

**Lowell City Council
Regular Meeting and Executive Session
Tuesday, November 16, 2021, at 7 P.M.**

**Maggie Osgood Library
70 N. Pioneer Street
Lowell, OR 97452**

COVID-19 protocols are required for those attending in person, including mask wearing and social distancing.

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: admin@ci.lowell.or.us.

Regular Meeting Agenda

Call to Order/Roll Call/Pledge of Allegiance

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

Approval of Agenda

Consent Agenda

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

1. Financial report for September
2. Check register for October
3. Approval of the minutes for the regular meeting on October 19, 2021
4. Approval of the minutes for the regular meeting and joint Parks and Recreation Committee meeting with the on November 2, 2021

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

City Council Meeting Agenda

Public Comments

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

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

Council Comments (three minutes per speaker)

Staff Reports

1. City Administrator report
2. Public Works report
3. Police report

Old Business

New Business

1. Motion to approve a “Memorandum of Understanding” with Northwest Code Professionals related to floodplain management and to authorize the City Administrator to sign.
2. Motion to authorize the City Administrator to purchase 100 quantity Kamstrup flowIQ2250 water meters from Correct Equipment in the amount not to exceed \$30,000.
3. Motion to approve a “General Application” with Business Oregon’s Special Public Works Fund to finance the Maggie Osgood Library and City Hall construction project, and to authorize the Mayor to sign.
4. Discussion and further direction on police services within the City of Lowell.

Other Business

Mayor Comments

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

City Council Meeting Agenda

Adjourn the Regular Meeting

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.

1. To conduct deliberations with persons designated by the governing body to negotiate real property transactions, pursuant to O.R.S. 192.660(2)(e).

Adjourn the Executive Session

CITY OF LOWELL
 COMBINED CASH INVESTMENT
 SEPTEMBER 30, 2021

COMBINED CASH ACCOUNTS

999-1111	CASH IN BANK - CHECKING	450,722.09
999-1115	CASH IN BANK - LGIP	932,268.12
		1,382,990.21
	TOTAL COMBINED CASH	1,382,990.21
999-1110	CASH ALLOCATED TO FUNDS	(1,382,990.21)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

110	ALLOCATION TO GENERAL FUND	230,049.38
220	ALLOCATION TO BUILDING FUND	36,139.47
230	ALLOCATION TO WATER FUND	159,205.02
240	ALLOCATION TO SEWER FUND	168,865.32
312	ALLOCATION TO STREET FUND	75,342.69
314	ALLOCATION TO BLACKBERRY JAM FUND	15,558.80
410	ALLOCATION TO PARKS SDC FUND	66,630.67
412	ALLOCATION TO STREETS SDC FUND	54,823.56
430	ALLOCATION TO WATER SDC FUND	333,468.55
440	ALLOCATION TO SEWER SDC FUND	134,082.30
445	ALLOCATION TO STORMWATER SDC FUND	53,675.10
520	ALLOCATION TO WATER RESERVE FUND	39,397.53
521	ALLOCATION TO SEWER RESERVE FUND	15,751.82
		1,382,990.21
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,382,990.21
	ALLOCATION FROM COMBINED CASH FUND - 999-1110	(1,382,990.21)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CITY OF LOWELL
BALANCE SHEET
SEPTEMBER 30, 2021

GENERAL FUND

<u>ASSETS</u>			
110-1110	ALLOCATED CASH	73,061.63	
110-1115	CASH IN BANK - LGIP	156,987.75	
110-1120	PETTY CASH	250.00	
110-1620	INVENTORY	308,934.79	
110-1710	LAND	2,595,845.69	
110-1720	BUILDINGS & FACILITIES	430,908.77	
110-1730	EQUIPMENT & FURNISHINGS	28,874.28	
110-1740	VEHICLES & ROLLING STOCK	40,847.50	
110-1750	INFRASTRUCTURE	32,762.99	
110-1795	CONSTRUCTION IN PROGRESS	14,195.83	
110-1820	AD - BUILDINGS & FACILITIES	(187,520.17)	
110-1830	AD - EQUIPMENT & FURNISHINGS	(7,893.90)	
110-1840	AD - VEHICLES & ROLLING STOCK	(13,908.46)	
110-1850	AD - INFRASTRUCTURE	(15,469.63)	
	TOTAL ASSETS		<u><u>3,457,877.07</u></u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
110-2205	WAGES PAYABLE	2,459.99	
110-2250	RETIREMENT PAYABLE	(38.30)	
110-2510	BAIL HELD	960.00	
110-2515	CET TAX COLLECTED	20,105.51	
110-2525	OTHER DEPOSITS	103.00	
110-2750	LONG TERM DEBT	803,036.97	
	TOTAL LIABILITIES		826,627.17
<u>FUND EQUITY</u>			
110-3100	BEGINNING FUND BALANCE	205,803.47	
110-3275	GASB - FIXED ASSETS	3,227,577.69	
110-3277	GAAP - LONG TERM DEBT	(803,036.97)	
	REVENUE OVER EXPENDITURES - YTD	<u>905.71</u>	
	BALANCE - CURRENT DATE	<u>905.71</u>	
	TOTAL FUND EQUITY		<u><u>2,631,249.90</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>3,457,877.07</u></u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
110-310-4112	.00	.00	153,139.00	153,139.00	.0
110-310-4114	307.05	1,012.45	2,600.00	1,587.55	38.9
TOTAL TAXES	307.05	1,012.45	155,739.00	154,726.55	.7
<u>INVESTMENT EARNINGS</u>					
110-315-4125	95.47	303.43	2,500.00	2,196.57	12.1
TOTAL INVESTMENT EARNINGS	95.47	303.43	2,500.00	2,196.57	12.1
<u>INTERGOVERNMENTAL</u>					
110-320-4132	.00	2,927.44	11,000.00	8,072.56	26.6
110-320-4134	94.78	272.29	3,407.00	3,134.71	8.0
110-320-4136	2,027.19	5,598.92	22,000.00	16,401.08	25.5
110-320-4148	572.05	572.05	6,000.00	5,427.95	9.5
TOTAL INTERGOVERNMENTAL	2,694.02	9,370.70	42,407.00	33,036.30	22.1
<u>GRANT REVENUES</u>					
110-325-4151	.00	78,363.31	140,000.00	61,636.69	56.0
110-325-4152	.00	.00	10,200.00	10,200.00	.0
110-325-4155	.00	.00	225,500.00	225,500.00	.0
110-325-4158	1,000.00	1,000.00	.00	(1,000.00)	.0
110-325-4160	.00	.00	240,000.00	240,000.00	.0
TOTAL GRANT REVENUES	1,000.00	79,363.31	615,700.00	536,336.69	12.9
<u>FRANCHISE FEES</u>					
110-330-4310	.00	1,642.23	5,900.00	4,257.77	27.8
110-330-4312	.00	27,903.96	53,000.00	25,096.04	52.7
110-330-4316	.00	.00	3,000.00	3,000.00	.0
110-330-4318	1,962.85	3,678.31	18,500.00	14,821.69	19.9
110-330-4320	1,578.99	3,282.98	20,335.00	17,052.02	16.1
TOTAL FRANCHISE FEES	3,541.84	36,507.48	100,735.00	64,227.52	36.2

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LICENSES & PERMITS</u>					
110-335-4352	LAND USE & DEVELOPMENT	584.00	876.00	15,000.00	14,124.00 5.8
110-335-4354	MISC PERMITS & LICENSES	.00	20.00	275.00	255.00 7.3
110-335-4360	DOG LICENSES	30.00	237.00	800.00	563.00 29.6
	TOTAL LICENSES & PERMITS	614.00	1,133.00	16,075.00	14,942.00 7.1
<u>CHARGES FOR SERVICE</u>					
110-340-4410	COPY, FAX, NOTARY & RESEARCH	14.60	141.65	1,030.00	888.35 13.8
110-340-4415	LIBRARY BUSINESS SERVICES	.00	.00	250.00	250.00 .0
110-340-4417	LIEN SEARCHES	80.00	200.00	515.00	315.00 38.8
110-340-4419	ELECTION FILING FEES	.00	.00	100.00	100.00 .0
110-340-4421	SDC/CET ADMIN FEE	621.91	2,441.56	4,005.00	1,563.44 61.0
110-340-4423	PAY STATION REVENUE	.00	.00	125.00	125.00 .0
	TOTAL CHARGES FOR SERVICE	716.51	2,783.21	6,025.00	3,241.79 46.2
<u>SDC REVENUE</u>					
110-345-4511	PARKS REIMBURSEMENT SDC	.00	376.00	735.00	359.00 51.2
	TOTAL SDC REVENUE	.00	376.00	735.00	359.00 51.2
<u>FINES & FORFEITURES</u>					
110-350-4625	MUNICIPAL COURT REVENUE	790.31	1,348.19	3,146.00	1,797.81 42.9
	TOTAL FINES & FORFEITURES	790.31	1,348.19	3,146.00	1,797.81 42.9
<u>LOAN PAYMENTS & PROCEEDS</u>					
110-360-4225	LOAN PROCEEDS	.00	.00	500,000.00	500,000.00 .0
	TOTAL LOAN PAYMENTS & PROCEEDS	.00	.00	500,000.00	500,000.00 .0
<u>OTHER REVENUE</u>					
110-370-4825	LIBRARY DONATIONS	.00	1.85	.00	(1.85) .0
110-370-4849	CAPITAL ASSET DISPOSAL	.00	.00	418,700.00	418,700.00 .0
	TOTAL OTHER REVENUE	.00	1.85	418,700.00	418,698.15 .0

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUE</u>					
110-385-4895 MISCELLANEOUS REVENUE	.00	101.84	2,250.00	2,148.16	4.5
TOTAL MISCELLANEOUS REVENUE	.00	101.84	2,250.00	2,148.16	4.5
TOTAL FUND REVENUE	9,759.20	132,301.46	1,864,012.00	1,731,710.54	7.1

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
<u>PERSONAL SERVICES</u>					
110-410-5110 CITY ADMINISTRATOR	1,487.50	5,487.51	17,850.00	12,362.49	30.7
110-410-5114 CITY CLERK	362.38	2,108.44	5,828.00	3,719.56	36.2
110-410-5158 MAINTENANCE WORKER I	150.51	522.16	2,195.00	1,672.84	23.8
110-410-5220 OVERTIME	6.27	10.47	84.00	73.53	12.5
110-410-5315 SOCIAL SECURITY/MEDICARE	153.50	621.80	1,978.00	1,356.20	31.4
110-410-5320 WORKER'S COMP	10.67	22.36	457.00	434.64	4.9
110-410-5350 UNEMPLOYMENT	.00	.00	1,728.00	1,728.00	.0
110-410-5410 HEALTH INSURANCE	323.54	1,117.01	3,901.00	2,783.99	28.6
110-410-5450 PUBLIC EMPLOYEES RETIREMENT	321.54	1,242.05	5,095.00	3,852.95	24.4
TOTAL PERSONAL SERVICES	2,815.91	11,131.80	39,116.00	27,984.20	28.5
<u>MATERIALS & SERVICES</u>					
110-410-6110 AUDITING	.00	.00	5,500.00	5,500.00	.0
110-410-6112 LEGAL SERVICES	.00	434.67	2,500.00	2,065.33	17.4
110-410-6114 FINANCIAL SERVICES	651.75	1,316.00	6,215.00	4,899.00	21.2
110-410-6122 IT SERVICES	2,408.11	3,743.98	12,000.00	8,256.02	31.2
110-410-6124 COPIER CONTRACT	147.98	443.94	2,250.00	1,806.06	19.7
110-410-6128 OTHER CONTRACT SERVICES	77.71	1,056.37	12,500.00	11,443.63	8.5
110-410-6210 INSURANCE & BONDS	.00	1,619.34	6,426.00	4,806.66	25.2
110-410-6220 PUBLICATIONS, PRINTING & DUES	24.99	1,350.92	1,400.00	49.08	96.5
110-410-6222 NEWSLETTER EXPENDITURE	.00	.00	1,200.00	1,200.00	.0
110-410-6226 POSTAGE	75.00	307.85	500.00	192.15	61.6
110-410-6228 PUBLIC NOTICES	.00	158.85	500.00	341.15	31.8
110-410-6230 OFFICE SUPPLIES/EQUIPMENT	149.77	248.65	2,000.00	1,751.35	12.4
110-410-6234 GENERAL SUPPLIES	.00	206.91	1,000.00	793.09	20.7
110-410-6238 BANK SERVICE CHARGES	14.54	67.20	1,000.00	932.80	6.7
110-410-6240 TRAVEL & TRAINING	.00	.00	5,700.00	5,700.00	.0
110-410-6290 MISCELLANEOUS	53.00	237.51	500.00	262.49	47.5
110-410-6320 BUILDING REPAIR & MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
110-410-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	100.00	100.00	.0
110-410-6334 NON-CAPITALIZED ASSETS	.00	.00	2,000.00	2,000.00	.0
110-410-6420 WATER SERVICES	421.05	1,322.07	1,398.00	75.93	94.6
110-410-6425 SEWER SERVICES	233.38	693.35	825.00	131.65	84.0
110-410-6430 ELECTRICITY SERVICES	193.66	584.22	2,100.00	1,515.78	27.8
110-410-6435 INTERNET SERVICES	120.21	360.63	1,322.00	961.37	27.3
110-410-6440 TELEPHONE SERVICES	208.36	622.73	1,875.00	1,252.27	33.2
110-410-6445 REFUSE SERVICES	329.56	329.56	120.00	(209.56)	274.6
110-410-6510 COUNCIL EXPENDITURE	.00	.00	2,000.00	2,000.00	.0
110-410-6512 STATE ETHICS COMMISSION	.00	.00	650.00	650.00	.0
TOTAL MATERIALS & SERVICES	5,109.07	15,104.75	74,581.00	59,476.25	20.3

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
110-410-8225 BUILDINGS & FACILITIES	.00	.00	185,700.00	185,700.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	185,700.00	185,700.00	.0
TOTAL ADMINISTRATION	7,924.98	26,236.55	299,397.00	273,160.45	8.8
 <u>PARKS & RECREATION</u>					
<u>PERSONAL SERVICES</u>					
110-420-5110 CITY ADMINISTRATOR	371.88	1,282.09	4,463.00	3,180.91	28.7
110-420-5150 PUBLIC WORKS DIRECTOR	316.50	1,100.22	3,798.00	2,697.78	29.0
110-420-5152 UTILITY WORKER I	722.36	2,511.06	4,551.00	2,039.94	55.2
110-420-5154 UTILITY WORKER II	.00	.00	4,551.00	4,551.00	.0
110-420-5156 TEMPORARY/SEASONAL	685.86	2,564.00	3,028.00	464.00	84.7
110-420-5158 MAINTENANCE WORKER I	752.48	2,610.68	10,976.00	8,365.32	23.8
110-420-5220 OVERTIME	128.56	461.40	1,409.00	947.60	32.8
110-420-5315 SOCIAL SECURITY/MEDICARE	227.82	805.59	2,512.00	1,706.41	32.1
110-420-5320 WORKER'S COMP	131.61	265.64	1,670.00	1,404.36	15.9
110-420-5350 UNEMPLOYMENT	.00	.00	2,328.00	2,328.00	.0
110-420-5410 HEALTH INSURANCE	300.38	1,201.51	4,384.00	3,182.49	27.4
110-420-5450 PUBLIC EMPLOYEES RETIREMENT	449.89	1,516.95	6,444.00	4,927.05	23.5
TOTAL PERSONAL SERVICES	4,087.34	14,319.14	50,114.00	35,794.86	28.6

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
110-420-6122	78.60	233.05	.00	(233.05)	.0
110-420-6128	49.37	1,609.37	20,000.00	18,390.63	8.1
110-420-6210	.00	1,826.14	1,861.00	34.86	98.1
110-420-6234	65.98	1,848.07	2,000.00	151.93	92.4
110-420-6238	.00	.00	4.00	4.00	.0
110-420-6290	.00	.00	500.00	500.00	.0
110-420-6320	.00	.00	3,000.00	3,000.00	.0
110-420-6324	.00	266.53	2,000.00	1,733.47	13.3
110-420-6328	.00	.00	1,000.00	1,000.00	.0
110-420-6330	.00	1,375.00	2,000.00	625.00	68.8
110-420-6334	.00	.00	11,000.00	11,000.00	.0
110-420-6339	2,884.90	2,884.90	10,000.00	7,115.10	28.9
110-420-6420	993.14	2,358.58	25,000.00	22,641.42	9.4
110-420-6425	127.88	379.92	1,650.00	1,270.08	23.0
110-420-6430	157.00	471.57	2,129.00	1,657.43	22.2
110-420-6445	.00	.00	365.00	365.00	.0
110-420-6535	.00	1,140.00	.00	(1,140.00)	.0
110-420-6710	.00	295.65	1,500.00	1,204.35	19.7
	<u>4,356.87</u>	<u>14,688.78</u>	<u>84,009.00</u>	<u>69,320.22</u>	<u>17.5</u>
<u>CAPITAL OUTLAY</u>					
110-420-8520	563.50	620.50	740,000.00	739,379.50	.1
	<u>563.50</u>	<u>620.50</u>	<u>740,000.00</u>	<u>739,379.50</u>	<u>.1</u>
	<u>9,007.71</u>	<u>29,628.42</u>	<u>874,123.00</u>	<u>844,494.58</u>	<u>3.4</u>
<u>POLICE</u>					
<u>MATERIALS & SERVICES</u>					
110-430-6118	2,534.60	5,069.20	29,530.00	24,460.80	17.2
	<u>2,534.60</u>	<u>5,069.20</u>	<u>29,530.00</u>	<u>24,460.80</u>	<u>17.2</u>
	<u>2,534.60</u>	<u>5,069.20</u>	<u>29,530.00</u>	<u>24,460.80</u>	<u>17.2</u>
<u>COMMUNITY DEVELOPMENT</u>					

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONAL SERVICES</u>					
110-440-5110 CITY ADMINISTRATOR	371.88	1,282.09	4,463.00	3,180.91	28.7
110-440-5315 SOCIAL SECURITY/MEDICARE	28.46	98.11	341.00	242.89	28.8
110-440-5320 WORKER'S COMP	.68	1.47	68.00	66.53	2.2
110-440-5350 UNEMPLOYMENT	.00	.00	360.00	360.00	.0
110-440-5410 HEALTH INSURANCE	32.44	129.74	484.00	354.26	26.8
110-440-5450 PUBLIC EMPLOYEES RETIREMENT	73.00	227.54	876.00	648.46	26.0
TOTAL PERSONAL SERVICES	506.46	1,738.95	6,592.00	4,853.05	26.4
<u>MATERIALS & SERVICES</u>					
110-440-6116 ENGINEERING SERVICES	3,250.00	8,071.50	20,000.00	11,928.50	40.4
110-440-6122 IT SERVICES	17.50	51.40	.00	(51.40)	.0
110-440-6128 OTHER CONTRACT SERVICES	5.49	7,505.49	10,000.00	2,494.51	75.1
110-440-6210 INSURANCE & BONDS	.00	264.49	.00	(264.49)	.0
110-440-6220 PUBLICATIONS, PRINTING & DUES	.00	.00	100.00	100.00	.0
110-440-6226 POSTAGE	25.00	50.00	175.00	125.00	28.6
110-440-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-440-6522 LAND USE & DEVELOPMENT COSTS	.00	5,344.13	20,000.00	14,655.87	26.7
TOTAL MATERIALS & SERVICES	3,297.99	21,287.01	50,525.00	29,237.99	42.1
<u>CAPITAL OUTLAY</u>					
110-440-8225 BUILDINGS & FACILITIES	.00	7,483.94	10,000.00	2,516.06	74.8
TOTAL CAPITAL OUTLAY	.00	7,483.94	10,000.00	2,516.06	74.8
TOTAL COMMUNITY DEVELOPMENT	3,804.45	30,509.90	67,117.00	36,607.10	45.5
<u>LIBRARY</u>					
<u>PERSONAL SERVICES</u>					
110-450-5130 LIBRARIAN/SPECIAL EVENTS	.00	.00	16,380.00	16,380.00	.0
110-450-5156 TEMPORARY/ SEASONAL	137.18	512.82	606.00	93.18	84.6
110-450-5158 MAINTENANCE WORKER I	150.51	522.16	2,194.00	1,671.84	23.8
110-450-5315 SOCIAL SECURITY/MEDICARE	22.02	79.20	1,467.00	1,387.80	5.4
110-450-5320 WORKER'S COMP	6.54	13.38	326.00	312.62	4.1
110-450-5350 UNEMPLOYMENT	.00	.00	1,323.00	1,323.00	.0
110-450-5410 HEALTH INSURANCE	.00	.00	4,833.00	4,833.00	.0
110-450-5450 PUBLIC EMPLOYEES RETIREMENT	29.54	100.56	3,764.00	3,663.44	2.7
TOTAL PERSONAL SERVICES	345.79	1,228.12	30,893.00	29,664.88	4.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
110-450-6122	50.65	332.29	1,460.00	1,127.71	22.8
110-450-6128	27.43	27.43	500.00	472.57	5.5
110-450-6210	.00	7.02	.00	(7.02)	.0
110-450-6226	5.00	10.00	50.00	40.00	20.0
110-450-6230	.00	.00	500.00	500.00	.0
110-450-6234	.00	204.46	1,500.00	1,295.54	13.6
110-450-6238	.00	.00	1.00	1.00	.0
110-450-6290	58.99	58.99	250.00	191.01	23.6
110-450-6320	.00	140.00	1,656.00	1,516.00	8.5
110-450-6420	8.74	26.75	950.00	923.25	2.8
110-450-6425	15.99	47.50	750.00	702.50	6.3
110-450-6430	25.81	73.10	2,400.00	2,326.90	3.1
110-450-6435	46.24	138.72	780.00	641.28	17.8
110-450-6440	32.67	98.01	350.00	251.99	28.0
110-450-6445	.00	.00	525.00	525.00	.0
110-450-6530	.00	.00	1,000.00	1,000.00	.0
TOTAL MATERIALS & SERVICES	271.52	1,164.27	12,672.00	11,507.73	9.2
<u>CAPITAL OUTLAY</u>					
110-450-8225	8,437.16	26,908.03	307,115.00	280,206.97	8.8
TOTAL CAPITAL OUTLAY	8,437.16	26,908.03	307,115.00	280,206.97	8.8
TOTAL LIBRARY	9,054.47	29,300.42	350,680.00	321,379.58	8.4
<u>CODE ENFORCEMENT</u>					
<u>PERSONAL SERVICES</u>					
110-460-5110	371.88	1,282.09	4,463.00	3,180.91	28.7
110-460-5150	316.50	1,100.22	3,798.00	2,697.78	29.0
110-460-5220	8.22	47.93	315.00	267.07	15.2
110-460-5315	53.29	185.91	341.00	155.09	54.5
110-460-5320	3.94	8.13	154.00	145.87	5.3
110-460-5350	.00	.00	692.00	692.00	.0
110-460-5410	100.16	400.62	1,462.00	1,061.38	27.4
110-460-5450	136.75	449.32	1,684.00	1,234.68	26.7
TOTAL PERSONAL SERVICES	990.74	3,474.22	12,909.00	9,434.78	26.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
110-460-6128 OTHER CONTRACT SERVICES	47.97	171.97	.00	(171.97)	.0
110-460-6234 GENERAL SUPPLIES	.00	.00	100.00	100.00	.0
110-460-6238 BANK SERVICE CHARGES	.00	.00	1.00	1.00	.0
110-460-6290 MISCELLANEOUS	.00	.00	100.00	100.00	.0
110-460-6445 REFUSE SERVICES	.00	.00	2,600.00	2,600.00	.0
TOTAL MATERIALS & SERVICES	47.97	171.97	2,801.00	2,629.03	6.1
TOTAL CODE ENFORCEMENT	1,038.71	3,646.19	15,710.00	12,063.81	23.2
<u>TOURISM</u>					
<u>MATERIALS & SERVICES</u>					
110-470-6224 MARKETING	.00	.00	295.00	295.00	.0
110-470-6226 POSTAGE	5.00	10.00	100.00	90.00	10.0
110-470-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-470-6326 COVERED BRIDGE MAINTENANCE	60.75	180.62	2,466.00	2,285.38	7.3
110-470-6527 COMMUNITY GRANT PROGRAM	50.00	254.01	3,000.00	2,745.99	8.5
TOTAL MATERIALS & SERVICES	115.75	444.63	6,111.00	5,666.37	7.3
TOTAL TOURISM	115.75	444.63	6,111.00	5,666.37	7.3
<u>MUNICIPAL COURT</u>					
<u>PERSONAL SERVICES</u>					
110-480-5110 CITY ADMINISTRATOR	371.88	1,461.68	4,463.00	3,001.32	32.8
110-480-5114 CITY CLERK	181.20	1,054.27	2,914.00	1,859.73	36.2
110-480-5220 OVERTIME	3.14	5.24	42.00	36.76	12.5
110-480-5315 SOCIAL SECURITY/MEDICARE	42.56	192.90	567.00	374.10	34.0
110-480-5320 WORKER'S COMP	3.47	7.28	135.00	127.72	5.4
110-480-5350 UNEMPLOYMENT	.00	.00	599.00	599.00	.0
110-480-5410 HEALTH INSURANCE	129.33	428.76	1,468.00	1,039.24	29.2
110-480-5450 PUBLIC EMPLOYEES RETIREMENT	73.00	343.19	1,456.00	1,112.81	23.6
TOTAL PERSONAL SERVICES	804.58	3,493.32	11,644.00	8,150.68	30.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
110-480-6120	.00	200.00	1,250.00	1,050.00	16.0
110-480-6128	10.97	671.00	1,000.00	329.00	67.1
110-480-6226	5.00	10.00	50.00	40.00	20.0
110-480-6238	2.56	2.56	200.00	197.44	1.3
110-480-6560	.00	135.00	630.00	495.00	21.4
110-480-6565	28.02	46.72	61.00	14.28	76.6
TOTAL MATERIALS & SERVICES	46.55	1,065.28	3,191.00	2,125.72	33.4
TOTAL MUNICIPAL COURT	851.13	4,558.60	14,835.00	10,276.40	30.7
 <u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
110-800-7110	.00	.00	298,000.00	298,000.00	.0
110-800-7111	.00	.00	10,458.00	10,458.00	.0
110-800-7112	.00	.00	68,171.00	68,171.00	.0
110-800-7510	667.28	2,001.84	8,010.00	6,008.16	25.0
110-800-7511	.00	.00	12,194.00	12,194.00	.0
110-800-7512	.00	.00	9,526.00	9,526.00	.0
TOTAL DEBT SERVICES	667.28	2,001.84	406,359.00	404,357.16	.5
TOTAL DEBT SERVICE	667.28	2,001.84	406,359.00	404,357.16	.5
 <u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
110-900-9590	.00	.00	39,825.00	39,825.00	.0
110-900-9895	.00	.00	2,500.00	2,500.00	.0
110-900-9899	.00	.00	168,248.00	168,248.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	210,573.00	210,573.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	210,573.00	210,573.00	.0
TOTAL FUND EXPENDITURES	34,999.08	131,395.75	2,274,435.00	2,143,039.25	5.8

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(25,239.88)	905.71	(410,423.00)	(411,328.71)	.2

CITY OF LOWELL
 BALANCE SHEET
 SEPTEMBER 30, 2021

BUILDING FUND

<u>ASSETS</u>			
220-1110	ALLOCATED CASH	36,139.47	
	TOTAL ASSETS		<u>36,139.47</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
220-2205	WAGES PAYABLE	70.07	
220-2250	RETIREMENT PAYABLE	(2.76)	
	TOTAL LIABILITIES		67.31
<u>FUND EQUITY</u>			
220-3100	BEGINNING FUND BALANCE	29,944.12	
	REVENUE OVER EXPENDITURES - YTD	6,128.04	
	BALANCE - CURRENT DATE	6,128.04	
	TOTAL FUND EQUITY		<u>36,072.16</u>
	TOTAL LIABILITIES AND EQUITY		<u>36,139.47</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
220-315-4125 INTEREST EARNED	.74	2.52	.00	(2.52)	.0
TOTAL INVESTMENT EARNINGS	.74	2.52	.00	(2.52)	.0
<u>LICENSES & PERMITS</u>					
220-335-4356 BUILDING PERMIT FEES	(1,873.12)	26,128.82	45,000.00	18,871.18	58.1
220-335-4358 ELECTRICAL PERMIT FEES	112.00	3,481.76	5,250.00	1,768.24	66.3
TOTAL LICENSES & PERMITS	(1,761.12)	29,610.58	50,250.00	20,639.42	58.9
TOTAL FUND REVENUE	(1,760.38)	29,613.10	50,250.00	20,636.90	58.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
220-490-5110 CITY ADMINISTRATOR	.00	179.59	.00	(179.59)	.0
220-490-5114 CITY CLERK	181.20	1,054.27	2,914.00	1,859.73	36.2
220-490-5220 OVERTIME	3.14	5.24	42.00	36.76	12.5
220-490-5315 SOCIAL SECURITY/MEDICARE	14.10	94.79	226.00	131.21	41.9
220-490-5320 WORKER'S COMP	122.76	124.37	54.00	(70.37)	230.3
220-490-5350 UNEMPLOYMENT	.00	.00	240.00	240.00	.0
220-490-5410 HEALTH INSURANCE	96.89	299.02	984.00	684.98	30.4
220-490-5450 PUBLIC EMPLOYEES RETIREMENT	.00	115.66	580.00	464.34	19.9
TOTAL PERSONAL SERVICES	418.09	1,872.94	5,040.00	3,167.06	37.2
<u>MATERIALS & SERVICES</u>					
220-490-6110 AUDITING	.00	.00	500.00	500.00	.0
220-490-6112 LEGAL SERVICES	.00	.00	500.00	500.00	.0
220-490-6122 IT SERVICES	23.70	341.61	2,400.00	2,058.39	14.2
220-490-6128 OTHER CONTRACT SERVICES	5.49	5.49	.00	(5.49)	.0
220-490-6150 BUILDING INSPECTION SERVICES	7,381.58	18,468.49	22,500.00	4,031.51	82.1
220-490-6152 ELECTRICAL INSPECTION SERVICES	718.50	2,192.25	2,625.00	432.75	83.5
220-490-6226 POSTAGE	5.00	10.00	.00	(10.00)	.0
220-490-6238 BANK SERVICE CHARGES	.00	.00	125.00	125.00	.0
220-490-6290 MISCELLANEOUS	.00	.00	100.00	100.00	.0
220-490-6420 WATER SERVICES	3.50	10.70	175.00	164.30	6.1
220-490-6425 SEWER SERVICES	.00	12.60	125.00	112.40	10.1
220-490-6430 ELECTRICITY SERVICES	10.32	29.24	225.00	195.76	13.0
220-490-6435 INTERNET SERVICES	18.49	55.47	148.00	92.53	37.5
220-490-6440 TELEPHONE SERVICES	17.60	52.83	225.00	172.17	23.5
220-490-6445 REFUSE SERVICES	.00	.00	50.00	50.00	.0
220-490-6524 BUILDING STATE SURCHARGE	.00	397.44	5,850.00	5,452.56	6.8
220-490-6525 ELECTRICAL STATE SURCHARGE	.00	36.00	683.00	647.00	5.3
TOTAL MATERIALS & SERVICES	8,184.18	21,612.12	36,231.00	14,618.88	59.7
TOTAL NON-DEPARTMENTAL	8,602.27	23,485.06	41,271.00	17,785.94	56.9
<u>OTHER REQUIREMENTS</u>					

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
220-900-9590 CONTINGENCY	.00	.00	7,959.00	7,959.00	.0
220-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	20,875.00	20,875.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	28,834.00	28,834.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	28,834.00	28,834.00	.0
TOTAL FUND EXPENDITURES	8,602.27	23,485.06	70,105.00	46,619.94	33.5
NET REVENUE OVER EXPENDITURES	(10,362.65)	6,128.04	(19,855.00)	(25,983.04)	30.9

CITY OF LOWELL
BALANCE SHEET
SEPTEMBER 30, 2021

WATER FUND

<u>ASSETS</u>		
230-1110	ALLOCATED CASH	118,808.25
230-1115	CASH IN BANK - LGIP	40,396.77
230-1510	ACCOUNTS RECEIVABLE	40,038.92
230-1710	LAND	81,179.00
230-1720	BUILDINGS & FACILITIES	35,875.00
230-1730	EQUIPMENT & FURNISHINGS	108,645.38
230-1740	VEHICLES & ROLLING STOCK	34,066.66
230-1750	INFRASTRUCTURE	4,432,770.46
230-1820	AD - BUILDINGS & FACILITIES	(19,711.68)
230-1830	AD - EQUIPMENT & FURNISHINGS	(75,105.02)
230-1840	AD - VEHICLES & ROLLING STOCK	(17,729.64)
230-1850	AD - INFRASTRUCTURE	(2,255,795.60)
	TOTAL ASSETS	<u>2,523,438.50</u>
 <u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
230-2205	WAGES PAYABLE	3,548.48
230-2250	RETIREMENT PAYABLE	(95.09)
230-2520	UTILITY DEPOSITS	37,266.81
230-2750	LONG TERM DEBT	1,051,825.87
	TOTAL LIABILITIES	1,092,546.07
 <u>FUND EQUITY</u>		
230-3100	BEGINNING FUND BALANCE	41,481.94
230-3275	GASB - FIXED ASSETS	2,324,194.56
230-3277	GAAP - LONG TERM DEBT	(1,051,825.87)
	REVENUE OVER EXPENDITURES - YTD	<u>117,041.80</u>
	BALANCE - CURRENT DATE	<u>117,041.80</u>
	TOTAL FUND EQUITY	<u>1,430,892.43</u>
	TOTAL LIABILITIES AND EQUITY	<u>2,523,438.50</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
230-315-4125 INTEREST EARNED	20.09	60.67	2,200.00	2,139.33	2.8
TOTAL INVESTMENT EARNINGS	20.09	60.67	2,200.00	2,139.33	2.8
<u>GRANT REVENUES</u>					
230-325-4151 WATER - OPERATING GRANTS	.00	54,248.82	120,000.00	65,751.18	45.2
TOTAL GRANT REVENUES	.00	54,248.82	120,000.00	65,751.18	45.2
<u>LICENSES & PERMITS</u>					
230-335-4370 WATER/SEWER CONNECTION PERMIT	.00	2,000.00	2,750.00	750.00	72.7
TOTAL LICENSES & PERMITS	.00	2,000.00	2,750.00	750.00	72.7
<u>CHARGES FOR SERVICE</u>					
230-340-4425 WATER/SEWER SALES	36,699.59	154,261.24	364,700.00	210,438.76	42.3
230-340-4426 BULK WATER SALES	2,895.01	4,366.38	10,000.00	5,633.62	43.7
230-340-4435 FIRE HYDRANT FEE	329.06	1,538.35	4,240.00	2,701.65	36.3
230-340-4450 WATER/SEWER PENALTIES	130.00	737.50	1,500.00	762.50	49.2
TOTAL CHARGES FOR SERVICE	40,053.66	160,903.47	380,440.00	219,536.53	42.3
<u>SDC REVENUE</u>					
230-345-4531 WATER REIMBURSEMENT SDC	.00	5,960.00	7,450.00	1,490.00	80.0
TOTAL SDC REVENUE	.00	5,960.00	7,450.00	1,490.00	80.0
<u>MISCELLANEOUS REVENUE</u>					
230-385-4895 MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
TOTAL MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
TOTAL FUND REVENUE	40,073.75	223,172.96	513,340.00	290,167.04	43.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
230-490-5110	CITY ADMINISTRATOR	2,045.32	8,488.18	24,544.00	16,055.82 34.6
230-490-5114	CITY CLERK	1,449.54	8,433.85	23,310.00	14,876.15 36.2
230-490-5150	PUBLIC WORKS DIRECTOR	2,690.32	9,352.07	32,284.00	22,931.93 29.0
230-490-5152	UTILITY WORKER I	3,070.08	10,672.18	19,341.00	8,668.82 55.2
230-490-5154	UTILITY WORKER II	.00	.00	19,341.00	19,341.00 .0
230-490-5156	TEMPORARY/ SEASONAL	137.18	512.82	606.00	93.18 84.6
230-490-5158	MAINTENANCE WORKER I	225.74	783.19	3,293.00	2,509.81 23.8
230-490-5220	OVERTIME	606.37	2,206.60	5,000.00	2,793.40 44.1
230-490-5315	SOCIAL SECURITY/MEDICARE	782.20	3,094.37	9,993.00	6,898.63 31.0
230-490-5320	WORKER'S COMP	485.30	977.31	6,317.00	5,339.69 15.5
230-490-5350	UNEMPLOYMENT	.00	.00	10,420.00	10,420.00 .0
230-490-5410	HEALTH INSURANCE	2,380.25	8,812.24	31,270.00	22,457.76 28.2
230-490-5450	PUBLIC EMPLOYEES RETIREMENT	1,690.72	6,613.36	25,639.00	19,025.64 25.8
	TOTAL PERSONAL SERVICES	15,563.02	59,946.17	211,358.00	151,411.83 28.4

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
230-490-6110	.00	.00	6,000.00	6,000.00	.0
230-490-6112	.00	.00	500.00	500.00	.0
230-490-6114	651.75	1,316.00	4,100.00	2,784.00	32.1
230-490-6116	.00	3,785.50	1,500.00	(2,285.50)	252.4
230-490-6122	374.13	1,861.89	5,500.00	3,638.11	33.9
230-490-6128	270.63	427.93	8,500.00	8,072.07	5.0
230-490-6210	.00	8,736.69	8,000.00	(736.69)	109.2
230-490-6220	133.30	133.30	1,200.00	1,066.70	11.1
230-490-6226	190.00	380.00	1,100.00	720.00	34.6
230-490-6230	.00	.00	3,500.00	3,500.00	.0
230-490-6234	351.36	351.36	3,000.00	2,648.64	11.7
230-490-6238	254.30	768.91	4,000.00	3,231.09	19.2
230-490-6240	.00	.00	1,500.00	1,500.00	.0
230-490-6290	.00	.00	1,500.00	1,500.00	.0
230-490-6320	.00	.00	3,000.00	3,000.00	.0
230-490-6324	8,117.41	8,117.41	5,000.00	(3,117.41)	162.4
230-490-6330	1,119.79	2,070.76	17,000.00	14,929.24	12.2
230-490-6334	.00	.00	2,000.00	2,000.00	.0
230-490-6420	60.97	177.84	500.00	322.16	35.6
230-490-6425	63.94	189.96	775.00	585.04	24.5
230-490-6430	1,779.41	4,944.74	19,800.00	14,855.26	25.0
230-490-6435	75.00	225.00	900.00	675.00	25.0
230-490-6440	248.36	744.30	3,950.00	3,205.70	18.8
230-490-6445	133.87	175.37	540.00	364.63	32.5
230-490-6710	.00	140.00	2,000.00	1,860.00	7.0
230-490-6712	1,049.95	1,049.95	1,500.00	450.05	70.0
230-490-6750	2,972.09	5,049.37	18,000.00	12,950.63	28.1
230-490-6755	118.80	365.40	6,400.00	6,034.60	5.7
230-490-6758	.00	1,495.00	3,200.00	1,705.00	46.7
230-490-6760	1,962.85	3,678.31	18,235.00	14,556.69	20.2
TOTAL MATERIALS & SERVICES	19,927.91	46,184.99	152,700.00	106,515.01	30.3
TOTAL NON-DEPARTMENTAL	35,490.93	106,131.16	364,058.00	257,926.84	29.2
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
230-700-8335	.00	.00	27,500.00	27,500.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	27,500.00	27,500.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	27,500.00	27,500.00	.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
230-800-7122	.00	.00	4,962.00	4,962.00	.0
230-800-7124	.00	.00	16,991.00	16,991.00	.0
230-800-7125	.00	.00	7,651.00	7,651.00	.0
230-800-7522	.00	.00	2,705.00	2,705.00	.0
230-800-7524	.00	.00	22,390.00	22,390.00	.0
230-800-7525	.00	.00	3,915.00	3,915.00	.0
TOTAL DEBT SERVICES	.00	.00	58,614.00	58,614.00	.0
TOTAL DEBT SERVICE	.00	.00	58,614.00	58,614.00	.0
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
230-900-9590	.00	.00	35,532.00	35,532.00	.0
230-900-9899	.00	.00	73,190.00	73,190.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	108,722.00	108,722.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	108,722.00	108,722.00	.0
TOTAL FUND EXPENDITURES	35,490.93	106,131.16	558,894.00	452,762.84	19.0
NET REVENUE OVER EXPENDITURES	4,582.82	117,041.80	(45,554.00)	(162,595.80)	256.9

CITY OF LOWELL
BALANCE SHEET
SEPTEMBER 30, 2021

SEWER FUND

<u>ASSETS</u>			
240-1110	ALLOCATED CASH	31,231.47	
240-1115	CASH IN BANK - LGIP	137,633.85	
240-1510	ACCOUNTS RECEIVABLE	35,289.21	
240-1710	LAND	11,000.00	
240-1720	BUILDINGS & FACILITIES	89,114.40	
240-1730	EQUIPMENT & FURNISHINGS	68,330.05	
240-1740	VEHICLES & ROLLING STOCK	21,779.50	
240-1750	INFRASTRUCTURE	4,708,963.28	
240-1820	AD - BUILDINGS & FACILITIES	(42,695.71)	
240-1830	AD - EQUIPMENT & FURNISHINGS	(28,515.11)	
240-1840	AD - VEHICLES & ROLLING STOCK	(5,444.88)	
240-1850	AD - INFRASTRUCTURE	(2,898,225.48)	
	TOTAL ASSETS		<u>2,128,460.58</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
240-2205	WAGES PAYABLE	3,548.49	
240-2250	RETIREMENT PAYABLE	(95.10)	
240-2750	LONG TERM DEBT	547,119.72	
	TOTAL LIABILITIES		550,573.11
<u>FUND EQUITY</u>			
240-3100	BEGINNING FUND BALANCE	184,427.11	
240-3275	GASB - FIXED ASSETS	1,924,306.05	
240-3277	GAAP - LONG TERM DEBT	(547,119.72)	
	REVENUE OVER EXPENDITURES - YTD	<u>16,274.03</u>	
	BALANCE - CURRENT DATE	<u>16,274.03</u>	
	TOTAL FUND EQUITY		<u>1,577,887.47</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,128,460.58</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
240-315-4125 INTEREST EARNED	62.77	198.21	2,150.00	1,951.79	9.2
TOTAL INVESTMENT EARNINGS	62.77	198.21	2,150.00	1,951.79	9.2
<u>GRANT REVENUES</u>					
240-325-4151 SEWER - OPERATING GRANTS	.00	.00	20,000.00	20,000.00	.0
TOTAL GRANT REVENUES	.00	.00	20,000.00	20,000.00	.0
<u>LICENSES & PERMITS</u>					
240-335-4370 WATER/SEWER CONNECTION PERMIT	.00	920.00	1,150.00	230.00	80.0
TOTAL LICENSES & PERMITS	.00	920.00	1,150.00	230.00	80.0
<u>CHARGES FOR SERVICE</u>					
240-340-4425 WATER/SEWER SALES	33,103.31	133,664.87	406,700.00	273,035.13	32.9
240-340-4450 WATER/SEWER PENALTIES	130.00	667.50	2,200.00	1,532.50	30.3
TOTAL CHARGES FOR SERVICE	33,233.31	134,332.37	408,900.00	274,567.63	32.9
<u>SDC REVENUE</u>					
240-345-4541 SEWER REIMBURSEMENT SDC	.00	4,944.00	6,180.00	1,236.00	80.0
TOTAL SDC REVENUE	.00	4,944.00	6,180.00	1,236.00	80.0
<u>MISCELLANEOUS REVENUE</u>					
240-385-4895 MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
TOTAL MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
TOTAL FUND REVENUE	33,296.08	140,394.58	438,880.00	298,485.42	32.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
240-490-5110	CITY ADMINISTRATOR	2,045.28	8,488.10	24,544.00	16,055.90 34.6
240-490-5114	CITY CLERK	1,449.52	8,433.76	23,310.00	14,876.24 36.2
240-490-5150	PUBLIC WORKS DIRECTOR	2,690.34	9,352.13	32,284.00	22,931.87 29.0
240-490-5152	UTILITY WORKER I	3,070.04	10,672.04	19,341.00	8,668.96 55.2
240-490-5154	UTILITY WORKER II	.00	.00	19,341.00	19,341.00 .0
240-490-5156	TEMPORARY/ SEASONAL	137.18	512.82	606.00	93.18 84.6
240-490-5158	MAINTENANCE WORKER I	225.74	783.19	3,293.00	2,509.81 23.8
240-490-5220	OVERTIME	606.34	2,206.59	7,663.00	5,456.41 28.8
240-490-5315	SOCIAL SECURITY/MEDICARE	782.14	3,094.31	9,993.00	6,898.69 31.0
240-490-5320	WORKER'S COMP	420.83	848.43	5,716.00	4,867.57 14.8
240-490-5350	UNEMPLOYMENT	.00	.00	10,420.00	10,420.00 .0
240-490-5410	HEALTH INSURANCE	2,380.25	8,812.21	31,270.00	22,457.79 28.2
240-490-5450	PUBLIC EMPLOYEES RETIREMENT	1,690.70	6,613.33	25,639.00	19,025.67 25.8
	TOTAL PERSONAL SERVICES	15,498.36	59,816.91	213,420.00	153,603.09 28.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
240-490-6110	.00	.00	6,000.00	6,000.00	.0
240-490-6112	.00	.00	500.00	500.00	.0
240-490-6114	651.75	1,316.00	5,000.00	3,684.00	26.3
240-490-6116	.00	.00	2,500.00	2,500.00	.0
240-490-6122	374.13	1,861.89	5,500.00	3,638.11	33.9
240-490-6128	570.63	1,327.93	8,600.00	7,272.07	15.4
240-490-6210	.00	8,307.21	9,000.00	692.79	92.3
240-490-6220	133.30	133.30	1,200.00	1,066.70	11.1
240-490-6226	190.00	380.00	1,100.00	720.00	34.6
240-490-6230	.00	.00	500.00	500.00	.0
240-490-6234	975.12	1,035.05	2,500.00	1,464.95	41.4
240-490-6238	254.30	768.91	4,000.00	3,231.09	19.2
240-490-6240	.00	.00	1,500.00	1,500.00	.0
240-490-6290	.00	49.99	500.00	450.01	10.0
240-490-6320	.00	180.00	3,000.00	2,820.00	6.0
240-490-6324	736.33	1,383.68	5,000.00	3,616.32	27.7
240-490-6330	430.00	1,263.34	15,000.00	13,736.66	8.4
240-490-6334	.00	.00	7,500.00	7,500.00	.0
240-490-6420	1,163.26	2,921.41	21,500.00	18,578.59	13.6
240-490-6425	581.85	1,716.02	6,200.00	4,483.98	27.7
240-490-6430	2,401.30	6,739.19	24,000.00	17,260.81	28.1
240-490-6435	255.96	383.94	1,440.00	1,056.06	26.7
240-490-6440	231.66	697.57	2,200.00	1,502.43	31.7
240-490-6445	133.89	175.39	9,450.00	9,274.61	1.9
240-490-6520	.00	.00	3,000.00	3,000.00	.0
240-490-6710	150.07	182.30	1,450.00	1,267.70	12.6
240-490-6712	374.36	374.36	1,500.00	1,125.64	25.0
240-490-6750	2,469.24	4,210.27	15,500.00	11,289.73	27.2
240-490-6755	1,296.00	2,235.60	11,250.00	9,014.40	19.9
240-490-6758	.00	.00	3,000.00	3,000.00	.0
240-490-6760	1,578.99	3,282.98	19,344.00	16,061.02	17.0
TOTAL MATERIALS & SERVICES	14,952.14	40,926.33	198,734.00	157,807.67	20.6
TOTAL NON-DEPARTMENTAL	30,450.50	100,743.24	412,154.00	311,410.76	24.4
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
240-700-8335	.00	.00	6,000.00	6,000.00	.0
240-700-8550	.00	23,377.31	.00	(23,377.31)	.0
TOTAL CAPITAL OUTLAY	.00	23,377.31	6,000.00	(17,377.31)	389.6
TOTAL CAPITAL OUTLAY	.00	23,377.31	6,000.00	(17,377.31)	389.6

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>DEBT SERVICE</u>						
<u>DEBT SERVICES</u>						
240-800-7110	LOAN PRINCIPAL - G02002	.00	.00	18,628.00	18,628.00	.0
240-800-7122	LOAN PRINCIPAL - J05001 SPWF	.00	.00	4,962.00	4,962.00	.0
240-800-7124	LOAN PRINCIPAL - RUS 92-05	.00	.00	6,794.00	6,794.00	.0
240-800-7510	LOAN INTEREST - G02002	.00	.00	8,043.00	8,043.00	.0
240-800-7522	LOAN INTEREST - J05001 SPWF	.00	.00	2,705.00	2,705.00	.0
240-800-7524	LOAN INTEREST - RUS 92-05	.00	.00	9,133.00	9,133.00	.0
TOTAL DEBT SERVICES		.00	.00	50,265.00	50,265.00	.0
TOTAL DEBT SERVICE		.00	.00	50,265.00	50,265.00	.0
<u>OTHER REQUIREMENTS</u>						
<u>OTHER REQUIREMENTS</u>						
240-900-9590	CONTINGENCY	.00	.00	40,342.00	40,342.00	.0
240-900-9899	UNAPPROPRIATED ENDING BALANCE	.00	.00	144,968.00	144,968.00	.0
TOTAL OTHER REQUIREMENTS		.00	.00	185,310.00	185,310.00	.0
TOTAL OTHER REQUIREMENTS		.00	.00	185,310.00	185,310.00	.0
TOTAL FUND EXPENDITURES		30,450.50	124,120.55	653,729.00	529,608.45	19.0
NET REVENUE OVER EXPENDITURES		2,845.58	16,274.03	(214,849.00)	(231,123.03)	7.6

CITY OF LOWELL
BALANCE SHEET
SEPTEMBER 30, 2021

STREET FUND

<u>ASSETS</u>			
312-1110	ALLOCATED CASH	39,639.71	
312-1115	CASH IN BANK - LGIP	35,702.98	
312-1720	BUILDINGS & FACILITIES	528.00	
312-1730	EQUIPMENT & FURNISHINGS	6,061.05	
312-1740	VEHICLES & ROLLING STOCK	11,299.83	
312-1750	INFRASTRUCTURE	1,610,571.62	
312-1820	AD - BUILDINGS & FACILITIES	(35.20)	
312-1830	AD - EQUIPMENT & FURNISHINGS	(1,361.79)	
312-1840	AD - VEHICLES & ROLLING STOCK	(2,824.95)	
312-1850	AD - INFRASTRUCTURE	(414,193.72)	
	TOTAL ASSETS		<u>1,285,387.53</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
312-2205	WAGES PAYABLE	493.80	
312-2250	RETIREMENT PAYABLE	(8.25)	
312-2750	LONG TERM DEBT	83,091.72	
	TOTAL LIABILITIES		83,577.27
<u>FUND EQUITY</u>			
312-3100	BEGINNING FUND BALANCE	76,010.79	
312-3275	GASB - FIXED ASSETS	1,210,044.84	
312-3277	GAAP - LONG TERM DEBT	(83,091.72)	
	REVENUE OVER EXPENDITURES - YTD	(1,153.65)	
	BALANCE - CURRENT DATE	(1,153.65)	
	TOTAL FUND EQUITY		<u>1,201,810.26</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,285,387.53</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
312-315-4125 INTEREST EARNED	16.84	53.35	1,400.00	1,346.65	3.8
TOTAL INVESTMENT EARNINGS	16.84	53.35	1,400.00	1,346.65	3.8
<u>INTERGOVERNMENTAL</u>					
312-320-4142 STATE DISTRIBUTIONS	7,974.83	21,208.92	64,212.00	43,003.08	33.0
TOTAL INTERGOVERNMENTAL	7,974.83	21,208.92	64,212.00	43,003.08	33.0
<u>SDC REVENUE</u>					
312-345-4513 TRANSPORTATION REIMBURSEMENT S	.00	832.00	1,560.00	728.00	53.3
TOTAL SDC REVENUE	.00	832.00	1,560.00	728.00	53.3
<u>MISCELLANEOUS REVENUE</u>					
312-385-4895 MISCELLANEOUS REVENUE	.00	.00	77.00	77.00	.0
TOTAL MISCELLANEOUS REVENUE	.00	.00	77.00	77.00	.0
TOTAL FUND REVENUE	7,991.67	22,094.27	67,249.00	45,154.73	32.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
312-490-5110 CITY ADMINISTRATOR	371.88	1,282.09	4,463.00	3,180.91	28.7
312-490-5150 PUBLIC WORKS DIRECTOR	316.50	1,100.22	3,798.00	2,697.78	29.0
312-490-5152 UTILITY WORKER I	361.20	1,255.60	2,275.00	1,019.40	55.2
312-490-5154 UTILITY WORKER II	.00	.00	2,275.00	2,275.00	.0
312-490-5156 TEMPORARY/ SEASONAL	274.35	1,025.62	1,210.00	184.38	84.8
312-490-5220 OVERTIME	68.39	254.68	861.00	606.32	29.6
312-490-5315 SOCIAL SECURITY/MEDICARE	106.46	376.07	1,140.00	763.93	33.0
312-490-5320 WORKER'S COMP	1.88	125.99	1,350.00	1,224.01	9.3
312-490-5350 UNEMPLOYMENT	.00	.00	1,281.00	1,281.00	.0
312-490-5410 HEALTH INSURANCE	200.27	801.23	2,924.00	2,122.77	27.4
312-490-5450 PUBLIC EMPLOYEES RETIREMENT	219.40	731.68	2,929.00	2,197.32	25.0
TOTAL PERSONAL SERVICES	1,920.33	6,953.18	24,506.00	17,552.82	28.4
<u>MATERIALS & SERVICES</u>					
312-490-6110 AUDITING	.00	.00	1,812.00	1,812.00	.0
312-490-6114 FINANCIAL SERVICES	217.25	439.00	1,737.00	1,298.00	25.3
312-490-6116 ENGINEERING SERVICES	.00	80.00	2,500.00	2,420.00	3.2
312-490-6122 IT SERVICES	81.55	541.54	2,102.00	1,560.46	25.8
312-490-6128 OTHER CONTRACT SERVICES	16.44	16.44	8,500.00	8,483.56	.2
312-490-6210 INSURANCE & BONDS	.00	3,034.14	2,225.00	(809.14)	136.4
312-490-6234 GENERAL SUPPLIES	.00	.00	200.00	200.00	.0
312-490-6238 BANK SERVICE CHARGES	.00	.00	2.00	2.00	.0
312-490-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
312-490-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	500.00	500.00	.0
312-490-6330 OTHER REPAIR & MAINTENANCE	9,200.00	9,200.00	10,000.00	800.00	92.0
312-490-6334 NON-CAPITALIZED ASSETS	.00	.00	2,500.00	2,500.00	.0
312-490-6430 ELECTRICITY SERVICES	994.54	2,983.62	13,250.00	10,266.38	22.5
312-490-6720 STORM DRAIN MAINTENANCE	.00	.00	1,218.00	1,218.00	.0
312-490-6724 STREET SIGNS	.00	.00	1,000.00	1,000.00	.0
TOTAL MATERIALS & SERVICES	10,509.78	16,294.74	48,046.00	31,751.26	33.9
TOTAL NON-DEPARTMENTAL	12,430.11	23,247.92	72,552.00	49,304.08	32.0
<u>DEBT SERVICE</u>					

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICES</u>					
312-800-7125 LOAN PRINCIPAL - L21001	.00	.00	3,429.00	3,429.00	.0
312-800-7525 LOAN INTEREST - L21001	.00	.00	1,746.00	1,746.00	.0
TOTAL DEBT SERVICES	.00	.00	5,175.00	5,175.00	.0
TOTAL DEBT SERVICE	.00	.00	5,175.00	5,175.00	.0
 <u>OTHER REQUIREMENTS</u>					
 <u>OTHER REQUIREMENTS</u>					
312-900-9590 CONTINGENCY	.00	.00	7,368.00	7,368.00	.0
312-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	45,865.00	45,865.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	53,233.00	53,233.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	53,233.00	53,233.00	.0
TOTAL FUND EXPENDITURES	12,430.11	23,247.92	130,960.00	107,712.08	17.8
NET REVENUE OVER EXPENDITURES	(4,438.44)	(1,153.65)	(63,711.00)	(62,557.35)	(1.8)

CITY OF LOWELL
 BALANCE SHEET
 SEPTEMBER 30, 2021

BLACKBERRY JAM FUND

<u>ASSETS</u>			
314-1110	ALLOCATED CASH		15,558.80
	TOTAL ASSETS		15,558.80
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
314-3100	BEGINNING FUND BALANCE		11,467.99
	REVENUE OVER EXPENDITURES - YTD	4,090.81	
	BALANCE - CURRENT DATE		4,090.81
	TOTAL FUND EQUITY		15,558.80
	TOTAL LIABILITIES AND EQUITY		15,558.80

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
314-315-4125 INTEREST EARNED	.25	.85	.00	(.85)	.0
TOTAL INVESTMENT EARNINGS	.25	.85	.00	(.85)	.0
<u>FUNDRAISING & EVENT REVENUE</u>					
314-380-4864 JAM SALES	10.00	265.00	.00	(265.00)	.0
314-380-4866 QUILT RAFFLE SALES	.00	4,338.00	4,000.00	(338.00)	108.5
314-380-4889 BBJ FESTIVAL OTHER REVENUE	.00	85.06	.00	(85.06)	.0
TOTAL FUNDRAISING & EVENT REVENUE	10.00	4,688.06	4,000.00	(688.06)	117.2
TOTAL FUND REVENUE	10.25	4,688.91	4,000.00	(688.91)	117.2

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
314-490-6122	IT SERVICES	30.05	89.05	500.00	410.95 17.8
314-490-6238	BANK SERVICE CHARGES	.00	17.90	.00 (17.90) .0
314-490-6705	RENT	80.00	240.00	1,250.00	1,010.00 19.2
314-490-6816	QUILT RAFFLE	.00	.00	4,000.00	4,000.00 .0
314-490-6852	CAR SHOW EXP	.00	251.15	1,000.00	748.85 25.1
	TOTAL MATERIALS & SERVICES	110.05	598.10	6,750.00	6,151.90 8.9
	TOTAL NON-DEPARTMENTAL	110.05	598.10	6,750.00	6,151.90 8.9
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
314-900-9899	UNAPPROPRIATED ENDING BALANCE	.00	.00	7,795.00	7,795.00 .0
	TOTAL OTHER REQUIREMENTS	.00	.00	7,795.00	7,795.00 .0
	TOTAL OTHER REQUIREMENTS	.00	.00	7,795.00	7,795.00 .0
	TOTAL FUND EXPENDITURES	110.05	598.10	14,545.00	13,946.90 4.1
	NET REVENUE OVER EXPENDITURES	(99.80)	4,090.81	(10,545.00)	(14,635.81) 38.8

CITY OF LOWELL
 BALANCE SHEET
 SEPTEMBER 30, 2021

PARKS SDC FUND

<u>ASSETS</u>			
410-1110	ALLOCATED CASH	18,910.65	
410-1115	CASH IN BANK - LGIP	47,720.02	
	TOTAL ASSETS		<u>66,630.67</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
410-3100	BEGINNING FUND BALANCE	58,681.83	
	REVENUE OVER EXPENDITURES - YTD	7,948.84	
	BALANCE - CURRENT DATE	7,948.84	
	TOTAL FUND EQUITY		<u>66,630.67</u>
	TOTAL LIABILITIES AND EQUITY		<u>66,630.67</u>

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

PARKS SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
410-315-4125	INTEREST EARNED	21.87	68.84	200.00	131.16	34.4
	TOTAL INVESTMENT EARNINGS	21.87	68.84	200.00	131.16	34.4
<u>SDC REVENUE</u>						
410-345-4510	PARK SDC FEES	.00	7,880.00	14,775.00	6,895.00	53.3
	TOTAL SDC REVENUE	.00	7,880.00	14,775.00	6,895.00	53.3
	TOTAL FUND REVENUE	21.87	7,948.84	14,975.00	7,026.16	53.1

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
410-900-9895 RESERVED FOR FUTURE USE - PARK	.00	.00	5,000.00	5,000.00	.0
410-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	67,725.00	67,725.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	72,725.00	72,725.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	72,725.00	72,725.00	.0
TOTAL FUND EXPENDITURES	.00	.00	72,725.00	72,725.00	.0
NET REVENUE OVER EXPENDITURES	21.87	7,948.84	(57,750.00)	(65,698.84)	13.8

CITY OF LOWELL
 BALANCE SHEET
 SEPTEMBER 30, 2021

STREETS SDC FUND

<u>ASSETS</u>			
412-1110	ALLOCATED CASH		13,612.98
412-1115	CASH IN BANK - LGIP		41,210.58
			<hr/>
	TOTAL ASSETS		54,823.56
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
412-3100	BEGINNING FUND BALANCE		50,028.24
	REVENUE OVER EXPENDITURES - YTD	4,795.32	
		<hr/>	
	BALANCE - CURRENT DATE		4,795.32
			<hr/>
	TOTAL FUND EQUITY		54,823.56
			<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY		54,823.56
			<hr/> <hr/>

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
412-315-4125 INTEREST EARNED	18.83	59.32	200.00	140.68	29.7
TOTAL INVESTMENT EARNINGS	18.83	59.32	200.00	140.68	29.7
<u>SDC REVENUE</u>					
412-345-4512 TRANSPORTATION SDC	.00	4,736.00	8,880.00	4,144.00	53.3
TOTAL SDC REVENUE	.00	4,736.00	8,880.00	4,144.00	53.3
TOTAL FUND REVENUE	18.83	4,795.32	9,080.00	4,284.68	52.8

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 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	5,000.00	5,000.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	5,000.00	5,000.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	5,000.00	5,000.00	.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
412-700-8530 STREET IMPROVEMENTS	.00	.00	40,000.00	40,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	40,000.00	40,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	40,000.00	40,000.00	.0
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
412-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	13,710.00	13,710.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	13,710.00	13,710.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	13,710.00	13,710.00	.0
TOTAL FUND EXPENDITURES	.00	.00	58,710.00	58,710.00	.0
NET REVENUE OVER EXPENDITURES	18.83	4,795.32	(49,630.00)	(54,425.32)	9.7

CITY OF LOWELL
 BALANCE SHEET
 SEPTEMBER 30, 2021

WATER SDC FUND

<u>ASSETS</u>			
430-1110	ALLOCATED CASH	31,823.51	
430-1115	CASH IN BANK - LGIP	301,645.04	
	TOTAL ASSETS		<u>333,468.55</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
430-3100	BEGINNING FUND BALANCE	329,227.75	
	REVENUE OVER EXPENDITURES - YTD	4,240.80	
	BALANCE - CURRENT DATE	4,240.80	
	TOTAL FUND EQUITY		<u>333,468.55</u>
	TOTAL LIABILITIES AND EQUITY		<u>333,468.55</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

WATER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
430-315-4125	INTEREST EARNED	137.02	431.75	1,000.00	568.25	43.2
	TOTAL INVESTMENT EARNINGS	137.02	431.75	1,000.00	568.25	43.2
<u>SDC REVENUE</u>						
430-345-4530	WATER SDC	.00	30,640.00	57,450.00	26,810.00	53.3
	TOTAL SDC REVENUE	.00	30,640.00	57,450.00	26,810.00	53.3
	TOTAL FUND REVENUE	137.02	31,071.75	58,450.00	27,378.25	53.2

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 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	12,735.57	26,830.95	102,446.00	75,615.05	26.2
TOTAL MATERIALS & SERVICES	12,735.57	26,830.95	102,446.00	75,615.05	26.2
TOTAL NON-DEPARTMENTAL	12,735.57	26,830.95	102,446.00	75,615.05	26.2
 <u>OTHER REQUIREMENTS</u>					
 <u>OTHER REQUIREMENTS</u>					
430-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	284,506.00	284,506.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	284,506.00	284,506.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	284,506.00	284,506.00	.0
TOTAL FUND EXPENDITURES	12,735.57	26,830.95	386,952.00	360,121.05	6.9
NET REVENUE OVER EXPENDITURES	(12,598.55)	4,240.80	(328,502.00)	(332,742.80)	1.3

CITY OF LOWELL
 BALANCE SHEET
 SEPTEMBER 30, 2021

SEWER SDC FUND

<u>ASSETS</u>			
440-1110	ALLOCATED CASH		1,287.24
440-1115	CASH IN BANK - LGIP		132,795.06
			<u>134,082.30</u>
	TOTAL ASSETS		<u>134,082.30</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
440-3100	BEGINNING FUND BALANCE		146,159.38
	REVENUE OVER EXPENDITURES - YTD	(12,077.08)	
	BALANCE - CURRENT DATE	(12,077.08)	
	TOTAL FUND EQUITY		<u>134,082.30</u>
	TOTAL LIABILITIES AND EQUITY		<u>134,082.30</u>

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
440-315-4125 INTEREST EARNED	60.18	189.91	1,000.00	810.09	19.0
TOTAL INVESTMENT EARNINGS	60.18	189.91	1,000.00	810.09	19.0
<u>SDC REVENUE</u>					
440-345-4540 SEWER SDC	.00	8,568.00	16,065.00	7,497.00	53.3
TOTAL SDC REVENUE	.00	8,568.00	16,065.00	7,497.00	53.3
TOTAL FUND REVENUE	60.18	8,757.91	17,065.00	8,307.09	51.3

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 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	9,353.50	20,834.99	53,616.00	32,781.01	38.9
TOTAL MATERIALS & SERVICES	9,353.50	20,834.99	53,616.00	32,781.01	38.9
TOTAL NON-DEPARTMENTAL	9,353.50	20,834.99	53,616.00	32,781.01	38.9
 <u>OTHER REQUIREMENTS</u>					
 <u>OTHER REQUIREMENTS</u>					
440-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	109,194.00	109,194.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	109,194.00	109,194.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	109,194.00	109,194.00	.0
TOTAL FUND EXPENDITURES	9,353.50	20,834.99	162,810.00	141,975.01	12.8
NET REVENUE OVER EXPENDITURES	(9,293.32)	(12,077.08)	(145,745.00)	(133,667.92)	(8.3)

CITY OF LOWELL
BALANCE SHEET
SEPTEMBER 30, 2021

STORMWATER SDC FUND

<u>ASSETS</u>			
445-1110	ALLOCATED CASH	15,499.03	
445-1115	CASH IN BANK - LGIP	38,176.07	
	TOTAL ASSETS		<u>53,675.10</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
445-3100	BEGINNING FUND BALANCE	47,976.04	
	REVENUE OVER EXPENDITURES - YTD	<u>5,699.06</u>	
	BALANCE - CURRENT DATE	<u>5,699.06</u>	
	TOTAL FUND EQUITY		<u>53,675.10</u>
	TOTAL LIABILITIES AND EQUITY		<u>53,675.10</u>

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
445-315-4125 INTEREST EARNED	17.49	55.11	635.00	579.89	8.7
TOTAL INVESTMENT EARNINGS	17.49	55.11	635.00	579.89	8.7
<u>SDC REVENUE</u>					
445-345-4545 STORM DRAINAGE SDC	.00	5,643.95	10,095.00	4,451.05	55.9
TOTAL SDC REVENUE	.00	5,643.95	10,095.00	4,451.05	55.9
TOTAL FUND REVENUE	17.49	5,699.06	10,730.00	5,030.94	53.1

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

STORMWATER SDC FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
445-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	59,008.00	59,008.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	59,008.00	59,008.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	59,008.00	59,008.00	.0
TOTAL FUND EXPENDITURES	.00	.00	59,008.00	59,008.00	.0
NET REVENUE OVER EXPENDITURES	17.49	5,699.06	(48,278.00)	(53,977.06)	11.8

CITY OF LOWELL
 BALANCE SHEET
 SEPTEMBER 30, 2021

WATER RESERVE FUND

<u>ASSETS</u>			
520-1110	ALLOCATED CASH	39,397.53	
		<u>39,397.53</u>	
	TOTAL ASSETS		<u>39,397.53</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
520-3100	BEGINNING FUND BALANCE	39,395.13	
	REVENUE OVER EXPENDITURES - YTD	2.40	
		<u>2.40</u>	
	BALANCE - CURRENT DATE	2.40	
		<u>2.40</u>	
	TOTAL FUND EQUITY		<u>39,397.53</u>
	TOTAL LIABILITIES AND EQUITY		<u>39,397.53</u>

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

WATER RESERVE FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>INVESTMENT EARNINGS</u>						
520-315-4125	INTEREST EARNED	.62	2.40	4.00	1.60	60.0
	TOTAL INVESTMENT EARNINGS	.62	2.40	4.00	1.60	60.0
	TOTAL FUND REVENUE	.62	2.40	4.00	1.60	60.0

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 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	.62	2.40	(39,398.00)	(39,400.40)	.0

CITY OF LOWELL
 BALANCE SHEET
 SEPTEMBER 30, 2021

SEWER RESERVE FUND

<u>ASSETS</u>			
521-1110	ALLOCATED CASH	15,751.82	
		<u>15,751.82</u>	
	TOTAL ASSETS		<u>15,751.82</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
521-3100	BEGINNING FUND BALANCE	15,750.85	
	REVENUE OVER EXPENDITURES - YTD	.97	
		<u>.97</u>	
	BALANCE - CURRENT DATE	.97	
		<u>.97</u>	
	TOTAL FUND EQUITY		<u>15,751.82</u>
	TOTAL LIABILITIES AND EQUITY		<u>15,751.82</u>

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2021

SEWER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
521-315-4125	INTEREST EARNED	.25	.97	2.00	1.03	48.5
	TOTAL INVESTMENT EARNINGS	.25	.97	2.00	1.03	48.5
	TOTAL FUND REVENUE	.25	.97	2.00	1.03	48.5

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 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	.25	.97	(15,754.00)	(15,754.97)	.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
16646								
16646	Banner Bank	JEREMY SE	1	microsoft	110-410-6230	.00	19.63	19.63
16646	Banner Bank	JEREMY SE	2	USPS	110-410-6226	.00	15.35	15.35
16646	Banner Bank	JEREMY SE	3	Amazon	110-420-6234	.00	204.00	204.00
16646	Banner Bank	JEREMY SE	4	Amazon	110-420-6234	.00	104.94	104.94
16646	Banner Bank	JEREMY SE	5	Office depot	110-410-6234	.00	21.99	21.99
16646	Banner Bank	JOYCE SEP	1	Zoom	110-410-6122	.00	14.99	14.99
16646	Banner Bank	JOYCE SEP	2	One box	314-490-6122	.00	17.65	17.65
16646	Banner Bank	MAX SEPT 2	1	salt for water plant	240-490-6750	.00	84.49	84.49
16646	Banner Bank	MAX SEPT 2	2	shovels and gloves	240-490-6234	.00	99.51	99.51
16646	Banner Bank	MAX SEPT 2	3	shovels, gloves, pliers and grind w	230-490-6234	.00	120.48	120.48
16646	Banner Bank	MAX SEPT 2	4	keys	110-410-6234	.00	19.90	19.90
16646	Banner Bank	MAX SEPT 2	5	battery for trailer	240-490-6330	.00	94.99	94.99
Total 16646:						.00		817.92
16647								
16647	Bridge Town Market	09302021	1	Fuel	110-420-6710	.00	376.07	376.07
16647	Bridge Town Market	09302021	2	Fuel	230-490-6710	.00	210.00	210.00
16647	Bridge Town Market	09302021	3	Fuel	240-490-6710	.00	40.00	40.00
16647	Bridge Town Market	09302021	4	General supplies	240-490-6234	.00	23.16	23.16
16647	Bridge Town Market	09302021	5	General supplies	230-490-6234	.00	30.87	30.87
16647	Bridge Town Market	09302021	6	library meeting snacks	110-450-6290	.00	23.77	23.77
16647	Bridge Town Market	09302021	7	Di H2O	230-490-6750	.00	4.98	4.98
16647	Bridge Town Market	09302021	8	Di H2O	240-490-6750	.00	4.98	4.98
Total 16647:						.00		713.83
16648								
16648	Cascade Columbia	818613	1	Tote of Pass C	230-490-6750	.00	1,978.57	1,978.57
Total 16648:						.00		1,978.57
16649								
16649	Caselle	112663 11-20	1	Contract Support and Maintenanc	110-410-6122	.00	234.35	234.35
16649	Caselle	112663 11-20	2	Contract Support and Maintenanc	110-420-6122	.00	78.60	78.60
16649	Caselle	112663 11-20	3	Contract Support and Maintenanc	110-440-6122	.00	17.50	17.50
16649	Caselle	112663 11-20	4	Contract Support and Maintenanc	110-450-6122	.00	50.65	50.65
16649	Caselle	112663 11-20	5	Contract Support and Maintenanc	220-490-6122	.00	23.70	23.70
16649	Caselle	112663 11-20	6	Contract Support and Maintenanc	230-490-6122	.00	374.13	374.13
16649	Caselle	112663 11-20	7	Contract Support and Maintenanc	240-490-6122	.00	374.13	374.13
16649	Caselle	112663 11-20	8	Contract Support and Maintenanc	312-490-6122	.00	81.55	81.55
16649	Caselle	112663 11-20	9	Contract Support and Maintenanc	314-490-6122	.00	12.40	12.40
Total 16649:						.00		1,247.01
16650								
16650	Century Link	SEPT 21	1	Telephone Service	240-490-6440	.00	79.50	79.50
Total 16650:						.00		79.50

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
16651								
16651	City of Lowell	SEPT 2021	1	Water Service	110-410-6420	.00	258.93	258.93
16651	City of Lowell	SEPT 2021	2	Water Service	110-420-6420	.00	1,064.85	1,064.85
16651	City of Lowell	SEPT 2021	3	Water Service	110-450-6420	.00	7.92	7.92
16651	City of Lowell	SEPT 2021	4	Water Service	240-490-6420	.00	3.17	3.17
16651	City of Lowell	SEPT 2021	5	Water Service	230-490-6420	.00	62.05	62.05
16651	City of Lowell	SEPT 2021	6	Water Service	240-490-6420	.00	387.41	387.41
16651	City of Lowell	SEPT 2021	7	Sewer Service	110-410-6425	.00	233.38	233.38
16651	City of Lowell	SEPT 2021	8	Sewer Service	110-420-6425	.00	127.88	127.88
16651	City of Lowell	SEPT 2021	9	Sewer Service	110-450-6425	.00	15.99	15.99
16651	City of Lowell	SEPT 2021	10	Sewer Service	220-490-6425	.00	6.39	6.39
16651	City of Lowell	SEPT 2021	11	Sewer Service	230-490-6425	.00	63.94	63.94
16651	City of Lowell	SEPT 2021	12	Sewer Service	240-490-6425	.00	575.46	575.46
Total 16651:						.00		2,807.37
16652								
16652	City of Oakridge	Q1 21-22	1	Court Service	110-480-6128	.00	786.11	786.11
Total 16652:						.00		786.11
16653								
16653	Correct Equipment, Inc.	45113	1	Turbidity Sample Test	230-490-6230	.00	84.70	84.70
Total 16653:						.00		84.70
16654								
16654	DCBS-Fiscal Services	Q1 21-22	1	Surcharge on Building Permits	220-490-6524	.00	1,189.44	1,189.44
16654	DCBS-Fiscal Services	Q1 21-22	2	Surcharge on Building Permits	220-490-6524	.00	816.48	816.48
16654	DCBS-Fiscal Services	Q1 21-22	3	Surcharge on Building Permits	220-490-6524	.00	9.00	9.00
16654	DCBS-Fiscal Services	Q1 21-22	4	Surcharge on Electrical Permits	220-490-6525	.00	235.80	235.80
16654	DCBS-Fiscal Services	Q1 21-22	5	Surcharge on Electrical Permits	220-490-6525	.00	114.96	114.96
16654	DCBS-Fiscal Services	Q1 21-22	6	Surcharge on Electrical Permits	220-490-6525	.00	21.60	21.60
Total 16654:						.00		2,387.28
16655								
16655	Ferguson	1020849-1 1	1	Water leak repair parts	240-490-6234	.00	801.39	801.39
Total 16655:						.00		801.39
16656								
16656	J & K Electrical LLC	7065A	1	Disconnect Ras pump at sewer pl	240-490-6324	.00	180.00	180.00
Total 16656:						.00		180.00
16657								
16657	Lane Electric Cooperative	SEPTEMBE	1	Electricity	110-410-6430	.00	186.24	186.24
16657	Lane Electric Cooperative	SEPTEMBE	2	Electricity	110-420-6430	.00	164.56	164.56
16657	Lane Electric Cooperative	SEPTEMBE	3	Electricity	110-450-6430	.00	25.58	25.58
16657	Lane Electric Cooperative	SEPTEMBE	4	Electricity	110-470-6326	.00	62.10	62.10
16657	Lane Electric Cooperative	SEPTEMBE	5	Electricity	220-490-6430	.00	9.43	9.43
16657	Lane Electric Cooperative	SEPTEMBE	6	Electricity	230-490-6430	.00	1,615.03	1,615.03
16657	Lane Electric Cooperative	SEPTEMBE	7	Electricity	240-490-6430	.00	2,385.64	2,385.64
16657	Lane Electric Cooperative	SEPTEMBE	8	Electricity	312-490-6430	.00	994.54	994.54

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 16657:						.00		5,443.12
16658								
16658	Lowell Mini Storage	OCT 2021	1	Storage Rental Unit #L029	314-490-6705	.00	80.00	80.00
Total 16658:						.00		80.00
16659								
16659	Lowell School District	9302021	1	CET Tax	110-2515	.00	20,108.51	20,108.51
Total 16659:						.00		20,108.51
16660								
16660	NCL of Wisconsin, Inc.	460253	1	pH buffer	230-490-6750	.00	120.31	120.31
16660	NCL of Wisconsin, Inc.	460253	2	pH buffer	240-490-6750	.00	120.32	120.32
Total 16660:						.00		240.63
16661								
16661	Northwest Code Profession	3688	1	Building Permit Cost	220-490-6150	.00	56.25	56.25
16661	Northwest Code Profession	3688	2	Electrical Permit Cost	220-490-6152	.00	135.00	135.00
Total 16661:						.00		191.25
16662								
16662	Oregon Dept of Revenue	AUG 2021	1	Criminal Fine Account - 928	110-480-6560	.00	100.00	100.00
Total 16662:						.00		100.00
16663								
16663	Priser Construction	108	1	New Door Hinges for Library	110-420-6320	.00	200.00	200.00
Total 16663:						.00		200.00
16664								
16664	Renewable Resource Grou	141668,1416	1	invoice 141672 BOD TSS for Sew	240-490-6755	.00	225.00	225.00
16664	Renewable Resource Grou	141668,1416	2	invoice 141778 BOD TSS for Sew	240-490-6755	.00	171.00	171.00
16664	Renewable Resource Grou	141668,1416	3	invoice 141905 E-Coli for Sewer P	240-490-6755	.00	54.00	54.00
16664	Renewable Resource Grou	141668,1416	4	invoice 142097 BOD TSS and E-	240-490-6755	.00	225.00	225.00
16664	Renewable Resource Grou	141668,1416	5	invoice 141668 Bac-T for Water pl	230-490-6755	.00	324.00	324.00
16664	Renewable Resource Grou	141668,1416	6	invoice 141754 Lead and Copper	230-490-6755	.00	86.40	86.40
16664	Renewable Resource Grou	141668,1416	7	invoice 142040 Nitrate for Water P	230-490-6755	.00	37.80	37.80
16664	Renewable Resource Grou	141668,1416	8	invoice 142125 Alkalinity and TOC	230-490-6755	.00	158.40	158.40
Total 16664:						.00		1,281.60
16665								
16665	Segarra Law, LLC	SEPT 2021 C	1	Municipal Court Judge	110-480-6120	.00	200.00	200.00
Total 16665:						.00		200.00
16666								
16666	Southside Bank	OCTOBER 2	1	Main street Property - interest	110-800-7510	.00	667.28	667.28

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 16666:						.00		667.28
16667								
16667	USA Blue Book	732931,7337	1	Ph probe, Slides for Microscope, t	240-490-6750	.00	602.63	602.63
16667	USA Blue Book	732931,7337	2	Tube for Hypo pump, Skim Net an	240-490-6234	.00	452.74	452.74
16667	USA Blue Book	732931,7337	3	ph Probe, Free DPD, PH Buffer 4-	230-490-6324	.00	507.22	507.22
16667	USA Blue Book	732931,7337	4	Manhole Lifter	240-490-6234	.00	45.95	45.95
Total 16667:						.00		1,608.54
16668								
16668	Verizon Wireless	9889033695	1	Cell Phone, tablet	110-410-6440	.00	80.02	80.02
16668	Verizon Wireless	9889033695	2	Cell Phone, tablet	230-490-6440	.00	108.09	108.09
16668	Verizon Wireless	9889033695	3	Cell Phone	240-490-6440	.00	68.09	68.09
Total 16668:						.00		256.20
16669								
16669	Bridge Town Market	OCTOBER 2	1	Fuel	110-420-6710	.00	123.57	123.57
16669	Bridge Town Market	OCTOBER 2	2	Fuel	230-490-6710	.00	75.00	75.00
16669	Bridge Town Market	OCTOBER 2	3	General supplies	230-490-6234	.00	31.96	31.96
Total 16669:						.00		230.53
16670								
16670	Cascade Columbia	818417 8201	1	3 Drums of Hypo and 1Thiosulfate	240-490-6750	.00	483.09	483.09
Total 16670:						.00		483.09
16671								
16671	Century Link	OCTOBER 2	1	Telephone Service	110-410-6440	.00	124.45	124.45
16671	Century Link	OCTOBER 2	2	Telephone Service	110-450-6440	.00	32.32	32.32
16671	Century Link	OCTOBER 2	3	Telephone Service	220-490-6440	.00	17.42	17.42
16671	Century Link	OCTOBER 2	4	Internet Service	230-490-6435	.00	75.00	75.00
16671	Century Link	OCTOBER 2	5	Telephone Service	230-490-6440	.00	60.00	60.00
16671	Century Link	OCTOBER 2	6	Telephone Service	240-490-6440	.00	161.62	161.62
Total 16671:						.00		470.81
16672								
16672	CenturyLink Business Serv	246412667	1	Telephone Service	110-410-6440	.00	2.87	2.87
Total 16672:						.00		2.87
16673								
16673	Charter Communications	0017272100	1	Internet	240-490-6435	.00	127.98	127.98
16673	Charter Communications	0017828101	1	I	110-410-6122	.00	89.99	89.99
Total 16673:						.00		217.97
16674								
16674	CIS Trust	PO-LOW-W2	1	Workers Compensation Allocation	110-410-5320	.00	2.22	2.22
16674	CIS Trust	PO-LOW-W2	2	Workers Compensation Allocation	110-420-5320	.00	28.79	28.79
16674	CIS Trust	PO-LOW-W2	3	Workers Compensation Allocation	110-440-5320	.00	.13	.13
16674	CIS Trust	PO-LOW-W2	4	Workers Compensation Allocation	110-450-5320	.00	1.41	1.41

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
16674	CIS Trust	PO-LOW-W2	5	Workers Compensation Allocation	110-460-5320	.00	.83	.83
16674	CIS Trust	PO-LOW-W2	6	Workers Compensation Allocation	110-480-5320	.00	.73	.73
16674	CIS Trust	PO-LOW-W2	7	Workers Compensation Allocation	312-490-5320	.00	.29	.29
16674	CIS Trust	PO-LOW-W2	8	Workers Compensation Allocation	230-490-5320	.00	106.54	106.54
16674	CIS Trust	PO-LOW-W2	9	Workers Compensation Allocation	240-490-5320	.00	92.27	92.27
16674	CIS Trust	PO-LOW-W2	10	Workers Compensation Allocation	220-490-5320	.00	27.15	27.15
Total 16674:						.00		260.36
16675								
16675	City of Oakridge	OCT0056	1	Police Service	110-430-6118	.00	2,534.60	2,534.60
Total 16675:						.00		2,534.60
16676								
16676	Civil West Engineering Ser	2101.001.03	1	Engineering Service	110-440-6116	.00	1,716.25	1,716.25
16676	Civil West Engineering Ser	2101.001.03	2	Engineering Service	230-490-6116	.00	80.00	80.00
16676	Civil West Engineering Ser	2101.001.03	3	Engineering Service	430-490-6128	.00	8,220.88	8,220.88
16676	Civil West Engineering Ser	2101.001.03	4	Engineering Service	440-490-6128	.00	16,465.12	16,465.12
Total 16676:						.00		26,482.25
16677								
16677	Correct Equipment, Inc.	45141	1	New Meters	230-490-6758	.00	2,860.00	2,860.00
Total 16677:						.00		2,860.00
16678								
16678	Ferguson	1020849-2	1	Water leak repair parts	240-490-6234	.00	216.28	216.28
Total 16678:						.00		216.28
16679								
16679	Historical Research Assoc.,	2109083	1	Archaeological study Rolling Rock	110-420-8520	.00	2,156.75	2,156.75
Total 16679:						.00		2,156.75
16680								
16680	Hunter Communications	163792	1	Internet Service	110-410-6435	.00	120.21	120.21
16680	Hunter Communications	163792	2	Internet Service	110-450-6435	.00	46.24	46.24
16680	Hunter Communications	163792	3	Internet Service	220-490-6435	.00	18.49	18.49
Total 16680:						.00		184.94
16681								
16681	Lane County Waste Mgmt.	OCTOBER 2	1	Dump Fee	110-410-6445	.00	78.03	78.03
Total 16681:						.00		78.03
16682								
16682	Nichols, Layli	SEPT 2021	1	Consulting Services	110-410-6114	.00	351.75	351.75
16682	Nichols, Layli	SEPT 2021	2	Consulting Services	312-490-6114	.00	117.25	117.25
16682	Nichols, Layli	SEPT 2021	3	Consulting Services	230-490-6114	.00	351.75	351.75
16682	Nichols, Layli	SEPT 2021	4	Consulting Services	240-490-6114	.00	351.75	351.75

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 16682:						.00		1,172.50
16683								
16683	One Call Concepts	1090427	1	Fee for Locates	230-490-6712	.00	34.80	34.80
16683	One Call Concepts	1090427	2	Fee for Locates	240-490-6712	.00	34.80	34.80
Total 16683:						.00		69.60
16684								
16684	Owens Pump & Equipment	995671	1	RAS Pump Repair and VFD	240-490-6324	.00	2,002.74	2,002.74
Total 16684:						.00		2,002.74
16685								
16685	Pacific Office Automation In	5017011782	1	postage machine	110-410-6128	.00	39.33	39.33
16685	Pacific Office Automation In	5017011782	2	postage machine	230-490-6128	.00	78.65	78.65
16685	Pacific Office Automation In	5017011782	3	postage machine	240-490-6128	.00	78.65	78.65
Total 16685:						.00		196.63
16686								
16686	Renewable Resource Grou	MULTI	1	142210 OD TSS for Sewer Plant	240-490-6755	.00	171.00	171.00
16686	Renewable Resource Grou	MULTI	2	142279 E-Coli for Sewer Plant	240-490-6755	.00	54.00	54.00
16686	Renewable Resource Grou	MULTI	3	142393 BOD TSS for Sewer Plant	240-490-6755	.00	171.00	171.00
16686	Renewable Resource Grou	MULTI	4	142516 E- Coli for Sewer Plant	240-490-6755	.00	54.00	54.00
16686	Renewable Resource Grou	MULTI	5	14625 BOD TSS for Sewer Plant	240-490-6755	.00	171.00	171.00
16686	Renewable Resource Grou	MULTI	6	142234 Lead and Copper for Wat	230-490-6755	.00	43.20	43.20
16686	Renewable Resource Grou	MULTI	7	142258 Bac-T	230-490-6755	.00	39.60	39.60
16686	Renewable Resource Grou	MULTI	8	142398 VOC for Water PLant	230-490-6755	.00	265.00	265.00
Total 16686:						.00		968.80
16687								
16687	RG Media Company	0000104511	1	public notice	110-410-6228	.00	135.00	135.00
Total 16687:						.00		135.00
16688								
16688	Staples Credit Plan	OCTOBER 2	1	Office Supplies	110-410-6230	.00	84.98	84.98
Total 16688:						.00		84.98
16689								
16689	The Automation Group Inc	W10694 W10	1	Troubleshooting Finished pump #	230-490-6324	.00	1,047.26	1,047.26
16689	The Automation Group Inc	W10694 W10	2	Finished Pump #2 Heat Sink repla	230-490-6324	.00	1,004.05	1,004.05
Total 16689:						.00		2,051.31
16690								
16690	U.S. Equipment Finance	454531427	1	Copier Contract	110-410-6124	.00	147.98	147.98
Total 16690:						.00		147.98
16691								
16691	Wilson Architecture	21031 -04	1	Library Renovation Project	110-450-8225	.00	5,488.83	5,488.83

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 16691:						.00		5,488.83
Grand Totals:						.00		90,757.66

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-2125	.00	38,778.35-	38,778.35-
110-2515	20,108.51	.00	20,108.51
110-410-5320	2.22	.00	2.22
110-410-6114	351.75	.00	351.75
110-410-6122	339.33	.00	339.33
110-410-6124	147.98	.00	147.98
110-410-6128	39.33	.00	39.33
110-410-6226	15.35	.00	15.35
110-410-6228	135.00	.00	135.00
110-410-6230	104.61	.00	104.61
110-410-6234	41.89	.00	41.89
110-410-6420	258.93	.00	258.93
110-410-6425	233.38	.00	233.38
110-410-6430	186.24	.00	186.24
110-410-6435	120.21	.00	120.21
110-410-6440	207.34	.00	207.34
110-410-6445	78.03	.00	78.03
110-420-5320	28.79	.00	28.79
110-420-6122	78.60	.00	78.60
110-420-6234	308.94	.00	308.94
110-420-6320	200.00	.00	200.00
110-420-6420	1,064.85	.00	1,064.85
110-420-6425	127.88	.00	127.88
110-420-6430	164.56	.00	164.56
110-420-6710	499.64	.00	499.64
110-420-8520	2,156.75	.00	2,156.75
110-430-6118	2,534.60	.00	2,534.60
110-440-5320	.13	.00	.13
110-440-6116	1,716.25	.00	1,716.25
110-440-6122	17.50	.00	17.50
110-450-5320	1.41	.00	1.41
110-450-6122	50.65	.00	50.65
110-450-6290	23.77	.00	23.77
110-450-6420	7.92	.00	7.92
110-450-6425	15.99	.00	15.99
110-450-6430	25.58	.00	25.58
110-450-6435	46.24	.00	46.24
110-450-6440	32.32	.00	32.32
110-450-8225	5,488.83	.00	5,488.83
110-460-5320	.83	.00	.83
110-470-6326	62.10	.00	62.10
110-480-5320	.73	.00	.73
110-480-6120	200.00	.00	200.00
110-480-6128	786.11	.00	786.11
110-480-6560	100.00	.00	100.00

GL Account	Debit	Credit	Proof
110-800-7510	667.28	.00	667.28
220-2125	.00	2,681.11-	2,681.11-
220-490-5320	27.15	.00	27.15
220-490-6122	23.70	.00	23.70
220-490-6150	56.25	.00	56.25
220-490-6152	135.00	.00	135.00
220-490-6425	6.39	.00	6.39
220-490-6430	9.43	.00	9.43
220-490-6435	18.49	.00	18.49
220-490-6440	17.42	.00	17.42
220-490-6524	2,014.92	.00	2,014.92
220-490-6525	372.36	.00	372.36
230-2125	.00	12,039.78-	12,039.78-
230-490-5320	106.54	.00	106.54
230-490-6114	351.75	.00	351.75
230-490-6116	80.00	.00	80.00
230-490-6122	374.13	.00	374.13
230-490-6128	78.65	.00	78.65
230-490-6230	84.70	.00	84.70
230-490-6234	183.31	.00	183.31
230-490-6324	2,558.53	.00	2,558.53
230-490-6420	62.05	.00	62.05
230-490-6425	63.94	.00	63.94
230-490-6430	1,615.03	.00	1,615.03
230-490-6435	75.00	.00	75.00
230-490-6440	168.09	.00	168.09
230-490-6710	285.00	.00	285.00
230-490-6712	34.80	.00	34.80
230-490-6750	2,103.86	.00	2,103.86
230-490-6755	954.40	.00	954.40
230-490-6758	2,860.00	.00	2,860.00
240-2125	.00	11,268.74-	11,268.74-
240-490-5320	92.27	.00	92.27
240-490-6114	351.75	.00	351.75
240-490-6122	374.13	.00	374.13
240-490-6128	78.65	.00	78.65
240-490-6234	1,639.03	.00	1,639.03
240-490-6324	2,182.74	.00	2,182.74
240-490-6330	94.99	.00	94.99
240-490-6420	390.58	.00	390.58
240-490-6425	575.46	.00	575.46
240-490-6430	2,385.64	.00	2,385.64
240-490-6435	127.98	.00	127.98
240-490-6440	309.21	.00	309.21
240-490-6710	40.00	.00	40.00
240-490-6712	34.80	.00	34.80
240-490-6750	1,295.51	.00	1,295.51
240-490-6755	1,296.00	.00	1,296.00
312-2125	.00	1,193.63-	1,193.63-
312-490-5320	.29	.00	.29
312-490-6114	117.25	.00	117.25
312-490-6122	81.55	.00	81.55
312-490-6430	994.54	.00	994.54
314-2125	.00	110.05-	110.05-
314-490-6122	30.05	.00	30.05
314-490-6705	80.00	.00	80.00
430-2125	.00	8,220.88-	8,220.88-

GL Account	Debit	Credit	Proof
430-490-6128	8,220.88	.00	8,220.88
440-2125	.00	16,465.12-	16,465.12-
440-490-6128	16,465.12	.00	16,465.12
Grand Totals:	<u>90,757.66</u>	<u>90,757.66-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

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

City of Lowell, Oregon
Minutes of the City Council Regular Session
October 19, 2021

The Regular Session was called to order at 7:03 PM by Mayor Bennett.

Members Present: Mayor Don Bennett, Tim Stratis, Maureen Weathers

Members Absent: Gail Harris, John Myers

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

Consent Agenda: Councilor Stratis moved to approve the Consent Agenda as presented, second by Councilor Weathers. PASS 3:0

Public Comments: None

Council Comments: None

City Administrator Report: CA Caudle presented report which included, Park renovation update, possibility of a Parks Committee and City Council Joint meeting November 2, 2021. The East Main Street property update, Sunridge vegetation removal update, Potential Movie Night in November and/or December. Upcoming Burn to Learn with the Lowell Fire Department on November 6. The Holiday Decorations that were approved and ordered have arrived.

Public Works Report: Max Baker, Public Works Director presented report which information regarding support for the Middle Fork Complex Fire response efforts with water and began taking gray water. Complemented Graham Landscaping on the Sunridge Vegetation removal. Staff were able to finally fix a few significant leaks as the correct parts had finally arrived. 149 new meters installed. Preparation for the Burn to Learn on November 6, 2021. Lowell drinking water system was chosen for sampling testing for PFAS (per- and poly-fluorinated substances)

Police Report: August and September reports provided in packet.

Old Business: none

New Business:

- Discussion with Curt Wilson of Wilson Architecture on the Maggie Osgood and City Hall renovation project.
 - Discussed Timeline and Scope of the Library Renovation Project with a potential to begin actual construction in March 2022
 - Presented a design Option 1B and Option 1C –
 - Update on project schedule and budget management – Presentation by Curt Wilson

Mayor Bennett moved to Amend the Motion approved at the October 5 meeting relating to the selection of a library and City Hall design option by selecting design Option 1C. Second by Councilor Weathers. Pass 3:0

2. Review of the Conditional Use Permit for a community parking Lot at 13 South Moss Street owned by the Lowell School District. **Councilor Weathers made a Motion to approve a “Memorandum of Understanding Regarding Community Parking Lot” and to authorize the City Administrator to sign, Second by Councilor Stratis. Pass 3:0**

3. CA Caudle presented information regarding the loan application process for Business Oregon’s Special Public Works Fund to fund to finance the Library and City Hall renovation project. He will move forward with application process while keeping the Council updated re the status.

Mayor Comments: None

Councilor Comments: None

Community Comments: None

Adjourn Regular Session: 8:19 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jeremy Caudle, City Recorder

Date

**Lowell City Council
Regular Meeting and
Joint Meeting with the
Parks and Recreation Committee
Tuesday, November 2, 2021, at 7 P.M**

Members Present: Mayor Don Bennett, Gail Harris, Tim Stratis, John Myers, Maureen Weathers

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

City Council Meeting was called to order at 7:04 PM by Mayor Bennett

The Mayor recognized Dean Rea, a reporter for the Highway 58 Herald

Staff Reports: no staff reports

Mayor Bennet called a recess to the Regular City Council meeting at 7:06pm to open the public hearing

Old Business:

Public Hearing convened at 7:06 pm

1. Public hearing pursuant to O.R.S. 221.725 concerning the sale of the City of Lowell's real property located at 205 E. Main St.
 - CA Caudle gave a staff report re the timeline and goals for the property at 205 E Main Street. – Summary is as follows – to dell the property at 205 East Main Street to Lowell Investment Group for a sum of \$375,000.00, the city would be required to obtain the Lane County right of way and would retain an option to repurchase the property if substantial development has not occurred withing five years.
 - Council had no questions at this time
 - Opened for public comment for or against the proposal – there was none.

Public Hearing was closed at 7:08 pm

Regular Session Reconvened at 7:08 pm

- **Councilor Stratis made a Motion to authorize the City Administrator to execute a “Purchase and Sale Agreement and Receipt for Earnest Money,” as well as an “Option Agreement,” with Lowell Investment Properties, LLC for the sale of 205 E. Main St. in the amount of \$375,000, contingent on completion of the “Conditions to Purchase.”. second by Councilor Myer. PASS 5:0**

New Business:

- CA Caudle introduced Penny Hummel of Penny Hummel Consulting Services for the library operations for the Maggie Osgood Library. Ms. Hummel gave a presentation on her background and her experience. She explained her ideas for bringing the library plan

to fruition. The scope of work with regards to the general project management, staff and Volunteer and marketing management, as well as collection management of the current and donated items as well as plans to add to the collection in the future. **Councilor Myers made a Motion to approve the library consulting services proposal with Penny Hummel Consulting in the amount not to exceed \$14,970 and to authorize the City Administrator to sign. Councilor Harris made a second. PASS 5:0**

- CA Caudle gave information re recommending the City Council proceeding with partitioning City properties in preparation for sale. To accomplish that, boundary and partition surveys will be needed. In accordance with L.R.C. Sec. 2.106 and 2.108, staff have solicited 3 quotations for survey services. **Councilor Stratis made a Motion to approve a “Boundary and Partition Surveys Proposal” with S&F Land Services in the amount of \$26,025 and to authorize the City Administrator to sign. This was seconded by Councilor Myers. PASS 5:0**
- CA gave information for a request from the Pine Needlers Quilt group for a grant from the “Community Grant Program” in the amount of \$1,739.91. **Councilor Weathers made a Motion to approve a “Community Grant Program Application” with the Pine Needler’s Quilt Group in the amount of \$1,739.91. This was seconded by Councilor Stratis. PASS 5:0**
- CA Caudle made a request to execute a contract for debris removal related to the live burn as 205 E Main Street. **Councilor Harris made a Motion, which Councilor Myers seconded, to authorize the City Administrator to execute a contract not to exceed \$10,000 for debris removal and clean up related to the live burn training at 205 E. Main St. PASS 5:0**
- CA Caudle presented information re the City’s participation in the National Flood Plain Insurance Program, which was initiated by the Department of Land Conservation and Development (DLCD) for a routine and required review of the City’s floodplain development standards as part of the NFIP Community Assistance Visit. **Councilor Weathers made a motion to approve Resolution 771, “A resolution to initiate a text amendment to the Lowell Development Code to incorporate the Oregon State Model Floodplain Code. Councilor Myers seconded. PASS 5:0**

City Council adjourned 7:48 pm

Called to order Joint City Council and Parks Committee meeting at 7:48 pm

Members Present: Council Mayor Don Bennett, Gail Harris, Tim Stratis, John Myers, Maureen Weathers **Parks Committee** Hall O’Regan, George Wild, Joe Brazill

Absent for the Parks Committee: Tony Moreci

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

CA presented information regarding including the parking lot of the current city hall as part of the marketable property along with the partition survey or retain the parking lot as part of Paul Fisher Park. **Councilor Harris made a Motion to reserve the current City Hall parking lot for parking at Paul Fisher Park from 60 Feet from West of lot 2200 property line straight across from the Fire Department property to 3rd Street” Second by Councilor Weathers.**

Roll Call Vote was called: Mayor Bennett Nay, Councilor Harris Yea, Councilor Stratis Yea, Councilor Myers Nay, Councilor Weathers Yea – PASS 3:2

CA Caudle outlined the Shade Tree Proposal for Paul Fisher Park as recommended by the Parks Committee. **Mayor Bennett made a Motion to approve the ‘Shade Tree Program’ as described in the staff report and to refer further action to the Parks and Recreation Committee.” This was seconded by Councilor Stratis PASS 5:0**

CA Caudle spoke about the upcoming holiday season and the prospect of the City moving forward with the assistance of community volunteers in the Traditional Lowell Tree lighting Celebration, the Decorating the City

- Christmas Tree Lighting Ceremony will be held December 4, 2021 with assistance from the Grange with cookies and cider etc. Possible music from the school. All aspects of the event and planning to finalize the event.
- Decorating the downtown area with the newly procured holiday decorations on November 27, 2021.
- Some sort of social media notification, and requests for volunteers, as well as in The Bridge, City web Page, and postings around town

Adjourn: 9:07 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jeremy Caudle, City Recorder

Date



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: Friday, November 12, 2021
Re: Administrator's report for November

MEMO

This City Administrator's report covers activities since the October 19 regular meeting. A summary of major activities is as follows:

Library renovation project.

1. On October 27, I had a meeting with the Program Associate with The Ford Family Foundation to update them on the design option that we have selected. Based on the feedback that I received from the Program Associate, I submitted an updated grant request for \$170,854, or 25% of the total project cost. The Program Associate stated that they are reviewing the request and will follow up with me if we need to approach the budget and grant request differently.
2. I verified with Lane County Economic Development that they will still make available to the city a \$50,000 grant to offset construction costs for the project. They stated that the \$50,000 is still available, but it must be programmed towards the costs of building a conference room that is available for free for local businesses and other organizations in need of meeting space. In my view, the design option that City Council selected meets this requirement.
3. City Council approved a contract with Hummel Consulting on November 2. On November 9, staff held a meeting with Penny Hummel. At the meeting, we focused on strengthening our Ford Family Foundation application in advance of review at their February 2022 board meeting. This includes holding a fundraiser between now and the end of the year, as well as developing a draft operating plan and budget for the library. Our Program Associate with the Ford Family Foundation suggested that both actions would strengthen our application prior to final review. Hummel is working on ideas for fundraising, as well as the budget and operating plan.
4. I have completed 2 steps necessary to obtain financing from Business Oregon, as reported to you at your October 19 meeting. The first step was to submit an "Intel Form," and the second step was to submit a "Pre-Application." On November 9, our Business Oregon Regional Project Manager sent me information on the third step

needed to obtain a loan from them. This is the “General Application,” which is on the agenda for approval for the November 16 meeting.

Park renovation projects.

1. I have begun implementing “step 5” in the “Shade tree program for Paul Fisher Park” report that City Council approved at the November 2 meeting. This involves getting additional quotes to purchase and plant the trees. Once I have additional quotes, I will schedule a Parks and Recreation Committee meeting for them to review the quotes and decide on next steps.

E. Main Street Property.

1. On November 9, the Sr. Right of Way Engineering Associate with Lane County Engineering and Construction Services called me about our acquisition of the right-of-way on the southern and northern boundary of W. Boundary Rd. He stated that he received the city’s signed “Option Agreement.” He also stated that Board of Commissioners approval will be necessary for the “Option Agreement.” He understands that time is of the essence since we are selling the property. He stated that he does not anticipate Board of Commissioners approval any sooner than 4 weeks from now. After approval by the Board of Commissioners, I will exercise our option to purchase the right-of-way. The Lane County staff member with whom I spoke stated that once the city exercises its option to purchase the right-of-way, the transaction can be handled through their Public Works Department and will not require additional Board of Commissioners approval. I plan on attending the Board of Commissioners meeting where this will be discussed, and I believe it would be helpful to have one to two city councilors present at that meeting, as well. As part of the Board of Commissioners action, Lane County will also include the transfer—at no cost—of the right-of-way on the southern edge of 70 N. Pioneer St. There will be a 20-year deed restriction for this right-of-way that will prohibit the sale of the property. After 20 years, the City can do with the property what it pleases.
2. As of this report, the buyer for E. Main St. is reviewing the purchase and sale agreement that City Council approved.
3. I have approved an environmental contractor to start the Phase 1 environmental assessment for the property, per the conditions of purchase in the purchase and sale agreement. The environmental contractor anticipates turning in the report by December 20th, at the latest.
4. I have asked the City Engineer, Civil West Engineering, to record a public utility easement along the northern border of this property—currently in the county right-of-way—for the city sewer line. The public utility easement will be necessary to ensure city access to the sewer line once the property is sold.

Updates on state and federal law.

1. For your awareness, due to changes in state law, elected city officials are now mandatory child abuse reporters. See page from League of Oregon Cities after this report for more information.
2. The Oregon Legislative Assembly passed SB 866, which imposes new requirements on cities' use of contract building official services. We can continue to use our current contract building official—Northwest Code Professionals—but we will need to implement processes to increase oversight, accountability, and transparency over contracted out building services. Northwest Code Professionals have stated that one of their staff members will be working with us to make the necessary changes. I spoke with the League of Oregon Cities Legislative Director about SB 866. He confirmed my understanding that Department of Consumer and Business Services Building Codes Division will be approving administrative rules to implement the law. Included after this report for your information is the “Staff Measure Summary” for SB 866. Also included are two pages from the proposed administrative rule, which spell out the proposed deadlines for cities to meet the law's requirements.
3. As of this report, the “Infrastructure Investment and Jobs Act” has passed both the House and Senate. It is now being forwarded to the President, and he is sure to sign it. At least \$1 billion will be allocated to the State of Oregon for transportation projects. The bill also includes appropriations for water and wastewater infrastructure and wildfire risk mitigation. I will continue to monitor how the City of Lowell can take advantage of the programs that this bill will fund.

Other items.

1. S&F Land Services is scheduled to start the survey work on December 8th through 15th. I have informed them of the partition changes that City Council approved for the current City Hall property.
2. LCOG planners and I have scheduled public hearings in December related to the floodplain development code updates that the Department of Land Conservation and Development is requiring. The Planning Commission is scheduled to hold a public hearing and vote on the recommended code update on December 1. We will be scheduling a public hearing and City Council review of the code update at your December 7 meeting. A copy of the public hearing notice is included here for information.

League of Oregon Cities :: All City Councilors Now Mandatory Child Abuse Reporters



Legislation passed earlier this year adds local elected officials to the list of persons required to report child abuse to a proper authority. HB 3071, sponsored by Representative Rick Lewis (R-Silverton), adds city councilors to the list of officials and professionals who must notify law enforcement or an appropriate social service provider when they have reason to believe a child has been harmed by neglect, assault or emotional abuse. Many city officials were already mandatory reporters, but the statute will now clarify that all elected city leaders are included. The Oregon Department of Human Services provides a [training video](#) to help those who are subject to the requirement understand their obligations. While prosecutions are exceedingly rare, failure to report is a Class A violation.

Contact: Scott Winkels, Lobbyist - swinkels@orcities.org

Last Updated 11/5/21

SB 866 STAFF MEASURE SUMMARY

Carrier: Rep. Gomberg

House Committee On Rules**Action Date:** 06/24/21**Action:** Do Pass.**Vote:** 6-1-0-0**Yeas:** 6 - Bonham, Drazan, Fahey, Salinas, Smith Warner, Zika**Nays:** 1 - Holvey**Fiscal:** Has minimal fiscal impact**Revenue:** No revenue impact**Prepared By:** Tyler Larson**Meeting Dates:** 6/21, 6/24**WHAT THE MEASURE DOES:**

Permits municipality or Department of Consumer and Business Services (DCBS) to contract with person to administer and enforce building inspection program and act as building official (BO) under specified conditions. Defines "discretionary decision" as waiving a plan review, inspection, or code provision; or allowing alternative material, design, or method of construction. Limits cities that did not procure contract BO services before January 1, 2018 and counties to use contract BOs while recruiting for individual to employ as BO. Requires municipality procuring contract BO service to: 1) designate qualified municipal employee to review and ratify or disapprove all contract BO's discretionary decisions; 2) establish or otherwise have specified access to a local review board to which permit applicant may appeal contract BO's discretionary decisions; and 3) obtain and publish an independent financial audit of the building inspection program at least once every two years. Establishes that BO, contract BO, and other staff who provide building inspection services are public officials for purposes of Oregon government ethics laws. Allows municipality to validate discretionary decisions of contract BOs taken prior to effective date of measure and requires any action to challenge discretionary decision of contract BO to be commenced by December 31, 2024. Authorizes DCBS to investigate potential violations, prescribe corrective actions against municipalities, and take action against certification of contract BO. Prohibits municipality found to have pattern of violations from procuring services of contract BO.

ISSUES DISCUSSED:

- Reliance of small municipal building inspection programs on contract building officials
- Stakeholder work group to develop consensus legislation
- Relative merits of supporting small municipal building inspection programs versus larger county or regional inspection programs
- Whether or not the measure addresses the issues raised in a February 7, 2018, letter from Legislative Counsel regarding the use of contract building officials

EFFECT OF AMENDMENT:

No amendment.

BACKGROUND:

Oregon law establishes a statewide building code that is applicable and uniform throughout the state. Municipalities can apply to the Department of Consumer and Business Services (DCBS) to assume responsibility for administering and enforcing specified provisions of the state building code. Municipal building inspection programs must establish and maintain minimum standards and policies designed to ensure consistent administration and enforcement, and must appoint a building official (BO) as the person responsible for the program.

SB 866 STAFF MEASURE SUMMARY

In a 2019 opinion, the Attorney General found that Oregon law does not allow a municipality to entirely contract out the administration and enforcement of a building inspection program, effectively rendering the roughly 20 local building inspection programs that relied on a contract BO noncompliant. The Attorney General also found that such contracts lacked adequate procedural safeguards and ran afoul of the nondelegation doctrine of the Oregon Constitution, which requires that any delegation of government power be accompanied by procedural safeguards adequate to protect against arbitrariness. *Corvallis Lodge No. 1411 v. OLCC*, 67 Or App 15, 20 (1984).

Senate Bill 866 explicitly authorizes the use of contract BOs for the administration and enforcement of a municipal building inspection program and establishes procedural safeguards for the use of contract BOs. Cities that did not procure contract BO services before January 1, 2018, and counties are limited to the use of contractors while seeking a permanent replacement BO. All municipalities utilizing a contract BO must: 1) designate a qualified employee to review and ratify or disapprove all discretionary decisions of the contract BO, which includes waiving any requirement or allowing an alternative material, design, or method; 2) establish or otherwise have access to a local review board to which permit applicants may appeal the contract BO's discretionary decisions; and 3) obtain and publish an independent financial audit of the building inspection program at least once every two years. The measure allows a municipality to validate the discretionary decisions of a contract BO made before the effective date, and limits the time frame under which an aggrieved party may file a challenge of those discretionary decisions. Finally, the measure gives DCBS express authority to investigate and take action against noncompliant municipal programs and contractors, and prohibits municipalities with a pattern of violations from procuring the services of a contract BO.

AMEND: 918-020-0105

RULE SUMMARY: Requires a city that intends to continue to procure services from a contract building official to notify the division of this intent and to comply with 2021 Oregon Laws Ch. 599, Sec. 2 (Enrolled SB 866) by January 1, 2022. Requires all building programs to apply for renewal of their building program for a new reporting period by January 31, 2022, for a renewal effective July 1, 2022, and describes requirements for those renewals.

CHANGES TO RULE:

918-020-0105

Renewal of Existing Programs ¶¶

(1) Existing programs may continue to administer full-service or partial programs as permitted by ORS Chapter 455. Any municipality requesting to assume an additional program shall do so in accordance with ORS Chapter 455 and these rules.¶¶

(2) Depending on the respective reporting period outlined in OAR 918-020-0180 municipalities administering existing programs upon notification shall submit the following to the division by January 1, unless the year is 2022, in which case the submission to the division is required by January 31:¶¶

(a) A completed division form describing the specialty codes the municipality will continue to administer and enforce beginning July 1 of the next reporting period;¶¶

(b) A list of current staff, including contract providers, and their applicable certifications;¶¶

(c) An updated copy of the municipality's operating plan as described in OAR 918-020-0090; and¶¶

(d) A narrative describing any changes to the plan.¶¶

(3) Requests to extend the January 1 date as authorized in ORS 455.148(4) and 455.150(4) shall be filed with the division no later than December 21.¶¶

(4) Notwithstanding OAR 918-020-0180:¶¶

(a) By January 1, 2022, a city that intends to continue to procure services from a contract building official shall notify the division of this intent and must comply with 2021 Oregon Laws Ch. 599, Sec. 2 (Enrolled SB 866).¶¶

(b) All municipalities that administer an existing program shall apply for renewal of their building program by January 31, 2022, for renewal effective July 1, 2022.¶¶

(c) Renewal applications must include the information outlined in section (2) of this rule.

Statutory/Other Authority: ORS 455.148, ORS 455.150

Statutes/Other Implemented: ORS 455.148, ORS 455.150

AMEND: 918-020-0180

RULE SUMMARY: Updates the reporting periods for Groups 1 through 4.

Clarifies that this applies to all municipalities administering and enforcing a building inspection program on or after July 1, 2022.

Eliminates language related to the first reporting period in 1997.

CHANGES TO RULE:

918-020-0180

Reporting Periods ¶

(1) All municipalities administering and enforcing a building inspection program on or after July 1, 1997~~2022~~, shall have four-year reporting periods. The division shall divide the municipalities administering and enforcing building inspection programs into four separate reporting groups identified as Group One, Group Two, Group Three and Group Four. ~~Each reporting group shall contain approximately one quarter (25 percent) of the municipalities administering and enforcing building inspection programs on July 1, 1997.~~ Reporting periods for each group shall begin on July 1 of the first year and shall end on June 30 of the fourth year, except as provided by Sections (2) to (5) of this rule.¶

(2) The first reporting period for municipalities in Group One shall start on July 1, ~~1997~~2022, and end on June 30, ~~1998~~2023. All subsequent reporting periods shall be four years. ~~Municipalities in Group One shall submit a program administration request form but not be required to submit a second operating plan until after the division has completed a general review of the municipal building inspection program following the conclusion of the first reporting period.~~¶

(3) The first reporting period for municipalities in Group Two shall start on July 1, ~~1997~~2022, and end on June 30, ~~1999~~2024. All subsequent reporting periods shall be for four years.¶

(4) The first reporting period for municipalities in Group Three shall start on July 1, ~~1997~~2022, and end on June 30, ~~2000~~25. All subsequent reporting periods shall be for four years.¶

(5) The first reporting period for municipalities in Group Four shall start on July 1, ~~1997~~2022, and end on June 30, ~~2001~~26. All subsequent reporting periods shall be for four years.¶

(6) The first reporting period for municipalities authorized to administer and enforce new building inspection programs shall start July 1 of the first year the municipality is authorized to administer and enforce a new building inspection program and shall end on June 30 of the fourth year. All subsequent reporting periods shall be for four years.¶

(7) A municipality that amends an existing building inspection program through the assumption of a new code program shall not alter its reporting period.¶

(8) All municipalities enforcing building inspection programs shall amend their operating plan within 30 days when changes occur and submit a copy of the amended operating plan to the division.

Statutory/Other Authority: ORS 455.030

Statutes/Other Implemented: ORS 455.150

**The public is invited to attend and testify at a public hearing for
An Update to Lowell's Floodplain Development Code.**

The City of Lowell participates in the National Flood Insurance Program (NFIP). As such, the Federal Emergency Management Agency (FEMA) and Department of Land Conservation and Development (DLCD) require routine updates to the floodplain development code using the State of Oregon's Model Flood Hazard Ordinance.

The update of the floodplain development code is a part of a required the NFIP Community Assistance visit conducted by DLCD.

There are no changes in zoning designations or changes to the uses allowed in any particular zone.

The amendments to the Lowell Development Code will be specific to floodplain development. The City will follow a TYPE IV Legislative land use process. As such, two public hearings will be held on the proposed amendments.

The first public hearing will be December 1, 2021, at 7:00 p.m. in front of the Lowell Planning Commission. Planning Commission will issue a recommendation onto City Council for final action.

The second public hearing will be December 7, 2021, at 7:00 p.m. in front of the Lowell City Council.

Both public hearings will occur at the Maggie Osgood Library at 70 N. Pioneer Street at 7:00 p.m.

A remote hearing option via Zoom will be available. To attend remotely, please email the City Administrator at jcaudle@ci.lowell.or.us or call 541-937-2157.

The meeting materials and zoom link will also be posted on the City's website at <https://www.ci.lowell.or.us/>.

For questions or to submit written testimony, please contact the City Administrator.

LOWELL PATROL LOG October 2021

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
3-Oct	423	10:30	12:45	2:15						
3-Oct	429	10:00	12:45	2:45						
5-Oct	409	20:30	22:00	1:30						
9-Oct	429	11:00	16:30	5:30						
9-Oct	423	9:30	16:00	6:30						
12-Oct	421	15:45	17:15	1:30						
12-Oct	409	0:30	2:00	1:30						
12-Oct	409	21:30	23:00	1:30						
16-Oct	409	23:30	1:00	1:30						
17-Oct	429	15:00	16:00	1:00						
19-Oct	409	20:30	22:00	1:30						
19-Oct	429	18:00	21:00	3:00						
20-Oct	407	22:00	23:30	1:30						
22-Oct	429	17:15	22:15	5:00						
22-Oct	423	17:15	22:15	5:00						
23-Oct	429	21:00	22:00	1:00						
24-Oct	409	21:00	22:30	1:30						
26-Oct	401	16:30	21:00	4:30						
26-Oct	429	16:50	17:30	0:40						
28-Oct	401	19:00	20:30	1:30						
31-Oct	429	20:00	20:30	0:30						
				43.0						

TRAFFIC VIOLATIONS	CITATION	WARNING
SPEED	1	
DWS		
FAIL TO SIGNAL		
STOP VIOLATIONS	4	
OTHER MOVING	2	

DATE	TIME	DESCRIPTION
19-Oct	18:20	Citation issued at 429 E 1st St.
22-Oct	19:53	Traffic Stop
	18:15	Traffic Stop
	18:25	Traffic Stop
	18:53	Traffic Stop
	19:10	Traffic Stop
	19:27	Traffic Stop
	20:15	Traffic Stop
26-Oct	16:50	Meeting w/Chief Martin Lt. Ritz, and Lowell CA



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: November 16, 2021
SUBJECT: Public Works Report

Streets and Parks

The vandalism and graffiti continue to be an issue at Rolling Rock Park.

The blackberry cleanup at Sunridge Park was completed on 11/9. The first round of herbicides was also applied.

Staff is working on early preparations for the Bridge lighting and Holiday Decorations.

Water Treatment Plant/Distribution

The back-ordered parts finally arrived, and three water leaks were repaired in the Distribution system.

Staff installed 31 new water meters in September and 8 new meters in October, bringing the total to 150 new meters installed.

Agenda Item Sheet

City of Lowell City Council

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

Item title/recommended action:

Motion to approve a "Memorandum of Understanding" with Northwest Code Professionals related to floodplain management and to authorize the City Administrator to sign.

Justification or background:

As part of their review of the city's participation in the National Flood Insurance Program, the Department of Land Conservation and Development (DLCD) has requested: "correspondence with Northwest Code Professionals ... showing that there is an understanding about how elevations and floodplain building standards will be verified, when needed, and how records will be shared and managed. Correspondence can be in regards to standard review and permitting procedures developed in conjunction with the Building Official." Northwest Code Professionals provided the MOU included here for approval, based on a model that they've implemented with another city for floodplain management. The DLCD representative and the city's planners with LCOG have reviewed the included MOU, and they have determined that it will meet DLCD's requirements. The MOU explains how Northwest Code Professional and the city will cooperate in implementing the city's floodplain development ordinance.

Budget impact:

N/A

Department or Council sponsor:

Building

Attachments:

MOU with Northwest Code Professionals

Meeting date:	11/16/2021
---------------	------------

MEMORANDUM OF UNDERSTANDING

Between
The City of Lowell
and

Northwest Code Professionals

This Memorandum of Understanding (MOU) is to establish a framework by which Northwest Code Professionals (NWCP) will assume and execute the Building Official responsibilities for the City of Lowell related to Floodplain Management.

Now, therefore, the parties hereby agree:

Duration

The term of this MOU commences upon the date set forth below or as soon after as this MOU is executed by the parties. Either party may terminate this agreement with or without cause by providing a (30) thirty-day written notice to the other.

Responsibilities

The City of Lowell Ordinance 252, "An Ordinance Amending Ordinance 236 and Adopting Article 9.1, Section 9.190 and Articles 9.5, 9.6, 9.7, and 9.8 of the Lowell Land Development Code and Repealing Various Ordinances," promotes public health, safety and general welfare minimizes public and private losses due to flood conditions. It also establishes methods and provisions for reducing flood losses and the responsibilities of the City of Lowell Flood Plain Manager and Building Official who in partnership implement the code for the specific areas set out in the Federal Insurance Administration's Flood Insurance Rate Map.

The City of Lowell Flood Plain Manager shall be the City Administrator of the City of Lowell.

Duties of the City of Lowell Flood Plain Manager:

- a. Communicate to the Building Official the applicable flood zone and base flood elevation (BFE) for building permits and freeboard requirements for lowest floor and mechanicals.

Duties of the Building Official shall include, but are not limited to:

- a. Ensure the lowest floor is elevated to or above BRE + freeboard established by the Floodplain Administrator.
- b. Ensure mechanical equipment and ducting is installed to or above BFE + freeboard established by the Floodplain Administrator.
- c. Ensure installation of adequate flood openings.
- d. Ensure use of flood resistant materials below BFE.
- e. Ensure enclosed areas below BFE are outfitted to allow only parking, building access and storage.

Costs

NWCP agrees to continue providing this service without any additional charge or cost to the City of Lowell during the term of this agreement.

Northwest Code Professionals and City of Lowell Certifications

NWCP shall be solely responsible for obtaining and retaining the Building Official certification necessary to perform Building Official duties. The City of Lowell will obtain and retain any necessary certification to perform the Flood Plain Manager duties.

Indemnification

Each party to this agreement shall indemnify, hold harmless, and defend the other party, their officials, boards, commissions, councils, agents and employees from and against any and all claims, damages, losses and expenses, including attorney fees, both at trial and on appeal, arising out of or resulting from the negligent or willful misconduct of the indemnifying party in performing or failing to perform under this agreement.

Each party specifically disclaims responsibility for any special, indirect, consequential, or incidental damages including, but not limited to, use of date even if advised of the possibility of such damages, whether the claims for such damages is based upon contract, tort, or other legal theory.

Conflicts

This MOU constitutes the entire agreement between the parties regarding responsibilities of the Building Official as it relates to flood damage permitting and prevention set out in the City of Lowell Ordinance 252. There are no promises, terms, conditions, or obligations other than those contained in this agreement as they relate to this code. If there is a conflict between the terms of this agreement the parties agree to expeditiously resolve those conflicts.

Notice

All notices required under this MOU shall be in writing and shall be effective upon receipt. For purposes of this MOU, the word "receipt" shall mean the earlier of any of the following: the date of delivery as shown on the return receipt or records of the courier (email is acceptable), or the actual receipt by the office of the person or entity to whom the notice was sent. Notices shall be emailed or sent to the parties at the addresses shown below:

City of Lowell
PO Box 890
Lowell, OR 97452
jcaudle@ci.lowell.or.us

(Signature and Date)

NW Code Professionals
144 East 14th Avenue
Eugene, OR 97401
DaveM@nwcodepros.com

(Signature and Date)

Agenda Item Sheet

City of Lowell City Council

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

Item title/recommended action:

Motion to authorize the City Administrator to purchase 100 quantity Kamstrup flowIQ2250 wa-ter meters from Correct Equipment in the amount not to exceed \$30,000.

Justification or background:

In March 2021, the city purchased 100 Kamstrup flowIQ 2250 water meters. This item would continue our program of replacing the city's current, outdated water meters. Once this next set of 100 meters is installed, approximately half of the city's household utility customers will have the new meters. Consumption data from these meters can be read remotely from the radio that is built into the meter. Another benefit of the meters is that they increase the accuracy of consumption readings and utility billing, compared to the old meters that they are replacing. Revenues of \$100,000 were budgeted in the water fund for the American Rescue Plan Act (ARPA). Staff are recommending that the city pay for these water meters with a portion of the ARPA funds that have been budgeted in the water fund. One of the categories of spending for ARPA funds is water system infrastructure, so this expenditure is an eligible use for ARPA purposes.

Budget impact:

Expenditure not to exceed \$30,000. To be paid for with American Rescue Plan Act (ARPA) funds budgeted in the water fund.

Department or Council sponsor:

Water

Attachments:

Quote 5181 from Correct Equipment

Meeting date: 11/16/2021



14576 NE 95th St
 Redmond, WA 98052
 877-371-4555

Quote

Date	Quote #
7/20/2021	5181

Name / Address
City of Lowell 107 E 3rd ST Lowell, OR 97452

Job Name		Terms	Rep	Project
		NET 30 Days	TRO	
Item	Description	Qty	Cost	Total
02A-01-D18B-8UP	02A-01-D18B-8UP AMI flowQ 2250 25 GPM 5/8" x 3/4" x 7 1/2" Config Code: 801-16-002-0000-4-3-6-6-01-230-1-3-01-002	100	298.15	29,815.00T
Freight	Freight Estimate (prepay and add)*****Freight is only Estimated and will be adjusted upon delivery. Please note: Your freight charges may differ from the freight estimated	1	50.00	50.00T
	OR Sales Tax		0.00%	0.00
			Total	\$29,865.00

Agenda Item Sheet

City of Lowell City Council

Type of item:	Other
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Item title/recommended action:

Motion to approve a "General Application" with Business Oregon's Special Public Works Fund to finance the Maggie Osgood Library and City Hall construction project, and to authorize the Mayor to sign.

Justification or background:

Staff have completed 2 steps necessary to obtain financing from Business Oregon, as reported to you at your October 19 meeting. The first step was to submit an "Intel Form," and the second step was to submit a "Pre-Application." On November 9, the Business Oregon Regional Project Manager sent staff information on the third step needed to obtain a loan from them. This is the "General Application," which is presented here. City Council approval of the "General Application" is required, along with signature from the city's "highest elected official." The loan requested in this application is \$229,432. If The Ford Family Foundation grant is not approved in February 2022, we will need to increase the amount of financing to \$400,286. The sheet before the application summarizes project costs and current sources of funding. We may or may not select the "additional items/bid alternates" (items above the base costs) when we prepare the final construction documents or award bids. However, it is advantageous to have too much budget and not need it than to have not enough budget.

Budget impact:

Minimum loan of \$229,432; maximum loan of \$400,286. Annual payment for 20 years = \$15,421 for minimum; \$26,905 for maximum.

Department or Council sponsor:

Library/Administration

Attachments:

General Application from Busines Oregon

Meeting date:

11/16/2021

Base project costs: 393,417

Additional items/bid alternates:

Tile in restrooms	24,141
Complete re-roofing	43,788
Enhanced security system	35,880
Increase casework allowance	18,606
Sub-total:	122,415

Total project costs: 515,832

Sources of project financing:

Business Oregon loan (pending)	229,432
Ford Foundation grant (pending)	170,854
Lane County Government (pledged)	50,000
City payment for A/E services already billed	26,063
Use ARPA funds for HVAC system (already received)	20,093
Community donations (already received)	18,390
Ready to read grant (already received)	1,000
Total sources of project financing:	<u>515,832</u>



General Application

775 Summer St NE, Suite 200
Salem, OR 97301-1280

Applicant

City of Lowell
Name

93-6011170
Federal Tax ID Number

107 E 3rd Street
Street Address

PO Box 490, Lowell, OR 97452
Mailing Address

Organization Type:

City County Special District under ORS _____ Port District under ORS _____ Tribe

Jeremy Caudle
Contact Name
(Person we should contact with project questions)

City Administrator
Title

541-359-8768
Phone Number

541-937-2936
Fax Number

jcaudle@ci.lowell.or.us
Email Address

Representation (Information may be found at www.leg.state.or.us/findlegsltr)

4
Senate District Number

Floyd Prozanski
Senator's Name

7
House District Number

Cedric Hayden
Representative's Name

Project Information

Lowell City Hall and Maggie Osgood Library Construction Project
Project Name: (e.g., Stayton Water System Improvements)

Opportunity/Problem

Briefly describe the opportunity or problem facing the applicant:
The current City Hall building (107 E 3rd Street) was built in the 1950s or 1960s. Since that time, the building has not seen any major upgrades, and it has exceeded its useful life. It has several plumbing, mechanical, electrical, and ADA deficiencies, and it would not be cost-effective to renovate the current building to bring it up to modern standards. Also, a snow disaster in 2019 damaged the roof, which has rendered half of the building unusable and hazardous. That includes the former library—also located in the current City Hall building. Since 2019, the city's only library has been closed to the public since that part of the building is condemned. Another consequence of the roof damage is ongoing water leakage, which has caused issues with mold and structural damage throughout the building. The problem is that the current City Hall is no longer a safe location to conduct business.

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Response to Opportunity/Problem

Briefly describe the major alternatives considered to address this opportunity or problem:

One alternative is to move city operations into the 70 N. Pioneer St. without conducting any renovations to the building. Then, the city could sell the current City Hall location and use the proceeds from that sale to fund renovations to 70 N. Pioneer St. This alternative faces several difficulties. First, 70 N. Pioneer St. was a former church. It is currently not equipped to handle the customer service, operational, and business needs of a City Hall, not to mention a library. Thus, this is not a viable alternative. Another alternative is maintain the status quo: continue doing business out of the current City Hall and keep the library closed. This, too, is not a viable option due to the safety and health issues described above. The city's "2019 Downtown Master Plan" engaged the community on this topic and considered all of the alternatives. The conclusion from that master plan is that this project--the renovation of 70 N. Pioneer St.--is the best way to meet the need for a new City Hall and library.

Detailed Project Description

Clearly describe the proposed project work to be accomplished:

This is a construction project to renovate an existing building. In 2019, the city purchased a former church building (70 N Pioneer St.) to move the City Hall and library operations into that building. The work to be accomplished includes renovating this 2,915 square foot building. The renovations will include separating one part of the building for City Hall functions, comprising 810 square feet of space. The other part of the building will house the Maggie Osgood Library at 1,400 square feet. Common areas include 705 square feet of renovations. The common areas consist of the lobby, restrooms, and a multi-purpose conference room that will be available for use at no charge for local businesses and other organizations. Improvements include: a replacement entrance door; new windows (the building currently has no windows); new flooring; new interior and exterior paint; renovations to the HVAC system, including replacing ductwork in the ceiling; replacing half of the lights with energy efficient LED lighting; restroom improvements; replacing the roofing on the building; installing a security system; accessibility improvements to entrances, exits, and restrooms; 4 bookshelves; a small kid's area; 4 computer workstations for public use; and a small conference room. The City Hall portion includes offices for the City Clerk, accountant, and City Administrator, who are the only staff that are permanently located at City Hall. The library portion has a staff workroom and service desk. There will also be a small storage room for access to city records.

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Project Work Plan

List project activity milestones with estimated start and completion dates. Identify estimated date of first cash draw:

Activity	Estimated Date	
	Start	Completion
Complete construction documents	Nov 1, 2021	Jan 17, 2022
Bidding and awarding a contract for construction	Jan 18, 2022	Feb 25, 2022
Obtain construction permits	Jan 18, 2022	Feb 25, 2022
Construction administration	Feb 28, 2022	Aug 31, 2022

Estimated First Draw Date: May 1, 2020

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Project Budget

List individual project budget line items with requested budgeted amounts by IFA and non-IFA funding sources. Change budget column labels to identify the specific requested IFA funding sources. Non-IFA sources are those funds other than those requested from IFA.

Please be aware that the award loan amount will be subject to a less than 1% issuance fee if the loan is included in the Oregon Bond Bank. Please contact Business Oregon for additional information.

Budget Line Item (Adjust budget items to suit the project) <i>Below are general items most used</i>	IFA Funding		Non-IFA	Total
	Source 1	Source 2	Funds	
Engineering/Architecture	\$0	\$0	\$26,063	\$26,063
Construction		176,812	260,337	437,149
Construction Contingency				0
Land Acquisition				0
Legal				0
Construction Management		52,620		52,620
Other (Specify)				0
Other (Specify)				0
Other (Specify)				0
Other (Specify)				0
Totals	0	229,432	286,400	515,832

Details of Non-IFA Funds

Source of Non-IFA Funds	Amount	Status: C-Committed, A-Application S-Submitted, AI-Application Invited, PS-Potential Source	Dates Required Funds will be Committed and Available
The Ford Family Foundation	\$170,854	A	28-Feb-22
Lane County Government	50,000	C	31-Aug-22
State Library of Oregon	1,000	C	10-Nov-22
Community donations	18,390	C	11-Nov-21
City of Lowell	46,156	C	11-Nov-21
Totals	286,400		

If "Non-IFA funds" include USDA Rural Development funding that will require interim financing, please indicate the source of the interim financing.

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General Certification

I certify to the best of my knowledge all information, contained in this document and any attached supplements, is valid and accurate. I further certify that, to the best of my knowledge:

1. The application has been approved by the governing body or is otherwise being submitted using the governing body's lawful process, and
2. Signature authority is verified.

Check one:

- Yes, I am the highest elected official. (e.g., Mayor, Chair or President)
- No, I am not the highest elected official so I have attached documentation that verifies my authority to sign on behalf of the applicant. (Document such as charter, resolution, ordinance or governing body meeting minutes must be attached.)

The department will only accept applications with proper signature authority documentation.

Signature

Don Bennett

Printed Name

Date

Mayor

Printed Title

FOR BUSINESS OREGON USE ONLY

Concept Number

Intake Approval Date

Project Type:

- Planning
- Design
- Construction
- Design & Construction
- Other:

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Applicant: **City of Lowell**

Project Name: **Lowell City Hall and Maggie Osgood Library Construction Project**

Section I: Property Acquisition / Ownership / Operation

- A. Is the project a “Development Project” for the acquisition, improvement, construction, demolition or redevelopment of municipally owned utilities, buildings, land, transportation facilities, or other facilities that assist the economic and community development of the municipality? Yes No

If yes, answer questions B. through E. of this section. If no, please contact your Regional Development Officer.

- B. What is the physical location of the project?

70 N. Pioneer St., Lowell, OR 97452

- C. Will the applicant own the facility / improvements once constructed? Yes No

If no, explain:

- D. Will the applicant operate and maintain the facility / improvements once constructed? Yes No

If no, describe:

- E. Does the project include any acquisition of real property, including permanent easements and rights-of-way, which are directly related to or necessary for the project? Yes No

If yes, describe: **The project involves the acquisition of real property. The city purchased the building in question in 2019, which was a former church. This information is provided for your knowledge. The city is not requesting Business Oregon funding of the costs that the city incurred to purchase the property.**

- F. Does the project include the purchase of motor vehicle(s)? Yes No

If yes, describe:

- G. Does the project include the purchase of any other equipment which is not directly related to or necessary for the project? Yes No

If yes, describe:

- H. Will a private entity or business have a special legal entitlement to the project? (e.g., through either a transfer of, or partnership in ownership, a lease, management contract, special user rates or development fees, or priority for use) Yes No

If yes, describe:

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Section II: Project Results

Please answer each of the following items and provide a brief explanation below for each item marked “Yes.”

- A. Will the project result in direct job creation or retention of permanent industrial or commercial jobs within two years of completion of the project? Yes No
Skip to question B.
1. Is the project a “firm business commitment” project in response to a specific business development, expansion or retention proposal where assistance is necessary to enable the proposal to proceed? Yes No
If yes, describe:
2. Does the “firm business commitment” project include industrial or commercial jobs for traded sector businesses, e.g., those selling goods or services in markets for which national or international competition exists? Yes No
If yes, describe:
3. Will the identified business be relocating from another part of the state? Yes No
If yes, describe:
- B. Will the project result in business growth or expansion that would not occur in Oregon without an investment from the Special Public Works Fund? Yes No
*If yes, describe: **Yes, indirectly. One aspect to this project is the construction of a multi-purpose conference room. The conference room will be available, at no charge, for local businesses that need a space for meetings. Lane County Economic Development has pledged \$50,000 to offset the costs of building the multi-purpose room based on its intended use for local businesses. The city believes that this component of the project will encourage the growth and expansion of local businesses.***
- C. Will the project include improvement, expansion or new construction of **infrastructure** systems necessary to maintain usable industrial and commercial lands? Yes No
If yes, explain:
- D. Will the project support future industrial growth and commercial enterprise to create or retain employment opportunities with **buildings, land or other facilities**? Yes No
If yes, explain:

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- E. Is the project necessary to encourage **economic revitalization** in an urban or rural area where economic growth is prevented by existing conditions, such as an absence of community facilities, developable industrial or commercial land, or lack of capacity in infrastructure systems? Yes No

If yes, explain: **The project is a key piece of our downtown revitalization efforts. The "2019 Downtown Master Plan" says: the "planning process has made clear that the eventual redevelopment or likely relocation of the City Hall and Library will provide important underpinning to the revitalization of Downtown Lowell. A new City Hall and Library presents the opportunity to create model civic buildings in the Downtown Core, bringing customers and activity. Such development can be catalytic of other new development in the area. It has the potential to provide an example of good building design and aesthetics" (p. 55). Consequently, the master plan recommends completion of this project within 1 to 5 years of the plan's adoption.**

- F. Will the project promote or contribute to the economic and community development goals of the municipality? Yes No

If yes, explain: **The "2019 Downtown Master Plan" specifically identifies the City Hall and library project as being key to revitalizing the downtown. See response to (E) above. For context, the purpose of the master plan is to "provide the groundwork for sustained economic and community development over time" (p. 6).**

- G. Will the project provide the local match for an **emergency project** receiving federal disaster relief? Yes No

If yes, briefly describe the emergency project activities:

Note: Attach copies of the FEMA approved "Project Worksheets" as **Attachment Q**.

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- H. Will the project result in the restoration, rehabilitation or new construction of essential community facilities that provide support services to public health and safety, including but limited to police and fire protection, medical treatment, public utilities, transportation and auxiliary shelter facilities? Yes No

If yes, explain: **The city provides various administrative and customer service functions out of City Hall related to public safety and public utilities functions. When we move into the 70 N. Pioneer St. building, we will be able to provide those functions in a safer, healthier, and more effective environment. To give a few examples: We hold municipal court at City Hall. This includes trials, arraignments, receiving fines, providing a space for the judge and police officers to work, and processing paperwork associated with court. We also complete utility billing at City Hall for our water and wastewater treatment utilities. This includes preparing the bills, receiving payments from customers, managing user accounts, and so on. Public utilities staff also use the City Hall for various administrative functions, including reviewing plans, meeting with developers, coordinating with the utility billing clerk, and so on.**

- I. Is the project one of the special types of development projects listed in OAR 123-042-0038 - land acquisition only; a privately owned railroad; telecommunication system; energy system; marine facility; or a utility system connected to another municipality's utility system? Yes No

If yes, explain:

Section III: Additional Project Information

- A. What is the estimated useful life of the improvements included in the project?
30 years or more for building and most fixtures; estimated 10 to 20 years for equipment and furniture.
- B. Is there documentation of substantial local commitment to the project's success? Yes No

If yes, describe (public hearings held; project is included entity's adopted budget, CIP, master plan; private partnership or foundations are involved in funding project, et cetera):

"Lowell Downtown Master Plan," June 2019; "Lowell Community Facilities Study," January 2020; household survey conducted in September 2021; town hall meeting held September 27, 2021; \$50,000 grant pledged from Lane County Economic Development; received \$18,390 in donations from over 200 individual community members; inclusion of this project in the city's adopted FY 21/22 budget.

- C. Please list the permits and regulatory authorizations needed for the project to be ready to proceed with construction and indicate whether they have been obtained or not.

Permit Type	Review Agency	Status of Approval	If pending, anticipated approval date
-------------	---------------	--------------------	---------------------------------------

Building	City of Lowell/Northwest Code Professionals	<input type="checkbox"/> Obtained	<input checked="" type="checkbox"/> Pending	Feb 25, 2022
Mechanical	City of Lowell/Northwest Code Professionals	<input type="checkbox"/> Obtained	<input checked="" type="checkbox"/> Pending	Feb 25, 2022
Electrical	City of Lowell/Northwest Code Professionals	<input type="checkbox"/> Obtained	<input checked="" type="checkbox"/> Pending	Feb 25, 2022
Plumbing	City of Lowell/Northwest Code Professionals	<input type="checkbox"/> Obtained	<input checked="" type="checkbox"/> Pending	Feb 25, 2022

For Drinking Water System Improvement Projects Only

- D. Water system identification number:
- E. Are all service connections to your drinking water system metered? Yes No
If yes, skip to question "F" below.
If no, has a plan been adopted to install the meters? Yes No
- F. If a plan has been adopted, describe:

Section IV: Financial Information

- A. Are user rates for the project-funded utility system(s) expected to change in the next five years? Yes No
If yes, describe: N/A
- B. What sources of revenue are being pledged to repay a loan?
General Fund revenues.
- C. Is other debt serviced or secured by those revenues? Yes No
If yes, is the other debt described in the applicant's audit reports? Yes No
If the other debt is not described in the audit report, refer to the specific authorization, such as an ordinance or resolution. List below and attach a copy as Attachment N.

Lender	Amount of Note	Year Incurred

- D. Has the applicant ever defaulted on a debt? Yes No
If yes, provide a complete summary of the circumstances related to the default:

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- E. Is there actual/pending litigation that could impair the applicant's ability to repay debt? Yes No

If yes, describe:

Section V: Budget Information

- A. Does the project budget (as included on the General Application) propose direct project management expenses? Yes No

(Direct project management is defined as expenses that will be incurred that are directly related to and necessary solely to support or manage project activities and are not routine or ongoing expenses of the municipality or expenses for current staff that are already included in the municipality's adopted budget.)

If yes, describe how the direct project management services will be provided:

Most project management services will be provided by the architectural and engineering team. The architect leading this project is Wilson Architecture, who the city hired in spring 2021. The architect has a team of engineers working with him under the city's contract, including electrical, mechanical, civil, and structural engineering, along with a professional cost estimator. Legal services, including legal counsel review of the contract documents for the bidding process, will be provided by the City Attorney.

- B. A current engineer's cost estimate must be included as Attachment U. Who prepared the cost estimates for the project?

Note: To be considered current, the cost estimate must have been completed within the past 6 months.

Name: **Curt Wilson**

Title: **Principal**

Company: **Wilson Architecture**

Phone Number: **541-912-0878**

Date of project cost estimate: **Oct 19, 2021**

- C. Will reimbursement be requested from the IFA for any directly related project expenses that have been, or will be, incurred **prior to an award**? Yes No

If yes, identify and describe the amount and type of pre-award expenses below:

Note: Pre-award expenses must be included as a separate line-item in the project budget in the General Application Form.

1. Preliminary design or engineering incurred within the past 12 months? Yes No

If yes, describe:

2. Construction activities, including land acquisition, site preparation, mobilization and similar costs incident to commencement of construction? Yes No

If yes, describe:

3. Other activities necessary to allow the project to proceed? Yes No

If yes, describe:

4. Are pre-award expenses **less than 20%** of the total cost of the project? Yes No

If no, describe:

Attachments

	Attachment Description	For IFA Use (X Attached?)
Required with all applications	A Documentation from the appropriate entity (city or county planning department) that indicates that the project is consistent with the acknowledged local comprehensive plan.	<input type="checkbox"/>
	B Map(s) showing the location of the project, including tax lots / parcels and road widths, etc.	<input type="checkbox"/>
	C The preliminary architectural / engineering / planning work or study conducted to determine the feasibility of the proposed building, utility system or other improvements. The documents must be certified by a professional architect / registered engineer licensed in Oregon.	<input type="checkbox"/>
	D Applicant's adopted budget.	<input type="checkbox"/>
	E Applicant's last three audit reports (if not available at the Secretary of State website: http://www.sos.state.or.us)	<input type="checkbox"/>
	F List the ten largest property tax payers in the applicant's jurisdiction, their type of business, local taxes and current assessed value. If net revenues from your drinking water and/or sewer system will be pledged to repay the loan, also complete the "Summary of Users, Consumption and Rates" and "System's Ten Largest Customers" tables for the applicable system(s) (see Attachment F).	<input type="checkbox"/>
	G A Schedule of Pro Forma Revenues and Expenditures for the applicable fund(s) that will be pledged to repay the loan for each of the next five years and any underlying assumptions used in the Applicant's adopted budget (see Attachment G).	<input type="checkbox"/>
	U Current engineer's cost estimate (see Section 5 B).	<input type="checkbox"/>
Check If Applicable	Check box at left and include any of the following attachments that are applicable to the project proposal	
<input type="checkbox"/>	H If the project is for improvement or expansion of a drinking water and/or sewer system, submit a copy of the Water System Master Plan or Wastewater Facilities Plan for the system(s).	<input type="checkbox"/>
<input type="checkbox"/>	I If the project is for improvement or expansion of a drinking water system and/or sewer system, attach a copy of the current rate schedule, including rates for System Development Charges (SDCs).	<input type="checkbox"/>
<input type="checkbox"/>	J If the project is for improvement or expansion of a drinking water and/or sewer system, attach a copy of the most recent resolution or ordinance that adopts the current rate schedule.	<input type="checkbox"/>

<input type="checkbox"/>	K	If the project overlaps municipal boundaries, attach an executed copy of an intergovernmental cooperation agreement that sets out the duties and obligations of each entity.	<input type="checkbox"/>
<input type="checkbox"/>	L	If project includes a firm business commitment where permanent jobs will be created or retained, submit the "Job Creation and Retention and Average Wages" form completed by the business (<i>see Attachment L</i>).	<input type="checkbox"/>
<input checked="" type="checkbox"/>	M	If available, the plans and specifications for the project.	<input type="checkbox"/>
<input type="checkbox"/>	N	Copies of all ordinances/resolutions that authorize debt that is supported by the source of repayment for this financing (<i>refer to the Section IV: Financial Information, Item B.</i>).	<input type="checkbox"/>
<input type="checkbox"/>	O	If the applicant will own the facility and another entity will operate the facility, attach an executed copy of the operating agreement between the parties.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	P	If the project is for downtown revitalization, attach a copy of the downtown revitalization plan.	<input type="checkbox"/>
<input type="checkbox"/>	Q	If the project is an emergency project with the commitment of federal disaster relief assistance , attach a copy of the FEMA approved "Project Worksheet(s)" that are the basis for this funding request.	<input type="checkbox"/>
If a Telecommunications Project			
<input type="checkbox"/>	R	If the project is for telecommunications infrastructure, attach a resolution that includes findings and states that project is necessary and would not otherwise be provided by a for-profit entity within a reasonable time/for a reasonable cost.	<input type="checkbox"/>
<input type="checkbox"/>	S	If the project is for telecommunications infrastructure, attach a copy of the notice and minutes of the public hearing at which the above resolution was adopted.	<input type="checkbox"/>
If a grant is likely and it is possible the grant could exceed the property value			
<input type="checkbox"/>	T	One of the following: 1) real market value (obtained from the county tax assessor) of the property and improvements that will be put on the tax assessment roll, <u>after</u> the project improvements have been completed; or 2) an appraisal (conducted by an independent appraiser) of the future fair market value of the subject property <u>after</u> the project improvements have been completed.	<input type="checkbox"/>

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Information for the following tables should be the most current available and may be found from these sources:

Ten largest taxpayers: Comprehensive Annual Financial Report (CAFR), County Assessor, Financial Audit Report

Summary of users: billing records

Populations served: your system’s service area information; 2010 Census, Portland State University

System’s ten largest customers: billing records

Ten Largest Property Taxpayers (in applicant’s jurisdiction)

Taxpayer	Type of Business	Total Taxes	Current Assessed Value

If Water or Sewer Project, also Complete These Tables

Summary of Users, Consumption and Populations Served

User	Connections		Equivalent Dwelling Units**		Annual Water Consumption (in gallons)
	Current	Future*	Current	Future	Current
Residential					
Commercial					
Industrial					
Other					
Totals	0	0	0	0	0

*20-year project life

**1 EDU = 7,500 gallons of water consumption per month per residential user

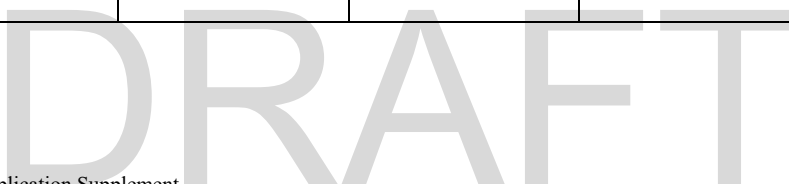
Populations Served

	All Residents	Permanent Residents*
Number served by system		
Number served by this project		

*Excludes transient and part-time residents

System’s 10 Largest Customers

Customer	Annual Water Consumption (in gallons)	% Total Water Consumption for System	Annual Revenue Received by System	% Total Annual Revenue Received by System



Schedule of Pro Forma Revenues and Expenditures

Attachment G

	Pro Forma	Current FY					
1	Year (ending June 30)		1	2	3	4	5
2	Beginning Fund Balance		0	0	0	0	0
Operating Revenues							
3	Primary Revenue Source						
4	Other Revenue Source 1						
5	Other Revenue Source 2						
	Total Operating Revenues	0	0	0	0	0	0
Operation, Maintenance & Replacement (OM&R) Expenses							
6	Personal Services						
7	Materials & Services						
8	Other Operating Expenses						
	Total Operating Expenses	0	0	0	0	0	0
Debt Services							
	Funds Avail for Debt Service	0	0	0	0	0	0
9	Existing Debt 1						
10	Existing Debt 2						
11	Other Proposed Debt						
	Total Debt Service	0	0	0	0	0	0
Other Activities							
	Cash Avail After Debt Service	0	0	0	0	0	0
12	Loan Proceeds / Drawdowns						
13	Capital Outlay						
14	System Replacement Reserves						
15	Other Non-Operating Activity						
	Net Other Activity	0	0	0	0	0	0
16	Net Transfers IN (OUT)						
17	Adjustments						
	Net Transfers & Adjustment	0	0	0	0	0	0
	Ending Fund Balance	0	0	0	0	0	0
18	Connections						
19	EDUs						
20	Monthly Rate per EDU						

Please contact your RDO if you have questions completing this form.

Primary revenue source (e.g., user charges). Include, on lines 4 or 5, revenues such as taxes, hook-up fees and rent/lease income. Do not include interest, SDCs, etc., in this section; rather, enter these revenues on line 15.

Include short-lived asset replacement with a useful life of 15 years or less. Do not include capital outlay, transfers, depreciation, etc; rather, enter these revenues to lines 12–17.

Enter and specify annual debt service amounts for existing and proposed debt support by this fund, including any proposed non-IFA debt for this project, e.g., USDA, DEQ, etc.

Anticipated drawdown schedule for requested loans. Include capital outlay **in brackets (negative amount)** for this project. Anticipated contributions for system replacement. Asset sales, SDCs, interest income (specify†).

Include transfers to reserve accounts (specify†). Explain any adjustments

†Describe any assumptions used in calculating above figures, such as changes in user rates, EDU/connection growth, loan repayments, operating expenses, transfers, adjustments:



Job Creation / Retention and Average Wages

Attachment L

Business Name & Address of Project Business Site:
(street address, city, zip code):

Contact Person:

Name: _____

Title: _____

Phone Number: _____

Federal Tax Identification Number (EIN): _____

Oregon Business Identification Number (BIN): _____

Product(s) produced: _____

A. Current number of Full-Time Equivalent (FTE) jobs:

1. Total number of Hours Worked* to Employees** during the previous 12 months:

Divided by 1,820 hours per year = **Current FTE =** 0.00

2. Of the current FTE, how many do you estimate would no longer exist if the proposed project is not completed? _____

3. By what date do you estimate the FTE jobs in 2. (above) would no longer exist if the proposed project is not completed? _____

4. What 12-month period was used for 1. (above)? _____ to _____

* "Hours worked" for an hourly Employee means all hours the Employee performed work on the job. It does not include sick leave, vacation time or other paid time where no work is performed. This definition was developed to be consistent with the data collected by the Oregon Employment Department for the Oregon Quarterly Reports and Form 132 (for Unemployment Insurance Tax). The 1820 figure represents 35 hours per week and was developed in coordination with the Oregon Employment Department. The 1820 figure assumes 6.5 weeks (260 hours) of paid and unpaid leave each year out of a total 2080 hours (40 hours x 52 weeks) per year. The 6.5 weeks of paid and unpaid leave consists of: 2.5 weeks of vacation, 1.5 weeks of sick leave, 1.5 weeks of holidays and 1 week of other leave (such as family leave). All jobs that are covered under unemployment compensation shall be counted. Contract labor also may be included if the jobs are expected to be permanent, but hired through a third party contract agency.

** "Employee" means:

- A. A person who is paid through a business's normal payroll system;
- B. A person for whom FICA and state and federal income taxes are deducted from gross wages, which are then forwarded to the appropriate agencies by the business on behalf of the person;
- C. A person for whom the business pays state and federal unemployment insurance; and
- D. A person for whom the business contributes to FICA.

An exception to the above is allowed if the business uses a leasing agent for its Employees and the terms of the leasing agreement are such that hiring decisions are made by the business and for all intents and purposes the "Employees" are working for the business. The fees paid by the business to the leasing agent should not be considered as part of the Employees' salary / wages.

An "Employee" is not:

- A. A person hired through a temporary agency; or
- B. A person acting as an independent contractor.

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B. Average annual wage of current FTE jobs:

- 1. Total wages / salaries paid to Employee during previous 12 months: _____
- Total number of Hours Worked* to Employees** during the previous 12 months: _____
- Divided by 1,820 hours per year = **Current FTE** = _____ **0.00**
- Wage divided by current FTE** = _____

C. Estimated number of new FTE job that will be created as a result of this project by the end of the *second* year after beginning operations:

(These jobs must then be maintained for a minimum of four consecutive calendar quarters.)

- 1. Estimated date operations resulting from the proposed project will begin: _____
- 2. Estimated annual average wage of these new FTE jobs: _____
- 3. How many new FTE jobs do you estimate will be created as a result of this project by the end of the *fifth* year after beginning operations? _____

D. First Source Hiring Agreement

- 1. I acknowledge that execution of a First Source Hiring Agreement between Yes No this business and a publicly funded job training provider will be a condition of the potential funding award the municipality is applying for.

I certify and affirm that all statements and information contained herein are true and complete to the best of my knowledge.

Business Representative / Preparer's Signature

Jeremy Caudle, City Administrator

Typed Name and Title

Date

For IFA Use Only

Does this business already exist in Oregon? Yes No

If yes, has program staff requested a report from the Employment Department for the previous four quarters to establish the business's Base FTE Jobs? Yes No

If no, list other documentation that will be used to establish Base FTE Jobs, or provide the date when a report from the Employment Department will be requested.

Signature of Project Coordinator

Date

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Agenda Item Sheet

City of Lowell City Council

Type of item:	Discussion
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Item title/recommended action:

Discussion and further direction on police services within the City of Lowell.

Justification or background:

In October, I met with representatives from both the City of Oakridge Police Department and the Lane County Sheriff's Office on the topic of expanded law enforcement services within the city. To resolve the question of police services, a topic of ongoing concern for several years, I recommend that City Council take the following steps: (1) meet with representatives of both agencies in December or January during one or more of your regularly scheduled meetings; (2) decide which agency could best serve the city under an expanded police services contract; (3) hold a town hall meeting where that agency can communicate with the public and where the city can discuss the costs involved; (4) conduct other outreach through surveys and mailers; (5) if there is evidence of community support for expanded law enforcement services, place a ballot measure on the November 2022 ballot seeking voter approval of a property tax increase to pay for an expanded law enforcement services contract. This is to request further direction from City Council on the topic of expanded law enforcement service within the City. Staff are requesting City Council agreement with the approach outlined above, in which case staff will reach out to both law enforcement agencies to schedule them to make presentations at a future City Council meeting. If City Council disagrees with this approach, staff are requesting feedback on how you would like to proceed with resolving this topic.

Budget impact:

N/A

Department or Council sponsor:

Administration

Attachments:

N/A

Meeting date:	11/16/2021
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