,153.00	.0
312-490-5220 OVERTIME	33.51	186.22	675.00	488.78	27.6
312-490-5315 SOCIAL SECURITY/MEDICARE	77.82	478.27	1,085.00	606.73	44.1
312-490-5320 WORKER'S COMP	.35	370.89	230.00	(140.89)	161.3
312-490-5350 UNEMPLOYMENT	.00	.00	1,000.00	1,000.00	.0
312-490-5410 HEALTH INSURANCE	167.49	1,037.61	4,195.00	3,157.39	24.7
312-490-5450 PUBLIC EMPLOYEES RETIREMENT	196.97	1,085.05	2,520.00	1,434.95	43.1
TOTAL PERSONAL SERVICES	1,459.21	9,223.26	23,103.00	13,879.74	39.9
<u>MATERIALS & SERVICES</u>					
312-490-6110 AUDITING	.00	.00	1,473.00	1,473.00	.0
312-490-6114 FINANCIAL SERVICES	104.50	522.00	1,737.00	1,215.00	30.1
312-490-6116 ENGINEERING SERVICES	.00	.00	2,500.00	2,500.00	.0
312-490-6122 IT SERVICES	102.20	813.40	2,102.00	1,288.60	38.7
312-490-6128 OTHER CONTRACT SERVICES	.00	1,605.34	8,500.00	6,894.66	18.9
312-490-6210 INSURANCE & BONDS	.00	2,225.40	2,142.00	(83.40)	103.9
312-490-6234 GENERAL SUPPLIES	.00	62.94	200.00	137.06	31.5
312-490-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
312-490-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	500.00	500.00	.0
312-490-6330 OTHER REPAIR & MAINTENANCE	.00	979.00	10,000.00	9,021.00	9.8
312-490-6334 NON-CAPITALIZED ASSETS	.00	.00	2,500.00	2,500.00	.0
312-490-6430 ELECTRICITY SERVICES	1,027.88	5,196.51	13,250.00	8,053.49	39.2
312-490-6724 STREET SIGNS	.00	.00	1,000.00	1,000.00	.0
TOTAL MATERIALS & SERVICES	1,234.58	11,404.59	46,404.00	34,999.41	24.6
TOTAL NON-DEPARTMENTAL	2,693.79	20,627.85	69,507.00	48,879.15	29.7
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
312-700-8530 STREET IMPROVEMENTS	2,810.53	42,493.66	560,291.00	517,797.34	7.6
TOTAL CAPITAL OUTLAY	2,810.53	42,493.66	560,291.00	517,797.34	7.6
TOTAL CAPITAL OUTLAY	2,810.53	42,493.66	560,291.00	517,797.34	7.6

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
312-900-9590 CONTINGENCY	.00	.00	55,285.00	55,285.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	55,285.00	55,285.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	55,285.00	55,285.00	.0
TOTAL FUND EXPENDITURES	5,504.32	63,121.51	685,083.00	621,961.49	9.2
NET REVENUE OVER EXPENDITURES	864.65	(16,173.88)	(53,537.00)	(37,363.12)	(30.2)

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2020

BLACKBERRY JAM FUND

ASSETS

314-1110	ALLOCATED CASH		12,488.62	
	TOTAL ASSETS			12,488.62

LIABILITIES AND EQUITY

FUND EQUITY

314-3100	BEGINNING FUND BALANCE		12,509.56	
	REVENUE OVER EXPENDITURES - YTD	(20.94)	
	BALANCE - CURRENT DATE	(20.94)	
	TOTAL FUND EQUITY			12,488.62
	TOTAL LIABILITIES AND EQUITY			12,488.62

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
314-315-4125 INTEREST EARNED	.23	1.73	8.00	6.27	21.6
TOTAL INVESTMENT EARNINGS	.23	1.73	8.00	6.27	21.6
<u>OTHER REVENUE</u>					
314-370-4824 BBJ DONATIONS	.00	.00	50.00	50.00	.0
TOTAL OTHER REVENUE	.00	.00	50.00	50.00	.0
<u>FUNDRAISING & EVENT REVENUE</u>					
314-380-4861 CRAFT/COMMERCIAL BOOTH SALES	.00	.00	3,000.00	3,000.00	.0
314-380-4862 FOOD BOOTH SALES	.00	.00	1,200.00	1,200.00	.0
314-380-4864 JAM SALES	5.00	90.00	1,500.00	1,410.00	6.0
314-380-4866 QUILT RAFFLE SALES	.00	1,846.00	4,000.00	2,154.00	46.2
314-380-4868 PROGRAM AD SALES	.00	.00	2,750.00	2,750.00	.0
314-380-4870 SPONSORSHIP REVENUE	.00	.00	4,000.00	4,000.00	.0
314-380-4872 PIE SALES	.00	.00	225.00	225.00	.0
314-380-4876 5K RACE REVENUE	.00	.00	1,000.00	1,000.00	.0
314-380-4878 CAR SHOW REVENUE	15.00	25.00	4,250.00	4,225.00	.6
314-380-4880 FISHING DERBY REVENUE	.00	.00	450.00	450.00	.0
314-380-4882 HORSESHOE TOURNEY REVENUE	.00	.00	175.00	175.00	.0
314-380-4884 KIDZ KORNER REVENUE	.00	.00	1,000.00	1,000.00	.0
314-380-4886 PIE EATING CONTEST REVENUE	.00	.00	150.00	150.00	.0
TOTAL FUNDRAISING & EVENT REVENUE	20.00	1,961.00	23,700.00	21,739.00	8.3
<u>MISCELLANEOUS REVENUE</u>					
314-385-4895 MISCELLANEOUS REVENUE	.00	.00	75.00	75.00	.0
TOTAL MISCELLANEOUS REVENUE	.00	.00	75.00	75.00	.0
TOTAL FUND REVENUE	20.23	1,962.73	23,833.00	21,870.27	8.2

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
314-490-6118	.00	.00	1,750.00	1,750.00	.0
314-490-6122	35.30	83.05	473.00	389.95	17.6
314-490-6220	.00	.00	1,000.00	1,000.00	.0
314-490-6224	.00	.00	1,500.00	1,500.00	.0
314-490-6226	.00	.00	50.00	50.00	.0
314-490-6238	.00	.62	75.00	74.38	.8
314-490-6290	.00	.00	2,000.00	2,000.00	.0
314-490-6440	.00	.00	250.00	250.00	.0
314-490-6445	.00	.00	1,150.00	1,150.00	.0
314-490-6705	80.00	400.00	1,250.00	850.00	32.0
314-490-6810	.00	.00	750.00	750.00	.0
314-490-6812	.00	.00	175.00	175.00	.0
314-490-6814	.00	.00	825.00	825.00	.0
314-490-6816	.00	1,500.00	4,000.00	2,500.00	37.5
314-490-6820	.00	.00	50.00	50.00	.0
314-490-6850	.00	.00	600.00	600.00	.0
314-490-6852	.00	.00	4,000.00	4,000.00	.0
314-490-6854	.00	.00	450.00	450.00	.0
314-490-6856	.00	.00	50.00	50.00	.0
314-490-6858	.00	.00	1,000.00	1,000.00	.0
314-490-6860	.00	.00	300.00	300.00	.0
314-490-6862	.00	.00	100.00	100.00	.0
314-490-6864	.00	.00	4,000.00	4,000.00	.0
TOTAL MATERIALS & SERVICES	115.30	1,983.67	25,798.00	23,814.33	7.7
TOTAL NON-DEPARTMENTAL	115.30	1,983.67	25,798.00	23,814.33	7.7
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
314-900-9590	.00	.00	10,387.00	10,387.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	10,387.00	10,387.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	10,387.00	10,387.00	.0
TOTAL FUND EXPENDITURES	115.30	1,983.67	36,185.00	34,201.33	5.5

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(95.07)	(20.94)	(12,352.00)	(12,331.06)	(.2)

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2020

PARKS SDC FUND

ASSETS

410-1110	ALLOCATED CASH	10,042.80	
410-1115	CASH IN BANK - LGIP	47,467.20	
	TOTAL ASSETS		<u>57,510.00</u>

LIABILITIES AND EQUITY

FUND EQUITY

410-3100	BEGINNING FUND BALANCE	54,359.34	
	REVENUE OVER EXPENDITURES - YTD	3,150.66	
	BALANCE - CURRENT DATE	3,150.66	
	TOTAL FUND EQUITY		<u>57,510.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>57,510.00</u>

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
410-315-4125 INTEREST EARNED	30.73	195.66	250.00	54.34	78.3
TOTAL INVESTMENT EARNINGS	30.73	195.66	250.00	54.34	78.3
<u>SDC REVENUE</u>					
410-345-4510 PARK SDC FEES	.00	2,955.00	14,775.00	11,820.00	20.0
TOTAL SDC REVENUE	.00	2,955.00	14,775.00	11,820.00	20.0
TOTAL FUND REVENUE	30.73	3,150.66	15,025.00	11,874.34	21.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
410-490-6714	.00	.00	2,000.00	2,000.00	.0
	.00	.00	2,000.00	2,000.00	.0
	.00	.00	2,000.00	2,000.00	.0
	.00	.00	2,000.00	2,000.00	.0
	.00	.00	67,602.00	67,602.00	.0
	.00	.00	67,602.00	67,602.00	.0
	.00	.00	67,602.00	67,602.00	.0
	.00	.00	69,602.00	69,602.00	.0
	30.73	3,150.66	(54,577.00)	(57,727.66)	5.8

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2020

STREETS SDC FUND

ASSETS

412-1110	ALLOCATED CASH	8,282.74	
412-1115	CASH IN BANK - LGIP	40,992.26	
	TOTAL ASSETS		49,275.00

LIABILITIES AND EQUITY

FUND EQUITY

412-3100	BEGINNING FUND BALANCE	47,330.02	
	REVENUE OVER EXPENDITURES - YTD	1,944.98	
	BALANCE - CURRENT DATE	1,944.98	
	TOTAL FUND EQUITY		49,275.00
	TOTAL LIABILITIES AND EQUITY		49,275.00

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
412-315-4125 INTEREST EARNED	26.53	168.98	250.00	81.02	67.6
TOTAL INVESTMENT EARNINGS	26.53	168.98	250.00	81.02	67.6
<u>SDC REVENUE</u>					
412-345-4512 TRANSPORTATION SDC	.00	1,776.00	8,880.00	7,104.00	20.0
TOTAL SDC REVENUE	.00	1,776.00	8,880.00	7,104.00	20.0
TOTAL FUND REVENUE	26.53	1,944.98	9,130.00	7,185.02	21.3

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
412-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	2,000.00	2,000.00	.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
412-700-8530 STREET IMPROVEMENTS	.00	.00	54,613.00	54,613.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	54,613.00	54,613.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	54,613.00	54,613.00	.0
TOTAL FUND EXPENDITURES	.00	.00	56,613.00	56,613.00	.0
NET REVENUE OVER EXPENDITURES	26.53	1,944.98	(47,483.00)	(49,427.98)	4.1

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2020

WATER SDC FUND

ASSETS

430-1110	ALLOCATED CASH	24,177.35	
430-1115	CASH IN BANK - LGIP	300,046.97	
	TOTAL ASSETS		<u>324,224.32</u>

LIABILITIES AND EQUITY

FUND EQUITY

430-3100	BEGINNING FUND BALANCE	311,501.91	
	REVENUE OVER EXPENDITURES - YTD	12,722.41	
	BALANCE - CURRENT DATE	12,722.41	
	TOTAL FUND EQUITY		<u>324,224.32</u>
	TOTAL LIABILITIES AND EQUITY		<u>324,224.32</u>

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

WATER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
430-315-4125	INTEREST EARNED	193.52	1,232.41	6,400.00	5,167.59	19.3
	TOTAL INVESTMENT EARNINGS	193.52	1,232.41	6,400.00	5,167.59	19.3
<u>SDC REVENUE</u>						
430-345-4530	WATER SDC	.00	11,490.00	57,450.00	45,960.00	20.0
	TOTAL SDC REVENUE	.00	11,490.00	57,450.00	45,960.00	20.0
	TOTAL FUND REVENUE	193.52	12,722.41	63,850.00	51,127.59	19.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
430-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	2,000.00	2,000.00	.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
430-700-8540 WATER SYSTEMS IMPROVEMTS	.00	.00	381,877.00	381,877.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	381,877.00	381,877.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	381,877.00	381,877.00	.0
TOTAL FUND EXPENDITURES	.00	.00	383,877.00	383,877.00	.0
NET REVENUE OVER EXPENDITURES	193.52	12,722.41	(320,027.00)	(332,749.41)	4.0

CITY OF LOWELL
BALANCE SHEET
NOVEMBER 30, 2020

SEWER SDC FUND

ASSETS

440-1110	ALLOCATED CASH	12,479.95	
440-1115	CASH IN BANK - LGIP	132,091.53	
	TOTAL ASSETS		<u>144,571.48</u>

LIABILITIES AND EQUITY

FUND EQUITY

440-3100	BEGINNING FUND BALANCE	139,744.72	
	REVENUE OVER EXPENDITURES - YTD	<u>4,826.76</u>	
	BALANCE - CURRENT DATE	<u>4,826.76</u>	
	TOTAL FUND EQUITY		<u>144,571.48</u>
	TOTAL LIABILITIES AND EQUITY		<u>144,571.48</u>

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

SEWER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
440-315-4125	INTEREST EARNED	85.22	542.76	1,975.00	1,432.24	27.5
	TOTAL INVESTMENT EARNINGS	85.22	542.76	1,975.00	1,432.24	27.5
<u>SDC REVENUE</u>						
440-345-4540	SEWER SDC	1,071.00	4,284.00	16,065.00	11,781.00	26.7
	TOTAL SDC REVENUE	1,071.00	4,284.00	16,065.00	11,781.00	26.7
	TOTAL FUND REVENUE	1,156.22	4,826.76	18,040.00	13,213.24	26.8

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
440-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	2,000.00	2,000.00	.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
440-700-8550 SEWER SYSTEMS	.00	.00	156,494.00	156,494.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	156,494.00	156,494.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	156,494.00	156,494.00	.0
TOTAL FUND EXPENDITURES	.00	.00	158,494.00	158,494.00	.0
NET REVENUE OVER EXPENDITURES	1,156.22	4,826.76	(140,454.00)	(145,280.76)	3.4

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2020

STORMWATER SDC FUND

ASSETS

445-1110	ALLOCATED CASH	9,179.56	
445-1115	CASH IN BANK - LGIP	37,973.81	
	TOTAL ASSETS		47,153.37

LIABILITIES AND EQUITY

FUND EQUITY

445-3100	BEGINNING FUND BALANCE	44,977.67	
	REVENUE OVER EXPENDITURES - YTD	2,175.70	
	BALANCE - CURRENT DATE	2,175.70	
	TOTAL FUND EQUITY		47,153.37
	TOTAL LIABILITIES AND EQUITY		47,153.37

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
445-315-4125 INTEREST EARNED	24.61	156.70	635.00	478.30	24.7
TOTAL INVESTMENT EARNINGS	24.61	156.70	635.00	478.30	24.7
<u>SDC REVENUE</u>					
445-345-4545 STORM DRAINAGE SDC	.00	2,019.00	10,095.00	8,076.00	20.0
TOTAL SDC REVENUE	.00	2,019.00	10,095.00	8,076.00	20.0
TOTAL FUND REVENUE	24.61	2,175.70	10,730.00	8,554.30	20.3

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
445-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	2,000.00	2,000.00	.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
445-700-8560 STORMWATER IMPROVEMENTS	.00	.00	53,843.00	53,843.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	53,843.00	53,843.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	53,843.00	53,843.00	.0
TOTAL FUND EXPENDITURES	.00	.00	55,843.00	55,843.00	.0
NET REVENUE OVER EXPENDITURES	24.61	2,175.70	(45,113.00)	(47,288.70)	4.8

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2020

WATER RESERVE FUND

<u>ASSETS</u>			
520-1110	ALLOCATED CASH		39,387.79
	TOTAL ASSETS		39,387.79
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
520-3100	BEGINNING FUND BALANCE		23,643.08
	REVENUE OVER EXPENDITURES - YTD	15,744.71	
	BALANCE - CURRENT DATE		15,744.71
	TOTAL FUND EQUITY		39,387.79
	TOTAL LIABILITIES AND EQUITY		39,387.79

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

WATER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
520-315-4125	INTEREST EARNED	.72	4.71	15.00	10.29	31.4
	TOTAL INVESTMENT EARNINGS	.72	4.71	15.00	10.29	31.4
<u>TRANSFERS IN</u>						
520-390-4930	TRANSFER FROM WATER FUND	.00	15,740.00	15,740.00	.00	100.0
	TOTAL TRANSFERS IN	.00	15,740.00	15,740.00	.00	100.0
	TOTAL FUND REVENUE	.72	15,744.71	15,755.00	10.29	99.9

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

WATER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
520-900-9892 RESERVED FOR WATER BOND PYMT	.00	.00	39,402.00	39,402.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	39,402.00	39,402.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	39,402.00	39,402.00	.0
TOTAL FUND EXPENDITURES	.00	.00	39,402.00	39,402.00	.0
NET REVENUE OVER EXPENDITURES	.72	15,744.71	(23,647.00)	(39,391.71)	66.6

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2020

SEWER RESERVE FUND

ASSETS

521-1110	ALLOCATED CASH		15,747.91	
	TOTAL ASSETS			15,747.91

LIABILITIES AND EQUITY

FUND EQUITY

521-3100	BEGINNING FUND BALANCE		9,826.25	
	REVENUE OVER EXPENDITURES - YTD	5,921.66		
	BALANCE - CURRENT DATE		5,921.66	
	TOTAL FUND EQUITY			15,747.91
	TOTAL LIABILITIES AND EQUITY			15,747.91

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

SEWER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
521-315-4125 INTEREST EARNED	.29	1.66	8.00	6.34	20.8
TOTAL INVESTMENT EARNINGS	.29	1.66	8.00	6.34	20.8
<u>TRANSFERS IN</u>					
521-390-4940 TRANSFER FROM SEWER FUND	.00	5,920.00	5,920.00	.00	100.0
TOTAL TRANSFERS IN	.00	5,920.00	5,920.00	.00	100.0
TOTAL FUND REVENUE	.29	5,921.66	5,928.00	6.34	99.9

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

SEWER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
521-900-9892 RESERVED FOR SEWER BOND PYMT	.00	.00	15,756.00	15,756.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	15,756.00	15,756.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	15,756.00	15,756.00	.0
TOTAL FUND EXPENDITURES	.00	.00	15,756.00	15,756.00	.0
NET REVENUE OVER EXPENDITURES	.29	5,921.66	(9,828.00)	(15,749.66)	60.3

CITY OF LOWELL
BALANCE SHEET
NOVEMBER 30, 2020

EQUIPMENT FUND

LIABILITIES AND EQUITY

FUND EQUITY

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

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2020

EQUIPMENT FUND

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

Report Criteria:

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

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
16182								
16182	City of Lowell	DEC. 2020	1	Water Service	110-410-6420	.00	46.39	46.39
16182	City of Lowell	DEC. 2020	2	Water Service	110-420-6420	.00	57.30	57.30
16182	City of Lowell	DEC. 2020	3	Water Service	110-450-6420	.00	7.73	7.73
16182	City of Lowell	DEC. 2020	4	Water Service	220-490-6420	.00	3.09	3.09
16182	City of Lowell	DEC. 2020	5	Water Service	230-490-6420	.00	39.95	39.95
16182	City of Lowell	DEC. 2020	6	Water Service	240-490-6420	.00	1,771.47	1,771.47
16182	City of Lowell	DEC. 2020	7	Sewer Service	110-410-6425	.00	102.43	102.43
16182	City of Lowell	DEC. 2020	8	Sewer Service	110-420-6425	.00	124.16	124.16
16182	City of Lowell	DEC. 2020	9	Sewer Service	110-450-6425	.00	15.52	15.52
16182	City of Lowell	DEC. 2020	10	Sewer Service	220-490-6425	.00	6.21	6.21
16182	City of Lowell	DEC. 2020	11	Sewer Service	230-490-6425	.00	62.08	62.08
16182	City of Lowell	DEC. 2020	12	Sewer Service	240-490-6425	.00	558.71	558.71
Total 16182:						.00		2,795.04
16183								
16183	Cleanmex LLC	1596	1	COVID Cleaning	110-410-6128	.00	900.00	900.00
16183	Cleanmex LLC	1596	2	COVID Cleaning	110-420-6128	.00	1,560.00	1,560.00
Total 16183:						.00		2,460.00
16184								
16184	Lane Electric Cooperative	NOV. 2020	1	Electricity	110-410-6430	.00	350.38	350.38
16184	Lane Electric Cooperative	NOV. 2020	2	Electricity	110-420-6430	.00	332.89	332.89
16184	Lane Electric Cooperative	NOV. 2020	3	Electricity	110-450-6430	.00	41.56	41.56
16184	Lane Electric Cooperative	NOV. 2020	4	Electricity	110-470-6326	.00	64.95	64.95
16184	Lane Electric Cooperative	NOV. 2020	5	Electricity	220-490-6430	.00	16.63	16.63
16184	Lane Electric Cooperative	NOV. 2020	6	Electricity	230-490-6430	.00	1,496.25	1,496.25
16184	Lane Electric Cooperative	NOV. 2020	7	Electricity	240-490-6430	.00	2,509.27	2,509.27
16184	Lane Electric Cooperative	NOV. 2020	8	Electricity	312-490-6430	.00	1,001.36	1,001.36
Total 16184:						.00		5,813.29
16185								
16185	OHA Cashier	41-00492-20	1	2021 Annual Fee for Cross Conn.	230-490-6220	.00	75.00	75.00
Total 16185:						.00		75.00
16186								
16186	One Call Concepts	0110422	1	Fee for Locates	240-490-6712	.00	4.20	4.20
16186	One Call Concepts	0110422	2	Fee for Locates	230-490-6712	.00	4.20	4.20
Total 16186:						.00		8.40
16187								
16187	Oregon Dept of Revenue	NOV. 2020	1	Criminal Fine Account - 928	110-480-6560	.00	45.00	45.00
Total 16187:						.00		45.00

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
16188								
16188	Renewable Resource Grou	133481	1	Lab	240-490-6755	.00	213.30	213.30
16188	Renewable Resource Grou	133641	1	Lab	240-490-6755	.00	213.30	213.30
Total 16188:						.00		426.60
16189								
16189	Sanders, Tim	75	1	Monthly DRC fee for Collections	240-490-6128	.00	300.00	300.00
Total 16189:						.00		300.00
16190								
16190	Traffic Logix	19110290	1	12 Month Cloud Renewal for Rad	312-490-6128	.00	400.00	400.00
Total 16190:						.00		400.00
16191								
16191	Travel Lane County	16141	1	Dues	110-470-6224	.00	295.00	295.00
Total 16191:						.00		295.00
16192								
16192	Verizon Wireless	9867599437	1	Cell Phone, Ipad	110-410-6440	.00	59.06	59.06
16192	Verizon Wireless	9867599437	2	Cell Phone, Ipad	230-490-6440	.00	108.12	108.12
16192	Verizon Wireless	9867599437	3	Cell Phone, Ipad	240-490-6440	.00	59.07	59.07
16192	Verizon Wireless	9867599437	4	Tablets	230-490-6234	.00	179.99	179.99
Total 16192:						.00		406.24
16194								
16194	Caselle	106436	1	Contract Support and Maintenanc	312-490-6122	.00	102.20	102.20
16194	Caselle	106436	2	Contract Support and Maintenanc	240-490-6122	.00	306.60	306.60
16194	Caselle	106436	3	Contract Support and Maintenanc	230-490-6122	.00	306.60	306.60
16194	Caselle	106436	4	Contract Support and Maintenanc	110-410-6122	.00	306.60	306.60
Total 16194:						.00		1,022.00
16195								
16195	Century Link	12072020	1	Telephone Service	240-490-6440	.00	150.47	150.47
16195	Century Link	12072020	2	Telephone Service	230-490-6440	.00	139.60	139.60
16195	Century Link	12072020	3	Internet Service	230-490-6435	.00	70.00	70.00
16195	Century Link	12072020	4	Telephone Service	220-490-6440	.00	16.65	16.65
16195	Century Link	12072020	5	Telephone Service	110-450-6440	.00	31.20	31.20
16195	Century Link	12072020	6	Telephone Service	110-410-6440	.00	118.65	118.65
Total 16195:						.00		526.57
16196								
16196	Hunter Communications	128071	1	Internet Service	220-490-6435	.00	18.49	18.49
16196	Hunter Communications	128071	2	Internet Service	110-450-6435	.00	46.24	46.24
16196	Hunter Communications	128071	3	Internet Service	110-410-6435	.00	120.21	120.21
Total 16196:						.00		184.94
16197								
16197	Northwest Code Profession	3245	1	Building Permit Cost	220-490-6150	.00	293.30	293.30

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
16197	Northwest Code Profession	3245	2	Electrical Permit Cost	220-490-6152	.00	174.00	174.00
Total 16197:						.00		467.30
16198								
16198	Southside Bank	DEC263007	1	Main Street Property - Interest	110-800-7510	.00	667.28	667.28
Total 16198:						.00		667.28
16199								
16199	Secretary of State, Audits	2020	1	FY 2020 Audit Filing Fee	110-410-6110	.00	75.00	75.00
16199	Secretary of State, Audits	2020	2	FY 2020 Audit Filing Fee	312-490-6110	.00	25.00	25.00
16199	Secretary of State, Audits	2020	3	FY 2020 Audit Filing Fee	230-490-6110	.00	75.00	75.00
16199	Secretary of State, Audits	2020	4	FY 2020 Audit Filing Fee	240-490-6110	.00	75.00	75.00
Total 16199:						.00		250.00
16200								
16200	A-1 Lock & Safe	141446	1	Changed locks and 6 keys	110-410-6320	.00	247.00	247.00
16200	A-1 Lock & Safe	141446	2	CB, parks and stage lock changes	110-420-6320	.00	298.00	298.00
16200	A-1 Lock & Safe	141446	3	Library locks changed	110-450-6320	.00	78.00	78.00
16200	A-1 Lock & Safe	141446	4	Water Plant locks and keys	230-490-6320	.00	893.50	893.50
16200	A-1 Lock & Safe	141446	5	Sewer plant locks and keys	240-490-6320	.00	1,300.50	1,300.50
Total 16200:						.00		2,817.00
16201								
16201	Bridge Town Market	11101202202	1	Fuel	230-490-6710	.00	56.66	56.66
16201	Bridge Town Market	11101202202	2	Fuel	240-490-6710	.00	30.37	30.37
16201	Bridge Town Market	11101202202	3	General supplies	240-490-6234	.00	8.99	8.99
16201	Bridge Town Market	11101202202	4	Fuel	110-420-6710	.00	47.08	47.08
16201	Bridge Town Market	11101202202	5	Food for CA interviews	110-410-6510	.00	106.73	106.73
Total 16201:						.00		249.83
16202								
16202	Brothers Plumbing Inc	7599	1	Sealed Urinal at Library	110-450-6320	.00	325.00	325.00
Total 16202:						.00		325.00
16203								
16203	C & D Land and Tree LLC	2020052	1	Tree removal	312-490-6330	.00	1,600.00	1,600.00
Total 16203:						.00		1,600.00
16204								
16204	CenturyLink Business Serv	180445319	1	Telephone Service	110-410-6440	.00	5.33	5.33
Total 16204:						.00		5.33
16205								
16205	City of Oakridge	12-0056	1	Police Service	110-430-6118	.00	2,413.91	2,413.91
Total 16205:						.00		2,413.91

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
16206								
16206	Civil West Engineering Ser	2101.018.011	1	Engineering Service	312-700-8530	.00	1,975.33	1,975.33
16206	Civil West Engineering Ser	2101-001.01.	1	Engineering Service - Lakeview A	312-700-8530	.00	329.53	329.53
16206	Civil West Engineering Ser	2101-001.01.	2	Engineering Service - Main Street	312-700-8530	.00	225.00	225.00
16206	Civil West Engineering Ser	2101-001.01.	3	Engineering Service	110-440-6116	.00	150.00	150.00
16206	Civil West Engineering Ser	2101-001.01.	4	Engineering Service	230-700-8540	.00	225.00	225.00
16206	Civil West Engineering Ser	2101-016.01	1	Engineering Service	312-700-8530	.00	17.83	17.83
Total 16206:						.00		2,922.69
16207								
16207	Emerald CPA Group LLP	2270	1	Audit	240-490-6110	.00	3,900.00	3,900.00
16207	Emerald CPA Group LLP	2270	2	Audit	230-490-6110	.00	3,900.00	3,900.00
16207	Emerald CPA Group LLP	2270	3	Audit	312-490-6110	.00	1,300.00	1,300.00
16207	Emerald CPA Group LLP	2270	4	Audit	110-410-6110	.00	3,900.00	3,900.00
Total 16207:						.00		13,000.00
16208								
16208	J & K Electrical LLC	6242A	1	Install Camera System	230-490-6320	.00	717.99	717.99
Total 16208:						.00		717.99
16209								
16209	JBL Signs, Striping & Suppl	1406	1	one way sign for Lakeview Ave.	312-490-6724	.00	270.66	270.66
Total 16209:						.00		270.66
16210								
16210	Lane Forest Products	174449	1	Green waste haul off fee	110-460-6128	.00	272.00	272.00
Total 16210:						.00		272.00
16211								
16211	Lawson, Mary	DEC2020	1	Refund on rent payment for 205 E	110-385-4893	.00	320.00	320.00
Total 16211:						.00		320.00
16212								
16212	Nichols, Layli	112	1	Audit	110-410-6110	.00	1,461.00	1,461.00
16212	Nichols, Layli	112	2	Audit	312-490-6110	.00	487.00	487.00
16212	Nichols, Layli	112	3	Audit	230-490-6110	.00	1,461.00	1,461.00
16212	Nichols, Layli	112	4	Audit	240-490-6110	.00	1,461.00	1,461.00
Total 16212:						.00		4,870.00
16213								
16213	Renewable Resource Grou	133721	1	Lab	240-490-6755	.00	213.30	213.30
16213	Renewable Resource Grou	133760	1	Lab	230-490-6755	.00	37.80	37.80
Total 16213:						.00		251.10
16214								
16214	SaniPac	3718616	1	Refuse Services	240-490-6445	.00	41.50	41.50
16214	SaniPac	3718616	2	Refuse Services	230-490-6445	.00	41.50	41.50

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 16214:						.00		83.00
16215								
16215	Staples Credit Plan	12292020	1	Office Supplies	240-490-6230	.00	40.69	40.69
16215	Staples Credit Plan	12292020	2	Office Supplies	230-490-6230	.00	230.17	230.17
16215	Staples Credit Plan	12292020	3	General Supplies	240-490-6234	.00	22.00	22.00
16215	Staples Credit Plan	12292020	4	General Supplies	230-490-6234	.00	22.00	22.00
16215	Staples Credit Plan	12292020	5	General Supplies	110-410-6234	.00	21.99	21.99
16215	Staples Credit Plan	12292020	6	Office Supplies	110-410-6230	.00	18.99	18.99
Total 16215:						.00		355.84
16216								
16216	Nichols, Layli	NOV2020	1	Consulting Services	240-490-6114	.00	312.50	312.50
16216	Nichols, Layli	NOV2020	2	Consulting Services	230-490-6114	.00	312.50	312.50
16216	Nichols, Layli	NOV2020	3	Consulting Services	312-490-6114	.00	104.50	104.50
16216	Nichols, Layli	NOV2020	4	Consulting Services	110-410-6114	.00	312.50	312.50
Total 16216:						.00		1,042.00
16217								
16217	Cascade Escrow	17080003	1	Overpayment of final Utility bill	999-1175	.00	48.74	48.74
Total 16217:						.00		48.74
16218								
16218	Charter Communications	0017273120	1	Internet	240-490-6435	.00	116.97	116.97
16218	Charter Communications	0017828121	1	Internet	110-410-6435	.00	59.99	59.99
Total 16218:						.00		176.96
16219								
16219	Cleanmex LLC	1614	1	COVID cleaning of park bathroom	110-420-6128	.00	1,560.00	1,560.00
Total 16219:						.00		1,560.00
16220								
16220	Dick Welker Const. Inc.	3683	1	Storm Line Cleaning and Inspecti	312-490-6720	.00	700.00	700.00
Total 16220:						.00		700.00
16221								
16221	Lane County Assessment	150310087	1	Real and Personal Property Exem	110-410-6290	.00	50.00	50.00
16221	Lane County Assessment	150310087	2	Real and Personal Property Exem	110-410-6290	.00	50.00	50.00
Total 16221:						.00		100.00
16222								
16222	Lowell Mini Storage	JAN2021	1	Storage Rental Unit #L029	314-490-6705	.00	80.00	80.00
Total 16222:						.00		80.00
16223								
16223	Nichols, Layli	8000048000	1	Tax Forms Reimbursement	110-410-6230	.00	110.35	110.35

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 16223:						.00		110.35
16224								
16224	Staples Credit Plan	12292020	7	Office Supplies	230-490-6230	.00	18.99	18.99
Total 16224:						.00		18.99
16225								
16225	U.S. Equipment Finance	430386433	1	Copier Contract	110-410-6124	.00	147.98	147.98
16225	U.S. Equipment Finance	430386433	2	Property Tax	110-410-6290	.00	80.07	80.07
Total 16225:						.00		228.05
16226								
16226	Wildish Construction Co.	09012020	1	Main Street Pay Request #2	230-700-8540	.00	25,663.23	25,663.23
16226	Wildish Construction Co.	09012020	2	Main Street Road Pay Request #2	312-700-8530	.00	38,491.39	38,491.39
16226	Wildish Construction Co.	09012020	3	Lakeview Ave. Pay Request #2	230-700-8540	.00	20,390.21	20,390.21
16226	Wildish Construction Co.	09012020	4	Lakeview Street Ave. Pay Reques	312-700-8530	.00	24,139.13	24,139.13
Total 16226:						.00		108,683.96
16227								
16227	Wildish Construction Co.	10012020	1	Main Street Pay Request #3	230-700-8540	.00	9,137.29	9,137.29
16227	Wildish Construction Co.	10012020	2	Main Street Pay Request #3	312-700-8530	.00	33,982.78	33,982.78
16227	Wildish Construction Co.	10012020	3	Lakeview Ave. Pay Request #3	230-700-8540	.00	9,405.95	9,405.95
16227	Wildish Construction Co.	10012020	4	Lakeview Ave. Pay Request #3	312-700-8530	.00	123,847.57	123,847.57
Total 16227:						.00		176,373.59
Grand Totals:						.00		335,739.65

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-2125	.00	17,403.47-	17,403.47-
110-385-4893	320.00	.00	320.00
110-410-6110	5,436.00	.00	5,436.00
110-410-6114	312.50	.00	312.50
110-410-6122	306.60	.00	306.60
110-410-6124	147.98	.00	147.98
110-410-6128	900.00	.00	900.00
110-410-6230	129.34	.00	129.34
110-410-6234	21.99	.00	21.99
110-410-6290	180.07	.00	180.07
110-410-6320	247.00	.00	247.00
110-410-6420	46.39	.00	46.39
110-410-6425	102.43	.00	102.43
110-410-6430	350.38	.00	350.38
110-410-6435	180.20	.00	180.20
110-410-6440	183.04	.00	183.04
110-410-6510	106.73	.00	106.73
110-420-6128	3,120.00	.00	3,120.00

GL Account	Debit	Credit	Proof
110-420-6320	298.00	.00	298.00
110-420-6420	57.30	.00	57.30
110-420-6425	124.16	.00	124.16
110-420-6430	332.89	.00	332.89
110-420-6710	47.08	.00	47.08
110-430-6118	2,413.91	.00	2,413.91
110-440-6116	150.00	.00	150.00
110-450-6320	403.00	.00	403.00
110-450-6420	7.73	.00	7.73
110-450-6425	15.52	.00	15.52
110-450-6430	41.56	.00	41.56
110-450-6435	46.24	.00	46.24
110-450-6440	31.20	.00	31.20
110-460-6128	272.00	.00	272.00
110-470-6224	295.00	.00	295.00
110-470-6326	64.95	.00	64.95
110-480-6560	45.00	.00	45.00
110-800-7510	667.28	.00	667.28
220-2125	.00	528.37-	528.37-
220-490-6150	293.30	.00	293.30
220-490-6152	174.00	.00	174.00
220-490-6420	3.09	.00	3.09
220-490-6425	6.21	.00	6.21
220-490-6430	16.63	.00	16.63
220-490-6435	18.49	.00	18.49
220-490-6440	16.65	.00	16.65
230-2125	.00	75,070.58-	75,070.58-
230-490-6110	5,436.00	.00	5,436.00
230-490-6114	312.50	.00	312.50
230-490-6122	306.60	.00	306.60
230-490-6220	75.00	.00	75.00
230-490-6230	249.16	.00	249.16
230-490-6234	201.99	.00	201.99
230-490-6320	1,611.49	.00	1,611.49
230-490-6420	39.95	.00	39.95
230-490-6425	62.08	.00	62.08
230-490-6430	1,496.25	.00	1,496.25
230-490-6435	70.00	.00	70.00
230-490-6440	247.72	.00	247.72
230-490-6445	41.50	.00	41.50
230-490-6710	56.66	.00	56.66
230-490-6712	4.20	.00	4.20
230-490-6755	37.80	.00	37.80
230-700-8540	64,821.68	.00	64,821.68
240-2125	.00	13,609.21-	13,609.21-
240-490-6110	5,436.00	.00	5,436.00
240-490-6114	312.50	.00	312.50
240-490-6122	306.60	.00	306.60
240-490-6128	300.00	.00	300.00
240-490-6230	40.69	.00	40.69
240-490-6234	30.99	.00	30.99
240-490-6320	1,300.50	.00	1,300.50
240-490-6420	1,771.47	.00	1,771.47
240-490-6425	558.71	.00	558.71
240-490-6430	2,509.27	.00	2,509.27
240-490-6435	116.97	.00	116.97
240-490-6440	209.54	.00	209.54

GL Account	Debit	Credit	Proof
240-490-6445	41.50	.00	41.50
240-490-6710	30.37	.00	30.37
240-490-6712	4.20	.00	4.20
240-490-6755	639.90	.00	639.90
312-2125	.00	228,999.28-	228,999.28-
312-490-6110	1,812.00	.00	1,812.00
312-490-6114	104.50	.00	104.50
312-490-6122	102.20	.00	102.20
312-490-6128	400.00	.00	400.00
312-490-6330	1,600.00	.00	1,600.00
312-490-6430	1,001.36	.00	1,001.36
312-490-6720	700.00	.00	700.00
312-490-6724	270.66	.00	270.66
312-700-8530	223,008.56	.00	223,008.56
314-2125	.00	80.00-	80.00-
314-490-6705	80.00	.00	80.00
999-1175	48.74	.00	48.74
999-2125	.00	48.74-	48.74-
Grand Totals:	335,739.65	335,739.65-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

Bank.Name = "General"

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jeremy Caudle, City Administrator
DATE: January, 19 2020
SUBJECT: City Administrator report – January
2021

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

SUMMARY: The attached City Administrator report covers the period from January 4 through January 13.

FISCAL IMPACT: N/A

COURSES OF ACTION: N/A

RECOMMENDATION:
N/A

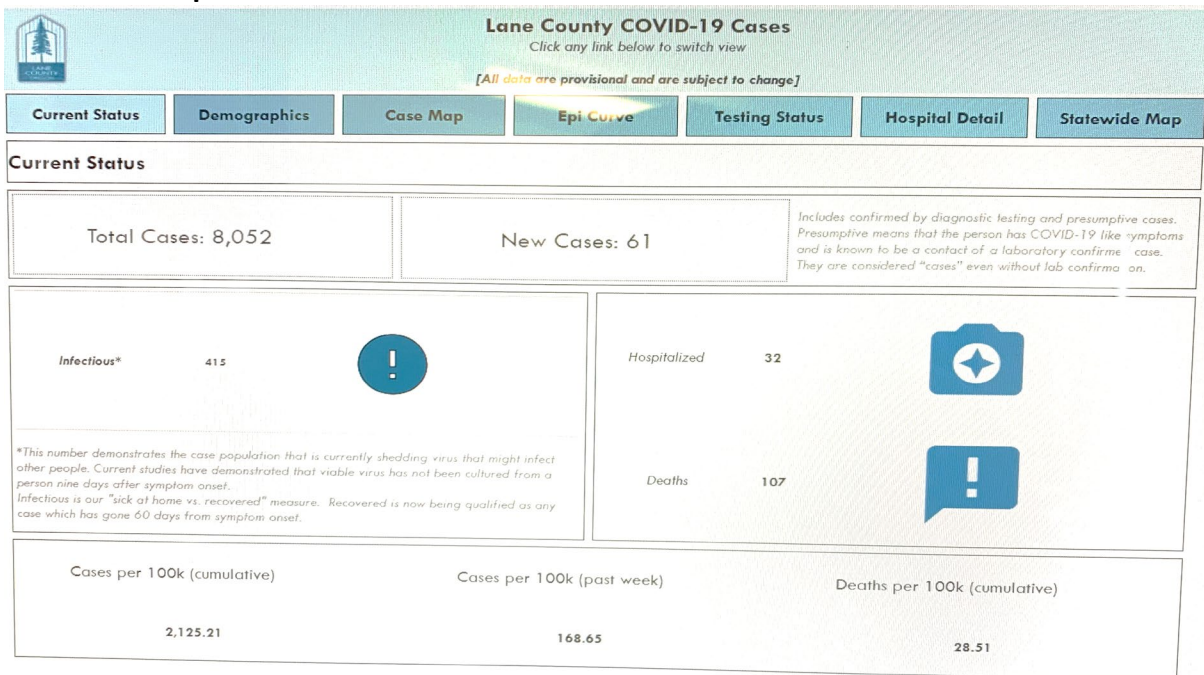
ATTACHMENTS:
City Administrator report



Lowell City Hall
 P.O. Box 490 Lowell, OR 97452
 Phone: 541-937-2157
 Email: mmiller@ci.lowell.or.us

To: Mayor Bennett and Council
From: Jeremy Caudle, City Administrator
Date: January 14, 2021
Subject: City Administrator Report

Coronavirus Update



As of January 14, there have been a total of 8,052 cases reported in Lane County. This is a 2,757 increase from the December City Administrator report. There are currently 32 hospitalizations and 107 deaths. We have 23 cases in our zip code of 97452.

Lane County has begun administering vaccines in the 1A group, phases 1 through 4. Individuals in this group mostly include healthcare providers and residents of long-term care facilities. The next phase in line for the vaccine, Phase 1B, includes childcare, preschool, and K-12 school and school district staff.

TGM Land Development Code Update

The Land Development Code Update Project is proceeding on schedule. A virtual open house will take place on January 27 at 7:00 pm. The meeting details will be posted on our website. City staff have placed fliers in local businesses to advertise the meeting.

Committee Meetings

I attended the Planning Commission's January 6 meeting. The Planning Commission approved a motion to keep the public record period open for the Sunset Hills Subdivision development through January 30th. Final Planning Commission action is anticipated in February.

I am working on recording the property line adjustment for the City's 205 East Main Street and 295 East Main Street properties. The Planning Commission approved the property line adjustment.

Other Notes

I have spent my first two weeks on the job getting up to speed on City projects. This included holding various meetings with City staff, City Councilors, and our other partners. My goal over the next month is to continue making connections in the community. My goal is also to start formulating a game plan with the City of Lowell team on how to make progress on the high-priority items in the City Council's 2021 Strategic Plan, such as the library project, park renovations, and downtown master plan.



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

TO: Mayor Bennett and Council
FROM: Max Baker, Public Works Director
DATE: January 19, 2021
SUBJECT: Public Works Report

Streets and Parks

Staff meet with Civil West, River Bend Material, Lane County and Developers from Crestview Estates regarding ADA ramps and landings for the sidewalks leading up to Crestview Estates and at the Sanitary Sewer tie in location on Seneca Street.

Staff has received several complaints of people camping on the Stage again. Oakridge has been notified.

Water Treatment Plant/Distribution

All Annual Backflow tests are complete.

Two replacement motors have been ordered to replace non-working motors at towers. One will be put in service and the other will be a critical spare. These are the pumps and motors that feed the 2500-gallon High Tank Reservoir, which provides drinking water and fire protection to East First Street.

Wastewater Treatment Plant/Collections

A replacement valve has been ordered for the East Digester drain valve. The valve broke in the closed position and was beyond repair.

Code Enforcement

Staff is still waiting for signed copies of Towing Contract from vendors.

There have not been any more attempts to break into Water Treatment plant.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jeremy Caudle, City Administrator
DATE: January, 19 2020
SUBJECT: December 2020 Police Report

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

SUMMARY: The December 2020 Police Report is attached for your information.

FISCAL IMPACT: N/A

COURSES OF ACTION: N/A

RECOMMENDATION:
N/A

ATTACHMENTS:
December 2020 Police Report.

LOWELL PATROL LOG December 2020

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
1-Dec	407	2:00	3:00	1:00						
1-Dec	423	14:30	16:30	2:00						
3-Dec	409	1:30	3:00	1:30						
3-Dec	401	19:15	21:45	2:30						
5-Dec	423	11:00	16:30	5:30						
5-Dec	429	15:45	19:45	4:00						
5-Dec	407	23:30	1:00	1:30						
6-Dec	407	23:30	1:00	1:30						
7-Dec	401	13:00	15:00	2:00						
7-Dec	401	16:00	17:00	1:00						
7-Dec	401	19:45	20:15	0:30						
8-Dec	407	0:00	1:30	1:30						
9-Dec	409	3:00	4:30	1:30						
10-Dec	401	12:45	14:45	2:00	Multiple					
11-Dec	409	1:30	3:00	1:30						
11-Dec	401	7:00	8:30	1:30						
11-Dec	401	18:15	19:45	1:30						
11-Dec	407	22:30	23:00	0:30						
12-Dec	429	11:00	12:30	1:30						
12-Dec	423	11:00	12:30	1:30						
12-Dec	429	15:35	19:35	4:00						
12-Dec	423	15:35	19:35	4:00						
13-Dec	407	0:00	1:30	1:30						
13-Dec	407	22:30	0:00	1:30						
14-Dec	407	23:30	1:00	1:30						
20-Dec	407	0:00	1:30	1:30						
20-Dec	429	16:00	20:15	4:15						
21-Dec	409	23:00	23:59	0:59						
22-Dec	409	20:00	21:00	1:00						
31-Dec	429	17:00	18:00	1:00						
31-Dec	423	17:00	18:00	1:00						
TOTAL HOURS WORKED				58						

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

DATE	TIME	DESCRIPTION
12-Dec	18:43	Patrol check of water plant
20-Dec	16:35	Vehicle tagged for code vio.
20-Dec	18:03	Patrol Check - Parker Lane
20-Dec	18:47	Patrol Check - Rolling Rock

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jeremy Caudle, City Administrator
DATE: January,19 2020
SUBJECT: 2021 Strategic Plan Resolution

DISCUSSION
 ACTION
 RESOLUTION
 ORDINANCE
 PROCLAMATION
 REPORT

SUMMARY: The City Council provided feedback at its January 5, 2021 work session on updating the strategic plan to guide the City’s efforts during 2021. The attached “2021 Strategic Plan” incorporates the ideas and revisions discussed at the work session.

FISCAL IMPACT: None.

COURSES OF ACTION: Approve the resolution as presented or with any amendments that City Council might make.

RECOMMENDATION:
Motion to approve Resolution 759, “A Resolution to Adopt the City of Lowell’s 2021 Strategic Plan.”

ATTACHMENTS:
Resolution 759.
“2021 Strategic Plan.”

CITY OF LOWELL, OREGON

RESOLUTION 759

**A RESOLUTION ADOPTING THE CITY OF LOWELL'S
"2021 STRATEGIC PLAN."**

WHEREAS, the Lowell City Council believes that the development of specific goals and objectives are vital to planning for the future of the community; and

WHEREAS, a strategic plan was developed and adopted in 2016 through a series of planning sessions which included input and collaboration from professional consultants, the City Administrator and City department heads; and

WHEREAS, the strategic plan provides the framework for future budget development, provides staff direction, and gives a sense of purpose to the actions of the community and its organizations; and

WHEREAS, the plan is reviewed and updated annually to reflect completed projects or changes in community priorities;

NOW THEREFORE BE IT RESOLVED, that the attached 2021 Strategic Plan for the City of Lowell is hereby adopted.

This resolution supersedes Resolution 711 dated February 19, 2019.

Adopted by the City Council of Lowell this 19th day of January 2021.

Yea: _____

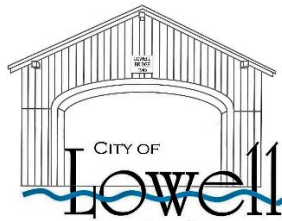
Nay: _____

Approved: _____

Don Bennett, Mayor

Attest: _____

Jeremy Caudle, City Administrator



2021 STRATEGIC PLAN

The **City of Lowell's** Strategic Plan, adopted by the City Council, is the management plan for the City. The following is a description of the purpose, components, definitions, process, and timelines related to the plan.

The Strategic Plan is a **political, compliance, and inspirational document** that serves two main purposes. First, the plan provides the Council's **political** direction in addressing the City's vision, mission, goals, prioritized objectives, and evaluation criteria. Second, the Strategic Plan, with action taken by the Council in the prioritizing of the objectives, provides clarity and **inspiration** to the City Administrator and staff in addressing the priorities of the Council and community.

Fiscal Integrity of the City

The Strategic Plan is designed to ensure that the human, financial and capital resources are efficiently and effectively allocated based upon the priorities established by the **City Council**, with the fiscal integrity of the City as the **cornerstone** foundational requirement of the Strategic Plan.

The components of the Strategic Plan are defined below:

VISION

A rural lakeside community, with a high quality of life, great outdoor activities, proud of our history, looking forward to the future through a responsive government.

MISSION

A historical rural town surrounded by nature's beauty on the north side of Dexter Lake where all people are valued, encouraged, and appreciated for their diversity. We desire to maintain the rural and historical character of the town, while striving to be a town where people want to live, work, and enjoy the outdoors by providing:

- An efficient, effective government which is open and responsive to the needs of the community, and works for the benefit of all through collaboration with residents, business, schools and other government agencies.
- The highest quality public services, including water and sewer.
- Transparent and accountable fiscal practices.
- A commitment to excellence by City staff and elected officials.
- Community development that enriches, while maintaining and enhancing the overall quality of life.
- A safe and healthy, welcoming atmosphere, including recreational opportunities.
- Protection of environmental resources.

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

GOALS

Global areas of services and programs provided by the City to the citizens of Lowell.

- Community Development
- Facilities and Infrastructure
- Financial Management
- Human Resources
- Public Health
- Public Safety
- Quality of Life
- Responsive Government

COUNCIL PRIORTIZED OBJECTIVES

The ongoing design, development, implementation, and evaluation of the objectives are to ensure a continuous improvement process in place. The objectives present the definition and priority of the services to be accomplished, in which progress is evaluated on an annual basis.

EVALUATION CRITERIA

Measurement criteria used to assess their annual progress against the objectives.

ACTIONS/SERVICES (Staff Driven)

Actions **and/or services** to be performed to meet the Council's Prioritized Objectives.

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**CITY OF LOWELL
2021 STRATEGIC PLAN**

STRATEGIC GOAL: Public Health		
Respond to Federal and State water quality standards.		
1.0 OBJECTIVE: WATER AND SEWER		
To meet or exceed Federal and State water and sewer regulatory requirements and standards.		
EVALUATION CRITERIA:		X = MET
1.1	Public Works to meet or exceed sewer discharge permit requirements.	
1.2	Public Works to meet or exceed water quality requirements.	
1.3	Public Works to submit annual water report to the City Council and residents.	
1.4	Consider updating Water Master Plan, including GIS of all water system infrastructure.	
1.5	Consider updating Sewer Master Plan, including GIS of all sewer system infrastructure.	

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**CITY OF LOWELL
2021 STRATEGIC PLAN**

STRATEGIC GOAL: Financial Management Efficiently and effectively plan, organize, direct and control financial activities.		
2.0 OBJECTIVE: BUDGET DEVELOPMENT Develop a balanced budget and sustainable revenues to support general operations and planned capital improvements.		
EVALUATION CRITERIA:		X = MET
2.1	City Administrator shall submit the Proposed Annual Budget to the Budget Committee by May 1.	
2.2	City Administrator shall improve the quality of the Annual Budget document by including information on service efforts and accomplishments, financial trends, and similar information.	
2.3	City Administrator will research the need for a Telecommunications Ordinance related to public rights-of-way and will report back to City Council on recommended actions, if necessary.	

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**CITY OF LOWELL
2021 STRATEGIC PLAN**

STRATEGIC GOAL: Public Safety Improve public safety through effective policing strategies, emergency preparedness planning, and hazard mitigation.	
3.0 OBJECTIVE: EFFECTIVE POLICING Continue to improve police services by enhancing communication, crime reporting, and providing education.	
EVALUATION CRITERIA:	
	X = MET
3.1	Coordinate with the City of Oakridge Police Department regarding patrols within the City of Lowell and code enforcement.
3.2	Develop a plan to purchase radar signs for placement where traffic and speed control is needed.

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2021 STRATEGIC PLAN**

STRATEGIC GOAL: Facilities and Infrastructure Invest in the maintenance and development of facilities and infrastructure.		
4.0 OBJECTIVE: DEVELOPMENT Plan and develop new facilities and infrastructure to meet current and long-range needs.		
EVALUATION CRITERIA:		X = MET
4.1	City Administrator shall submit an annual 5-Year Capital Improvement Plan to the City Council for review.	
4.2	City Administrator shall submit a report to the City Council by December 31 on grants available or submitted applications to fund projects included in the 5-Year Capital Improvement Plan.	
4.3	City Council shall consider the recommendations of the Community Facilities Study, with a focus on completing the Maggie Osgood Library project.	
4.4	The City will actively pursue grant opportunities to fund the Maggie Osgood Library project, as well as the other projects listed within the Community Facilities Study.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2021 STRATEGIC PLAN**

STRATEGIC GOAL: Community Development		
Positively plan, develop, and coordinate economic and population growth consistent with community values.		
5.0 OBJECTIVE: ECONOMIC VITALITY		
Create a welcoming business environment and assist with development, retention, and relocation efforts.		
EVALUATION CRITERIA:		X = MET
5.1	Economic Development Committee shall review grant opportunities to update the buildable lands inventory for all residential, commercial, and industrial properties and submit a report to the City Council.	
5.2	Review the System Development Charges deferment program and consider an extension.	
5.3	Economic Development Committee shall consider the recommendations of the Small Business Organizational Assistance Report completed by Rural Development Initiatives.	
5.4	The City will continue its support of Oregon RAIN. This includes referring local entrepreneurs to Oregon RAIN and receiving regular reports from Oregon RAIN on its activities within the Lowell community.	
5.5	The City will update the downtown zoning and development regulations to reflect the goals and policies adopted in the Downtown Master Plan.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2021 STRATEGIC PLAN**

STRATEGIC GOAL: Financial Management		
Efficiently and effectively plan, organize, direct and control financial activities.		
6.0 OBJECTIVE: FISCAL INTEGRITY		
Maintain financial records that are accurate, dependable, and inspire public trust.		
EVALUATION CRITERIA:		X = MET
6.1	Provide monthly and quarterly financial reports to the City Council which are consistent with the Fiscal Policy and Financial Management Procedures Manual.	
6.2	Create and maintain an unrestricted cash balance in the operating funds of at least 17%.	
6.3	City Administrator shall submit the Annual Financial Report to the Oregon Secretary of State by December 31.	
6.4	City Administrator shall submit a plan to resolve audit deficiencies to the City Council and Oregon Secretary of State within 30 days of receiving the Annual Financial Report.	
6.5	City Administrator shall engage the City Auditor and request a revision of the contract to ensure the annual financial audit is completed by November 30.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2021 STRATEGIC PLAN**

STRATEGIC GOAL: Public Safety Improve public safety through effective policing strategies, emergency preparedness planning, and hazard mitigation.		
7.0 OBJECTIVE: EMERGENCY PREPAREDNESS Develop and update emergency preparedness plans.		
EVALUATION CRITERIA:		X = MET
7.1	The City will update its local emergency response plan in collaboration with the Lowell Fire Department, Lowell School District, Lane County Government, and other local partners.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2021 STRATEGIC PLAN**

STRATEGIC GOAL: Facilities and Infrastructure Invest in the maintenance and development of facilities and infrastructure.		
8.0 OBJECTIVE: PREVENTATIVE MAINTENANCE Reduce the lifecycle costs of equipment, facilities, and infrastructure by supporting a preventative maintenance program.		
EVALUATION CRITERIA:		X = MET
8.1	Public Works Director shall perform a quarterly maintenance inspection of the facilities.	
8.2	Public Works Director shall submit an annual report on facility maintenance to the City Council by December 31.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2021 STRATEGIC PLAN**

STRATEGIC GOAL: Quality of Life		
Enhance quality of life by supporting public safety, a wide range of parks and recreational facilities and activities, and community beautification efforts.		
9.0 OBJECTIVE: PARKS AND RECREATION		
Provide diverse parks and recreation facilities, activities, and programs for residents of all ages and abilities.		
EVALUATION CRITERIA:		X = MET
9.1	Public Works Director shall oversee and coordinate the repairs of the irrigation system at Paul Fisher Park.	
9.2	Public Works Department shall conduct a monthly safety inspection of parks and open spaces.	
9.3	City Administrator shall submit a grant application to the Oregon Parks and Recreation Department to enhance and make significant lighting, landscaping, and parking improvements to Rolling Rock Park.	
9.4	The City will support an annual water sports event to showcase Dexter Lake and to introduce youth and adults to kayaking, paddle boarding, and rowing.	
9.5	The City will continue to support the Dexter Farmers Market.	
9.6	The City will continue to support the Lowell School District summer recreation program to provide events for all ages.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2021 STRATEGIC PLAN**

STRATEGIC GOAL: Community Development		
Positively plan, develop, and coordinate economic and population growth consistent with community values.		
10.0 OBJECTIVE: PLANNING AND ZONING		
Provide a high quality built environment and support diverse neighborhoods through effective planning and zoning practices.		
EVALUATION CRITERIA:		X = MET
10.1	City Administrator shall identify and apply for grant funding, when available, to complete a Transportation System Plan or Local Street Network Plan. The plan shall include design standards for streets, lighting and sidewalks.	
10.2	City Administrator shall work with the City Planner to submit a code assistance grant application to integrate recommendations from the Downtown Master Plan, Parks and Recreation Master Plan, and other planning efforts into the Land Development Code.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2021 STRATEGIC PLAN**

STRATEGIC GOAL: Responsive Government		
Deliver an efficient, innovative, transparent, effective and collaborative city government.		
11.0 OBJECTIVE: CITIZEN ENGAGEMENT		
Enhance communication and public outreach efforts with residents, businesses, non-profit and government organizations.		
EVALUATION CRITERIA:		X = MET
11.1	City Administrator shall present an annual report of official city communications using the website and other social media to the City Council.	
11.2	City Administrator shall submit a report to the City Council documenting collaborative efforts with local districts, state agencies, and/or non-profits.	
11.3	City Administrator shall publish a monthly status report of ongoing and future projects.	
11.4	City Administrator, City Council, and City staff will develop ways to engage with citizens and community stakeholders through a variety of in-person (when public health restriction allow) and virtual means.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2021 STRATEGIC PLAN**

STRATEGIC GOAL: Quality of Life Enhance quality of life by supporting public safety, a wide range of parks and recreational facilities and activities, and community beautification efforts.		
12.0 OBJECTIVE: BEAUTIFICATION Encourage community beautification by serving as an example and providing tools, incentives, and support.		
EVALUATION CRITERIA:		X = MET
12.1	Public Works Director shall submit a monthly status report on code enforcement actions to the City Council.	
12.2	City Administrator shall distribute community outreach materials for code enforcement through the City website, Facebook, and The Bridge newsletter.	
12.3	Parks and Recreation Committee shall provide and annual report on the beautification program established in 2017.	

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**CITY OF LOWELL
2021 STRATEGIC PLAN**

STRATEGIC GOAL: Responsive Government		
Deliver an efficient, innovative, transparent, effective and collaborative city government.		
13.0 OBJECTIVE: POLICYMAKING		
Adopt policies that support the goals and objectives of the strategic plan.		
EVALUATION CRITERIA:		X = MET
13.1	City Administrator shall review the Lowell Revised Code, recommend editorial revisions, and report areas of emphasis to the City Council.	

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**CITY OF LOWELL
2021 STRATEGIC PLAN**

STRATEGIC GOAL: Human Resources Recruit, develop, evaluate and retain the highest quality staff.		
14.0 OBJECTIVE: PROFESSIONAL DEVELOPMENT AND ACCOUNTABILITY Improve the human resource capacity of the City by providing training opportunities and meaningful evaluation of staff.		
EVALUATION CRITERIA:		X = MET
14.1	City Administrator shall insure that each staff member is annually evaluated, with meaningful recommendations and appropriate plans for remediation included within the evaluation.	
14.2	The City Council will consider updating the City's "Personnel Handbook," along with other personnel policies and procedures.	

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**CITY OF LOWELL
2021 STRATEGIC PLAN**

STRATEGIC GOAL: Responsive Government		
Deliver an efficient, innovative, transparent, effective and collaborative city government.		
15.0 OBJECTIVE: TRAINING AND DEVELOPMENT		
Support the professional development of the governing body.		
EVALUATION CRITERIA:		X = MET
15.1	City Administrator shall present a list of training opportunities to the City Council on the topics of communication, conflict resolution, teamwork, mediation, and ethics.	
15.2	City Administrator shall review the City Council Rules and present a draft to the City Council for review, discussion, and approval.	
15.3	City Administrator shall develop an orientation program for new City Councilors and for candidates to City Council.	

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AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council **DISCUSSION**
FROM: Jeremy Caudle, City Administrator **ACTION**
DATE: January, 19 2020 **RESOLUTION**
SUBJECT: Municipal Judge Contract **ORDINANCE**
 PROCLAMATION
 REPORT

<p>SUMMARY: The City’s contact with Frank Segarra for municipal judicial services has expired. The draft contract would renew Mr. Segarra’s term as municipal judge through 2024. Mr. Segarra has served as municipal judge since approximately 2021. Since 2016, his hourly rate has been \$75. He is requesting an increase in the hourly rate to \$100.</p>
<p>FISCAL IMPACT: Estimated increase in costs range from \$300 to \$600 per year, based on the number of hours the municipal judge bills the City for services.</p>
<p>COURSES OF ACTION: Approval as presented.</p>
<p>RECOMMENDATION: Motion to approve the contract for municipal services and authorizing the Mayor to sign.</p>
<p>ATTACHMENTS: Approval of an Agreement for Judicial Services with Frank C. Segarra and to Authorize the Mayor to Sign.</p>

Segarra Law, LLC

(541) 600-3302

Segarrafrank1@gmail.com

January 13, 2021

Jeremey B. Caudle, CGFM
City Administrator
City of Lowell, OR

RE: Municipal Court Judge Position

Dear Mr. Caudle:

This serves as a letter of interest in continuing to provide my services as the Municipal Court Judge for the City of Lowell.

Currently, I am the Municipal Court Judge for the City of Lowell and have been in that position for the last eight years. I am also the Municipal Court Judge for the City of Oakridge and have held that position for the last 9 years. In addition to my judicial work, I am an attorney handling a variety of cases in different court settings.

I have served the City of Lowell for approximately eight years and would be honored to continue to do so. I appreciate your consideration and look forward to hearing from you.

Best regards,



Francisco "Frank" Segarra

AGREEMENT FOR JUDICIAL SERVICES

This Agreement is between the City of Lowell (City) and Francisco Segarra and Segarra Law, LLC to provide Judicial Services as Municipal Court Judge to the City of Lowell.

WHEREAS, City desires to employ Segarra as an independent contractor to provide services as a Municipal Court Judge, and

WHEREAS, Segarra is an attorney licensed to practice law in the State of Oregon, who performs legal and judicial services for other clients and cities on an independent contractor basis, and meets all legal requirements to be treated as an independent contractor, now therefore

BOTH PARTIES AGREE AS FOLLOWS:

1. Services. Segarra shall provide services as a Municipal Court Judge for the City of Lowell in accordance with the City Charter, Lowell Ordinance 261 (attached and by this reference incorporated into this Agreement), and the laws of the State of Oregon. In the event Segarra is unable to perform such services, Segarra shall provide a Pro Tem Judge, who meets the same qualifications required by Ordinance 261 to perform the duties of Municipal Court Judge during any absence. Segarra shall submit Pro Tem Judge service hours as a part of his billing to City.
2. Compensation. Segarra shall be compensated the sum of \$100.00 per hour for all judicial services rendered including travel and standby time with a two-hour minimum. A Pro Tem Judge shall be compensated at the same hourly rates.
3. Term. The term of this agreement shall be from January 19, 2021 through December 31, 2024. Dickinson may terminate this agreement at any time upon sixty (60) days written notice to City. City may only terminate this agreement as provided for in Ordinance 261 (Section 2.052(b)).

Agreed to this 19th day of January, 2021.

For the City of Lowell

For Francisco C. Segarra

Don Bennett, Mayor



Francisco C. Segarra

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jeremy Caudle, City Administrator
DATE: January, 19 2020
SUBJECT: Signage on Highway 58

DISCUSSION
 ACTION
 RESOLUTION
 ORDINANCE
 PROCLAMATION
 REPORT

<p>SUMMARY: A local business has approached elected officials in Lane County on providing letters of support for business identification signage on Highway 58. The signage would be installed before Pioneer Street heading into town. The purpose of the signage would be to inform travelers of the food, gas, and other amenities available within the City. The business has noted that support from local officials could assist with receiving approval from the Oregon Department of Transportation to install the signs. Presently, the local businesses are not requesting letters of support from the City. However, the City might receive such a request in the future. With the City Council’s consent, the City Administrator could draft a letter of support for signature by the Mayor, other City Councilors, or members of the Economic Development Committee. Staff are not currently requesting formal action. This item is placed on the agenda for discussion and further direction from City Council.</p>
<p>FISCAL IMPACT: None.</p>
<p>COURSES OF ACTION: N/A</p>
<p>RECOMMENDATION: N/A</p>
<p>ATTACHMENTS: N/A</p>