

Lowell City Council
Regular Meeting and Executive Session Agenda
Tuesday, June 15, 2021, at 7 P.M.
Maggie Osgood Library
70 N. Pioneer Street

This meeting will be held electronically through Zoom. Seating is available to the public at the location listed above. 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

Regular Meeting Agenda

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 May 18 regular City Council meeting
- Approval of the minutes for the May 18 executive session
- Approval of the minutes for the June 1 budget public hearings, work session, and executive session
- Approval of the minutes for the June 5 library visioning workshop
- Financial Report for April 2021
- Check Register for May 2021

<p>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.</p>
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Public Comments

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

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

Council Comments (three minutes per speaker)

Staff Reports

- City Administrator report
- Public Works report
- Police report

Old Business

- Motion to approve Resolution #2021-763, “A Resolution to Adopt a Budget and Impose and Categorize Taxes for FY 2021-22”
- Motion to approve Resolution #2021-761, “A Resolution to Establish Water and Sewer Rates to be Effective July 1, 2021.”
- Motion to approve Resolution #2021-762, “A Resolution Declaring the City’s Election to Receive State Revenues for Fiscal Year 2021-2022.”
- Motion to approve Resolution # 2021-765, “A Resolution Certifying Services.”
- Motion to approve Resolution #2021-764, “A Resolution Establishing a Payment in Lieu of Franchise Fee of Five Percent (5%) on the Gross Operating Revenue from the City of Lowell Municipal Water Utility and the City of Lowell Municipal Wastewater Treatment Utility.”
- Motion to approve an “Agreement for Financial and Consulting Services” with Layli A. Nichols in the amount not to exceed \$21,070 and to authorize the City Administrator to sign.
- Motion to approve an “Agreement for Law Enforcement Services” with the City of Oa-kridge in the amount of \$30,415.25 and to authorize the Mayor and the City Administra-tor to sign.

New Business

- Motion to approve Resolution #2021-766, “A Resolution Authorizing the Transfer of Appropriations within Funds.”
- Motion to approve Resolution #2021-767, “A Resolution Authorizing Adjustments to the Employee Pay Scale for FY 2021/22.”
- Motion to approve the “Scopes of Services” for a water master plan in the amount of \$102,446 and a sewer master plan in the amount of \$53,616, both with Civil West Engineering, and to authorize the City Administrator to sign, effective July 1, 2021.
- Motion to approve an asbestos removal bid from Atez Environmental Remediation in the amount of \$7,358 and to authorize the City Administrator to sign, effective July 1, 2021.
- Motion to appoint Lonna Bennett and Rustie Akland to the Blackberry Jam Festival Committee.
- Motion to approve an “Intergovernmental Agreement for Right-of-Way Special Event Permits” with Lane County and to authorize the City Administrator to sign.
- Motion to approve a “Cooperative Procurement Program Agreement” with the State of Oregon and to authorize the City Administrator to sign.

Other Business

- Update from the City Administrator on the City Clerk recruitment process
- Any other business (as time allows)

Mayor Comments

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

Recess the Regular Meeting

The Executive Session will take place immediately following a recess of the Regular Meeting. The Regular Meeting will reconvene after the Executive Session.

Executive Session Agenda

Executive Sessions are closed to the public. Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

Call to Order/Roll Call

Councilors: Mayor Bennett____Myers____Harris____Stratis____Dragt ____

Executive Session:

To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing, pursuant to ORS 192.660(2)(i) – City Administrator performance evaluation.

Adjourn the Executive Session

Reconvene the Regular Meeting:

The City Council will reconvene the Regular Meeting after the Executive Session and may act on the following items:

- Motion to affirm that the City Administrator is meeting job performance expectations and to authorize a salary adjustment pursuant to the Employment Agreement.

Adjourn the Regular Meeting

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**City of Lowell, Oregon
Minutes of the City Council Regular Session
May 18, 2021**

The Regular Session was called to order at 7:04 PM by Mayor Bennett.

Members Present: Mayor Don Bennett, Gail Harris, Samantha Dragt, Tim Stratis, John Myers
Staff Present: CA Jeremy Caudle, Public Works Director Max Baker

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

Public Comments: None

Council Comments: None

City Administrator Report: CA Caudle presented report which included Library project update, Park renovation update and responded to questions from the public.

Public Works Report: Max Baker, Public Works Director presented report which included the MVA third graders planting flowers in Rolling Rock Park, security lights installed at the WTP, the site review visit from DEQ, radar speed sign results from Pioneer Street and some results from code enforcement letters.

Police Report: April report provided in packet.

Old Business:

- **Motion to approve a second reading of Ordinance 303, “An Ordinance granting Douglas Services, Inc., locally known as Douglas Fast Net (DFN), a non-exclusive franchise for the construction, operations, and maintenance of a fiber optics telecommunications system.”-** CA Caudle presented item. **Councilor Stratis moved to approve a second reading of Ordinance 303, “An Ordinance granting Douglas Services, Inc., locally known as Douglas Fast Net (DFN), a non-exclusive franchise for the construction, operations, and maintenance of a fiber optics telecommunications system.” Second by Councilor Myers. Approved by consensus.** Mayor Bennett proceeded with second reading. **Councilor Stratis moved to approve Ordinance 303, “An Ordinance granting Douglas Services, Inc., locally known as Douglas Fast Net (DFN), a non-exclusive franchise for the construction, operations, and maintenance of a fiber optics telecommunications system.” Second by Councilor Myers. PASS 5:0**
- **Motion to approve a second reading of Ordinance 304, “An Ordinance adopting the vacation of a slope easement located on map and tax lot 19-01-14-13-04900 of lot 51 on the second addition to Sunridge subdivision.” –** CA Caudle presented item. **Councilor Myers moved to approve a second reading of Ordinance 304, “An Ordinance adopting the vacation of a slope easement located on map and tax lot 19-01-14-13-04900 of lot 51 on the second addition to Sunridge subdivision,” by title only. Second by Councilor Dragt. Approved by consensus.** Mayor Bennett proceeded with second reading. **Councilor Myers moved to approve Ordinance 304, “An Ordinance adopting the vacation of a slope**

easement located on map and tax lot 19-01-14-13-04900 of lot 51 on the second addition to Sunridge subdivision.” Second by Councilor Dragt. PASS 5:0

New Business:

1. **Hearing to consider an appeal of Planning Commission approval of Land Use Application #2021-03, which granted a variance to the front yard setback for lots 45, 47, 49, and 51 of the Sunridge Second Addition Subdivision.**
 - o Presentation of staff report – Henry Hearly, Associate Planner, Lane Council of Governments presented staff report.

Recess Regular Session: 7:32 PM

Open Public Hearing: 7:32 PM

- **Public Comment** – Mia Nelson, 40160 E 1st Street, presented information in favor of ordinance.

Closed Public Hearing: 7:48 PM

Reconvene Regular Session: 7:48 PM

- **City Council Discussion** – None
 - **Motion to affirm (or overturn)** – Councilor Harris moved to affirm the Planning Commission’s decision on Land Use Application #2021-03, second by Councilor Myers. PASS 5:0
2. **Motion to approve an architectural services agreement with Wilson Architecture in the amount \$53,000 for the Maggie Osgood Library renovation project and to authorize the City Administrator to sign.** – CA Caudle presented item. Discussion followed. Councilor Harris moved to approve an architectural services agreement with Wilson Architecture in the amount \$53,000 for the Maggie Osgood Library renovation project and to authorize the City Administrator to sign. Second by Councilor Dragt PASS 4:1 Councilor Myers opposed.
 3. **Motion to declare 33 church pews located at 70 N. Pioneer Street as surplus property and to authorize the City Administrator to dispose of the surplus property through auction or any other method listed in Section 2.108(f) of the Lowell Revised Code.** – CA Caudle presented item. Discussion followed. Councilor Stratis moved to declare 33 church pews located at 70 N. Pioneer Street as surplus property and to authorize the City Administrator to dispose of the surplus property through auction or any other method listed in Section 2.108(f) of the Lowell Revised Code. Second by Councilor Myers. PASS 5:0
 4. **Motion to approve a quote in the amount of \$9,200 from Michael Scnear Excavation LLC, for stormwater improvements and to authorize the City Administrator to sign.** – Max Baker, Public Works Director presented item. Discussion followed. Councilor Dragt moved to approve a quote in the amount of \$9,200 from Michael Scnear Excavation LLC, for stormwater improvements and to authorize the City Administrator to sign. Second by Councilor Myers PASS 5:0
 5. **Motion to authorize the City Administrator to prepare for and negotiate the sale of the City’s vacant property located at 8 North Hyland Lane in accordance with ORS 221-725.-** CA Caudle presented information on item. Councilor Dragt moved to

authorize the City Administrator to prepare for and negotiate the sale of the City's vacant property located at 8 North Hyland Lane in accordance with ORS 221-725 and to sign a listing agreement with Shawn Watson Real Estate. Second by Councilor Myers. PASS 5:0

- 6. Motion to authorize the City Administrator to hire two part-time, seasonal, and temporary laborers for the Public Works Department. – CA Caudle presented item. Councilor Dragt moved to authorize the City Administrator to hire two part-time, seasonal, and temporary laborers for the Public Works Department. Second by Councilor Harris. PASS 5:0**

Other Business: Mayor Bennett presented topic of Jeremy Caudle's 6-month evaluation process for discussion. Consensus of council is to meet with Jeremy individually, then council will meet to discuss evaluation and salary raise.

Mayor Comments: None

Councilor Comments: Councilor Myers asked if the city could do something for the 4th of July. Discussion followed. Councilor Stratis discussed topic of decorating the city.

Community Comments: Hall O'Regan 62 E 3rd Street voiced opposition to the fireworks and asked people to be respectful of military veterans and animals.

Adjourn: 8:50 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jeremy Caudle, City Recorder

Date

City of Lowell, Oregon
Minutes of the City Council Executive Session
May 18, 2021

The Executive Session was called to order at 8:59 PM by Mayor Bennett.

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

Executive Session: ORS 192.660(2)(e) – To conduct deliberations with persons designed by the governing body to negotiate real property transactions, pursuant to ORS 192.660(2)(e).

Adjourn: 9:29 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jeremy Caudle, City Recorder

Date

City of Lowell, Oregon
Minutes of the City Council
Budget Public Hearing, Work Session & Executive Session
Tuesday, June 1, 2021
Maggie Osgood Library

The Budget Public Hearing was called to order 7:06 PM by Mayor Bennett

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

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

- 1. Resolution #2021-761- A Resolution to Establish Water and Sewer Rates to be Effective July 1, 2021 – CA Caudle presented staff report stating a 3% increase.**
Public Comment – None
Public Hearing Closed: 7:08PM
- 2. Resolution #2021-762- A Resolution Declaring the City’s Election to Receive State Revenues for Fiscal Year 2021-2022.**
Public Hearing Open: 7:08PM
Staff Report – CA Caudle presented information:

 - State Revenue Sharing: \$11,000
 - Cigarette Tax: \$3,407
 - Liquor Tax: \$22,000
 - Marijuana Tax: \$6,000

Public Comment – None
Public Hearing Closed: 7:09PM
- 3. Resolution #2021-763- A Resolution to Adopt a Budget and Impose and Categorize Taxes for FY 2021-22.**
Public Hearing Open: 7:10PM
Staff Report – CA Caudle presented information.
Public Comment- None
Public Hearing Closed: 7:11PM
- 4. Resolution #2021-764- A Resolution Establishing a Payment in Lieu of Franchise Fee of Five Percent (5%) on the Gross Operating Revenue from the City of Lowell Municipal Water Utility and the City of Lowell Municipal Wastewater Treatment Utility.**
Public Hearing Open: 7:11PM
Staff Report – CA Caudle presented report.
Public Comment – None
Public Hearing Closed: 7:12PM
- 5. Resolution #2021-765- A Resolution Certifying Services**
Public Hearing Open: 7:12PM
Staff Report – CA Caudle presented information.
Public Comment – None

Public Hearing Closed: 7:14PM

Adjourn: 7:14PM

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

Work Session Topic:

- **Presentation by Ariel Ruben, Venture Catalyst with Eugene Regional Accelerator & Innovation Network (RAIN)-** CA Caudle introduced Ariel who proceeded with a slide presentation which provided updated information.
- **Discussion of marketing process for the city’s property at E. Main Street –** CA Caudle requested further discussion from the council regarding direction for the marketing process.
- **Update on library renovation project and setting a date for the visioning workshop with Wilson Architecture and Hummel Consulting –** CA Caudle presented information and discussion was to proceed with the Saturday, June 5th meeting.
- **Review agreement for financial and accounting consultation services –** CA Caudle presented agreement for review.
- **Review agreement for law enforcement services with the City of Oakridge –** CA Caudle presented agreement which includes a 3% increase.

Adjourn: 8:29 PM

The Executive Session was called to order at 8:30 PM by Mayor Bennett

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

Staff Present: CA Jeremy Caudle

Executive Session: ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Adjourn: 8:55 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jeremy Caudle, City Recorder

Date

City of Lowell, Oregon
Minutes of the City Council Library Visioning Workshop
June 5, 2021
Maggie Osgood Library

The Work Session was called to order at 9:33 AM by Mayor Bennett.

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

Staff Present: CA Jeremy Caudle, Max Baker - Public Works Director, City Clerk Joyce Donnell

Library Committee Member: Cathy Trimble

Library Volunteer: Lori Ann Kernutt

Work Session Topic(s)

- 1. Visioning Workshop for Maggie Osgood Library Renovation Project** – CA Caudle introduced Curt Wilson of Wilson Architecture and Penny Hummel with Hummel Consulting. The day included: reviewing building and site opportunity and constraints, Lowell Library History and recent planning, project logistics overview, library trends, and design activity discussion.

Other Business: None

Adjourn: 3:25 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jeremy Caudle, City Recorder

Date

CITY OF LOWELL
 COMBINED CASH INVESTMENT
 APRIL 30, 2021

COMBINED CASH ACCOUNTS

999-1111	CASH IN BANK - CHECKING	572,798.12
999-1115	CASH IN BANK - LGIP	714,248.41
		1,287,046.53
	TOTAL COMBINED CASH	1,287,046.53
999-1110	CASH ALLOCATED TO FUNDS	(1,287,046.53)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

110	ALLOCATION TO GENERAL FUND	242,476.91
220	ALLOCATION TO BUILDING FUND	32,940.50
230	ALLOCATION TO WATER FUND	77,210.44
240	ALLOCATION TO SEWER FUND	171,125.74
312	ALLOCATION TO STREET FUND	64,627.28
314	ALLOCATION TO BLACKBERRY JAM FUND	12,010.04
410	ALLOCATION TO PARKS SDC FUND	58,633.92
412	ALLOCATION TO STREETS SDC FUND	49,986.90
430	ALLOCATION TO WATER SDC FUND	328,927.09
440	ALLOCATION TO SEWER SDC FUND	146,026.95
445	ALLOCATION TO STORMWATER SDC FUND	47,937.65
520	ALLOCATION TO WATER RESERVE FUND	39,393.08
521	ALLOCATION TO SEWER RESERVE FUND	15,750.03
		1,287,046.53
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,287,046.53
	ALLOCATION FROM COMBINED CASH FUND - 999-1110	(1,287,046.53)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CITY OF LOWELL
 BALANCE SHEET
 APRIL 30, 2021

GENERAL FUND

ASSETS

110-1110	ALLOCATED CASH	176,730.27	
110-1115	CASH IN BANK - LGIP	65,746.64	
110-1120	PETTY CASH	250.00	
110-1710	LAND	2,595,845.69	
110-1720	BUILDINGS & FACILITIES	430,908.77	
110-1730	EQUIPMENT & FURNISHINGS	31,362.28	
110-1740	VEHICLES & ROLLING STOCK	40,847.50	
110-1750	INFRASTRUCTURE	32,762.99	
110-1795	CONSTRUCTION IN PROGRESS	13,901.33	
110-1820	AD - BUILDINGS & FACILITIES	(168,676.36)	
110-1830	AD - EQUIPMENT & FURNISHINGS	(7,753.87)	
110-1840	AD - VEHICLES & ROLLING STOCK	(9,831.21)	
110-1850	AD - INFRASTRUCTURE	(14,253.95)	
	TOTAL ASSETS		<u>3,187,840.08</u>

LIABILITIES AND EQUITY

LIABILITIES

110-2205	WAGES PAYABLE	2,189.25	
110-2210	PAYROLL TAXES PAYABLE	955.41	
110-2245	HEALTH INSURANCE PAYABLE	802.31	
110-2250	RETIREMENT PAYABLE	377.43	
110-2255	DEFERRED COMP PAYABLE	30.00	
110-2515	CET TAX COLLECTED	2,203.15	
110-2750	LONG TERM DEBT	803,036.97	
	TOTAL LIABILITIES		809,594.52

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	(803,036.97)	
	REVENUE OVER EXPENDITURES - YTD	(35,944.02)	
	BALANCE - CURRENT DATE	(35,944.02)	
	TOTAL FUND EQUITY		<u>2,378,245.56</u>
	TOTAL LIABILITIES AND EQUITY		<u>3,187,840.08</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
110-310-4112	651.71	149,067.67	147,051.00	(2,016.67)	101.4
110-310-4114	137.47	2,325.18	3,223.00	897.82	72.1
	<u>789.18</u>	<u>151,392.85</u>	<u>150,274.00</u>	<u>(1,118.85)</u>	<u>100.7</u>
<u>INVESTMENT EARNINGS</u>					
110-315-4125	61.35	1,421.76	5,826.00	4,404.24	24.4
	<u>61.35</u>	<u>1,421.76</u>	<u>5,826.00</u>	<u>4,404.24</u>	<u>24.4</u>
<u>INTERGOVERNMENTAL</u>					
110-320-4132	.00	9,018.84	10,917.00	1,898.16	82.6
110-320-4134	60.56	3,542.34	1,341.00	(2,201.34)	264.2
110-320-4136	1,530.53	15,293.64	20,292.00	4,998.36	75.4
110-320-4148	.00	4,964.26	4,386.00	(578.26)	113.2
	<u>1,591.09</u>	<u>32,819.08</u>	<u>36,936.00</u>	<u>4,116.92</u>	<u>88.9</u>
<u>GRANT REVENUES</u>					
110-325-4151	.00	44,265.24	264,243.00	219,977.76	16.8
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
	<u>.00</u>	<u>54,539.24</u>	<u>473,846.00</u>	<u>419,306.76</u>	<u>11.5</u>
<u>FRANCHISE FEES</u>					
110-330-4310	.00	4,901.99	5,938.00	1,036.01	82.6
110-330-4312	.00	51,266.23	49,048.00	(2,218.23)	104.5
110-330-4314	.00	.00	4,000.00	4,000.00	.0
110-330-4316	.00	1,412.01	1,650.00	237.99	85.6
110-330-4318	.00	.00	17,776.00	17,776.00	.0
110-330-4320	.00	.00	19,344.00	19,344.00	.0
	<u>.00</u>	<u>57,580.23</u>	<u>97,756.00</u>	<u>40,175.77</u>	<u>58.9</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LICENSES & PERMITS</u>					
110-335-4352	.00	292.00	15,000.00	14,708.00	2.0
110-335-4354	176.00	396.00	275.00	(121.00)	144.0
110-335-4360	72.00	484.00	876.00	392.00	55.3
	<u>248.00</u>	<u>1,172.00</u>	<u>16,151.00</u>	<u>14,979.00</u>	<u>7.3</u>
<u>CHARGES FOR SERVICE</u>					
110-340-4410	41.73	757.68	1,030.00	272.32	73.6
110-340-4413	.00	300.00	1,250.00	950.00	24.0
110-340-4415	.00	.00	250.00	250.00	.0
110-340-4417	.00	390.00	515.00	125.00	75.7
110-340-4419	.00	100.00	50.00	(50.00)	200.0
110-340-4421	259.95	1,299.30	4,005.00	2,705.70	32.4
110-340-4423	.00	95.25	125.00	29.75	76.2
	<u>301.68</u>	<u>2,942.23</u>	<u>7,225.00</u>	<u>4,282.77</u>	<u>40.7</u>
<u>SDC REVENUE</u>					
110-345-4511	47.00	188.00	735.00	547.00	25.6
	<u>47.00</u>	<u>188.00</u>	<u>735.00</u>	<u>547.00</u>	<u>25.6</u>
<u>FINES & FORFEITURES</u>					
110-350-4625	253.51	4,075.95	2,500.00	(1,575.95)	163.0
	<u>253.51</u>	<u>4,075.95</u>	<u>2,500.00</u>	<u>(1,575.95)</u>	<u>163.0</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 10 MONTHS ENDING APRIL 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FUNDRAISING & EVENT REVENUE</u>					
110-380-4865 LIBRARY CAPITAL CAMPAIGN	.00	12,365.65	10,000.00	(2,365.65)	123.7
TOTAL FUNDRAISING & EVENT REVENUE	.00	12,365.65	10,000.00	(2,365.65)	123.7
<u>MISCELLANEOUS REVENUE</u>					
110-385-4893 RENTAL REVENUE	.00	5,228.57	.00	(5,228.57)	.0
110-385-4895 MISCELLANEOUS REVENUE	.00	1,044.04	2,250.00	1,205.96	46.4
TOTAL MISCELLANEOUS REVENUE	.00	6,272.61	2,250.00	(4,022.61)	278.8
<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	 3,291.81	 638,796.55	 1,454,293.00	 815,496.45	 43.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
<u>PERSONAL SERVICES</u>					
110-410-5110	1,416.66	16,240.34	18,000.00	1,759.66	90.2
110-410-5114	462.50	4,855.24	5,550.00	694.76	87.5
110-410-5158	174.27	1,435.59	1,991.00	555.41	72.1
110-410-5220	.00	30.02	80.00	49.98	37.5
110-410-5315	157.09	1,726.00	1,960.00	234.00	88.1
110-410-5320	.69	735.93	455.00	(280.93)	161.7
110-410-5350	.00	.00	1,750.00	1,750.00	.0
110-410-5410	266.22	2,568.35	3,646.00	1,077.65	70.4
110-410-5450	109.78	3,046.76	4,417.00	1,370.24	69.0
	<u>2,587.21</u>	<u>30,638.23</u>	<u>37,849.00</u>	<u>7,210.77</u>	<u>81.0</u>
<u>TOTAL PERSONAL SERVICES</u>					
 <u>MATERIALS & SERVICES</u>					
110-410-6110	.00	5,436.00	3,919.00	(1,517.00)	138.7
110-410-6112	693.92	2,075.50	2,500.00	424.50	83.0
110-410-6114	312.50	3,154.50	5,215.00	2,060.50	60.5
110-410-6122	315.53	11,300.06	6,304.00	(4,996.06)	179.3
110-410-6124	147.98	1,479.80	2,250.00	770.20	65.8
110-410-6128	1,498.95	14,610.12	12,500.00	(2,110.12)	116.9
110-410-6210	.00	1,440.25	6,426.00	4,985.75	22.4
110-410-6220	55.00	2,106.31	2,600.00	493.69	81.0
110-410-6222	.00	.00	1,200.00	1,200.00	.0
110-410-6226	75.00	380.70	725.00	344.30	52.5
110-410-6228	.00	.00	1,000.00	1,000.00	.0
110-410-6230	.00	1,269.52	1,375.00	105.48	92.3
110-410-6234	.00	734.92	1,000.00	265.08	73.5
110-410-6238	27.74	440.39	1,000.00	559.61	44.0
110-410-6240	.00	5,700.18	2,100.00	(3,600.18)	271.4
110-410-6290	.00	154.56	500.00	345.44	30.9
110-410-6320	.00	626.11	1,000.00	373.89	62.6
110-410-6324	.00	30.00	100.00	70.00	30.0
110-410-6334	.00	.00	2,000.00	2,000.00	.0
110-410-6420	.00	1,568.38	1,325.00	(243.38)	118.4
110-410-6425	.00	1,170.51	825.00	(345.51)	141.9
110-410-6430	.00	2,772.90	2,100.00	(672.90)	132.0
110-410-6435	120.21	1,562.04	685.00	(877.04)	228.0
110-410-6440	184.87	1,828.87	1,875.00	46.13	97.5
110-410-6445	.00	.00	120.00	120.00	.0
110-410-6510	.00	106.73	2,000.00	1,893.27	5.3
110-410-6512	.00	548.87	650.00	101.13	84.4
110-410-6792	.00	33.76	.00	(33.76)	.0
	<u>3,431.70</u>	<u>60,530.98</u>	<u>63,294.00</u>	<u>2,763.02</u>	<u>95.6</u>
<u>TOTAL MATERIALS & SERVICES</u>					

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
110-410-8335 EQUIPMENT & FURNISHINGS	.00	383.33	.00	(383.33)	.0
TOTAL CAPITAL OUTLAY	.00	383.33	.00	(383.33)	.0
TOTAL ADMINISTRATION	6,018.91	91,552.54	101,143.00	9,590.46	90.5
<u>PARKS & RECREATION</u>					
<u>PERSONAL SERVICES</u>					
110-420-5110 CITY ADMINISTRATOR	354.16	4,060.07	4,500.00	439.93	90.2
110-420-5150 PUBLIC WORKS DIRECTOR	301.44	3,162.94	3,617.00	454.06	87.5
110-420-5152 UTILITY WORKER I	777.26	8,148.71	8,256.00	107.29	98.7
110-420-5156 TEMPORARY/SEASONAL	.00	.00	2,883.00	2,883.00	.0
110-420-5158 MAINTENANCE WORKER I	871.33	7,177.79	9,955.00	2,777.21	72.1
110-420-5220 OVERTIME	10.43	403.98	1,027.00	623.02	39.3
110-420-5315 SOCIAL SECURITY/MEDICARE	177.06	1,755.82	2,320.00	564.18	75.7
110-420-5320 WORKER'S COMP	1.13	1,069.01	660.00	(409.01)	162.0
110-420-5350 UNEMPLOYMENT	.00	.00	2,000.00	2,000.00	.0
110-420-5410 HEALTH INSURANCE	300.38	3,674.54	7,770.00	4,095.46	47.3
110-420-5450 PUBLIC EMPLOYEES RETIREMENT	337.98	3,746.53	5,214.00	1,467.47	71.9
TOTAL PERSONAL SERVICES	3,131.17	33,199.39	48,202.00	15,002.61	68.9
<u>MATERIALS & SERVICES</u>					
110-420-6122 IT SERVICES	75.85	75.85	.00	(75.85)	.0
110-420-6128 OTHER CONTRACT SERVICES	3,224.00	31,075.20	41,000.00	9,924.80	75.8
110-420-6210 INSURANCE & BONDS	.00	1,860.53	.00	(1,860.53)	.0
110-420-6234 GENERAL SUPPLIES	.00	1,090.75	2,000.00	909.25	54.5
110-420-6238 BANK SERVICE CHARGES	.00	4.33	.00	(4.33)	.0
110-420-6290 MISCELLANEOUS	.00	23.97	500.00	476.03	4.8
110-420-6320 BUILDING REPAIR & MAINTENANCE	.00	1,294.64	2,500.00	1,205.36	51.8
110-420-6324 EQUIPMENT REPAIR & MAINTENANCE	803.21	891.21	1,000.00	108.79	89.1
110-420-6328 PROPERTY MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
110-420-6330 OTHER REPAIR & MAINTENANCE	.00	45.87	2,000.00	1,954.13	2.3
110-420-6334 NON-CAPITALIZED ASSETS	.00	.00	1,000.00	1,000.00	.0
110-420-6339 MAINTENANCE - NELSON LAND DONA	.00	.00	2,500.00	2,500.00	.0
110-420-6420 WATER SERVICES	.00	594.93	3,500.00	2,905.07	17.0
110-420-6425 SEWER SERVICES	.00	1,237.98	1,500.00	262.02	82.5
110-420-6430 ELECTRICITY SERVICES	.00	2,743.20	675.00	(2,068.20)	406.4
110-420-6445 REFUSE SERVICES	.00	.00	365.00	365.00	.0
110-420-6710 GAS & OIL	153.53	1,262.88	1,500.00	237.12	84.2
TOTAL MATERIALS & SERVICES	4,256.59	42,201.34	61,040.00	18,838.66	69.1

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<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		7,387.76	75,400.73	664,228.00	588,827.27	11.4
<u>POLICE</u>						
<u>MATERIALS & SERVICES</u>						
110-430-6118	POLICE SERVICES	2,413.91	24,139.70	29,530.00	5,390.30	81.8
TOTAL MATERIALS & SERVICES		2,413.91	24,139.70	29,530.00	5,390.30	81.8
TOTAL POLICE		2,413.91	24,139.70	29,530.00	5,390.30	81.8
<u>COMMUNITY DEVELOPMENT</u>						
<u>PERSONAL SERVICES</u>						
110-440-5110	CITY ADMINISTRATOR	354.16	4,060.07	4,500.00	439.93	90.2
110-440-5114	CITY CLERK	.00	110.12	.00	(110.12)	.0
110-440-5315	SOCIAL SECURITY/MEDICARE	27.10	319.07	350.00	30.93	91.2
110-440-5320	WORKER'S COMP	.10	121.16	75.00	(46.16)	161.6
110-440-5350	UNEMPLOYMENT	.00	.00	250.00	250.00	.0
110-440-5410	HEALTH INSURANCE	32.43	272.83	495.00	222.17	55.1
110-440-5450	PUBLIC EMPLOYEES RETIREMENT	.00	508.25	795.00	286.75	63.9
TOTAL PERSONAL SERVICES		413.79	5,391.50	6,465.00	1,073.50	83.4

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
110-440-6116	2,474.45	26,707.34	1,000.00	(25,707.34)	2670.7
110-440-6122	16.40	16.40	.00	(16.40)	.0
110-440-6128	.00	8,719.26	7,500.00	(1,219.26)	116.3
110-440-6220	.00	.00	100.00	100.00	.0
110-440-6226	25.00	125.00	175.00	50.00	71.4
110-440-6238	.00	.25	.00	(.25)	.0
110-440-6240	.00	.00	500.00	500.00	.0
110-440-6290	.00	.00	250.00	250.00	.0
110-440-6522	.00	17,747.80	15,000.00	(2,747.80)	118.3
	<u>2,515.85</u>	<u>53,316.05</u>	<u>24,525.00</u>	<u>(28,791.05)</u>	<u>217.4</u>
 <u>CAPITAL OUTLAY</u>					
110-440-8225	.00	311,144.28	310,000.00	(1,144.28)	100.4
	<u>.00</u>	<u>311,144.28</u>	<u>310,000.00</u>	<u>(1,144.28)</u>	<u>100.4</u>
	<u>2,929.64</u>	<u>369,851.83</u>	<u>340,990.00</u>	<u>(28,861.83)</u>	<u>108.5</u>
 <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	174.27	1,435.59	1,991.00	555.41	72.1
110-450-5315	13.33	109.85	1,155.00	1,045.15	9.5
110-450-5320	.12	369.83	230.00	(139.83)	160.8
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	30.04	247.48	2,595.00	2,347.52	9.5
	<u>217.76</u>	<u>2,162.75</u>	<u>20,778.00</u>	<u>18,615.25</u>	<u>10.4</u>

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
110-450-6122	IT SERVICES	235.55	424.19	1,460.00	1,035.81 29.1
110-450-6128	OTHER CONTRACT SERVICES	.00	.00	500.00	500.00 .0
110-450-6226	POSTAGE	5.00	25.00	50.00	25.00 50.0
110-450-6230	OFFICE SUPPLIES/EQUIPMENT	.00	.00	500.00	500.00 .0
110-450-6234	GENERAL SUPPLIES	.00	.00	1,500.00	1,500.00 .0
110-450-6238	BANK SERVICE CHARGES	.00	.54	.00	(.54) .0
110-450-6290	MISCELLANEOUS	.00	.00	250.00	250.00 .0
110-450-6320	BUILDING REPAIR & MAINTENANCE	.00	1,656.14	500.00	(1,156.14) 331.2
110-450-6420	WATER SERVICES	.00	81.71	950.00	868.29 8.6
110-450-6425	SEWER SERVICES	.00	154.75	750.00	595.25 20.6
110-450-6430	ELECTRICITY SERVICES	.00	385.93	2,400.00	2,014.07 16.1
110-450-6435	INTERNET SERVICES	46.24	462.40	780.00	317.60 59.3
110-450-6440	TELEPHONE SERVICES	34.52	305.73	350.00	44.27 87.4
110-450-6445	REFUSE SERVICES	.00	.00	525.00	525.00 .0
110-450-6530	SUMMER READING PROGRAM	.00	.00	1,000.00	1,000.00 .0
	TOTAL MATERIALS & SERVICES	321.31	3,496.39	11,515.00	8,018.61 30.4
<u>CAPITAL OUTLAY</u>					
110-450-8225	BUILDINGS & FACILITIES	.00	.00	301,470.00	301,470.00 .0
	TOTAL CAPITAL OUTLAY	.00	.00	301,470.00	301,470.00 .0
	TOTAL LIBRARY	539.07	5,659.14	333,763.00	328,103.86 1.7
<u>CODE ENFORCEMENT</u>					
<u>PERSONAL SERVICES</u>					
110-460-5110	CITY ADMINISTRATOR	354.16	4,060.07	4,500.00	439.93 90.2
110-460-5150	PUBLIC WORKS DIRECTOR	301.44	3,162.94	3,617.00	454.06 87.5
110-460-5220	OVERTIME	10.43	190.41	313.00	122.59 60.8
110-460-5315	SOCIAL SECURITY/MEDICARE	50.96	567.15	650.00	82.85 87.3
110-460-5320	WORKER'S COMP	.17	218.28	135.00	(83.28) 161.7
110-460-5350	UNEMPLOYMENT	.00	.00	500.00	500.00 .0
110-460-5410	HEALTH INSURANCE	100.16	1,073.78	1,355.00	281.22 79.3
110-460-5450	PUBLIC EMPLOYEES RETIREMENT	53.76	1,067.35	1,460.00	392.65 73.1
	TOTAL PERSONAL SERVICES	871.08	10,339.98	12,530.00	2,190.02 82.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
110-460-6128 OTHER CONTRACT SERVICES	.00	2,501.76	1,000.00	(1,501.76)	250.2
110-460-6234 GENERAL SUPPLIES	.00	.00	100.00	100.00	.0
110-460-6238 BANK SERVICE CHARGES	.00	.52	.00	(.52)	.0
110-460-6290 MISCELLANEOUS	.00	4.80	100.00	95.20	4.8
110-460-6445 REFUSE SERVICES	.00	.00	350.00	350.00	.0
TOTAL MATERIALS & SERVICES	.00	2,507.08	1,550.00	(957.08)	161.8
TOTAL CODE ENFORCEMENT	871.08	12,847.06	14,080.00	1,232.94	91.2
<u>TOURISM</u>					
<u>MATERIALS & SERVICES</u>					
110-470-6128 OTHER CONTRACT SERVICES	.00	.00	1,000.00	1,000.00	.0
110-470-6224 MARKETING	.00	295.00	4,000.00	3,705.00	7.4
110-470-6226 POSTAGE	5.00	25.00	100.00	75.00	25.0
110-470-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-470-6326 COVERED BRIDGE MAINTENANCE	.00	631.27	2,466.00	1,834.73	25.6
110-470-6527 COMMUNITY GRANT PROGRAM	.00	.00	3,000.00	3,000.00	.0
TOTAL MATERIALS & SERVICES	5.00	951.27	10,816.00	9,864.73	8.8
TOTAL TOURISM	5.00	951.27	10,816.00	9,864.73	8.8
<u>MUNICIPAL COURT</u>					
<u>PERSONAL SERVICES</u>					
110-480-5110 CITY ADMINISTRATOR	354.16	4,060.07	4,500.00	439.93	90.2
110-480-5114 CITY CLERK	231.26	2,427.72	2,775.00	347.28	87.5
110-480-5220 OVERTIME	.00	15.00	40.00	25.00	37.5
110-480-5315 SOCIAL SECURITY/MEDICARE	44.80	497.61	560.00	62.39	88.9
110-480-5320 WORKER'S COMP	.19	194.21	120.00	(74.21)	161.8
110-480-5350 UNEMPLOYMENT	.00	.00	500.00	500.00	.0
110-480-5410 HEALTH INSURANCE	100.67	1,079.47	1,236.00	156.53	87.3
110-480-5450 PUBLIC EMPLOYEES RETIREMENT	39.86	910.31	1,265.00	354.69	72.0
TOTAL PERSONAL SERVICES	770.94	9,184.39	10,996.00	1,811.61	83.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
110-480-6120	.00	1,150.00	1,250.00	100.00	92.0
110-480-6128	203.63	916.17	1,000.00	83.83	91.6
110-480-6226	5.00	25.00	50.00	25.00	50.0
110-480-6238	.00	.49	200.00	199.51	.3
110-480-6560	135.00	765.00	500.00	(265.00)	153.0
110-480-6565	.00	79.91	.00	(79.91)	.0
TOTAL MATERIALS & SERVICES	343.63	2,936.57	3,000.00	63.43	97.9
TOTAL MUNICIPAL COURT	1,114.57	12,120.96	13,996.00	1,875.04	86.6
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
110-800-7110	.00	.00	6,000.00	6,000.00	.0
110-800-7111	10,017.91	10,017.91	17,846.00	7,828.09	56.1
110-800-7112	7,827.35	7,827.35	.00	(7,827.35)	.0
110-800-7510	667.28	4,670.96	12,000.00	7,329.04	38.9
110-800-7511	12,631.61	12,631.61	22,502.00	9,870.39	56.1
110-800-7512	9,869.51	9,869.51	.00	(9,869.51)	.0
TOTAL DEBT SERVICES	41,013.66	45,017.34	58,348.00	13,330.66	77.2
TOTAL DEBT SERVICE	41,013.66	45,017.34	58,348.00	13,330.66	77.2
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
110-900-9120	.00	37,200.00	37,200.00	.00	100.0
110-900-9590	.00	.00	57,314.00	57,314.00	.0
110-900-9895	.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	62,293.60	674,740.57	1,663,908.00	989,167.43	40.6

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(59,001.79)	(35,944.02)	(209,615.00)	(173,670.98)	(17.2)

CITY OF LOWELL
 BALANCE SHEET
 APRIL 30, 2021

BUILDING FUND

ASSETS

220-1110	ALLOCATED CASH	32,940.50	
	TOTAL ASSETS		32,940.50

LIABILITIES AND EQUITY

LIABILITIES

220-2205	WAGES PAYABLE	88.67	
220-2210	PAYROLL TAXES PAYABLE	28.91	
220-2245	HEALTH INSURANCE PAYABLE	68.24	
220-2250	RETIREMENT PAYABLE	26.87	
	TOTAL LIABILITIES		212.69

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	32,727.81	
	BALANCE - CURRENT DATE		32,727.81
	TOTAL FUND EQUITY		32,727.81
	TOTAL LIABILITIES AND EQUITY		32,940.50

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
220-315-4125 INTEREST EARNED	.70	7.60	150.00	142.40	5.1
TOTAL INVESTMENT EARNINGS	.70	7.60	150.00	142.40	5.1
<u>LICENSES & PERMITS</u>					
220-335-4356 BUILDING PERMIT FEES	3,911.96	15,328.25	57,160.00	41,831.75	26.8
220-335-4358 ELECTRICAL PERMIT FEES	336.00	2,545.76	9,472.00	6,926.24	26.9
TOTAL LICENSES & PERMITS	4,247.96	17,874.01	66,632.00	48,757.99	26.8
<u>MISCELLANEOUS REVENUE</u>					
220-385-4895 MISCELLANEOUS REVENUE	.00	19.19	100.00	80.81	19.2
TOTAL MISCELLANEOUS REVENUE	.00	19.19	100.00	80.81	19.2
<u>TRANSFERS IN</u>					
220-390-4910 TRANSFER FROM GENERAL FUND	.00	37,200.00	37,200.00	.00	100.0
TOTAL TRANSFERS IN	.00	37,200.00	37,200.00	.00	100.0
TOTAL FUND REVENUE	4,248.66	55,100.80	104,082.00	48,981.20	52.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
220-490-5114	231.26	2,317.60	2,775.00	457.40	83.5
220-490-5220	.00	15.00	40.00	25.00	37.5
220-490-5315	17.70	178.54	215.00	36.46	83.0
220-490-5320	.09	81.05	50.00	(31.05)	162.1
220-490-5350	.00	.00	250.00	250.00	.0
220-490-5410	68.24	806.64	791.00	(15.64)	102.0
220-490-5450	39.86	402.06	525.00	122.94	76.6
TOTAL PERSONAL SERVICES	357.15	3,800.89	4,646.00	845.11	81.8
<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	22.05	294.21	2,400.00	2,105.79	12.3
220-490-6128	.00	.00	500.00	500.00	.0
220-490-6150	851.33	13,247.73	45,470.00	32,222.27	29.1
220-490-6152	222.00	2,009.25	8,803.00	6,793.75	22.8
220-490-6220	.00	.00	125.00	125.00	.0
220-490-6226	5.00	25.00	75.00	50.00	33.3
220-490-6230	.00	.00	150.00	150.00	.0
220-490-6238	.00	.25	125.00	124.75	.2
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	.00	32.68	175.00	142.32	18.7
220-490-6425	.00	61.92	125.00	63.08	49.5
220-490-6430	.00	154.39	225.00	70.61	68.6
220-490-6435	18.49	184.90	95.00	(89.90)	194.6
220-490-6440	18.38	161.52	225.00	63.48	71.8
220-490-6445	.00	.00	50.00	50.00	.0
220-490-6524	292.08	1,932.48	11,432.00	9,499.52	16.9
220-490-6525	74.52	467.77	1,894.00	1,426.23	24.7
TOTAL MATERIALS & SERVICES	1,503.85	18,572.10	73,769.00	55,196.90	25.2
TOTAL NON-DEPARTMENTAL	1,861.00	22,372.99	78,415.00	56,042.01	28.5
<u>CAPITAL OUTLAY</u>					

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

BUILDING FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>						
220-700-8320	SOFTWARE	.00	.00	8,525.00	8,525.00	.0
	TOTAL CAPITAL OUTLAY	.00	.00	8,525.00	8,525.00	.0
	TOTAL CAPITAL OUTLAY	.00	.00	8,525.00	8,525.00	.0
<u>OTHER REQUIREMENTS</u>						
<u>OTHER REQUIREMENTS</u>						
220-900-9590	CONTINGENCY	.00	.00	17,142.00	17,142.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	17,142.00	17,142.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	17,142.00	17,142.00	.0
	TOTAL FUND EXPENDITURES	1,861.00	22,372.99	104,082.00	81,709.01	21.5
	NET REVENUE OVER EXPENDITURES	2,387.66	32,727.81	.00	(32,727.81)	.0

CITY OF LOWELL
 BALANCE SHEET
 APRIL 30, 2021

WATER FUND

ASSETS

230-1110	ALLOCATED CASH	76,881.19	
230-1115	CASH IN BANK - LGIP	329.25	
230-1510	ACCOUNTS RECEIVABLE	29,410.80	
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>2,343,337.51</u>

LIABILITIES AND EQUITY

LIABILITIES

230-2205	WAGES PAYABLE	3,505.49	
230-2210	PAYROLL TAXES PAYABLE	1,463.92	
230-2245	HEALTH INSURANCE PAYABLE	2,153.67	
230-2250	RETIREMENT PAYABLE	925.80	
230-2255	DEFERRED COMP PAYABLE	127.51	
230-2520	UTILITY DEPOSITS	37,300.00	
230-2750	LONG TERM DEBT	1,051,825.86	
	TOTAL LIABILITIES		1,097,302.25

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	(1,051,825.86)	
	REVENUE OVER EXPENDITURES - YTD	(51,811.82)	
	BALANCE - CURRENT DATE	(51,811.82)	
	TOTAL FUND EQUITY		<u>1,246,035.26</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,343,337.51</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
230-315-4125 INTEREST EARNED	2.77	358.87	2,200.00	1,841.13	16.3
TOTAL INVESTMENT EARNINGS	2.77	358.87	2,200.00	1,841.13	16.3
<u>GRANT REVENUES</u>					
230-325-4151 GRANT REVENUE	.00	817.03	90,000.00	89,182.97	.9
TOTAL GRANT REVENUES	.00	817.03	90,000.00	89,182.97	.9
<u>LICENSES & PERMITS</u>					
230-335-4370 WATER/SEWER CONNECTION PERMIT	250.00	6,500.00	5,250.00	(1,250.00)	123.8
TOTAL LICENSES & PERMITS	250.00	6,500.00	5,250.00	(1,250.00)	123.8
<u>CHARGES FOR SERVICE</u>					
230-340-4425 WATER/SEWER SALES	26,283.39	316,040.06	350,275.00	34,234.94	90.2
230-340-4426 BULK WATER SALES	40.58	477.30	500.00	22.70	95.5
230-340-4430 WATER/SEWER CONNECTION FEES	.00	301.14	.00	(301.14)	.0
230-340-4435 FIRE HYDRANT FEE	343.56	3,805.74	4,750.00	944.26	80.1
230-340-4450 WATER/SEWER PENALTIES	160.00	1,915.24	3,012.00	1,096.76	63.6
TOTAL CHARGES FOR SERVICE	26,827.53	322,539.48	358,537.00	35,997.52	90.0
<u>SDC REVENUE</u>					
230-345-4531 WATER REIMBURSEMENT SDC	745.00	2,980.00	11,175.00	8,195.00	26.7
TOTAL SDC REVENUE	745.00	2,980.00	11,175.00	8,195.00	26.7
<u>LOAN PAYMENTS & PROCEEDS</u>					
230-360-4225 LOAN PROCEEDS	.00	185,358.28	250,000.00	64,641.72	74.1
TOTAL LOAN PAYMENTS & PROCEEDS	.00	185,358.28	250,000.00	64,641.72	74.1
<u>MISCELLANEOUS REVENUE</u>					
230-385-4895 MISCELLANEOUS REVENUE	.00	1,315.40	350.00	(965.40)	375.8
TOTAL MISCELLANEOUS REVENUE	.00	1,315.40	350.00	(965.40)	375.8

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2021

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TRANSFERS IN</u>						
230-390-4950	TRANSFER FROM EQUIPMENT FUND	.00	6,049.45	6,051.00	1.55	100.0
	TOTAL TRANSFERS IN	.00	6,049.45	6,051.00	1.55	100.0
	TOTAL FUND REVENUE	27,825.30	525,918.51	723,563.00	197,644.49	72.7

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
230-490-5110	1,947.92	22,330.56	24,750.00	2,419.44	90.2
230-490-5114	1,850.00	19,420.96	22,200.00	2,779.04	87.5
230-490-5150	2,562.22	26,884.79	30,747.00	3,862.21	87.4
230-490-5152	3,303.42	34,632.48	35,500.00	867.52	97.6
230-490-5156	.00	.00	577.00	577.00	.0
230-490-5158	261.39	2,153.32	2,987.00	833.68	72.1
230-490-5220	88.69	2,646.44	6,020.00	3,373.56	44.0
230-490-5315	766.04	8,267.25	9,360.00	1,092.75	88.3
230-490-5320	3.74	3,054.28	1,880.00	(1,174.28)	162.5
230-490-5350	.00	.00	8,500.00	8,500.00	.0
230-490-5410	2,150.89	26,563.06	29,750.00	3,186.94	89.3
230-490-5450	1,390.49	17,471.93	21,150.00	3,678.07	82.6
TOTAL PERSONAL SERVICES	14,324.80	163,425.07	193,421.00	29,995.93	84.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
230-490-6110	.00	5,436.00	4,419.00	(1,017.00)	123.0
230-490-6112	.00	.00	500.00	500.00	.0
230-490-6114	312.50	3,154.50	5,212.00	2,057.50	60.5
230-490-6116	670.00	670.00	40,000.00	39,330.00	1.7
230-490-6122	357.63	3,983.23	6,304.00	2,320.77	63.2
230-490-6128	78.65	967.47	2,000.00	1,032.53	48.4
230-490-6210	.00	7,665.81	6,427.00	(1,238.81)	119.3
230-490-6220	.00	766.77	1,000.00	233.23	76.7
230-490-6226	190.00	950.00	2,100.00	1,150.00	45.2
230-490-6230	80.20	635.93	1,500.00	864.07	42.4
230-490-6234	388.17	19,206.57	2,750.00	(16,456.57)	698.4
230-490-6238	244.27	2,547.01	3,850.00	1,302.99	66.2
230-490-6240	.00	365.50	1,500.00	1,134.50	24.4
230-490-6290	.00	158.34	1,500.00	1,341.66	10.6
230-490-6320	.00	5,093.42	2,500.00	(2,593.42)	203.7
230-490-6324	.00	8,553.63	1,500.00	(7,053.63)	570.2
230-490-6330	3,086.00	14,553.23	15,000.00	446.77	97.0
230-490-6334	.00	.00	2,750.00	2,750.00	.0
230-490-6420	.00	468.26	1,825.00	1,356.74	25.7
230-490-6425	.00	618.99	775.00	156.01	79.9
230-490-6430	.00	14,807.71	19,500.00	4,692.29	75.9
230-490-6435	75.00	705.00	875.00	170.00	80.6
230-490-6440	260.05	2,266.03	3,950.00	1,683.97	57.4
230-490-6445	41.50	415.62	275.00	(140.62)	151.1
230-490-6710	60.00	734.54	1,600.00	865.46	45.9
230-490-6712	.00	12.60	1,675.00	1,662.40	.8
230-490-6750	.00	14,016.71	21,500.00	7,483.29	65.2
230-490-6755	39.60	1,837.60	3,375.00	1,537.40	54.5
230-490-6758	.00	35,408.38	.00	(35,408.38)	.0
230-490-6760	.00	.00	17,776.00	17,776.00	.0
TOTAL MATERIALS & SERVICES	5,883.57	145,998.85	173,938.00	27,939.15	83.9
TOTAL NON-DEPARTMENTAL	20,208.37	309,423.92	367,359.00	57,935.08	84.2
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
230-700-8335	.00	383.33	.00	(383.33)	.0
230-700-8540	.00	188,103.24	340,000.00	151,896.76	55.3
TOTAL CAPITAL OUTLAY	.00	188,486.57	340,000.00	151,513.43	55.4
TOTAL CAPITAL OUTLAY	.00	188,486.57	340,000.00	151,513.43	55.4

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
230-800-7110	.00	16,519.11	16,520.00	.89	100.0
230-800-7122	.00	4,485.83	4,486.00	.17	100.0
230-800-7124	16,536.09	16,536.09	16,540.00	3.91	100.0
230-800-7510	.00	758.22	760.00	1.78	99.8
230-800-7522	.00	2,936.68	2,937.00	.32	100.0
230-800-7524	22,843.91	22,843.91	22,850.00	6.09	100.0
TOTAL DEBT SERVICES	39,380.00	64,079.84	64,093.00	13.16	100.0
TOTAL DEBT SERVICE	39,380.00	64,079.84	64,093.00	13.16	100.0
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
230-900-9120	.00	15,740.00	15,740.00	.00	100.0
230-900-9590	.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	59,588.37	577,730.33	863,744.00	286,013.67	66.9
NET REVENUE OVER EXPENDITURES	(31,763.07)	(51,811.82)	(140,181.00)	(88,369.18)	(37.0)

CITY OF LOWELL
 BALANCE SHEET
 APRIL 30, 2021

SEWER FUND

ASSETS

240-1110	ALLOCATED CASH	83,786.75	
240-1115	CASH IN BANK - LGIP	87,338.99	
240-1510	ACCOUNTS RECEIVABLE	34,104.67	
240-1710	LAND	11,000.00	
240-1720	BUILDINGS & FACILITIES	89,114.40	
240-1730	EQUIPMENT & FURNISHINGS	68,935.05	
240-1740	VEHICLES & ROLLING STOCK	21,779.50	
240-1750	INFRASTRUCTURE	4,708,963.28	
240-1820	AD - BUILDINGS & FACILITIES	(39,836.44)	
240-1830	AD - EQUIPMENT & FURNISHINGS	(23,849.78)	
240-1840	AD - VEHICLES & ROLLING STOCK	(3,266.93)	
240-1850	AD - INFRASTRUCTURE	(2,793,837.81)	
	TOTAL ASSETS		<u>2,244,231.68</u>

LIABILITIES AND EQUITY

LIABILITIES

240-2205	WAGES PAYABLE	3,505.60	
240-2210	PAYROLL TAXES PAYABLE	1,463.91	
240-2245	HEALTH INSURANCE PAYABLE	2,153.63	
240-2250	RETIREMENT PAYABLE	925.79	
240-2255	DEFERRED COMP PAYABLE	127.48	
240-2750	LONG TERM DEBT	547,119.72	
	TOTAL LIABILITIES		555,296.13

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	(547,119.72)	
	REVENUE OVER EXPENDITURES - YTD	<u>46,848.83</u>	
	BALANCE - CURRENT DATE	<u>46,848.83</u>	
	TOTAL FUND EQUITY		<u>1,688,935.55</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,244,231.68</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
240-315-4125 INTEREST EARNED	45.05	631.45	2,150.00	1,518.55	29.4
TOTAL INVESTMENT EARNINGS	45.05	631.45	2,150.00	1,518.55	29.4
<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	575.00	2,250.00	1,675.00	25.6
TOTAL LICENSES & PERMITS	115.00	575.00	2,250.00	1,675.00	25.6
<u>CHARGES FOR SERVICE</u>					
240-340-4425 WATER/SEWER SALES	32,447.16	355,145.19	386,875.00	31,729.81	91.8
240-340-4430 WATER/SEWER CONNECTION FEES	.00	358.18	.00	(358.18)	.0
240-340-4450 WATER/SEWER PENALTIES	155.00	1,770.00	2,321.00	551.00	76.3
TOTAL CHARGES FOR SERVICE	32,602.16	357,273.37	389,196.00	31,922.63	91.8
<u>SDC REVENUE</u>					
240-345-4541 SEWER REIMBURSEMENT SDC	618.00	3,090.00	9,270.00	6,180.00	33.3
TOTAL SDC REVENUE	618.00	3,090.00	9,270.00	6,180.00	33.3
<u>MISCELLANEOUS REVENUE</u>					
240-385-4895 MISCELLANEOUS REVENUE	.00	1,411.95	350.00	(1,061.95)	403.4
TOTAL MISCELLANEOUS REVENUE	.00	1,411.95	350.00	(1,061.95)	403.4
<u>TRANSFERS IN</u>					
240-390-4950 TRANSFER FROM EQUIPMENT FUND	.00	6,049.45	6,051.00	1.55	100.0
TOTAL TRANSFERS IN	.00	6,049.45	6,051.00	1.55	100.0
TOTAL FUND REVENUE	33,380.21	393,394.73	409,267.00	15,872.27	96.1

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
240-490-5110	1,947.96	22,330.61	24,750.00	2,419.39	90.2
240-490-5114	1,849.98	19,420.75	22,200.00	2,779.25	87.5
240-490-5150	2,562.22	26,884.78	30,747.00	3,862.22	87.4
240-490-5152	3,303.38	34,632.05	35,500.00	867.95	97.6
240-490-5156	.00	.00	577.00	577.00	.0
240-490-5158	261.39	2,153.32	2,987.00	833.68	72.1
240-490-5220	88.71	2,646.50	6,020.00	3,373.50	44.0
240-490-5315	766.05	8,267.13	9,360.00	1,092.87	88.3
240-490-5320	3.73	3,054.29	1,880.00	(1,174.29)	162.5
240-490-5350	.00	.00	8,500.00	8,500.00	.0
240-490-5410	2,150.86	26,562.69	29,750.00	3,187.31	89.3
240-490-5450	1,390.54	17,472.23	21,150.00	3,677.77	82.6
TOTAL PERSONAL SERVICES	14,324.82	163,424.35	193,421.00	29,996.65	84.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
240-490-6110	.00	5,436.00	4,419.00	(1,017.00)	123.0
240-490-6112	.00	.00	500.00	500.00	.0
240-490-6114	312.50	3,154.50	5,212.00	2,057.50	60.5
240-490-6116	.00	.00	40,000.00	40,000.00	.0
240-490-6122	357.63	3,983.23	6,304.00	2,320.77	63.2
240-490-6128	378.65	3,817.47	3,500.00	(317.47)	109.1
240-490-6210	.00	8,299.19	6,427.00	(1,872.19)	129.1
240-490-6220	.00	291.77	600.00	308.23	48.6
240-490-6226	190.00	950.00	2,100.00	1,150.00	45.2
240-490-6230	80.21	403.74	500.00	96.26	80.8
240-490-6234	4.79	2,886.40	2,500.00	(386.40)	115.5
240-490-6238	244.27	2,546.95	3,850.00	1,303.05	66.2
240-490-6240	.00	100.00	1,500.00	1,400.00	6.7
240-490-6290	.00	122.25	500.00	377.75	24.5
240-490-6320	.00	3,270.54	1,750.00	(1,520.54)	186.9
240-490-6324	.00	1,998.93	5,000.00	3,001.07	40.0
240-490-6330	2,596.00	10,859.23	15,000.00	4,140.77	72.4
240-490-6334	.00	1,228.90	1,200.00	(28.90)	102.4
240-490-6420	.00	18,741.70	21,250.00	2,508.30	88.2
240-490-6425	.00	5,570.89	6,750.00	1,179.11	82.5
240-490-6430	.00	23,101.71	19,889.00	(3,212.71)	116.2
240-490-6435	116.98	1,349.70	857.00	(492.70)	157.5
240-490-6440	256.31	2,329.52	1,825.00	(504.52)	127.6
240-490-6445	41.50	415.63	379.00	(36.63)	109.7
240-490-6520	.00	3,156.00	3,193.00	37.00	98.8
240-490-6710	39.39	233.19	1,450.00	1,216.81	16.1
240-490-6712	.00	12.60	.00	(12.60)	.0
240-490-6750	118.94	10,052.84	15,250.00	5,197.16	65.9
240-490-6755	492.30	9,062.10	10,575.00	1,512.90	85.7
240-490-6758	.00	2,900.24	.00	(2,900.24)	.0
240-490-6760	.00	.00	19,344.00	19,344.00	.0
TOTAL MATERIALS & SERVICES	5,229.47	126,275.22	201,624.00	75,348.78	62.6
TOTAL NON-DEPARTMENTAL	19,554.29	289,699.57	395,045.00	105,345.43	73.3
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
240-700-8335	.00	383.33	.00	(383.33)	.0
TOTAL CAPITAL OUTLAY	.00	383.33	.00	(383.33)	.0
TOTAL CAPITAL OUTLAY	.00	383.33	.00	(383.33)	.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
240-800-7110	.00	18,466.00	18,466.00	.00	100.0
240-800-7122	.00	4,485.82	4,486.00	.18	100.0
240-800-7124	6,611.33	6,611.33	6,612.00	.67	100.0
240-800-7510	.00	8,910.51	8,911.00	.49	100.0
240-800-7522	.00	2,936.67	2,937.00	.33	100.0
240-800-7524	9,132.67	9,132.67	9,133.00	.33	100.0
TOTAL DEBT SERVICES	15,744.00	50,543.00	50,545.00	2.00	100.0
TOTAL DEBT SERVICE	15,744.00	50,543.00	50,545.00	2.00	100.0
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
240-900-9121	.00	5,920.00	5,920.00	.00	100.0
240-900-9590	.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	35,298.29	346,545.90	541,418.00	194,872.10	64.0
NET REVENUE OVER EXPENDITURES	(1,918.08)	46,848.83	(132,151.00)	(178,999.83)	35.5

CITY OF LOWELL
 BALANCE SHEET
 APRIL 30, 2021

STREET FUND

ASSETS

312-1110	ALLOCATED CASH	63,984.24	
312-1115	CASH IN BANK - LGIP	643.04	
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>993,698.74</u>

LIABILITIES AND EQUITY

LIABILITIES

312-2205	WAGES PAYABLE	359.85	
312-2210	PAYROLL TAXES PAYABLE	166.27	
312-2245	HEALTH INSURANCE PAYABLE	200.73	
312-2250	RETIREMENT PAYABLE	80.20	
312-2255	DEFERRED COMP PAYABLE	15.01	
312-2750	LONG TERM DEBT	83,091.72	
	TOTAL LIABILITIES		83,913.78

FUND EQUITY

312-3100	BEGINNING FUND BALANCE	67,702.89	
312-3275	GASB - FIXED ASSETS	929,071.46	
312-3277	GAAP - LONG TERM DEBT	(83,091.72)	
	REVENUE OVER EXPENDITURES - YTD	(3,897.67)	
	BALANCE - CURRENT DATE	(3,897.67)	
	TOTAL FUND EQUITY		<u>909,784.96</u>
	TOTAL LIABILITIES AND EQUITY		<u>993,698.74</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
312-315-4125 INTEREST EARNED	1.69	161.32	1,400.00	1,238.68	11.5
TOTAL INVESTMENT EARNINGS	1.69	161.32	1,400.00	1,238.68	11.5
<u>INTERGOVERNMENTAL</u>					
312-320-4142 STATE DISTRIBUTIONS	5,684.40	62,831.47	64,212.00	1,380.53	97.9
TOTAL INTERGOVERNMENTAL	5,684.40	62,831.47	64,212.00	1,380.53	97.9
<u>GRANT REVENUES</u>					
312-325-4151 GRANT REVENUE	.00	213,263.91	200,000.00	(13,263.91)	106.6
TOTAL GRANT REVENUES	.00	213,263.91	200,000.00	(13,263.91)	106.6
<u>SDC REVENUE</u>					
312-345-4513 TRANSPORTATION REIMBURSEMENT S	104.00	416.00	1,560.00	1,144.00	26.7
TOTAL SDC REVENUE	104.00	416.00	1,560.00	1,144.00	26.7
<u>LOAN PAYMENTS & PROCEEDS</u>					
312-360-4225 LOAN PROCEEDS	.00	83,091.72	360,291.00	277,199.28	23.1
TOTAL LOAN PAYMENTS & PROCEEDS	.00	83,091.72	360,291.00	277,199.28	23.1
<u>MISCELLANEOUS REVENUE</u>					
312-385-4895 MISCELLANEOUS REVENUE	.00	76.77	50.00	(26.77)	153.5
TOTAL MISCELLANEOUS REVENUE	.00	76.77	50.00	(26.77)	153.5
<u>TRANSFERS IN</u>					
312-390-4950 TRANSFER FROM EQUIPMENT FUND	.00	4,032.96	4,033.00	.04	100.0
TOTAL TRANSFERS IN	.00	4,032.96	4,033.00	.04	100.0
TOTAL FUND REVENUE	5,790.09	363,874.15	631,546.00	267,671.85	57.6

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
312-490-5110	354.16	4,060.07	4,500.00	439.93	90.2
312-490-5150	301.44	3,162.94	3,617.00	454.06	87.5
312-490-5152	388.66	4,074.56	4,128.00	53.44	98.7
312-490-5156	.00	.00	1,153.00	1,153.00	.0
312-490-5220	10.43	297.21	675.00	377.79	44.0
312-490-5315	80.64	886.83	1,085.00	198.17	81.7
312-490-5320	.37	372.68	230.00	(142.68)	162.0
312-490-5350	.00	.00	1,000.00	1,000.00	.0
312-490-5410	200.31	2,374.25	4,195.00	1,820.75	56.6
312-490-5450	120.79	1,788.22	2,520.00	731.78	71.0
TOTAL PERSONAL SERVICES	1,456.80	17,016.76	23,103.00	6,086.24	73.7
<u>MATERIALS & SERVICES</u>					
312-490-6110	.00	1,812.00	1,473.00	(339.00)	123.0
312-490-6114	104.50	1,054.50	1,737.00	682.50	60.7
312-490-6116	.00	225.00	2,500.00	2,275.00	9.0
312-490-6122	76.05	1,327.85	2,102.00	774.15	63.2
312-490-6128	.00	2,405.34	8,500.00	6,094.66	28.3
312-490-6210	.00	2,225.40	2,142.00	(83.40)	103.9
312-490-6234	.00	62.94	200.00	137.06	31.5
312-490-6238	.00	1.64	.00	(1.64)	.0
312-490-6290	.00	14.37	500.00	485.63	2.9
312-490-6324	.00	.00	500.00	500.00	.0
312-490-6330	.00	7,898.87	10,000.00	2,101.13	79.0
312-490-6334	.00	.00	2,500.00	2,500.00	.0
312-490-6430	.00	10,196.48	13,250.00	3,053.52	77.0
312-490-6720	.00	1,218.40	.00	(1,218.40)	.0
312-490-6724	.00	1,413.77	1,000.00	(413.77)	141.4
TOTAL MATERIALS & SERVICES	180.55	29,856.56	46,404.00	16,547.44	64.3
TOTAL NON-DEPARTMENTAL	1,637.35	46,873.32	69,507.00	22,633.68	67.4
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
312-700-8530	5.00	320,898.50	560,291.00	239,392.50	57.3
TOTAL CAPITAL OUTLAY	5.00	320,898.50	560,291.00	239,392.50	57.3

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL CAPITAL OUTLAY	5.00	320,898.50	560,291.00	239,392.50	57.3
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
312-900-9590 CONTINGENCY	.00	.00	55,285.00	55,285.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	55,285.00	55,285.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	55,285.00	55,285.00	.0
TOTAL FUND EXPENDITURES	1,642.35	367,771.82	685,083.00	317,311.18	53.7
NET REVENUE OVER EXPENDITURES	4,147.74	(3,897.67)	(53,537.00)	(49,639.33)	(7.3)

CITY OF LOWELL
 BALANCE SHEET
 APRIL 30, 2021

BLACKBERRY JAM FUND

ASSETS

314-1110	ALLOCATED CASH		12,010.04	
	TOTAL ASSETS			12,010.04

LIABILITIES AND EQUITY

FUND EQUITY

314-3100	BEGINNING FUND BALANCE		12,509.56	
	REVENUE OVER EXPENDITURES - YTD	(499.52)		
	BALANCE - CURRENT DATE	(499.52)		
	TOTAL FUND EQUITY			12,010.04
	TOTAL LIABILITIES AND EQUITY			12,010.04

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
314-315-4125 INTEREST EARNED	.28	3.38	8.00	4.62	42.3
TOTAL INVESTMENT EARNINGS	.28	3.38	8.00	4.62	42.3
<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	.00	150.00	1,500.00	1,350.00	10.0
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	.00	35.00	4,250.00	4,215.00	.8
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	.00	2,031.00	23,700.00	21,669.00	8.6
<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	.28	2,034.38	23,833.00	21,798.62	8.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
314-490-6118	.00	.00	1,750.00	1,750.00	.0
314-490-6122	11.30	223.28	473.00	249.72	47.2
314-490-6220	.00	.00	1,000.00	1,000.00	.0
314-490-6224	.00	.00	1,500.00	1,500.00	.0
314-490-6226	.00	.00	50.00	50.00	.0
314-490-6238	.00	.62	75.00	74.38	.8
314-490-6290	.00	10.00	2,000.00	1,990.00	.5
314-490-6440	.00	.00	250.00	250.00	.0
314-490-6445	.00	.00	1,150.00	1,150.00	.0
314-490-6705	80.00	800.00	1,250.00	450.00	64.0
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	91.30	2,533.90	25,798.00	23,264.10	9.8
TOTAL NON-DEPARTMENTAL	91.30	2,533.90	25,798.00	23,264.10	9.8
<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	91.30	2,533.90	36,185.00	33,651.10	7.0

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2021

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(91.02)	(499.52)	(12,352.00)	(11,852.48)	(4.0)

CITY OF LOWELL
BALANCE SHEET
APRIL 30, 2021

PARKS SDC FUND

ASSETS

410-1110	ALLOCATED CASH	11,029.16	
410-1115	CASH IN BANK - LGIP	47,604.76	
	TOTAL ASSETS		<u>58,633.92</u>

LIABILITIES AND EQUITY

FUND EQUITY

410-3100	BEGINNING FUND BALANCE	54,359.34	
	REVENUE OVER EXPENDITURES - YTD	<u>4,274.58</u>	
	BALANCE - CURRENT DATE	<u>4,274.58</u>	
	TOTAL FUND EQUITY		<u>58,633.92</u>
	TOTAL LIABILITIES AND EQUITY		<u>58,633.92</u>

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2021

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
410-315-4125 INTEREST EARNED	23.69	334.58	250.00	(84.58)	133.8
TOTAL INVESTMENT EARNINGS	23.69	334.58	250.00	(84.58)	133.8
<u>SDC REVENUE</u>					
410-345-4510 PARK SDC FEES	985.00	3,940.00	14,775.00	10,835.00	26.7
TOTAL SDC REVENUE	985.00	3,940.00	14,775.00	10,835.00	26.7
TOTAL FUND REVENUE	1,008.69	4,274.58	15,025.00	10,750.42	28.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

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
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
410-700-8520	.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	67,602.00	67,602.00	.0
	.00	.00	69,602.00	69,602.00	.0
	1,008.69	4,274.58	(54,577.00)	(58,851.58)	7.8

CITY OF LOWELL
 BALANCE SHEET
 APRIL 30, 2021

STREETS SDC FUND

ASSETS

412-1110	ALLOCATED CASH	8,875.85	
412-1115	CASH IN BANK - LGIP	41,111.05	
	TOTAL ASSETS		<u>49,986.90</u>

LIABILITIES AND EQUITY

FUND EQUITY

412-3100	BEGINNING FUND BALANCE	47,330.02	
	REVENUE OVER EXPENDITURES - YTD	2,656.88	
	BALANCE - CURRENT DATE	2,656.88	
	TOTAL FUND EQUITY		<u>49,986.90</u>
	TOTAL LIABILITIES AND EQUITY		<u>49,986.90</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
412-315-4125 INTEREST EARNED	20.45	288.88	250.00	(38.88)	115.6
TOTAL INVESTMENT EARNINGS	20.45	288.88	250.00	(38.88)	115.6
<u>SDC REVENUE</u>					
412-345-4512 TRANSPORTATION SDC	592.00	2,368.00	8,880.00	6,512.00	26.7
TOTAL SDC REVENUE	592.00	2,368.00	8,880.00	6,512.00	26.7
TOTAL FUND REVENUE	612.45	2,656.88	9,130.00	6,473.12	29.1

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2021

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
412-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	2,000.00	2,000.00	.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
412-700-8530 STREET IMPROVEMENTS	.00	.00	54,613.00	54,613.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	54,613.00	54,613.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	54,613.00	54,613.00	.0
TOTAL FUND EXPENDITURES	.00	.00	56,613.00	56,613.00	.0
NET REVENUE OVER EXPENDITURES	612.45	2,656.88	(47,483.00)	(50,139.88)	5.6

CITY OF LOWELL
 BALANCE SHEET
 APRIL 30, 2021

WATER SDC FUND

ASSETS

430-1110	ALLOCATED CASH	28,010.60	
430-1115	CASH IN BANK - LGIP	300,916.49	
	TOTAL ASSETS		328,927.09

LIABILITIES AND EQUITY

FUND EQUITY

430-3100	BEGINNING FUND BALANCE	311,501.91	
	REVENUE OVER EXPENDITURES - YTD	17,425.18	
	BALANCE - CURRENT DATE	17,425.18	
	TOTAL FUND EQUITY		328,927.09
	TOTAL LIABILITIES AND EQUITY		328,927.09

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
430-315-4125 INTEREST EARNED	148.87	2,105.18	6,400.00	4,294.82	32.9
TOTAL INVESTMENT EARNINGS	148.87	2,105.18	6,400.00	4,294.82	32.9
<u>SDC REVENUE</u>					
430-345-4530 WATER SDC	3,830.00	15,320.00	57,450.00	42,130.00	26.7
TOTAL SDC REVENUE	3,830.00	15,320.00	57,450.00	42,130.00	26.7
TOTAL FUND REVENUE	3,978.87	17,425.18	63,850.00	46,424.82	27.3

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2021

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
430-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	2,000.00	2,000.00	.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
430-700-8540 WATER SYSTEMS IMPROVEMTS	.00	.00	381,877.00	381,877.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	381,877.00	381,877.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	381,877.00	381,877.00	.0
TOTAL FUND EXPENDITURES	.00	.00	383,877.00	383,877.00	.0
NET REVENUE OVER EXPENDITURES	3,978.87	17,425.18	(320,027.00)	(337,452.18)	5.4

CITY OF LOWELL
 BALANCE SHEET
 APRIL 30, 2021

SEWER SDC FUND

ASSETS

440-1110	ALLOCATED CASH	13,552.62	
440-1115	CASH IN BANK - LGIP	132,474.33	
	TOTAL ASSETS		146,026.95

LIABILITIES AND EQUITY

FUND EQUITY

440-3100	BEGINNING FUND BALANCE	139,744.72	
	REVENUE OVER EXPENDITURES - YTD	6,282.23	
	BALANCE - CURRENT DATE	6,282.23	
	TOTAL FUND EQUITY		146,026.95
	TOTAL LIABILITIES AND EQUITY		146,026.95

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2021

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
440-315-4125 INTEREST EARNED	65.58	927.23	1,975.00	1,047.77	47.0
TOTAL INVESTMENT EARNINGS	65.58	927.23	1,975.00	1,047.77	47.0
<u>SDC REVENUE</u>					
440-345-4540 SEWER SDC	1,071.00	5,355.00	16,065.00	10,710.00	33.3
TOTAL SDC REVENUE	1,071.00	5,355.00	16,065.00	10,710.00	33.3
TOTAL FUND REVENUE	1,136.58	6,282.23	18,040.00	11,757.77	34.8

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
440-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	2,000.00	2,000.00	.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
440-700-8550 SEWER SYSTEMS	.00	.00	156,494.00	156,494.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	156,494.00	156,494.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	156,494.00	156,494.00	.0
TOTAL FUND EXPENDITURES	.00	.00	158,494.00	158,494.00	.0
NET REVENUE OVER EXPENDITURES	1,136.58	6,282.23	(140,454.00)	(146,736.23)	4.5

CITY OF LOWELL
 BALANCE SHEET
 APRIL 30, 2021

STORMWATER SDC FUND

ASSETS

445-1110	ALLOCATED CASH	9,853.79	
445-1115	CASH IN BANK - LGIP	38,083.86	
	TOTAL ASSETS		<u>47,937.65</u>

LIABILITIES AND EQUITY

FUND EQUITY

445-3100	BEGINNING FUND BALANCE	44,977.67	
	REVENUE OVER EXPENDITURES - YTD	2,959.98	
	BALANCE - CURRENT DATE	2,959.98	
	TOTAL FUND EQUITY		<u>47,937.65</u>
	TOTAL LIABILITIES AND EQUITY		<u>47,937.65</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
445-315-4125 INTEREST EARNED	18.98	267.98	635.00	367.02	42.2
TOTAL INVESTMENT EARNINGS	18.98	267.98	635.00	367.02	42.2
<u>SDC REVENUE</u>					
445-345-4545 STORM DRAINAGE SDC	673.00	2,692.00	10,095.00	7,403.00	26.7
TOTAL SDC REVENUE	673.00	2,692.00	10,095.00	7,403.00	26.7
TOTAL FUND REVENUE	691.98	2,959.98	10,730.00	7,770.02	27.6

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
445-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	2,000.00	2,000.00	.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
445-700-8560 STORMWATER IMPROVEMENTS	.00	.00	53,843.00	53,843.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	53,843.00	53,843.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	53,843.00	53,843.00	.0
TOTAL FUND EXPENDITURES	.00	.00	55,843.00	55,843.00	.0
NET REVENUE OVER EXPENDITURES	691.98	2,959.98	(45,113.00)	(48,072.98)	6.6

CITY OF LOWELL
 BALANCE SHEET
 APRIL 30, 2021

WATER RESERVE FUND

ASSETS

520-1110	ALLOCATED CASH		39,393.08	
	TOTAL ASSETS			39,393.08

LIABILITIES AND EQUITY

FUND EQUITY

520-3100	BEGINNING FUND BALANCE		23,643.08	
	REVENUE OVER EXPENDITURES - YTD	15,750.00		
	BALANCE - CURRENT DATE		15,750.00	
	TOTAL FUND EQUITY			39,393.08
	TOTAL LIABILITIES AND EQUITY			39,393.08

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

WATER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
520-315-4125	INTEREST EARNED	.90	10.00	15.00	5.00	66.7
	TOTAL INVESTMENT EARNINGS	.90	10.00	15.00	5.00	66.7
<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	.90	15,750.00	15,755.00	5.00	100.0

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2021

WATER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
520-900-9892 RESERVED FOR WATER BOND PYMT	.00	.00	39,402.00	39,402.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	39,402.00	39,402.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	39,402.00	39,402.00	.0
TOTAL FUND EXPENDITURES	.00	.00	39,402.00	39,402.00	.0
NET REVENUE OVER EXPENDITURES	.90	15,750.00	(23,647.00)	(39,397.00)	66.6

CITY OF LOWELL
 BALANCE SHEET
 APRIL 30, 2021

SEWER RESERVE FUND

ASSETS

521-1110	ALLOCATED CASH	15,750.03	
	TOTAL ASSETS		15,750.03

LIABILITIES AND EQUITY

FUND EQUITY

521-3100	BEGINNING FUND BALANCE	9,826.25	
	REVENUE OVER EXPENDITURES - YTD	5,923.78	
	BALANCE - CURRENT DATE	5,923.78	
	TOTAL FUND EQUITY		15,750.03
	TOTAL LIABILITIES AND EQUITY		15,750.03

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2021

SEWER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
521-315-4125 INTEREST EARNED	.36	3.78	8.00	4.22	47.3
TOTAL INVESTMENT EARNINGS	.36	3.78	8.00	4.22	47.3
<u>TRANSFERS IN</u>					
521-390-4940 TRANSFER FROM SEWER FUND	.00	5,920.00	5,920.00	.00	100.0
TOTAL TRANSFERS IN	.00	5,920.00	5,920.00	.00	100.0
TOTAL FUND REVENUE	.36	5,923.78	5,928.00	4.22	99.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

SEWER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
521-900-9892 RESERVED FOR SEWER BOND PYMT	.00	.00	15,756.00	15,756.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	15,756.00	15,756.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	15,756.00	15,756.00	.0
TOTAL FUND EXPENDITURES	.00	.00	15,756.00	15,756.00	.0
NET REVENUE OVER EXPENDITURES	.36	5,923.78	(9,828.00)	(15,751.78)	60.3

CITY OF LOWELL
BALANCE SHEET
APRIL 30, 2021

EQUIPMENT FUND

LIABILITIES AND EQUITY

FUND EQUITY

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

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2021

EQUIPMENT FUND

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

Report Criteria:

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

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
16367								
16367	Lane County Deeds & Rec	TFERGUSO	1	Waiver of Remonstrance Recordin	110-440-6522	.00	92.00-	92.00- V
Total 16367:						.00		92.00-
16394								
16394	Lane County Deeds & Rec	T. FERGUSO	1	Waiver of Remonstrance Recordin	312-700-8530	.00	5.00-	5.00- V
Total 16394:						.00		5.00-
16410								
16410	Banner Bank	JOYCEAPR2	1	Onebox	314-490-6122	.00	17.65	17.65
16410	Banner Bank	JOYCEAPR2	2	Zoom	110-410-6122	.00	14.99	14.99
16410	Banner Bank	JOYCEAPR2	3	Go Daddy BBJ Website Renewal	314-490-6122	.00	359.76	359.76
16410	Banner Bank	MAXAPR202	1	External Hard Drive	230-490-6230	.00	239.97	239.97
16410	Banner Bank	MAXAPR202	2	Locking Gas Cap	230-490-6290	.00	23.38	23.38
16410	Banner Bank	MAXAPR202	3	Locking Gas Cap	240-490-6290	.00	23.38	23.38
Total 16410:						.00		679.13
16411								
16411	Bridge Town Market	APR2021	1	Fuel	230-490-6710	.00	70.00	70.00
16411	Bridge Town Market	APR2021	2	Fuel	110-420-6710	.00	165.33	165.33
Total 16411:						.00		235.33
16412								
16412	Cascade Columbia	802544	1	Tote Return	230-490-6750	.00	167.00-	167.00-
16412	Cascade Columbia	804698	1	Tote of Pass C	230-490-6750	.00	1,970.64	1,970.64
16412	Cascade Columbia	805240	1	Drums of Hypo and Thiosulfate	240-490-6750	.00	863.56	863.56
Total 16412:						.00		2,667.20
16413								
16413	City of Lowell	APR2021	1	Water Service	240-490-6420	.00	1,484.73	1,484.73
16413	City of Lowell	APR2021	2	Water Service	230-490-6420	.00	37.22	37.22
16413	City of Lowell	APR2021	3	Water Service	220-490-6420	.00	3.15	3.15
16413	City of Lowell	APR2021	4	Water Service	110-450-6420	.00	7.88	7.88
16413	City of Lowell	APR2021	5	Water Service	110-420-6420	.00	61.12	61.12
16413	City of Lowell	APR2021	6	Water Service	110-410-6420	.00	111.92	111.92
16413	City of Lowell	APR2021	7	Sewer Service	240-490-6425	.00	558.72	558.72
16413	City of Lowell	APR2021	8	Sewer Service	230-490-6425	.00	62.08	62.08
16413	City of Lowell	APR2021	9	Sewer Service	220-490-6425	.00	6.21	6.21
16413	City of Lowell	APR2021	10	Sewer Service	110-450-6425	.00	15.52	15.52
16413	City of Lowell	APR2021	11	Sewer Service	110-420-6425	.00	124.16	124.16
16413	City of Lowell	APR2021	12	Sewer Service	110-410-6425	.00	257.63	257.63
Total 16413:						.00		2,730.34
16414								
16414	Civil West Engineering Ser	2101.001.03	1	Engineering Service	110-440-6116	.00	2,080.00	2,080.00

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 16414:						.00		2,080.00
16415								
16415	Cleanmex LLC	1790	1	COVID cleaning of City Hall	110-410-6128	.00	1,125.00	1,125.00
16415	Cleanmex LLC	1790	2	COVID cleaning Park Restrooms	110-420-6128	.00	1,560.00	1,560.00
Total 16415:						.00		2,685.00
16416								
16416	Fastenal Company	ORSPR6241	1	Bolts for playground	110-420-6330	.00	7.78	7.78
Total 16416:						.00		7.78
16417								
16417	Lane Council of Governme	78904	1	Planning Service IGA	110-440-6522	.00	5,606.21	5,606.21
Total 16417:						.00		5,606.21
16418								
16418	Lane Electric Cooperative	MAY2021	1	Electricity	312-490-6430	.00	994.54	994.54
16418	Lane Electric Cooperative	MAY2021	2	Electricity	240-490-6430	.00	2,183.39	2,183.39
16418	Lane Electric Cooperative	MAY2021	3	Electricity	230-490-6430	.00	1,475.16	1,475.16
16418	Lane Electric Cooperative	MAY2021	4	Electricity	220-490-6430	.00	23.00	23.00
16418	Lane Electric Cooperative	MAY2021	5	Electricity	110-470-6326	.00	62.64	62.64
16418	Lane Electric Cooperative	MAY2021	6	Electricity	110-450-6430	.00	57.50	57.50
16418	Lane Electric Cooperative	MAY2021	7	Electricity	110-420-6430	.00	297.35	297.35
16418	Lane Electric Cooperative	MAY2021	8	Electricity	110-410-6430	.00	363.55	363.55
Total 16418:						.00		5,457.13
16419								
16419	Lowell School District	SUMMER RE	1	Summer Recreation Program Don	110-420-6128	.00	2,000.00	2,000.00
Total 16419:						.00		2,000.00
16420								
16420	Oregon Dept of Revenue	APRIL2021	1	Criminal Fine Account - 928	110-480-6560	.00	45.00	45.00
Total 16420:						.00		45.00
16421								
16421	Professional Credit Service	17903	1	Collection Service Fee	110-480-6565	.00	18.76	18.76
Total 16421:						.00		18.76
16422								
16422	Renewable Resource Grou	137447	1	Sewer Analysis	240-490-6755	.00	85.50	85.50
16422	Renewable Resource Grou	137567	1	Water Analysis	230-490-6755	.00	39.60	39.60
16422	Renewable Resource Grou	137568	1	Sewer Analysis	240-490-6755	.00	54.00	54.00
16422	Renewable Resource Grou	137628	1	Sewer Analysis	240-490-6755	.00	171.00	171.00
16422	Renewable Resource Grou	137692	1	Sewer Analysis	240-490-6755	.00	54.00	54.00
Total 16422:						.00		404.10

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
16423								
16423	USA Blue Book	519711	1	Carbon System Repair Kit	230-490-6330	.00	581.40	581.40
16423	USA Blue Book	519711	2	Pipets and Chlorine Sample Cells	240-490-6750	.00	178.65	178.65
16423	USA Blue Book	519711	3	Pole Skimmer	240-490-6234	.00	98.95	98.95
Total 16423:						.00		859.00
16424								
16424	Verizon Wireless	9878225160	1	Cell Phone	110-410-6440	.00	50.70	50.70
16424	Verizon Wireless	9878225160	2	Cell Phone, tablet	230-490-6440	.00	116.91	116.91
16424	Verizon Wireless	9878225160	3	Cell Phone	240-490-6440	.00	90.68	90.68
Total 16424:						.00		258.29
16425								
16425	Caselle	109549	1	Contract Support and Maintenanc	314-490-6122	.00	11.30	11.30
16425	Caselle	109549	2	Contract Support and Maintenanc	312-490-6122	.00	76.04	76.04
16425	Caselle	109549	3	Contract Support and Maintenanc	240-490-6122	.00	357.63	357.63
16425	Caselle	109549	4	Contract Support and Maintenanc	230-490-6122	.00	357.63	357.63
16425	Caselle	109549	5	Contract Support and Maintenanc	220-490-6122	.00	22.05	22.05
16425	Caselle	109549	6	Contract Support and Maintenanc	110-450-6122	.00	49.55	49.55
16425	Caselle	109549	7	Contract Support and Maintenanc	110-440-6122	.00	16.40	16.40
16425	Caselle	109549	8	Contract Support and Maintenanc	110-420-6122	.00	75.85	75.85
16425	Caselle	109549	9	Contract Support and Maintenanc	110-410-6122	.00	225.55	225.55
Total 16425:						.00		1,192.00
16426								
16426	Century Link	MAY2021	1	Telephone Service	110-410-6440	.00	124.85	124.85
16426	Century Link	MAY2021	2	Telephone Service	110-450-6440	.00	32.92	32.92
16426	Century Link	MAY2021	3	Telephone Service	220-490-6440	.00	17.53	17.53
16426	Century Link	MAY2021	4	Internet Service	230-490-6435	.00	75.00	75.00
16426	Century Link	MAY2021	5	Telephone Service	230-490-6440	.00	139.97	139.97
16426	Century Link	MAY2021	6	Telephone Service	240-490-6440	.00	158.80	158.80
Total 16426:						.00		549.07
16427								
16427	City of Oakridge	MAY0056	1	Police Service	110-430-6118	.00	2,413.91	2,413.91
Total 16427:						.00		2,413.91
16428								
16428	Civil West Engineering Ser	2101.001.03	1	Engineering Service	110-440-6116	.00	80.00	80.00
16428	Civil West Engineering Ser	2101.001.03	2	Engineering Service	230-490-6116	.00	1,346.00	1,346.00
16428	Civil West Engineering Ser	2101.001.03	3	Engineering Service	110-440-6116	.00	2,430.00	2,430.00
Total 16428:						.00		3,856.00
16429								
16429	DEQ	RENEWAL21	1	Certification Renewal	240-490-6220	.00	160.00	160.00
Total 16429:						.00		160.00
16430								
16430	Ferguson	0979423	1	Stand Pipe	230-490-6330	.00	102.46	102.46

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
16430	Ferguson	0979424	1	Materials for Stand Pipe	230-490-6330	.00	149.39	149.39
16430	Ferguson	0981954	1	1" meter coupler	230-490-6330	.00	32.76	32.76
Total 16430:						.00		284.61
16431								
16431	Graham Landscape and D	8138	1	Irrigation Installation PF Park	110-420-6330	.00	2,500.00	2,500.00
Total 16431:						.00		2,500.00
16432								
16432	Hunter Communications	144784	1	Internet Service	110-410-6435	.00	120.21	120.21
16432	Hunter Communications	144784	2	Internet Service	110-450-6435	.00	46.24	46.24
16432	Hunter Communications	144784	3	Internet Service	220-490-6435	.00	18.49	18.49
Total 16432:						.00		184.94
16433								
16433	J & K Electrical LLC	6679A	1	Install security lighting at WTP	230-490-6330	.00	4,121.91	4,121.91
Total 16433:						.00		4,121.91
16434								
16434	Lane Council of Governme	79143	1	IT Service	110-410-6122	.00	519.65	519.65
Total 16434:						.00		519.65
16435								
16435	Lane Forest Products	S420350,S42	1	Green waste haul off fee	110-460-6128	.00	72.00	72.00
Total 16435:						.00		72.00
16436								
16436	Nichols, Layli	APRIL2021	1	Consulting Services	110-410-6114	.00	312.50	312.50
16436	Nichols, Layli	APRIL2021	2	Consulting Services	312-490-6114	.00	104.50	104.50
16436	Nichols, Layli	APRIL2021	3	Consulting Services	230-490-6114	.00	312.50	312.50
16436	Nichols, Layli	APRIL2021	4	Consulting Services	240-490-6114	.00	312.50	312.50
Total 16436:						.00		1,042.00
16437								
16437	Northwest Code Profession	3453	1	Building Permit Cost	220-490-6150	.00	2,704.65	2,704.65
16437	Northwest Code Profession	3453	2	Electrical Permit Cost	220-490-6152	.00	225.00	225.00
Total 16437:						.00		2,929.65
16438								
16438	OHA Cashier	5020451058	1	Annual Water System Fee	230-490-6220	.00	900.00	900.00
Total 16438:						.00		900.00
16439								
16439	Pacific Office Automation In	5014912370	1	Postage Machine	110-410-6128	.00	39.33	39.33
16439	Pacific Office Automation In	5014912370	2	Postage Machine	230-490-6128	.00	78.65	78.65
16439	Pacific Office Automation In	5014912370	3	Postage Machine	240-490-6128	.00	78.65	78.65

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 16439:						.00		196.63
16440								
16440	Petty Cash	MAY2021	1	postage service	110-410-6226	.00	5.70	5.70
16440	Petty Cash	MAY2021	2	Flowers for RR Park	110-420-6234	.00	60.00	60.00
Total 16440:						.00		65.70
16441								
16441	Sanders, Tim	80	1	Monthly DRC fee for Collections	240-490-6128	.00	300.00	300.00
Total 16441:						.00		300.00
16442								
16442	SaniPac	3856497	1	Refuse Services	230-490-6445	.00	41.50	41.50
16442	SaniPac	3856497	2	Refuse Services	240-490-6445	.00	41.50	41.50
Total 16442:						.00		83.00
16443								
16443	Southside Bank	263007-MAY	1	Main Street Property-Interest	110-800-7510	.00	667.28	667.28
Total 16443:						.00		667.28
16444								
16444	U.S. Equipment Finance	442471355	1	Copier Contract	110-410-6124	.00	147.98	147.98
Total 16444:						.00		147.98
16445								
16445	USA Blue Book	581002	1	Replacement cuvetts for Micro 10	230-490-6750	.00	181.02	181.02
Total 16445:						.00		181.02
16446								
16446	DEQ	WQ22WSC-0	1	Operator Certificate	240-490-6520	.00	100.00	100.00
Total 16446:						.00		100.00
16447								
16447	Baker, Max	25720	1	Reimburse purchase of flower star	110-420-6234	.00	120.00	120.00
Total 16447:						.00		120.00
16448								
16448	Banner Bank	JOYCEMAY2	1	OneBox	314-490-6122	.00	17.65	17.65
16448	Banner Bank	JOYCEMAY2	2	Zoom	110-410-6122	.00	14.99	14.99
16448	Banner Bank	JOYCEMAY2	3	Park Swing Buckets	110-420-6330	.00	121.32	121.32
16448	Banner Bank	JOYCEMAY2	4	Park Dog Poop Bags	110-420-6234	.00	73.90	73.90
16448	Banner Bank	JOYCEMAY2	5	Mower, weed eater replacement p	110-420-6324	.00	138.56	138.56
16448	Banner Bank	MAXMAY202	1	salt	230-490-6750	.00	59.64	59.64
16448	Banner Bank	MAXMAY202	2	1" ball valve	230-490-6712	.00	29.99	29.99
16448	Banner Bank	MAXMAY202	3	Trash pump and hose	240-490-6234	.00	620.62	620.62
16448	Banner Bank	MAXMAY202	4	backpack sprayer, trimmer supplie	110-420-6234	.00	196.89	196.89
16448	Banner Bank	MAXMAY202	5	Replacement skim arm for clarifier	240-490-6330	.00	1,340.00	1,340.00

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 16448:						.00		2,613.56
16449								
16449	Charter Communications	0017273050	1	Internet	240-490-6435	.00	127.98	127.98
16449	Charter Communications	0017828051	1	Internet	110-410-6435	.00	89.99	89.99
Total 16449:						.00		217.97
16450								
16450	Cleanmex LLC	1812	1	Park Restrooms	110-420-6128	.00	1,560.00	1,560.00
Total 16450:						.00		1,560.00
16451								
16451	DMV Record Services	05132021	1	Oregon Vehicle Code Publication	110-480-6220	.00	7.00	7.00
Total 16451:						.00		7.00
16452								
16452	Gatehouse Eugene - Adver	97140	1	Public Notice	110-410-6220	.00	285.00	285.00
Total 16452:						.00		285.00
16453								
16453	Lane Electric Cooperative	MAY 2021	1	Electricity	110-410-6430	.00	252.10	252.10
16453	Lane Electric Cooperative	MAY 2021	2	Electricity	110-420-6430	.00	177.18	177.18
16453	Lane Electric Cooperative	MAY 2021	3	Electricity	110-450-6430	.00	32.64	32.64
16453	Lane Electric Cooperative	MAY 2021	4	Electricity	110-470-6326	.00	60.95	60.95
16453	Lane Electric Cooperative	MAY 2021	5	Electricity	220-490-6430	.00	13.06	13.06
16453	Lane Electric Cooperative	MAY 2021	6	Electricity	230-490-6430	.00	1,423.20	1,423.20
16453	Lane Electric Cooperative	MAY 2021	7	Electricity	240-490-6430	.00	2,028.91	2,028.91
16453	Lane Electric Cooperative	MAY 2021	8	Electricity	312-490-6430	.00	994.54	994.54
Total 16453:						.00		4,982.58
16454								
16454	Lowell Mini Storage	JUNE 2021	1	Storage Rental Unit #L029	314-490-6705	.00	80.00	80.00
Total 16454:						.00		80.00
16455								
16455	Professional Credit Service	18327	1	Collection Service Fee	110-480-6565	.00	23.40	23.40
Total 16455:						.00		23.40
16456								
16456	Renewable Resource Grou	137829	1	Sewer Analysis	240-490-6755	.00	171.00	171.00
16456	Renewable Resource Grou	137950	1	Water Analysis	230-490-6755	.00	39.60	39.60
16456	Renewable Resource Grou	137951	1	Sewer Analysis	240-490-6755	.00	54.00	54.00
16456	Renewable Resource Grou	138135	1	Sewer Analysis	240-490-6755	.00	54.00	54.00
16456	Renewable Resource Grou	138315	1	Sewer Analysis	240-490-6755	.00	171.00	171.00
16456	Renewable Resource Grou	138356	1	Sewer Analysis	240-490-6755	.00	54.00	54.00
Total 16456:						.00		543.60

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
16457								
16457	Segarra Law, LLC	05202021	1	Municipal Court Judge	110-480-6120	.00	200.00	200.00
Total 16457:						.00		200.00
16458								
16458	Staples Credit Plan	05302021	1	Office Supplies	110-410-6230	.00	11.99	11.99
16458	Staples Credit Plan	05302021	2	Park Supplies	110-420-6234	.00	69.99	69.99
Total 16458:						.00		81.98
16459								
16459	USA Blue Book	601706	1	Replacement Thermometers	240-490-6750	.00	249.16	249.16
16459	USA Blue Book	601823	1	Spray Tips for Clarifier	240-490-6712	.00	307.18	307.18
Total 16459:						.00		556.34
16460								
16460	WATTS Water Technologie	14726272	1	Calibration Standards for Micro 10	230-490-6750	.00	392.32	392.32
Total 16460:						.00		392.32
Grand Totals:						.00		59,767.37

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-2125	92.00	27,408.86-	27,316.86-
110-410-6114	312.50	.00	312.50
110-410-6122	775.18	.00	775.18
110-410-6124	147.98	.00	147.98
110-410-6128	1,164.33	.00	1,164.33
110-410-6220	285.00	.00	285.00
110-410-6226	5.70	.00	5.70
110-410-6230	11.99	.00	11.99
110-410-6420	111.92	.00	111.92
110-410-6425	257.63	.00	257.63
110-410-6430	615.65	.00	615.65
110-410-6435	210.20	.00	210.20
110-410-6440	175.55	.00	175.55
110-420-6122	75.85	.00	75.85
110-420-6128	5,120.00	.00	5,120.00
110-420-6234	520.78	.00	520.78
110-420-6324	138.56	.00	138.56
110-420-6330	2,629.10	.00	2,629.10
110-420-6420	61.12	.00	61.12
110-420-6425	124.16	.00	124.16
110-420-6430	474.53	.00	474.53
110-420-6710	165.33	.00	165.33
110-430-6118	2,413.91	.00	2,413.91
110-440-6116	4,590.00	.00	4,590.00
110-440-6122	16.40	.00	16.40
110-440-6522	5,606.21	92.00-	5,514.21

GL Account	Debit	Credit	Proof
110-450-6122	49.55	.00	49.55
110-450-6420	7.88	.00	7.88
110-450-6425	15.52	.00	15.52
110-450-6430	90.14	.00	90.14
110-450-6435	46.24	.00	46.24
110-450-6440	32.92	.00	32.92
110-460-6128	72.00	.00	72.00
110-470-6326	123.59	.00	123.59
110-480-6120	200.00	.00	200.00
110-480-6220	7.00	.00	7.00
110-480-6560	45.00	.00	45.00
110-480-6565	42.16	.00	42.16
110-800-7510	667.28	.00	667.28
220-2125	.00	3,033.14-	3,033.14-
220-490-6122	22.05	.00	22.05
220-490-6150	2,704.65	.00	2,704.65
220-490-6152	225.00	.00	225.00
220-490-6420	3.15	.00	3.15
220-490-6425	6.21	.00	6.21
220-490-6430	36.06	.00	36.06
220-490-6435	18.49	.00	18.49
220-490-6440	17.53	.00	17.53
230-2125	167.00	14,399.90-	14,232.90-
230-490-6114	312.50	.00	312.50
230-490-6116	1,346.00	.00	1,346.00
230-490-6122	357.63	.00	357.63
230-490-6128	78.65	.00	78.65
230-490-6220	900.00	.00	900.00
230-490-6230	239.97	.00	239.97
230-490-6290	23.38	.00	23.38
230-490-6330	4,987.92	.00	4,987.92
230-490-6420	37.22	.00	37.22
230-490-6425	62.08	.00	62.08
230-490-6430	2,898.36	.00	2,898.36
230-490-6435	75.00	.00	75.00
230-490-6440	256.88	.00	256.88
230-490-6445	41.50	.00	41.50
230-490-6710	70.00	.00	70.00
230-490-6712	29.99	.00	29.99
230-490-6750	2,603.62	167.00-	2,436.62
230-490-6755	79.20	.00	79.20
240-2125	.00	12,533.49-	12,533.49-
240-490-6114	312.50	.00	312.50
240-490-6122	357.63	.00	357.63
240-490-6128	378.65	.00	378.65
240-490-6220	160.00	.00	160.00
240-490-6234	719.57	.00	719.57
240-490-6290	23.38	.00	23.38
240-490-6330	1,340.00	.00	1,340.00
240-490-6420	1,484.73	.00	1,484.73
240-490-6425	558.72	.00	558.72
240-490-6430	4,212.30	.00	4,212.30
240-490-6435	127.98	.00	127.98
240-490-6440	249.48	.00	249.48
240-490-6445	41.50	.00	41.50
240-490-6520	100.00	.00	100.00
240-490-6712	307.18	.00	307.18

GL Account	Debit	Credit	Proof
240-490-6750	1,291.37	.00	1,291.37
240-490-6755	868.50	.00	868.50
312-2125	5.00	2,169.62-	2,164.62-
312-490-6114	104.50	.00	104.50
312-490-6122	76.04	.00	76.04
312-490-6430	1,989.08	.00	1,989.08
312-700-8530	.00	5.00-	5.00-
314-2125	.00	486.36-	486.36-
314-490-6122	406.36	.00	406.36
314-490-6705	80.00	.00	80.00
Grand Totals:	60,295.37	60,295.37-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<->} "Adjustment"

Bank.Name = "General"



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

To: Mayor Bennett and City Council
From: Jeremy Caudle, City Administrator
Date: June 10, 2021
Re: Administrator's report for June

MEMO

This City Administrator's report covers activities since the May 18, 2021 regular meeting. A summary of major activities is as follows:

Library renovation project. The City kicked off the library renovation project on Saturday with a workshop that our consultant team facilitated. The workshop resulted in an in-depth analysis of the current facility's condition, an assessment of our needs, and a discussion on how our goals for the library will affect the eventual layout of the building.

Both the architect and library consultant will take the information from the workshop and incorporate that into a preliminary set of designs and recommendations. The project schedule has us wrapping up the pre-design by mid-July. After that, construction document preparation is anticipated to begin towards the end of July.

Park renovation projects. The sprinkler system repairs at Paul Fisher Park are complete. The Public Works Department is coordinating with a well contractor to evaluate the well system on that property. That way, we can use the well system to irrigate the park, as opposed to city water. On May 21, I approved a quote of \$1,115 to start the well testing at Paul Fisher Park.

We still need to complete a cultural resources study for Rolling Rock Park, pursuant to the Land and Wildlife Conservation Fund grants that we are anticipated to receive in July. I have obtained a list of archaeological consultants. I intend to pivot to this project once we make progress on the City Clerk recruitment and the RFP process for the E Main St property.

E Main Street Property. At your June 1 work session, you directed me to prepare a solicitation for proposals to send out to interested developers regarding the E Main St property. You indicated that you would like to start this process by the end of June, with a goal of soliciting,

receiving, and evaluating proposals within a 90-day timeline. After the City Clerk recruitment, this is next on my list of priorities to complete. Before I advertise for proposals, I will share the draft request for proposals with you for your feedback.

Blackberry Jam Festival Committee. The Blackberry Jam Festival Committee met on June 8. The committee is planning a car show on Saturday, July 24. The idea is to have the cars drive a route through town and eventual end up at Rolling Rock Park.



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: June 15, 2021
SUBJECT: Public Works Report

Streets and Parks

The irrigation system improvements at Paul Fisher Park are complete and the system is operational and running. Currently the system is running off City water. The well tests are approved and are waiting to be scheduled. Following the well tests recommendations will be made for a system that fits the City's needs.

Radar speed sign data from 5/7/21-6/1/21

Total vehicle count 43,322

Average speed 22mph

Maximum speed 45mph

Water Treatment Plant/Distribution

The Annual Generator maintenance and inspection was completed by Peterson Power.

Wastewater Treatment Plant/Collections

A 21GPM water leak was repaired at the Plant.

The Annual Generator maintenance and inspection was completed by Peterson Power for both the Treatment Plant and the Lift Station.

LOWELL PATROL LOG May 2021

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
1-May	429	16:45	18:30	1:45			3			
1-May	423	16:45	18:30	1:45						
3-May	409	21:30	22:30	1:00						
5-May	429	18:00	22:45	4:45			2			
6-May	421	12:10	13:40	1:30						
6-May	401	12:10	13:40	1:30						
8-May	429	8:15	9:15	1:00						
8-May	423	7:45	9:00	1:15						
8-May	429	15:15	16:15	1:00						
8-May	423	15:15	16:15	1:00						
12-May	423	14:15	22:00	7:45						
12-May	409	16:45	22:00	5:15						
18-May	401	15:40	16:40	1:00						
18-May	429	19:00	21:00	2:00						
20-May	423	15:30	22:00	6:30						
20-May	429	17:30	22:00	4:30						
20-May	401	19:00	22:30	3:30						
21-May	407	0:00	2:00	2:00						
24-May	401	15:15	16:15	1:00						
24-May	407	15:15	16:15	1:00						
25-May	403	13:47	13:50	0:03						
27-May	407	0:00	1:30	1:30						
28-May	407	0:00	1:30	1:30						
29-May	429	16:30	21:00	4:30						
29-May	423	13:30	21:00	7:30						
29-May	429	22:00	0:00	2:00						
29-May	423	22:00	0:00	2:00						
31-May	409	18:00	19:30	1:30						
				71.5						

TRAFFIC VIOLATIONS	CITATION	WARNING
SPEED	5	
DWS		
FAIL TO SIGNAL		
STOP VIOLATIONS		
OTHER MOVING		

DATE	TIME	DESCRIPTION
1-May	9:11	Traffic Stop
	17:32	Traffic Stop w/2
5-May	19:12	Traffic Stop
	19:55	Traffic Stop
20-May	18:00	Vehicle tagged on Carol St.
	19:00	Court
25-May	13:47	Citizen contact about report filed with LCSO

Agenda Item Sheet
City of Lowell City Council



Type of item:	Contract
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Item title/recommended action:

Motion to approve Resolution #2021-763, "A Resolution to Adopt a Budget and Impose and Categorize Taxes for FY 2021-22"

Justification or background:

This is to approve the FY 2021-2022 budget. A public hearing on the budget took place on June 1. The overall budget number of \$4,498,031 is the same as recommended by the Budget Committee. However, this final budget has several changes, as follows: net increase of debt service payments across all funds of \$5,982; increase of \$10,000 in the General Fund Parks Department for holiday decorations; decrease in unappropriated ending balance across all funds of \$15,982 to offset the increase in expenditures.

Budget impact:

See detail schedules.

Department or Council sponsor:

Administration

Attachments:

Resolution 2021-763; fund summary; resource and requirements schedules.

Meeting date:

06/15/2021

RESOLUTION ADOPTING THE CITY BUDGET FOR FISCAL YEAR 2021-2022 AND IMPOSING AND CATEGORIZING TAX

BE IT RESOLVED that the City Council of the City of Lowell, Oregon, hereby adopts the budget approved by the Budget Committee for the 2021-2022 fiscal year, and as modified by City Council, in the amount of \$4,498,031 of which \$1,057,742 is unappropriated and reserved, and,

BE IT FURTHER RESOLVED that the amounts set forth in Attachment A are hereby appropriated for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

BE IT FURTHER RESOLVED that the City Council of the City of Lowell, Oregon, hereby imposes the taxes provided for in the adopted budget:

(1) At the rate per \$1,000 of assessed value of \$2.1613 for operations;

And that these taxes are hereby imposed and categorized for tax year 2021-2022 upon the assessed value of all taxable property within the City as follows:

General Government Limitation		Excluded from Limitation
General Fund	\$2.1613 / \$1,000	\$ 0.00

Adopted by the City Council of the City of Lowell this 15th day of June 2021.

Ayes _____

Nays _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jeremy Caudle, City Recorder

Attachment A: Adopted budget for the fiscal year beginning July 1, 2021

General Fund

Administration	299,397
Code Enforcement	15,710
Community Development	67,117
Debt Service	406,359
Library	350,680
Municipal Court	14,835
Parks & Recreation	874,123
Police	29,530
Tourism	6,111
Transfers	0
Contingencies	39,825
Reserves & Ending Balances	170,748
Total	2,274,435

Street Fund

Sreet Department	72,552
Debt Service	5,175
Transfers	0
Contingencies	7,368
Reserves & Ending Balances	45,865
Total	130,960

Water Fund

Water Department	391,558
Debt Service	58,614
Transfers	0
Contingencies	35,532
Reserves & Ending Balances	73,190
Total	558,894

Sewer Fund

Sewer Department	418,154
Debt Services	50,265
Transfers	0
Contingencies	40,342
Reserves & Ending Balances	144,968
Total	653,729

Water SDC Fund

Water Department	102,446
Reserves & Ending Balances	284,506
Total	386,952

Sewer SDC Fund

Sewer Department	53,616
Reserves & Ending Balances	109,194
Total	162,810

Stormwater SDC Fund

Stormwater Department	0
Reserves & Ending Balances	59,008
Total	59,008

Street SDC Fund

Street Department	45,000
Reserves & Ending Balances	13,710
Total	58,710

Parks SDC Fund

Parks Department	0
Reserves & Ending Balances	72,725
Total	72,725

Blackberry Jam Festival Fund

Blackberry Jam Committee	6,750
Reserves & Ending Balances	7,795
Total	14,545

Building Fund

Building Department	41,271
Contingencies	7,959
Reserves & Ending Balances	20,875
Total	70,105

Water Reserve Fund

Reserves & Ending Balances	39,402
Total	39,402

Sewer Reserve Fund

Reserves & Ending Balances	15,756
Total	15,756

Appropriations

All Funds:	
Sub-Total	3,440,289

Unappropriated & Reserved

All Funds:	
Sub-Total	1,057,742

FY 2021-2022 Budget:

Total	4,498,031
--------------	------------------

Fund Financial Summaries

General Fund

Resources:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Beginning Fund Balance	225,395	297,503	209,615	410,423
Charges for Services	6,627	5,483	7,960	6,760
Fines & Forfeitures	1,940	2,824	2,500	3,146
Franchise Fees	52,206	62,927	97,756	100,735
Fundraising & Event Revenue	0	6,100	10,000	0
Grant Revenue	16,639	72,137	423,846	615,700
Intergovernmental Revenue	33,690	37,137	36,936	42,407
Investment Revenue	9,438	5,069	5,826	2,500
Licenses & Permits	176,433	73,993	16,151	16,075
Loan Payments & Proceeds	530,000	0	240,743	500,000
Miscellaneous Revenue	227,437	2,262	2,250	2,250
Other Revenue	0	85	76,000	418,700
Reimbursement Revenue	0	0	0	0
Tax Revenue	147,569	150,731	150,274	155,739
Transfers In	0	0	6,051	0
Grand Total	1,427,374	716,251	1,285,908	2,274,435

Requirements:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Personal Services	95,983	102,263	136,820	151,268
Materials & Services	307,118	267,344	155,270	263,420
Capital Outlay	724,768	28,187	856,456	1,242,815
Contingencies	0	0	57,314	39,825
Debt Service	0	40,346	40,348	406,359
Transfers Out	2,000	6,000	37,200	0

Reserves & Ending Balance	297,503	272,113	2,500	170,748
Grand Total	1,427,372	716,253	1,285,908	2,274,435

Building Fund

Resources:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Beginning Fund Balance	0	0	0	19,855
Investment Revenue	0	0	150	0
Licenses & Permits	0	0	66,632	50,250
Miscellaneous Revenue	0	0	100	0
Other Revenue	0	0	0	0
Transfers In	0	0	37,200	0
Grand Total	0	0	104,082	70,105

Requirements:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Personal Services	0	0	4,646	5,040
Materials & Services	0	0	73,769	36,231
Capital Outlay	0	0	8,525	0
Contingencies	0	0	17,142	7,959
Reserves & Ending Balance	0	0	0	20,875
Grand Total	0	0	104,082	70,105

Water Fund

Resources:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Beginning Fund Balance	139,109	140,328	140,181	45,554
Charges for Services	304,983	318,844	355,525	378,940
Grant Revenue	0	0	90,000	120,000
Investment Revenue	248	1,978	2,200	2,200
Licenses & Permits	4,165	1,250	5,250	2,750
Loan Payments & Proceeds	0	0	250,000	0
Miscellaneous Revenue	5,513	2,399	3,362	2,000
Other Revenue	0	800	0	0
Reimbursement Revenue	35	0	0	0
SDC Revenue	13,410	7,823	11,175	7,450
Transfers In	0	0	6,051	0
Grand Total	467,463	473,422	863,744	558,894

Requirements:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Personal Services	133,453	169,295	193,421	211,358
Materials & Services	109,106	101,127	173,938	152,700
Capital Outlay	14,558	16,026	340,000	27,500
Contingencies	0	0	76,552	35,532
Debt Service	64,080	64,079	64,093	58,614
Transfers Out	5,938	9,938	15,740	0
Reserves & Ending Balance	140,326	112,958	0	73,190
Grand Total	467,461	473,423	863,744	558,894

Sewer Fund

Resources:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Beginning Fund Balance	121,619	176,148	132,151	214,849
Charges for Services	342,844	361,249	386,875	406,700
Grant Revenue	0	0	0	20,000
Investment Revenue	4,655	1,899	2,150	2,150
Licenses & Permits	1,610	805	2,250	1,150
Loan Payments & Proceeds	0	0	0	0
Miscellaneous Revenue	8,210	2,187	2,671	2,700
Other Revenue	0	0	0	0
SDC Revenue	6,891	5,241	9,270	6,180
Transfers In	15,745	12,858	6,051	0
Grand Total	501,574	560,387	541,418	653,729

Requirements:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Personal Services	133,445	169,295	193,421	213,420
Materials & Services	121,940	139,338	201,624	198,734
Capital Outlay	14,558	42,745	0	6,000
Contingencies	0	0	89,908	40,342
Debt Service	51,909	51,232	50,545	50,265
Transfers Out	3,575	7,575	5,920	0
Reserves & Ending Balance	176,150	150,205	0	144,968
Grand Total	501,577	560,390	541,418	653,729

Street Fund

Resources:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Beginning Fund Balance	126,292	90,839	53,537	63,711
Grant Revenue	0	0	200,000	0
Intergovernmental Revenue	78,103	76,643	64,212	64,212
Investment Revenue	153	1,424	1,400	1,400
Loan Payments & Proceeds	0	0	360,291	0
Miscellaneous Revenue	133	0	50	77
Other Revenue	0	0	0	0
Reimbursement Revenue	0	0	0	0
SDC Revenue	2,354	1,768	1,560	1,560
Transfers In	0	0	4,033	0
Grand Total	207,035	170,674	685,083	130,960

Requirements:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Personal Services	37,483	17,986	23,103	24,506
Materials & Services	64,705	36,757	46,404	48,046
Capital Outlay	10,008	44,228	560,291	0
Contingencies	0	0	55,285	7,368
Debt Service	0	0	0	5,175
Transfers Out	4,000	4,000	0	0
Reserves & Ending Balance	90,839	67,703	0	45,865
Grand Total	207,035	170,674	685,083	130,960

Blackberry Jam Fund

Resources:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Beginning Fund Balance	19,375	16,394	12,352	10,545
Fundraising & Event Revenue	16,992	14,163	23,700	4,000
Investment Revenue	7	7	8	0
Miscellaneous Revenue	328	101	75	0
Other Revenue	0	280	50	0
Grand Total	36,702	30,945	36,185	14,545

Requirements:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Personal Services	0	0	0	0
Materials & Services	20,310	18,435	25,798	6,750
Contingencies	0	0	10,387	0
Transfers Out	0	0	0	0
Reserves & Ending Balance	16,392	12,510	0	7,795
Grand Total	36,702	30,945	36,185	14,545

Parks SDC Fund

Resources:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Beginning Fund Balance	0	45,622	54,577	57,750
Investment Revenue	52	857	250	200
SDC Revenue	7,880	7,880	14,775	14,775
Transfers In	37,691	0	0	0
Grand Total	45,623	54,359	69,602	72,725

Requirements:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Materials & Services	0	0	2,000	0
Capital Outlay	0	0	67,602	0
Reserves & Ending Balance	45,622	54,359	0	72,725
Grand Total	45,622	54,359	69,602	72,725

Street SDC Fund

Resources:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Beginning Fund Balance	0	36,618	47,483	49,630
Investment Revenue	32	649	250	200
SDC Revenue	13,397	10,064	8,880	8,880
Transfers In	23,187	0	0	0
Grand Total	36,616	47,331	56,613	58,710

Requirements:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Materials & Services	0	0	2,000	5,000
Capital Outlay	0	0	54,613	40,000
Reserves & Ending Balance	36,617	47,330	0	13,710
Grand Total	36,617	47,330	56,613	58,710

Water SDC Fund

Resources:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Beginning Fund Balance	0	265,465	320,027	328,502
Investment Revenue	270	5,822	6,400	1,000
SDC Revenue	68,940	40,215	57,450	57,450
Transfers In	196,255	0	0	0
Grand Total	265,465	311,502	383,877	386,952

Requirements:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Materials & Services	0	0	2,000	102,446
Capital Outlay	0	0	381,877	0
Reserves & Ending Balance	265,465	311,502	0	284,506
Grand Total	265,465	311,502	383,877	386,952

Sewer SDC Fund

Resources:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Beginning Fund Balance	0	128,017	140,454	145,745
Investment Revenue	158	2,646	1,975	1,000
SDC Revenue	11,942	9,082	16,065	16,065
Transfers In	115,917	0	0	0
Grand Total	128,017	139,745	158,494	162,810

Requirements:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Materials & Services	0	0	2,000	53,616
Capital Outlay	0	0	156,494	0
Reserves & Ending Balance	128,017	139,745	0	109,194
Grand Total	128,017	139,745	158,494	162,810

Stormwater SDC Fund

Resources:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Beginning Fund Balance	0	33,379	45,113	48,278
Investment Revenue	34	585	635	635
SDC Revenue	9,005	11,014	10,095	10,095
Transfers In	24,340	0	0	0
Grand Total	33,379	44,978	55,843	59,008

Requirements:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Materials & Services	0	0	2,000	0
Capital Outlay	0	0	53,843	0
Reserves & Ending Balance	33,379	44,978	0	59,008
Grand Total	33,379	44,978	55,843	59,008

Water Reserve Fund

Resources:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Beginning Fund Balance	15,752	19,692	23,647	39,398
Investment Revenue	2	13	15	4
Transfers In	3,938	3,938	15,740	0
Grand Total	19,692	23,643	39,402	39,402

Requirements:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Transfers Out	0	0	0	0
Reserves & Ending Balance	19,692	23,643	39,402	39,402
Grand Total	19,692	23,643	39,402	39,402

Sewer Reserve Fund

Resources:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Beginning Fund Balance	6,670	8,246	9,828	15,754
Investment Revenue	1	6	8	2
Transfers In	1,575	1,575	5,920	0
Grand Total	8,246	9,827	15,756	15,756

Requirements:

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Approved
Transfers Out	0	0	0	0
Reserves & Ending Balance	8,246	9,827	15,756	15,756
Grand Total	8,246	9,827	15,756	15,756

Resource Sheets – by fund and account

Fund Name	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Full account						
General Fund	1,427,374	716,251	1,285,908	2,274,435	2,274,435	988,527
110-3100--Beginning Fund Balance	225,395	297,503	209,615	410,423	410,423	200,808
110-310-4112-Property Taxes - Current	142,083	148,109	147,051	153,139	153,139	6,088
110-310-4114-Property Taxes - Prior	5,486	2,622	3,223	2,600	2,600	-623
110-315-4125-Interest Earned	9,438	5,069	5,826	2,500	2,500	-3,326
110-320-4132-State Revenue Sharing	9,511	10,386	10,917	11,000	11,000	83
110-320-4134-Cigarette Tax	1,231	1,200	1,341	3,407	3,407	2,066
110-320-4136-Liquor Tax	17,359	18,930	20,292	22,000	22,000	1,708
110-320-4145-Transient Room Tax	0	5	0	0	0	0
110-320-4148-Marijuana Tax Distribution	5,589	6,616	4,386	6,000	6,000	1,614
110-325-4151-General Govt - Operating Grant	5,000	0	214,243	140,000	140,000	-74,243
110-325-4152-Tourism - Operating Grant	9,639	10,137	7,603	10,200	10,200	2,597
110-325-4154-Summer Reading - Oper Grant	2,000	0	1,000	0	0	-1,000
110-325-4155-Library - Capital Grant	0	0	200,000	225,500	225,500	25,500
110-325-4158-Comm Dev - Operating Grant	0	30,000	1,000	0	0	-1,000
110-325-4160-Parks - Operating Grant	0	32,000	0	240,000	240,000	240,000
110-330-4310-Cable Franchise Fees	4,391	5,853	5,938	5,900	5,900	-38
110-330-4312-Electric Franchise Fees	45,920	47,619	49,048	53,000	53,000	3,952
110-330-4314-Garbage Franchise Fees	0	0	4,000	0	0	-4,000
110-330-4316-Telecom Franchise Fees	1,895	9,455	1,650	3,000	3,000	1,350
110-330-4318-Water Franchise Fees	0	0	17,776	18,500	18,500	724
110-330-4320-Sewer Franchise Fees	0	0	19,344	20,335	20,335	991
110-335-4352-Land Use & Development	5,354	35,768	15,000	15,000	15,000	0

Fund Name	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Full account						
110-335-4354-Misc Permits & Licenses	440	480	275	275	275	0
110-335-4356-Building Permit Fees	151,940	31,408	0	0	0	0
110-335-4358-Electrical Permit Fees	17,893	5,461	0	0	0	0
110-335-4360-Dog Licenses	806	876	876	800	800	-76
110-340-4410-Copy, Fax, Notary & Research	332	1,104	1,030	1,030	1,030	0
110-340-4413-Library Memberships	0	0	1,250	0	0	-1,250
110-340-4415-Library Business Services	339	0	250	250	250	0
110-340-4417-Lien Searches	740	580	515	515	515	0
110-340-4419-Election Filing Fees	50	0	50	100	100	50
110-340-4421-SDC/CET Admin Fee	4,790	3,214	4,005	4,005	4,005	0
110-340-4423-Pay Station Revenue	0	209	125	125	125	0
110-345-4511-Parks Reimbursement SDC	376	376	735	735	735	0
110-350-4625-Municipal Court Revenue	1,940	2,824	2,500	3,146	3,146	646
110-360-4225-Loan Proceeds	530,000	0	240,743	500,000	500,000	259,257
110-365-4752-Reimbursement Revenue	0	0	0	0	0	0
110-365-4790-SVDP Project Reimbursement	0	0	0	0	0	0
110-370-4822-BBJ Admin Fee	0	0	0	0	0	0
110-370-4824-Donations	0	85	0	0	0	0
110-370-4825-Library Donations	0	0	1,000	0	0	-1,000
110-370-4849-Capital Asset Disposal	0	0	75,000	418,700	418,700	343,700
110-370-9999-Library Utility Fee	0	0	0	0	0	0
110-380-4865-Library Capital Campaign	0	6,100	10,000	0	0	-10,000
110-385-4893-Rental Revenue	0	0	0	0	0	0
110-385-4895-Miscellaneous Revenue	227,437	2,262	2,250	2,250	2,250	0

Fund Name	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Full account						
110-390-4912-Transfer from Street Fund	0	0	0	0	0	0
110-390-4914-Transfer from BBJ Fund	0	0	0	0	0	0
110-390-4917-Transfer from SDC Fund	0	0	0	0	0	0
110-390-4950-Transfer from Equipment Fund	0	0	6,051	0	0	-6,051
Building Fund						
	0	0	104,082	70,104	70,105	-33,977
220-3100--Beginning Fund Balance	0	0	0	19,854	19,855	19,855
220-315-4125-Interest Earned	0	0	150	0	0	-150
220-335-4356-Building Permit Fees	0	0	57,160	45,000	45,000	-12,160
220-335-4358-Electrical Permit Fees	0	0	9,472	5,250	5,250	-4,222
220-370-4849-Capital Asset Disposal	0	0	0	0	0	0
220-385-4895-Miscellaneous Revenue	0	0	100	0	0	-100
220-390-4910-Transfer from General Fund	0	0	37,200	0	0	-37,200
Water Fund						
	467,463	473,422	863,744	558,895	558,894	304,850
230-3100--Beginning Fund Balance	139,109	140,328	140,181	45,555	45,554	-94,627
230-315-4125-Interest Earned	248	1,978	2,200	2,200	2,200	0
230-325-4151-Grant Revenue	0	0	90,000	120,000	120,000	30,000
230-325-4162-CDBG Grant	0	0	0	0	0	0
230-335-4370-Water/Sewer Connection Permit	4,165	1,250	5,250	2,750	2,750	-2,500
230-340-4425-Water/Sewer Sales	300,281	314,970	350,275	364,700	364,700	14,425
230-340-4426-Bulk Water Sales	566	0	500	10,000	10,000	9,500
230-340-4430-Water/Sewer Connection Fees	0	0	0	0	0	0

Fund Name	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Full account						
230-340-4435-Fire Hydrant Fee	4,136	3,874	4,750	4,240	4,240	-510
230-340-4450-Water/Sewer Penalties	100	2,194	3,012	1,500	1,500	-1,512
230-345-4531-Water Reimbursement SDC	13,410	7,823	11,175	7,450	7,450	-3,725
230-360-4210-Principal Payments Recieved	0	0	0	0	0	0
230-360-4220-Interim Financing Revenue	0	0	0	0	0	0
230-360-4225-Loan Proceeds	0	0	250,000	0	0	250,000
230-365-4752-Reimbursement Revenue	35	0	0	0	0	0
230-365-4790-SVDP Project Reimbursement	0	0	0	0	0	0
230-370-4849-Capital Asset Disposal	0	800	0	0	0	0
230-385-4895-Miscellaneous Revenue	5,413	205	350	500	500	150
230-390-4910-Transfer from General Fund	0	0	0	0	0	0
230-390-4917-Transfer from SDC Fund	0	0	0	0	0	0
230-390-4940-Transfer from Sewer Fund	0	0	0	0	0	0
230-390-4950-Transfer from Equipment Fund	0	0	6,051	0	0	-6,051
230-390-4955-Transfer from Debt Reserve Fun	0	0	0	0	0	0
Sewer Fund						
240-3100--Beginning Fund Balance	121,619	176,148	132,151	214,849	214,849	82,698
240-315-4125-Interest Earned	4,655	1,899	2,150	2,150	2,150	0
240-325-4151-Grant Revenue	0	0	0	20,000	20,000	20,000
240-325-4162-CDBG Grant	0	0	0	0	0	0
240-335-4354-Misc Permits & Licenses	0	0	0	0	0	0
240-335-4370-Water/Sewer Connection Permit	1,610	805	2,250	1,150	1,150	-1,100

Fund Name	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Full account						
240-340-4425-Water/Sewer Sales	342,844	361,249	386,875	406,700	406,700	19,825
240-340-4430-Water/Sewer Connection Fees	0	0	0	0	0	0
240-340-4450-Water/Sewer Penalties	108	2,071	2,321	2,200	2,200	-121
240-345-4541-Sewer Reimbursement SDC	6,891	5,241	9,270	6,180	6,180	-3,090
240-360-4220-Interim Financing Revenue	0	0	0	0	0	0
240-360-4225-Loan Proceeds	0	0	0	0	0	0
240-370-4824-Donations	0	0	0	0	0	0
240-370-4849-Capital Asset Disposal	0	0	0	0	0	0
240-385-4895-Miscellaneous Revenue	8,102	116	350	500	500	150
240-390-4910-Transfer from General Fund	0	0	0	0	0	0
240-390-4917-Transfer from SDC Fund	0	0	0	0	0	0
240-390-4921-Transfer from Sewer Reserve Fu	0	0	0	0	0	0
240-390-4930-Transfer from Water Fund	0	0	0	0	0	0
240-390-4950-Transfer from Equipment Fund	0	0	6,051	0	0	-6,051
240-390-4955-Transfer from Debt Reserve Fun	15,745	12,858	0	0	0	0
Street Fund	207,035	170,674	685,083	130,960	130,960	554,123
312-3100--Beginning Fund Balance	126,292	90,839	53,537	63,711	63,711	10,174
312-315-4125-Interest Earned	153	1,424	1,400	1,400	1,400	0
312-320-4140-Lane County Distributions	0	0	0	0	0	0
312-320-4142-State Distributions	78,103	76,643	64,212	64,212	64,212	0
312-325-4151-Grant Revenue	0	0	200,000	0	0	200,000

Fund Name	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Full account						
312-345-4513-Transportation Reimbursement S	2,354	1,768	1,560	1,560	1,560	0
312-360-4210-Principal Payments Received	0	0	0	0	0	0
312-360-4215-Interest Payments Received	0	0	0	0	0	0
						-
312-360-4225-Loan Proceeds	0	0	360,291	0	0	360,291
312-365-4752-Reimbursement Revenue	0	0	0	0	0	0
312-365-4791-SVDP Project Revenue	0	0	0	0	0	0
312-370-4849-Capital Asset Disposal	0	0	0	0	0	0
312-385-4895-Miscellaneous Revenue	133	0	50	77	77	27
312-390-4950-Transfer from Equipment Fund	0	0	4,033	0	0	-4,033
Blackberry Jam						
314-3100--Beginning Fund Balance	19,375	16,394	12,352	10,545	10,545	-1,807
314-315-4125-Interest Earned	7	7	8	0	0	-8
314-370-4824-BBJ Donations	0	280	50	0	0	-50
314-370-4849-Capital Asset Disposal	0	0	0	0	0	0
314-380-4861-Craft/Commercial Booth Sales	1,980	1,675	3,000	0	0	-3,000
314-380-4862-Food Booth Sales	1,200	590	1,200	0	0	-1,200
314-380-4863-Beer Garden	0	0	0	0	0	0
314-380-4864-Jam Sales	1,300	1,590	1,500	0	0	-1,500
314-380-4866-Quilt Raffle Sales	3,280	3,373	4,000	4,000	4,000	0
314-380-4868-Program Ad Sales	1,480	1,545	2,750	0	0	-2,750
314-380-4870-Sponsorship Revenue	1,500	750	4,000	0	0	-4,000
314-380-4872-Pie Sales	194	0	225	0	0	-225

Fund Name	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Full account						
314-380-4874-50/50 Raffle Sales	0	0	0	0	0	0
314-380-4876-5K Race Revenue	595	0	1,000	0	0	-1,000
314-380-4878-Car Show Revenue	4,067	3,445	4,250	0	0	-4,250
314-380-4880-Fishing Derby Revenue	440	200	450	0	0	-450
314-380-4882-Horseshoe Tourney Revenue	100	145	175	0	0	-175
314-380-4884-Kidz Korner Revenue	796	726	1,000	0	0	-1,000
314-380-4886-Pie Eating Contest Revenue	0	124	150	0	0	-150
314-380-4888-RC Flyers Revenue	60	0	0	0	0	0
314-380-4889-BBJ Festival Other Revenue	0	0	0	0	0	0
314-385-4895-Miscellaneous Revenue	328	101	75	0	0	-75
Parks SDC Fund	45,623	54,359	69,602	72,725	72,725	3,123
410-3100--Beginning Fund Balance	0	45,622	54,577	57,750	57,750	3,173
410-315-4125-Interest Earned	52	857	250	200	200	-50
410-345-4510-Park SDC Fees	7,880	7,880	14,775	14,775	14,775	0
410-345-4511-Parks Reimbursement SDC	0	0	0	0	0	0
410-390-4917-Transfer from SDC Fund	37,691	0	0	0	0	0
Street SDC Fund	36,616	47,331	56,613	58,710	58,710	2,097
412-3100--Beginning Fund Balance	0	36,618	47,483	49,630	49,630	2,147
412-315-4125-Interest Earned	32	649	250	200	200	-50
412-345-4512-Transportation SDC	13,397	10,064	8,880	8,880	8,880	0
412-390-4917-Transfer from SDC Fund	23,187	0	0	0	0	0

Fund Name	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Full account						
SDC Fund	397,391	0	0	0	0	0
417-3100--Beginning Fund Balance	397,391	0	0	0	0	0
417-315-4125-Interest Earned	0	0	0	0	0	0
417-345-4510-Park SDC Fees	0	0	0	0	0	0
417-345-4511-Parks Reimbursement SDC	0	0	0	0	0	0
417-345-4512-Transportation SDC	0	0	0	0	0	0
417-345-4530-Water SDC	0	0	0	0	0	0
417-345-4540-Sewer SDC	0	0	0	0	0	0
417-345-4545-Storm Drainage SDC	0	0	0	0	0	0
417-360-4210-Interfund Loan Principle from	0	0	0	0	0	0
417-390-4910-Transfer from General Fund	0	0	0	0	0	0
417-390-4912-Transfer from Street Fund	0	0	0	0	0	0
417-390-4930-Transfer from Water Fund	0	0	0	0	0	0
417-390-4940-Transfer from Sewer Fund	0	0	0	0	0	0
Water SDC Fund	265,465	311,502	383,877	386,952	386,952	3,075
430-3100--Beginning Fund Balance	0	265,465	320,027	328,502	328,502	8,475
430-315-4125-Interest Earned	270	5,822	6,400	1,000	1,000	-5,400
430-345-4530-Water SDC	68,940	40,215	57,450	57,450	57,450	0
430-390-4917-Transfer from SDC Fund	196,255	0	0	0	0	0
Sewer SDC Fund	128,017	139,745	158,494	162,810	162,810	4,316
440-3100--Beginning Fund Balance	0	128,017	140,454	145,745	145,745	5,291
440-315-4125-Interest Earned	158	2,646	1,975	1,000	1,000	-975

Fund Name	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Full account						
440-345-4540-Sewer SDC	11,942	9,082	16,065	16,065	16,065	0
440-390-4917-Transfer from SDC Fund	115,917	0	0	0	0	0
Stormwater SDC Fund	33,379	44,978	55,843	59,008	59,008	3,165
445-3100--Beginning Fund Balance	0	33,379	45,113	48,278	48,278	3,165
445-315-4125-Interest Earned	34	585	635	635	635	0
445-345-4545-Storm Drainage SDC	9,005	11,014	10,095	10,095	10,095	0
445-390-4917-Transfer from SDC Fund	24,340	0	0	0	0	0
Water Reserve Fund	19,692	23,643	39,402	39,402	39,402	0
520-3100--Beginning Fund Balance	15,752	19,692	23,647	39,398	39,398	15,751
520-315-4125-Interest Earned	2	13	15	4	4	-11
520-390-4930-Transfer from Water Fund	3,938	3,938	15,740	0	0	-15,740
Sewer Reserve Fund	8,246	9,827	15,756	15,756	15,756	0
521-3100--Beginning Fund Balance	6,670	8,246	9,828	15,754	15,754	5,926
521-315-4125-Interest Earned	1	6	8	2	2	-6
521-390-4940-Transfer from Sewer Fund	1,575	1,575	5,920	0	0	-5,920
Equipment Fund	53,616	22,181	0	1	1	1
550-3100--Beginning Fund Balance	43,614	174	0	1	1	1
550-315-4125-Interest Earned	2	7	0	0	0	0
550-370-4849-Capital Asset Disposal	0	0	0	0	0	0
550-390-4910-Transfer from General Fund	2,000	6,000	0	0	0	0

Fund Name	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Full account						
550-390-4912-Transfer from Street Fund	4,000	4,000	0	0	0	0
550-390-4930-Transfer from Water Fund	2,000	6,000	0	0	0	0
550-390-4940-Transfer from Sewer Fund	2,000	6,000	0	0	0	0
Debt Reserve Fund						
555-3100--Beginning Fund Balance	28,584	12,858	0	0	0	0
555-315-4125-Interest Earned	28,469	12,839	0	0	0	0
555-315-4125-Interest Earned	115	19	0	0	0	0
555-390-4917-Transfer from SDC Fund	0	0	0	0	0	0
Grand Total	3,656,777	2,618,103	4,296,007	4,498,032	4,498,032	202,025

Expenditures sheets – Sorted by fund, then department

General Fund

Administration

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Personal Services		36,371	34,225	37,849	39,116	39,116	1,267
	110-410-5110-City Administrator	12,826	17,263	18,000	17,850	17,850	-150
	110-410-5112-Finance Clerk	0	0	0	0	0	0
	110-410-5114-City Clerk	5,027	5,275	5,550	5,828	5,828	278
	110-410-5150-Public Works Director	5,053	0	0	0	0	0
	110-410-5152-Utility Worker I	0	0	0	0	0	0
	110-410-5154-Utility Worker II	1,968	0	0	0	0	0
	110-410-5156-Temporary/ Seasonal	0	0	0	0	0	0
	110-410-5158-Maintenance Worker I	938	1,659	1,991	2,195	2,195	204
	110-410-5220-Overtime	1,169	32	80	84	84	4
	110-410-5315-Social Security/Medicare	1,901	1,854	1,960	1,978	1,978	18
	110-410-5320-Worker's Comp	491	189	455	457	457	2
	110-410-5350-Unemployment	0	0	1,750	1,728	1,728	-22
	110-410-5410-Health Insurance	4,181	3,773	3,646	3,901	3,901	255
	110-410-5450-Public Employees Retirement	2,814	4,180	4,417	5,095	5,095	678
	110-410-5910-DO NOT USE - Wage Adjustment	3	0	0	0	0	0
Materials & Services		62,843	91,392	53,294	74,581	74,581	21,287
	110-410-6110-Auditing	4,150	5,235	3,919	5,500	5,500	1,581

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
	110-410-6112-Legal Services	5,997	1,656	2,500	2,500	2,500	0
	110-410-6114-Financial Services	3,543	4,397	5,215	6,215	6,215	1,000
	110-410-6122-IT Services	10,406	11,494	6,304	12,000	12,000	5,696
	110-410-6124-Copier Contract	2,446	2,013	2,250	2,250	2,250	0
	110-410-6128-Other Contract Services	6,587	38,988	2,500	12,500	12,500	10,000
	110-410-6132-LCOG	0	0	0	0	0	0
	110-410-6190-Computer Serv/Warr/Contracts	0	0	0	0	0	0
	110-410-6210-Insurance & Bonds	5,643	5,968	6,426	6,426	6,426	0
	110-410-6220-Publications, Printing & Dues	4,432	2,987	2,600	1,400	1,400	-1,200
	110-410-6222-Newsletter Expenditure	0	0	1,200	1,200	1,200	0
	110-410-6226-Postage	623	433	725	500	500	-225
	110-410-6228-Public Notices	0	0	1,000	500	500	-500
	110-410-6230-Office Supplies/Equipment	1,485	1,746	1,375	2,000	2,000	625
	110-410-6234-General Supplies	719	861	1,000	1,000	1,000	0
	110-410-6238-Bank Service Charges	827	794	1,000	1,000	1,000	0
	110-410-6240-Travel & Training	2,685	1,973	2,100	5,700	5,700	3,600
	110-410-6290-Miscellaneous	165	330	500	500	500	0
	110-410-6320-Building Repair & Maintenance	1,662	0	1,000	1,000	1,000	0
	110-410-6324-Equipment Repair & Maintenance	57	29	100	100	100	0
	110-410-6334-Non-Capitalized Assets	1,968	2,264	2,000	2,000	2,000	0
	110-410-6420-Water Services	373	1,548	1,325	1,398	1,398	73
	110-410-6425-Sewer Services	569	1,082	825	825	825	0
	110-410-6430-Electricity Services	2,176	3,059	2,100	2,100	2,100	0
	110-410-6435-Internet Services	930	1,088	685	1,322	1,322	637
	110-410-6440-Telephone Services	2,580	2,488	1,875	1,875	1,875	0

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
	110-410-6445-Refuse Services	119	101	120	120	120	0
	110-410-6510-Council Expenditure	2,226	309	2,000	2,000	2,000	0
	110-410-6512-State Ethics Commission	475	549	650	650	650	0
	110-410-6514-League of Oregon Cities(LOC)	0	0	0	0	0	0
	110-410-6792-Reimbursable Expenditure	0	0	0	0	0	0
Capital Outlay		303,898	12,702	0	185,700	185,700	185,700
	110-410-8225-Buildings & Facilities	297,073	0	0	185,700	185,700	185,700
	110-410-8320-Software	6,825	5,925	0	0	0	0
	110-410-8335-Equipment & Furnishings	0	6,777	0	0	0	0
	110-410-8425-Vehicles & Rolling Stock	0	0	0	0	0	0
Grand Total		403,112	138,319	91,143	299,397	299,397	208,254

Parks and Recreation

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Personal Services		24,209	34,239	48,202	50,114	50,114	1,912
	110-420-5110-City Administrator	4,636	4,316	4,500	4,463	4,463	-37
	110-420-5150-Public Works Director	3,482	3,443	3,617	3,798	3,798	181
	110-420-5152-Utility Worker I	0	7,324	8,256	4,551	4,551	-3,705
	110-420-5154-Utility Worker II	1,968	0	0	4,551	4,551	4,551
	110-420-5156-Temporary/Seasonal	0	0	2,883	3,028	3,028	145
	110-420-5158-Maintenance Worker I	7,273	8,292	9,955	10,976	10,976	1,021
	110-420-5220-Overtime	824	257	1,027	1,409	1,409	382
	110-420-5315-Social Security/Medicare	1,316	1,808	2,320	2,512	2,512	192
	110-420-5320-Worker's Comp	856	736	660	1,670	1,670	1,010
	110-420-5350-Unemployment	0	0	2,000	2,328	2,328	328
	110-420-5410-Health Insurance	1,934	4,153	7,770	4,384	4,384	-3,386
	110-420-5450-Public Employees Retirement	1,920	3,910	5,214	6,444	6,444	1,230
	110-420-5910-DO NOT USE - Wage Adjustment	0	0	0	0	0	0
Materials & Services		49,420	42,191	21,040	74,009	84,009	62,969
	110-420-6128-Other Contract Services	37,202	14,298	1,000	20,000	20,000	19,000
	110-420-6210-Insurance & Bonds	0	0	0	1,861	1,861	1,861
	110-420-6234-General Supplies	1,499	5,048	2,000	2,000	2,000	0
	110-420-6238-Bank Service Charges	0	0	0	4	4	4
	110-420-6290-Miscellaneous	240	0	500	500	500	0
	110-420-6320-Building Repair & Maintenance	1,513	968	2,500	3,000	3,000	500
	110-420-6324-Equipment Repair & Maintenance	1,279	561	1,000	2,000	2,000	1,000
	110-420-6328-Property Maintenance	0	0	1,000	1,000	1,000	0

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
	110-420-6330-Other Repair & Maintenance	1,314	12,965	2,000	2,000	2,000	0
	110-420-6334-Non-Capitalized Assets	1,597	1,753	1,000	1,000	11,000	10,000
	110-420-6339-Maintenance - Nelson Land Dona	0	0	2,500	10,000	10,000	7,500
	110-420-6420-Water Services	746	2,386	3,500	25,000	25,000	21,500
	110-420-6425-Sewer Services	1,401	1,443	1,500	1,650	1,650	150
	110-420-6430-Electricity Services	675	618	675	2,129	2,129	1,454
	110-420-6445-Refuse Services	269	263	365	365	365	0
	110-420-6710-Gas & Oil	1,685	1,888	1,500	1,500	1,500	0
	Capital Outlay	420,870	15,485	554,986	740,000	740,000	185,014
	110-420-8225-Buildings & Facilities	0	1,584	0	0	0	0
	110-420-8335-Equipment & Furnishings	0	0	0	0	0	0
	110-420-8425-Vehicles & Rolling Stock	0	0	0	0	0	0
	110-420-8520-Parks Improvements	420,870	13,901	554,986	740,000	740,000	185,014
Grand Total		494,499	91,915	624,228	864,123	874,123	249,895

Police

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Materials & Services		27,300	28,123	29,530	29,530	29,530	0
	110-430-6118-Police Services	27,300	28,123	29,530	29,530	29,530	0
	110-430-6334-Non-Capitalized Assets	0	0	0	0	0	0
Grand Total		27,300	28,123	29,530	29,530	29,530	0

Community Development

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Personal Services		14,734	10,193	6,465	6,592	6,592	127
	110-440-5110-City Administrator	8,374	4,316	4,500	4,463	4,463	-37
	110-440-5112-Finance Clerk	0	0	0	0	0	0
	110-440-5114-City Clerk	2,514	2,638	0	0	0	0
	110-440-5220-Overtime	48	16	0	0	0	0
	110-440-5315-Social Security/Medicare	785	533	350	341	341	-9
	110-440-5320-Worker's Comp	17	62	75	68	68	-7
	110-440-5350-Unemployment	0	0	250	360	360	110
	110-440-5410-Health Insurance	1,816	1,427	495	484	484	-11
	110-440-5450-Public Employees Retirement	1,180	1,201	795	876	876	81
Materials & Services		153,700	91,872	24,525	50,525	50,525	26,000
	110-440-6116-Engineering Services	145	11,174	1,000	20,000	20,000	19,000
	110-440-6128-Other Contract Services	23,936	18,679	7,500	10,000	10,000	2,500

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
	110-440-6220-Publications, Printing & Dues	0	0	100	100	100	0
	110-440-6226-Postage	0	45	175	175	175	0
	110-440-6238-Bank Service Charges	0	0	0	0	0	0
	110-440-6240-Travel & Training	414	0	500	0	0	-500
	110-440-6290-Miscellaneous	0	0	250	250	250	0
	110-440-6522-Land Use & Development Costs	8,534	26,733	15,000	20,000	20,000	5,000
	110-440-6524-Building Permit Costs	107,637	29,836	0	0	0	0
	110-440-6525-Electrical Permit Costs	13,034	5,405	0	0	0	0
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Capital Outlay		0	0	0	10,000	10,000	10,000
	110-440-8225-Buildings & Facilities	0	0	0	10,000	10,000	10,000
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Grand Total		168,434	102,065	30,990	67,117	67,117	36,127

Library

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Personal Services		35	2,164	20,778	30,893	30,893	10,115
	110-450-5130-Librarian/Special Events	0	0	12,480	16,380	16,380	3,900
	110-450-5156-Temporary/ Seasonal	0	0	577	606	606	29
	110-450-5158-Maintenance Worker I	0	1,659	1,991	2,194	2,194	203
	110-450-5315-Social Security/Medicare	0	127	1,155	1,467	1,467	312
	110-450-5320-Worker's Comp	35	92	230	326	326	96
	110-450-5350-Unemployment	0	0	1,000	1,323	1,323	323
	110-450-5410-Health Insurance	0	0	750	4,833	4,833	4,083

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
	110-450-5450-Public Employees Retirement	0	286	2,595	3,764	3,764	1,169
Materials & Services		3,873	6,472	11,515	12,672	12,672	1,157
	110-450-6122-IT Services	600	479	1,460	1,460	1,460	0
	110-450-6128-Other Contract Services	0	250	500	500	500	0
	110-450-6226-Postage	0	4	50	50	50	0
	110-450-6230-Office Supplies/Equipment	156	0	500	500	500	0
	110-450-6234-General Supplies	329	0	1,500	1,500	1,500	0
	110-450-6238-Bank Service Charges	0	0	0	1	1	1
	110-450-6290-Miscellaneous	0	14	250	250	250	0
	110-450-6320-Building Repair & Maintenance	0	2,100	500	1,656	1,656	1,156
	110-450-6334-Non-Capitalized Assets	0	80	0	0	0	0
	110-450-6420-Water Services	106	516	950	950	950	0
	110-450-6425-Sewer Services	190	361	750	750	750	0
	110-450-6430-Electricity Services	725	1,020	2,400	2,400	2,400	0
	110-450-6435-Internet Services	930	1,547	780	780	780	0
	110-450-6440-Telephone Services	0	0	350	350	350	0
	110-450-6445-Refuse Services	97	101	525	525	525	0
	110-450-6530-Summer Reading Program	740	0	1,000	1,000	1,000	0
Capital Outlay		0	0	301,470	307,115	307,115	5,645
	110-450-8225-Buildings & Facilities	0	0	301,470	307,115	307,115	5,645
	110-450-8335-Equipment & Furnishings	0	0	0	0	0	0
Grand Total		3,908	8,636	333,763	350,680	350,680	16,917

Code Enforcement

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Personal Services		11,200	11,249	12,530	12,909	12,909	379
	110-460-5110-City Administrator	4,311	4,316	4,500	4,463	4,463	-37
	110-460-5150-Public Works Director	3,482	3,443	3,617	3,798	3,798	181
	110-460-5220-Overtime	505	90	313	315	315	2
	110-460-5315-Social Security/Medicare	596	600	650	341	341	-309
	110-460-5320-Worker's Comp	174	63	135	154	154	19
	110-460-5350-Unemployment	0	0	500	692	692	192
	110-460-5410-Health Insurance	1,236	1,384	1,355	1,462	1,462	107
	110-460-5450-Public Employees Retirement	896	1,353	1,460	1,684	1,684	224
Materials & Services		663	3,240	1,550	2,801	2,801	1,251
	110-460-6128-Other Contract Services	420	2,965	1,000	0	0	-1,000
	110-460-6234-General Supplies	0	0	100	100	100	0
	110-460-6238-Bank Service Charges	0	0	0	1	1	1
	110-460-6290-Miscellaneous	243	0	100	100	100	0
	110-460-6445-Refuse Services	0	275	350	2,600	2,600	2,250
	110-460-6540-Dog/Cat Control	0	0	0	0	0	0
Grand Total		11,863	14,489	14,080	15,710	15,710	1,630

Tourism

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Materials & Services		7,566	2,786	10,816	6,111	6,111	-4,705
	110-470-6128-Other Contract Services	0	0	1,000	0	0	-1,000
	110-470-6224-Marketing	421	120	4,000	295	295	-3,705
	110-470-6226-Postage	0	8	100	100	100	0
	110-470-6290-Miscellaneous	2,615	0	250	250	250	0
	110-470-6326-Covered Bridge Maintenance	2,971	1,586	2,466	2,466	2,466	0
	110-470-6328-Matching Grant Funds	0	0	0	0	0	0
	110-470-6527-Community Grant Program	1,559	0	3,000	3,000	3,000	0
	110-470-6550-Tourism Funded Projects	0	1,072	0	0	0	0
Grand Total		7,566	2,786	10,816	6,111	6,111	-4,705

Municipal Court

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Personal Services		9,434	10,193	10,996	11,644	11,644	648
	110-480-5110-City Administrator	4,239	4,316	4,500	4,463	4,463	-37
	110-480-5112-Finance Clerk	0	0	0	0	0	0
	110-480-5114-City Clerk	2,514	2,638	2,775	2,914	2,914	139
	110-480-5220-Overtime	48	16	40	42	42	2
	110-480-5315-Social Security/Medicare	486	533	560	567	567	7
	110-480-5320-Worker's Comp	11	62	120	135	135	15
	110-480-5350-Unemployment	0	0	500	599	599	99

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
	110-480-5410-Health Insurance	1,405	1,427	1,236	1,468	1,468	232
	110-480-5450-Public Employees Retirement	731	1,201	1,265	1,456	1,456	191
Materials & Services		1,753	1,268	3,000	3,191	3,191	191
	110-480-6120-Judge Contract	450	0	1,250	1,250	1,250	0
	110-480-6121-Bailiff Contract	0	0	0	0	0	0
	110-480-6128-Other Contract Services	882	824	1,000	1,000	1,000	0
	110-480-6220-Publications, Printing & Dues	0	0	0	0	0	0
	110-480-6226-Postage	0	29	50	50	50	0
	110-480-6238-Bank Service Charges	196	0	200	200	200	0
	110-480-6290-Miscellaneous	0	0	0	0	0	0
	110-480-6560-State Assessments	225	287	500	630	630	130
	110-480-6565-Court Collection Fees	0	128	0	61	61	61
Grand Total		11,187	11,461	13,996	14,835	14,835	839

Non-Departmental

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Contingencies		0	0	57,314	39,825	39,825	-17,489
	110-900-9590-Contingency	0	0	57,314	39,825	39,825	-17,489
Reserves & Ending Balances		297,503	272,113	2,500	180,748	170,748	168,248
	110-900-9895-Reserved for future use - Park	0	0	2,500	2,500	2,500	0
	110-900-9899-Unappropriated Ending Balance	297,503	272,113	0	178,248	168,248	168,248

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Transfers Out		2,000	6,000	37,200	0	0	-37,200
	110-900-9117-Transfer to SDC Fund	0	0	0	0	0	0
	110-900-9120-Transfer to Building Fund	0	0	37,200	0	0	-37,200
	110-900-9130-Transfer to Water Fund	0	0	0	0	0	0
	110-900-9140-Transfer to Sewer Fund	0	0	0	0	0	0
	110-900-9150-Transfer to Equipment Fund	2,000	6,000	0	0	0	0
Grand Total		299,503	278,113	97,014	220,573	210,573	113,559

Building Fund

Building Department

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Personal Services		0	0	4,646	5,040	5,040	394
	220-490-5110-City Administrator	0	0	0	0	0	0
	220-490-5114-City Clerk	0	0	2,775	2,914	2,914	139
	220-490-5220-Overtime	0	0	40	42	42	2
	220-490-5315-Social Security/Medicare	0	0	215	226	226	11
	220-490-5320-Worker's Comp	0	0	50	54	54	4
	220-490-5350-Unemployment	0	0	250	240	240	-10
	220-490-5410-Health Insurance	0	0	791	984	984	193
	220-490-5450-Public Employees Retirement	0	0	525	580	580	55
Materials & Services		0	0	73,769	36,231	36,231	-37,538
	220-490-6110-Auditing	0	0	500	500	500	0
	220-490-6112-Legal Services	0	0	500	500	500	0
	220-490-6122-IT Services	0	0	2,400	2,400	2,400	0
	220-490-6128-Other Contract Services	0	0	500	0	0	-500
	220-490-6150-Building Inspection Services	0	0	45,470	22,500	22,500	-22,970
	220-490-6152-Electrical Inspection Services	0	0	8,803	2,625	2,625	-6,178
	220-490-6220-Publications, Printing & Dues	0	0	125	0	0	-125
	220-490-6226-Postage	0	0	75	0	0	-75
	220-490-6230-Office Supplies/Equipment	0	0	150	0	0	-150
	220-490-6238-Bank Service Charges	0	0	125	125	125	0
	220-490-6240-Travel & Training	0	0	100	0	0	-100
	220-490-6290-Miscellaneous	0	0	100	100	100	0

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
	220-490-6330-Other Repair & Maintenance	0	0	200	0	0	-200
	220-490-6334-Non-Capitalized Assets	0	0	500	0	0	-500
	220-490-6420-Water Services	0	0	175	175	175	0
	220-490-6425-Sewer Services	0	0	125	125	125	0
	220-490-6430-Electricity Services	0	0	225	225	225	0
	220-490-6435-Internet Services	0	0	95	148	148	53
	220-490-6440-Telephone Services	0	0	225	225	225	0
	220-490-6445-Refuse Services	0	0	50	50	50	0
	220-490-6524-Building State Surcharge	0	0	11,432	5,850	5,850	-5,582
	220-490-6525-Electrical State Surcharge	0	0	1,894	683	683	-1,211
Capital Outlay		0	0	8,525	0	0	-8,525
	220-700-8320-Software	0	0	8,525	0	0	-8,525
	220-700-8335-Equipment & Furnishings	0	0	0	0	0	0
Contingencies		0	0	17,142	7,959	7,959	-9,183
	220-900-9590-Contingency	0	0	17,142	7,959	7,959	-9,183
Reserves & Ending Balances		0	0	0	20,875	20,875	20,875
	220-900-9893-Reserved for future use - Bldg	0	0	0	0	0	0
	220-900-9899-Unappropriated Ending Balance	0	0	0	20,875	20,875	20,875
Grand Total		0	0	104,082	70,105	70,105	-33,977

Water Fund

Water Department

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Personal Services		133,453	169,295	193,421	211,358	211,358	17,937
	230-490-5110-City Administrator	22,893	23,737	24,750	24,544	24,544	-206
	230-490-5112-Finance Clerk	839	0	0	0	0	0
	230-490-5114-City Clerk	19,272	21,101	22,200	23,310	23,310	1,110
	230-490-5150-Public Works Director	24,376	29,266	30,747	32,284	32,284	1,537
	230-490-5152-Utility Worker I	0	31,127	35,500	19,341	19,341	-16,159
	230-490-5154-Utility Worker II	15,747	0	0	19,341	19,341	19,341
	230-490-5156-Temporary/ Seasonal	0	0	577	606	606	29
	230-490-5158-Maintenance Worker I	3,233	2,488	2,987	3,293	3,293	306
	230-490-5220-Overtime	6,474	1,605	6,020	5,000	5,000	-1,020
	230-490-5315-Social Security/Medicare	6,716	8,363	9,360	9,993	9,993	633
	230-490-5320-Worker's Comp	2,922	3,571	1,880	6,317	6,317	4,437
	230-490-5350-Unemployment	0	0	8,500	10,420	10,420	1,920
	230-490-5410-Health Insurance	21,354	29,898	29,750	31,270	31,270	1,520
	230-490-5450-Public Employees Retirement	9,627	18,139	21,150	25,639	25,639	4,489
Materials & Services		109,106	101,127	173,938	152,700	152,700	-21,238
	230-490-6110-Auditing	3,900	3,975	4,419	6,000	6,000	1,581
	230-490-6112-Legal Services	0	0	500	500	500	0
	230-490-6114-Financial Services	3,543	5,657	5,212	4,100	4,100	-1,112
	230-490-6116-Engineering Services	0	948	40,000	1,500	1,500	-38,500
	230-490-6122-IT Services	2,463	3,828	6,304	5,500	5,500	-804
	230-490-6128-Other Contract Services	3,828	853	2,000	8,500	8,500	6,500

230-490-6130-General Contract Services	0	0	0	0	0	0
230-490-6190-Computer Serv/Warr/Contracts	0	0	0	0	0	0
230-490-6210-Insurance & Bonds	5,643	5,968	6,427	8,000	8,000	1,573
230-490-6220-Publications, Printing & Dues	555	1,205	1,000	1,200	1,200	200
230-490-6226-Postage	1,544	1,402	2,100	1,100	1,100	-1,000
230-490-6230-Office Supplies/Equipment	1,274	475	1,500	3,500	3,500	2,000
230-490-6234-General Supplies	8,995	6,385	2,750	3,000	3,000	250
230-490-6238-Bank Service Charges	4,089	3,385	3,850	4,000	4,000	150
230-490-6240-Travel & Training	1,113	721	1,500	1,500	1,500	0
230-490-6290-Miscellaneous	671	130	1,500	1,500	1,500	0
230-490-6320-Building Repair & Maintenance	1,913	1,307	2,500	3,000	3,000	500
230-490-6324-Equipment Repair & Maintenance	2,427	1,796	1,500	5,000	5,000	3,500
230-490-6330-Other Repair & Maintenance	16,962	10,571	15,000	17,000	17,000	2,000
230-490-6334-Non-Capitalized Assets	1,030	4,308	2,750	2,000	2,000	-750
230-490-6420-Water Services	1,733	598	1,825	500	500	-1,325
230-490-6425-Sewer Services	700	721	775	775	775	0
230-490-6430-Electricity Services	16,930	16,681	19,500	19,800	19,800	300
230-490-6435-Internet Services	840	840	875	900	900	25
230-490-6440-Telephone Services	3,552	3,073	3,950	3,950	3,950	0
230-490-6445-Refuse Services	226	268	275	540	540	265
230-490-6520-Permits	0	0	0	0	0	0
230-490-6710-Gas & Oil	1,981	546	1,600	2,000	2,000	400
230-490-6712-Operations & Supplies	27	2,048	1,675	1,500	1,500	-175
230-490-6750-Chemicals & Lab Supplies	20,200	17,730	21,500	18,000	18,000	-3,500
230-490-6755-Water/Sewer Analysis	2,967	3,550	3,375	6,400	6,400	3,025
230-490-6758-Water/Sewer Connection Expendi	0	2,158	0	3,200	3,200	3,200
230-490-6760-Water/Sewer Franchise Fees	0	0	17,776	18,235	18,235	459

Capital Outlay	14,558	16,026	340,000	27,500	27,500	-312,500
230-700-8225-Buildings & Facilities	0	1,584	0	0	0	0
230-700-8320-Software	6,825	5,925	0	0	0	0
230-700-8335-Equipment & Furnishings	0	2,711	0	27,500	27,500	27,500
230-700-8425-Vehicles & Rolling Stock	7,733	0	0	0	0	0
230-700-8540-Water Systems Improvemts	0	5,806	340,000	0	0	-340,000
230-700-8895-Other Improvements	0	0	0	0	0	0
Contingencies	0	0	76,552	35,532	35,532	-41,020
230-900-9590-Contingency	0	0	76,552	35,532	35,532	-41,020
Debt Service	64,080	64,079	64,093	66,804	58,614	-5,479
230-800-7110-Loan Principal - S00006	15,101	15,794	16,520	20,000	0	-16,520
230-800-7111-Loan Principal - Library/City	0	0	0	0	0	0
230-800-7122-Loan Principal - J05001 SPWF	4,056	4,265	4,486	4,962	4,962	476
230-800-7124-Loan Principal - RD	15,663	16,094	16,540	16,991	16,991	451
230-800-7125-Loan Principal - Lakeview	0	0	0	0	7,651	7,651
230-800-7510-Loan Interest - S00006	5,543	1,483	760	0	0	-760
230-800-7511-Loan Interest - Library/City	0	0	0	0	0	0
230-800-7522-Loan Interest - J05001 SPWF	0	3,157	2,937	2,461	2,705	-232
230-800-7524-Loan Interest - RD	23,717	23,286	22,850	22,390	22,390	-460
230-800-7525-Loan Interest - Lakeview	0	0	0	0	3,915	3,915
Reserves & Ending Balances	140,326	112,958	0	65,000	73,190	73,190
230-900-9893-Reserved for future use - Wate	0	0	0	0	0	0
230-900-9899-Unappropriated Ending Balance	140,326	112,958	0	65,000	73,190	73,190

Transfers Out	5,938	9,938	15,740	0	0	-15,740
230-900-9117-Transfer to SDC Fund	0	0	0	0	0	0
230-900-9120-Transfer to Water Reserve Fund	3,938	3,938	15,740	0	0	-15,740
230-900-9140-Transfer to Sewer Fund	0	0	0	0	0	0
230-900-9150-Transfer to Equipment Fund	2,000	6,000	0	0	0	0
Grand Total	467,461	473,423	863,744	558,894	558,894	-304,850

Sewer Fund

Sewer Department

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Personal Services		133,445	169,295	193,421	213,420	213,420	19,999
	240-490-5110-City Administrator	22,894	23,738	24,750	24,544	24,544	-206
	240-490-5112-Finance Clerk	0	0	0	0	0	0
	240-490-5114-City Clerk	20,110	21,101	22,200	23,310	23,310	1,110
	240-490-5150-Public Works Director	24,376	29,266	30,747	32,284	32,284	1,537
	240-490-5152-Utility Worker I	0	31,127	35,500	19,341	19,341	-16,159
	240-490-5154-Utility Worker II	15,746	0	0	19,341	19,341	19,341
	240-490-5156-Temporary/ Seasonal	0	0	577	606	606	29
	240-490-5158-Maintenance Worker I	3,233	2,488	2,987	3,293	3,293	306
	240-490-5220-Overtime	6,474	1,605	6,020	7,663	7,663	1,643
	240-490-5315-Social Security/Medicare	6,716	8,363	9,360	9,993	9,993	633
	240-490-5320-Worker's Comp	2,915	3,571	1,880	5,716	5,716	3,836
	240-490-5350-Unemployment	0	0	8,500	10,420	10,420	1,920
	240-490-5410-Health Insurance	21,354	29,898	29,750	31,270	31,270	1,520
	240-490-5450-Public Employees Retirement	9,627	18,138	21,150	25,639	25,639	4,489
Materials & Services		121,940	139,338	201,624	198,734	198,734	-2,890
	240-490-6110-Auditing	3,900	5,235	4,419	6,000	6,000	1,581
	240-490-6112-Legal Services	0	0	500	500	500	0
	240-490-6114-Financial Services	3,543	4,397	5,212	5,000	5,000	-212
	240-490-6116-Engineering Services	2,950	4,193	40,000	2,500	2,500	-37,500
	240-490-6122-IT Services	2,324	4,070	6,304	5,500	5,500	-804
	240-490-6128-Other Contract Services	7,716	4,453	3,500	8,600	8,600	5,100

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
	240-490-6130-General Contract Services	0	0	0	0	0	0
	240-490-6190-Computer Serv/Warr/Contracts	0	0	0	0	0	0
	240-490-6210-Insurance & Bonds	5,643	5,968	6,427	9,000	9,000	2,573
	240-490-6220-Publications, Printing & Dues	430	230	600	1,200	1,200	600
	240-490-6226-Postage	1,543	1,402	2,100	1,100	1,100	-1,000
	240-490-6230-Office Supplies/Equipment	336	264	500	500	500	0
	240-490-6234-General Supplies	1,270	2,766	2,500	2,500	2,500	0
	240-490-6238-Bank Service Charges	4,048	3,385	3,850	4,000	4,000	150
	240-490-6240-Travel & Training	1,489	1,590	1,500	1,500	1,500	0
	240-490-6290-Miscellaneous	685	0	500	500	500	0
	240-490-6320-Building Repair & Maintenance	591	1,641	1,750	3,000	3,000	1,250
	240-490-6324-Equipment Repair & Maintenance	9,724	3,135	5,000	5,000	5,000	0
	240-490-6330-Other Repair & Maintenance	4,254	16,507	15,000	15,000	15,000	0
	240-490-6334-Non-Capitalized Assets	1,000	1,612	1,200	7,500	7,500	6,300
	240-490-6420-Water Services	12,656	22,865	21,250	21,500	21,500	250
	240-490-6425-Sewer Services	6,304	6,629	6,750	6,200	6,200	-550
	240-490-6430-Electricity Services	19,710	18,991	19,889	24,000	24,000	4,111
	240-490-6435-Internet Services	0	711	857	1,440	1,440	583
	240-490-6440-Telephone Services	1,456	1,731	1,825	2,200	2,200	375
	240-490-6445-Refuse Services	226	325	379	9,450	9,450	9,071
	240-490-6520-Permits	2,812	2,894	3,193	3,000	3,000	-193
	240-490-6710-Gas & Oil	2,460	1,380	1,450	1,450	1,450	0
	240-490-6712-Operations & Supplies	216	0	0	1,500	1,500	1,500
	240-490-6750-Chemicals & Lab Supplies	14,122	11,540	15,250	15,500	15,500	250
	240-490-6755-Water/Sewer Analysis	10,532	11,230	10,575	11,250	11,250	675

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
	240-490-6758-Water/Sewer Connection Expendi	0	194	0	3,000	3,000	3,000
	240-490-6760-Water/Sewer Franchise Fees	0	0	19,344	19,344	19,344	0
	240-490-6792-Reimbursable Expenditure	0	0	0	0	0	0
Capital Outlay		14,558	42,745	0	6,000	6,000	6,000
	240-700-8225-Buildings & Facilities	0	7,245	0	0	0	0
	240-700-8320-Software	6,825	5,925	0	0	0	0
	240-700-8335-Equipment & Furnishings	0	29,575	0	6,000	6,000	6,000
	240-700-8425-Vehicles & Rolling Stock	7,733	0	0	0	0	0
	240-700-8550-Sewer Systems	0	0	0	0	0	0
	240-700-8890-Projects	0	0	0	0	0	0
Contingencies		0	0	89,908	40,342	40,342	-49,566
	240-900-9590-Contingency	0	0	89,908	40,342	40,342	-49,566
Debt Service		51,909	51,232	50,545	34,868	50,265	-280
	240-800-7110-Loan Principal	18,171	18,313	18,466	7,500	18,628	162
	240-800-7111-Loan Principal - Library/City	0	0	0	0	0	0
	240-800-7122-Loan Principal - J05001 SPWF	4,056	4,265	4,486	4,962	4,962	476
	240-800-7124-Loan Principal - RD	6,262	6,434	6,612	6,794	6,794	182
	240-800-7126-Loan Principal - Interfund Loa	0	0	0	0	0	0
	240-800-7510-Loan Interest	10,571	9,753	8,911	4,200	8,043	-868
	240-800-7511-Loan Interest - Library/City	0	0	0	0	0	0
	240-800-7522-Loan Interest - J05001 SPWF	3,367	3,157	2,937	2,461	2,705	-232
	240-800-7524-Loan Interest - RD	9,482	9,310	9,133	8,951	9,133	0

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
	240-800-7911-Interim Loan RD Financing	0	0	0	0	0	0
Reserves & Ending Balances		176,150	150,205	0	160,365	144,968	144,968
	240-900-9893-Reserved for future use - Sewe	0	0	0	0	0	0
	240-900-9899-Unappropriated Ending Balance	176,150	150,205	0	160,365	144,968	144,968
Transfers Out		3,575	7,575	5,920	0	0	-5,920
	240-900-9117-Transfer to SDC Fund	0	0	0	0	0	0
	240-900-9121-Transfer to Sewer Reserve Fund	1,575	1,575	5,920	0	0	-5,920
	240-900-9150-Transfer to Equipment Fund	2,000	6,000	0	0	0	0
Grand Total		501,577	560,390	541,418	653,729	653,729	112,311

Street Fund

Street Department

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Personal Services		37,483	17,986	23,103	24,506	24,506	1,403
	312-490-5110-City Administrator	8,872	4,316	4,500	4,463	4,463	-37
	312-490-5112-Finance Clerk	0	0	0	0	0	0
	312-490-5150-Public Works Director	10,615	3,443	3,617	3,798	3,798	181
	312-490-5152-Utility Worker I	0	3,662	4,128	2,275	2,275	-1,853
	312-490-5154-Utility Worker II	3,937	0	0	2,275	2,275	2,275
	312-490-5156-Temporary/ Seasonal	0	0	1,153	1,210	1,210	57
	312-490-5158-Maintenance Worker I	1,616	0	0	0	0	0
	312-490-5220-Overtime	2,153	174	675	861	861	186
	312-490-5315-Social Security/Medicare	1,960	887	1,085	1,140	1,140	55
	312-490-5320-Worker's Comp	977	818	230	1,350	1,350	1,120
	312-490-5350-Unemployment	0	0	1,000	1,281	1,281	281
	312-490-5410-Health Insurance	4,524	2,768	4,195	2,924	2,924	-1,271
	312-490-5450-Public Employees Retirement	2,829	1,918	2,520	2,929	2,929	409
	312-490-5910-DO NOT USE - Wage Adjustment	0	0	0	0	0	0
Materials & Services		64,705	36,757	46,404	48,046	48,046	1,642
	312-490-6110-Auditing	1,300	1,745	1,473	1,812	1,812	339
	312-490-6114-Financial Services	1,181	1,466	1,737	1,737	1,737	0
	312-490-6116-Engineering Services	24,962	725	2,500	2,500	2,500	0
	312-490-6122-IT Services	671	1,295	2,102	2,102	2,102	0
	312-490-6128-Other Contract Services	12,607	4,574	8,500	8,500	8,500	0
	312-490-6210-Insurance & Bonds	1,881	1,989	2,142	2,225	2,225	83

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
	312-490-6234-General Supplies	34	270	200	200	200	0
	312-490-6238-Bank Service Charges	0	0	0	2	2	2
	312-490-6290-Miscellaneous	228	0	500	500	500	0
	312-490-6324-Equipment Repair & Maintenance	49	134	500	500	500	0
	312-490-6330-Other Repair & Maintenance	6,101	664	10,000	10,000	10,000	0
	312-490-6334-Non-Capitalized Assets	0	4,998	2,500	2,500	2,500	0
	312-490-6430-Electricity Services	15,379	12,363	13,250	13,250	13,250	0
	312-490-6720-Storm Drain Maintenance	0	2,304	0	1,218	1,218	1,218
	312-490-6724-Street Signs	312	4,230	1,000	1,000	1,000	0
	312-490-6726-Street Lights	0	0	0	0	0	0
Capital Outlay		10,008	44,228	560,291	0	0	-560,291
	312-700-8225-Buildings & Facilities	0	528	0	0	0	0
	312-700-8320-Software	2,275	180	0	0	0	0
	312-700-8335-Equipment & Furnishings	0	1,355	0	0	0	0
	312-700-8425-Vehicles & Rolling Stock	7,733	0	0	0	0	0
	312-700-8530-Street Improvements	0	42,165	560,291	0	0	-560,291
	312-700-8532-Signage	0	0	0	0	0	0
Contingencies		0	0	55,285	7,368	7,368	-47,917
	312-900-9590-Contingency	0	0	55,285	7,368	7,368	-47,917
Debt Service		0	0	0	6,400	5,175	5,175
	312-800-7111-Loan Principal - Library/City	0	0	0	0	0	0
	312-800-7125-Loan Principal for Bus Or	0	0	0	4,200	3,429	3,429

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
	312-800-7511-Loan Interest - Library/City	0	0	0	0	0	0
	312-800-7525-Loan Interest for Bus Or	0	0	0	2,200	1,746	1,746
Reserves & Ending Balances		90,839	67,703	0	44,640	45,865	45,865
	312-900-9898-Reserved for future use - Stre	0	0	0	0	0	0
	312-900-9899-Unappropriated Ending Balance	90,839	67,703	0	44,640	45,865	45,865
Transfers Out		4,000	4,000	0	0	0	0
	312-900-9150-Transfer to Equipment Fund	4,000	4,000	0	0	0	0
Grand Total		207,035	170,674	685,083	130,960	130,960	-554,123

Blackberry Jam Festival Fund

Blackberry Jam Committee

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Personal Services		0	0	0	0	0	0
	314-490-5110-City Administrator	0	0	0	0	0	0
Materials & Services		20,310	18,435	25,798	6,750	6,750	-19,048
	314-490-6118-Police Services	0	1,220	1,750	0	0	-1,750
	314-490-6122-IT Services	131	442	473	500	500	27
	314-490-6220-Publications, Printing & Dues	1,079	0	1,000	0	0	-1,000
	314-490-6224-Festival Advertisement	535	1,376	1,500	0	0	-1,500
	314-490-6226-Postage	0	0	50	0	0	-50
	314-490-6238-Bank Service Charges	0	26	75	0	0	-75
	314-490-6290-Miscellaneous	2,241	2,290	2,000	0	0	-2,000
	314-490-6440-Telephone Services	144	0	250	0	0	-250
	314-490-6445-Refuse Services	812	0	1,150	0	0	-1,150
	314-490-6705-Rent	940	995	1,250	1,250	1,250	0
	314-490-6714-Materials & Services	140	0	0	0	0	0
	314-490-6810-Craft/Commercial Booth Exp	121	38	750	0	0	-750
	314-490-6812-Food Booth Exp	40	150	175	0	0	-175
	314-490-6813-Beer Garden	0	0	0	0	0	0
	314-490-6814-Jam Sales Exp	1,143	486	825	0	0	-825
	314-490-6816-Quilt Raffle	3,726	3,040	4,000	4,000	4,000	0
	314-490-6820-Sponsorship Exp	51	0	50	0	0	-50
	314-490-6822-Pie Sales Exp	187	0	0	0	0	0
	314-490-6850-5K Race Exp	495	0	600	0	0	-600

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
	314-490-6852-Car Show Exp	3,555	3,748	4,000	1,000	1,000	-3,000
	314-490-6854-Fishing Derby Exp	500	200	450	0	0	-450
	314-490-6856-Horseshoe Tourney Exp	0	0	50	0	0	-50
	314-490-6858-Kidz Korner Exp	590	380	1,000	0	0	-1,000
	314-490-6860-Pie Eating Contest Exp	0	284	300	0	0	-300
	314-490-6862-RC Flyers Exp	100	0	100	0	0	-100
	314-490-6864-Entertainment Exp	3,780	3,760	4,000	0	0	-4,000
Contingencies		0	0	10,387	0	0	-10,387
	314-900-9590-Contingency	0	0	10,387	0	0	-10,387
Reserves & Ending Balances		16,392	12,510	0	7,795	7,795	7,795
	314-900-9899-Unappropriated Ending Balance	16,392	12,510	0	7,795	7,795	7,795
Transfers Out		0	0	0	0	0	0
	314-900-9110-Transfer to General Fund	0	0	0	0	0	0
Grand Total		36,702	30,945	36,185	14,545	14,545	-21,640

Parks SDC Fund

Parks Department

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Materials & Services		0	0	2,000	0	0	-2,000
	410-490-6714-Materials & Services	0	0	2,000	0	0	-2,000
Capital Outlay		0	0	67,602	0	0	-67,602
	410-700-8520-Parks Improvements	0	0	67,602	0	0	-67,602
Reserves & Ending Balances		45,622	54,359	0	72,725	72,725	72,725
	410-900-9895-Reserved for future use - Park	0	0	0	5,000	5,000	5,000
	410-900-9899-Unappropriated Ending Balance	45,622	54,359	0	67,725	67,725	67,725
Grand Total		45,622	54,359	69,602	72,725	72,725	3,123

Streets SDC Fund

Streets Department

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Materials & Services		0	0	2,000	5,000	5,000	3,000
	412-490-6128-Other Contract Services	0	0	2,000	5,000	5,000	3,000
	412-490-6714-Materials & Services	0	0	0	0	0	0
Capital Outlay		0	0	54,613	40,000	40,000	-14,613
	412-700-8530-Street Improvements	0	0	54,613	40,000	40,000	-14,613
Reserves & Ending Balances		36,617	47,330	0	13,710	13,710	13,710
	412-900-9898-Reserved for future use - Stre	0	0	0	0	0	0
	412-900-9899-Unappropriated Ending Balance	36,617	47,330	0	13,710	13,710	13,710
Grand Total		36,617	47,330	56,613	58,710	58,710	2,097

Water SDC Fund

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Materials & Services		0	0	2,000	102,446	102,446	100,446
	430-490-6128-Other Contract Services	0	0	2,000	102,446	102,446	100,446
	430-490-6714-Materials & Services	0	0	0	0	0	0
Capital Outlay		0	0	381,877	0	0	381,877
	430-700-8540-Water Systems Improvemts	0	0	381,877	0	0	381,877
Reserves & Ending Balances		265,465	311,502	0	284,506	284,506	284,506
	430-900-9893-Reserved for future use - Wate	0	0	0	0	0	0
	430-900-9899-Unappropriated Ending Balance	265,465	311,502	0	284,506	284,506	284,506
Grand Total		265,465	311,502	383,877	386,952	386,952	3,075

Sewer SDC Fund

Sewer Department

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Materials & Services		0	0	2,000	53,616	53,616	51,616
	440-490-6128-Other Contract Services	0	0	2,000	53,616	53,616	51,616
	440-490-6714-Materials & Services	0	0	0	0	0	0
Capital Outlay		0	0	156,494	0	0	156,494
	440-700-8550-Sewer Systems	0	0	156,494	0	0	156,494
Reserves & Ending Balances		128,017	139,745	0	109,194	109,194	109,194
	440-900-9897-Reserved for future use - Sewe	0	0	0	0	0	0
	440-900-9899-Unappropriated Ending Balance	128,017	139,745	0	109,194	109,194	109,194
Grand Total		128,017	139,745	158,494	162,810	162,810	4,316

Stormwater SDC Fund

Stormwater Department

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Materials & Services		0	0	2,000	0	0	-2,000
	445-490-6128-Other Contract Services	0	0	2,000	0	0	-2,000
	445-490-6714-Materials & Services	0	0	0	0	0	0
Capital Outlay		0	0	53,843	0	0	-53,843
	445-700-8560-Stormwater Improvements	0	0	53,843	0	0	-53,843
Reserves & Ending Balances		33,379	44,978	0	59,008	59,008	59,008
	445-900-9897-Reserved for future use - Sewe	0	0	0	0	0	0
	445-900-9899-Unappropriated Ending Balance	33,379	44,978	0	59,008	59,008	59,008
Grand Total		33,379	44,978	55,843	59,008	59,008	3,165

Water Reserve Fund

Water Department

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Reserves & Ending Balances		19,692	23,643	39,402	39,402	39,402	0
	520-900-9892-Reserved for Water Bond Pymt	0	0	39,402	39,402	39,402	0
	520-900-9899-Unappropriated Ending Balance	19,692	23,643	0	0	0	0
Transfers Out		0	0	0	0	0	0
	520-900-9130-Transfer to Water Fund	0	0	0	0	0	0
Grand Total		19,692	23,643	39,402	39,402	39,402	0

Sewer Reserve Fund

Sewer Department

Category	Full account	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 21/22 Recommended	FY 21/22 Approved	\$ Change
Reserves & Ending Balances		8,246	9,827	15,756	15,756	15,756	0
	521-900-9892-Reserved for Sewer Bond Pymt	0	0	15,756	15,756	15,756	0
	521-900-9899-Unappropriated Ending Balance	8,246	9,827	0	0	0	0
Transfers Out		0	0	0	0	0	0
	521-900-9140-Transfer to Sewer Fund	0	0	0	0	0	0
Grand Total		8,246	9,827	15,756	15,756	15,756	0

Agenda Item Sheet
City of Lowell City Council



Type of item:	Resolution
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Item title/recommended action:

Motion to approve Resolution #2021-761, "A Resolution to Establish Water and Sewer Rates to be Effective July 1, 2021."

Justification or background:

This is a resolution to set water and sewer rates for the next fiscal year. The rates presented here, and as presented at the April Budget Committee meeting, include a 3% increase. A public hearing on this item was held on June 1, 2021.

Budget impact:

3% increase in water and sewer rates.

Department or Council sponsor:

Public Works

Attachments:

Resolution 2021-761

Meeting date:	06/15/2021
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CITY OF LOWELL, OREGON

RESOLUTION 761

ESTABLISHING WATER AND SEWER RATES

TO BE EFFECTIVE JULY 1, 2021

BE IT RESOLVED, that:

1. The following rates are established for water service:

- a. Basic Service Charge per EDU: \$26.87 per month
- b. Variable Water Rate: 0-5,000 gallons/EDU \$5.39 per 1,000 gallons
Over 5,000 gallons/EDU \$6.79 per 1,000 gallons
- c. Bulk Water Rate: Variable Charge \$9.73 per 1,000 gallons
- d. Fire Hydrant Fee, w/o water service \$12.64 per month

2. The following rates are established for sewer service:

- a. A monthly rate of \$63.94 per EDU is established for sewer service.
- b. A graywater disposal fee of \$0.15 per gallon.

3. The above water and sewer service charges are effective on July 1, 2021.

This Resolution supersedes Resolution 742 dated June 23, 2020.

Adopted by the City Council of the City of Lowell, this 15th day of June 2021.

Yea: _____

Nay: _____

Approved: _____

Don Bennett, Mayor

Attest: _____

Jeremy Caudle, City Recorder

Agenda Item Sheet
City of Lowell City Council



Type of item:	Resolution
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Item title/recommended action:

Motion to approve Resolution #2021-762, "A Resolution Declaring the City's Election to Receive State Revenues for Fiscal Year 2021-2022."

Justification or background:

State law requires public hearings at the Budget Committee meeting and before City Council for the City to be eligible to receive state revenue sharing funds. A public hearing on this item was held at the April Budget Committee meeting. A public hearing on this item was also held on June 1, 2021.

Budget impact:

Ability to receive state revenue sharing funds.

Department or Council sponsor:

Administration

Attachments:

Resolution 2021-762

Meeting date:	06/15/2021
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CITY OF LOWELL, OREGON

RESOLUTION 762

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES FOR FISCAL YEAR 2021-2022.

BE IT RESOLVED that pursuant to ORS 221.770, the City of Lowell hereby elects to receive state revenues for Fiscal Year 2021-2022.

Adopted by the City Council of the City of Lowell this 15th day of June 2021.

Yea: _____

Nay: _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jeremy Caudle, City Administrator

I certify that a public hearing before the Budget Committee was held on April 28, 2021, and a public hearing before the City Council was held on June 1, 2021, giving citizens an opportunity to comment on use of State Revenue Sharing.

Jeremy Caudle, City Recorder

Agenda Item Sheet
City of Lowell City Council



Type of item:	Resolution
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Item title/recommended action:

Motion to approve Resolution # 2021-765, "A Resolution Certifying Services."

Justification or background:

State law requires a public hearing and adoption of a resolution certifying services to remain eligible to receive state revenue sharing. A public hearing on this item was also held on June 1, 2021.

Budget impact:

Ability to receive state revenue sharing funds.

Department or Council sponsor:

Administration

Attachments:

Resolution 2021-765

Meeting date:	06/15/2021
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CITY OF LOWELL, OREGON

RESOLUTION 765

A RESOLUTION CERTIFYING SERVICES

WHEREAS, ORS 221.760 provides as follows:

SECTION 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four (4) or more of the following services:

- 1. Police protection
- 2. Fire protection
- 3. Street construction, maintenance, and lighting
- 4. Sanitary sewer
- 5. Storm sewers
- 6. Planning, zoning, and subdivision control
- 7. One or more utility services

AND WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

BE IT RESOLVED that the City of Lowell hereby certifies that it provides the following four (4) or more municipal services enumerated in Section 1, ORS 221.760:

- ✓ Police protection
- Fire protection
- ✓ Street construction, maintenance, and lighting
- ✓ Sanitary sewer
- ✓ Storm sewers
- ✓ Planning, zoning, and subdivision control
- ✓ One or more utility services not checked above: water utility

Adopted by the City Council of the City of Lowell this 15th day of June 2021.

Yea: _____

Nay: _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jeremy Caudle, City Recorder

Agenda Item Sheet
City of Lowell City Council



Type of item:	Resolution
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Item title/recommended action:

Motion to approve Resolution #2021-764, "A Resolution Establishing a Payment in Lieu of Franchise Fee of Five Percent (5%) on the Gross Operating Revenue from the City of Lowell Municipal Water Utility and the City of Lowell Municipal Wastewater Treatment Utility."

Justification or background:

The recommended budget includes franchise fees to be levied on the city's utilities system. A public hearing on this item was also held on June 1, 2021.

Budget impact:

Receipt of franchise fees totaling 5% of gross revenues from the city's utilities.

Department or Council sponsor:

Public Works

Attachments:

Resolution 2021-764

Meeting date:	06/15/2021
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CITY OF LOWELL, OREGON

RESOLUTION 764

A RESOLUTION ESTABLISHING A PAYMENT IN LIEU OF FRANCHISE FEE OF FIVE PERCENT (5%) ON THE GROSS OPERATING REVENUE FROM THE CITY OF LOWELL MUNICIPAL WATER UTILITY AND THE CITY OF LOWELL MUNICIPAL WASTEWATER TREATMENT UTILITY

WHEREAS, the Lowell City Council has examined the fiscal resources and the business practices of the various operating funds; and

WHEREAS, the City Council has found that the City operates a Municipal Water Utility and a Municipal Wastewater Treatment Utility along the same lines as a commercial enterprise; and

WHEREAS, the financial activities of these municipal utilities are reported as "Enterprise" or "Proprietary" funds of the City of Lowell; and

WHEREAS, the City does not currently charge the same Payment In Lieu of Franchise Fee to the City operated utilities as is made by all other privately owned utilities for the use of public rights-of-way; now therefore

BE IT RESOLVED by the Lowell City Council that a Payment In Lieu of Franchise Fee of five percent (5%) percent is hereby established on the gross operating receipts of the City of Lowell Municipal Water Utility and the City of Lowell Municipal Wastewater Treatment Utility.

BE IT FURTHER RESOLVED that gross operating receipts, as used in this resolution, shall be deemed to include any revenue earned within the City from the service fees charged by the Municipal Water Utility and Municipal Wastewater Treatment Utility.

BE IT FURTHER RESOLVED that payments shall be made to the City's General Fund and shall begin with all such receipts collected after July 1, 2021 and continue to be paid until modified or removed by the City Council of the City of Lowell, Oregon.

Adopted by the City Council of the City of Lowell this 15th day of June 2021.

Yea:

Nay:

Approved: _____
Don Bennett, Mayor

Attest: _____
Jeremy Caudle, City Recorder

Agenda Item Sheet
City of Lowell City Council



Type of item:	Procurement
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Item title/recommended action:

Motion to approve an "Agreement for Financial and Consulting Services" with Layli A. Nichols in the amount not to exceed \$21,070 and to authorize the City Administrator to sign.

Justification or background:

The city's consulting agreement for financial and accounting services will expire in June. This agreement will continue the contract with our current accountant.

Budget impact:

For detail, see the attached contract.

Department or Council sponsor:

Administration

Attachments:

Agreement for Financial and Consulting Services

Meeting date:	06/15/2021
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AGREEMENT FOR
FINANCIAL AND ACCOUNTING CONSULTATION SERVICES

THIS AGREEMENT is made as of July 1, 2021, by and between the City of Lowell, Oregon (“City”) and Layli A Nichols, a sole proprietor (“Consultant”).

RECITALS

- A. This agreement acknowledges that the City has secured the offer of Consultant to perform the accounting and financial services as described herein.
- B. City desires to utilize the services of Consultant as an independent contractor for financial and accounting consultation for the City.
- C. Consultant represents that it is fully qualified to perform such services by virtue of its experience, training and expertise.

NOW THEREFORE, in consideration of performance by the parties of the promises, covenants, and conditions herein contained, the parties hereto agree as follows:

1. Consultant’s Services.

Scope and Level of Services the nature, scope, and level of specific services to be performed by Consultant are as set forth in Exhibit A attached hereto.

2. Term of Agreement.

This agreement is effective on the date set forth in the initial paragraph of this Agreement and shall remain in effect through June 30, 2022 unless earlier terminated pursuant to section 9.

3. Compensation.

City Agrees to compensate Consultant for its services for a total amount of \$14,070.00 for monthly services \$6,000.00 for Audit Services and \$1,000 for Other Services as outlined in Exhibit A. Monthly services shall be paid in 12 equal installments. Audit Services shall be paid in one lump sum, upon completion and Other Support shall be billed as needed. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of the awarded contract of \$21,070.00 unless specifically approved in advance, in writing, by City.

4. Notices.

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during the receiving party’s regular business hours or by facsimile or email before or during receiving party’s regular business hours; or (b) on the second business day following deposit in the United States mail, postage prepaid to the addresses heretofore below, or to such other addresses as the parties may, from time to time, designate in writing pursuant to the provisions of this section.

City:
City of Lowell
P.O. Box 490
Lowell, OR 97452

Consultant:
Layli A Nichols
535 Spruce Court
Creswell, OR 97426

5. Status as an independent Contractor.

Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control of the conduct of Consultant except as set forth in this agreement. Consultant shall not, at any time, or in any manner, represent that it is in any way an employee of City.

6. Assignability; Subcontracting.

Consultant shall not assign, transfer, or subcontract any interest in this Agreement or the performance of any of Consultant's obligations hereunder, without the prior written consent of City.

7. Compliance with Laws.

Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state, and local governments. Consultant shall be solely responsible for the payment of all taxes, including workers' compensation.

8. Conflict of Interest.

Consultant covenants that it presently has no interest and shall not acquire interest, direct or indirect, which may be affected by the services to be performed by Consultant under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Furthermore Consultant shall avoid the appearance of having any interest, which would conflict in any manner with the performance of its services pursuant to this Agreement. Nothing in this section shall, however, preclude Consultant from accepting other engagements with City.

9. Termination.

This contract may be terminated by either City or Consultant in writing by giving five business days' notice to the other party. In the event this Agreement is terminated, Consultant shall be paid for any services properly performed through the last working day the Agreement is in effect.

10. Attorney's Fees.

In the event that either party to this Agreement shall commence any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover its costs of suit, including reasonable attorney's fees.

11. Amendment.

This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

12. Severability.

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

13. Exhibits.

All documents referenced as exhibits in this Agreement are hereby incorporated in this agreement.

14. Entire Agreement.

This Agreement, and any other documents incorporated herein by specific reference, represents the entire and integrated agreement between City and Consultant. This agreement supersedes all prior oral or written negotiations, representations or agreements.

In witness whereof, the parties have executed this Agreement as of the date first written above.

Jeremy Caudle, City Administrator

Layli A. Nichols, Consultant

Exhibit A
Scope of Services

Consultant will provide the following services as outlined in below:

Monthly Services

1. Monthly bank reconciliations for all bank accounts, including the General Checking and Local Government Investment Pool Accounts.
2. Monthly reconciliation including adjusting journal entries.
3. Monthly preparation of interim financial statements.
4. Quarterly preparation of payroll tax reports
5. Year-end payroll reporting preparation
6. Review of budget to actual revenues and expenditures.
7. Preparation of Fixed Assets which include recognizing new assets, retiring assets, and recording depreciation.

Audit Preparation

1. Review of the revenues and expenditures compared to the adopted budget.
2. Reconciliation of the June 30th balance sheet accounts for both fund basis and modified accrual basis financial statements.
3. If necessary, preparation for a Single Audit (audit of expenditures of federal awards).
4. Lead staff through the audit team's on-site fieldwork visits.
5. Report drafting in coordination with the audit firm for final issuance on or before December 31st deadline.
6. Presentation and work sessions with the City Council, as requested.

Other Services

1. Other Services are defined as: Services requested not otherwise outlined in the Scope of Services.
2. Other Services include but are not limited to: Special projects, project research, technical support, and software conversion.
3. Other Services are to be provided on an "as needed" basis only.

All work papers and reports must be retained by the Accountant for a minimum of five (5) years, unless notified in writing by the City of the need to extend the retention period. Working papers will be made available, upon request, to the City of Lowell.

As part of the overall contract, the City expects to receive from the Accountant a variety of technical assistance throughout the fiscal year. This assistance would include answers to accounting, reporting, or internal control questions.

Agenda Item Sheet
City of Lowell City Council



Type of item:	Procurement
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Item title/recommended action:

Motion to approve an "Agreement for Law Enforcement Services" with the City of Oakridge in the amount of \$30,415.25 and to authorize the Mayor and the City Administrator to sign.

Justification or background:

The city's agreement for law enforcement services with the City of Oakridge will expire in June. This contract would renew our arrangement with the City of Oakridge for law enforcement services for another one-year period.

Budget impact:

For detail, see the attached contract.

Department or Council sponsor:

Administration

Attachments:

Agreement for Law Enforcement Services

Meeting date:	06/15/2021
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AGREEMENT FOR LAW ENFORCEMENT SERVICES

CITY OF LOWELL/CITY OF OAKRIDGE

THIS AGREEMENT is made and entered by and between the CITY OF LOWELL hereinafter called Lowell, a municipal corporation of the State of Oregon, and the CITY OF OAKRIDGE, hereinafter called Oakridge, a municipal corporation of the State of Oregon.

WITNESSETH

WHEREAS, Lowell is desirous of contracting with Oakridge for the performance of the hereinafter described law enforcement functions within the boundaries of Lowell by Oakridge thereof, and;

WHEREAS, Oakridge has agreed to tender such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provisions of ORS 190.010.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS HEREIN CONTAINED, IT IS MUTUALLY AGREED AS FOLLOWS:

1. **TERM:** The term of this agreement shall be 12 months, commencing July 1, 2021 and terminating June 30, 2022.
2. **COMPENSATION:** Lowell shall pay to Oakridge for such law enforcement services as provided herein as follows:
 - a. Costs for this period. Payments shall be made in equal installments.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>HOURS</u>	<u>HOURLY RATE</u>
July 1, 2021-June 30, 2022	\$30,415.25	480	\$63.34

b. City of Lowell will pay for 1(one) Motorola/Ally software license for the Oakridge Police Department report management system that will be a City of Lowell specific database for police records. The cost of the FY21/22 license is \$1575.00. This license fee will be paid to the City of Oakridge with the first billing to be used for the Motorola/Ally license.

c. In the event an incident within Lowell requires extraordinary police services above and beyond the typical investigation and causes the hours to be performed on behalf of Lowell to exceed the 40-hour month average, Lowell shall pay for such services at the established hourly rate listed above. Prior to any payments being made under this subparagraph, the City Administrators shall review the time involved in the investigation and jointly agree on the additional amount of compensation which should be due.

3. **POLICE RESPONSIBILITIES:** Oakridge agrees to provide police protection within the corporate limits of Lowell to the extent and in the manner herein set forth. The police services shall encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by a city police department. Such services shall include enforcement and investigations involved in the field of public safety, criminal law enforcement, or related fields within the legal power of the Chief of Police to so provide and shall be provided in conformance with the standards generally accepted within the policing profession. The Oakridge Police shall:
 - a. Provide enforcement of State Statutes and Lowell Ordinances regarding criminal offenses and Oregon Vehicle Code Violations.
 - b. Provide enforcement of all other Lowell ordinances which by their nature are generally enforceable by police action on a call basis, responding to Lowell staff or resident complaints of ordinance violations, but generally no ordinance enforcement by random patrol.
 - c. Provide a random 10-hour weekly patrol of Lowell in marked police vehicles. An average of 40 patrol hours shall be conducted within Lowell city limits each calendar month. Administrative hours will be included in the 40 total hours to include investigative reports and other administrative duties as needed.
 - d. Provide a written report to Lowell on or before the 8th day of each month setting forth the actual number of calls for service and number of citations and arrests for the previous month. The Chief of Police or his designee shall attend any and all meetings concerning policing issues as requested by Lowell. Example of report is included as Attachment 1.
 - e. Make available for the performance of the duties herein properly supervised officers, certified by the Oregon Department of Public Safety Standards and Training (except as to reserve officer/cadets), and furnish and supply all other necessary labor, supervision, equipment, communications facilities, and supplies to maintain the level of services to be rendered hereunder.

4. **PERSONNEL:** The rendition of such service, standards of performance, the discipline of officers, and other matters incident to the performance of such services and control of personnel so employed shall remain solely with the City of Oakridge.
 - a. With the exception of police department reserves, all personnel employed in the performance of such services pursuant to this agreement shall be Oakridge employees and all persons employed hereunder shall have City pensions, salary, workers compensation and any status or rights under the provisions of City employment paid for by Oakridge.

- b. Lowell shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any Oakridge personnel performing services hereunder for Lowell or any liability other than that provided for in this agreement. Except as otherwise herein specified, Lowell shall not be liable for compensation or indemnity to any Oakridge employee for any injury, or sickness arising out of his or her employment.
5. **COURT:** It is mutually agreed that all arrests for felony crimes or other misdemeanors, except those cited under Lowell Ordinance 273 which may be cited into the Lowell Municipal Court, will be presented to the District Attorney for Lane County, State of Oregon, for trial in the appropriate court of jurisdiction, and the court of jurisdiction will be entitled to all portions of fines, forfeitures, etc. normally retained by them. All violations of Oregon Vehicle Code and ordinance violations committed within the incorporated limits of Lowell will be cited to appear in the Lowell Municipal Court, Lane County, Oregon, or such other court as has jurisdictions over the offense cited. Oakridge will provide a bailiff for the Lowell Municipal Court who shall be present whenever the Court is in session. An Officer schedule to testify at Court may serve as Bailiff. Bailiff time will be accounted for separately from patrol time and will be paid for at the established rate from Court revenues. A minimum of one hour will be charged for each Court session. Required Court appearances by Officers, above and beyond Bailiff duty will also be accounted for separately and paid from Court receipts. All net revenue generated and retained by the Lowell Municipal Court will be divided equally with the City of Oakridge, to assist in covering additional costs of services. Lowell will deposit all Court revenue into a Trust and Agency Account. Court Revenue will be accounted for as follows on a quarterly basis:
 - a) From Gross Receipts, all Statutory Assessments, including the Court Administration Surcharge will be deducted and paid from the Trust and Agency Account.
 - b) From Gross Receipts, direct Court costs for the Judge and any other required personnel services, including but not limited to City Attorney and Interpreter, if required, plus 10% Court Administrative Costs in addition to previous year Court Administration Surcharge and will be deducted for payment to the City of Lowell.
 - c) From Gross Receipts, Bailiff costs and additional costs for Officers to appear in Court, will be deducted for payment to the City of Oakridge.
 - d) The remaining net revenue will be divided equally between Lowell and Oakridge.
 - e) Within 30 days of the end of each fiscal year quarter, a check will be written from the Trust and Agency Account to the City of Lowell for costs identified in b above plus Lowell's share of net receipts.
 - f) Within 30 days of the end of each fiscal year quarter, a check will be written from the Trust and Agency Account to the City of Oakridge for costs identified in c above plus Oakridge's share of net receipts.

6. **DISPUTE RESOLUTION:** Specifically, the Administrators shall attempt to resolve any disputes between the cities concerning the terms of this agreement and the performance thereof and may recommend that the cities enter into mediation or arbitration if the Administrators are unable to resolve a dispute matter. The type and quality of service shall be reviewed annually by the respective councils.
7. **TERMINATION:** This agreement may be terminated by either city at any time upon giving two (2) months written notice of their intent to do so. Further, if the City of Lowell receives a UHP COPS Grant the contract will be adjusted as needed.
8. **HOLD HARMLESS:** The parties hereby covenant and agree to hold and save each other, their officers, agents and other employees, harmless from all claims whatsoever, including attorney's fees and costs, by reason of any act or omission of each city, its officers, agents, or employees. Oakridge will provide Lowell a certificate of insurance indicating the City of Oakridge carries an insurance policy providing liability insurance for its Police Department and any contractual arrangements with other agencies.
9. **MISCELLANEOUS:**
 - a. Any amendments or modification hereto shall be made in writing as approved by respective councils.

IN WITNESS WHEREOF, this instrument has been executed in duplicate pursuant to resolutions heretofore duly and legally adopted by each of the parties hereto.

CITY OF OAKRIDGE

CITY OF LOWELL

Kathy Holston, Mayor Date

Don Bennett, Mayor Date

ATTEST:

Kevin Martin Date
Chief of Police

Jeremy Caudle Date
City Administrator

Agenda Item Sheet
City of Lowell City Council



Type of item:	Budget Item
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Item title/recommended action:

Motion to approve Resolution #2021-766, "A Resolution Authorizing the Transfer of Appropriations within Funds."

Justification or background:

This is a resolution to transfer appropriations between departments within the General Fund. Since the Rolling Rock Park renovations were budgeted, but not executed, this resolution transfers savings from the Park Department to various accounts within other General Fund departments. State law authorizes the transfer of appropriations within the same fund by passing a resolution. This resolution does not change the overall General Fund budget. Key reasons for the transfers include: engineering and planning services in the Community Development department are higher than projected due to increased building activity; for the Administration Department, expenditures in certain personnel accounts, along with IT, financial, legal, and other services are higher than expected; utilities expenditures in the Administration Department are higher than expected; additional transfer to the Police and Municipal Court budgets to ensure expenditures are within budgeted limits at fiscal year-end.

Budget impact:

No net change to the overall General Fund budget.

Department or Council sponsor:

Administration

Attachments:

Resolution 2021-766

Meeting date:

06/15/2021

CITY OF LOWELL, OREGON

RESOLUTION #2021-766

A RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATIONS WITHIN FUNDS

WHEREAS, the City of Lowell's 2020-2021 Budget is in need of adjusting various, funds, departments, organizational units and category of expense accounts for additional appropriation authority; and

WHEREAS, under the provisions of Oregon Budget Law, fund units and accounts are required to reflect sufficient authorized appropriations; and

WHEREAS, appropriation authority may be made by transfers of appropriation within organizational units, transfers within categories of expense and/or transfers of contingency appropriations within a specific fund when authorized by official resolution of the governing body as provided by ORS 294.463; and

WHEREAS, additional appropriation authority for expenditures may be made by transfer of contingency appropriations or other appropriations within a specific fund when authorized by official resolution of the governing body as provided by Oregon Local Budget Law, now therefore,

BE IT RESOLVED, that such transfers of categories of expense, organizational units, and contingency appropriations to fund expenditures within each fund account as set forth in Attachment A and providing expenditure authority is hereby increased and appropriated.

Approved and adopted by the Lowell City Council at a regular meeting held on the 15th day of June 2021.

Yea: _____

Nay: _____

Approved: _____

Don Bennett, Mayor

Attest: _____

Jeremy Caudle, City Recorder

City of Lowell
 Transfer of appropriations - Summary schedule by department
 Approved June 15, 2021
 Attachment A

Transfer of appropriations:

Fund/Department	Beginning appropriation	Increase	Decrease	Revised appropriation
<u>General Fund</u>				
1 Administration	101,143	25,400	0	126,543
2 Code Enforcement	14,080	10,000	0	24,080
3 Community Development	340,990	77,000	0	417,990
4 Debt Service	58,348	0	0	58,348
5 Library	333,763	0	0	333,763
6 Municipal Court	13,996	1,000	0	14,996
7 Other Requirements	97,014	0	0	97,014
8 Parks & Recreation	664,228	0	-115,900	548,328
9 Police	29,530	2,500	0	32,030
10 Tourism	10,816	0	0	10,816
Total General Fund transfer:	1,663,908	115,900	-115,900	1,663,908

City of Lowell
 Transfer of appropriations - Detail schedule by account
 Approved June 15, 2021

Transfer of appropriations:

Fund/Department	Account number	Description	Beginning appropriation	Increase	Decrease	Revised appropriation
<u>General Fund</u>						
1 Parks and Recreation	110-420-8520	Parks Improvements	554,986		-115,900	439,086
2 Administration	110-410-5320	Workers Comp	455	1,000		1,455
3 Administration	110-410-6110	Auditing	3,919	2,000		5,919
4 Administration	110-410-6112	Legal Services	2,500	2,000		4,500
5 Administration	110-410-6114	Financial Services	5,215	1,000		6,215
6 Administration	110-410-6122	IT Services	6,304	10,000		16,304
7 Administration	110-410-6128	Other Contract Services	12,500	1,500		14,000
8 Administration	110-410-6240	Travel and Training	2,100	4,000		6,100
9 Administration	110-410-6420	Water Services	1,325	500		1,825
10 Administration	110-410-6425	Sewer Services	825	1,000		1,825
11 Administration	110-410-6435	Internet Services	685	1,500		2,185
12 Administration	110-410-6440	Telephone Services	1,875	500		2,375
13 Administration	110-410-8335	Equipment and Furnishings	0	400		400
14 Police	110-430-6118	Police Services	29,530	2,500		32,030
15 Community Development	110-440-6116	Engineering Services	1,000	60,000		61,000
16 Community Development	110-440-6128	Other Contract Services	7,500	5,000		12,500
17 Community Development	110-440-6522	Land Use and Development Costs	15,000	12,000		27,000
18 Code Enforcement	110-460-6128	Other Contract Services	1,000	10,000		11,000
19 Municipal Court	110-480-6560	State Assessments	500	1,000		1,500
Total General Fund transfer:			647,219	115,900	-115,900	647,219

Agenda Item Sheet
City of Lowell City Council



Type of item:	Personnel
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Item title/recommended action:

Motion to approve Resolution #2021-767, "A Resolution Authorizing Adjustments to the Employee Pay Scale for FY 2021/22."

Justification or background:

This resolution will increase the pay scale across all employee classifications to accommodate a 5% merit increase. In the past employee raises were authorized by increasing employees' steps in the pay scale. Since some employees are already at the top of the pay scale (and therefore ineligible for further increases without a change in the pay scale), staff recommend adjusting the pay scale forward so that all employees are eligible for the 5% merit increase. Employees will remain in their current step within the pay scale.

Budget impact:

5% increase to employee pay, which is included in the adopted budget.

Department or Council sponsor:

Administration

Attachments:

Resolution 2021-767

Meeting date:	06/15/2021
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CITY OF LOWELL, OREGON

RESOLUTION 767

**A RESOLUTION AUTHORIZING AN ADJUSTMENT TO THE
EMPLOYEE PAY SCALE FOR FY 2021-2022**

WHEREAS, the FY 2021-2022 Adopted Budget funds a 5% increase to the employee pay scale across all position categories; now therefore,

BE IT RESOLVED that the City Council of the City of Lowell, Oregon, hereby adopts the following for the fiscal year beginning July 1, 2021:

1. The employee pay scale contained as Exhibit A: City of Lowell Personal Services.
2. This resolution supersedes Resolution 767 adopted April 21, 2020.

Adopted by the City Council of the City of Lowell, this 15th day of June 2021.

Yea: _____

Nay: _____

Approved: _____

Don Bennett, Mayor

Attest: _____

Jeremy Caudle, City Recorder

No	GL	Position	Proposed Pay Scale									
			Step									
			1	2	3	4	5	6	7	8	9	10
1		City Administrator	Negotiated by Contract									
2		City Clerk	37,565	39,443	41,415	43,486	45,660	47,943	50,340	52,857	55,500	58,275
		Monthly	3,130.40	3,286.92	3,451.25	3,623.83	3,805.00	3,995.25	4,195.00	4,404.75	4,625.00	4,856.25
		Hourly	18.06	18.96	19.91	20.91	21.95	23.05	24.20	25.41	26.68	28.02
3		Public Works Director	48,966	51,414	53,985	56,684	59,518	62,494	65,619	68,900	72,345	75,962
		Monthly	4,080.48	4,284.50	4,498.75	4,723.67	4,959.83	5,207.83	5,468.25	5,741.67	6,028.75	6,330.17
		Hourly	23.54	24.72	25.95	27.25	28.61	30.05	31.55	33.13	34.78	36.52
4		Utility Worker	39,312	41,278	43,342	45,509	47,784	50,173	52,682	55,316	58,082	60,986
		Monthly	3,276.00	3,439.83	3,611.83	3,792.42	3,982.00	4,181.08	4,390.17	4,609.67	4,840.17	5,082.17
		Hourly	18.90	19.85	20.84	21.88	22.97	24.12	25.33	26.59	27.92	29.32
5		Maintenance Worker	26,520	27,846	29,238	30,700	32,235	33,847	35,539	37,316	39,182	41,141
		Monthly	2,210.00	2,320.50	2,436.50	2,558.33	2,686.25	2,820.58	2,961.58	3,109.67	3,265.17	3,428.42
		Hourly	12.75	13.39	14.06	14.76	15.50	16.27	17.09	17.94	18.84	19.78
6		Librarian/Special Events	32,760	34,398	36,118	37,924	39,820	41,811	43,902	46,097	48,402	50,822
		Monthly	2,730.00	2,866.50	3,009.83	3,160.33	3,318.33	3,484.25	3,658.50	3,841.42	4,033.50	4,235.17
		Hourly	15.75	16.54	17.36	18.23	19.14	20.10	21.11	22.16	23.27	24.43
7		Temporary/Seasonal	26,520	27,846	29,238	30,700	32,235	33,847	35,539	37,316	39,182	41,141
		Monthly	2,210.00	2,320.50	2,436.50	2,558.33	2,686.25	2,820.58	2,961.58	3,109.67	3,265.17	3,428.42
		Hourly	12.75	13.39	14.06	14.76	15.50	16.27	17.09	17.94	18.84	19.78

The proposed scale has been changed to identify the annual salary as 1 FTE for step 1 of each position, then calculate the monthly and hourly rates from the annual salary

This scale reflects a 5% increase between each step

This scale includes a 5% increase for step 1

step 1 for Maintenance Worker and Temporary/Seasonal Worker positions were increased to reflect the new minimum wage standard for Oregon as of July 1, 2021

This sheet will auto populate when the "Proposed Scale" is completed

Agenda Item Sheet
City of Lowell City Council



Type of item:	Procurement
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Item title/recommended action:

Motion to approve the "Scopes of Services" for a water master plan in the amount of \$102,446 and a sewer master plan in the amount of \$53,616, both with Civil West Engineering, and to authorize the City Administrator to sign, effective July 1, 2021.

Justification or background:

The water and sewer master planning projects are both included in the adopted FY 2021-2022 budget and described at length in the recommended budget message. Staff are requesting City Council approval of the "Scopes of Services" for both planning efforts so the City Engineer can begin working on this project in July.

Budget impact:

\$156,062 total expenditures, split between water and sewer funds, as budgeted in adopted FY 2021/22 budget.

Department or Council sponsor:

Public Works

Attachments:

Scopes of services for water and sewer master planning

Meeting date:	06/15/2021
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213 Water Avenue NW, Suite 100
Albany, Oregon 97321
Phone 541.266.8601
Fax 541.266.8681

SCOPE OF SERVICES

Date: June 27, 2019

Work Order Number:

To: Mr. Jared Cobb, City Administrator, City of Lowell

From: Matthew Wadlington, PE, Willamette Valley Regional Manager, Civil West Engineering Services, Inc.

RE: **Water Master Plan / Water Management & Conservation Plan / Seismic Risk Assessment and Mitigation Plan – Scope of Services**
Civil West Project Number: TBD

This document has been prepared to outline the scope of services that Civil West will complete for the City of Lowell associated with water system master planning during the 2019/2020 fiscal year.

Background Summary

The City of Lowell provides potable water to customers within the City, serving a population of just over 1,000 customers. The City's current Water Master Plan was completed in 1998 by Systems West Engineers, Inc. and updated in 2006 by HBH Consulting Engineers. OAR 333-061-0060 (5)(a) requires that City's with 300 or more service connections, or serving more than 1,000 people shall maintain a current Water Master Plan to evaluate the needs of the water system for at least a 20 year period. Generally, it is expected that a new Master Plan is prepared every 20 years, and it is "updated" 10 years into the plan period. Based on the time since the plan was last updated (12+ years) and the fact that new development is occurring, it is time to prepare a new plan to guide future capital improvements.

Goal for the Project

The goal of this project is to provide the City with a set of exceptional planning documents. The documents will be reviewed and approved by the City before considered complete. Where appropriate, the documents will be approved by the affected state agencies who oversee the planning topics. This includes the Health Division (Drinking Water Program) for the Water Master Plan, Seismic Risk Assessment and Mitigation Plan, and Oregon Water Resources for the Water Management and Conservation Plan.

Part A – Task Description

The following tasks have been assembled to present the general process that we will follow to complete this project for the City. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

Water System Planning Project – Engineering Services

- 1. Task 1 – Project Management and Administrative Services** – This task includes administrative and project management efforts related to the management of this project. This shall include processing of paperwork and correspondence between Civil West and the City, coordination on financial matters, directing resources internally, meeting with staff on routine issues, tracking schedule and budget, reviewing progress, and common project management activities necessary to ensure a successful project completion.
- 2. Task 2 – Kick-off Meeting and Data Acquisition** – Key members of our project team will attend a kickoff meeting where we will tour all relevant water system facilities and meet with staff to discuss project goals and desires. We will gather information, drawings, data, photographs, measurements, and other data on all the existing facilities. We will discuss details with staff and operations crews, review previous work and planning, and generally gather the information necessary to develop a thorough planning document.
- 3. Task 3 – Water Master Plan** – This task will include the activities and services required to complete a quality water master plan for the City. The plan shall be prepared in accordance with the State’s “Guidelines for the Preparation of Planning Documents for Developing Community Water System Projects”. Major subtasks that will be included in the water master planning effort include:
 - 3.1 – Water System Description and Background** – This sub-task will include the development of an introductory description of the City, the water system, the history of the planning, and the need for the report.
 - 3.2 – Water System Mapping Update** – The City has an existing digital map of their water system that will be made available to Civil West. The map may not be complete, and we will work with staff to augment the existing map by adding missing or new information and update the distribution system layout so that it can be properly analyzed. Field mapping to complete the map may be necessary but will be evaluated upon receipt of current mapping. No field mapping is included in this scope but can be added if required and approved by the City.
 - 3.3 – Water System Modeling** – Upon updating of the mapping, we will develop a hydraulic model of the water system to evaluate the hydraulic performance, fire flow capacities, pressure levels and issues, and other performance aspects of the distribution system. This model will be completed using the latest version of WaterCAD. The WaterCAD file will be provided to the City upon completion of the report.
 - 3.4 – Water Planning Information** – We will prepare general background information in the study including local planning information, historic population trends, local socioeconomic data, atmospheric data, summary of previous planning efforts, and other general introductory and background information that is required in a planning document. We will utilize the state approved “coordinated population growth rate” as is required by state planning requirements as a basis. We will also utilize recent development history and available properties to develop and

plan for potential growth, which exceeds the coordinated growth rate. We will also develop and present the planning criteria and level of service goals that will be utilized in the planning effort.

3.5 – Water Demands and Forecasting – Under this task, we will complete a thorough evaluation of the past 3-4 years of water production and sales data to identify average and peak conditions in addition to other water demand and use criteria. We will then use this information to forecast future demand trends based on consistent water use patterns, population growth, and other factors. We will also identify unaccounted water levels and identify water use by sector based on sales records.

3.6 – Water System Evaluation – Under this task, we will evaluate all system components based on condition, capacity and ability to satisfy existing and projected needs. From this evaluation, we will identify where deficiencies reside in the system and where improvements or system enhancements are required.

3.7 – Consideration of Alternatives – Through this task, we will evaluate various alternatives to address the deficiencies in the system. This will include new piping, upsized piping, new or rehabilitated tanks, water plant upgrades, supply upgrades, pretreatment alternatives, changes in process, and more. Viable alternatives will be more fully developed, and cost estimates prepared to identify the cost of implementation.

3.8 – Recommendations and CIP – In this task, the most appropriate alternatives will be presented as recommendations. The recommendations will be organized by order of importance or criticality, and a recommended capital improvement plan (CIP) will be presented. The CIP will be grouped into priority groups or phases of implementation with the input of the City to facilitate their financial planning, budgeting, and implementation plan moving forward.

3.9 – Financial Evaluation and Update – This task includes a preliminary review of some of the funding options which may be available to the City to implement all or part of the recommended CIP. Based on projects undertaken and the funding program utilized, impacts to rate payers will vary. We will evaluate the financial impact to rate payers of several funding alternatives, including funding the entire CIP with loans as a worst-case scenario. It is important to note that this task is not a comprehensive rate study. We recommend a rate study be completed after the development of the WMP and WWFP to ensure that water and wastewater user rates reflect the actual cost of providing those services to system users.

3.10 – Coordination, Review, and Approval – We will conduct a thorough internal QA/QC review of the draft document prior to submittal to reviewing agencies. We will coordinate with the City and review the planning process at key milestones to receive their comments. The final draft document will be reviewed and tentatively approved by the City before it is submitted to the State for review. Once we receive comments from the State, we will address their comments, and submit final plans to all parties.

- 4. Task 4 – Water Management and Conservation Plan** – Under this task, we will work with GSI Water Solutions to develop a Water Management and Conservation Plan (WMCP) that will meet the requirements of the Oregon Water Resources Department. This effort will be carefully coordinated with the water master planning work as there are many parallel or common planning elements required between the two studies. The WMCP will include the four major components required by OWRD: water system description, water conservation plan, water curtailment plan, and a long-range water supply plan.

5. Task 5 - Seismic Risk Assessment and Mitigation Plan (SRAMP) – Under this task, we will prepare one (1) SRAMP planning document in accordance with OAR 333-061-0060(5)(J), submit to and address any comments presented by OHA, and provide the City with an approved SRAMP.

5.1 – The seismic risk assessment will identify critical water facilities capable of supplying key community needs, including fire suppression, health and emergency response, and community drinking water supply points.

5.2 – The seismic risk assessment will identify and evaluate the likelihood and consequences of seismic failures for each critical water facility.

5.3 – The mitigation plan will encompass a 50-year planning horizon and include recommendations to minimize water loss from each critical facility, capital improvements, or recommendations for further study or analysis.

6. Task 6 – Meetings – Coordination and Progress Meetings: We will facilitate and participate in up to four meetings and/or workshops with the City. This includes a final presentation of the final report to the City Council and the public. The number of auxiliary meetings shall not exceed four (4) and shall include no more than two (2) people for two (2) hours per meeting.

7. Task 7 – Reimbursables

7.1 – Copies and Production Costs – This lump sum cost will cover costs for reproduction, postage and shipping, and other production costs. We will provide up to 5 copies of the draft report to the City and 5 copies of the final as requested.

7.2 – Mileage and Travel Costs – This item will cover travel costs required for site visits, meetings, and workshops.

Exclusions

- A. Development of a GIS infrastructure map
- B. Chemical testing to characterize source or treated water
- C. Topographic or boundary surveys
- D. Regulatory review or permitting fees
- E. Review and or assessment (SRAMP) of any other facility besides water facilities, fire and police department building(s), public works building(s) and City Hall building.
- F. Review of any water facilities outside of the City water system.
- G. Structural or Geotechnical Engineering services/evaluations.
- H. Anything not specifically mentioned in the scope of services

Part B: Project Fee Proposal

A summary of the proposed project budget is provided below:

Task No.	Task Description	Proposed Total Fee
1	Project Management & Administration	\$4,224.00
2	Kick-off Meeting and Data Acquisition	\$8,484.00
3	Water Master Plan	\$44,238.00
4	Water Management and Conservation Plan	\$18,000.00
5	Seismic Risk Assessment and Mitigation Plan (SRAMP)	\$20,692.00
6	Meetings	\$3,408.00
7	Reimbursables	\$3,400.00
Total Proposed Project Budget		\$102,446.00

The above budget is considered as a not-to-exceed maximum for the scope of work described and will be billed on a percent complete basis monthly to a maximum. Payment is expected on a net 30 basis. Civil West reserves the right to alter distribution of compensation between individual phases of the work noted herein to be consistent with services rendered but shall not exceed the total estimated compensation amount unless approved in writing by owner. If budget funds go unused, the City will realize the savings. If additional services are requested by the client, those additional services will be provided in accordance with our current hourly rate schedule attached as Exhibit "A".

Grant funding for the completion of the SRAMP may still be available through the State of Oregon. Beginning July 1, 2018, water systems serving 3,300 connections or less were eligible for up to \$20,000 from the Drinking Water State Revolving Fund on a first come, first served basis. Civil West can assist with investigating and applying for funding assistance at the City's request.

Schedule

The following schedule, while flexible, is provided as a preliminary schedule for the City’s consideration.


Proposed Schedule:

- 1. Kickoff meeting July 2019
- 2. 50% Completion review October 2019
- 3. 90% Completion review January 2020
- 4. Submittal to Agencies for review and approval March 2020
- 5. Approval from agencies May 2020
- 6. Project Closeout May 2020

The schedule shown above is preliminary in nature and may vary depending on any number of issues. This schedule can be modified to meet budgetary and scheduling constraints of the City and their other projects.

We are grateful for this opportunity to provide these services to the City of Lowell. We are prepared to begin work on this important project as soon as we are authorized to do so. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Sincerely,
Civil West Engineering Services, Inc.



Matthew Wadlington, PE
Willamette Valley Regional Manager

Authorized Signature to Approve Scope

Date



South Coast Office
486 E Street
Coos Bay, OR 97420

Willamette Valley Office
213 Water Ave. NW, Suite 100
Albany, OR 97321

Rogue Valley Office
10558 Hwy 62, Suite B-1
Eagle Point, OR 97524

North Coast Office
609 SW Hurbert Street
Newport, OR 97365

PROPOSED SCOPE OF SERVICES

Date: January 18, 2019

To: Jeremy Caudle, City Administrator, City of Lowell

From: Matt Wadlington, Regional Manager, Civil West Engineering Services, Inc.

RE: **Wastewater Facilities Planning Project – Scope of Services**
Civil West Project Number: TBD

This document summarizes the proposed Civil West Engineering Services (CWES) scope of services for the development of a Wastewater Facilities Plan (WWFP) for the City of Lowell.

Background Summary

The City of Lowell provides utility services, including water and wastewater, to over 1,000 year-round residents. The city is located approximately 20 miles southeast of Eugene along the north shore of Dexter Reservoir. Wastewater is collected in a conventional gravity sewer system which conveys the raw wastewater into the City's existing trickling filter solids contact treatment plant.

The City's wastewater system has historically met the City's needs and maintained regulatory compliance. To ensure the City can continue to meet the needs of its residents, a comprehensive review of the wastewater facilities should be completed to identify deficiencies and plan for future community needs.

Goal for the Project

The purpose of this project is to provide the City with a planning document which determines the required capabilities of the wastewater system, identifies current or anticipated deficiencies relative to those requirements, reviews alternative approaches for correcting deficiencies, and develops a Capital Improvement Plan (CIP). This CIP will recommend specific alternatives based on a matrix of cost and non-cost metrics and when those projects should be completed. The document will be submitted for review and approval by the City and the Oregon Department of Environmental Quality (DEQ).

Part A – Task Description

The following tasks have been developed to present the action plan we will follow to complete this project. Each task has been assigned a certain number of man-hours for completion. While there may be many subtasks included within this action plan, only the major tasks are discussed below.

- 1. Task 1 – Project Management and Administrative Services** – This task includes administrative and project management efforts related to the management of this project. This includes processing of paperwork and correspondence between Civil West and the City, coordination on financial matters, directing internal resources, meeting with staff on routine issues, preparing monthly project status reports, and other project management activities.
- 2. Task 2 – Data Acquisition and Project Kickoff** – Under this task, we will attend a project kickoff meeting where we will tour all facilities with our project team and City staff. We will gather information, drawings, data, photographs, measurements, and other data on all the existing facilities. This information will be used to prepare a detailed description of the existing facilities in the Wastewater Facilities Plan. Data that is not readily available during the kickoff meeting will be requested in writing from the City. A preliminary list of information needed for the completion of the WWFP is included below. We will also seek out correspondence from the DEQ, information on violations, and other regulatory information.

Under this task, we will compile the existing flow rate and pollutant loading data and prepare a master spreadsheet that will be used for analyzing existing and projected flows and pollutant loads in the system. Other background data will be gathered, including rainfall and environmental data, socioeconomic data, and other information critical to the planning effort. We will also gather information regarding anticipated permit changes, TMDL information, and other regulatory information that will be critical to this planning effort. This task will also include a review and summary of land use characteristics in the City including zoning and growth opportunities.

This task assumes that the City will provide CWES with the following:

- Discharge monitoring reports (DMRs) from the previous five years of operations
 - Copies of biosolids reports from the previous five years of operation along with any information regarding volumes of solids hauled for landfilling or land application
 - Maps of the existing collection system
 - Correspondence with regulatory agencies regarding the operation of the wastewater system
 - Community planning documents that outline anticipated growth if growth will differ from projections developed by the Portland State University Population Research Center
 - Any available facility/equipment drawings, design criteria, or operations and maintenance (O&M) documents/logs
 - At least one year of water system data showing account identifier, meter size, and annual water usage for the calculation of system EDUs
 - Summary of costs related to the operation and maintenance of the current wastewater facilities.
- 3. Task 3 - Wastewater Flow and Pollutant Load Analysis** – Under this task, we will utilize the data collected in Task 2 to evaluate existing flow rates and pollutant loads and project those criteria into the future to account for system growth. These projections will be used to establish design criteria for this planning effort. This will include identifying seasonal design flow rates (dry weather and wet weather), design loads (TSS and BOD₅), and other factors which may be relevant to the NPDES permit. This information will be compared against existing and anticipated permit information to identify treatment needs. The information will be provided in a report section clearly outlining the design criteria for the City of Lowell wastewater facilities. Additional design criteria information will be prepared to describe reliability and redundancy requirements, sizing criteria, and other supporting information.

As a subtask to the flow rate and pollutant loading analysis, we will review the potential flow rates and pollutant loading contributed by a possible treatment agreement with the Dexter Sanitary District (DSD). This subtask assumes that the DSD Engineer provides all information necessary to complete the review.

4. **Task 4 - Alternatives Analysis**– Under this task, we will evaluate alternatives for potential improvements to the wastewater system as identified under the previous tasks. We will evaluate alternatives in the collection system, lift stations, and treatment facilities. The alternatives will be discussed, evaluated, and information provided to illustrate the considerations that were made. Cost estimates (both capital and O&M) will be prepared for viable alternatives so that financial impacts can also be considered. Preliminary sizing will be completed for viable alternatives with drawings and sketches provided where appropriate.
5. **Task 5 - Recommendations/CIP** – Under this task, we will evaluate alternatives to provide a recommended alternative to the City. This evaluation process will include both economic and non-economic factors weighed to account for importance as determined in consultation with the City. Recommended alternatives will be compiled and organized based on need/importance to form the Capital Improvement Plan for the City’s wastewater system. This information can be used by the City to plan for improvements, establish financing plans, adjust and update SDC methodologies and rates, and inform other utility planning efforts.
6. **Task 6 - Financial Analysis** – This task includes a preliminary review of some of the funding options which may be available to the City to implement all or part of the recommended CIP. Based on projects undertaken, and the funding program utilized, impacts to rate payers will vary. We will evaluate the financial impact to rate payers of several funding alternatives, including funding the entire CIP with loans as a worst-case scenario. It is important to note that this task is not a comprehensive rate study. We recommend a rate study be completed after the development of the WWFP to ensure that wastewater user rates reflect the actual cost of providing wastewater service to system users.
7. **Task 7 - Preparation of Report** – Under this task, we will compile all the analyses completed during the planning effort into a formal Wastewater Facilities Plan document following the guidelines from *Preparing Wastewater Planning Documents and Environmental Report for Public Utilities prepared in collaboration with the DEQ, IFA, and the USDA*. This approach will help to decrease the number of comments provided by reviewing agencies during the approval process or if the WWFP is used to pursue funding through one of the other listed funding agencies in the future. We will prepare hard and digital copies of the draft WWFP for the City. Three hard copies will be submitted to the DEQ while the City does internal reviews. Upon receipt of all review comments, we will prepare and submit hard and digital copies of the final document to the City and hard copies for the DEQ. Additional copies will be available upon request.
8. **Task 8 – Regulatory Coordination** – This task includes time spent addressing comments provided by regulatory agencies regarding the facilities plan document submitted for DEQ approval. This budget has been developed assuming that a single round of revisions would be necessary to address comments made by DEQ regarding the WWFP.
9. **Task 9 - Meetings and Presentations** - This task item includes preparation for and participation in several meetings that will be held during the project. We have sought to accommodate an appropriate number of meetings and will be pleased to provide additional services as requested during the planning process.
 - a. Routine meetings with staff during the project. This item will provide for time and costs associated with routine meetings between the project team and City staff during the project. This budget includes up to 12 hours of time which we are available for meetings as needed or requested by the

City. If additional time is needed, an addendum to this scope of services can be prepared to account for that service. This meeting time is provided in addition to the meetings discussed below.

- b. 50% - Progress Report – This meeting will be held near the 50% mark of the WWFP process. We will plan a day meeting with staff and an evening meeting with the City Council (if requested) to review the data that has been collected for use in the planning efforts.
- c. 85% - Progress Report – This meeting will be held near the 85% mark of the WWFP process. We will plan a day meeting with staff and an evening meeting with the City Council (if requested) to summarize the planning progress and discuss alternatives being considered.
- d. 95% - Draft Report – This meeting will be held near the 95% mark of the WWFP process prior to submittal to Oregon DEQ. We will plan a day meeting with staff and an evening meeting with the City Council (if requested) to discuss the recommended Capital Improvement Plan.
- e. Plan Adopted by Council – Civil West Engineering will attend and present (if requested) the final plan to the City Council for adoption. This will occur after DEQ approval so that the version adopted by Council is the final, approved plan.

10. Task 9 – Reimbursable/Direct Costs – This item will cover direct reimbursable expenses anticipated for the project. These include travel and per diem costs, reproduction and office expenses, and other reimbursable costs.

Optional Planning Services

In addition to the tasks identified above that are required to be addressed within a facility plan the following tasks have been identified as additional planning efforts that improve the final Facilities Plan. While we recommend that these additional tasks be addressed during this planning effort, they are not required to complete the Facilities Plan.

WW-A – Additive Task A – Inflow and Infiltration Study – Nearly all communities in western Oregon struggle to combat Inflow and Infiltration (I/I). Successful I/I reduction results in smaller peak flows entering the treatment plant, which can result in lower capital and operation costs. The goal of an I/I Study is to identify problem areas in the collection system and to recommend solutions to reduce peak flows. While I/I cannot be completely removed, reduction in I/I can be an effective and economical way to extend the life of collection and treatment facilities. A full I/I study typically can be divided into four primary tasks:

- 1) Smoke Testing** – Under this task, our team will utilize smoke testing to locate potential deficiencies in the wastewater system. This will include forcing smoke into the wastewater system to visually identify locations where inflow may be occurring. Typical deficiencies are identified when smoke exits stormwater appurtenances such as roof drains or storm drain inlets. This work should be completed during periods without rainfall.
- 2) Flow Mapping** - Flow mapping is generally done late in the winter (Feb.-March) when groundwater is high but when it is not actively raining. Flow mapping is accomplished using a portable flow meter inserted into a sewer line through a manhole. The meter provides an instantaneous flow rate measurement. Systematically measuring flow rates at manholes throughout the collections system can help identify sections of pipe where extreme variation in upstream and downstream flow rate

measurements suggest that a source of infiltration may exist. Flow mapping is completed during the mid-night hours (11 pm to 6 am) when most of the flow in the collection system is infiltration as domestic flows are significantly reduced after 10:00 pm. To meet the schedule provided in this scope, this task must be authorized no later than November to complete the task during the appropriate portion of the year.

- 3) **Video Survey Coordination** – A video survey includes sending a remote video camera down sewer manholes and through sewer lines which have been identified by the previous two methods as having significant inflow or infiltration. Videoing the line can help characterize the deficiency and improve the recommended solution. This task provides time for CWES to coordinate the video survey; the completion of the video survey is not included as part of this scope. The video survey can be completed by City staff if the City has the necessary equipment. Alternatively, CWES can subcontract to a third party who can provide this service at an additional cost.
- 4) **Inflow and Infiltration (I/I) Report** – This report compiles information gathered from the three previous tasks and develops recommended projects for reducing collection system I/I.

WW-B – Additive Task B – Wastewater Collection System Mapping – Under this task, a digital map of the wastewater collection system (DWF, DWG, or PDF format) will be prepared that identifies locations of wastewater infrastructure. CWES will walk the wastewater collection system and collect GPS coordinates for wastewater collection system features. Those GPS coordinates will be used to develop a map of the collection system.

The following tasks are excluded from the scope of services described above. Should the City wish for any of these tasks to be included in the project scope, CWES is happy to provide a revised scope or scope amendment to allow for the completion of these tasks.

- Development of a GIS infrastructure map
- Chemical testing to characterize wastewater influent or effluent
- Topographic or boundary surveys
- Regulatory review or permitting fees

Part B: Project Fee Proposal

A summary of the proposed project budget is provided below:

Wastewater Facilities Plan		
Task No.	Task Description	Proposed Total Fee
1	Project Management & Administration	\$3,680.00
2	Data Acquisition & Project Kickoff	\$7,942.00
3	Wastewater Flow and Pollutant Load Analysis	\$12,700.00
4	Alternatives Analysis	\$34,598.00
5	Recommendations/CIP	\$3,168.00
6	Financial Analysis	\$2,240.00
7	Preparation of Report	\$13,462.00
8	Regulatory Coordination	\$3,848.00
9	Meetings and Presentations	\$5,100.00
10	Reimbursables	\$900.00
Total Proposed Project Budget		\$87,638.00

I/I Study		
Task No.	Task Description	Proposed Total Fee
1	Project Management and Admin	\$1,428.00
2	Data Acquisition	\$2,340.00
3	Smoke Testing Services	\$11,740.00
4	Flow Mapping Services	\$5,580.00
5	Television Survey Services	\$2,916.00
6	I/I Report Preparation	\$14,580.00
7	Reimbursables	\$1,500.00
Total Proposed Project Budget		\$40,084.00

Collection System Mapping		
Task No.	Task Description	Proposed Total Fee
1	Project Management and Admin	\$930.00
2	Data Acquisition	\$5,692.00
3	Map Development	\$3,610.00
4	Reimbursables	\$3,300.00
Total Proposed Project Budget		\$13,532.00

The above budget is considered as a not-to-exceed maximum for the scope of work described and will be billed on a time and materials basis to a maximum. Civil West reserves the right to alter distribution of compensation between individual phases of the work noted herein to be consistent with services rendered but shall not exceed the total estimated compensation amount unless approved in writing by owner. If budget funds go unused, the City will realize the savings.

We understand that the preparation of detailed planning documents can be a significant expense for a community. As a valued Engineer of Record client, Civil West can work with the City to revise the scope of work to meet budget restrictions that may be in place. Additionally, government funding programs are available to help communities with costs associated with planning document preparation. In particular, the Water/Wastewater Financing Program through Business Oregon provides Technical Assistance grants and loans to communities with populations less than 15,000. The City may be eligible to receive up to \$20,000 in grant funding for this project and Civil West is willing to assist the City with preparing its an application for funding assistance through this and other programs. More information about the Water/Wastewater Financing Program is available at: <https://www.orinfrastructure.org/Infrastructure-Programs/WW/>

Part C: Schedule

The project schedule presented below was developed assuming that the optional services would not be included in the project scope. A revised schedule will be provided if the City elects to have one or both optional tasks completed as part of this project.

1. Project Kickoff Meeting July 2019
2. Progress Meeting No. 1 (~50% Completion) October 2019
3. Progress Meeting No. 2 (~85% Completion) December 2019
4. Progress Meeting No. 3 (~95% Completion) February 2020
5. Project Closeout May 2020

We are prepared to begin this work on this important planning effort as soon as we are authorized to do so. Please let me know if you have any questions, or if you wish to see any alterations to our proposed approach. If

City of Lowell Wastewater Facilities Plan – Engineering Scope of Services

the City agrees with this scope of work, please sign below and provide a copy to our office for our files. Thank you for this opportunity to provide these important services to the City of Lowell.

Sincerely,
Civil West Engineering Services, Inc.

Matt Wadlington, P.E.
Regional Manager

Authorized Signature to Approve Scope

Date

Agenda Item Sheet
City of Lowell City Council



Type of item:	Procurement
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Item title/recommended action:

Motion to approve an asbestos removal bid from Atez Environmental Remediation in the amount of \$7,358 and to authorize the City Administrator to sign, effective July 1, 2021.

Justification or background:

This would be to approve an asbestos removal project with the same firm that conducted asbestos testing within the E Main Street property. The FY 2021/22 budget includes an appropriation for site preparation activities for the E Main Street site. Therefore, staff recommend that the project take place at the start of the new fiscal year; hence, the July 1 effective date.

Budget impact:

\$7,358 expenditure for environmental services

Department or Council sponsor:

Administration

Attachments:

Bid from Atez Environmental Remediation

Meeting date:	06/15/2021
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A VERIFIED SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS

Environmental Remediation

Asbestos/Lead/Mold/PCBs/Heat & Moisture Detection/Dry Ice Blasting/Demolition/Radon

A COMMITMENT TO EXCELLENCE

23622 Hwy. 99 E. Harrisburg, OR 97446 (Mail to: PO Box 126)

CCB #64090

PH 541-995-6008 FX 541-995-1015

Email david@atezinc.com Website www.atezinc.com

June 1, 2021

NON-PREVAILING WAGE PROJECT

PRE-DEMOLITION BID PROPOSAL

******CITY OF LOWELL – 205 EAST MAIN STREET, LOWELL OREGON******

REMOVAL OF ASBESTOS-CONTAINING FLOOR TILE & VERMICULITE

SAMPLING CONTROL NO. ATEZ Report #210535 dated 27-May-2021 by Robert R. Kinyon

PROJECT REVIEW: Robert R. Kinyon

CLIENT:

Mr. Jeremy Caudle
City of Lowell
107 East Third Street
Lowell, Oregon 97452
541.359.8768
jcaudle@ci.lowell.or.us

PROJECT SITE:

Vacant Dwelling for Demolition
205 East Main Street
Lowell, Oregon 97452

ATTENTION: Mr. Caudle:

First, thank you for the opportunity to bid your project. We are always happy to preview any project you may have at no charge.

SCOPE OF WORK

ATEZ, Inc. is prepared to perform the following:

LRAPA NOTICE

1. Pay for and provide the required LRAPA Notice (permit)

VERMICULITE ATTIC INSULATION SAMPLE AB09

2. Remove & dispose of a total of approximately ONE THOUSAND square feet (1,000 SF) of asbestos-containing Vermiculite Attic Insulation

FLOOR TILE SAMPLE AB16

3. Remove & dispose of a total of approximately TWO HUNDRED FIFTY square feet (250 SF) of asbestos-containing Brown 12”X12” Floor Tile (NAD Mastic) in the Master Bedroom, 2-rows outside of Kitchen and 6-square feet outside the Main Bathroom

Scope of Work continued:

SCOPE OF WORK (Cont'd):

METHOD OF REMOVAL

4. Remove material inside a negative air enclosure maintaining a minimum of -0.02 negative pressure on the WC until completion, use Wet-Methods, HEPA vacuum and Wet-Wipe abated surfaces

AIR CLEARANCE

5. No Air Clearance is required by LRAPA for pre-demolition projects

DISPOSAL RECEIPT

6. Properly dispose of waste and provide the DEQ ASN-4 disposal receipt

This Work will be completed as a Class I and Class II Friable Full-Scale, Non-Prevailing Wage Pre-Demolition Residential LRAPA Asbestos Abatement Project.

COST OF WORK

ATEZ, Inc. will perform this Work for the Lump Sum Price of **SIX THOUSAND FIVE HUNDRED NINETY-EIGHT DOLLARS...** **\$6,598.00**

ADD

The Lane Regional Air Protection Authority (LRAPA) required fee for this Residential pre-demolition project is an additional **SEVEN HUNDRED SIXTY DOLLARS...** **\$760.00**

ADD IF DESIRED LRAPA EMERGENCY WAIVER FEE

If granted, the Lane Regional Air Protection Authority (LRAPA) required Emergency Waiver fee to perform this Work prior to the 10-day waiting period is an additional... **\$380.00**

ADD

The Independent, Third Party Post Abatement PCM Air Clearance is not required... **\$000.00**

COST OF WORK GRAND TOTAL INCLUDING ALL FEES EXCEPT LRAPA EMERGENCY WAIVER FEE: SEVEN THOUSAND THREE HUNDRED FIFTY-EIGHT DOLLARS... **\$7,358.00**

This Work shall be performed as a Non-Prevailing Wage Project.

FLOORING REMOVAL

ATEZ, Inc. reserves the right to remove the underlayment or not, at our option.

ATEZ, Inc. reserves the right, when a single layer wood floor exists as a pre-existing, concealed condition, to increase removal fees when the removal of the single floor is required to properly abate the space.

FLOOR CHEMICAL UNFORESEEN CONDITIONS

Floor filler, cracks and porous or cracked concrete will soak up the chemical we utilize to remove the flooring adhesive and leave an odor. It is unknown until we remove the floor coverings if the concrete slab contains floor filler or is porous or cracked. If an odor persists after chemical mastic abatement there will be additional charges if client wishes ATEZ, Inc. to perform additional work in an effort to abate the odor. Very rarely will we encounter flooring mastics that will not respond to chemical removal. In this case the project must be reevaluated, and additional costs will be incurred.

In addition, when new flooring will be installed over concrete treated with a chemical mastic removal agent the owner must rely on the flooring company to determine compatibility.

MECHANICAL DEMOLITION VERSUS BURNING THE STRUCTURE

Certain asbestos containing materials are not required to be abated if the structure is going to be mechanically demolished. These materials can include mastics and roofing materials bound up in a tar-like matrix. These materials cannot be ground up or crushed during removal.

All asbestos containing materials must be removed from the structure if it is to be burned.

NON-FRIABLE MASTIC REMOVAL DURING DEMOLITION

When non-friable asbestos containing mastics are beneath the flooring materials on concrete and the concrete is to be disposed of in an approved lined landfill and not crushed to be used for site-fill the mastic is considered exempt and does not need to be abated.

However, if the concrete is to be crushed and used for site-fill the mastics must be abated prior to such use.

NON-FRIABLE ROOFING MATERIALS

In many cases, non-friable asbestos containing roofing materials that are encapsulated in a petroleum-based binder are typically exempt from some DEQ abatement rules and can be removed as construction debris with proper handling. If you have any questions regarding the handling of these materials, contact the Lane Regional Air Protection Authority (LRAPA) at 541.736.1056 or the DEQ.

In the case of *Burn-to-Learn* projects all asbestos containing materials must be abated prior to burning. Silver Roofing Sealant is always considered friable and must be removed prior to any disturbance.

340-248-0250 Asbestos Abatement Project Exemptions (d) *Projects involving the removal of mastics and roofing products that are fully encapsulated with a petroleum-based binder and are not hard, dry, or brittle are exempt from OAR 340-248-0110 through 340-248-0280 provided the materials are not made friable.*

INFORMATIONAL: ASBESTOS CONTAINING MATERIALS (ACM)

Building materials that have been found to contain asbestos through analysis are designated as *friable* or *non-friable*. *Friable* material can be reduced to dust or powder with hand pressure. *Non-friable* material contains asbestos fibers that have been “locked-in” by a bonding agent, coating, or other material so that fibers are not released during appropriate use or handling. These designations determine how these materials will be managed, abated, and disposed. *Friable* asbestos containing materials (ACMs) have a greater potential than *non-friable* ACMs of becoming a health hazard if the material is damaged or disturbed.

Whether ACMs are *friable* or *non-friable*, the materials must be abated before they are disturbed for renovation, burning or demolition. There are some exceptions for non-friable materials that cannot be rendered friable through demolition processes, (i.e., roofing mastic).

REGULATIONS

This bid is contingent on Federal and State regulations and the appropriate inspector’s interpretation now. Should this change in the future, or should an inspector institute new dictates, obviously, our bid will need to be adjusted. Various regulatory agencies have authority over projects dealing with the abatement of ACMs. Building materials that contain greater than 1% asbestos by weight are regulated by the U.S. Environmental Protection Agency (EPA) and Oregon Department of Environmental Quality (DEQ).

In Lane County, Oregon the Lane Regional Air Protection Authority (LRAPA) is the regulatory agency in lieu of the DEQ.

The DEQ & LRAPA enforce the U.S. EPA National Emission Standards for Hazardous Air Pollutants (NESHAPS) rule with respect to releases of asbestos to the environment. Oregon Occupational Safety and Health Administration (OSHA) regulate ACMs for worker safety.

COMPANY COMPLIANCE

Oregon Certified Asbestos Abatement Workers will complete all asbestos removal, under the direction of an Oregon Certified Asbestos Supervisor, and will comply with all Federal and State Regulations applicable to asbestos abatement including ORS 468A.700-468A.760 (DEQ asbestos abatement contractors licensing requirements).

ADDITIONAL DOCUMENTS

Retrieval and submission of all additional documents pertaining to this project will be charged on a Time & Material basis at the rate of \$50 per hour.

CONTINGENCY

This Bid Proposal is contingent upon the conditions present at the time of the proposal. If water & power were available at time of bid and later were turned off; if the structure were intact at time of bid and later others were allowed into the structure and caused damage or destruction, this Bid Proposal may be revised to reflect current conditions at time of abatement.

GENERAL EXCLUSIONS

1. Overtime, shift, Holidays, or weekend work
2. This Bid Proposal is based upon performing the Work in one Phase; no more than one mobilization is included unless specifically stated in the Bid Proposal.
3. Any material hidden and/or covered by structure
4. Lead abatement or mold remediation
5. Supplying temporary power or water
6. Removal of any concealed asbestos or lead containing materials
7. HVAC, electrical, plumbing or gas, cut, cap disconnect or lockout
8. Relocation or reinstallation of any utilities, services, or items
9. Bonds, taxes, or governmental fees, unless otherwise stated in Scope of Work
10. Rigid barriers, pedestrian walkways, barricades, or temporary fencing
11. Removal or protection of any items or finishes to be salvaged, saved, re-used, re-installed, or protected in place
12. Structural demolition, hard demolition, concrete or brick saw cutting, concrete coring, or drilling
13. Power washing, weather protection or site security
14. Shoring or supporting of any kind
15. Crane Work
16. Removal of roofing materials, ceiling joists or roofing structure
17. Removal or disposal of HVAC refrigerant
18. Replacement of any demolished materials, building components or systems
19. Removal of epoxy flooring materials or finishes

GENERAL CONDITIONS OF THE BID

1. Delays or condensed scheduling caused by others will result in additional costs to the General Contractor/Owner.
2. There shall be no retention on this project.
3. This Work shall be performed as a Non-Prevailing Wage Project.
4. ATEZ, Inc. carries liability Insurance limits of \$5,000,000 / \$5,000,000.
5. No Bond is required for this project & no Bond cost was included in the Bid Proposal.
6. Temporary ventilation, lights, power, and water are to be provided by others within reasonable distance from the working area.
7. We charge \$200.00 per hour to appear in court, take depositions, or any other legal proceedings.
8. All furnishings and personal property are to be removed prior to abatement, either by the owner or at the owner's expense.
9. Client agrees to pay all ATEZ, Inc. incurred fees for collection, including invoicing interest, legal and collection fees.
10. Billing is due net thirty days, a 1 ½% per month interest will be charged on any unpaid balances. For extended projects, we will invoice on the 10th & 25th for work projected to be completed by the 15th and end of month with progress payments due on the 15th and end of month. ATEZ, Inc. is entitled to recover its costs of collection of any sums not paid when due, including reasonable attorney's fees, if suit is filed or not.

NOTICE REQUIREMENTS

The Lane Regional Air Protection Authority (LRAPA) requires 10-days' notice prior to any Friable Full-Scale asbestos abatement and Non-Friable asbestos abatement projects require a 5-day notice. LRAPA may allow less time for notice if your project is considered an emergency. LRAPA charges an extra 50% fee increase in such cases.

HEALTH CONCERNS

Neither this Bid Proposal, report nor any laboratory report is intended to provide medical advice, nor shall it be interpreted as an indicator or cure-all of potential medical or safety problems. If you have concerns or questions relating to health issues, please contact your physician for advice.

OSHA

When sampling a subject property with OSHA concerns, OSHA requires three samples of the same material to prove the material is negative for asbestos. When we send these samples to the laboratory for analysis, we instruct them to analyze these same materials to the first positive result, and then stop, to keep the cost to the client at a minimum. If all three samples of the same material test negative, OSHA accepts the material as negative.

To the best of our knowledge this is not being done in this area. To conform to this, as an Industry Standard, it is our client's responsibility to direct us to take three samples of the same material. ATEZ sampled to Industry Standards in this area.

INSURANCE CLAIM PROJECTS

Insurance companies cannot dictate who performs your service work. You can direct your insurance company to contract with ATEZ, Inc. to perform this work. We believe we are the most highly qualified firm performing the services we offer. As noted below we carry all the necessary bonding, insurance, and certifications over and above current requirements.

LIABILITY LIMIT

In the event of litigation against ATEZ, Inc. damages shall be limited to not exceed the value of this contract.

POLICY

Bid Proposals, reports or test results shall not be released to any third party without prior consent.

LEGAL PROCEEDINGS

We charge \$200.00 per hour to appear in court, take depositions, or any other legal proceedings.

WARRANTY

No warranty, expressed or implied, is made.

Sincerely,



Robert R. Kinyon, President, ATEZ, Inc.

RRK/dp

DISPUTES AND CHOICE OF LAW

The validity, performance and enforcement of the Agreement shall be governed by the law of the state wherein the Work is substantially performed. A court of competent jurisdiction in that state shall be the exclusive venue for any lawsuit arising under this Agreement.

The parties acknowledge that there are several informal dispute resolution procedures (such as arbitration, informal conferences, etc.) which could be used to resolve any controversy or claim arising out of this Agreement, or the alleged breach thereof. The parties agree in principle that one or more of such mechanisms should be utilized prior to proceeding in a judicial forum. Should any such controversy or claim arise, any party wishing to utilize an informal dispute resolution procedure may request in writing that such procedure should be utilized, stating in general terms the nature of the proposed procedure and provide the other with sufficient descriptions and information regarding its position to permit informed assessments and decisions. The other party shall then have a period of two (2) weeks in which to accept or reject such request. If such request is denied, or if no answer to such request is given within such period, then the requesting party shall be free to pursue any legal remedy which may be available to it. If such request is accepted, the procedure outlined in such request shall first be followed prior to either party resorting to judicial procedure.

ACCEPTED COST OF WORK:

Accepted Cost of Work: **\$7,358.00** Initial_____
This bid will be honored for thirty days from date this proposal was written.

ACCEPTED COST OF WORK EMERGENCY WAIVER FEE:

Accepted Cost of Work: **\$380.00** Initial_____
This bid will be honored for thirty days from date this proposal was written.

SIGNATURE LINE

If this Bid Proposal meets with your satisfaction, please sign below and fax it back to us. We appreciate your consideration. Please call immediately with any questions. Thank you.

Accepted by: _____ Date: _____

Printed Name: _____

Entity: _____

Insurance: \$5,000,000 / \$5,000,000
Bonding: \$1,500,000
PW Statutory Bond: \$30,000
DUNS #: 610103442
Workman’s Comp: #EBWCC00113-06
Asbestos, Pollution, LBP, Mold Coverage
Errors & Omissions Insurance

Agenda Item Sheet
City of Lowell City Council



Type of item:	Procurement
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Item title/recommended action:

Motion to appoint Lonna Bennett and Rustie Akland to the Blackberry Jam Festival Committee.

Justification or background:

The Blackberry Jam Committee currently has 3 vacancies out of 5 positions. Therefore, the committee lacks enough members to have a quorum to do business. Lonna Bennet and Rustie Akland are active volunteers with the Blackberry Jam Festival. Both volunteers recently submitted applications seeking appointment to the Executive Committee, which are presented here for City Council consideration.

Budget impact:

N/A

Department or Council sponsor:

Blackberry Jam Festival Committee

Attachments:

Applications from Lonna Bennett and Rustie Akland

Meeting date:	06/15/2021
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RECEIVED

MAY 19 REC'D

JD



VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Lonna Bennett
Street Address:	540 Sunridge Ln
Mailing Address:	
City/State/Zip Code:	Lowell, OR 97452-9401
Home Phone:	541-937-2312
Work Phone:	—
E-Mail Address:	lonnabennett@q.com

Background	
Years of Residence in Lowell:	11
Place of Employment:	Retired
Occupation:	teacher
Educational Background:	5 yrs of college +
Prior Civic Activities:	Grange + BBJ

Boards, Commissions, or Committees of Interest

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

- City Council**
- Budget Committee**
- Planning Commission**
- Parks and Recreation Committee**
- Economic Development Committee**
- Library Committee**
- Blackberry Jam Festival Committee**
- Other short-term task groups**

Special Skills or Qualifications

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

I have worked on many committees in schools, churches & the Grange, I am currently the secretary of the Grange and am on the Events committee.

Motivation

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

The BBJ is an important community activity to bring the citizens of Lowell together & get to know each other.

Special Notice

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

Agreement and Signature

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

Name (printed)	Lonna Bennett
Signature	Lonna Bennett
Date	May 19, 2021

Our Policy

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

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

City of Lowell
P.O. Box 490
107 East Third Street
Lowell, OR 97452
volunteer@ci.lowell.or.us

RECEIVED

JAN 02 REC'D

JD



VOLUNTEER APPLICATION
BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Rustie Ackland
Street Address:	48265 E. Commercial St
Mailing Address:	PO Box 233
City/State/Zip Code:	Oakridge Or 97463
Home Phone:	541-731-4146
Work Phone:	541-334-5830
E-Mail Address:	rackland@bannerbank.com

Background	
Years of Residence in Lowell:	
Place of Employment:	Banner Bank - Pleasant Hill + Oakridge
Occupation:	Branch Manager
Educational Background:	High School
Prior Civic Activities:	Kiwanis, Chamber of Commerce, Oakridge Concerts in the Park, Oakridge Keg + Cask, Uptown Business Revitalization Assoc.

Boards, Commissions, or Committees of Interest

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

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library Committee
- Blackberry Jam Festival Committee
- Other short-term task groups

Special Skills or Qualifications

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

I have helped organize several community events in Oakridge over the past 20 years. I am very organized & have great people skills.

Motivation

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

I am new to managing the Pleasant Hill branch of Banner Bank and feel that being involved will give me opportunity to meet ~~local~~ locals and help the community at the same time.

Special Notice

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

Agreement and Signature

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

Name (printed)	Rustie Ackland
Signature	Rustie R Ackland
Date	1-2-20

Our Policy

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

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

City of Lowell
P.O. Box 490
107 East Third Street
Lowell, OR 97452
volunteer@ci.lowell.or.us

Agenda Item Sheet
City of Lowell City Council



Type of item:	Contract
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Item title/recommended action:

Motion to approve an "Intergovernmental Agreement for Right-of-Way Special Event Permits" with Lane County and to authorize the City Administrator to sign.

Justification or background:

The city has maintained an intergovernmental agreement (IGA) with Lane County for the City of allow special events on county roads. The IGA is up for renewal and presented here for City Council consideration and approval. The IGA gives the City leeway for granting special events on county roads and sets forth the process and expectations for this to occur.

Budget impact:

N/A

Department or Council sponsor:

Administration

Attachments:

IGA with Lane County for special events

Meeting date:	06/15/2021
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INTERGOVERNMENTAL AGREEMENT FOR RIGHT OF WAY SPECIAL EVENT PERMITS

This Agreement is entered into by and between Lane County, a political subdivision of the State of Oregon ("County"), and the City of Lowell, an Oregon municipal corporation ("Agency"), referred to collectively in this Agreement as "the parties". County and Agency agree as follows:

RECITALS

- A.** ORS 190.010 and the Lane County Home Rule Charter provide that units of local governments may enter into agreements for the performance of any or all functions and activities that a party to the agreements, its officers or agents, have authority to perform.
- B.** County and Agency recognize a need to meet requirements to safeguard public welfare and to increase efficiencies in the vicinity of Agency by cooperating for the coordination and permitting of special events involving the use of County right-of-way for Agency-related events.

AGREEMENT

1. DEFINITIONS.

- 1.1** "Special event" means any planned activity or group event, including but not limited to parades, festivals, films and recording, bicycle races or rides, and foot races or runs, that makes use of, alters, or impacts the use of County right of way by vehicles, pedestrians, utilities, or public services.
- 1.2** "Right-of-way" means the entire width dedicated to the public, including paved or unpaved roadway, surface, shoulder, sidewalks, planting, and ditches or other drainage facilities.

2. OBLIGATIONS OF THE PARTIES.

- 2.1** County delegates to Agency authority to permit special events in County right-of-way located either within Agency's Urban Growth Boundary (UGB), or within one road mile outside the UGB.
- 2.2** Agency will:
 - 2.2.1** Require that each applicant provide:
 - a. A written and signed application, in the form prescribed by County, for special event use of County right-of-way. The completed application must include at a minimum: the applicant's name, contact information, event dates and times, a description of the event, identification of all right-of-way impacted, a route map, and the expected number of participants.
 - b. A traffic control plan that complies with current Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) standards with Oregon supplements.
 - c. Proof of such insurance as Agency determines appropriate for the particular special event.

- 2.2.2** Review and approve or deny each application received in a timely manner, and require in its approval such conditions as Agency determines necessary to ensure:
- a. Reasonable safety for event participants, spectators and other roadway users,
 - b. Clean-up of the road and right-of-way after the event, and
 - c. The traffic control plan is implemented prior to the start of the event.
- 2.2.3** If Agency determines that reasonable safety requires the presence of uniformed law enforcement personnel, Agency will ensure that such personnel are provided by applicant or by Agency. The Lane County Sheriff's Office will not be required to provide law enforcement presence or first response for Agency-permitted special events.
- 2.2.4** Provide a complete copy of each approved permit to County's Public Works Department and Sheriff's Office a minimum of two weeks prior to the event date, by email or fax to the addresses given below.

3. EFFECTIVE DATE AND DURATION

- 3.1 Effective Date.** Upon the signature of all parties, this Agreement is effective on July 1, 2021.
- 3.2 Duration.** Unless extended or terminated earlier in accordance with its terms, this Agreement will terminate within three (3) years from the date of execution. However, such expiration will not extinguish or prejudice either party's right to enforce this agreement with respect to any breach or default in performance which has not been cured.

4. INDEMNIFICATION

To the extent permitted by the Oregon Constitution, and to the extent permitted by the Oregon Tort Claims Act, each party agrees to indemnify, defend, and hold harmless the other party and its officers, employees, and agents from and against all damages, losses and expenses, including but not limited to attorney fees and costs related to litigation, and to defend all claims, proceedings, lawsuits, and judgments arising out of or resulting from the indemnifying party's negligence in the performance of or failure to perform under this Agreement.

5. PUBLIC BODY STATUS

In providing the services specified in this Agreement (and any associated services) both parties are public bodies and maintain their public body status as specified in ORS 30.260. Both parties understand and acknowledge that each retains all immunities and privileges granted them by the Oregon Tort Claims Act (ORS 30.260 through 30.295) and any and all other statutory rights granted as a result of their status as local public bodies.

6. MODIFICATION AND TERMINATION.

- 6.1 Modification.** No modification or amendment to this Agreement will bind either party unless in writing and signed by both parties.
- 6.2 Termination.** The parties may jointly agree to terminate this Agreement at any time by written agreement.
- 6.3 Non-Appropriation.** Each of the parties certifies that it has sufficient funds currently authorized for expenditure to finance the costs of this Agreement for the period within the current budget; however, the parties understand and agree that, if a party does not appropriate funds for the next succeeding fiscal year to continue payments otherwise required by the Agreement, this Agreement will terminate at the end of the

last fiscal year for which payments have been appropriated. The non-appropriating party will notify the other party of such non-appropriation not later than 30 days before the beginning of the year within which funds are not appropriated. Upon termination pursuant to this clause, neither party will have a further obligation for payments beyond the termination date.

7. Notices

7.1 Notices required under this Agreement will be given as follows:

7.1.1 Notices to County:

Lane County Public Works

Jennifer Paugh
Engineering Associate
jennifer.paugh@co.lane.or.us
Fax: 541-682-8500

Lane County Sheriff's Office

Jonna Hill
Support Services Manager
jonna.hill@co.lane.or.us
fax: 541-682-2366

7.1.2 Notices to Agency:

City of Lowell

Jeremy Caudle
City Administrator
jcaudle@ci.lowell.or.us
fax: 541-937-2936

8. MISCELLANEOUS PROVISIONS

- 8.1 Disputes.** The parties are required to exert every effort to cooperatively resolve any disagreements that may arise under this Agreement. This may be done at any management level, including at a level higher than the persons directly responsible for administration of the Agreement. In the event that the parties alone are unable to resolve any conflict under this Agreement, they are encouraged to resolve their differences through mediation or arbitration, using such process as they may choose at the time.
- 8.2 Waiver.** Failure of either party to enforce any provision of the Agreement does not constitute a waiver or relinquishment by the party of the right to such performance in the future nor of the right to enforce that or any other provision of this Agreement.
- 8.3 Severability.** If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions are not affected; and the rights and obligations of the parties are to be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- 8.4 Time is of the Essence.** The parties agree that time is of the essence with respect to all provisions of this Agreement.
- 8.5 No Third-Party Beneficiaries.** County and Agency are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives or may be construed to give or provide any benefit or right to third persons, either directly or indirectly, that is greater than the rights and benefits enjoyed by the general public, unless that party is identified by name in this Agreement.
- 8.6 Headings.** The headings and captions in this Agreement are for reference and identification purposes only and may not be used to construe the meaning or to interpret the Agreement.

- 8.7 Force Majeure.** Neither party will be held responsible for delay or default due to Force Majeure acts, events or occurrences unless they could have been avoided by the exercise of reasonable care, prudence, foresight, and diligence by that party.
- 8.8 Multiple Counterparts.** This Agreement and any subsequent amendments may be executed in several counterparts, facsimile or otherwise, all of which when taken together will constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement and any amendments so executed will constitute an original.
- 8.9 Merger.** This Agreement contains the entire agreement of County and Agency with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements and understandings.
- 8.10 Americans with Disabilities Act Compliance.** During the performance of this Agreement, County and Agency will comply with all applicable provisions of the Americans with Disabilities Act of 1990, 42 USC Section 12101 et seq., and Section 504 of the Rehabilitation Act of 1973.

EACH PARTY, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

AGENCY:

COUNTY:

CITY OF LOWELL

LANE COUNTY, OREGON

By: _____

By: _____

Title: _____

Title: Daniel Hurley, Public Works Director

Date: _____

Date: _____

City of Lowell
107 East Third Street
Lowell, OR 97452

Lane County Public Works
3040 N Delta Hwy
Eugene, Oregon 97408

Agenda Item Sheet
City of Lowell City Council



Type of item:	Contract
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Item title/recommended action:

Motion to approve a "Cooperative Procurement Program Agreement" with the State of Oregon and to authorize the City Administrator to sign.

Justification or background:

The State of Oregon maintains the Oregon Procurement Information Network ("ORPIN"), an Internet-based, on-line system that is the State's official publication forum for procurement notices and advertisements. Local government are allowed to use ORPIN to post procurement advertisements for a fee. Staff recommend that the City join the network to promote competitive bidding for solicitations for construction, goods, services, and materials.

Budget impact:

Expenditure of \$500 to use this service.

Department or Council sponsor:

Administration

Attachments:

Agreement with the State of Oregon

Meeting date:	06/15/2021
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OREGON COOPERATIVE PROCUREMENT PROGRAM

AGREEMENT No. _____

This agreement for participation in the Oregon Cooperative Procurement Program (“Agreement”) is between the State of Oregon (“State”) acting by and through its Department of Administrative Services, Enterprise Goods and Services Division, Procurement Services (“DAS PS”) and _____ (“ORCPP Member”), each a “Party” and, together, the “Parties”.

1 DEFINITIONS.

1.1 **“Contract”** means a legally binding contract that results between ORCPP Member’s issuance of, and a contractor’s acceptance of, an Ordering Instrument pursuant to a Designated Price Agreement to which the contractor is a party.

1.2 **“Designated Price Agreement”** means an agreement between DAS and one or more contractors for goods or services, or both, that are offered at a set price with either (1) no guarantee of a minimum or maximum purchase or (2) an initial order or minimum purchase of the goods or services combined with a continuing contractor obligation to provide additional goods and services, and that identifies ORCPP Members as authorized purchasers.

1.3 **“ORCPP”** means the Oregon Cooperative Procurement Program.

1.4 **“Ordering Instrument”** means a document that complies with the Designated Price Agreement and that ORCPP Member must use to order goods, services, or both, under the Designated Price Agreement. An Ordering Instrument may be referred to as, for example, “Purchase Order,” “Work Order” or other name assigned by DAS PS or ORCPP Member.

1.5 **“Oregon Cooperative Procurement Program”** means the purchasing program operated by DAS PS that allows its members to purchase from Designated Price Agreements.

2 QUALIFIED ENTITIES.

DAS PS has established and operates the Oregon Cooperative Procurement Program to improve service and cost efficiencies for each entity qualified to participate in the ORCPP (“Qualified Entity”) by authorizing the Qualified Entity through agreement with DAS PS to purchase goods, services, or both, using Designated Price Agreements and to access various procurement resources available through DAS PS.

The following entities are Qualified Entities authorized to enter into this Agreement with DAS PS:

2.1 Units of local government as defined in ORS 190.003, state contracting agencies as defined in ORS 279A.010 (1)(nn) and exempted from application of the Public Contracting Code under ORS 279A.025, semi-independent state agencies listed in ORS 182.454, special government

bodies as defined in ORS 174.117 and special districts as defined in ORS 198.010, United States governmental agencies with offices in Oregon and American Indian Tribes located in Oregon; and

2.2 The entities specified in and meeting the requirements of ORS 279.855(1), (2) and (3) and OAR 125-055-0045.

3 ORCPP MEMBER AS QUALIFIED ENTITY.

ORCPP Member represents that it is, and warrants that it will remain, a Qualified Entity throughout the effective period of this Agreement. ORCPP Member shall immediately provide all information that DAS PS requests to establish to DAS PS' satisfaction that ORCPP Member is a Qualified Entity. ORCPP Member represents and warrants that all information ORCPP Member provides to DAS PS to establish that ORCPP Member is a Qualified Entity is true and correct. If at any time during the term of this Agreement ORCPP Member has reason to believe, or ORCPP is notified that DAS PS has reason to believe, ORCPP Member is no longer a Qualified Entity, ORCPP Member shall immediately cease purchasing under Designated Price Agreements until ORCPP Member establishes to DAS PS' satisfaction that ORCPP Member is a Qualified Entity.

4 EFFECTIVE DATE, TERM AND TERMINATION.

This Agreement is effective on the latest signature date ("Effective Date").

4.1 This Agreement remains in effect until terminated by either Party by delivery of a written termination notice to the other Party's Authorized Representative or their designee, at least forty-five (45) days prior to the termination date specified in the written notice.

4.2 DAS PS may terminate this Agreement for non-payment of the annual fee as outlined in section 9 of this Agreement.

5 AUTHORIZED REPRESENTATIVES.

5.1 DAS PS Authorized Program Managers:

Name and Title (print/type):

Kelly Stevens-Malnar, Statewide Outreach Coordinator – Phone:

503-378-3976 Adam Helvey, Statewide Outreach Coordinator – Phone:

503-373-2106 Address: 1225 Ferry Street SE, Salem OR 97301-4285

Fax: 503-373-1626

Email: info.orcpp@oregon.gov

5.2 ORCPP Member Authorized Representative:

Name (print/type): _____ Title: _____

Entity Name: _____

Address: _____

Work Phone: _____ Email: _____

Accounts Payable Contact:

Name (print/type): _____

Work Phone: _____ Email: _____

5.3 A Party may designate a new Authorized Representative at any time by written notice to the other Party.

6 ORCPP MEMBER BENEFITS AND REQUIREMENTS.

6.1 Designated Price Agreements. ORCPP Member may purchase goods, services, or both, from any Designated Price Agreement identified by DAS PS according to the terms of this Agreement. Designated Price Agreements may expire or terminate, and DAS PS does not promise or guarantee the effectiveness of any particular Designated Price Agreement at the time ORCPP Member desires to make a purchase.

6.1.1 Designated Price Agreements Use Restrictions. ORCPP Member shall accept the terms and conditions of a Designated Price Agreement without modification, including use of a specific Ordering Instrument as described in the applicable Designated Price Agreement. Only DAS has the authority to change, modify, or amend Designated Price Agreements.

6.1.2 Ordering Instruments. All Ordering Instruments must incorporate the applicable Designated Price Agreement by reference and include the following statement:

"THIS PURCHASE IS PLACED AGAINST STATE OF OREGON PRICE AGREEMENT # _____. THE GENERAL TERMS AND CONDITIONS AND SPECIAL CONTRACT TERMS AND CONDITIONS (T's & C's) CONTAINED IN THE PRICE AGREEMENT ARE HEREBY INCORPORATED BY REFERENCE AND SHALL APPLY TO THIS PURCHASE AND SHALL TAKE PRECEDENCE OVER ALL OTHER CONFLICTING T's & C's EXPRESS OR IMPLIED."

6.1.3 Contracts. DAS PS is not a party to nor does DAS PS assume any liability under Contracts.

6.2 Use of Oregon Procurement Information Network. The Oregon Procurement Information Network ("ORPIN") is an Internet-based, on-line system that is the State's official publication forum for procurement notices and advertisements. ORPIN provides registered suppliers with access to procurement information issued by the State and ORCPP Members. Registered suppliers can express interest, download documents and respond to procurement opportunities posted on ORPIN.

ORCPP Member is granted unlimited use of ORPIN, subject to the ORPIN terms of use, to upload, issue and advertise ORCPP Member's solicitation documents and procurement notices, subject to the following:

6.2.1 ORCPP Member assumes full and complete responsibility and liability for the content, substance and accuracy of all information contained in any ORCPP Member documents uploaded and displayed on the ORPIN system;

6.2.2 ORCPP Member is authorized to use future enhancements to the ORPIN system, such as electronic bidding and solicitation document types, as they become available on ORPIN; and

6.2.3 ORCPP Member shall not distribute or share its active, ORPIN user login credentials or access information with outside entities or individuals who are not ORCPP Members.

6.3 Training. ORCPP Member and its employees are eligible to register for and attend any DAS PS-sponsored and scheduled procurement-related training and certification programs at the same cost as State agency participants. Registration information for DAS PS procurement classes and workshops is available by logging into iLearn at <http://iLearn.oregon.gov>.

6.4 Data and Procurement Participation. From time to time, DAS PS may request ORCPP Member to provide historical or projected usage and spend data for certain solicitations for goods or services to help achieve maximum volume discounts for the benefit of all State agencies and ORCPP Members. DAS PS also may request ORCPP Member to participate on a procurement sourcing team or evaluation committee that will result in a Designated Price Agreement and use by State agencies and ORCPP Member(s). ORCPP Member agrees to provide information and participate pursuant to DAS PS request, to the extent reasonably possible.

7 DAS PS OBLIGATIONS.

7.1 DAS PS agrees to:

7.1.1 Provide a Program Manager that will respond to ORCPP Member questions regarding ORCPP membership and resources;

7.1.2 Maintain a list of Designated Price Agreements available for ORCPP Member reference on the DAS Procurement Services and Policy website. To access the Designated Price Agreement list, go to <http://www.oregon.gov/DAS/EGS/ps/Pages/index.aspx> and click on the Oregon Cooperative Procurement Program icon;

7.1.3 Educate contractors under Designated Price Agreements on the process to confirm that ORCPP Member is an "Authorized Purchaser" as defined in the Designated Price Agreements and on the process for transacting with ORCPP Member under the Contract;

7.1.4 Provide program education and outreach to ORCPP Member through trade shows, statewide events and the ORCPP listserv;

7.1.5 Manage ORPIN access and user permissions for ORCPP Member and its authorized users;

7.1.6 Provide ORCPP Member with Contract spend and usage reports and other ORCPP information upon ORCPP Member's request.

7.2 DAS PS' performance under this Agreement is conditioned upon ORCPP Member's compliance with the obligations intended for contractors under ORS 279B.220, 279B.225 (if applicable to this Agreement), 279B.230 and 279B.235 (if applicable to this Agreement), which are incorporated by reference herein. ORCPP Member shall, to the maximum extent economically feasible in the performance of this Agreement, use recycled paper (as defined in ORS 279A.010(1)(gg)), recycled PETE products (as defined in ORS 279A.010(1)(hh)), and other recycled plastic resin products and recycled products (as "recycled product" is defined in ORS 279A.010(1)(ii)).

8 MEMBERSHIP FEE.

ORCPP Member shall pay DAS PS an annual membership fee for the period July 1 through June 30 of each year this Agreement is effective, based on the entity type, annual budget and corresponding fee, as specified in Exhibit A, Standard ORCPP Membership Fee Schedule.

8.1 The initial membership fee when this Agreement takes effect anytime from July 1 through December 31 is 100% of the annual fee. The initial fee when this Agreement takes effect anytime from January 1 through April 30 is 50% of the annual fee. The initial fee is waived when this Agreement takes effect anytime from May 1 through June 30.

8.2 From time to time, DAS PS may request, and ORCPP Member shall provide, ORCPP Member's budget information to determine the applicable annual membership fee. If DAS PS determines that the annual membership fee has changed based upon ORCPP Member's then-current budget, DAS PS will notify ORCPP Member in writing of the new annual membership fee, and ORCPP Member shall pay that amount when the next annual fee is due.

9 INVOICES AND PAYMENT.

DAS PS will invoice ORCPP Member each year in July for the next annual membership fee. ORCPP Member shall remit payment to DAS within 45 days of receipt of the invoice by one of the following methods:

9.1 Credit Card. The preferred method of payment for the ORCPP annual fee is to be paid by credit card. The payment portal can be found at the below web address.

<https://apps.oregon.gov/DAS/Procurement/EPS>

9.2 Electronic Funds Transfer. ORCPP Member shall coordinate with DAS PS on the process and documentation required to set up an account and remit payment electronically if this is the payment method of choice.

9.3 Check. Payments made by check must include the Agreement number from page 1 and be issued to the Oregon Department of Administrative Services and sent to:

DAS Shared Financial Services
Attention: Cashier
155 Cottage Street NE
Salem, OR 97301

DAS PS may terminate this Agreement for non-payment if the annual fee is not received within ninety (90) days of the issue date of the invoice.

10 INDEMNIFICATION.

10.1 Non-State Agency ORCPP Member as Qualified Entity under Section 2.1. Subject to limitations of ORCPP Member's organic law if ORCPP Member is a unit of local government as defined in ORS 190.003, a United States governmental agency with offices in Oregon or American Indian Tribes located in Oregon, ORCPP Member shall save, defend, hold harmless and indemnify, the State and its divisions, officers, employees and agents from all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever resulting from, arising out of or related to (1) the acts and omissions of the ORCPP Member, or its officers, employees and agents under this Agreement or (2) services or benefits DAS PS provides under this Agreement pursuant to a representation of ORCPP Member's Qualified Entity status and State's reliance thereon.

10.2 ORCPP Member as Qualified Entity under Section 2.2. If ORCPP Member is an entity specified in and meeting the requirements of ORS 279.855(1), (2) and (3) and OAR 125-055-0045, ORCPP Member shall save, defend, hold harmless and indemnify, the State and its divisions, officers, employees and agents from all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever resulting from, arising out of or related to (1) the acts or omissions of the ORCPP Member, or its officers, employees and agents under this Agreement and (2) services or benefits DAS PS provides under this Agreement pursuant to a representation of ORCPP Member's Qualified Entity status and State's reliance thereon.

10.3 Defense Obligation. With respect to any obligation to defend described in sections 10.1 and 10.2, the Oregon Attorney General must give written authorization to any legal counsel purporting to act in the name of, or represent the interests of, the State, its officers, employees and agents prior to such action or representation. Further, the State, acting by and through its Department of Justice, may assume its own defense, including that of its officers, employees and agents, at any time when in the State's sole discretion it determines that (i) proposed counsel is prohibited from the particular representation contemplated; (ii) important governmental interests are at stake; or (iii) the best interests of the State are served thereby. Contractor's obligation to pay for all costs and expenses shall include those incurred by the State in assuming its own defense and/or that of its officers, employees, or agents under (i) and (ii) above.

11 SUCCESSORS AND ASSIGNMENT.

The provisions of this Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns. Neither Party shall assign or transfer its interest in this Agreement without the prior written consent of the other. Any such attempted assignment or transfer shall be void.

12 MERGER; AMENDMENT; WAIVER.

This Agreement constitutes the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent or modification of the Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent or modification, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of the State to enforce any provision of this Agreement shall not constitute a waiver by the State of that or any other provision.

13 LIMITATION OF LIABILITY.

ORCPP Member acknowledges and agrees that the State shall not be liable for any damages, including direct, indirect, incidental or consequential damages sustained by ORCPP Member, which arise out of or are in any way related to goods or services obtained from contractors under any Contract entered by ORCPP Member pursuant to this Agreement. State makes no representation or warranty regarding the suitability, durability, merchantability or fitness for a particular purpose of any goods or services purchased under any Contract.

14 COMPLIANCE WITH APPLICABLE LAW.

ORCPP Member shall comply with all federal, state and local laws, rules, regulations, and ordinances applicable to this Agreement or to ORCPP Member's obligations under this Agreement.

15 GOVERNING LAW; VENUE.

15.1 Governing Law. The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement.

15.2 Designation of Forum. Any Party bringing a legal action or proceeding against any other Party arising out of or relating to this Agreement shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County. Each Party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

15.3 Federal Forum. Notwithstanding Section 15. 2, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This section applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This section is also not a waiver by the State of Oregon of any form of immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

16 TAX CERTIFICATION.

By signature on this Agreement for ORCPP Member, the undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of the ORCPP Member and that ORCPP Member is, to the best of the undersigned's knowledge, not in violation of any applicable Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321 and 323 and the elderly rental assistance program under ORS 310.630 to 310.706 and local taxes administered by the Department of Revenue under ORS 305.620.

17 SIGNATURES.

Each Party to this Agreement, and each individual signing on behalf of each Party, hereby represents and warrants to the other that it has full power and authority to enter into this Agreement and that its execution, delivery, and performance obligations have been fully

authorized and approved, and that no further approvals or consents are required to bind such Party.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates set forth below.

STATE OF OREGON acting by and through its
Department of Administrative Services,
EGS-Procurement Services

ORCPP Member acting by and through its

(name of entity)

By: _____

By: _____

Printed Name

Printed Name

Title

Title

Date

Date

(Additional signature lines may be added as necessary)

EXHIBIT A

Standard ORCPP Membership Fee Schedules

This Fee Schedule is the ORCPP membership fee for a Qualified Entity other than a special district as defined in ORS 198.010, and is based on the entity’s adopted organizational annual budget.

Fee Schedule: Qualified Entity

(Provide a one-page summary of the entity’s adopted annual budget with signed Agreement)

ORCPP Member (initial and date)	DAS PS (initial and date)	Organizational Budget MORE than	Organizational Budget LESS than	Annual Membership Fee
		\$ 0.00	\$ 3,000,000	\$0.00
		\$ 3,000,000	\$ 7,500,000	\$ 500.00
		\$ 7,500,001	\$ 21,000,000	\$ 900.00
		\$ 21,000,001	\$ 30,000,000	\$ 1,000.00
		\$ 30,000,001	\$ 68,000,000	\$ 2,000.00
		\$ 68,000,001	\$ 90,000,000	\$ 3,000.00
		\$ 90,000,001	\$ 150,000,000	\$ 4,000.00
		\$ 150,000,001	and over	\$ 5,000.00
		* Oregon K-12 Schools, Charter Schools, ESDs, qualifying Oregon Child Nutrition Sponsors, and qualifying, Early Learning Service Providers, and Qualified Rehabilitation Facilities		\$ 0.00