

**Lowell City Council**  
**Regular Meeting**  
**Tuesday, December 19, 2023 at 7:00 pm**

**Lowell Rural Fire Protection District Fire Station 1**  
**389 N. Pioneer Street, Lowell, OR 97452**

**Members of the public may provide comment or testimony through the following:**

- Joining in person or by phone, tablet, or personal computer. For details, click on the event at <[www.ci.lowell.or.us](http://www.ci.lowell.or.us)>.
  - Mailing written comments to PO Box 490, Lowell, OR 97452 or delivering in person at Lowell City Hall located at 70 N. Pioneer St.
  - By email to [admin@ci.lowell.or.us](mailto:admin@ci.lowell.or.us).
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**Regular Meeting Agenda**

Call to Order/Roll Call/Pledge of Allegiance

Councilors: Mayor Bennett \_\_\_ Harris \_\_\_ Stratis \_\_\_ Weathers \_\_\_ Murray \_\_\_

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. November 21, 2023 regular meeting minutes
2. December 5, 2023 regular meeting minutes
3. December 7, 2023 special meeting minutes
4. November 2023 check register
5. November 2023 financial statement

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.

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

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
2. Public Works
3. Library Director
4. City of Oakridge police report – November 2023

#### New Business

1. Motion to approve Resolution 820, “A resolution making appointments to fill expiring terms on the Planning Commission.” – Discussion/ Possible action
  - a. Bill George
  - b. Brenda Sirois
  - c. John Petrie
2. Motion to approve Resolution 821, “A resolution making appointments to fill expiring terms on the Blackberry Jam Festival Committee.” – Discussion/ Possible action
  - a. George Wild
  - b. Lonna Bennett
  - c. Rustie Ackland
  - d. Meesa Anders
3. Motion to approve Resolution 822, “A resolution making appointments to fill expiring terms on the Parks and Recreation Committee.” – Discussion/ Possible action
  - a. Joe Brazill
  - b. Shannon Fassbender
  - c. Tony Moreci
  - d. George Wild
4. Motion to approve Resolution 823, “A resolution making appointments to the Library Committee.” – Discussion/ Possible action
  - a. Annette Beiderwell
  - b. Brenda Sirois

## City Council Meeting Agenda

- c. Glenda Harvey
  - d. Sherry Carter
  - e. Stormy Johnston
5. Motion to approve Resolution 824, "A resolution making appointments to fill expiring terms on the Budget Committee." – Discussion/ Possible action
    - a. Bill George
    - b. Jacob Annis
  6. Motion to approve Resolution 819, "A resolution approving an agreement with the Oregon Parks and Recreation Department, Heritage Programs for the '2023 Oregon Heritage Grant,' recognizing grant funding, and making appropriations." – Discussion/ Possible action  
Staff report: Library Director Peggy O’Kane
  7. Continued discussion on updating city ordinances to comply with House Bill 3115. – Discussion/ Possible action
  8. Review November 22, 2023 "City Park Assessment" from WHA Insurance and provide direction to city staff on terminating the intergovernmental agreement with Lane County regarding the operation and maintenance of the Interpretative Center. – Discussion/ Possible action
  9. Review and feedback from City Council on draft financial summary reports. – Discussion
  10. Direction on scheduling a public information session related to city water for some time in January. – Discussion
  11. Motion to approve Resolution 815, "A resolution recognizing Roundhouse Foundation, 'Filling the Gaps' grants and making appropriations."
  12. Motion to approve Resolution 816, "A resolution recognizing State of Oregon, Department of Land Conservation and Development (DLCD), 2023-2025 Young Memorial Planning Assistance Grant No GY-25-077 and making appropriations."

## City Council Meeting Agenda

13. Motion to approve Resolution 817, "A resolution recognizing State of Oregon, 'Lottery Direct Legislative Award' for City of Lowell water treatment plant upgrades and making appropriations."
14. Motion to approve Resolution 818, "A resolution authorizing the transfer of appropriations within funds." – Discussion/ Possible action
15. Motion to declare the flagpole at 107 E. 3<sup>rd</sup> Street as surplus property and to authorize its transfer to the Lowell School District. – Discussion/ Possible action
16. Motion to approve an "Operational maintenance services" Intergovernmental Agreement with Lane County for street maintenance services and to authorize the City Administrator to sign. – Discussion/ Possible action

### Other Business

1. Reminder: Executive session scheduled for 6:00 pm on January 2.
2. Reminder: City Administrator scheduled vacation from January 5 to January 10.
3. Reminder: City Hall closed to the public December 28 and the library will be closed to the public December 30 due to lobby tile waxing.

### Mayor Comments

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

Adjourn the Regular Meeting.

**City of Lowell, Oregon**  
**City Council**  
**Regular Meeting Minutes**  
**November 21, 2023**

The Lowell City Council held a regular meeting on November 21, 2023. The meeting location was Lowell Rural Fire Protection District Fire Station 1 at 389 N. Pioneer Street, Lowell, OR 97452. Mayor Bennett called the meeting to order at 7:01 pm.

**City Councilors present:**

Mayor Don Bennett, Gail Harris, Maureen Weathers, Jimmy Murray, Tim Stratis

**City Councilors absent:**

None

**Staff/others present:**

City Administrator Jeremy Caudle; Public Works Director Max Baker; Stefan Jacobson, Associate Attorney, Thorp, Purdy, Jewett, Urness and Wilkinson, PC

**Approval of the agenda:** No changes.

**Approval of the consent agenda:**

1. October 17, 2023 regular meeting minutes
2. November 7, 2023 regular meeting minutes
3. October 2023 check register
4. August 2023 financial report
5. September 2023 financial report
6. October 2023 financial report

Councilor Stratis moved to approve the consent agenda, which Councilor Weathers seconded. APPROVED: 5 yeases, 0 noes.

**Public comments:** None.

**Council comments:** None.

**Staff reports:**

City Administrator

- Sent project information form for SCADA/PLC grant to Business Oregon.
- Participated in a regional manager meeting with Lane Council of Governments.
- Calculated and sent out land use and development monitoring bills.
- Attended an LOC Small Cities meeting.

- Attended an LRAPA Board of Directors meeting to discuss the city's open burning ordinance changes.
- Conducted a parks risk assessment with WHA Insurance.
- Submitted a grant inquiry form for cybersecurity funding through the State of Oregon.
- Attended a quarterly Team Lowell lunch meeting.
- Started working on water rate study quotes.
- The auditors have completed field work.
- Emailed committee/commission members about expiring terms.
- Submitted an approved e-permitting contract to Oregon Building Codes Division.
- Completed various development, code enforcement, and infrastructure related tasks.

#### Public Works

- The covered bridge remains closed until further notice due to issues with the gate.
- Update on water treatment in relation to the dam drawdown. Staff implemented new chemical treatment processes.
- Civil West performed smoke testing of the collection system to identify sources of inflow.

#### Library

- Included in the packet.

#### Oakridge police report – September and October

- Included in the packet.

#### **Public hearing:**

The City Council is holding this public hearing in accordance with Sections 13 and 14 of Ordinance 296, "An ordinance granting Falcon Community Cable, L.P., locally known as Charter Communications, a non-exclusive franchise for the construction, operation, and maintenance of a cable system and repealing Ordinance No. 230."

The purpose of the public hearing is for the City Council to receive testimony and evidence on if Charter Communication has committed a violation of the Ordinance 296 when its subcontractor damaged the city's street and water main at or near 436 E. 1st Street on or about November 17, 2022.

Mayor Bennett opened the public hearing at 7:19 pm.

City Administrator Jeremy Caudle provided a staff report summarized as follows. Section 13 of the City's franchise agreement with Charter Communications requires a public hearing if the city believe that Charter Communications has not complied with the terms of the franchise agreement. On 6/13/2023, the City provided a written "Violation Notice" to Charter Communications regarding the damage that occurred on East 1st Street. Since the damage was not remedied within the time period stated in the "Violation Notice," the next step to continue investigation into this matter is a public hearing.

City Administrator Jeremy Caudle then used a text to speech application to read the draft "Findings of Fact" that was included in the meeting packet.

Mayor Bennett then swore in Public Works Director Max Baker.

Attorney Stefan Jacobson asked Public Works Director Max Baker various questions about the November 17, 2022 water main rupture on E. 1<sup>st</sup> Street.

Once Stefan Jacobson completed his questioning of Max Baker, Mayor Bennett swore in City Administrator Jeremy Caudle.

Attorney Stefan Jacobson asked City Administrator Jeremy Caudle various questions about the types of notices that the city sent Charter Communications, as well as the responses received back from Charter Communications.

Mayor Bennett then recognized Charles Deister, Charter Communications Government Affairs Director, who attended via Zoom. Deister read a prepared statement that was included in the council packet.

Councilor Stratis then asked Max Baker several questions about the depths of the water line and the timeline and process for receiving locate requests.

Mayor Bennett closed the public hearing at 7:50 pm.

**New business:**

1. Determination from City Council on if Charter Communications has committed a violation of its franchise agreement, as set forth in Ordinance 296, with the City of Lowell.

City Administrator Caudle stated that following the public hearing, City Council may conclude its investigation in this matter by voting to determine that Charter Communications has committed a violation of the franchise agreement. That determination must be supported by findings of fact. Staff have also prepared draft findings of fact to assist City Council, which was included in the meeting packet. Staff also prepared a draft motion to adopt the findings of fact, which was also included in the packet on the agenda sheet.

Councilor Murray made the following motion:

“(1) That the City Council adopts the written findings of fact presented during the public hearing; (2) that the City Council holds that Charter Communications is in violation of the franchise agreement and remains in default of its obligations under the franchise; and (3) that the City of Lowell reserves the right to pursue the remedies articulated in Section 13.4 of the franchise, and the City Administrator and city legal counsel are authorized to take appropriate actions to enforce the terms of the franchise agreement, since Charter Communications is in default.”

Councilor Harris seconded the motion. APPROVED: 5 yeses, 0 noes.

**Mayor comments:** None.

**Councilor comments:** None.

**Community comments:** None.

**Adjourned at 7:54 pm.**

APPROVED:

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Don Bennett, Mayor

ATTEST:

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Jeremy Caudle, City Recorder

**City of Lowell, Oregon  
City Council  
Regular Meeting Minutes  
December 5, 2023**

The Lowell City Council regular meeting scheduled for December 5, 2023 at 7:00 pm was cancelled. Reason for cancellation: City Administrator unscheduled sick day.

APPROVED:

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Don Bennett, Mayor

ATTEST:

\_\_\_\_\_  
Jeremy Caudle, City Recorder

**City of Lowell, Oregon  
City Council  
Special Meeting Minutes  
December 7, 2023**

The Lowell City Council held a special meeting on December 7, 2023. The meeting took place at City Hall, 70 N. Pioneer St., Lowell, OR 97452. Mayor Bennett called the meeting to order at 6:05 pm.

**City Councilors present:**

Mayor Don Bennett, Gail Harris, Maureen Weathers, Jimmy Murray (via Zoom), Tim Stratis

**City Councilors absent:**

None

**Staff/others present:**

City Administrator Jeremy Caudle, Public Works Director Max Baker (via mobile phone)

**Approval of the agenda:** No changes.

**New business:**

1. Review "Urgent concerns regarding dam drawdowns in Willamette Basin" letter to U.S. District Judge Hernandez prepared by Representative Jami Cate's office.

City Administrator Caudle explained that during the previous week, a legislative aid with Representative Jami Cate (District 11), inquired about the impact of the dam drawdown on the City of Lowell. Their office was preparing a letter for distribution on the effect of the dam drawdown on various communities in the area. The draft letter was included in the council packet.

City Administrator Caudle then read changes to the letter compared to what was included in the council packet. The changes included additions for updated information on the effect of the dam drawdown on the city.

The City Council asked about the water treatment plant's operating capacity. At that point (6:14 pm), City Administrator Caudle called Public Works Director Max Baker, who then joined the meeting via mobile phone. Baker answered the City Council's questions on typical water usage in winter compared to what the water treatment plant is able to produce with the excess sediment. According to Baker, the water treatment plan typically runs 7 to 8 hours per day in the winter. With the excess turbidity, however, the water treatment is currently running 16 to 18 hours per day.

Councilor Stratis stated that he was recusing himself from a vote due to his employment with the U.S. Army Corps of Engineers "on the advice of counsel."

Councilor Harris moved “to authorize the City Administrator to submit our logo to the letter that is being sent to Judge Marco A. Hernandez on behalf of the water drawdowns in the Willamette Valley.” Councilor Weathers seconded the motion.

APPROVED: 4 yeses, 0 noes, 1 abstain (Councilor Stratis).

Mayor Bennett adjourned the meeting at 6:29 pm.

APPROVED:

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Don Bennett, Mayor

ATTEST:

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Jeremy Caudle, City Recorder

Report Criteria:

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

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
<b>17802</b>								
17802	Banner Bank	JEREMY OC	1	Zoom - regular meeting	110-410-6122	.00	15.99	15.99
17802	Banner Bank	JEREMY OC	2	Zoom - BBJ Meeting	314-490-6122	.00	15.99	15.99
17802	Banner Bank	JEREMY OC	3	Zoom - Parks Meeting	110-420-6122	.00	12.26	12.26
17802	Banner Bank	JEREMY OC	4	U Store Self Storage	110-410-6705	.00	94.00	94.00
17802	Banner Bank	JEREMY OC	5	Federal Security Library	110-450-6128	.00	39.98	39.98
17802	Banner Bank	JEREMY OC	6	Federal Security - City Hall	110-410-6128	.00	39.98	39.98
17802	Banner Bank	JEREMY OC	7	Microsoft Cloud Storage - Oct 23	110-410-6230	.00	8.55	8.55
17802	Banner Bank	JEREMY OC	8	Microsoft Cloud Storage - Oct 23	110-420-6234	.00	1.01	1.01
17802	Banner Bank	JEREMY OC	9	Microsoft Cloud Storage - Oct 23	110-440-6230	.00	1.51	1.51
17802	Banner Bank	JEREMY OC	10	Microsoft Cloud Storage - Oct 23	110-450-6230	.00	6.03	6.03
17802	Banner Bank	JEREMY OC	11	Microsoft Cloud Storage - Oct 23	110-460-6234	.00	1.51	1.51
17802	Banner Bank	JEREMY OC	12	Microsoft Cloud Storage - Oct 23	110-480-6230	.00	1.51	1.51
17802	Banner Bank	JEREMY OC	13	Microsoft Cloud Storage - Oct 23	220-490-6230	.00	1.51	1.51
17802	Banner Bank	JEREMY OC	14	Microsoft Cloud Storage - Oct 23	230-490-6230	.00	13.07	13.07
17802	Banner Bank	JEREMY OC	15	Microsoft Cloud Storage - Oct 23	240-490-6230	.00	13.07	13.07
17802	Banner Bank	JEREMY OC	16	Microsoft Cloud Storage - Oct 23	312-490-6230	.00	2.51	2.51
17802	Banner Bank	JEREMY OC	17	USPS - Certified - Abatement re c	110-410-6220	.00	5.67	5.67
17802	Banner Bank	PEGGY OCT	1	Walmart - FABric	110-450-6234	.00	18.88	18.88
17802	Banner Bank	PEGGY OCT	2	Trash -N-Treasure - used book	110-450-6780	.00	4.00	4.00
17802	Banner Bank	PEGGY OCT	3	Walmart - Coffee Service	110-450-6234	.00	19.84	19.84
17802	Banner Bank	PEGGY OCT	4	Goodwill - Fabric and Decor	110-450-6234	.00	10.06	10.06
17802	Banner Bank	PEGGY OCT	5	OR Library Association - Directors	110-450-6240	.00	18.00	18.00
17802	Banner Bank	PEGGY OCT	6	OR Library Assoc Affiliations	110-450-6240	.00	20.00	20.00
17802	Banner Bank	PEGGY OCT	7	Finance Charge- missed .01 from	110-450-6238	.00	1.57	1.57
17802	Banner Bank	SAM OCT 20	1	Spirit Mountain - Grand Rhonde -	110-410-6240	.00	269.50	269.50
17802	Banner Bank	SAM OCT 20	2	FSP - OAMR Nehalem OR - OAM	110-410-6240	.00	150.00	150.00
17802	Banner Bank	SAM OCT 20	3	Staples - Stampers, Envelopes, P	110-410-6230	.00	22.09	22.09
17802	Banner Bank	SAM OCT 20	4	Staples - Stampers, Envelopes, P	110-420-6234	.00	2.95	2.95
17802	Banner Bank	SAM OCT 20	5	Staples - Stampers, Envelopes, P	110-440-6230	.00	7.36	7.36
17802	Banner Bank	SAM OCT 20	6	Staples - Stampers, Envelopes, P	110-450-6230	.00	2.95	2.95
17802	Banner Bank	SAM OCT 20	7	Staples - Stampers, Envelopes, P	110-460-6234	.00	7.36	7.36
17802	Banner Bank	SAM OCT 20	8	Staples - Stampers, Envelopes, P	110-480-6230	.00	7.36	7.36
17802	Banner Bank	SAM OCT 20	9	Staples - Stampers, Envelopes, P	220-490-6230	.00	8.84	8.84
17802	Banner Bank	SAM OCT 20	10	Staples - Stampers, Envelopes, P	230-490-6230	.00	38.29	38.29
17802	Banner Bank	SAM OCT 20	11	Staples - Stampers, Envelopes, P	240-490-6230	.00	38.29	38.29
17802	Banner Bank	SAM OCT 20	12	Staples - Stampers, Envelopes, P	312-490-6234	.00	11.78	11.78
17802	Banner Bank	SAM OCT 20	13	Target - Poplights, Batteries, cand	110-410-6230	.00	52.38	52.38
Total 17802:						.00		985.65
<b>17803</b>								
17803	Banner Bank	MAX OCT 20	1	Soda Ash and Alum Feed Parts	230-490-6712	.00	120.78	120.78
Total 17803:						.00		120.78
<b>17804</b>								
17804	Bridge Town Market	OCT 2023	1	Fuel for Mower and 2017 Ram	110-420-6710	.00	186.27	186.27
17804	Bridge Town Market	OCT 2023	2	Batteries, Gloves and Glasses an	230-490-6712	.00	55.33	55.33
17804	Bridge Town Market	OCT 2023	3	D.I. Water	230-490-6750	.00	13.16	13.16

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 17804:						.00		254.76
<b>17805</b>								
17805	Business Oregon	11152023.1	1	Water Line Improvements J05001	230-800-7122	.00	5,218.17	5,218.17
17805	Business Oregon	11152023.1	2	Water Line Improvements J05001	230-800-7522	.00	2,204.33	2,204.33
17805	Business Oregon	11152023.1	3	Sewer Line Improvements J05001	240-800-7122	.00	5,218.17	5,218.17
17805	Business Oregon	11152023.1	4	Sewer Line Improvements J05001	240-800-7522	.00	2,204.33	2,204.33
Total 17805:						.00		14,845.00
<b>17806</b>								
17806	Business Oregon	11152023.2	1	City Hall & Maggie Osgood Librar	110-800-7114	.00	4,593.28	4,593.28
17806	Business Oregon	11152023.2	2	City Hall & Maggie Osgood Librar	110-800-7514	.00	1,104.55	1,104.55
17806	Business Oregon	11152023.2	3	City Hall & Maggie Osgood Librar	110-800-7113	.00	5,103.70	5,103.70
17806	Business Oregon	11152023.2	4	City Hall & Maggie Osgood Librar	110-800-7513	.00	1,227.29	1,227.29
Total 17806:						.00		12,028.82
<b>17807</b>								
17807	Business Oregon	11152023.3	1	E Main St Improvements L21001	230-800-7125	.00	4,270.61	4,270.61
17807	Business Oregon	11152023.3	2	E Main St Improvements L21001 I	230-800-7525	.00	2,036.66	2,036.66
17807	Business Oregon	11152023.3	3	E Main St Improvements L21001	312-800-7125	.00	26.76	26.76
17807	Business Oregon	11152023.3	4	E Main St Improvements L21001 I	312-800-7525	.00	12.76	12.76
17807	Business Oregon	11152023.3	5	Lakeview Improvements L21001	230-800-7125	.00	3,540.72	3,540.72
17807	Business Oregon	11152023.3	6	Lakeview Improvements L21001 I	230-800-7525	.00	1,688.57	1,688.57
17807	Business Oregon	11152023.3	7	Lakeview Improvements L21001	312-800-7125	.00	3,474.87	3,474.87
17807	Business Oregon	11152023.3	8	Lakeview Improvements L21001 I	312-800-7525	.00	1,657.17	1,657.17
Total 17807:						.00		16,708.12
<b>17808</b>								
17808	Business Oregon	11152023.4	1	Wastwater Improvements G02002	240-800-7110	.00	23,981.00	23,981.00
17808	Business Oregon	11152023.4	2	Wastwater Improvements G02002	240-800-7510	.00	6,027.23	6,027.23
Total 17808:						.00		30,008.23
<b>17809</b>								
17809	Cascade Columbia	881293	1	Tote of Pass C	230-490-6750	.00	2,764.79	2,764.79
Total 17809:						.00		2,764.79
<b>17810</b>								
17810	Caselle	128666	1	Contract Support and Maintenanc	110-410-6122	.00	218.59	218.59
17810	Caselle	128666	2	Contract Support and Maintenanc	110-420-6122	.00	86.03	86.03
17810	Caselle	128666	3	Contract Support and Maintenanc	110-440-6122	.00	16.85	16.85
17810	Caselle	128666	4	Contract Support and Maintenanc	110-450-6122	.00	46.07	46.07
17810	Caselle	128666	5	Contract Support and Maintenanc	220-490-6122	.00	22.05	22.05
17810	Caselle	128666	6	Contract Support and Maintenanc	230-490-6122	.00	400.77	400.77
17810	Caselle	128666	7	Contract Support and Maintenanc	240-490-6122	.00	400.77	400.77
17810	Caselle	128666	8	Contract Support and Maintenanc	312-490-6122	.00	82.28	82.28
17810	Caselle	128666	9	Contract Support and Maintenanc	314-490-6122	.00	11.59	11.59
Total 17810:						.00		1,285.00

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
<b>17811</b>								
17811	Century Link	OCT 23	1	line for water tower	230-490-6440	.00	79.50	79.50
17811	Century Link	OCT 23	2	Phone and Auto Dialer for Water	230-490-6440	.00	143.63	143.63
17811	Century Link	OCT 23	3	Auto Dialer for Lift Station	240-490-6440	.00	53.89	53.89
17811	Century Link	OCT 23	4	Internet Service	230-490-6435	.00	78.55	78.55
Total 17811:						.00		355.57
<b>17812</b>								
17812	Chenoweth Law Group	44972	1	Invoice 44972 - Legal Service re 2	110-440-6128	.00	429.00	429.00
Total 17812:						.00		429.00
<b>17813</b>								
17813	CIS Trust	LOW-GASB-	1	GASB 75 - OPEB valuation	110-410-6128	.00	30.61	30.61
17813	CIS Trust	LOW-GASB-	2	GASB 75 - OPEB valuation	110-420-6128	.00	122.50	122.50
17813	CIS Trust	LOW-GASB-	3	GASB 75 - OPEB valuation	110-440-6128	.00	6.13	6.13
17813	CIS Trust	LOW-GASB-	4	GASB 75 - OPEB valuation	110-460-6128	.00	85.75	85.75
17813	CIS Trust	LOW-GASB-	5	GASB 75 - OPEB valuation	110-450-6128	.00	6.13	6.13
17813	CIS Trust	LOW-GASB-	6	GASB 75 - OPEB valuation	110-480-6128	.00	6.13	6.13
17813	CIS Trust	LOW-GASB-	7	GASB 75 - OPEB valuation	220-490-6128	.00	6.13	6.13
17813	CIS Trust	LOW-GASB-	8	GASB 75 - OPEB valuation	230-490-6128	.00	153.13	153.13
17813	CIS Trust	LOW-GASB-	9	GASB 75 - OPEB valuation	240-490-6128	.00	153.13	153.13
17813	CIS Trust	LOW-GASB-	10	GASB 75 - OPEB valuation	312-490-6128	.00	42.86	42.86
Total 17813:						.00		612.50
<b>17814</b>								
17814	City of Oakridge	NOV/0056/20	1	Police Service	110-430-6118	.00	3,029.67	3,029.67
Total 17814:						.00		3,029.67
<b>17815</b>								
17815	Civil West Engineering Ser	2101.001B.0	1	1st Street leak repair	312-490-6116	.00	76.50	76.50
17815	Civil West Engineering Ser	2101.001B.0	2	1st street Leak Repair	240-490-6116	.00	8.50	8.50
17815	Civil West Engineering Ser	2101.001B.0	3	Hydrant Services Map	430-490-6128	.00	240.00	240.00
17815	Civil West Engineering Ser	2101.001B.0	1	Crestview Estates	110-440-6116	.00	595.00	595.00
17815	Civil West Engineering Ser	2101.001B.0	2	General Service Public Facilities	110-440-6116	.00	139.00	139.00
17815	Civil West Engineering Ser	2101.001B.0	1	Sunset Hills - Developement Revi	110-440-6116	.00	216.00	216.00
17815	Civil West Engineering Ser	2101.001B.0	1	General Service - Flood Hazard M	110-440-6116	.00	340.00	340.00
17815	Civil West Engineering Ser	2101.001B.0	1	Water Service	230-490-6116	.00	1,020.00	1,020.00
17815	Civil West Engineering Ser	2101.001B.0	1	Sewer Service	240-490-6116	.00	88.00	88.00
17815	Civil West Engineering Ser	2101.001B.0	1	Sunset Hills - Developement Revi	110-440-6116	.00	614.00	614.00
17815	Civil West Engineering Ser	2101.001B.0	1	McDougal Brothers	110-440-6116	.00	85.00	85.00
17815	Civil West Engineering Ser	2101.001B.0	1	Sunset Hills - Developement Revi	110-440-6116	.00	730.00	730.00
17815	Civil West Engineering Ser	2101.001B.1	1	Dollar General - Developement re	110-440-6116	.00	170.00	170.00
17815	Civil West Engineering Ser	2101.012.02	1	WW Facilities Plan	440-490-6128	.00	7,913.00	7,913.00
17815	Civil West Engineering Ser	2101.015.02	1	WW Facilities Plan	440-490-6128	.00	7,616.76	7,616.76
17815	Civil West Engineering Ser	2101.015.02	1	WW Facilities Plan	440-490-6128	.00	11,380.75	11,380.75
Total 17815:						.00		31,232.51
<b>17816</b>								
17816	Douglas Fast Net	DFN 1123	1	Internet	110-410-6435	.00	7.50	7.50

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 17816:						.00		7.50
<b>17817</b>								
17817	Ferguson	1231307	1	inventory for water system repair	230-490-6712	.00	37.40	37.40
Total 17817:						.00		37.40
<b>17818</b>								
17818	Grainger	9875863822	1	Drinking Fountain for City Hall	110-410-6334	.00	722.15	722.15
17818	Grainger	9875863822	2	Drinking Fountain for Library	110-450-6334	.00	722.15	722.15
Total 17818:						.00		1,444.30
<b>17819</b>								
17819	Lane Council of Governme	87816	1	Library Policy REview	110-450-6128	.00	58.27	58.27
17819	Lane Council of Governme	87816	2	Open Burning Review	110-410-6112	.00	87.41	87.41
17819	Lane Council of Governme	87816	3	Crestview Estates	110-440-6128	.00	116.54	116.54
17819	Lane Council of Governme	87816	4	Hillside Developement	110-440-6128	.00	116.54	116.54
17819	Lane Council of Governme	87816	5	Dollar General	110-440-6128	.00	87.41	87.41
17819	Lane Council of Governme	87816	6	Enginerr Contract REview	110-440-6128	.00	87.41	87.41
17819	Lane Council of Governme	87816	7	Valencia Mixed Use	110-440-6128	.00	29.13	29.13
17819	Lane Council of Governme	87816	8	1st Street Water Leak	240-490-6112	.00	2.92	2.92
17819	Lane Council of Governme	87816	9	1st Street Water leak	312-490-6112	.00	23.30	23.30
17819	Lane Council of Governme	87816	10	1st Street Water Leak	312-490-6112	.00	2.91	2.91
17819	Lane Council of Governme	89885	1	Ledbetter	110-440-6128	.00	233.08	233.08
17819	Lane Council of Governme	89885	2	Dollar General	110-440-6128	.00	58.27	58.27
17819	Lane Council of Governme	89885	3	manager Contract Review	110-440-6128	.00	116.54	116.54
17819	Lane Council of Governme	89885	4	Crestview Estates	110-440-6128	.00	506.95	506.95
17819	Lane Council of Governme	89885	5	E Main St Property	110-440-6128	.00	233.08	233.08
17819	Lane Council of Governme	89885	6	Ethical Advice to Council	110-410-6112	.00	349.62	349.62
17819	Lane Council of Governme	89885	7	Audit Letter and Misc	110-410-6112	.00	262.21	262.21
17819	Lane Council of Governme	89885	8	1st Street Water Leak	312-490-6112	.00	1,669.48	1,669.48
17819	Lane Council of Governme	89885	9	1st Street Water Leak	240-490-6112	.00	208.68	208.68
17819	Lane Council of Governme	89885	10	1st Street Water Leak	312-490-6112	.00	208.69	208.69
17819	Lane Council of Governme	89886	1	Crestview Estates	110-440-6128	.00	128.19	128.19
17819	Lane Council of Governme	89886	2	TL 4500- Alley	110-440-6128	.00	233.08	233.08
17819	Lane Council of Governme	89886	3	Manager Contract REview	110-410-6112	.00	308.83	308.83
17819	Lane Council of Governme	89886	4	Disorderly Citizen Advice	110-410-6112	.00	58.27	58.27
17819	Lane Council of Governme	89886	5	Vacant Land Contract	110-410-6112	.00	46.62	46.62
17819	Lane Council of Governme	89886	6	1st Street Water Leak	240-490-6112	.00	52.45	52.45
17819	Lane Council of Governme	89886	7	1st Street Water Leak	312-490-6112	.00	419.54	419.54
17819	Lane Council of Governme	89886	8	1st Street Water Leak	312-490-6112	.00	52.44	52.44
17819	Lane Council of Governme	89886	9	TXF SDC Funds to OP Fund	230-490-6112	.00	58.27	58.27
17819	Lane Council of Governme	90666	1	Korotko SD REview	110-440-6128	.00	36.00	36.00
17819	Lane Council of Governme	90666	2	Dollar General	110-440-6128	.00	60.00	60.00
17819	Lane Council of Governme	90666	3	Mia Nelson Hammer Head	110-440-6128	.00	120.00	120.00
17819	Lane Council of Governme	90666	4	Auditor Contract Review	110-410-6112	.00	198.00	198.00
17819	Lane Council of Governme	90666	5	Homeless Law/Code	110-410-6112	.00	120.00	120.00
17819	Lane Council of Governme	90666	6	HB 2809	110-410-6112	.00	240.00	240.00
17819	Lane Council of Governme	90666	7	1st Street Water Leak	312-490-6112	.00	23.40	23.40
17819	Lane Council of Governme	90666	8	1st Street Water Leak	312-490-6112	.00	187.20	187.20
17819	Lane Council of Governme	90666	9	1st Street Water Leak	240-490-6112	.00	23.40	23.40
Total 17819:						.00		6,824.13

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
<b>17820</b>								
17820	Lane Electric Cooperative	OCT LEC	1	Electricity	110-410-6430	.00	102.72	102.72
17820	Lane Electric Cooperative	OCT LEC	2	Electricity	110-420-6430	.00	166.97	166.97
17820	Lane Electric Cooperative	OCT LEC	3	Electricity	110-450-6430	.00	147.47	147.47
17820	Lane Electric Cooperative	OCT LEC	4	Electricity	110-470-6326	.00	62.45	62.45
17820	Lane Electric Cooperative	OCT LEC	5	Electricity	220-490-6430	.00	6.61	6.61
17820	Lane Electric Cooperative	OCT LEC	6	Electricity	230-490-6430	.00	1,284.87	1,284.87
17820	Lane Electric Cooperative	OCT LEC	7	Electricity	240-490-6430	.00	2,123.10	2,123.10
17820	Lane Electric Cooperative	OCT LEC	8	Electricity	312-490-6430	.00	984.60	984.60
Total 17820:						.00		4,878.79
<b>17821</b>								
17821	Lane Forest Products	S677697	1	Green waste haul off - Grass Clip	110-420-6445	.00	32.50	32.50
Total 17821:						.00		32.50
<b>17822</b>								
17822	Lowell Mini Storage	DECEMBER	1	Storage Rental Unit #L020	110-410-6705	.00	90.00	90.00
Total 17822:						.00		90.00
<b>17823</b>								
17823	Lowell School District	FUEL OCT 2	1	Fuel for Quad Cab and Diesel for	240-490-6710	.00	274.46	274.46
Total 17823:						.00		274.46
<b>17824</b>								
17824	National Business Solution	IN123261	1	copy charges - 4897 B/W	110-410-6124	.00	20.57	20.57
17824	National Business Solution	IN123261	2	copy charges - 1398 color	110-410-6124	.00	58.72	58.72
17824	National Business Solution	IN123261	3	Service Base JD	110-410-6124	.00	19.00	19.00
Total 17824:						.00		98.29
<b>17825</b>								
17825	Nichols, Layli	OCTOBER 2	1	Consulting Services	110-410-6114	.00	1,019.20	1,019.20
17825	Nichols, Layli	OCTOBER 2	2	Consulting Services	220-490-6114	.00	127.40	127.40
17825	Nichols, Layli	OCTOBER 2	3	Consulting Services	230-490-6114	.00	637.00	637.00
17825	Nichols, Layli	OCTOBER 2	4	Consulting Services	240-490-6114	.00	637.00	637.00
17825	Nichols, Layli	OCTOBER 2	5	Consulting Services	312-490-6114	.00	127.40	127.40
Total 17825:						.00		2,548.00
<b>17826</b>								
17826	Northwest Code Profession	4802	1	Electrical Permit Cost Oct 2023	220-490-6152	.00	333.00	333.00
Total 17826:						.00		333.00
<b>17827</b>								
17827	One Call Concepts	3100419	1	Fee for Locates	230-490-6712	.00	3.50	3.50
17827	One Call Concepts	3100419	2	Fee for Locates	240-490-6712	.00	3.50	3.50
Total 17827:						.00		7.00
<b>17828</b>								
17828	Pacific Office Automation In	5027283448	1	Postage machine	110-410-6128	.00	44.19	44.19

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
17828	Pacific Office Automation In	5027283448	2	Postage Machine	230-490-6128	.00	88.37	88.37
17828	Pacific Office Automation In	5027283448	3	Postage Machine	240-490-6128	.00	88.37	88.37
Total 17828:						.00		220.93
<b>17829</b>								
17829	Renewable Resource Grou	162472, 162	1	Invoice 162473 E-Coli	240-490-6755	.00	68.40	68.40
17829	Renewable Resource Grou	162472, 162	2	Invoice 162323 E-Coli	240-490-6755	.00	68.40	68.40
17829	Renewable Resource Grou	162472, 162	3	Invoice 162389 BOD TSS	240-490-6755	.00	216.00	216.00
17829	Renewable Resource Grou	162472, 162	4	Invoice 162544 BOD TSS	240-490-6755	.00	216.00	216.00
17829	Renewable Resource Grou	162472, 162	5	Invoice 162472 Bac-T	230-490-6755	.00	50.40	50.40
Total 17829:						.00		619.20
<b>17830</b>								
17830	Sunbelt Rentals	146357309-0	1	Vac Trailer REntal - Leak Repair -	230-490-6712	.00	1,130.02	1,130.02
Total 17830:						.00		1,130.02
<b>17831</b>								
17831	Umpqua Valley Financial	7514	1	FY 2022/2023 Audit Fees	110-410-6114	.00	2,430.00	2,430.00
17831	Umpqua Valley Financial	7514	2	FY 2022/2023 Audit Fees	220-490-6114	.00	303.75	303.75
17831	Umpqua Valley Financial	7514	3	FY 2022/2023 Audit Fees	230-490-6114	.00	1,518.75	1,518.75
17831	Umpqua Valley Financial	7514	4	FY 2022/2023 Audit Fees	240-490-6114	.00	1,518.75	1,518.75
17831	Umpqua Valley Financial	7514	5	FY 2022/2023 Audit Fees	312-490-6114	.00	303.75	303.75
Total 17831:						.00		6,075.00
<b>17832</b>								
17832	USA Blue Book	181361,1814	1	Parts for Carbon Pump, Cl2 Syste	230-490-6324	.00	1,551.32	1,551.32
Total 17832:						.00		1,551.32
<b>17833</b>								
17833	Verizon Wireless	9947513520	1	Cell Phone, tablet	110-410-6440	.00	91.71	91.71
17833	Verizon Wireless	9947513520	2	Cell Phone, tablet	230-490-6440	.00	110.14	110.14
17833	Verizon Wireless	9947513520	3	Cell Phone	240-490-6440	.00	69.34	69.34
Total 17833:						.00		271.19
<b>17834</b>								
17834	Wells Fargo Financial Leas	5027399990	1	Copier monthly lease	110-410-6124	.00	95.96	95.96
Total 17834:						.00		95.96
<b>17835</b>								
17835	Cascade Columbia	878681,8812	1	3 Drums Hypo, 1 drum Thio invoic	240-490-6750	.00	1,344.59	1,344.59
17835	Cascade Columbia	878681,8812	2	3 Drums Hypo, 1 drum Thio invoic	240-490-6750	.00	1,343.52	1,343.52
17835	Cascade Columbia	878681,8812	3	Container Deposit Credit invoice 8	240-490-6750	.00	534.00-	534.00-
Total 17835:						.00		2,154.11
<b>17836</b>								
17836	Charter Communications	00033291108	1	Internet	240-490-6435	.00	137.98	137.98

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 17836:						.00		137.98
<b>17837</b>								
17837	Demco	7397720	1	Oversized Economy Book Suppor	110-450-6780	.00	73.90	73.90
17837	Demco	7397720	2	Shipping and Handeling	110-450-6780	.00	10.95	10.95
Total 17837:						.00		84.85
<b>17838</b>								
17838	Ferguson	12312494	1	inventory for water system repair -	230-490-6712	.00	466.04	466.04
Total 17838:						.00		466.04
<b>17839</b>								
17839	Government Ethics Commi	AIE18647	1	Annual Billing	110-410-6512	.00	945.68	945.68
Total 17839:						.00		945.68
<b>17840</b>								
17840	National Business Solution	IN24358	1	Copy charges - B/W copies 4897	110-410-6124	.00	14.25	14.25
17840	National Business Solution	IN24358	2	Copy Charges - Color copies 139	110-410-6124	.00	25.49	25.49
17840	National Business Solution	IN24358	3	Service Base JD	110-410-6124	.00	19.00	19.00
Total 17840:						.00		58.74
<b>17841</b>								
17841	Nichols, Layli	2023 TAX FO	1	W-2 & 1099 Forms 2023	110-410-6230	.00	11.31	11.31
17841	Nichols, Layli	2023 TAX FO	2	W-2 & 1099 Forms 2023	110-420-6234	.00	1.51	1.51
17841	Nichols, Layli	2023 TAX FO	3	W-2 & 1099 Forms 2023	110-440-6230	.00	3.77	3.77
17841	Nichols, Layli	2023 TAX FO	4	W-2 & 1099 Forms 2023	110-450-6230	.00	1.51	1.51
17841	Nichols, Layli	2023 TAX FO	5	W-2 & 1099 Forms 2023	110-460-6234	.00	3.77	3.77
17841	Nichols, Layli	2023 TAX FO	6	W-2 & 1099 Forms 2023	110-480-6230	.00	3.77	3.77
17841	Nichols, Layli	2023 TAX FO	7	W-2 & 1099 Forms 2023	220-490-6230	.00	4.52	4.52
17841	Nichols, Layli	2023 TAX FO	8	W-2 & 1099 Forms 2023	230-490-6230	.00	19.60	19.60
17841	Nichols, Layli	2023 TAX FO	9	W-2 & 1099 Forms 2023	240-490-6230	.00	19.60	19.60
17841	Nichols, Layli	2023 TAX FO	10	W-2 & 1099 Forms 2023	312-490-6234	.00	6.03	6.03
Total 17841:						.00		75.39
<b>17842</b>								
17842	O'Kane, Peggy	PO 11/23	1	Milage 10-27-2023 - Public Librar	110-450-6240	.00	80.56	80.56
17842	O'Kane, Peggy	PO 11/23	2	Michaels - Library Decor	110-450-6234	.00	59.95	59.95
17842	O'Kane, Peggy	PO 11/23	3	Staples - Library items	110-450-6234	.00	62.87	62.87
17842	O'Kane, Peggy	PO 11/23	4	Costco - Library Snacks	110-450-6234	.00	22.18	22.18
Total 17842:						.00		225.56
<b>17843</b>								
17843	Renewable Resource Grou	162235 1626	1	Invoice 162621 E- Coli	240-490-6755	.00	68.40	68.40
17843	Renewable Resource Grou	162235 1626	2	Invoice 162799 E-Coli	240-490-6755	.00	68.40	68.40
17843	Renewable Resource Grou	162235 1626	3	Invoice 162748 BOD TSS	240-490-6755	.00	216.00	216.00
17843	Renewable Resource Grou	162235 1626	4	Invoice 162544 BOD TSS	240-490-6755	.00	216.00	216.00
17843	Renewable Resource Grou	162235 1626	5	Invoice 162798 Bac-T	230-490-6755	.00	50.40	50.40

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 17843:						.00		619.20
<b>17844</b>								
17844	Segarra Law, LLC	JULY 2023 C	1	Municipal Court Judge	110-480-6120	.00	250.00	250.00
17844	Segarra Law, LLC	NOVEMBER	1	Municipal Court Judge	110-480-6120	.00	250.00	250.00
17844	Segarra Law, LLC	SEPT 2023 C	1	Municipal Court Judge	110-480-6120	.00	250.00	250.00
Total 17844:						.00		750.00
<b>17845</b>								
17845	The Automation Group Inc	W13802	1	Purchase, install and program Filt	230-490-6324	.00	2,338.00	2,338.00
Total 17845:						.00		2,338.00
<b>17846</b>								
17846	USA Blue Book	00192489 00	1	Check Valves for Carbon Feed Sy	230-490-6234	.00	179.27	179.27
Total 17846:						.00		179.27
Grand Totals:						.00		149,234.21

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-2125	.00	31,845.03-	31,845.03-
110-410-6112	1,670.96	.00	1,670.96
110-410-6114	3,449.20	.00	3,449.20
110-410-6122	234.58	.00	234.58
110-410-6124	252.99	.00	252.99
110-410-6128	114.78	.00	114.78
110-410-6220	5.67	.00	5.67
110-410-6230	94.33	.00	94.33
110-410-6240	419.50	.00	419.50
110-410-6334	722.15	.00	722.15
110-410-6430	102.72	.00	102.72
110-410-6435	7.50	.00	7.50
110-410-6440	91.71	.00	91.71
110-410-6512	945.68	.00	945.68
110-410-6705	184.00	.00	184.00
110-420-6122	98.29	.00	98.29
110-420-6128	122.50	.00	122.50
110-420-6234	5.47	.00	5.47
110-420-6430	166.97	.00	166.97
110-420-6445	32.50	.00	32.50
110-420-6710	186.27	.00	186.27
110-430-6118	3,029.67	.00	3,029.67
110-440-6116	2,889.00	.00	2,889.00
110-440-6122	16.85	.00	16.85
110-440-6128	2,597.35	.00	2,597.35
110-440-6230	12.64	.00	12.64
110-450-6122	46.07	.00	46.07
110-450-6128	104.38	.00	104.38

GL Account	Debit	Credit	Proof
110-450-6230	10.49	.00	10.49
110-450-6234	193.78	.00	193.78
110-450-6238	1.57	.00	1.57
110-450-6240	118.56	.00	118.56
110-450-6334	722.15	.00	722.15
110-450-6430	147.47	.00	147.47
110-450-6780	88.85	.00	88.85
110-460-6128	85.75	.00	85.75
110-460-6234	12.64	.00	12.64
110-470-6326	62.45	.00	62.45
110-480-6120	750.00	.00	750.00
110-480-6128	6.13	.00	6.13
110-480-6230	12.64	.00	12.64
110-800-7113	5,103.70	.00	5,103.70
110-800-7114	4,593.28	.00	4,593.28
110-800-7513	1,227.29	.00	1,227.29
110-800-7514	1,104.55	.00	1,104.55
220-2125	.00	813.81-	813.81-
220-490-6114	431.15	.00	431.15
220-490-6122	22.05	.00	22.05
220-490-6128	6.13	.00	6.13
220-490-6152	333.00	.00	333.00
220-490-6230	14.87	.00	14.87
220-490-6430	6.61	.00	6.61
230-2125	.00	33,363.41-	33,363.41-
230-490-6112	58.27	.00	58.27
230-490-6114	2,155.75	.00	2,155.75
230-490-6116	1,020.00	.00	1,020.00
230-490-6122	400.77	.00	400.77
230-490-6128	241.50	.00	241.50
230-490-6230	70.96	.00	70.96
230-490-6234	179.27	.00	179.27
230-490-6324	3,889.32	.00	3,889.32
230-490-6430	1,284.87	.00	1,284.87
230-490-6435	78.55	.00	78.55
230-490-6440	333.27	.00	333.27
230-490-6712	1,813.07	.00	1,813.07
230-490-6750	2,777.95	.00	2,777.95
230-490-6755	100.80	.00	100.80
230-800-7122	5,218.17	.00	5,218.17
230-800-7125	7,811.33	.00	7,811.33
230-800-7522	2,204.33	.00	2,204.33
230-800-7525	3,725.23	.00	3,725.23
240-2125	534.00	47,171.64-	46,637.64-
240-490-6112	287.45	.00	287.45
240-490-6114	2,155.75	.00	2,155.75
240-490-6116	96.50	.00	96.50
240-490-6122	400.77	.00	400.77
240-490-6128	241.50	.00	241.50
240-490-6230	70.96	.00	70.96
240-490-6430	2,123.10	.00	2,123.10
240-490-6435	137.98	.00	137.98
240-490-6440	123.23	.00	123.23
240-490-6710	274.46	.00	274.46
240-490-6712	3.50	.00	3.50
240-490-6750	2,688.11	534.00-	2,154.11
240-490-6755	1,137.60	.00	1,137.60

GL Account	Debit	Credit	Proof
240-800-7110	23,981.00	.00	23,981.00
240-800-7122	5,218.17	.00	5,218.17
240-800-7510	6,027.23	.00	6,027.23
240-800-7522	2,204.33	.00	2,204.33
312-2125	.00	9,396.23-	9,396.23-
312-490-6112	2,586.96	.00	2,586.96
312-490-6114	431.15	.00	431.15
312-490-6116	76.50	.00	76.50
312-490-6122	82.28	.00	82.28
312-490-6128	42.86	.00	42.86
312-490-6230	2.51	.00	2.51
312-490-6234	17.81	.00	17.81
312-490-6430	984.60	.00	984.60
312-800-7125	3,501.63	.00	3,501.63
312-800-7525	1,669.93	.00	1,669.93
314-2125	.00	27.58-	27.58-
314-490-6122	27.58	.00	27.58
430-2125	.00	240.00-	240.00-
430-490-6128	240.00	.00	240.00
440-2125	.00	26,910.51-	26,910.51-
440-490-6128	26,910.51	.00	26,910.51
Grand Totals:	150,302.21	150,302.21-	.00

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

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

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

\_\_\_\_\_

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\_\_\_\_\_

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

Report Criteria:

Report type: GL detail

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

Bank.Name = "General"

CITY OF LOWELL  
 COMBINED CASH INVESTMENT  
 NOVEMBER 30, 2023

COMBINED CASH ACCOUNTS

999-1111	CASH IN BANK - CHECKING	1,043,075.13
999-1115	CASH IN BANK - LGIP	805,692.46
		1,848,767.59
	TOTAL COMBINED CASH	1,848,767.59
999-1110	CASH ALLOCATED TO FUNDS	( 1,848,767.59)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

110	ALLOCATION TO GENERAL FUND	316,100.97
220	ALLOCATION TO BUILDING FUND	55,794.03
230	ALLOCATION TO WATER FUND	183,066.35
240	ALLOCATION TO SEWER FUND	258,922.59
312	ALLOCATION TO STREET FUND	127,248.59
314	ALLOCATION TO BLACKBERRY JAM FUND	7,847.28
410	ALLOCATION TO PARKS SDC FUND	106,437.17
412	ALLOCATION TO STREETS SDC FUND	82,790.72
430	ALLOCATION TO WATER SDC FUND	444,677.63
440	ALLOCATION TO SEWER SDC FUND	122,357.61
445	ALLOCATION TO STORMWATER SDC FUND	86,297.57
520	ALLOCATION TO WATER RESERVE FUND	40,954.98
521	ALLOCATION TO SEWER RESERVE FUND	16,272.10
		1,848,767.59
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,848,767.59
	ALLOCATION FROM COMBINED CASH FUND - 999-1110	( 1,848,767.59)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CITY OF LOWELL  
BALANCE SHEET  
NOVEMBER 30, 2023

GENERAL FUND

ASSETS

110-1110	ALLOCATED CASH	256,474.80	
110-1115	CASH IN BANK - LGIP	59,626.17	
110-1120	PETTY CASH	250.00	
110-1710	LAND	2,588,360.20	
110-1720	BUILDINGS & FACILITIES	1,016,818.56	
110-1730	EQUIPMENT & FURNISHINGS	86,009.96	
110-1740	VEHICLES & ROLLING STOCK	40,847.50	
110-1750	INFRASTRUCTURE	32,762.99	
110-1795	CONSTRUCTION IN PROGRESS	31,145.93	
110-1820	AD - BUILDINGS & FACILITIES	( 238,524.60)	
110-1830	AD - EQUIPMENT & FURNISHINGS	( 16,777.71)	
110-1840	AD - VEHICLES & ROLLING STOCK	( 22,062.96)	
110-1850	AD - INFRASTRUCTURE	( 17,900.99)	
	TOTAL ASSETS		3,817,029.85

LIABILITIES AND EQUITY

LIABILITIES

110-2205	WAGES PAYABLE	2,842.91	
110-2210	PAYROLL TAXES PAYABLE	1,282.68	
110-2245	HEALTH INSURANCE PAYABLE	823.39	
110-2250	RETIREMENT PAYABLE	1,112.78	
110-2255	DEFERRED COMP PAYABLE	39.00	
110-2518	LANE ELECTRIC - PAY STATION	200.00	
110-2525	OTHER DEPOSITS	600.00	
110-2750	LONG TERM DEBT	687,210.00	
	TOTAL LIABILITIES		694,110.76

FUND EQUITY

110-3100	BEGINNING FUND BALANCE	244,822.80	
110-3275	GASB - FIXED ASSETS	3,500,678.88	
110-3277	GAAP - LONG TERM DEBT	( 687,210.00)	
	REVENUE OVER EXPENDITURES - YTD	64,627.41	
	BALANCE - CURRENT DATE	64,627.41	
	TOTAL FUND EQUITY		3,122,919.09
	TOTAL LIABILITIES AND EQUITY		3,817,029.85

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
110-310-4112	PROPERTY TAXES - CURRENT	176,854.15	176,898.78	179,870.00	2,971.22 98.4
110-310-4114	PROPERTY TAXES - PRIOR	481.95	924.63	2,500.00	1,575.37 37.0
	<b>TOTAL TAXES</b>	<b>177,336.10</b>	<b>177,823.41</b>	<b>182,370.00</b>	<b>4,546.59 97.5</b>
<u>INVESTMENT EARNINGS</u>					
110-315-4125	INTEREST EARNED	301.21	1,281.69	1,252.00	( 29.69) 102.4
	<b>TOTAL INVESTMENT EARNINGS</b>	<b>301.21</b>	<b>1,281.69</b>	<b>1,252.00</b>	<b>( 29.69) 102.4</b>
<u>INTERGOVERNMENTAL</u>					
110-320-4132	STATE REVENUE SHARING	3,353.08	6,502.76	11,800.00	5,297.24 55.1
110-320-4134	CIGARETTE TAX	64.03	461.72	780.00	318.28 59.2
110-320-4136	LIQUOR TAX	2,378.78	10,088.88	23,680.00	13,591.12 42.6
110-320-4145	TRANSIENT ROOM TAX	.00	33.26	.00	( 33.26) .0
110-320-4148	MARIJUANA TAX DISTRIBUTION	.00	1,263.16	2,400.00	1,136.84 52.6
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>5,795.89</b>	<b>18,349.78</b>	<b>38,660.00</b>	<b>20,310.22 47.5</b>
<u>OPERATING GRANTS</u>					
110-325-4152	TOURISM - OPERATING GRANT	.00	.00	10,586.00	10,586.00 .0
110-325-4154	LIBRARY - OPER GRANT	2,500.00	2,500.00	1,000.00	( 1,500.00) 250.0
110-325-4158	COMM DEV - OPERATING GRANT	.00	2,000.00	1,000.00	( 1,000.00) 200.0
	<b>TOTAL OPERATING GRANTS</b>	<b>2,500.00</b>	<b>4,500.00</b>	<b>12,586.00</b>	<b>8,086.00 35.8</b>
<u>CAPITAL GRANTS</u>					
110-328-4155	LIBRARY - CAPITAL GRANT	( 2,500.00)	.00	4,200.00	4,200.00 .0
	<b>TOTAL CAPITAL GRANTS</b>	<b>( 2,500.00)</b>	<b>.00</b>	<b>4,200.00</b>	<b>4,200.00 .0</b>
<u>FRANCHISE FEES</u>					
110-330-4310	CABLE FRANCHISE FEES	1,946.69	4,016.98	6,000.00	1,983.02 67.0
110-330-4312	ELECTRIC FRANCHISE FEES	.00	31,864.81	55,000.00	23,135.19 57.9
110-330-4314	GARBAGE FRANCHISE FEES	.00	.00	6,000.00	6,000.00 .0
110-330-4316	TELECOM FRANCHISE FEES	10.00	140.00	1,500.00	1,360.00 9.3
110-330-4318	WATER FRANCHISE FEES	.00	1,346.94	.00	( 1,346.94) .0
110-330-4320	SEWER FRANCHISE FEES	.00	1,828.02	.00	( 1,828.02) .0
	<b>TOTAL FRANCHISE FEES</b>	<b>1,956.69</b>	<b>39,196.75</b>	<b>68,500.00</b>	<b>29,303.25 57.2</b>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LICENSES &amp; PERMITS</u>					
110-335-4352 LAND USE & DEVELOPMENT	11,330.84	16,575.02	41,250.00	24,674.98	40.2
110-335-4354 MISC PERMITS & LICENSES	.00	913.00	100.00	( 813.00)	913.0
110-335-4360 DOG LICENSES	62.00	200.00	500.00	300.00	40.0
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>11,392.84</b>	<b>17,688.02</b>	<b>41,850.00</b>	<b>24,161.98</b>	<b>42.3</b>
<u>CHARGES FOR SERVICE</u>					
110-340-4410 COPY, FAX, NOTARY & RESEARCH	75.60	173.00	500.00	327.00	34.6
110-340-4415 LIBRARY SALES & SERVICES	11.00	11.00	.00	( 11.00)	.0
110-340-4416 LIBRARY BOOK SALES	156.06	905.17	.00	( 905.17)	.0
110-340-4417 LIEN SEARCHES	.00	100.00	500.00	400.00	20.0
110-340-4421 SDC/CET ADMIN FEE	.00	1,494.58	260.00	( 1,234.58)	574.8
110-340-4423 PAY STATION REVENUE	.00	49.00	100.00	51.00	49.0
<b>TOTAL CHARGES FOR SERVICE</b>	<b>242.66</b>	<b>2,732.75</b>	<b>1,360.00</b>	<b>( 1,372.75)</b>	<b>200.9</b>
<u>SDC REVENUE</u>					
110-345-4511 PARKS REIMBURSEMENT SDC	.00	.00	47.00	47.00	.0
<b>TOTAL SDC REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>47.00</b>	<b>47.00</b>	<b>.0</b>
<u>FINES &amp; FORFEITURES</u>					
110-350-4625 MUNICIPAL COURT REVENUE	615.00	2,382.93	5,000.00	2,617.07	47.7
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>615.00</b>	<b>2,382.93</b>	<b>5,000.00</b>	<b>2,617.07</b>	<b>47.7</b>
<u>LOAN PAYMENTS &amp; PROCEEDS</u>					
110-360-4225 LOAN PROCEEDS	.00	.00	230,224.00	230,224.00	.0
<b>TOTAL LOAN PAYMENTS &amp; PROCEEDS</b>	<b>.00</b>	<b>.00</b>	<b>230,224.00</b>	<b>230,224.00</b>	<b>.0</b>
<u>OTHER REVENUE</u>					
110-370-4825 LIBRARY DONATIONS	( 137.06)	20.00	2,500.00	2,480.00	.8
110-370-4826 PARKS DONATIONS	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL OTHER REVENUE</b>	<b>( 137.06)</b>	<b>20.00</b>	<b>3,500.00</b>	<b>3,480.00</b>	<b>.6</b>

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GAIN/LOSS ON SALE OF ASSETS</u>					
110-375-4849 CAPITAL ASSET DISPOSAL	.00	.00	467,287.00	467,287.00	.0
TOTAL GAIN/LOSS ON SALE OF ASSETS	.00	.00	467,287.00	467,287.00	.0
<u>MISCELLANEOUS REVENUE</u>					
110-385-4895 MISCELLANEOUS REVENUE	18.14	68.13	800.00	731.87	8.5
TOTAL MISCELLANEOUS REVENUE	18.14	68.13	800.00	731.87	8.5
TOTAL FUND REVENUE	197,521.47	264,043.46	1,057,636.00	793,592.54	25.0

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
<u>PERSONAL SERVICES</u>					
110-410-5110	1,585.94	8,695.85	19,123.00	10,427.15	45.5
110-410-5114	398.76	2,186.44	4,784.00	2,597.56	45.7
110-410-5158	156.12	859.15	2,306.00	1,446.85	37.3
110-410-5220	6.90	20.70	69.00	48.30	30.0
110-410-5315	164.29	899.77	2,010.00	1,110.23	44.8
110-410-5320	.57	398.41	502.00	103.59	79.4
110-410-5350	.00	.00	1,665.00	1,665.00	.0
110-410-5410	260.50	1,563.03	4,160.00	2,596.97	37.6
110-410-5450	454.02	2,486.48	6,815.00	4,328.52	36.5
	<u>3,027.10</u>	<u>17,109.83</u>	<u>41,434.00</u>	<u>24,324.17</u>	<u>41.3</u>
<u>MATERIALS &amp; SERVICES</u>					
110-410-6110	2,430.00	2,430.00	6,205.00	3,775.00	39.2
110-410-6112	1,670.96	4,070.68	4,000.00	( 70.68)	101.8
110-410-6114	1,019.20	4,804.80	14,231.00	9,426.20	33.8
110-410-6122	( 2,088.95)	.00	13,882.00	13,882.00	.0
110-410-6124	444.91	1,300.00	1,200.00	( 100.00)	108.3
110-410-6128	( 1,080.22)	557.47	2,801.00	2,243.53	19.9
110-410-6210	.00	2,768.72	1,452.00	( 1,316.72)	190.7
110-410-6220	( 2,844.66)	720.83	3,604.00	2,883.17	20.0
110-410-6222	602.31	602.31	.00	( 602.31)	.0
110-410-6225	3,518.53	3,518.53	.00	( 3,518.53)	.0
110-410-6228	.00	825.22	2,900.00	2,074.78	28.5
110-410-6230	617.84	1,124.64	3,500.00	2,375.36	32.1
110-410-6234	.00	27.59	527.00	499.41	5.2
110-410-6238	.00	.54	2,000.00	1,999.46	.0
110-410-6240	419.50	716.62	4,000.00	3,283.38	17.9
110-410-6245	2,255.00	2,255.00	.00	( 2,255.00)	.0
110-410-6290	.00	.00	464.00	464.00	.0
110-410-6320	.00	.00	500.00	500.00	.0
110-410-6324	( 191.92)	248.00	.00	( 248.00)	.0
110-410-6334	722.15	808.82	2,000.00	1,191.18	40.4
110-410-6420	.00	873.54	2,030.00	1,156.46	43.0
110-410-6425	.00	685.24	3,997.00	3,311.76	17.1
110-410-6430	102.72	585.99	3,310.00	2,724.01	17.7
110-410-6435	7.50	36.00	50.00	14.00	72.0
110-410-6440	91.71	366.56	1,500.00	1,133.44	24.4
110-410-6445	.00	.00	3,000.00	3,000.00	.0
110-410-6510	.00	49.16	1,000.00	950.84	4.9
110-410-6512	945.68	945.68	575.00	( 370.68)	164.5
110-410-6705	184.00	274.00	.00	( 274.00)	.0
	<u>8,826.26</u>	<u>30,595.94</u>	<u>78,728.00</u>	<u>48,132.06</u>	<u>38.9</u>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
110-410-8225 BUILDINGS & FACILITIES	.00	.00	85,000.00	85,000.00	.0
110-410-8335 EQUIPMENT & FURNISHINGS	( 523.51)	.00	.00	.00	.0
TOTAL CAPITAL OUTLAY	( 523.51)	.00	85,000.00	85,000.00	.0
TOTAL ADMINISTRATION	11,329.85	47,705.77	205,162.00	157,456.23	23.3
<u>PARKS &amp; RECREATION</u>					
<u>PERSONAL SERVICES</u>					
110-420-5110 CITY ADMINISTRATOR	396.48	2,173.94	4,780.00	2,606.06	45.5
110-420-5150 PUBLIC WORKS DIRECTOR	337.40	1,850.00	4,050.00	2,200.00	45.7
110-420-5152 UTILITY WORKER I	817.26	4,382.59	9,802.00	5,419.41	44.7
110-420-5156 TEMPORARY/ SEASONAL	.00	1,944.00	4,306.00	2,362.00	45.2
110-420-5158 MAINTENANCE WORKER I	780.56	4,295.57	11,532.00	7,236.43	37.3
110-420-5220 OVERTIME	206.51	815.46	1,540.00	724.54	53.0
110-420-5315 SOCIAL SECURITY/MEDICARE	194.17	1,182.84	2,755.00	1,572.16	42.9
110-420-5320 WORKER'S COMP	.89	1,786.89	1,354.00	( 432.89)	132.0
110-420-5350 UNEMPLOYMENT	.00	.00	2,280.00	2,280.00	.0
110-420-5410 HEALTH INSURANCE	355.23	2,131.37	5,389.00	3,257.63	39.6
110-420-5450 PUBLIC EMPLOYEES RETIREMENT	536.60	2,857.68	9,337.00	6,479.32	30.6
TOTAL PERSONAL SERVICES	3,625.10	23,420.34	57,125.00	33,704.66	41.0

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
110-420-6122	( 258.09)	.00	1,094.00	1,094.00	.0
110-420-6128	122.50	122.50	500.00	377.50	24.5
110-420-6210	.00	2,549.53	2,566.00	16.47	99.4
110-420-6225	356.38	356.38	.00	( 356.38)	.0
110-420-6234	5.47	976.39	3,000.00	2,023.61	32.6
110-420-6238	1,597.47	1,597.47	20.00	( 1,577.47)	7987.4
110-420-6290	18.63	18.63	500.00	481.37	3.7
110-420-6320	.00	2,342.69	3,000.00	657.31	78.1
110-420-6324	.00	1,580.89	2,500.00	919.11	63.2
110-420-6328	1,597.47	1,771.97	.00	( 1,771.97)	.0
110-420-6330	.00	189.90	3,500.00	3,310.10	5.4
110-420-6339	.00	.00	4,000.00	4,000.00	.0
110-420-6420	.00	9,182.36	12,661.00	3,478.64	72.5
110-420-6425	.00	2,121.08	1,981.00	( 140.08)	107.1
110-420-6430	166.97	810.22	2,495.00	1,684.78	32.5
110-420-6445	32.50	109.50	500.00	390.50	21.9
110-420-6535	.00	.00	1,000.00	1,000.00	.0
110-420-6710	186.27	1,034.48	2,500.00	1,465.52	41.4
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>3,825.57</b>	<b>24,763.99</b>	<b>41,817.00</b>	<b>17,053.01</b>	<b>59.2</b>
<u>CAPITAL OUTLAY</u>					
110-420-8520	( 3,194.94)	.00	5,000.00	5,000.00	.0
<b>TOTAL CAPITAL OUTLAY</b>	<b>( 3,194.94)</b>	<b>.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>.0</b>
<b>TOTAL PARKS &amp; RECREATION</b>	<b>4,255.73</b>	<b>48,184.33</b>	<b>103,942.00</b>	<b>55,757.67</b>	<b>46.4</b>
<u>POLICE</u>					
<u>MATERIALS &amp; SERVICES</u>					
110-430-6118	3,029.67	15,148.35	36,231.00	21,082.65	41.8
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>3,029.67</b>	<b>15,148.35</b>	<b>36,231.00</b>	<b>21,082.65</b>	<b>41.8</b>
<b>TOTAL POLICE</b>	<b>3,029.67</b>	<b>15,148.35</b>	<b>36,231.00</b>	<b>21,082.65</b>	<b>41.8</b>
<u>COMMUNITY DEVELOPMENT</u>					

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONAL SERVICES</u>					
110-440-5110 CITY ADMINISTRATOR	396.48	2,173.94	4,780.00	2,606.06	45.5
110-440-5114 CITY CLERK	.02	.10	.00	(.10)	.0
110-440-5150 PUBLIC WORKS DIRECTOR	202.48	1,110.20	2,429.00	1,318.80	45.7
110-440-5220 OVERTIME	15.77	47.31	182.00	134.69	26.0
110-440-5315 SOCIAL SECURITY/MEDICARE	47.01	254.83	566.00	311.17	45.0
110-440-5320 WORKER'S COMP	.13	79.94	160.00	80.06	50.0
110-440-5350 UNEMPLOYMENT	.00	.00	468.00	468.00	.0
110-440-5410 HEALTH INSURANCE	72.96	437.75	1,144.00	706.25	38.3
110-440-5450 PUBLIC EMPLOYEES RETIREMENT	129.95	704.25	1,916.00	1,211.75	36.8
<b>TOTAL PERSONAL SERVICES</b>	<b>864.80</b>	<b>4,808.32</b>	<b>11,645.00</b>	<b>6,836.68</b>	<b>41.3</b>
<u>MATERIALS &amp; SERVICES</u>					
110-440-6112 LEGAL SERVICES	2,304.89	2,304.89	.00	( 2,304.89)	.0
110-440-6116 ENGINEERING SERVICES	2,889.00	6,495.65	30,000.00	23,504.35	21.7
110-440-6117 PLANNING SERVICES	2,061.18	2,061.18	25,000.00	22,938.82	8.2
110-440-6122 IT SERVICES	( 50.55)	.00	360.00	360.00	.0
110-440-6128 OTHER CONTRACT SERVICES	( 1,870.96)	10,000.00	10,000.00	.00	100.0
110-440-6210 INSURANCE & BONDS	.00	.00	371.00	371.00	.0
110-440-6220 POSTAGE, PRINTING, PUBLICATION	8.40	24.72	200.00	175.28	12.4
110-440-6225 SOFTWARE & SUBSCRIPTIONS	67.40	67.40	.00	( 67.40)	.0
110-440-6230 OFFICE SUPPLIES/EQUIPMENT	12.64	28.16	.00	( 28.16)	.0
110-440-6238 BANK SERVICE CHARGES	.00	64.42	.00	( 64.42)	.0
110-440-6290 MISCELLANEOUS	6.13	6.13	.00	( 6.13)	.0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>5,428.13</b>	<b>21,052.55</b>	<b>65,931.00</b>	<b>44,878.45</b>	<b>31.9</b>
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>6,292.93</b>	<b>25,860.87</b>	<b>77,576.00</b>	<b>51,715.13</b>	<b>33.3</b>
<u>LIBRARY</u>					
<u>PERSONAL SERVICES</u>					
110-450-5130 LIBRARIAN/SPECIAL EVENTS	1,790.16	9,815.59	21,482.00	11,666.41	45.7
110-450-5156 TEMPORARY/ SEASONAL	.00	388.80	861.00	472.20	45.2
110-450-5158 MAINTENANCE WORKER I	156.12	859.15	2,306.00	1,446.85	37.3
110-450-5315 SOCIAL SECURITY/MEDICARE	148.88	846.35	1,885.00	1,038.65	44.9
110-450-5320 WORKER'S COMP	.85	1,290.94	1,026.00	( 264.94)	125.8
110-450-5350 UNEMPLOYMENT	.00	.00	1,560.00	1,560.00	.0
110-450-5450 PUBLIC EMPLOYEES RETIREMENT	411.44	2,256.63	6,391.00	4,134.37	35.3
<b>TOTAL PERSONAL SERVICES</b>	<b>2,507.45</b>	<b>15,457.46</b>	<b>35,511.00</b>	<b>20,053.54</b>	<b>43.5</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
110-450-6122 IT SERVICES	( 7,707.59)	.00	1,356.00	1,356.00	.0
110-450-6128 OTHER CONTRACT SERVICES	104.38	300.28	800.00	499.72	37.5
110-450-6210 INSURANCE & BONDS	.00	994.07	10.00	( 984.07)	9940.7
110-450-6220 POSTAGE, PRINTING, PUBLICATION	7.14	1,265.11	372.00	( 893.11)	340.1
110-450-6225 SOFTWARE & SUBSCRIPTIONS	7,753.66	7,753.66	.00	( 7,753.66)	.0
110-450-6230 OFFICE SUPPLIES/EQUIPMENT	10.49	93.62	1,816.00	1,722.38	5.2
110-450-6234 GENERAL SUPPLIES	193.78	421.26	250.00	( 171.26)	168.5
110-450-6238 BANK SERVICE CHARGES	1.57	1.57	200.00	198.43	.8
110-450-6240 TRAVEL & TRAINING	118.56	143.21	1,132.00	988.79	12.7
110-450-6290 MISCELLANEOUS	.00	.00	450.00	450.00	.0
110-450-6320 BUILDING REPAIR & MAINTENANCE	.00	281.25	500.00	218.75	56.3
110-450-6334 NON-CAPITALIZED ASSETS	722.15	722.15	.00	( 722.15)	.0
110-450-6420 WATER SERVICES	.00	857.20	1,540.00	682.80	55.7
110-450-6425 SEWER SERVICES	.00	470.67	492.00	21.33	95.7
110-450-6430 ELECTRICITY SERVICES	147.47	795.16	1,605.00	809.84	49.5
110-450-6435 INTERNET SERVICES	.00	.00	50.00	50.00	.0
110-450-6445 REFUSE SERVICES	.00	.00	1,000.00	1,000.00	.0
110-450-6530 SUMMER READING PROGRAM	.00	864.23	1,000.00	135.77	86.4
110-450-6780 MATERIALS & COLLECTIONS	88.85	9,584.73	.00	( 9,584.73)	.0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,440.46</b>	<b>24,548.17</b>	<b>12,573.00</b>	<b>( 11,975.17)</b>	<b>195.3</b>
<u>CAPITAL OUTLAY</u>					
110-450-8335 EQUIPMENT & FURNISHINGS	.00	.00	3,200.00	3,200.00	.0
110-450-8375 MATERIALS & COLLECTIONS	.00	.00	6,000.00	6,000.00	.0
<b>TOTAL CAPITAL OUTLAY</b>	<b>.00</b>	<b>.00</b>	<b>9,200.00</b>	<b>9,200.00</b>	<b>.0</b>
<b>TOTAL LIBRARY</b>	<b>3,947.91</b>	<b>40,005.63</b>	<b>57,284.00</b>	<b>17,278.37</b>	<b>69.8</b>
<u>CODE ENFORCEMENT</u>					
<u>PERSONAL SERVICES</u>					
110-460-5110 CITY ADMINISTRATOR	396.48	2,173.94	4,780.00	2,606.06	45.5
110-460-5315 SOCIAL SECURITY/MEDICARE	30.32	166.26	516.00	349.74	32.2
110-460-5320 WORKER'S COMP	.08	50.28	137.00	86.72	36.7
110-460-5350 UNEMPLOYMENT	.00	.00	303.00	303.00	.0
110-460-5410 HEALTH INSURANCE	32.38	194.28	519.00	324.72	37.4
110-460-5450 PUBLIC EMPLOYEES RETIREMENT	83.82	459.59	1,239.00	779.41	37.1
<b>TOTAL PERSONAL SERVICES</b>	<b>543.08</b>	<b>3,044.35</b>	<b>7,494.00</b>	<b>4,449.65</b>	<b>40.6</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
110-460-6128 OTHER CONTRACT SERVICES	85.75	85.75	500.00	414.25	17.2
110-460-6220 POSTAGE, PRINTING, PUBLICATION	6.93	90.87	.00	( 90.87)	.0
110-460-6234 GENERAL SUPPLIES	12.64	28.16	100.00	71.84	28.2
110-460-6238 BANK SERVICE CHARGES	.81	1.97	100.00	98.03	2.0
110-460-6290 MISCELLANEOUS	.00	.00	100.00	100.00	.0
110-460-6445 REFUSE SERVICES	.00	.00	1,000.00	1,000.00	.0
110-460-6540 DOG/CAT CONTROL	96.11	96.11	100.00	3.89	96.1
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>202.24</b>	<b>302.86</b>	<b>1,900.00</b>	<b>1,597.14</b>	<b>15.9</b>

<b>TOTAL CODE ENFORCEMENT</b>	<b>745.32</b>	<b>3,347.21</b>	<b>9,394.00</b>	<b>6,046.79</b>	<b>35.6</b>
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TOURISM

MATERIALS & SERVICES

110-470-6128 OTHER CONTRACT SERVICES	.00	.00	500.00	500.00	.0
110-470-6220 POSTAGE, PRINTING, PUBLICATION	.00	.00	50.00	50.00	.0
110-470-6224 MARKETING	.00	.00	500.00	500.00	.0
110-470-6290 MISCELLANEOUS	.00	.00	100.00	100.00	.0
110-470-6326 COVERED BRIDGE MAINTENANCE	62.45	304.31	5,936.00	5,631.69	5.1
110-470-6527 COMMUNITY GRANT PROGRAM	.00	.00	3,500.00	3,500.00	.0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>62.45</b>	<b>304.31</b>	<b>10,586.00</b>	<b>10,281.69</b>	<b>2.9</b>

<b>TOTAL TOURISM</b>	<b>62.45</b>	<b>304.31</b>	<b>10,586.00</b>	<b>10,281.69</b>	<b>2.9</b>
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MUNICIPAL COURT

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONAL SERVICES</u>					
110-480-5110 CITY ADMINISTRATOR	396.48	2,173.94	4,780.00	2,606.06	45.5
110-480-5114 CITY CLERK	199.38	1,093.22	2,393.00	1,299.78	45.7
110-480-5220 OVERTIME	3.45	10.35	35.00	24.65	29.6
110-480-5315 SOCIAL SECURITY/MEDICARE	45.84	250.71	552.00	301.29	45.4
110-480-5320 WORKER'S COMP	.15	99.70	129.00	29.30	77.3
110-480-5350 UNEMPLOYMENT	.00	.00	458.00	458.00	.0
110-480-5410 HEALTH INSURANCE	97.88	587.28	1,565.00	977.72	37.5
110-480-5450 PUBLIC EMPLOYEES RETIREMENT	126.70	692.91	1,869.00	1,176.09	37.1
<b>TOTAL PERSONAL SERVICES</b>	<b>869.88</b>	<b>4,908.11</b>	<b>11,781.00</b>	<b>6,872.89</b>	<b>41.7</b>
<u>MATERIALS &amp; SERVICES</u>					
110-480-6120 JUDGE CONTRACT	750.00	750.00	1,250.00	500.00	60.0
110-480-6121 BAILIFF CONTRACT	.00	126.68	1,500.00	1,373.32	8.5
110-480-6128 OTHER CONTRACT SERVICES	6.13	665.86	1,000.00	334.14	66.6
110-480-6220 POSTAGE, PRINTING, PUBLICATION	.00	.00	109.00	109.00	.0
110-480-6230 OFFICE SUPPLIES/EQUIPMENT	12.64	28.16	.00	( 28.16)	.0
110-480-6238 BANK SERVICE CHARGES	9.93	28.95	150.00	121.05	19.3
110-480-6560 STATE ASSESSMENTS	.00	300.00	1,023.00	723.00	29.3
110-480-6565 COURT COLLECTION FEES	.00	23.00	80.00	57.00	28.8
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>778.70</b>	<b>1,922.65</b>	<b>5,112.00</b>	<b>3,189.35</b>	<b>37.6</b>
<b>TOTAL MUNICIPAL COURT</b>	<b>1,648.58</b>	<b>6,830.76</b>	<b>16,893.00</b>	<b>10,062.24</b>	<b>40.4</b>
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
110-800-7111 LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	11,396.00	11,396.00	.0
110-800-7112 LOAN PRINCIPAL - ROLLING ROCK	.00	.00	8,904.00	8,904.00	.0
110-800-7113 LOAN PRINCIPAL - OEDD LIBRARY	5,103.70	5,103.70	145,041.00	139,937.30	3.5
110-800-7114 LOAN PRINCIPAL - OEDD CITYHALL	4,593.28	4,593.28	85,184.00	80,590.72	5.4
110-800-7511 LOAN INTEREST - LIBRARY/CITY	.00	.00	11,255.00	11,255.00	.0
110-800-7512 LOAN INTEREST - ROLLING ROCK	.00	.00	8,794.00	8,794.00	.0
110-800-7513 LOAN INTEREST - OEDD LIBRARY	1,227.29	1,227.29	9,740.00	8,512.71	12.6
110-800-7514 LOAN INTEREST - OEDD CITY HALL	1,104.55	1,104.55	6,135.00	5,030.45	18.0
<b>TOTAL DEBT SERVICES</b>	<b>12,028.82</b>	<b>12,028.82</b>	<b>286,449.00</b>	<b>274,420.18</b>	<b>4.2</b>
<b>TOTAL DEBT SERVICE</b>	<b>12,028.82</b>	<b>12,028.82</b>	<b>286,449.00</b>	<b>274,420.18</b>	<b>4.2</b>
<u>OTHER REQUIREMENTS</u>					

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
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<u>OTHER REQUIREMENTS</u>					
110-900-9113 TRANSFER TO BLACKBERRY JAM	.00	.00	5,000.00	5,000.00	.0
110-900-9140 TRANSFER TO SEWER FUND	.00	.00	76,200.00	76,200.00	.0
110-900-9590 CONTINGENCY	.00	.00	168,496.00	168,496.00	.0
110-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	74,885.00	74,885.00	.0
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TOTAL OTHER REQUIREMENTS	.00	.00	324,581.00	324,581.00	.0
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TOTAL OTHER REQUIREMENTS	.00	.00	324,581.00	324,581.00	.0
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TOTAL FUND EXPENDITURES	43,341.26	199,416.05	1,128,098.00	928,681.95	17.7
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NET REVENUE OVER EXPENDITURES	154,180.21	64,627.41	( 70,462.00)	( 135,089.41)	91.7
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CITY OF LOWELL  
 BALANCE SHEET  
 NOVEMBER 30, 2023

BUILDING FUND

ASSETS

220-1110	ALLOCATED CASH	55,794.03	
	TOTAL ASSETS		<u>55,794.03</u>

LIABILITIES AND EQUITY

LIABILITIES

220-2205	WAGES PAYABLE	242.02	
220-2210	PAYROLL TAXES PAYABLE	129.47	
220-2245	HEALTH INSURANCE PAYABLE	146.92	
220-2250	RETIREMENT PAYABLE	100.05	
220-2255	DEFERRED COMP PAYABLE	2.50	
	TOTAL LIABILITIES		620.96

FUND EQUITY

220-3100	BEGINNING FUND BALANCE	68,792.87	
	REVENUE OVER EXPENDITURES - YTD	( 13,619.80)	
	BALANCE - CURRENT DATE	( 13,619.80)	
	TOTAL FUND EQUITY		<u>55,173.07</u>
	TOTAL LIABILITIES AND EQUITY		<u>55,794.03</u>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

BUILDING FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
220-315-4125	INTEREST EARNED	.90	5.12	10.00	4.88	51.2
	TOTAL INVESTMENT EARNINGS	.90	5.12	10.00	4.88	51.2
<u>LICENSES &amp; PERMITS</u>						
220-335-4356	BUILDING PERMIT FEES	280.00	3,325.97	80,000.00	76,674.03	4.2
220-335-4358	ELECTRICAL PERMIT FEES	120.96	1,705.76	7,143.00	5,437.24	23.9
	TOTAL LICENSES & PERMITS	400.96	5,031.73	87,143.00	82,111.27	5.8
	TOTAL FUND REVENUE	401.86	5,036.85	87,153.00	82,116.15	5.8

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
220-490-5110	158.60	869.60	1,912.00	1,042.40	45.5
220-490-5114	199.38	1,093.22	2,393.00	1,299.78	45.7
220-490-5150	337.40	1,850.00	4,049.00	2,199.00	45.7
220-490-5220	29.73	89.19	339.00	249.81	26.3
220-490-5315	55.48	298.58	665.00	366.42	44.9
220-490-5320	.19	119.49	155.00	35.51	77.1
220-490-5350	.00	.00	550.00	550.00	.0
220-490-5410	146.07	876.42	2,294.00	1,417.58	38.2
220-490-5450	153.29	824.87	2,255.00	1,430.13	36.6
	<u>1,080.14</u>	<u>6,021.37</u>	<u>14,612.00</u>	<u>8,590.63</u>	<u>41.2</u>
<u>MATERIALS &amp; SERVICES</u>					
220-490-6110	303.75	303.75	1,035.00	731.25	29.4
220-490-6114	127.40	509.60	.00	( 509.60)	.0
220-490-6122	( 66.17)	.00	1,295.00	1,295.00	.0
220-490-6128	6.13	6.13	.00	( 6.13)	.0
220-490-6150	.00	5,872.65	60,000.00	54,127.35	9.8
220-490-6152	333.00	1,740.00	5,000.00	3,260.00	34.8
220-490-6220	7.14	25.37	.00	( 25.37)	.0
220-490-6225	88.22	88.22	.00	( 88.22)	.0
220-490-6230	14.87	30.39	.00	( 30.39)	.0
220-490-6238	6.75	30.94	300.00	269.06	10.3
220-490-6420	.00	178.27	500.00	321.73	35.7
220-490-6425	.00	106.05	500.00	393.95	21.2
220-490-6430	6.61	34.47	300.00	265.53	11.5
220-490-6435	.00	.00	300.00	300.00	.0
220-490-6524	.00	2,858.40	8,190.00	5,331.60	34.9
220-490-6525	.00	851.04	1,061.00	209.96	80.2
	<u>827.70</u>	<u>12,635.28</u>	<u>78,481.00</u>	<u>65,845.72</u>	<u>16.1</u>
	<u>1,907.84</u>	<u>18,656.65</u>	<u>93,093.00</u>	<u>74,436.35</u>	<u>20.0</u>

OTHER REQUIREMENTS

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
220-900-9590 CONTINGENCY	.00	.00	55,015.00	55,015.00	.0
220-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	4,980.00	4,980.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	59,995.00	59,995.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	59,995.00	59,995.00	.0
TOTAL FUND EXPENDITURES	1,907.84	18,656.65	153,088.00	134,431.35	12.2
NET REVENUE OVER EXPENDITURES	( 1,505.98)	( 13,619.80)	( 65,935.00)	( 52,315.20)	( 20.7)

CITY OF LOWELL  
BALANCE SHEET  
NOVEMBER 30, 2023

WATER FUND

ASSETS

230-1110	ALLOCATED CASH	182,187.68	
230-1115	CASH IN BANK - LGIP	878.67	
230-1510	ACCOUNTS RECEIVABLE	44,446.39	
230-1710	LAND	81,179.00	
230-1720	BUILDINGS & FACILITIES	35,875.00	
230-1730	EQUIPMENT & FURNISHINGS	40,026.38	
230-1740	VEHICLES & ROLLING STOCK	34,066.66	
230-1750	INFRASTRUCTURE	4,817,521.42	
230-1820	AD - BUILDINGS & FACILITIES	( 21,637.44)	
230-1830	AD - EQUIPMENT & FURNISHINGS	( 20,262.82)	
230-1840	AD - VEHICLES & ROLLING STOCK	( 22,086.16)	
230-1850	AD - INFRASTRUCTURE	( 2,519,273.37)	
	TOTAL ASSETS		2,652,921.41

LIABILITIES AND EQUITY

LIABILITIES

230-2205	WAGES PAYABLE	3,764.32	
230-2210	PAYROLL TAXES PAYABLE	1,855.88	
230-2245	HEALTH INSURANCE PAYABLE	2,343.13	
230-2250	RETIREMENT PAYABLE	1,519.24	
230-2255	DEFERRED COMP PAYABLE	63.01	
230-2520	UTILITY DEPOSITS	41,860.00	
230-2530	H2O DONATIONS	1,110.00	
230-2750	LONG TERM DEBT	992,440.97	
	TOTAL LIABILITIES		1,044,956.55

FUND EQUITY

230-3100	BEGINNING FUND BALANCE	37,018.65	
230-3275	GASB - FIXED ASSETS	2,425,408.67	
230-3277	GAAP - LONG TERM DEBT	( 992,440.97)	
	REVENUE OVER EXPENDITURES - YTD	137,978.51	
	BALANCE - CURRENT DATE	137,978.51	
	TOTAL FUND EQUITY		1,607,964.86
	TOTAL LIABILITIES AND EQUITY		2,652,921.41

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
230-315-4125 INTEREST EARNED	6.59	27.51	273.00	245.49	10.1
TOTAL INVESTMENT EARNINGS	6.59	27.51	273.00	245.49	10.1
<u>LICENSES &amp; PERMITS</u>					
230-335-4370 WATER/SEWER CONNECTION PERMIT	.00	.00	3,750.00	3,750.00	.0
TOTAL LICENSES & PERMITS	.00	.00	3,750.00	3,750.00	.0
<u>CHARGES FOR SERVICE</u>					
230-340-4425 WATER/SEWER SALES	36,562.67	309,610.86	527,651.00	218,040.14	58.7
230-340-4426 BULK WATER SALES	354.09	14,956.37	.00	( 14,956.37)	.0
230-340-4435 FIRE HYDRANT FEE	403.97	2,335.36	4,595.00	2,259.64	50.8
230-340-4440 BACKFLOW TESTING	.00	.00	1,500.00	1,500.00	.0
TOTAL CHARGES FOR SERVICE	37,320.73	326,902.59	533,746.00	206,843.41	61.3
<u>LOAN PAYMENTS &amp; PROCEEDS</u>					
230-360-4210 PRINCIPAL PAYMENTS RECIEVED	.00	.00	70,000.00	70,000.00	.0
TOTAL LOAN PAYMENTS & PROCEEDS	.00	.00	70,000.00	70,000.00	.0
<u>MISELLANEOUS REVENUE</u>					
230-385-4850 WATER/SEWER PENALTIES	295.00	1,500.00	3,270.00	1,770.00	45.9
230-385-4895 MISCELLANEOUS REVENUE	.00	4,488.22	1,500.00	( 2,988.22)	299.2
TOTAL MISELLANEOUS REVENUE	295.00	5,988.22	4,770.00	( 1,218.22)	125.5
<u>TRANSFERS IN</u>					
230-390-4940 TRANSFER FROM SEWER FUND	.00	.00	30,000.00	30,000.00	.0
TOTAL TRANSFERS IN	.00	.00	30,000.00	30,000.00	.0
TOTAL FUND REVENUE	37,622.32	332,918.32	642,539.00	309,620.68	51.8

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
230-490-5110	2,101.36	11,521.95	25,336.00	13,814.05	45.5
230-490-5114	1,595.06	8,745.87	19,141.00	10,395.13	45.7
230-490-5150	2,766.74	15,170.30	33,201.00	18,030.70	45.7
230-490-5152	3,473.33	18,626.14	41,654.00	23,027.86	44.7
230-490-5156	.00	388.80	861.00	472.20	45.2
230-490-5158	234.16	1,288.64	3,459.00	2,170.36	37.3
230-490-5220	1,009.10	3,859.95	8,022.00	4,162.05	48.1
230-490-5315	855.23	4,559.50	10,073.00	5,513.50	45.3
230-490-5320	3.22	2,270.09	3,848.00	1,577.91	59.0
230-490-5350	.00	.00	8,340.00	8,340.00	.0
230-490-5410	2,334.71	14,008.26	35,915.00	21,906.74	39.0
230-490-5450	2,363.41	12,517.63	34,142.00	21,624.37	36.7
	<u>16,736.32</u>	<u>92,957.13</u>	<u>223,992.00</u>	<u>131,034.87</u>	<u>41.5</u>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
230-490-6110	AUDITING	1,518.75	1,518.75	6,206.00	4,687.25 24.5
230-490-6112	LEGAL SERVICES	58.27	58.27	.00 (	58.27) .0
230-490-6114	FINANCIAL SERVICES	637.00	3,003.00	8,894.00	5,891.00 33.8
230-490-6116	ENGINEERING SERVICES	1,496.00	4,858.50	30,500.00	25,641.50 15.9
230-490-6122	IT SERVICES	( 1,202.31)	.00	7,908.00	7,908.00 .0
230-490-6128	OTHER CONTRACT SERVICES	( 234.50)	594.98	2,501.00	1,906.02 23.8
230-490-6210	INSURANCE & BONDS	.00	14,381.31	12,276.00 (	2,105.31) 117.2
230-490-6220	POSTAGE, PRINTING, PUBLICATION	( 1,468.16)	693.20	4,525.00	3,831.80 15.3
230-490-6225	SOFTWARE & SUBSCRIPTIONS	2,389.78	2,389.78	.00 (	2,389.78) .0
230-490-6230	OFFICE SUPPLIES/EQUIPMENT	70.96	205.36	1,250.00	1,044.64 16.4
230-490-6234	GENERAL SUPPLIES	179.27	179.27	.00 (	179.27) .0
230-490-6238	BANK SERVICE CHARGES	421.84	2,193.72	6,900.00	4,706.28 31.8
230-490-6240	TRAVEL & TRAINING	215.00	447.99	2,270.00	1,822.01 19.7
230-490-6245	MEMBERSHIPS & DUES	913.17	913.17	.00 (	913.17) .0
230-490-6290	MISCELLANEOUS	.00	345.48	1,500.00	1,154.52 23.0
230-490-6320	BUILDING REPAIR & MAINTENANCE	.00	.00	5,500.00	5,500.00 .0
230-490-6324	EQUIPMENT REPAIR & MAINTENANCE	3,889.32	11,087.42	15,550.00	4,462.58 71.3
230-490-6330	OTHER REPAIR & MAINTENANCE	.00	12,404.30	20,000.00	7,595.70 62.0
230-490-6334	NON-CAPITALIZED ASSETS	.00	86.66	8,000.00	7,913.34 1.1
230-490-6420	WATER SERVICES	.00	336.32	1,680.00	1,343.68 20.0
230-490-6425	SEWER SERVICES	.00	341.18	1,180.00	838.82 28.9
230-490-6430	ELECTRICITY SERVICES	1,284.87	8,216.44	19,930.00	11,713.56 41.2
230-490-6435	INTERNET SERVICES	78.55	306.80	1,090.00	783.20 28.2
230-490-6440	TELEPHONE SERVICES	333.27	1,316.72	3,800.00	2,483.28 34.7
230-490-6445	REFUSE SERVICES	.00	96.36	800.00	703.64 12.1
230-490-6710	GAS & OIL	.00	.00	1,520.00	1,520.00 .0
230-490-6712	OPERATIONS & SUPPLIES	1,598.07	2,938.03	7,250.00	4,311.97 40.5
230-490-6750	CHEMICALS & LAB SUPPLIES	2,777.95	12,808.41	22,100.00	9,291.59 58.0
230-490-6755	WATER/SEWER ANALYSIS	100.80	1,302.20	4,200.00	2,897.80 31.0
230-490-6758	WATER/SEWER CONNECTION EXPENDI	.00	.00	5,000.00	5,000.00 .0
	TOTAL MATERIALS & SERVICES	15,057.90	83,023.62	202,330.00	119,306.38 41.0
	TOTAL NON-DEPARTMENTAL	31,794.22	175,980.75	426,322.00	250,341.25 41.3
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
230-700-8320	SOFTWARE	.00	.00	100,000.00	100,000.00 .0
230-700-8540	WATER SYSTEMS IMPROVEMTS	.00	.00	10,000.00	10,000.00 .0
	TOTAL CAPITAL OUTLAY	.00	.00	110,000.00	110,000.00 .0
	TOTAL CAPITAL OUTLAY	.00	.00	110,000.00	110,000.00 .0

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
230-800-7122	LOAN PRINCIPAL - J05001 SPWF	5,218.17	5,218.17	5,219.00	.83 100.0
230-800-7124	LOAN PRINCIPAL - RUS 91-03	.00	.00	17,939.00	17,939.00 .0
230-800-7125	LOAN PRINCIPAL - L21001	7,811.33	7,811.33	7,812.00	.67 100.0
230-800-7126	LOAN PRINCIPAL - SEWER FUND	.00	.00	11,932.00	11,932.00 .0
230-800-7522	LOAN INTEREST - J05001 SPWF	2,204.33	2,204.33	2,205.00	.67 100.0
230-800-7524	LOAN INTEREST - RUS 91-03	.00	.00	21,442.00	21,442.00 .0
230-800-7525	LOAN INTEREST - L21001	3,725.23	3,725.23	3,726.00	.77 100.0
230-800-7526	LOAN INTEREST - SEWER FUND	.00	.00	5,600.00	5,600.00 .0
	TOTAL DEBT SERVICES	18,959.06	18,959.06	75,875.00	56,915.94 25.0
	TOTAL DEBT SERVICE	18,959.06	18,959.06	75,875.00	56,915.94 25.0
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
230-900-9140	TRANSFER TO SEWER FUND	.00	.00	20,342.00	20,342.00 .0
230-900-9590	CONTINGENCY	.00	.00	20,000.00	20,000.00 .0
	TOTAL OTHER REQUIREMENTS	.00	.00	40,342.00	40,342.00 .0
	TOTAL OTHER REQUIREMENTS	.00	.00	40,342.00	40,342.00 .0
	TOTAL FUND EXPENDITURES	50,753.28	194,939.81	652,539.00	457,599.19 29.9
	NET REVENUE OVER EXPENDITURES	( 13,130.96)	137,978.51	( 10,000.00)	( 147,978.51) 1379.8

CITY OF LOWELL  
BALANCE SHEET  
NOVEMBER 30, 2023

SEWER FUND

ASSETS

240-1110	ALLOCATED CASH	166,484.88	
240-1115	CASH IN BANK - LGIP	92,437.71	
240-1510	ACCOUNTS RECEIVABLE	40,839.46	
240-1710	LAND	11,000.00	
240-1720	BUILDINGS & FACILITIES	89,114.40	
240-1730	EQUIPMENT & FURNISHINGS	93,182.36	
240-1740	VEHICLES & ROLLING STOCK	21,779.50	
240-1750	INFRASTRUCTURE	4,959,303.28	
240-1820	AD - BUILDINGS & FACILITIES	( 48,362.85)	
240-1830	AD - EQUIPMENT & FURNISHINGS	( 40,882.82)	
240-1840	AD - VEHICLES & ROLLING STOCK	( 9,800.78)	
240-1850	AD - INFRASTRUCTURE	( 3,110,069.48)	
	TOTAL ASSETS		2,265,025.66

LIABILITIES AND EQUITY

LIABILITIES

240-2205	WAGES PAYABLE	3,764.35	
240-2210	PAYROLL TAXES PAYABLE	1,855.84	
240-2245	HEALTH INSURANCE PAYABLE	2,343.11	
240-2250	RETIREMENT PAYABLE	1,519.23	
240-2255	DEFERRED COMP PAYABLE	63.01	
240-2750	LONG TERM DEBT	481,238.21	
	TOTAL LIABILITIES		490,783.75

FUND EQUITY

240-3100	BEGINNING FUND BALANCE	232,418.87	
240-3275	GASB - FIXED ASSETS	1,965,263.61	
240-3277	GAAP - LONG TERM DEBT	( 481,238.21)	
	REVENUE OVER EXPENDITURES - YTD	57,797.64	
	BALANCE - CURRENT DATE	57,797.64	
	TOTAL FUND EQUITY		1,774,241.91
	TOTAL LIABILITIES AND EQUITY		2,265,025.66

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
240-315-4125 INTEREST EARNED	381.31	1,778.60	1,000.00	( 778.60)	177.9
TOTAL INVESTMENT EARNINGS	381.31	1,778.60	1,000.00	( 778.60)	177.9
<u>LICENSES &amp; PERMITS</u>					
240-335-4370 WATER/SEWER CONNECTION PERMIT	.00	115.00	115.00	.00	100.0
TOTAL LICENSES & PERMITS	.00	115.00	115.00	.00	100.0
<u>CHARGES FOR SERVICE</u>					
240-340-4425 WATER/SEWER SALES	39,594.37	231,000.44	483,366.00	252,365.56	47.8
240-340-4426 BULK GREY WATER DISPOSAL	.00	40,706.50	.00	( 40,706.50)	.0
TOTAL CHARGES FOR SERVICE	39,594.37	271,706.94	483,366.00	211,659.06	56.2
<u>SDC REVENUE</u>					
240-345-4541 SEWER REIMBURSEMENT SDC	.00	618.00	618.00	.00	100.0
TOTAL SDC REVENUE	.00	618.00	618.00	.00	100.0
<u>LOAN PAYMENTS &amp; PROCEEDS</u>					
240-360-4225 LOAN PROCEEDS	.00	.00	90,000.00	90,000.00	.0
TOTAL LOAN PAYMENTS & PROCEEDS	.00	.00	90,000.00	90,000.00	.0
<u>MISCELLANEOUS REVENUE</u>					
240-385-4850 WATER/SEWER PENALTIES	290.00	1,425.00	1,500.00	75.00	95.0
240-385-4895 MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
TOTAL MISCELLANEOUS REVENUE	290.00	1,425.00	2,000.00	575.00	71.3
<u>TRANSFERS IN</u>					
240-390-4910 TRANSFER FROM GENERAL FUND	.00	.00	76,200.00	76,200.00	.0
240-390-4930 TRANSFER FROM WATER FUND	.00	.00	20,342.00	20,342.00	.0
TOTAL TRANSFERS IN	.00	.00	96,542.00	96,542.00	.0

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	40,265.68	275,643.54	673,641.00	397,997.46	40.9

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
240-490-5110	CITY ADMINISTRATOR	2,101.36	11,521.95	25,336.00	13,814.05 45.5
240-490-5114	CITY CLERK	1,595.06	8,745.87	19,141.00	10,395.13 45.7
240-490-5150	PUBLIC WORKS DIRECTOR	2,766.74	15,170.30	33,201.00	18,030.70 45.7
240-490-5152	UTILITY WORKER I	3,473.32	18,626.12	41,654.00	23,027.88 44.7
240-490-5156	TEMPORARY/ SEASONAL	.00	388.80	861.00	472.20 45.2
240-490-5158	MAINTENANCE WORKER I	234.16	1,288.64	3,459.00	2,170.36 37.3
240-490-5220	OVERTIME	1,009.10	3,859.94	8,022.00	4,162.06 48.1
240-490-5315	SOCIAL SECURITY/MEDICARE	855.23	4,559.44	10,073.00	5,513.56 45.3
240-490-5320	WORKER'S COMP	3.21	2,270.09	3,865.00	1,594.91 58.7
240-490-5350	UNEMPLOYMENT	.00	.00	8,340.00	8,340.00 .0
240-490-5410	HEALTH INSURANCE	2,334.70	14,008.18	35,915.00	21,906.82 39.0
240-490-5450	PUBLIC EMPLOYEES RETIREMENT	2,363.39	12,517.58	34,142.00	21,624.42 36.7
	<b>TOTAL PERSONAL SERVICES</b>	<b>16,736.27</b>	<b>92,956.91</b>	<b>224,009.00</b>	<b>131,052.09 41.5</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
240-490-6110	AUDITING	1,518.75	1,518.75	6,206.00	4,687.25 24.5
240-490-6112	LEGAL SERVICES	287.45	310.97	.00 (	310.97) .0
240-490-6114	FINANCIAL SERVICES	637.00	2,730.00	8,894.00	6,164.00 30.7
240-490-6116	ENGINEERING SERVICES	13,892.00	15,696.50	25,000.00	9,303.50 62.8
240-490-6122	IT SERVICES	( 1,202.31)	.00	6,000.00	6,000.00 .0
240-490-6128	OTHER CONTRACT SERVICES	241.50	1,494.98	4,701.00	3,206.02 31.8
240-490-6210	INSURANCE & BONDS	.00	13,031.90	11,672.00 (	1,359.90) 111.7
240-490-6220	POSTAGE, PRINTING, PUBLICATION	( 561.48)	693.18	2,700.00	2,006.82 25.7
240-490-6225	SOFTWARE & SUBSCRIPTIONS	1,603.08	1,603.08	.00 (	1,603.08) .0
240-490-6230	OFFICE SUPPLIES/EQUIPMENT	70.96	205.36	750.00	544.64 27.4
240-490-6238	BANK SERVICE CHARGES	412.47	1,650.56	4,000.00	2,349.44 41.3
240-490-6240	TRAVEL & TRAINING	780.00	805.00	2,770.00	1,965.00 29.1
240-490-6245	MEMBERSHIPS & DUES	13.18	13.18	.00 (	13.18) .0
240-490-6290	MISCELLANEOUS	.00	.00	500.00	500.00 .0
240-490-6320	BUILDING REPAIR & MAINTENANCE	.00	.00	5,000.00	5,000.00 .0
240-490-6324	EQUIPMENT REPAIR & MAINTENANCE	.00	882.46	9,300.00	8,417.54 9.5
240-490-6330	OTHER REPAIR & MAINTENANCE	1,248.00	9,873.93	15,000.00	5,126.07 65.8
240-490-6334	NON-CAPITALIZED ASSETS	.00	86.65	12,000.00	11,913.35 .7
240-490-6420	WATER SERVICES	.00	5,249.95	11,256.00	6,006.05 46.6
240-490-6425	SEWER SERVICES	.00	3,070.62	8,860.00	5,789.38 34.7
240-490-6430	ELECTRICITY SERVICES	2,123.10	10,656.63	25,500.00	14,843.37 41.8
240-490-6435	INTERNET SERVICES	137.98	707.80	1,660.00	952.20 42.6
240-490-6440	TELEPHONE SERVICES	123.23	484.61	3,225.00	2,740.39 15.0
240-490-6445	REFUSE SERVICES	.00	96.36	9,600.00	9,503.64 1.0
240-490-6520	PERMITS	.00	.00	4,300.00	4,300.00 .0
240-490-6710	GAS & OIL	274.46	968.67	3,150.00	2,181.33 30.8
240-490-6712	OPERATIONS & SUPPLIES	3.50	4,664.66	2,100.00 (	2,564.66) 222.1
240-490-6750	CHEMICALS & LAB SUPPLIES	2,154.11	5,206.06	22,315.00	17,108.94 23.3
240-490-6755	WATER/SEWER ANALYSIS	1,137.60	5,756.40	17,220.00	11,463.60 33.4
240-490-6758	WATER/SEWER CONNECTION EXPENDI	.00	.00	2,500.00	2,500.00 .0
	TOTAL MATERIALS & SERVICES	24,894.58	87,458.26	226,179.00	138,720.74 38.7
	TOTAL NON-DEPARTMENTAL	41,630.85	180,415.17	450,188.00	269,772.83 40.1
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
240-700-8225	BUILDINGS & FACILITIES	.00	.00	5,000.00	5,000.00 .0
240-700-8550	SEWER SYSTEMS	.00	.00	125,000.00	125,000.00 .0
	TOTAL CAPITAL OUTLAY	.00	.00	130,000.00	130,000.00 .0
	TOTAL CAPITAL OUTLAY	.00	.00	130,000.00	130,000.00 .0

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
240-800-7110	LOAN PRINCIPAL - G02002	23,981.00	23,981.00	23,981.00	.00 100.0
240-800-7122	LOAN PRINCIPAL - J05001 SPWF	5,218.17	5,218.17	5,219.00	.83 100.0
240-800-7124	LOAN PRINCIPAL - RUS 92-05	.00	.00	7,172.00	7,172.00 .0
240-800-7510	LOAN INTEREST - G02002	6,027.23	6,027.23	6,028.00	.77 100.0
240-800-7522	LOAN INTEREST - J05001 SPWF	2,204.33	2,204.33	2,205.00	.67 100.0
240-800-7524	LOAN INTEREST - RUS 92-05	.00	.00	8,573.00	8,573.00 .0
TOTAL DEBT SERVICES		37,430.73	37,430.73	53,178.00	15,747.27 70.4
TOTAL DEBT SERVICE		37,430.73	37,430.73	53,178.00	15,747.27 70.4
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
240-900-9130	TRANSFER TO WATER FUND	.00	.00	30,000.00	30,000.00 .0
240-900-9590	CONTINGENCY	.00	.00	77,425.00	77,425.00 .0
240-900-9899	UNAPPROPRIATED ENDING BALANCE	.00	.00	39,157.00	39,157.00 .0
TOTAL OTHER REQUIREMENTS		.00	.00	146,582.00	146,582.00 .0
TOTAL OTHER REQUIREMENTS		.00	.00	146,582.00	146,582.00 .0
TOTAL FUND EXPENDITURES		79,061.58	217,845.90	779,948.00	562,102.10 27.9
NET REVENUE OVER EXPENDITURES		( 38,795.90)	57,797.64	( 106,307.00)	( 164,104.64) 54.4

CITY OF LOWELL  
BALANCE SHEET  
NOVEMBER 30, 2023

STREET FUND

ASSETS

312-1110	ALLOCATED CASH	68,545.46	
312-1115	CASH IN BANK - LGIP	58,703.13	
312-1710	LAND	93,558.00	
312-1720	BUILDINGS & FACILITIES	528.00	
312-1730	EQUIPMENT & FURNISHINGS	6,061.05	
312-1740	VEHICLES & ROLLING STOCK	11,299.83	
312-1750	INFRASTRUCTURE	2,344,523.75	
312-1820	AD - BUILDINGS & FACILITIES	( 105.60)	
312-1830	AD - EQUIPMENT & FURNISHINGS	( 2,574.01)	
312-1840	AD - VEHICLES & ROLLING STOCK	( 5,084.91)	
312-1850	AD - INFRASTRUCTURE	( 513,739.16)	
	TOTAL ASSETS		2,061,715.54

LIABILITIES AND EQUITY

LIABILITIES

312-2205	WAGES PAYABLE	417.72	
312-2210	PAYROLL TAXES PAYABLE	214.52	
312-2245	HEALTH INSURANCE PAYABLE	227.92	
312-2250	RETIREMENT PAYABLE	170.85	
312-2255	DEFERRED COMP PAYABLE	7.48	
312-2750	LONG TERM DEBT	76,252.54	
	TOTAL LIABILITIES		77,291.03

FUND EQUITY

312-3100	BEGINNING FUND BALANCE	130,803.86	
312-3275	GASB - FIXED ASSETS	1,934,466.95	
312-3277	GAAP - LONG TERM DEBT	( 76,252.54)	
	REVENUE OVER EXPENDITURES - YTD	( 4,593.76)	
	BALANCE - CURRENT DATE	( 4,593.76)	
	TOTAL FUND EQUITY		1,984,424.51
	TOTAL LIABILITIES AND EQUITY		2,061,715.54

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
312-315-4125 INTEREST EARNED	241.38	1,127.14	200.00	( 927.14)	563.6
TOTAL INVESTMENT EARNINGS	241.38	1,127.14	200.00	( 927.14)	563.6
<u>INTERGOVERNMENTAL</u>					
312-320-4142 STATE HWY STREET TAX	7,605.10	40,080.42	80,000.00	39,919.58	50.1
TOTAL INTERGOVERNMENTAL	7,605.10	40,080.42	80,000.00	39,919.58	50.1
<u>SDC REVENUE</u>					
312-345-4513 TRANSPORTATION REIMBURSEMENT S	.00	.00	104.00	104.00	.0
TOTAL SDC REVENUE	.00	.00	104.00	104.00	.0
<u>LOAN PAYMENTS &amp; PROCEEDS</u>					
312-360-4225 LOAN PROCEEDS	.00	.00	270,000.00	270,000.00	.0
TOTAL LOAN PAYMENTS & PROCEEDS	.00	.00	270,000.00	270,000.00	.0
TOTAL FUND REVENUE	7,846.48	41,207.56	350,304.00	309,096.44	11.8



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
312-700-8530 STREET IMPROVEMENTS	.00	.00	270,000.00	270,000.00	.0
312-700-8532 SIGNAGE	.00	.00	5,000.00	5,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	275,000.00	275,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	275,000.00	275,000.00	.0
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
312-800-7125 LOAN PRINCIPAL - L21001	3,501.63	3,501.63	3,541.00	39.37	98.9
312-800-7525 LOAN INTEREST - L21001	1,669.93	1,669.93	1,670.00	.07	100.0
TOTAL DEBT SERVICES	5,171.56	5,171.56	5,211.00	39.44	99.2
TOTAL DEBT SERVICE	5,171.56	5,171.56	5,211.00	39.44	99.2
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
312-900-9590 CONTINGENCY	.00	.00	97,177.00	97,177.00	.0
312-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	8,796.00	8,796.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	105,973.00	105,973.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	105,973.00	105,973.00	.0
TOTAL FUND EXPENDITURES	11,245.50	45,801.32	483,717.00	437,915.68	9.5
NET REVENUE OVER EXPENDITURES	( 3,399.02)	( 4,593.76)	( 133,413.00)	( 128,819.24)	( 3.4)

CITY OF LOWELL  
 BALANCE SHEET  
 NOVEMBER 30, 2023

BLACKBERRY JAM FUND

ASSETS

314-1110	ALLOCATED CASH		7,847.28	
	TOTAL ASSETS			<u>7,847.28</u>

LIABILITIES AND EQUITY

FUND EQUITY

314-3100	BEGINNING FUND BALANCE		13,758.71	
	REVENUE OVER EXPENDITURES - YTD	( 5,911.43)		
	BALANCE - CURRENT DATE		<u>( 5,911.43)</u>	
	TOTAL FUND EQUITY			<u>7,847.28</u>
	TOTAL LIABILITIES AND EQUITY			<u>7,847.28</u>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
314-315-4125 INTEREST EARNED	.13	.87	10.00	9.13	8.7
TOTAL INVESTMENT EARNINGS	.13	.87	10.00	9.13	8.7
<u>OTHER REVENUE</u>					
314-370-4824 BBJ DONATIONS	.00	551.00	.00	( 551.00)	.0
TOTAL OTHER REVENUE	.00	551.00	.00	( 551.00)	.0
<u>FUNDRAISING &amp; EVENT REVENUE</u>					
314-380-4861 CRAFT/COMMERCIAL BOOTH SALES	.00	1,055.00	1,115.00	60.00	94.6
314-380-4862 FOOD BOOTH SALES	.00	600.00	610.00	10.00	98.4
314-380-4864 JAM SALES	.00	987.19	810.00	( 177.19)	121.9
314-380-4870 SPONSORSHIP REVENUE	.00	.00	330.00	330.00	.0
314-380-4882 HORSESHOE TOURNEY REVENUE	.00	.00	95.00	95.00	.0
TOTAL FUNDRAISING & EVENT REVENUE	.00	2,642.19	2,960.00	317.81	89.3
<u>MISCELLANEOUS REVENUE</u>					
314-385-4895 MISCELLANEOUS REVENUE	.00	115.00	110.00	( 5.00)	104.6
TOTAL MISCELLANEOUS REVENUE	.00	115.00	110.00	( 5.00)	104.6
<u>TRANSFER FROM GENERAL FUND</u>					
314-390-4910 TRANSFER FROM GENERAL FUND	.00	.00	5,000.00	5,000.00	.0
TOTAL SOURCE 390	.00	.00	5,000.00	5,000.00	.0
TOTAL FUND REVENUE	.13	3,309.06	8,080.00	4,770.94	41.0

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS &amp; SERVICES</u>					
314-490-6118	.00	1,044.00	1,000.00	( 44.00)	104.4
314-490-6122	( 82.72)	.00	700.00	700.00	.0
314-490-6220	.00	.00	100.00	100.00	.0
314-490-6225	110.30	110.30	.00	( 110.30)	.0
314-490-6238	.00	11.16	100.00	88.84	11.2
314-490-6290	.00	950.00	7,450.00	6,500.00	12.8
314-490-6445	.00	313.89	1,400.00	1,086.11	22.4
314-490-6705	.00	400.00	1,000.00	600.00	40.0
314-490-6714	.00	3,485.11	150.00	( 3,335.11)	2323.4
314-490-6810	.00	.00	150.00	150.00	.0
314-490-6812	.00	.00	100.00	100.00	.0
314-490-6814	.00	294.00	500.00	206.00	58.8
314-490-6820	.00	.00	100.00	100.00	.0
314-490-6856	.00	.00	100.00	100.00	.0
314-490-6858	.00	112.03	.00	( 112.03)	.0
314-490-6864	.00	2,500.00	3,500.00	1,000.00	71.4
TOTAL MATERIALS & SERVICES	27.58	9,220.49	16,350.00	7,129.51	56.4
TOTAL NON-DEPARTMENTAL	27.58	9,220.49	16,350.00	7,129.51	56.4
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
314-900-9899	.00	.00	1,773.00	1,773.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	1,773.00	1,773.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	1,773.00	1,773.00	.0
TOTAL FUND EXPENDITURES	27.58	9,220.49	18,123.00	8,902.51	50.9
NET REVENUE OVER EXPENDITURES	( 27.45)	( 5,911.43)	( 10,043.00)	( 4,131.57)	( 58.9)

CITY OF LOWELL  
 BALANCE SHEET  
 NOVEMBER 30, 2023

PARKS SDC FUND

ASSETS

410-1110	ALLOCATED CASH	43,490.94	
410-1115	CASH IN BANK - LGIP	62,946.23	
	TOTAL ASSETS		106,437.17

LIABILITIES AND EQUITY

FUND EQUITY

410-3100	BEGINNING FUND BALANCE	105,231.59	
	REVENUE OVER EXPENDITURES - YTD	1,205.58	
	BALANCE - CURRENT DATE	1,205.58	
	TOTAL FUND EQUITY		106,437.17
	TOTAL LIABILITIES AND EQUITY		106,437.17

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
410-315-4125 INTEREST EARNED	258.31	1,205.58	200.00	( 1,005.58)	602.8
TOTAL INVESTMENT EARNINGS	258.31	1,205.58	200.00	( 1,005.58)	602.8
<u>SDC REVENUE</u>					
410-345-4510 PARK SDC FEES	.00	.00	1,004.00	1,004.00	.0
TOTAL SDC REVENUE	.00	.00	1,004.00	1,004.00	.0
TOTAL FUND REVENUE	258.31	1,205.58	1,204.00	( 1.58)	100.1

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
410-700-8520	.00	.00	93,275.00	93,275.00	.0
	.00	.00	93,275.00	93,275.00	.0
	.00	.00	93,275.00	93,275.00	.0
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
410-900-9895	.00	.00	8,443.00	8,443.00	.0
	.00	.00	8,443.00	8,443.00	.0
	.00	.00	8,443.00	8,443.00	.0
	.00	.00	101,718.00	101,718.00	.0
	258.31	1,205.58	( 100,514.00)	( 101,719.58)	1.2

CITY OF LOWELL  
 BALANCE SHEET  
 NOVEMBER 30, 2023

STREETS SDC FUND

ASSETS

412-1110	ALLOCATED CASH		34,079.33	
412-1115	CASH IN BANK - LGIP		48,711.39	
			<u>          </u>	
	TOTAL ASSETS			<u><u>82,790.72</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

412-3100	BEGINNING FUND BALANCE		81,857.73	
	REVENUE OVER EXPENDITURES - YTD	<u>932.99</u>		
	BALANCE - CURRENT DATE		<u>932.99</u>	
	TOTAL FUND EQUITY			<u><u>82,790.72</u></u>
	TOTAL LIABILITIES AND EQUITY			<u><u>82,790.72</u></u>

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
412-315-4125 INTEREST EARNED	199.90	932.99	150.00	( 782.99)	622.0
TOTAL INVESTMENT EARNINGS	199.90	932.99	150.00	( 782.99)	622.0
<u>SDC REVENUE</u>					
412-345-4512 TRANSPORTATION SDC	.00	.00	592.00	592.00	.0
TOTAL SDC REVENUE	.00	.00	592.00	592.00	.0
TOTAL FUND REVENUE	199.90	932.99	742.00	( 190.99)	125.7

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
412-700-8530 STREET IMPROVEMENTS	.00	.00	64,838.00	64,838.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	64,838.00	64,838.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	64,838.00	64,838.00	.0
 <u>OTHER REQUIREMENTS</u>					
 <u>OTHER REQUIREMENTS</u>					
412-900-9898 RESERVED FOR FUTURE USE - STRE	.00	.00	5,869.00	5,869.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	5,869.00	5,869.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	5,869.00	5,869.00	.0
TOTAL FUND EXPENDITURES	.00	.00	70,707.00	70,707.00	.0
NET REVENUE OVER EXPENDITURES	199.90	932.99	( 69,965.00)	( 70,897.99)	1.3

CITY OF LOWELL  
 BALANCE SHEET  
 NOVEMBER 30, 2023

WATER SDC FUND

ASSETS

430-1110	ALLOCATED CASH	126,674.57	
430-1115	CASH IN BANK - LGIP	318,003.06	
	TOTAL ASSETS		<u>444,677.63</u>

LIABILITIES AND EQUITY

FUND EQUITY

430-3100	BEGINNING FUND BALANCE	438,834.75	
	REVENUE OVER EXPENDITURES - YTD	5,842.88	
	BALANCE - CURRENT DATE	5,842.88	
	TOTAL FUND EQUITY		<u>444,677.63</u>
	TOTAL LIABILITIES AND EQUITY		<u>444,677.63</u>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
430-315-4125 INTEREST EARNED	1,303.53	6,082.88	500.00	( 5,582.88)	1216.6
TOTAL INVESTMENT EARNINGS	1,303.53	6,082.88	500.00	( 5,582.88)	1216.6
<u>SDC REVENUE</u>					
430-345-4530 WATER SDC	.00	.00	9,100.00	9,100.00	.0
TOTAL SDC REVENUE	.00	.00	9,100.00	9,100.00	.0
<u>TRANSFERS IN</u>					
430-390-4930 TRANSFER FROM WATER FUND	.00	.00	65,548.00	65,548.00	.0
TOTAL TRANSFERS IN	.00	.00	65,548.00	65,548.00	.0
TOTAL FUND REVENUE	1,303.53	6,082.88	75,148.00	69,065.12	8.1

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS &amp; SERVICES</u>					
430-490-6128 OTHER CONTRACT SERVICES	240.00	240.00	.00	( 240.00)	.0
TOTAL MATERIALS & SERVICES	240.00	240.00	.00	( 240.00)	.0
TOTAL NON-DEPARTMENTAL	240.00	240.00	.00	( 240.00)	.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
430-700-8540 WATER SYSTEMS IMPROVEMTS	.00	.00	390,473.00	390,473.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	390,473.00	390,473.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	390,473.00	390,473.00	.0
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
430-900-9893 RESERVED FOR FUTURE USE - WATE	.00	.00	35,047.00	35,047.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	35,047.00	35,047.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	35,047.00	35,047.00	.0
TOTAL FUND EXPENDITURES	240.00	240.00	425,520.00	425,280.00	.1
NET REVENUE OVER EXPENDITURES	1,063.53	5,842.88	( 350,372.00)	( 356,214.88)	1.7

CITY OF LOWELL  
 BALANCE SHEET  
 NOVEMBER 30, 2023

SEWER SDC FUND

ASSETS

440-1110	ALLOCATED CASH	50,819.10	
440-1115	CASH IN BANK - LGIP	71,538.51	
	TOTAL ASSETS		<u>122,357.61</u>

LIABILITIES AND EQUITY

FUND EQUITY

440-3100	BEGINNING FUND BALANCE	140,993.01	
	REVENUE OVER EXPENDITURES - YTD	( 18,635.40)	
	BALANCE - CURRENT DATE	( 18,635.40)	
	TOTAL FUND EQUITY		<u>122,357.61</u>
	TOTAL LIABILITIES AND EQUITY		<u>122,357.61</u>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

SEWER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
440-315-4125	INTEREST EARNED	293.70	1,371.61	500.00	( 871.61)	274.3
	TOTAL INVESTMENT EARNINGS	293.70	1,371.61	500.00	( 871.61)	274.3
<u>SDC REVENUE</u>						
440-345-4540	SEWER SDC	.00	1,071.00	1,071.00	.00	100.0
	TOTAL SDC REVENUE	.00	1,071.00	1,071.00	.00	100.0
	TOTAL FUND REVENUE	293.70	2,442.61	1,571.00	( 871.61)	155.5

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS &amp; SERVICES</u>					
440-490-6128 OTHER CONTRACT SERVICES	13,115.01	21,078.01	62,000.00	40,921.99	34.0
TOTAL MATERIALS & SERVICES	13,115.01	21,078.01	62,000.00	40,921.99	34.0
TOTAL NON-DEPARTMENTAL	13,115.01	21,078.01	62,000.00	40,921.99	34.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
440-700-8550 SEWER SYSTEMS	.00	.00	52,941.00	52,941.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	52,941.00	52,941.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	52,941.00	52,941.00	.0
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
440-900-9897 RESERVED FOR FUTURE USE - SEWE	.00	.00	4,792.00	4,792.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	4,792.00	4,792.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	4,792.00	4,792.00	.0
TOTAL FUND EXPENDITURES	13,115.01	21,078.01	119,733.00	98,654.99	17.6
NET REVENUE OVER EXPENDITURES	( 12,821.31)	( 18,635.40)	( 118,162.00)	( 99,526.60)	( 15.8)

CITY OF LOWELL  
 BALANCE SHEET  
 NOVEMBER 30, 2023

STORMWATER SDC FUND

ASSETS

445-1110	ALLOCATED CASH	35,519.24	
445-1115	CASH IN BANK - LGIP	50,778.33	
	TOTAL ASSETS		<u>86,297.57</u>

LIABILITIES AND EQUITY

FUND EQUITY

445-3100	BEGINNING FUND BALANCE	85,325.00	
	REVENUE OVER EXPENDITURES - YTD	972.57	
	BALANCE - CURRENT DATE	972.57	
	TOTAL FUND EQUITY		<u>86,297.57</u>
	TOTAL LIABILITIES AND EQUITY		<u>86,297.57</u>

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

STORMWATER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
445-315-4125	INTEREST EARNED	208.39	972.57	200.00	( 772.57)	486.3
	TOTAL INVESTMENT EARNINGS	208.39	972.57	200.00	( 772.57)	486.3
<u>SDC REVENUE</u>						
445-345-4545	STORM DRAINAGE SDC	.00	.00	1,000.00	1,000.00	.0
	TOTAL SDC REVENUE	.00	.00	1,000.00	1,000.00	.0
	TOTAL FUND REVENUE	208.39	972.57	1,200.00	227.43	81.1

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
445-700-8560 STORMWATER IMPROVEMENTS	.00	.00	75,456.00	75,456.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	75,456.00	75,456.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	75,456.00	75,456.00	.0
 <u>OTHER REQUIREMENTS</u>					
 <u>OTHER REQUIREMENTS</u>					
445-900-9897 RESERVED FOR FUTURE USE-STORM	.00	.00	6,921.00	6,921.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	6,921.00	6,921.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	6,921.00	6,921.00	.0
TOTAL FUND EXPENDITURES	.00	.00	82,377.00	82,377.00	.0
NET REVENUE OVER EXPENDITURES	208.39	972.57	( 81,177.00)	( 82,149.57)	1.2

CITY OF LOWELL  
 BALANCE SHEET  
 NOVEMBER 30, 2023

WATER RESERVE FUND

ASSETS

520-1110	ALLOCATED CASH	9,403.00	
520-1115	CASH IN BANK - LGIP	31,551.98	
	TOTAL ASSETS		40,954.98

LIABILITIES AND EQUITY

FUND EQUITY

520-3100	BEGINNING FUND BALANCE	40,351.72	
	REVENUE OVER EXPENDITURES - YTD	603.26	
	BALANCE - CURRENT DATE	603.26	
	TOTAL FUND EQUITY		40,954.98
	TOTAL LIABILITIES AND EQUITY		40,954.98

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

WATER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
520-315-4125	INTEREST EARNED	129.28	603.26	500.00	( 103.26)	120.7
	TOTAL INVESTMENT EARNINGS	129.28	603.26	500.00	( 103.26)	120.7
	TOTAL FUND REVENUE	129.28	603.26	500.00	( 103.26)	120.7

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

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	40,507.00	40,507.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	40,507.00	40,507.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	40,507.00	40,507.00	.0
TOTAL FUND EXPENDITURES	.00	.00	40,507.00	40,507.00	.0
NET REVENUE OVER EXPENDITURES	129.28	603.26	( 40,007.00)	( 40,610.26)	1.5

CITY OF LOWELL  
 BALANCE SHEET  
 NOVEMBER 30, 2023

SEWER RESERVE FUND

ASSETS

521-1110	ALLOCATED CASH	5,754.81	
521-1115	CASH IN BANK - LGIP	10,517.29	
	TOTAL ASSETS		16,272.10

LIABILITIES AND EQUITY

FUND EQUITY

521-3100	BEGINNING FUND BALANCE	16,070.81	
	REVENUE OVER EXPENDITURES - YTD	201.29	
	BALANCE - CURRENT DATE	201.29	
	TOTAL FUND EQUITY		16,272.10
	TOTAL LIABILITIES AND EQUITY		16,272.10

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

SEWER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
521-315-4125	INTEREST EARNED	43.13	201.29	200.00	( 1.29)	100.7
	TOTAL INVESTMENT EARNINGS	43.13	201.29	200.00	( 1.29)	100.7
	TOTAL FUND REVENUE	43.13	201.29	200.00	( 1.29)	100.7

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

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	16,222.00	16,222.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	16,222.00	16,222.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	16,222.00	16,222.00	.0
TOTAL FUND EXPENDITURES	.00	.00	16,222.00	16,222.00	.0
NET REVENUE OVER EXPENDITURES	43.13	201.29	( 16,022.00)	( 16,223.29)	1.3



City Administrator's Office  
P.O. Box 490 Lowell, OR 97452  
Phone: 541-937-2157  
Email: admin@ci.lowell.or.us

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**To:** Mayor Bennett and City Council  
**From:** Jeremy Caudle, City Administrator  
**Date:** Friday, November 16, 2023  
**Re:** Administrator's report for November

# MEMO

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This City Administrator's report covers activities since the November 21, 2023 regular meeting. A summary of major activities is as follows:

## **Public works items**

1. On November 21, the Public Works Director and I met with Civil West Engineering staff to discuss capacity at the water treatment plant. I requested this meeting to discuss the ability of the water treatment plant to meet current and planned demand. Civil West Engineer staff discussed completing a study on chlorine contact time. The study would determine if the contact time could be adjusted to increase water production. Civil West Engineering stated that they would contact the appropriate state agency to discuss the study and next steps. The consensus from that meeting is that the city has not kept up with the necessary steps to increase water treatment capacity given that the plant runs almost continuously during the summer months. The city must start planning now for expansion.
2. On December 5, the Public Works Director, City Engineer, and I met with representatives from Business Oregon and the U.S. Department of Agriculture. The purpose of the meeting was to discuss the city's water treatment plant expansion needs, as well as to learn more about their "one-stop" meeting process. During the "one-stop" meeting, these agencies present financing options for public infrastructure projects, including impacts on budgets and rates needed to finance the projects. City Council approval of an interest form is required by January 15. I will place that on your first January meeting agenda for review and approval so we can turn it in. During the meeting, we also discussed USDA funding through the Emergency Community Water Assistance Grant (ECWAG). This program can provide up to \$1 million in grants with no matching requirements. We would use these funds for water treatment plant retrofitting to address the turbidity emergency that the dam drawdown has caused. Civil West Engineering is identifying possible retrofit options and budgets for your review and approval at a future meeting.

## **Dam drawdown**

1. On November 23, the Public Works Director and I met with the Deputy Willamette Valley Operating Project Manager with U.S. Army Corps of Engineers' Portland District office to discuss the dam drawdown and better ways for our two organization to communicate. The District Manager stated that her agency would be willing to participate in the city's outreach and education efforts regarding the dam drawdown's effect on city water treatment.
2. On December 5, I spoke with my counterpart in Sweet Home to learn more about the public engagement processes that they've taken in response to the dam drawdown in their community.
3. With Mayor Bennett, met with various county, state, and federal representatives at Look-out Point to discuss the dam drawdown. This included a discussion of the long-term outlook for their dam operations, their plans to facilitate fish passage, and the environmental impact of the dam drawdowns.
4. Mayor Bennett and the Public Works Director, met with the Deputy Chief of Staff/District Director for Congresswoman Val Hoyle, along with the South Valley/Mid-Coast Regional Solutions Coordinator with Governor Kotek's office. We discussed possible funding from Congress to mitigate the effect of the dam drawdown.

## **Key financial items**

1. The document following this report summarizes changes to the chart of accounts that I authorized in collaboration with the city's contract account. These changes are intended to improve the recording, reporting, and monitoring of certain objects of expenditure. Keep that in mind for the purpose of comparison when you read future months' financial statements.
2. This past budget season, the Budget Committee talked about keeping higher balances of cash in the city's investment pool to increase interest earnings. To that end, I authorized a transfer of funds to the Local Government Investment Pool to keep the city's bank account balance no higher than \$500,000.
3. Over the past 2 months, I have clarified the process with staff regarding the handling of late payments and delinquent accounts for water/sewer bills. Those processes include strictly following the city's municipal code regarding late fees, account shutoffs, and prompt referral to collection agencies for delinquent accounts. What prompted this was that the receivables aging report showed that amounts that were 60 days or greater past due were increasing. Amounts that are 60 days or greater past due total \$9,062 as of 12/19/2023, which is down from about \$15,000 from 2 to 3 months ago. This is due to being more diligent and stricter about enforcing shutoff procedures. (As an aside, we have a process for customers to request a payment plan to bring their account current and avoid shut offs in case of hardship. I have approved several such repayment plans

over the past couple months.) A few other notes: (1) The agreement with our debt collection agency has expired. I will be bringing that to you for approval at a later meeting. (2) I have started requiring a copy of driver's licenses, or other ways to verify identity, to open utility accounts. This is to make it easier for the debt collection agency to track down people customers that the city has referred for collections. Staff have implemented a process to safeguard files containing personally identifiable information. (3) When we work on the rate study, we should increase the amount of the deposit required to open an account. The deposit amount hasn't changed in over 10 years. This will help the city recoup past due amounts when customers move out without paying a high final bill.

4. In October, the city's contract accountant completed a summary of the City Hall/library construction costs, as well as an analysis of how funding sources were allocated. You can find that information after this report.

### **Development issues**

1. On December 18, I met with the development team for a proposed planned development district in the Carol Street area. I believe the development team will turn in their required submittals in time for the planned January 3 joint meeting of City Council/Planning Commission.
2. During the week of December 11, I answered several questions from the developers of the Hyland Lane lot. The developers are still considering their options for the land use application process.
3. The school district's architect on the classroom/weightroom expansion requested an alteration to their sidewalk plan. According to a survey that they recently completed, at the city's request, it appears that 3 corners of the new building also extend slightly into the public right-of-way. The city's legal counsel is exploring the best way to bring this project into compliance with the city's right-of-way regulations, as well as to amend the sidewalk plan. I anticipate that City Council will see action on this item on a future meeting agenda.

### **Other items**

1. Following the December 7 special meeting, I forwarded the city's logo to Representative Cate's office for inclusion on the dam drawdown coalition letter.
2. I showed up at the December 7 Parks and Recreation Committee meeting. There was not a quorum, however, so the meeting was rescheduled to January.
3. With Mayor Bennett, met with Lane County's "Policy Team." The team included the following Lane County team members: Community and Economic Development Interim Manager; Policy Director; Intergovernmental Relations Manager; Disaster Recovery

Manager; Climate Senior Policy Services Coordinator; Emergency Manager Senior Management Analyst. Our discussion was wide-ranging and included everything from emergency management planning and funding to the city's infrastructure needs.

4. On December 14, I met with Lane County's National Hazard Mitigation Plan steering committee. Now that Lane County's plan (including Lowell's annex) has received FEMA approval, we started the discussion on implementing projects in the mitigation plan.
5. On December 4, I received notification from the Instituto Cervantes that I passed the exam to receive a Diploma de Español como Lengua Extranjera for level B1. I took the exam in October at the University of Washington in Seattle.

For Purposes of this spreadsheet if an account is listed as "FFF-DDD-1234" That means this account exists within multiple funds and in the case of the General Fund, it may exist in multiple departments and all affected accounts have changed Journal entries have been entered to make these changes effective with the November Financial Statements Please update any subsidiary worksheets or other tools that you may use when coding accounts payable

New Account	New Title	Old Account	Old Title	What to Code Here
n/a	n/a	110-410-6190	Computer Serv/Warr/Contracts	Deleted - Unused
110-440-6112	Legal Services	n/a	n/a	NEW ACCOUNT All legal services for community development LCOG, Chennoweth Law Group, TPJUW PC, etc.
110-440-6117	Planning Services	110-440-6522	Land Use/ Development Costs	NEW ACCOUNT LCOG Planning Services Any other planning services we may pay for through another vendor in the future
FFF-DDD-6220	Postage, Printing & Publications	n/a	Publications, Printing & Dues	This account has changed titles & had a slight change in purpose. Postage should go here Memberships & Dues Go to FFF-DDD-6245
FFF-DDD-6245	Memberships & Dues	FFF-DDD-6220	Publications, Printing & Dues	NEW ACCOUNT All annual memberships, LOC, LCOG (dues), OAWU, OHA, OACA, OCCMA, OMRA & any other dues we pay annually just to be a member
n/a	n/a	FFF-DDD-6226	Postage	Deleted - Merged with FFF-DDD-6220
n/a	n/a	110-410-6132	LCOG	Deleted - Unused LCOG Dues post to 110-410-6245
FFF-DDD-6225	Software & Subscriptions	n/a	n/a	NEW ACCOUNT All software subscriptions & other subscriptions Caselle support invoices, Kamstrup annual Maint agreement, Civic Plus (Muni Code), Office 365, Zoom, Cloud Storage etc. These items were being coded in multiple locations, but mostly IT Services
n/a	n/a	FFF-DDD-6122	IT Services	This account should only be used for technical support such as when LCOG or other provider helps us to resolve an issue or provides technical support that is a separate contract from software maintenance agreements.
n/a	n/a	FFF-DDD-6240	Travel, Training & Certifications	Post all training expenses, travel expenses & any expenses related to obtaining certifications needed such as Water/Wastewater individual Certifications

**City of Lowell**  
**Reconciliation of Project Expenses**  
**City Hall/ Library Renovation**  
**For the Year Ending: June 30, 2023**  
**Total Project Costs - Fixed Assets & Non Capitalized Items - By Funding Summary**

Type	Expense
Fiscal Year	(Multiple Items)

Sum of Amount			Phase				
Funding Source	Funding Name	Funding Request	Purpose	City Hall	Library	Conf Room	Grand Total
1	Ford Foundation	1.01	Construction		190,655.61		190,655.61
			Legal Services		300.96		300.96
			Bid Advertisement		509.43		509.43
	Ford Foundation Total				191,466.00		191,466.00
<b>1 Total</b>				<b>191,466.00</b>			<b>191,466.00</b>
2	OEDD Loan - L22010	2.01	Construction	59,773.59	5,738.75		65,512.34
			City Hall	3,889.83			3,889.83
			Library		9,076.26		9,076.26
			Design & Engineering	971.00	2,719.00		3,690.00
		2.02	Legal Services	128.98			128.98
			Bid Advertisement	111.08			111.08
			HVAC System	2,912.20	9,319.04		12,231.24
			Construction	37,102.99	94,318.02	4,163.26	135,584.27
OEDD Loan - L22010 Total				104,889.67	121,171.07	4,163.26	230,224.00
<b>2 Total</b>				<b>104,889.67</b>	<b>121,171.07</b>	<b>4,163.26</b>	<b>230,224.00</b>
3	ARPA - 1	3.01	Design & Engineering		38,734.03		38,734.03
			Asbestos Study		1,995.00		1,995.00
			Legal Services		201.91		201.91
		3.02	Construction	1,971.52	2,785.72		4,757.24
			Design & Engineering	8,474.32	6,214.48		14,688.80
			Asbestos Study	380.00			380.00
			Legal Services	28.23			28.23
			IT Services	92.56	370.22		462.78
			PW Fee	157.73	292.92		450.65
		3.03	Bldg Permit Fees	2,843.14	11,372.55		14,215.69
			Bid Advertisement	107.25			107.25
			ARPA - 1 Total				14,054.75
<b>3 Total</b>				<b>14,054.75</b>	<b>61,966.83</b>		<b>76,021.58</b>
4	ARPA - 2	4.01	Computer/Network	7,761.34			7,761.34
			Security System	2,283.28	5,327.67		7,610.95
		4.02	Construction	7,429.29	23,405.50	2,728.08	33,562.87
			Furnishings	13,688.60	4,042.32		17,730.92
ARPA - 2 Total				31,162.51	32,775.49	2,728.08	66,666.08
<b>4 Total</b>				<b>31,162.51</b>	<b>32,775.49</b>	<b>2,728.08</b>	<b>66,666.08</b>
5	Lane County	5.01	Construction			33,658.08	33,658.08
			HVAC System			2,329.76	2,329.76
		5.02	Construction			14,012.17	14,012.17
Lane County Total						50,000.01	50,000.01
<b>5 Total</b>						<b>50,000.01</b>	<b>50,000.01</b>
6	OR State Library	6.01	Software		2,000.00		2,000.00
			Equipment		2,249.29		2,249.29
			Computer/Network		7,384.78		7,384.78
		6.02	Equipment		80.93		80.93
			Computer/Network		560.00		560.00
OR State Library Total					12,275.00	12,275.00	
<b>6 Total</b>					<b>12,275.00</b>		<b>12,275.00</b>

**City of Lowell**  
**Reconciliation of Project Expenses**  
**City Hall/ Library Renovation**  
**For the Year Ending: June 30, 2023**  
**Total Project Costs - Fixed Assets & Non Capitalized Items - By Funding Summary**

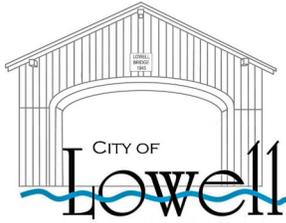
Type	Expense
Fiscal Year	(Multiple Items)

Sum of Amount			Phase				
Funding Source	Funding Name	Funding Request	Purpose	City Hall	Library	Conf Room	Grand Total
7	Roundhouse	7.01	Books		1,109.34		1,109.34
		7.02	Books		18,890.66		18,890.66
	<b>Roundhouse Total</b>					<b>20,000.00</b>	
<b>7 Total</b>					<b>20,000.00</b>		<b>20,000.00</b>
8	Ready 2 Read	8.01 Library Kids Area			885.07		885.07
		Books			114.93		114.93
	<b>Ready 2 Read Total</b>					<b>1,000.00</b>	
<b>8 Total</b>					<b>1,000.00</b>		<b>1,000.00</b>
9	Donations	9.01 Computer/Network			558.49		558.49
		9.02 Equipment			25,550.94		25,550.94
		Computer/Network			219.49		219.49
		Books			211.18		211.18
		9.03 Books			847.23		847.23
<b>Donations Total</b>					<b>27,387.33</b>		<b>27,387.33</b>
<b>9 Total</b>					<b>27,387.33</b>		<b>27,387.33</b>
10	City Matching	10.01 Furnishings			585.42		585.42
		10.03 Construction		234.03	420.29		654.32
		Equipment		115.79	2,354.68		2,470.47
		Furnishings			3,944.20		3,944.20
		Permits		78.06	182.13		260.19
		<b>City Matching Total</b>			<b>427.88</b>	<b>7,486.72</b>	
<b>10 Total</b>					<b>427.88</b>	<b>7,486.72</b>	<b>7,914.60</b>
<b>Grand Total</b>				<b>150,534.81</b>	<b>475,528.44</b>	<b>56,891.35</b>	<b>682,954.60</b>

Funding Sources:

No	Funding Source	Award Date	Amount	Expended	Remaining
1	Ford Foundation Grant	3/14/2022	191,466.00	191,466.00	-
2	OEDD Loan - L22010	5/11/2022	230,224.00	230,224.00	-
3	ARPA Grant - 1st Tranche	8/24/2021	76,021.58	76,021.58	-
4	ARPA Grant - 2nd Tranche	8/31/2022	66,666.07	66,666.08	(0.01)
5	Lane County - Conference Room	7/11/2022	50,000.00	50,000.00	-
6	Oregon State Library	5/9/2022	12,275.00	12,275.00	-
7	Roundhouse Foundation	6/28/2022	20,000.00	20,000.00	-
8	OR - Ready to Read Grant 2022	12/30/2021	1,000.00	1,000.00	-
9	Donations	Pending	32,933.95	27,387.33	5,546.62
10	City Matching Funds	Multiple	3,970.40	3,970.40	-
11	OCF	TBD	-	-	-
12	OR - Ready to Read Grant 2023	TBD	-	-	-
Total Funding Sources:			684,557.00	679,010.39	5,546.61

Keep \$5K for bricks



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

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**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works Director  
**DATE:** December 19, 2023  
**SUBJECT:** Public Works Report

### **Streets and Parks**

Staff noticed abnormally high electric usage at Rolling Rock Park. After further investigation it looked to be the heater in the Caboose. The breaker to the Caboose was shut off and the Electrician is scheduled to look at it this week.

The Men's restroom at Paul Fisher Park is closed due to a blocked sewer line. The kids removed the sewer cleanout cap and packed the line with rocks. Other than this issue there have been no other issues with either of the Park's restrooms. Fingers crossed!

A contractor re-graded, shaped and compacted East First Street where the water main issue was. This process will need to be repeated periodically, especial during the wet weather season.

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

As of December 16<sup>th</sup>, Lookout Point Reservoir is in the filling stage. We have noticed a decrease in sediment in Dexter Reservoir allowing us to reduce chemicals and make water more consistently. We are still running the plant at 50% capacity and are expecting to slowly be able to increase production overtime.

Staff meet with Charlie Conrad and representatives from USACE at the water treatment plant Friday the 8<sup>th</sup>, regarding the Lookout Point Deep Draw.

Staff also meet with representatives from Val Hoyle's office on the 13<sup>th</sup> regarding Lookout Reservoir Deep Draw.

On November 21<sup>st</sup> we had a meeting with Civil West to discuss increasing the City's allowable production gallons per minute to 250GPM. This would be a short-term fix to meet future developmental needs until a new Water Treatment Plant is built. The engineer stated Oregon Health Authority would like the City to perform another Contact Time Tracer Study to prove we can meet the chlorine and time requirements. We will need to wait until lake conditions improve to be able to run the plant at the speed and perform the test.

**Wastewater Treatment/Collections**

Contractors were onsite Thursday December 14<sup>th</sup> to perform a video inspection of the sewer collection system leading to the Lift Station. While we did not see any extreme breaks allowing ground and rainwater to enter, we did find a few small sources of infiltration that should be fairly inexpensive to repair and have a noticeable reduction in infiltration.

Although it was a struggle, we did not violate or overflow the lift station during the two atmospheric river rain events we have had recently.

Maggie Osgood Library

Report for December 19, 2023

Submitted by Peggy O’Kane, Library Director

<b>Statistics as of Dec 1, 2023</b>	<b>Statistics for November 2023</b>
Total Items in the catalog: 6375	Material added: 98
Total Library cards: 309	Patrons added: 7
	Total checkouts: 308
	Visits to the library: 177

#### **November Activities**

- Received Grant from Oregon Heritage Trust
- Began research on oral histories in preparation for a grant application.
- Encouraged people to apply for the Library Committee
- Set up and began used book sale.
- Began organizing material at Old City Hall.
- Scheduled speakers for the weekly series beginning in January – there are still 3 slots in March available.

#### **Next Steps**

- Meet with State Library Consultant regarding Digitization Project
- Order equipment for Digitization Project
- Draft LSTA grant for Oral History Project

# Agenda Item Sheet

City of Lowell City Council



Type of item:	Appointments
---------------	--------------

**Item title/recommended action:**

Motion to approve Resolution 820, "A resolution making appointments to fill expiring terms on the Planning Commission." – Discussion/ Possible action

- a. Bill George
- b. Brenda Sirois
- c. John Petrie

**Justification or background:**

Staff issued a call for applications to fill vacant seats to the city's boards, commissions, and committees in the November 2023 issue of "The Bridge." The Planning Commission has 3 positions whose terms will expire on 12/31/2023. The table below shows the current composition of the Planning Commission. The highlighted rows show seats that have expired or that will expire by the end of the year.

Commissioner	Term expiration
Suzanne Kintzley	12/31/2024
Carmen Trimble	12/31/2024
Lloyd Hall	12/31/2023
Jason Pickett	12/31/2023
Bill George	12/31/2023

**Agenda Item Sheet**  
City of Lowell City Council



Type of item:	Appointments
---------------	--------------

In response to the call for volunteers, staff received 3 applications who are placed on a draft resolution for City Council consideration. The resolution lists the 3 applicants to appointment to the Planning Commission for a term ending 12/31/2025.

**Budget impact:**  
N/A

**Department or Council sponsor:**  
Administration

**Attachments:**  
Applications from: Bill George, Brenda Sirois, John Petrie

Meeting date:	12/19/2023
---------------	------------



# VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	BILL GEORGE
Street Address:	125 MARINA VISTA DRIVE
Mailing Address:	PO BOX 305
City/State/Zip Code:	LOWELL, OR. 97452
Home Phone:	541-537-2078
Work Phone: - CELL	541-510-5607
E-Mail Address:	BDGEORGE841@AOL.COM

Background	
Years of Residence in Lowell:	20
Place of Employment:	RETIRED
Occupation:	
Educational Background:	K-12 NAVY SCHOOLS
Prior Civic Activities:	BUDGET - PLANNING - COUNCIL AND MAYOR FOR LOWELL

### Boards, Commissions, or Committees of Interest

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

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library (choose one) Committee / Volunteer
- Blackberry Jam Festival (choose one) Committee / Volunteer
- Other short-term task groups \_\_\_\_\_

RECEIVED  
OCT 26 2008

BY: 

**Special Skills or Qualifications**

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

MANY YEARS IN BUSINESS FOR MYSELF IN TRANSPORTATION AND PRINTING. PRESENTLY AS A LANDLORD IN LOWELL.

**Motivation**

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

TO OFFER MY YEARS OF EXPERIENCE FOR THE GOOD OF LOWELL.

**Special Notice**

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

**Agreement and Signature**

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

Name (printed)	BILL GEORGE
Signature	<i>Bill George</i>
Date	10-24-2023

**Our Policy**

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**Applications may be submitted by mail, in person, or email to:**  
City of Lowell  
P.O. Box 490  
70 N Pioneer St  
Lowell, OR 97452  
jcaudle@ci.lowell.or.us



# VOLUNTEER APPLICATION

## BOARDS, COMMISSIONS, AND COMMITTEES

<b>Contact Information</b>	
Name:	Brenda Sirois
Street Address:	482 E Fourth Street
Mailing Address:	Same
City/State/Zip Code:	97452
Home Phone:	541-225-7672
Work Phone:	
E-Mail Address:	BJSirois@gmail.com

<b>Background</b>	
Years of Residence in Lowell:	< 1 year
Place of Employment:	Retired
Occupation:	Professional Career as Environmental Consultant /Strategic Planner
Educational Background:	MS Geological Sciences 1986 MA Clinical Mental Health Counseling
Prior Civic Activities:	Therapeutic Foster Parent Special Olympics Coach Community Based Project Manager for Integrated Resource Planning

### **Boards, Commissions, or Committees of Interest**

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

- City Council**
- Budget Committee**
- Planning Commission**
- Parks and Recreation Committee**
- Economic Development Committee**
- Library (choose one)      Committee / Volunteer**
- Blackberry Jam Festival (choose one)      Committee / Volunteer**
- Other short-term task groups \_\_\_\_\_**

## Special Skills or Qualifications

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

Solid foundation in municipal and civic processes and policies, with experience working in small and large groups that often must grapple with hard issues and multiple objectives. I have almost 2 decades of working at the Eugene Water & Electric Board as an analysts, project manager and strategic planner. One of the reasons I chose to move to Lowell was that there is a library and a planning process for future decisions.

## Motivation

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

I value and honor public input and diverse public process. I appreciate opportunities to serve and shape my community in a way that is positive for future generations.

## Special Notice

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

## Agreement and Signature

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

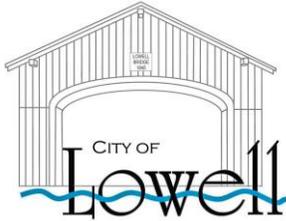
Name (printed)	Brenda Sirois
Signature	
Date	11/21/2023

## Our Policy

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

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City of Lowell  
P.O. Box 490  
70 N Pioneer St  
Lowell, OR 97452  
jcaudle@ci.lowell.or.us



## VOLUNTEER APPLICATION

### BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	John F Petrie
Street Address:	387 Marina Vista Dr
Mailing Address:	PO Box 274
City/State/Zip Code:	Lowell OR 97452
Home Phone:	541-915-5550 Cell
Work Phone:	541-343-3395
E-Mail Address:	johnpetrie758@msn.com

Background	
Years of Residence in Lowell:	1 year
Place of Employment:	Clarke's Sheet Metal, Inc / Eugene, OR
Occupation:	Accountant
Educational Background:	Bachelor's Degree in Accounting
Prior Civic Activities:	Budget Committee - Current Member

### Boards, Commissions, or Committees of Interest

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

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

## Special Skills or Qualifications

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

I have no direct Planning skills, however, in my many years as an accountant I have developed some strong attention to detail skills, that I believe will be a great asset to the Committee.

## Motivation

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

I have only been part of the community for a short time but I already see that this place is home. And I want to give back where I can to insure my home stays as comfortable to me in the future as it feels now.

## Special Notice

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

## Agreement and Signature

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

Name (printed)	John F Petrie
Signature	
Date	11/16/2023

## Our Policy

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

City of Lowell  
P.O. Box 490  
107 East Third Street  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)

**CITY OF LOWELL, OREGON**

**RESOLUTION 820**

**A RESOLUTION MAKING APPOINTMENTS TO THE PLANNING  
COMMISSION TO FILL EXPIRING TERMS.**

---

**The City Council of the City of Lowell finds as follows:**

Three Planning Commission terms are scheduled to expire on December 31, 2023. In accordance with Sec. 2.600, *et seq.*, of the Lowell Revised Code, the city issued a call for applications to fill the expiring terms. The City Council has reviewed the applications received and wishes to appoint the people listed below.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell as follows:**

**Section 1.** That the following appointments to the Planning Commission are approved.

<b>Appointee</b>	<b>For the term expiring</b>
Bill George	December 31, 2025
Brenda Sirois	December 31, 2025
John Petrie	December 31, 2025

**Section 2.** That the appointments are effective as of January 1, 2024.

**Adopted by the City Council of the City of Lowell on this 19<sup>th</sup> day of December 2023.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

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Don Bennett, Mayor

ATTEST:

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Jeremy Caudle, City Recorder

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# Agenda Item Sheet

City of Lowell City Council



Type of item:	Appointments
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**Item title/recommended action:**

<p>2. Motion to approve Resolution 821, "A resolution making appointments to fill expiring terms on the Blackberry Jam Festival Committee." – Discussion/ Possible action</p> <ul style="list-style-type: none"> <li>a. George Wild</li> <li>b. Lonna Bennett</li> <li>c. Rustie Ackland</li> <li>d. Meesa Anders</li> </ul>
--

**Justification or background:**

Staff issued a call for applications to fill vacant seats to the city's boards, commissions, and committees in the November 2023 issue of "The Bridge." The Blackberry Jam Committee has 3 positions whose terms are expiring, as well as 1 vacancy. The table below shows the current composition of the BBJ Committee. The highlighted rows show seats that have expired or that will expire by the end of the year.

Committee member	Term expiration
Lonna Bennett	12/31/2023
Rustie Ackland	12/31/2023
Meesa Anders	12/31/2023
Tony Moreci	12/31/2024
Vacant	12/31/2024

**Agenda Item Sheet**  
City of Lowell City Council



Type of item:	Appointments
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In response to the call for volunteers, staff received 4 applications who are placed on the draft resolution for City Council consideration. The resolution will lists the 4 applicants to appointment to the --3 for terms ending 12/31/2025 and the other for a term ending 12/31/2024.

**Budget impact:**  
N/A

**Department or Council sponsor:**  
Administration

**Attachments:**  
Applications from: George Wild, Lonna Bennett, Rustie Ackland, Meesa Anders

Meeting date:	12/19/2023
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**VOLUNTEER APPLICATION**  
BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	GEORGE WILD
Street Address:	200 MARINA VISTA DR
Mailing Address:	P.O. BOX 224
City/State/Zip Code:	LOWELL OR 97452
Home Phone:	541-937-2664
Work Phone:	—
E-Mail Address:	STAMFAIR@AOL.COM

Background	
Years of Residence in Lowell:	22
Place of Employment:	RETIRED
Occupation:	"
Educational Background:	COLLEGE > G.B. UNIVERSITY
Prior Civic Activities:	VOLUNTEER GRASS CUTTING PRIOR TO PUBLIC WORKS, 6 YEARS CITY COUNCIL, PARKS COM, BBS COM, CABOOSE

**Boards, Commissions, or Committees of Interest**

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

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library (choose one) Committee / Volunteer
- Blackberry Jam Festival (choose one) Committee / Volunteer
- Other short-term task groups GENERAL IF NEEDED

### Special Skills or Qualifications

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

LEADERSHIP SKILLS :- RECRUIT, TRAIN, DELEGATE,  
INSPECT, CHAIR OF BBB FOR SEVERAL YEARS

### Motivation

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

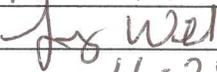
HAVE A PASION TO SEE LOWELL AS A PLACE TO  
LIVE WITH A STRONG VOLUNTEER FORCE

### Special Notice

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

### Agreement and Signature

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

Name (printed)	GEORGE WILD
Signature	
Date	11-28-2023

### Our Policy

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City of Lowell  
P.O. Box 490  
70 N Pioneer St  
Lowell, OR 97452  
jcaudle@ci.lowell.or.us



# VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

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

Background	
Years of Residence in Lowell:	13 yrs
Place of Employment:	San Jose Unified School District
Occupation:	Teacher (Retired now)
Educational Background:	5 yrs. of college, B.A.
Prior Civic Activities:	Grange Secretary Blackberry Jam committee

### Boards, Commissions, or Committees of Interest

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

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library (choose one)      Committee / Volunteer
- Blackberry Jam Festival (choose one)      Committee / Volunteer
- Other short-term task groups \_\_\_\_\_

RECEIVED  
MAY 11 2011  
BY: SA

### Special Skills or Qualifications

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

*I can speak Spanish.*

### Motivation

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

*To keep the BBJ going year after year.*

### Special Notice

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

### Agreement and Signature

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

Name (printed)	<i>Lonna Bennett</i>
Signature	<i>Lonna Bennett</i>
Date	<i>Oct. 27, 2023</i>

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P.O. Box 490  
70 N Pioneer St  
Lowell, OR 97452  
jcaudle@ci.lowell.or.us



# VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Ruthie Ackland
Street Address:	45265 Commercial St.
Mailing Address:	PO Box 233
City/State/Zip Code:	Oakridge Or 97463
Home Phone:	541-731-4146
Work Phone:	541-726-7211
E-Mail Address:	rackland@bannerbank.com

Background	
Years of Residence in Lowell:	0
Place of Employment:	Banner Bank
Occupation:	Branch Manager
Educational Background:	High School Diploma
Prior Civic Activities:	many

### Boards, Commissions, or Committees of Interest

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

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library (choose one)      Committee / Volunteer
- Blackberry Jam Festival (choose one)      Committee / Volunteer
- Other short-term task groups \_\_\_\_\_

### Special Skills or Qualifications

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

I have been on this committee for a couple of years now and enjoying being involved in the community.

### Motivation

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

### Special Notice

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

### Agreement and Signature

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

Name (printed)	Rustie L. Adkard
Signature	Rustie Adkard
Date	10/25/23

### Our Policy

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City of Lowell  
P.O. Box 490  
70 N Pioneer St  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)



**VOLUNTEER APPLICATION**  
BOARDS, COMMISSIONS, AND COMMITTEES

<b>Contact Information</b>	
Name:	Marisa (Meesa) Anders
Street Address:	455 North Shore Dr
Mailing Address:	PO 544
City/State/Zip Code:	Lowell, Oregon
Home Phone:	541-206-2727
Work Phone:	541-521-0361
E-Mail Address:	<u>mmanders@petersoncat.com</u>

<b>Background</b>	
Years of Residence in Lowell:	6
Place of Employment:	Peterson Cat
Occupation:	Fluid Analysis Manager
Educational Background:	High School, Some College
Prior Civic Activities:	Catholic Community services food bank, Sacred heart candy-striper, Event planning for Peterson, Blackberry Jam Committee, <i>City of Lowell Parks &amp; Rec Committee</i>

**Boards, Commissions, or Committees of Interest**

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

- City Council**
- Budget Committee**
- Planning Commission**
- Parks and Recreation Committee**
- Economic Development Committee**
- Library (choose one)      Committee / Volunteer**
- Blackberry Jam Festival (choose one)      Committee / Volunteer**
- Other short-term task groups \_\_\_\_\_**

### Special Skills or Qualifications

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

I have worn many hats over the years. I have always been interested in getting involved in the community committees. I have excellent planning capabilities and love to find new ways to solve old problems with thinking outside the box attitudes.  
I have a lot to learn about the process and rules of a governed committee and look forward to an opportunity to do so.

### Motivation

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

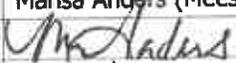
I'm very interested in being apart of our community where my kids are growing up. Also, the future planning for the parks goes hand in hand with being a lead member of the Blackberry Jam Festival.

### Special Notice

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

### Agreement and Signature

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

Name (printed)	Marisa Anders (Meesa)
Signature	
Date	11/28/23

### Our Policy

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City of Lowell  
P.O. Box 490  
70 N Pioneer St  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)

**CITY OF LOWELL, OREGON**

**RESOLUTION 821**

**A RESOLUTION MAKING APPOINTMENTS TO THE PLANNING  
COMMISSION TO FILL EXPIRING TERMS.**

---

**The City Council of the City of Lowell finds as follows:**

Three Blackberry Jam Festival Committee terms are scheduled to expire on December 31, 2023. Also, the Blackberry Jam Festival Committee currently has one vacancy. In accordance with Sec. 2.600, *et seq.*, of the Lowell Revised Code, the city issued a call for applications to fill the expiring terms and vacancy. The City Council has reviewed the applications received and wishes to appoint the people listed below.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell as follows:**

**Section 1.** That the following appointments to the Planning Commission are approved.

<b>Appointee</b>	<b>For the term expiring</b>
George Wild	December 31, 2024
Lonna Bennett	December 31, 2025
Rustie Ackland	December 31, 2025
Meesa Anders	December 31, 2025

**Section 2.** That the appointments are effective as of January 1, 2024.

[THIS SECTION INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW.]

**Adopted by the City Council of the City of Lowell on this 19<sup>th</sup> day of December 2023.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

---

Don Bennett, Mayor

ATTEST:

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Jeremy Caudle, City Recorder

# Agenda Item Sheet

City of Lowell City Council



Type of item:	Appointments
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**Item title/recommended action:**

<p>3. Motion to approve Resolution 822, "A resolution making appointments to fill expiring terms on the Parks and Recreation Committee." – Discussion/ Possible action</p> <ul style="list-style-type: none"> <li>a. Joe Brazill</li> <li>b. Shannon Fassbender</li> <li>c. Tony Moreci</li> <li>d. George Wild</li> </ul>
--

**Justification or background:**

Staff issued a call for applications to fill vacant seats to the city's boards, commissions, and committees in the November 2023 issue of "The Bridge." The Parks and Recreation Committee has 3 positions whose terms will expire on 12/31/2023, as well as 1 position whose term has already expired. The table below shows the current composition of the Planning Commission. The highlighted rows show seats that have expired or that will expire by the end of the year.

Committee member	Term expiration
Joe Brazill	12/31/2023
Shannon Fassbender	12/31/2023
Tony Moreci	12/31/2023
George Wild (Term is currently expired. Appointment to this seat will be through 12/31/2024.)	12/31/2024
Meesa Anders	12/31/2024

**Agenda Item Sheet**  
City of Lowell City Council



Type of item:	Appointments
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In response to the call for volunteers, staff received 4 applications who are placed on the draft resolution for City Council consideration. The resolution lists 3 applicants to appointment to the Parks Committee for a term ending 12/31/2025 and 1 applicant for a term ending 12/31/2024.

**Budget impact:**  
N/A

**Department or Council sponsor:**  
Administration

**Attachments:**  
Applications from: Joe Brazill, Shannon Fassbender, Tony Moreci, George Wild

Meeting date:	12/19/2023
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# VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Joseph Brazill
Street Address:	156 Wetleay Drive
Mailing Address:	156 Wetleay Drive
City/State/Zip Code:	Lowell OR 97452
Home Phone:	206 920 3256
Work Phone:	206 920 3256
E-Mail Address:	joe.brazill@gmail.com

Background	
Years of Residence in Lowell:	
Place of Employment:	Physical Therapy Services
Occupation:	Physical Therapist
Educational Background:	BS Business Marketing Doctorate of Physical Therapy
Prior Civic Activities:	Parks & Recreation Committee

### Boards, Commissions, or Committees of Interest

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

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library (choose one)      Committee / Volunteer
- Blackberry Jam Festival (choose one)      Committee / Volunteer
- Other short-term task groups \_\_\_\_\_

BY:   
NOV 20 2011  
REGISTERED

### Special Skills or Qualifications

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

working with people. understanding budgets.

### Motivation

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

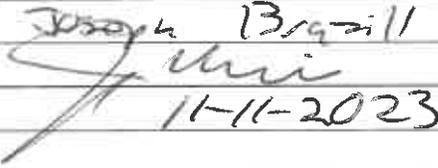
To ensure the parks in Lowell are supported.

### Special Notice

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

### Agreement and Signature

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

Name (printed)	Joseph Brazil
Signature	
Date	11-11-2023

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70 N Pioneer St  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)



# VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

<b>Contact Information</b>	
Name:	Shannon Fassbender
Street Address:	121 S Pioneer St
Mailing Address:	Same as above
City/State/Zip Code:	Lowell, OR 97452
Home Phone:	541-515-5675
Work Phone:	541-937-2124 Ext.122
E-Mail Address:	sfass321@gmail.com

<b>Background</b>	
Years of Residence in Lowell:	7 Years
Place of Employment:	Lowell School District
Occupation:	District Secretary
Educational Background:	BA degree in Healthcare Administration
Prior Civic Activities:	Parks Rec Committee, Trunk or Treat, Christmas Parade, and Blackberry Jam Festival.

## Boards, Commissions, or Committees of Interest

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

- City Council**
- Budget Committee**
- Planning Commission**
- Parks and Recreation Committee**
- Economic Development Committee**
- Library (choose one)      Committee / Volunteer**
- Blackberry Jam Festival (choose one)      Committee / Volunteer**
- Other short-term task groups \_\_\_\_\_**

## Special Skills or Qualifications

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

I have already been on the parks and rec committee for the last two years. I also work for the District and I am able to get students more involved in the community. I also have been running the trunk or treat in Lowell for 4 years now, and the Christmas parade for 3 years.

## Motivation

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

I am interested in being more involved in the community, as well as have a say with our parks as I have children in this community.

## Special Notice

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

## Agreement and Signature

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

Name (printed)	Shannon Fassbender
Signature	<i>Shannon Fassbender</i>
Date	11/13/2023

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70 N Pioneer St  
Lowell, OR 97452  
jcaudle@ci.lowell.or.us



# VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	TONY MORECI
Street Address:	
Mailing Address:	
City/State/Zip Code:	
Home Phone:	541-214-3873
Work Phone:	
E-Mail Address:	oregontony@yahoo.com

Background	
Years of Residence in Lowell:	
Place of Employment:	Bridgetown Market
Occupation:	Electrician - Carpenter
Educational Background:	High School grad Trade school grad
Prior Civic Activities:	Boy scout leader Public access cable show for church BBJ

### Boards, Commissions, or Committees of Interest

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

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library (choose one)      Committee / Volunteer
- Blackberry Jam Festival (choose one)      Committee / Volunteer
- Other short-term task groups \_\_\_\_\_

### Special Skills or Qualifications

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

Have 4 grandkids, want our parks to be wonderful for them + all kids

### Motivation

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

love helping out

### Special Notice

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

### Agreement and Signature

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

Name (printed)	ANTHONY MORECI
Signature	
Date	11/28/23

### Our Policy

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

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

City of Lowell  
P.O. Box 490  
70 N Pioneer St  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)



**VOLUNTEER APPLICATION**  
BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	GEORGE WILD
Street Address:	200 MARINA VISTA DR
Mailing Address:	P.O. BOX 224
City/State/Zip Code:	LOWELL OR 97452
Home Phone:	541-937-2664
Work Phone:	—
E-Mail Address:	STAMFAIR@AOL.COM

Background	
Years of Residence in Lowell:	22
Place of Employment:	RETIRED
Occupation:	"
Educational Background:	COLLEGE > G.B. UNIVERSITY
Prior Civic Activities:	VOLUNTEER GRASS CUTTING PRIOR TO PUBLIC WORKS, 6 YEARS CITY COUNCIL, PARKS COM, BBS COM, CABOOSE

**Boards, Commissions, or Committees of Interest**

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

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library (choose one) Committee / Volunteer
- Blackberry Jam Festival (choose one) Committee / Volunteer
- Other short-term task groups GENERAL IF NEEDED

### Special Skills or Qualifications

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

LEADERSHIP SKILLS :- RECRUIT, TRAIN, DELEGATE,  
INSPECT, CHAIR OF BBB FOR SEVERAL YEARS

### Motivation

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

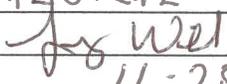
HAVE A PASION TO SEE LOWELL AS A PLACE TO  
LIVE WITH A STRONG VOLUNTEER FORCE

### Special Notice

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

### Agreement and Signature

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

Name (printed)	GEORGE WILD
Signature	
Date	11-28-2023

### Our Policy

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

City of Lowell  
P.O. Box 490  
70 N Pioneer St  
Lowell, OR 97452  
jcaudle@ci.lowell.or.us

**CITY OF LOWELL, OREGON**

**RESOLUTION 822**

**A RESOLUTION MAKING APPOINTMENTS TO THE PARKS AND RECREATION COMMITTEE TO FILL EXPIRING TERMS.**

---

**The City Council of the City of Lowell finds as follows:**

Three Parks and Recreation Committee terms are scheduled to expire on December 31, 2023. Also, the Parks and Recreation Committee currently has one vacancy. In accordance with Sec. 2.600, *et seq.*, of the Lowell Revised Code, the city issued a call for applications to fill the expiring terms and vacancy. The City Council has reviewed the applications received and wishes to appoint the people listed below.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell as follows:**

**Section 1.** That the following appointments to the Planning Commission are approved.

<b>Appointee</b>	<b>For the term expiring</b>
George Wild	December 31, 2024
Joe Brazill	December 31, 2025
Tony Moreci	December 31, 2025
Shannon Fassbender	December 31, 2025

**Section 2.** That the appointments are effective as of January 1, 2024.

[THIS SECTION INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW.]

**Adopted by the City Council of the City of Lowell on this 19<sup>th</sup> day of December 2023.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

---

Don Bennett, Mayor

ATTEST:

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Jeremy Caudle, City Recorder

**Agenda Item Sheet**  
City of Lowell City Council



Type of item:	Appointments
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**Item title/recommended action:**

Motion to approve Resolution 823, "A resolution making appointments to the Library Committee." – Discussion/ Possible action

- a. Annette Beiderwell
- b. Brenda Sirois
- c. Glenda Harvey
- d. Sherry Carter
- e. Stormy Johnston

**Justification or background:**

Staff issued a call for applications to fill vacant seats to the city's boards, commissions, and committees in the November 2023 issue of "The Bridge." The Library Committee has 5 vacancies.

In response to the call for volunteers, staff received 5 applications who are placed on the draft resolution for City Council consideration. The resolution lists the 5 applicants to appointment to the Library Committee--3 for terms ending 12/31/2025 and 2 for terms ending 12/31/2024.

**Budget impact:**

N/A

**Department or Council sponsor:**

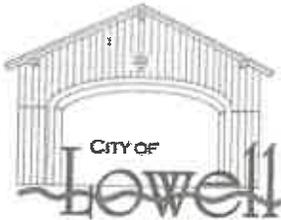
Administration

**Attachments:**

Applications from: Annette Beiderwell, Brenda Sirois, Glenda Harvey, Sherry Carter, Stormy Johnston

**Meeting date:**

12/19/2023



## VOLUNTEER APPLICATION BOARDS, COMMISSIONS, AND COMMITTEES

<b>Contact Information</b>	
Name:	Annette Beiderwell
Street Address:	560 E. 1st, Lowell, OR 97452
Mailing Address:	(same)
City/State/Zip Code:	
Home Phone:	541-891-7603
Work Phone:	
E-Mail Address:	annettebrieske@gmail.com

<b>Background</b>	
Years of Residence in Lowell:	5
Place of Employment:	Bags of Love
Occupation:	Warehouse Manager
Educational Background:	CPCU - Insurance Institute High School Diploma - Chilquin, OR
Prior Civic Activities:	Library Board - 2-3 years - Klamath Falls, OR Kiwanis - President, Secretary / Treasurer

### Boards, Commissions, or Committees of Interest

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

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

BY: .....

RECEIVED  
OCT 04 2023

**Special Skills or Qualifications**

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

Patience, planning + working with people for many years has been my focus. I am organized and served on the Library Board in Southern Oregon. The library is so welcomed.

**Motivation**

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

I enjoy living in Lowell and would like to serve the community through the library. Having a local library is a gift to our town and I'd like to help sustain it.

**Special Notice**

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

**Agreement and Signature**

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

Name (printed)	Annette Brieske Beidenwell
Signature	Anette Beidenwell
Date	<del>10-1-23</del> 10-1-23

**Our Policy**

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

City of Lowell  
P.O. Box 490  
107 East Third Street  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)



# VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

<b>Contact Information</b>	
Name:	Brenda Sirois
Street Address:	482 E Fourth Street
Mailing Address:	Same
City/State/Zip Code:	97452
Home Phone:	541-225-7672
Work Phone:	
E-Mail Address:	BJSirois@gmail.com

<b>Background</b>	
Years of Residence in Lowell:	< 1 year
Place of Employment:	Retired
Occupation:	Professional Career as Environmental Consultant /Strategic Planner
Educational Background:	MS Geological Sciences 1986 MA Clinical Mental Health Counseling
Prior Civic Activities:	Therapeutic Foster Parent Special Olympics Coach Community Based Project Manager for Integrated Resource Planning

## Boards, Commissions, or Committees of Interest

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

- City Council**
- Budget Committee**
- Planning Commission**
- Parks and Recreation Committee**
- Economic Development Committee**
- Library (choose one) **Committee** / Volunteer**
- Blackberry Jam Festival (choose one) **Committee** / Volunteer**
- Other short-term task groups \_\_\_\_\_**

## Special Skills or Qualifications

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

Solid foundation in municipal and civic processes and policies, with experience working in small and large groups that often must grapple with hard issues and multiple objectives. I have almost 2 decades of working at the Eugene Water & Electric Board as an analysts, project manager and strategic planner. One of the reasons I chose to move to Lowell was that there is a library and a planning process for future decisions.

## Motivation

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

I value and honor public input and diverse public process. I appreciate opportunities to serve and shape my community in a way that is positive for future generations.

## Special Notice

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

## Agreement and Signature

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

Name (printed)	Brenda Sirois
Signature	
Date	11/21/2023

## Our Policy

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

City of Lowell  
P.O. Box 490  
70 N Pioneer St  
Lowell, OR 97452  
jcaudle@ci.lowell.or.us



**VOLUNTEER APPLICATION**  
BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Glenda Harvey
Street Address:	360 Hyland Ln
Mailing Address:	" "
City/State/Zip Code:	Lowell, OR 97452
Home Phone:	- cell: 252-335-0457
Work Phone:	-
E-Mail Address:	glendatheharvey@gmail.com

Background	
Years of Residence in Lowell:	< 1
Place of Employment:	retired
Occupation:	"
Educational Background:	HS degree
Prior Civic Activities:	Friends of the Pasquotank Library 'Soups on' Food pantry John Day, OR Selectman - La Center, WA

**Boards, Commissions, or Committees of Interest**

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

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library (choose one) Committee / Volunteer
- Blackberry Jam Festival (choose one) Committee / Volunteer
- Other short-term task groups \_\_\_\_\_

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OCT 31 2011

BY:  .....

### Special Skills or Qualifications

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

VP Friends of the library - Elizabeth City, NC  
Selectman - La Center, WA

### Motivation

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

Desire to serve where needed; personal request of Peggy, head Librarian.  
Maggie Osgood Lib.

### Special Notice

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

### Agreement and Signature

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

Name (printed)	Glenda Harvey
Signature	Glenda Harvey
Date	10.27.23

### Our Policy

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City of Lowell  
P.O. Box 490  
70 N Pioneer St  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)



**VOLUNTEER APPLICATION**  
BOARDS, COMMISSIONS, AND COMMITTEES

<b>Contact Information</b>	
Name:	Sherry Carter
Street Address:	81876 Carter Lane
Mailing Address:	Post Office Box 64
City/State/Zip Code:	Lowell OR 97452
Home Phone: cell	541 - 520 - 2441
Work Phone:	
E-Mail Address:	Sherryann Carter @ yahoo.com

<b>Background</b>	
Years of Residence in Lowell:	50 years
Place of Employment:	15 years at Laurel Hill Center
Occupation:	Optical Packaging Clerk
Educational Background:	Lowell High School Grad 1992
Prior Civic Activities:	

**Boards, Commissions, or Committees of Interest**

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

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library (choose one) Committee / Volunteer
- Blackberry Jam Festival (choose one) Committee / Volunteer
- Other short-term task groups \_\_\_\_\_

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OCT 03 2023

BY: 



### Special Skills or Qualifications

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

I have no experiences in being on any committee. I am willing to learn any training and I am very fast learner.

### Motivation

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

I want to be able to help out in any way possible to the Maggie Good Library please consider me as part of the library committee.

### Special Notice

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

### Agreement and Signature

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

Name (printed)	Sherry Carter
Signature	Sherry Carter
Date	10/1/2023

### Our Policy

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City of Lowell  
P.O. Box 490  
70 N Pioneer St  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)





**VOLUNTEER APPLICATION**  
BOARDS, COMMISSIONS, AND COMMITTEES

<b>Contact Information</b>	
Name:	Stormy Johnston
Street Address:	40 Lotus Ave.
Mailing Address:	P.O. 418
City/State/Zip Code:	Lowell OR 97432
Home Phone:	(406) 598-1435
Work Phone:	
E-Mail Address:	StormyJohnston22@gmail.com

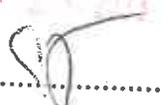
<b>Background</b>	
Years of Residence in Lowell:	1
Place of Employment:	Lundy Elementary
Occupation:	Instructional assistant
Educational Background:	High school diploma
Prior Civic Activities:	Avid library user

**Boards, Commissions, or Committees of Interest**

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

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library (choose one) Committee / Volunteer
- Blackberry Jam Festival (choose one) Committee / Volunteer
- Other short-term task groups \_\_\_\_\_

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OCT 1 2011

BY: 

### Special Skills or Qualifications

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

I love to read and have read quite a few of the books here.

### Motivation

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

I love coming to the library here and would love to help

### Special Notice

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### Agreement and Signature

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

Name (printed)	Storma Johnston
Signature	Storma R. Johnston
Date	October 23, 2023

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P.O. Box 490  
70 N Pioneer St  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)

**CITY OF LOWELL, OREGON**

**RESOLUTION 823**

**A RESOLUTION MAKING APPOINTMENTS TO THE LIBRARY  
COMMITTEE TO FILL EXPIRING TERMS.**

---

**The City Council of the City of Lowell finds as follows:**

The Library Committee currently has 5 vacancies. In accordance with Sec. 2.600, *et seq.*, of the Lowell Revised Code, the city issued a call for applications to fill the vacancies. The City Council has reviewed the applications received and wishes to appoint the people listed below.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell as follows:**

**Section 1.** That the following appointments to the Planning Commission are approved.

<b>Appointee</b>	<b>For the term expiring</b>
Annett Beiderwell	December 31, 2025
Brenda Sirois	December 31, 2025
Glenda Harvey	December 31, 2025
Sherry Carter	December 31, 2024
Stormy Johnston	December 31, 2024

**Section 2.** That the appointments are effective as of January 1, 2024.

**Adopted by the City Council of the City of Lowell on this 19<sup>th</sup> day of December 2023.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

---

Don Bennett, Mayor

ATTEST:

---

Jeremy Caudle, City Recorder

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# Agenda Item Sheet

## City of Lowell City Council



Type of item:	Appointments
---------------	--------------

**Item title/recommended action:**

<p>5. Motion to approve Resolution 824, "A resolution making appointments to fill expiring terms on the Budget Committee." – Discussion/ Possible action</p> <p style="margin-left: 20px;">a. Bill George</p> <p style="margin-left: 20px;">b. Jacob Annis</p>
--

**Justification or background:**

Staff issued a call for applications to fill vacant seats to the city's boards, commissions, and committees in the November 2023 issue of "The Bridge." The Budget Committee has 2 openings and 1 currently expired position. The table below shows the current composition of the Budget Committee. The highlighted rows show seats that have expired or that will expire by the end of the year.

Committee member	Term expiration
Vacant (Previous Lon Dragt seat.)	12/31/2023
Joshua Annis	12/31/2023
John Petrie	12/31/2025
Bill George (Term expired on 12/31/2022. Currently carrying over until the position is filled.)	12/31/2025
Lisa Bee-Wilson	12/31/2024

**Agenda Item Sheet**  
City of Lowell City Council



Type of item:	Appointments
---------------	--------------

In response to the call for volunteers, staff received 2 applications who are listed on the draft resolution for City Council consideration. The resolution lists the 2 applicants to appointment to the Budget Committee--1 for a term ending 12/31/2026 and the other for a term ending 12/31/2025.

**Budget impact:**  
N/A

**Department or Council sponsor:**  
Administration

**Attachments:**  
Applications from: Bill George, Josh Annis

Meeting date:	12/19/2023
---------------	------------



# VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	BILL GEORGE
Street Address:	125 MARINA VISTA DRIVE
Mailing Address:	PO BOX 305
City/State/Zip Code:	LOWELL, OR. 97452
Home Phone:	541-537-2078
Work Phone: - CELL	541-510-5607
E-Mail Address:	BDGEORGE841@AOL.COM

Background	
Years of Residence in Lowell:	20
Place of Employment:	RETIRED
Occupation:	
Educational Background:	K-12 NAVY SCHOOLS
Prior Civic Activities:	BUDGET - PLANNING - COUNCIL AND MAYOR FOR LOWELL

### Boards, Commissions, or Committees of Interest

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

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library (choose one) Committee / Volunteer
- Blackberry Jam Festival (choose one) Committee / Volunteer
- Other short-term task groups \_\_\_\_\_

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OCT 26 2008

BY: 

**Special Skills or Qualifications**

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

MANY YEARS IN BUSINESS FOR MYSELF IN TRANSPORTATION AND PRINTING. PRESENTLY AS A LANDLORD IN LOWELL.

**Motivation**

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

TO OFFER MY YEARS OF EXPERIENCE FOR THE GOOD OF LOWELL.

**Special Notice**

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

**Agreement and Signature**

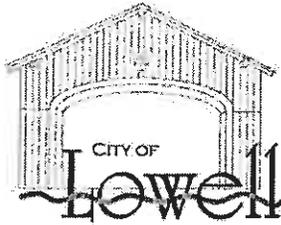
By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	BILL GEORGE
Signature	<i>Bill George</i>
Date	10-24-2023

**Our Policy**

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**Applications may be submitted by mail, in person, or email to:**  
City of Lowell  
P.O. Box 490  
70 N Pioneer St  
Lowell, OR 97452  
jcaudle@ci.lowell.or.us



## VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Joshua R. Annis
Street Address:	260 Rockcrest Drive
Mailing Address:	
City/State/Zip Code:	Lowell, OR, 97492
Home Phone:	831-269-1421
Work Phone:	
E-Mail Address:	jos.annis@gmail.com

Background	
Years of Residence in Lowell:	1+
Place of Employment:	BCA
Occupation:	Science Teacher
Educational Background:	Crescent Valley H.S. Graduated OSU Syrs
Prior Civic Activities:	ON Budget Committee now

### Boards, Commissions, or Committees of Interest

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

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

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BY: 

### Special Skills or Qualifications

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

*I know the community well.*

### Motivation

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

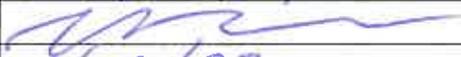
*I want to be a part of this great city.  
I love giving my time,*

### Special Notice

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

### Agreement and Signature

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

Name (printed)	<i>Joshua Annis</i>
Signature	
Date	<i>11/29/23</i>

### Our Policy

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

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

City of Lowell  
P.O. Box 490  
107 East Third Street  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)

**CITY OF LOWELL, OREGON**

**RESOLUTION 824**

**A RESOLUTION MAKING APPOINTMENTS TO THE BUDGET  
COMMITTEE TO FILL EXPIRING TERMS.**

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**The City Council of the City of Lowell finds as follows:**

One Budget Committee term is scheduled to expire on December 31, 2023. Also, the Budget Committee currently has one member carrying over from an already-expired term. In accordance with Sec. 2.600, *et seq.*, of the Lowell Revised Code, the city issued a call for applications to fill the expiring and already-expired terms. The City Council has reviewed the applications received and wishes to appoint the people listed below.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell as follows:**

**Section 1.** That the following appointments to the Planning Commission are approved.

<b>Appointee</b>	<b>For the term expiring</b>
Bill George	December 31, 2025
Josh Annis	December 31, 2026

**Section 2.** That the appointments are effective as of January 1, 2024.

**Adopted by the City Council of the City of Lowell on this 19<sup>th</sup> day of December 2023.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

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Don Bennett, Mayor

ATTEST:

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Jeremy Caudle, City Recorder

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# Agenda Item Sheet

City of Lowell City Council

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Type of item:	Resolution
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**Item title/recommended action:**

Motion to approve Resolution 819, "A resolution approving an agreement with the Oregon Parks and Recreation Department, Heritage Programs for the '2023 Oregon Heritage Grant,' recognizing grant funding, and making appropriations." – Discussion/ Possible action  
Staff report: Library Director Peggy O'Kane

**Justification or background:**

See attached resolution.

**Budget impact:**

\$10,309 increase in appropriations for the Library Department.

**Department or Council sponsor:**

Library

**Attachments:**

Resolution 819

Meeting date:	12/19/2023
---------------	------------

**CITY OF LOWELL, OREGON**

**RESOLUTION 819**

**A RESOLUTION APPROVING AN AGREEMENT WITH THE OREGON PARKS AND RECREATION DEPARTMENT, HERITAGE PROGRAMS FOR THE “2023 OREGON HERITAGE GRANT,” RECOGNIZING GRANT FUNDING, AND MAKING APPROPRIATIONS.**

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**The City Council of the City of Lowell finds as follows:**

The City of Lowell has received a grant in the amount of \$10,309 from OPRD, Oregon Heritage Grant 2023 for the purpose of creating a digital archive of photographs, documents and other ephemera about Lowell and surrounding communities at the Maggie Osgood Library.

The Oregon Heritage Grant has a match requirement of \$10,605. This match will be provided by in-kind contributions of labor provided by the library director, library volunteers and the State Library of Oregon.

The Maggie Osgood Library will use these funds to hire a consultant to assist in the digital archiving process and the purchase of scanners and archival storage supplies.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell as follows:**

**Section 1.** That the City of Lowell recognizes the OPRD, 2023 Oregon Heritage Grant Award of \$10,309, and makes the following changes to appropriations within the General Fund for the fiscal year beginning July 1, 2023.

<b>General Fund</b>			
	Current Budget	Adjustment	Amended Budget
Administration	205,162		205,162
Code Enforcement	9,394		9,394
Community Development	79,576		79,576
Library	59,784	10,309	70,093
Municipal Court	16,893		16,893
Parks & Recreation	103,942		103,942
Police	36,231		36,231
Tourism	10,586		10,586
Debt Service	286,449		286,449
Contingencies	168,496		168,496
Transfers Out	81,200		81,200
Reserves	74,885		74,885
Total	1,132,598	10,309	1,142,907

**Section 2.** That the changes in appropriation will be allocated to the following accounts within the General Fund.

<b>General Fund</b>				
Account	Description	Current Budget	Adjustment	Amended Budget
110-450-6128	Other Contract Services	800	9,000	9,800
110-450-6234	General Supplies	250	560	810
110-450-6334	Non-Capitalized Assets	-	749	749
	Total	1,050	10,309	11,359

**Section 3.** That the “Grant Agreement” attached to this Resolution for the 2023 Oregon Heritage Grant (OHC-23-07) is approved and the Mayor is authorized to sign it on behalf of the city.

**Adopted by the City Council of the City of Lowell on this 19<sup>th</sup> day of December 2023.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

---

Don Bennett, Mayor

ATTEST:

---

Jeremy Caudle, City Recorder

# Grant Agreement

## 2023 Oregon Heritage Grant (OHC-23-07)

This Agreement is made and entered into, by and between, the State of Oregon, acting by and through Oregon Parks and Recreation Department (OPRD), Heritage Programs, hereinafter referred to as the “State” and:

**City of Lowell**  
**PO Box 490**  
**Lowell, OR 97452**

or designated representative, hereinafter referred to as the "Grantee."

1. **GENERAL PURPOSE:** The general purpose of this agreement is: to undertake the heritage-related project as detailed in Attachment A.
2. **AGREEMENT PERIOD:** The effective date of this Agreement is the date on which it is fully executed by both parties. Unless this Agreement is otherwise terminated or extended in writing, the Project shall be completed by 4/30/2025. This Agreement shall expire on the date the final reimbursement payment is made by OPRD to Grantee.
3. **GRANT FUNDS:** The State agrees to pay the Grantee a maximum reimbursement amount of \$10,309 for costs authorized under this agreement.
4. **AGREEMENT DOCUMENTS: Included as Part of this Agreement are:**  
 Attachment A: Scope of Work  
 Attachment B: Standard Terms and Conditions

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents is as follows, listed from highest precedence to lowest precedence: this Agreement without Attachments; Attachment A; Attachment B.

**Contact Information:** A change in the contact information for either party is effective upon providing written notice to the other party:

Grantee	Grantee Billing Contact	OPRD Contact
Don Bennet	Peggy OKane	Kuri Gill
City of Lowell	City of Lowell	Grant and Outreach Coordinator
PO Box 490	PO Box 490	Oregon Heritage
Lowell, OR 97452	Lowell, OR 97452	Oregon Parks & Recreation Dept
541 937 2312	5418917603	725 Summer St NE, Suite C
dbennett@ci.lowell.or.us	pokane@ci.lowell.or.us	Salem, OR 97301

**5. SIGNATURES:**

In witness thereof: the parties hereto have caused this Agreement to be properly executed by their authorized representatives as of the last date hereinafter written.

**GRANTEE:**

\_\_\_\_\_  
 Signature, Authorized Representative

\_\_\_\_\_  
 Name and Title of Signer (Type or Print)

\_\_\_\_\_  
 Date

**STATE:**

\_\_\_\_\_  
 Christine Curran, Deputy State Historic Preservation Officer  
 OPRD Heritage Programs

\_\_\_\_\_  
 Date



# **Attachment A -- Scope of Work**

## **2023 Oregon Heritage Grant Preserving Lowell, Honoring Maggie (OHC-23-07)**

**Grantee:** City of Lowell

**Grant Amount:** \$10,309      **Match Amount:** \$10,605

**Project Summary:** Create a digital archive of photographs, documents, and other ephemera about Lowell and surrounding communities at the Maggie Osgood Library (MOL) in Lowell.

The grant funds and matching local contributions will be used to accomplish the work items detailed in the Budget and Work Description sections that follow. OPRD Heritage Programs staff must approve any changes to this Scope of Work.

### **PROPOSED BUDGET**

#### 1. Collections

Volunteers	\$3,805	
Staff/Personnel	\$4,300	
Materials and Equipment	\$749	
Other	\$560	
Contractor/Consultant	\$11,500	
	<u>Total:</u>	<u>\$20,914</u>
	<b>Total Project Budget</b>	<b>\$20,914</b>

### **WORK DESCRIPTION**

#### **1. Collections** **\$20,914**

##### **Products:**

Create a digital archive of photographs, documents, and other ephemera about Lowell and surrounding communities at the Maggie Osgood Library (MOL) in Lowell. - Establish the archive structure. - Create an Omeka Digital Archive housed at the State Library of Oregon. - Digitize at least 1000 items. - Create and apply metadata standards.

##### **Standards and Provisions:**

To collect, organize, catalog, and index documents, manuscripts, photographs, oral histories, and historical documentary materials relating to the history of public and private sources.

- All work must follow professional museum standards.
- Any changes to the work plan proposed in the application must be submitted to and approved by Oregon Heritage, OPRD, before that work can begin.
- Any purchases or contracts for services over \$10,000 should follow appropriate procurement procedures, including obtaining at least three estimates.
- All projects follow professional standards for libraries, museums or archives.
- Pictures of activities like people organizing, cataloging, storing collections are required for reimbursement. Digital images of 300dpi are required.

**Attachment B**  
**Standard Terms and Conditions –Oregon Heritage Grants**

1. **Authority:** ORS 358.590(3) authorizes the Oregon Heritage Commission to expend funds for Oregon Heritage projects throughout Oregon.
2. **Work Plan Approval:** Prior to commencing the project described in Attachment A, Grantee shall receive approval on a final work plan from the State.
3. **Amendments:** This Agreement may be amended only by a written amendment to the Agreement, executed by the parties.
4. **Compliance with Workers Compensation Laws:** All employers, including Grantee, that employ subject workers who provide services in the State of Oregon shall comply with ORS.656.017 and provide the required Worker's Compensation coverage, unless such employers are exempt under ORS 656.126. Employer's liability insurance with coverage limits of not less than \$500,000 must be included.
5. **Statement of Support:** All publicity, visual or oral, for this project shall be accompanied by the following statement: *"This project is supported in part by a grant from the Oregon Heritage Commission, Oregon Parks and Recreation Department."* A sign to that effect, provided by the State, may be required on the project site as well.
6. **Reporting:** Grantee shall submit written progress reports and a final report as described in the grants guidelines and on forms provided by State.
7. **Progress Reports:** Grantee shall submit Progress Reports with each Reimbursement Request or, at a minimum, at **six month intervals**, starting from the effective date of the Agreement. Progress Reports shall be submitted using OPRD's online grant management system accessible at [oprgrants.org](http://oprgrants.org).
8. **Fiscal Year-End Request for Reimbursement:** If the grant period spans the fiscal year end, the Grantee must submit a Progress Report and a Reimbursement Request to OPRD for all Project expenses, if any, accrued up to **June 30**, of each grant year. The Fiscal Year-End Request for Reimbursement must be submitted to OPRD by, **July 15**.
9. **Matching Funds:** The Grantee shall contribute matching funds or the equivalent in labor, materials, or services, which are shown as eligible match in the rules, policies and guidelines for the [*Choose one:* Preserving Oregon or Diamonds in the Rough Programs; Historic Cemeteries Grant Program; Oregon Museum Grant Program; Oregon Heritage Grant Program; Oregon Veterans and War Memorials Grant Program]. Volunteer labor used as a match requires a log with the name of volunteer, date volunteered, hours worked, at and rate used for match to be eligible.
10. **Grant Payments:** Grant funds are awarded by State on a reimbursement basis and only for the Project described in Attachment A, Project Overview. OPRD shall pay Grantee upon OPRD's approval of Grantee's invoices submitted to OPRD for completed services and deliverables, but only after OPRD has determined that Grantee has completed, and OPRD has accepted, the invoiced services. Advance payments may be provided under conditions outlined in the grant guidelines, located on the OPRD website.
11. **Invoices and Payments:** Invoices submitted for payment must include OPRD's grant agreement number. Grantee shall submit invoices requesting payment to OPRD's Contract Administrator for approval or as may be otherwise designated through written notice.
12. **Final Request for Reimbursement:** Grantee must submit a Final Progress Report, a Final Reimbursement Request, a completed Grant Impact and Evaluation Form (located in the Grant Guidelines and in an online survey accessed through the OPRD website), and five to ten digital pictures of the completed project site to OPRD within 45 days of the Project Completion Date.
13. **Records Administration:** The Grantee shall maintain all records necessary to properly account for the payments made to the Grantee for costs authorized by this Agreement. These records shall be retained by the Grantee for at least six years after the contract terminates, or until all audits initiated within the four years, have been completed, whichever is later. The Grantee agrees to allow State auditors, and State Agency Staff, access to all the records related to this Agreement, for audit and inspection, and monitoring of services. Such access will be during normal business hours, or by appointment. Grantee shall ensure that each of its subgrantees and subcontractors complies with these requirements.
14. **Contribution:** If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a party (the "Notified Party") with

respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.

With respect to a Third Party Claim for which the State is jointly liable with the Grantee (or would be if joined in the Third Party Claim), the State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Grantee in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of the Grantee on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the State on the one hand and of the Grantee on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.

With respect to a Third Party Claim for which the Grantee is jointly liable with the State (or would be if joined in the Third Party Claim), the Grantee shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the State in such proportion as is appropriate to reflect the relative fault of the Grantee on the one hand and of the State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Grantee on the one hand and of the State on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Grantee's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

Grantee shall take all reasonable steps to cause its contractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon and its officers, employees and agents ("Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Grantee's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by the contractor from and against any and all Claims.

15. **Governing Law:** The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement. Any party bringing a legal action or proceeding against any other party arising out of or relating to this Agreement shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court.
16. **Repayment:** In the event that the Grantee spends grant funds in any way prohibited by state or federal law, or for any purpose other than the completion of the project, the Grantee shall reimburse the State for all such unlawfully or improperly expended funds. Such payment shall be made within 15 days of demand by the State.
17. **Condition for Disbursement:** Disbursement of grant funds by OPRD is contingent upon OPRD having received sufficient funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow OPRD, in the exercise of its reasonable administrative discretion, to make the disbursement and upon

Grantee's compliance with the terms of this Agreement.

18. **No Third Party Beneficiaries.** OPRD and Grantee are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified herein and expressly described as intended beneficiary of the terms of this Agreement, or given specific authority under the Agreement.
19. **Termination:** This contract may be terminated by mutual consent of both parties, or by either party upon a 30-day notice in writing, delivered by certified mail or in person to the other party's contact identified in the Agreement. On termination of this contract, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination. Full credit shall be allowed for reimbursable expenses and the non-cancelable obligations properly incurred up to the effective date of the termination.
20. **Entire Agreement:** This Agreement constitutes the entire Agreement between the parties. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, Agreements, or representations, oral or written, not specified herein regarding this Agreement. The Grantee, by signature of its authorized representative on the Agreement, acknowledges that the Grantee has read this Agreement, understands it, and agrees to be bound by its terms and conditions.
21. **Notices:** Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid, to Grantee contact or State contact at the address or number set forth in this Agreement, or to such other addresses or numbers as either party may hereinafter indicate. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against State, such facsimile transmission must be confirmed by telephone notice to State Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received, or five days after mailing.
22. **Counterparts:** This agreement may be executed in two or more counterparts (by facsimile or otherwise), each of which is an original and all of which together are deemed one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart.
23. **Severability:** If any term or provision of this agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.

# Agenda Item Sheet

City of Lowell City Council

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Type of item:	Discussion
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**Item title/recommended action:**

Continued discussion on updating city ordinances to comply with House Bill 3115. –  
Discussion/ Possible action

**Justification or background:**

See attached memo.

**Budget impact:**

N/A

**Department or Council sponsor:**

Administration

**Attachments:**

Memos from City Administrator and City Attorney.

Meeting date:	12/19/2023
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City Administrator's Office  
P.O. Box 490 Lowell, OR 97452  
Phone: 541-937-2157  
Email: jcaudle@ci.lowell.or.us

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**To:** Mayor Bennett and City Council  
**From:** Jeremy Caudle, City Administrator  
**Date:** Friday, December 1, 2023  
**Re:** Follow up on camping discussion from November 7 meeting

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# MEMO

## 1. Review from November 7, 2023 meeting

This is to follow up on the discussion at your November 7, 2023 meeting about updating the city's ordinances to comply with HB 3115.

At the November 7 meeting, we reviewed the results of inputting certain constraints into a GIS to create a map showing legal camping areas in the city. Those constraints were: camping is not allowed within 20 feet of a property line, camping is not allowed within 200 feet of a property line containing a school, and camping is not allowed on public property such as parks. By "camping," I'm referring to sleeping, sitting, and lying outside, to include camping in a tent. It appears that the most difficult question for us to answer to begin drafting the updates to our ordinances is deciding where to allow sitting, sleeping, or lying outside.

After subtracting areas within Lane County rights-of-way, 5 areas were left. Some of those areas were problematic in that they were right beside specific houses or within dedicated street rights-of-way that are planned to be developed. A conclusion from that exercise is that there is a paucity of rights-of-way and public land for camping within the city.

Themes from the November discussion included:

- Redoing the GIS analysis to show legal camping areas if the minimum distance from a property line increases from 20 to 50 feet. I have not done this analysis, as my attention over the past month has been focused on other matters. Nonetheless, if we are having a near impossible time identifying camping areas with a minimum 20 feet distance, then increasing that minimum distance is only going to make this task even more difficult. I don't believe that this additional analysis would help. If the City Council wants to see the results of that analysis, however, then I can request it from our GIS consultants.
- Issuing findings that define what is "objectively reasonable" for a small city such as Lowell. Those findings might lead to the conclusion camping is not feasible within the City of Lowell. Related to this issue is the fact that small cities lack the capacity to provide services to homeless individuals, as well as the ability to enforce camping regulations. Also related to this are issues surrounding public safety and livability in the community.

## 2. Recommendations from staff

Based on the themes from the November discussion, I asked the City Attorney to prepare a memo providing background on the case and statutory law on this issue. I also asked for his recommendations for next steps. That memo is included in the packet.

We previously discussed an approach of regulating where camping is *not* allowed. That resulted in the draft map that we reviewed in November. The City Attorney recommends an alternative approach to specify where camping *is* allowed. I believe this is the approach we should now evaluate.

What I propose is to designate areas on the 70 N. Pioneer St. campus as legal camping areas. Those areas include the grass strip between the sidewalk and fence along E 1<sup>st</sup> St. and N. Pioneer St. A portion of tax lot 7100 would also be allowed for camping. See the image on this page. The areas outlined in red would be the designated camping areas.

One benefit of this proposal is that these areas all have 24-hour video monitoring. Another benefit is that they are not located near anyone's property line.

This is not an ideal solution. I believe, however, that this is the best among unsatisfactory alternatives. I also believe that this is the most expedient solution for us to wrap up this issue and start drafting an ordinance to update city regulations. If this proposal doesn't work or needs adjusting, we can always amend our ordinances.



**Pictured: Proposed designated area for sleeping, sitting, and lying outside.**

### **3. Questions for City Council direction and next steps**

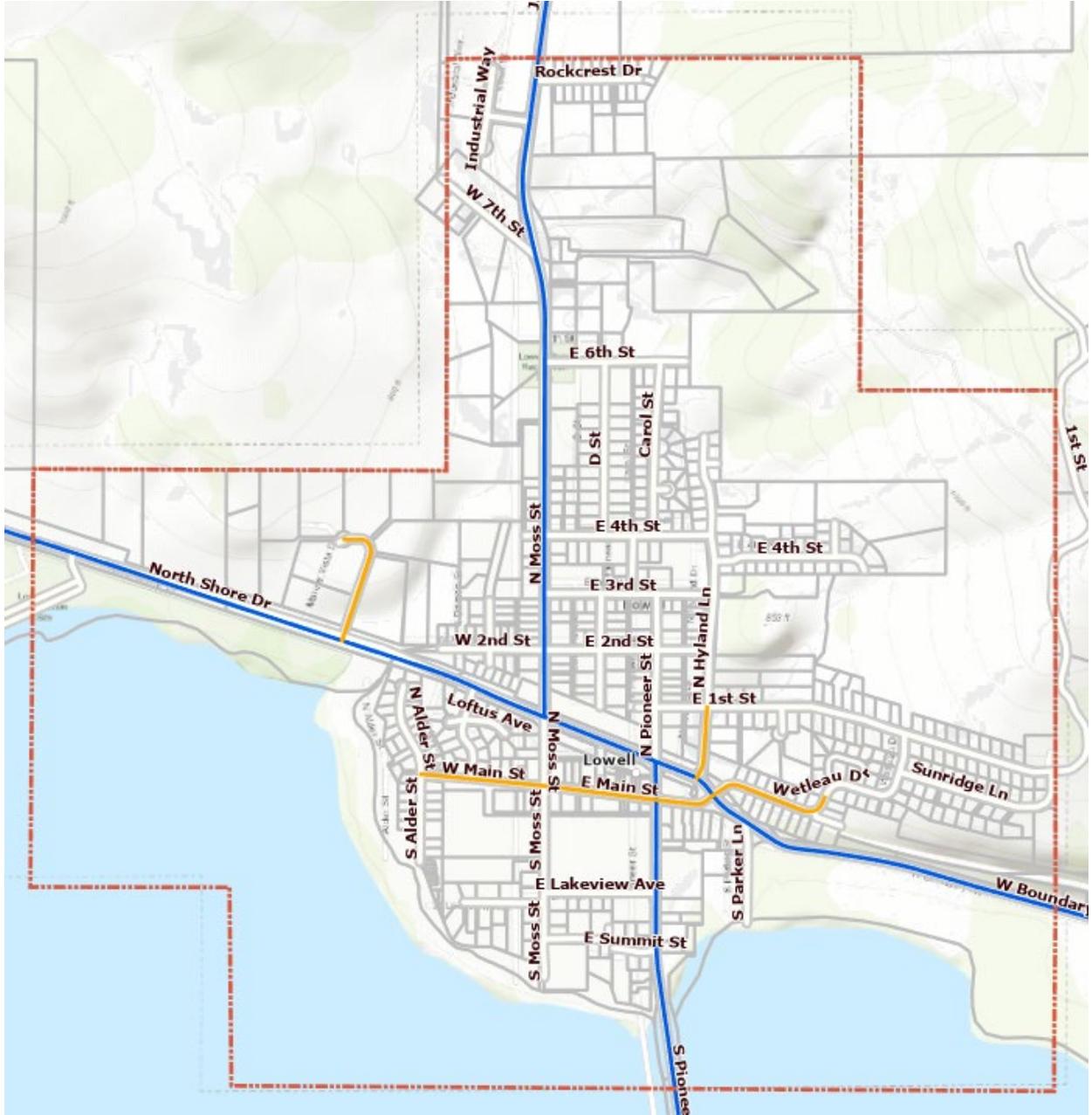
I am requesting City Council direction on the following questions:

- Do you wish to designate the staff recommended areas as a legal camping location?
- If not, what approach do you want to take with specifying legal camping areas?
- Do you want to continue with the previous approach of defining where *not* to camp?
- In that case, do you want to keep or adjust the restrictions that resulted in the map that we reviewed earlier in November? If you want to adjust those restrictions, keep in mind that they cannot result in a de facto ban on camping.
- Or do you want to identify a specific area where camping *is* allowed? Please designate that area if the City Hall campus perimeter is not acceptable.

Once the City Council provides direction on these questions, staff will draft ordinances for your review to update our municipal code. I anticipate modeling the draft ordinances on the City of Halsey ordinances that I shared with you earlier. This will include additional rules regarding camping in cars and recreational vehicles like what's in the Halsey ordinance.

In the following pages, I have included the maps that I shared at your November 7 meeting for reference.

**Figure 1: Map showing road jurisdiction within the City of Lowell. The blue line indicates Lane County jurisdiction for the underlying road.<sup>1</sup>**



<sup>1</sup> The Lane County “Map Gallery” is available here:  
<<https://www.lanecounty.org/cms/one.aspx?pageId=4196390>>.

**Figure 2: Legal camping area on N. Hyland Lane right-of-way.**



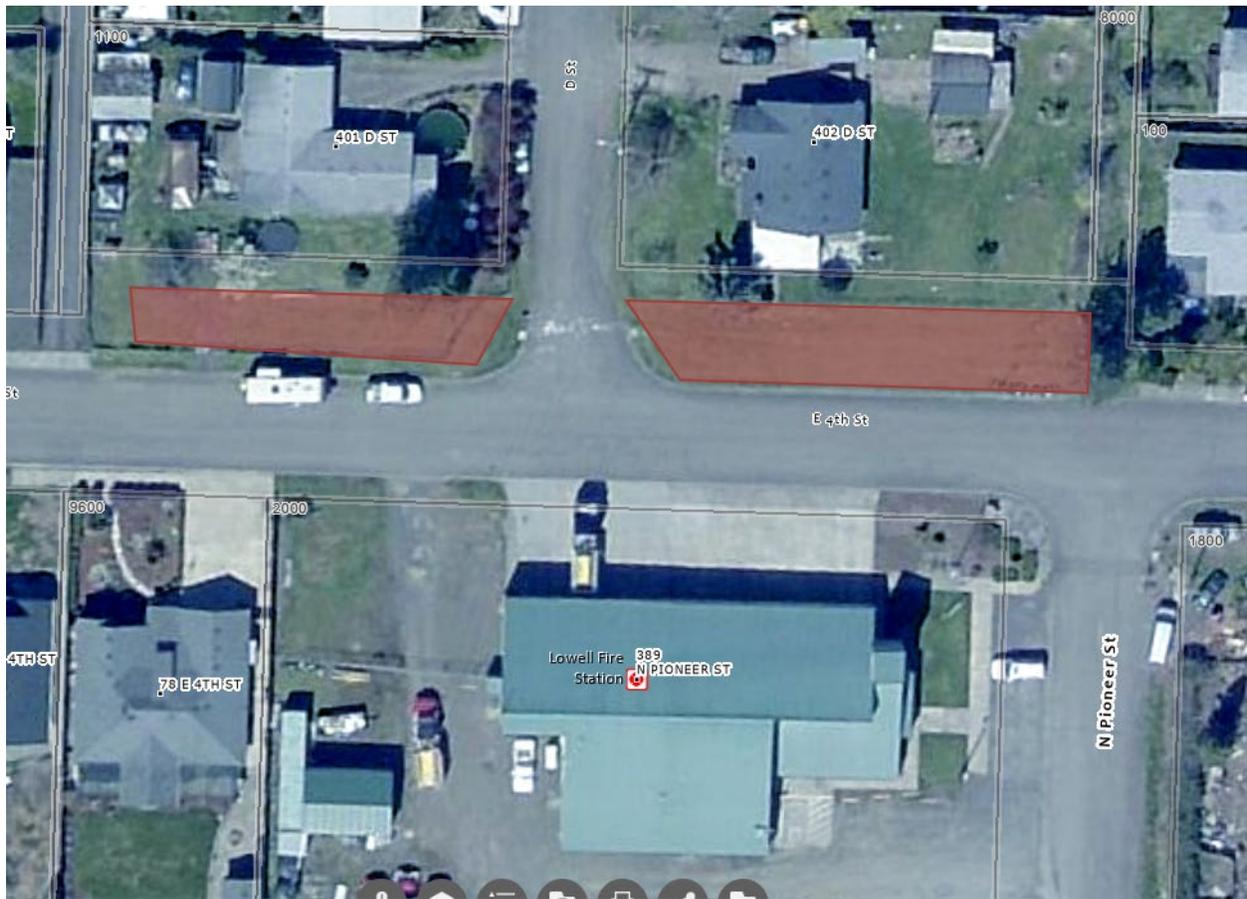
**Figure 3: Legal camping in Cannon Street extension right-of-way.**



**Figure 4: Legal camping in Damon Street extension right-of-way**



**Figure 5: Legal camping on E. 4th Street.**



**Figure 6: Legal camping In E. 6<sup>th</sup> St./Carol St. extensions**



## MEMORANDUM

**To:** Lowell City Council  
**From:** Gary Darnielle, Legal Counsel  
**Date:** November 21, 2023  
**Re:** The responsibility of cities under homeless case law and statute

### Background

The extent to which local governments can regulate homelessness on public property has been largely determined by two 9<sup>th</sup> Circuit Court of Appeals opinions: *Martin v. Boise* and *Blake v. Grants Pass*. The essence of these decisions is that a municipality cannot impose criminal or civil penalties on a person for sitting, sleeping, or lying outside on public property if the person does not have access to shelter. This applies to individuals sleeping in their vehicles at night when there was no other place to go. Lack of access to shelter is defined broadly and exists when a person can't access the shelter because of gender, age, disability or familial status; or if the shelter requires them to submit to religious teaching or doctrine that they don't believe; or if they don't meet the durational limitation imposed by the shelter; or if they are prohibited from accessing the shelter because they are under the influence of some substance.

The two federal court cases have resulted in legislation at the state level. House Bill 3115 required local governments to enact "reasonable time, place, and manner" regulations for addressing where a homeless person may sit, sleep or lie by July 1, 2023. House Bill 3124 addressed the closure of established campsites on public property.

There are still significant unknowns in determining when shelter is required although the *Blake* court stated that a homeless person sleeping outside was entitled to take minimal measures to keep themselves warm and dry while sleeping. Whether minimal measures include a blanket or tent may depend on numerous factors including the temperature and weather conditions.

### Recommendation

I strongly recommend that the City Council take the following steps as soon as practical:

1. Adopt "reasonable time, place, and manner" procedures for regulating homeless camping.
2. Identify one area of public land that can be used for homeless camping when required. This location does not have to be advertised but should be available when needed. The area does not have to be large or equipped with City services and usually is not located adjacent to a residential area.

### Caution

There is a growing concern over City liability. In this regard, the U.S. Supreme Court has interpreted the 14<sup>th</sup> Amendment as imposing a duty upon government to act when it has created dangerous conditions. Called the State Created Danger Doctrine the government has a duty to act

when it places the plaintiff in danger by acting with 'deliberate indifference' to a 'known or obvious danger.' This issue has been most recently raised where a municipality has set up a shelter but does not provide protection from violence. Thus, a city should, on a case-by-case basis, determine whether the enforcement of its "reasonable time, place and manner" restrictions might invoke the doctrine in regard to moving a homeless person or the disposition of their belongings.

**Agenda Item Sheet**  
City of Lowell City Council



Type of item:	Discussion
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**Item title/recommended action:**

Review November 22, 2023 "City Park Assessment" from WHA Insurance and provide direction to city staff on (1) terminating the intergovernmental agreement with Lane County regarding the operation and maintenance of the Interpretative Center and (2) closing the Rail Trail park. – Discussion/ Possible action

**Justification or background:**

City Council directed staff at the 11/7/2023 meeting to close the covered bridge for the winter. The need to repair the gate was cited as one reason for the temporary closure. City Council also asked for more information from staff on the implications of recent state court decisions on recreational immunity.

On 11/14/23, representatives from WHA Insurance, the city's agent of record, conducted a site visit of city facilities. Based on the findings from that visit, WHA issued a memo on 11/22/23, which is included in the packet. WHA recommends that the city send a letter to Lane County formally to terminate the intergovernmental agreement (IGA). A new IGA should be in place before the city resumes operational and maintenance duties. WHA has provided recommendations on what should be included in that IGA.

Other recommendations from WHA include: Idefinitely closing the Rail Trail park, at least until the legislature reduces cities' risk exposures as a result in case law changes related to recreational immunity. Certain repairs to Rolling Rock Park to reduce trip hazards, as well as verifications regarding camera recording.

Staff request City Council approval to implement the recommendations in the WHA memo, specifically: (1) Sending a letter to Lane County informing the county of the city's cancellation of the IGA. This is to be followed with indefinite suspension of the city's responsibilities for operation and maintenance of the covered bridge until a new IGA is in place. And (2) indefinitely closing the Rail Trail park as recommended in the memo. Staff can work on the Rolling Rock Park improvements within budget constraints.

**Budget impact:**

N/A

**Agenda Item Sheet**  
City of Lowell City Council



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Type of item:	Discussion
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Department or Council sponsor:

Administration
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Attachments:

11/22/23 memo from WHA Insurance
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Meeting date:	12/19/2023
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To: Jeremy Caudle, City Manager for City of Lowell

From: Lorin Williams, WHA Agent of Record  
Dave Nelson, WHA Public Entity Risk Management Consultant

Date: November 22, 2023

Subject: City Park Assessment

On November 14, 2023, we met to inspect two city parks, the Rolling Rock Park and the Rail Trail, and the Interpretive Center due to the recent case law change impacting recreational immunity for public entities.

**Rolling Rock Park:**

The Rolling Rock Park is located at 101 N Shore Drive. The park is in the center of town and during our inspection we witnessed several individuals walking through and using the park. The park is open and has antique logging equipment displayed for the community and guests.

Rolling Rock Park also has a permanent stage for community events, concerts, theater etc. There is power to the stage, as well as security cameras. The stage is in good condition other than one area located in the back of the building.

There are several concrete sidewalks leading to and through the park and there is no fencing around the park. There is a restroom facility in the middle of the park that serves the community year-round. There is one camera located on the outside of the building to identify individuals going into or walking up to the building. This is to deter vandalism.

During the inspection we noted the dry creek bed that runs behind the restroom facility eastward under the small, covered footbridge. There was an end of a drainpipe, from what appeared to be a French Drain, that could pose a trip hazard. The area on either side of the dry creek bed is uneven and could also be a trip hazard for individuals trying to walk down to the creek bed or walking through the area.

There were no risks that warranted closing the park. However, there are a few recommendations to lower the risk for the city.

**Recommendations for Rolling Rock Park:**



- Confirm that all video cameras are functional.
- Confirm the length of recording time, with a minimum retention of seven days.
- Make sure there are signs noting video recording/surveillance is being conducted.
- Consider installing a decorative fence that ties in with the footbridge around the creek bed to prevent anyone from walking through this area.
- If a fence is not installed as outlined above, consider shorting the white drainpipe of the French Drain to avoid a trip hazard.

### **Rail Trail Park:**

Rail Trail Park is an unimproved trail that is at the end of Wetleau Drive. During the inspection we noticed that there are two steel posts on either side of the roadway, where the trail begins. There was an existing cable that was laying on the ground that appears to have been used in the past to close the trail access. There was no one on the trail during our inspection.

### **Recommendations for Rail Trail Park:**

Due to the recent court case removing recreational immunity as a defense for public entities, we would recommend closing this trail by attaching the cable that is currently present and posting a sign on the cable that the trail is closed.

An additional recommendation would be to add some reflective tape, flags or something that would warn a driver that there is a cable across the trail, and it is closed.

### **Interpretive Center:**

The Interpretive Center is a draw for tourist, as we witnessed during our inspection of the center. During our inspection the gates were closed for tourists. We were able to have full access to the Interpretive Center.

It should be noted that the Interpretive Center is located outside the city limits of Lowell and is a Lane County property.

The physical risks that we noted were a small area on the asphalt walkway that has risen and could be a trip hazard. Grinding down the high spot would remove the trip hazard. We also noticed two cables in the fence railing that have been replaced with material that would not prevent someone from going through the fence. The two strands should be replaced with original cable wrapped in plastic. The only other physical issue to resolve is if the security cameras work and what, if any, is the retention of the video recording. The walking path and the parking lot are in good condition, other than the one slight trip hazard.



### **Recommendations for the Interpretive Center:**

There are two areas of concern with the city accepting liability for the Interpretive Center. First, is the change in recreational immunity, as previously noted. There are some minor repairs that should be completed to avoid someone tripping or falling through the wire fencing on the west side of the rail system.

The second, and more important concern, is the expired agreement between the City of Lowell and Lane County regarding the operation and maintenance of the Interpretive Center. The agreement was drafted in 2006 and expired in 2009. Our recommendation, in conjunction with your city attorney and Lane Council of Governments (LCOG), is to draft a letter to Lane County informing them that the City of Lowell will no longer provide any care, maintenance or operational services until there is a new agreement in place that outlines the bullets below at a minimum. The letter needs to provide a 30-day notice as outlined in paragraph 12 of the expired agreement.

- What the City of Lowell will provide in daily operations. Unlocking and lock the gates seven days a week, picking up garbage et.
- What Lane County will pay the City of Lowell for providing daily operational services.
- What maintenance the City of Lowell will provide to the parking lot, the walkway access to the covered bridge, or if the city will provide this at all.
- If the City of Lowell is willing to provide this maintenance, what amount will Lane County pay for this maintenance service.
- If the City of Lowell enters into a new agreement with Lane County, the city should seek full release of liability and indemnification by Lane County for all claims.

**12. This agreement may be terminated by either party provided written notice is given to the other party at least thirty (30) days prior to the termination date. Upon the receipt of notice of termination, the parties shall commence negotiations as to the equitable disposition of the improvements made and any outstanding fees and revenues.**

Our final recommendation is to have your city attorney and/or LCOG provide the city with some talking points as to why the city is taking this action so all staff and elected officials are communicating the same message. Communication to the public should also include contact information to your state representatives, so they can carry your community's message forward to make the necessary changes to fully reinstate Recreational Immunity.

Below is the names and weblinks for your State Senator and Representative.



Senator Cedric Hayden, Senate District 6 <https://www.oregonlegislature.gov/hayden>

Representative Charlie Conrad, House District 12

<https://www.oregonlegislature.gov/conrad>

Please let us know if there is, anyway, we can provide additional assistance.

End of report LW and DN

# Agenda Item Sheet

## City of Lowell City Council

Type of item:	Discussion
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### Item title/recommended action:

Review and feedback from City Council on draft financial summary reports. – Discussion

### Justification or background:

One of City Council's priorities is to start receiving simplified financial statements. Two draft options are presented for City Council consideration. The first option presents revenues by fund and expenditures by fund, cost center, and category. The second option presents total fund budgets, revenues by category and fund, expenditures by fund and cost center, and expenditures by fund and category. Both options eliminate account-level detail to focus on higher levels of budgetary monitoring and control. Staff request City Council input to be incorporated in a future iteration for continued refinement. Staff anticipate that the final version will include a brief written narrative of major financial activities over the reporting period, as well as, perhaps, line graphs showing cash balances to visualize cash flow over a certain period.

### Budget impact:

N/A

### Department or Council sponsor:

Administration

### Attachments:

Option A financial summary; Option B financial summary.

### Meeting date:

12/19/2023

# **OPTION A**

CITY OF LOWELL  
GENERAL FUND  
REVENUES AND EXPENDITURES SUMMARY WITH COMPARISON TO BUDGET

For the Period Ending: **11/30/2023**

110 <b>General Fund</b>	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<b>Revenues</b>					
310 Property Taxes	177,336.10	177,823.41	182,370.00	4,546.59	97.51
315 Interest Earned	301.21	1,281.69	1,252.00	(29.69)	102.37
320 Intergovernmental Revenue	5,795.89	18,349.78	38,660.00	20,310.22	47.46
325 Operating Grants	2,500.00	4,500.00	12,586.00	8,086.00	35.75
328 Capital Grants	(2,500.00)	-	4,200.00	4,200.00	0.00
330 Franchise Fees	1,956.69	39,196.75	68,500.00	29,303.25	57.22
335 Licenses & Permits	11,392.84	17,688.02	41,850.00	24,161.98	42.27
340 Charges for Service	242.66	2,732.75	1,360.00	(1,372.75)	200.94
345 Reimbursement SDC's	-	-	47.00	47.00	0.00
350 Fines & Forfeitures	615.00	2,382.93	5,000.00	2,617.07	47.66
360 Loan Proceeds	-	-	230,224.00	230,224.00	0.00
370 Other Revenue	(137.06)	20.00	3,500.00	3,480.00	0.57
375 Gain(Loss) on Sale of Fixed Assets	-	-	467,287.00	467,287.00	0.00
385 Miscellaneous Revenue	18.14	68.13	800.00	731.87	8.52
<b>Total Revenues</b>	<b>197,521.47</b>	<b>264,043.46</b>	<b>1,057,636.00</b>	<b>793,592.54</b>	<b>24.97</b>
<b>Expenditures</b>					
<b>410 Administration</b>					
5000 Personal Services	3,027.10	17,109.83	41,434.00	24,324.17	41.29
6000 Materials & Services	8,826.26	30,595.94	78,728.00	48,132.06	38.86
8000 Capital Outlay	(523.51)	-	85,000.00	85,000.00	0.00
Total Administration	11,329.85	47,705.77	205,162.00	157,456.23	80.16
<b>420 Parks &amp; Recreation</b>					
5000 Personal Services	3,625.10	23,420.34	57,125.00	33,704.66	41.00
6000 Materials & Services	3,825.57	24,763.99	41,817.00	17,053.01	59.22
8000 Capital Outlay	(3,194.94)	-	5,000.00	5,000.00	0.00
Total Parks & Recreation	4,255.73	48,184.33	103,942.00	55,757.67	100.22
<b>430 Police</b>					
5000 Personal Services	-	-	-	-	0.00
6000 Materials & Services	3,029.67	15,148.35	36,231.00	21,082.65	41.81
8000 Capital Outlay	-	-	-	-	0.00
Total Police	3,029.67	15,148.35	36,231.00	21,082.65	41.81
<b>440 Community Development</b>					
5000 Personal Services	864.80	4,808.32	11,645.00	6,836.68	41.29
6000 Materials & Services	5,428.13	21,052.55	65,931.00	44,878.45	31.93
8000 Capital Outlay	-	-	-	-	0.00
Total Community Development	6,292.93	25,860.87	77,576.00	51,715.13	73.22

CITY OF LOWELL  
GENERAL FUND  
REVENUES AND EXPENDITURES SUMMARY WITH COMPARISON TO BUDGET

For the Period Ending: **11/30/2023**

110 <b>General Fund</b>	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<b>450 Library</b>					
5000 Personal Services	2,507.45	15,457.46	35,511.00	20,053.54	43.53
6000 Materials & Services	1,440.46	24,548.17	12,573.00	(11,975.17)	195.25
8000 Capital Outlay	-	-	9,200.00	9,200.00	0.00
<b>Total Library</b>	<u>3,947.91</u>	<u>40,005.63</u>	<u>57,284.00</u>	<u>17,278.37</u>	<u>238.77</u>
<b>460 Code Enforcement</b>					
5000 Personal Services	543.08	3,044.35	7,494.00	4,449.65	40.62
6000 Materials & Services	202.24	302.86	1,900.00	1,597.14	15.94
8000 Capital Outlay	-	-	-	-	0.00
<b>Total Code Enforcement</b>	<u>745.32</u>	<u>3,347.21</u>	<u>9,394.00</u>	<u>6,046.79</u>	<u>56.56</u>
<b>470 Tourism</b>					
5000 Personal Services	-	-	-	-	
6000 Materials & Services	62.45	304.31	10,586.00	10,281.69	2.87
8000 Capital Outlay	-	-	-	-	0.00
<b>Total Tourism</b>	<u>62.45</u>	<u>304.31</u>	<u>10,586.00</u>	<u>10,281.69</u>	<u>2.87</u>
<b>480 Municipal Court</b>					
5000 Personal Services	869.88	4,908.11	11,781.00	6,872.89	41.66
6000 Materials & Services	778.70	1,922.65	5,112.00	3,189.35	37.61
8000 Capital Outlay	-	-	-	-	0.00
<b>Total Municipal Court</b>	<u>1,648.58</u>	<u>6,830.76</u>	<u>16,893.00</u>	<u>10,062.24</u>	<u>79.27</u>
<b>800 Debt Service</b>					
7111 Principal	9,696.98	9,696.98	250,525.00	240,828.02	3.87
7511 Interest	2,331.84	2,331.84	35,924.00	33,592.16	6.49
<b>Total Debt Service</b>	<u>12,028.82</u>	<u>12,028.82</u>	<u>286,449.00</u>	<u>274,420.18</u>	<u>10.36</u>
<b>900 Other Requirements</b>					
9100 Transfers to Other Funds	-	-	81,200.00	81,200.00	0.00
9500 Contingency	-	-	168,496.00	168,496.00	0.00
9800 Ending Balance (Budgeted)	-	-	74,885.00	74,885.00	0.00
<b>Total Other Requirements</b>	<u>-</u>	<u>-</u>	<u>324,581.00</u>	<u>324,581.00</u>	<u>-</u>
<b>Total General Fund Expenditures</b>	<u>43,341.26</u>	<u>199,416.05</u>	<u>1,128,098.00</u>	<u>928,681.95</u>	<u>17.68</u>
<b>Net Revenues over Expenditures</b>	<u>154,180.21</u>	<u>64,627.41</u>	<u>(70,462.00)</u>	<u>(135,089.41)</u>	<u>-91.72</u>

CITY OF LOWELL  
BUILDING FUND  
REVENUES AND EXPENDITURES SUMMARY WITH COMPARISON TO BUDGET

**For the Period Ending: 11/30/2023**

220 Building Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<b>Revenues</b>					
315 Interest Earned	0.90	5.12	10.00	4.88	51.20
335 Licenses & Permits	400.96	5,031.73	87,143.00	82,111.27	5.77
375 Gain(Loss) on Sale of Fixed Assets	-	-	-	-	0.00
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b><u>401.86</u></b>	<b><u>5,036.85</u></b>	<b><u>87,153.00</u></b>	<b><u>82,116.15</u></b>	<b><u>5.78</u></b>
<b>Expenditures</b>					
<b>220 Building Department</b>					
5000 Personal Services	1,080.14	6,021.37	14,612.00	8,590.63	41.21
6000 Materials & Services	827.70	12,635.28	78,481.00	65,845.72	16.10
8000 Capital Outlay	-	-	-	-	0.00
<b>Total Building Department</b>	<b><u>1,907.84</u></b>	<b><u>18,656.65</u></b>	<b><u>93,093.00</u></b>	<b><u>74,436.35</u></b>	<b><u>20.04</u></b>
<b>900 Other Requirements</b>					
9100 Transfers to Other Funds	-	-	-	-	0.00
9500 Contingency	-	-	55,015.00	55,015.00	0.00
9800 Ending Balance (Budgeted)	-	-	4,980.00	4,980.00	0.00
<b>Total Other Requirements</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>59,995.00</u></b>	<b><u>59,995.00</u></b>	<b><u>-</u></b>
<b>Total Building Fund Expenditures</b>	<b><u>1,907.84</u></b>	<b><u>18,656.65</u></b>	<b><u>153,088.00</u></b>	<b><u>134,431.35</u></b>	<b><u>12.19</u></b>
<b>Net Revenues over Expenditures</b>	<b><u>(1,505.98)</u></b>	<b><u>(13,619.80)</u></b>	<b><u>(65,935.00)</u></b>	<b><u>(52,315.20)</u></b>	<b><u>(20.66)</u></b>

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

For the Period Ending: **11/30/2023**

230 <b>Water Fund</b>	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<b>Revenues</b>					
315 Interest Earned	6.59	27.51	273.00	245.49	10.08
335 Licenses & Permits	-	-	3,750.00	3,750.00	0.00
340 Charges for Service	37,320.73	326,902.59	533,746.00	206,843.41	61.25
345 Reimbursement SDC's	-	-	-	-	0.00
360 Loan Payments & Proceeds	-	-	70,000.00	70,000.00	0.00
375 Gain(Loss) on Sale of Fixed Assets	-	-	-	-	0.00
385 Miscellaneous Revenue	295.00	5,988.22	4,770.00	(1,218.22)	125.54
390 Transfers in from Other Funds	-	-	30,000.00	30,000.00	0.00
<b>Total Revenues</b>	<b><u>37,622.32</u></b>	<b><u>332,918.32</u></b>	<b><u>642,539.00</u></b>	<b><u>309,620.68</u></b>	<b><u>51.81</u></b>
<b>Expenditures</b>					
<b>230 Water Department</b>					
5000 Personal Services	16,736.32	92,957.13	223,992.00	131,034.87	41.50
6000 Materials & Services	15,057.90	83,023.62	202,330.00	119,306.38	41.03
8000 Capital Outlay	-	-	110,000.00	110,000.00	0.00
<b>Total Water Department</b>	<b><u>31,794.22</u></b>	<b><u>175,980.75</u></b>	<b><u>536,322.00</u></b>	<b><u>360,341.25</u></b>	<b><u>32.81</u></b>
<b>800 Debt Service</b>					
7111 Principal	13,029.50	13,029.50	42,902.00	29,872.50	30.37
7511 Interest	5,929.56	5,929.56	32,973.00	27,043.44	17.98
<b>Total Debt Service</b>	<b><u>18,959.06</u></b>	<b><u>18,959.06</u></b>	<b><u>75,875.00</u></b>	<b><u>56,915.94</u></b>	<b><u>24.99</u></b>
<b>900 Other Requirements</b>					
Transfers to Other Funds	-	-	20,342.00	20,342.00	0.00
Contingency	-	-	20,000.00	20,000.00	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
<b>Total Other Requirements</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>40,342.00</u></b>	<b><u>40,342.00</u></b>	<b><u>0.00</u></b>
<b>Total General Fund Expenditures</b>	<b><u>50,753.28</u></b>	<b><u>194,939.81</u></b>	<b><u>652,539.00</u></b>	<b><u>457,599.19</u></b>	<b><u>29.87</u></b>
<b>Net Revenues over Expenditures</b>	<b><u>(13,130.96)</u></b>	<b><u>137,978.51</u></b>	<b><u>(10,000.00)</u></b>	<b><u>(147,978.51)</u></b>	<b><u>1,379.79</u></b>

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

For the Period Ending: **11/30/2023**

240 Sewer Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<b>Revenues</b>					
315 Interest Earned	381.31	1,778.60	1,000.00	(778.60)	177.86
335 Licenses & Permits	-	115.00	115.00	-	100.00
340 Charges for Service	39,594.37	271,706.94	483,366.00	211,659.06	56.21
345 Reimbursement SDC's	-	618.00	618.00	-	100.00
360 Loan Payments & Proceeds	-	-	90,000.00	90,000.00	0.00
375 Gain(Loss) on Sale of Fixed Assets	-	-	-	-	0.00
385 Miscellaneous Revenue	290.00	1,425.00	2,000.00	575.00	71.25
390 Transfers in from Other Funds	-	-	96,542.00	96,542.00	0.00
<b>Total Revenues</b>	<b><u>40,265.68</u></b>	<b><u>275,643.54</u></b>	<b><u>673,641.00</u></b>	<b><u>397,997.46</u></b>	<b><u>40.92</u></b>
<b>Expenditures</b>					
<b>230 Sewer Department</b>					
5000 Personal Services	16,736.27	92,956.91	224,009.00	131,052.09	41.50
6000 Materials & Services	24,894.58	87,458.26	226,179.00	138,720.74	38.67
8000 Capital Outlay	-	-	130,000.00	130,000.00	0.00
<b>Total Sewer Department</b>	<b><u>41,630.85</u></b>	<b><u>180,415.17</u></b>	<b><u>580,188.00</u></b>	<b><u>399,772.83</u></b>	<b><u>31.10</u></b>
<b>800 Debt Service</b>					
7111 Principal	29,199.17	29,199.17	36,372.00	7,172.83	80.28
7511 Interest	8,231.56	8,231.56	16,806.00	8,574.44	48.98
<b>Total Debt Service</b>	<b><u>37,430.73</u></b>	<b><u>37,430.73</u></b>	<b><u>53,178.00</u></b>	<b><u>15,747.27</u></b>	<b><u>70.39</u></b>
<b>900 Other Requirements</b>					
Transfers to Other Funds	-	-	30,000.00	30,000.00	0.00
Contingency	-	-	77,425.00	77,425.00	0.00
Ending Balance (Budgeted)	-	-	39,157.00	39,157.00	0.00
<b>Total Other Requirements</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>146,582.00</u></b>	<b><u>146,582.00</u></b>	<b><u>0.00</u></b>
<b>Total General Fund Expenditures</b>	<b><u>79,061.58</u></b>	<b><u>217,845.90</u></b>	<b><u>779,948.00</u></b>	<b><u>562,102.10</u></b>	<b><u>27.93</u></b>
<b>Net Revenues over Expenditures</b>	<b><u>(38,795.90)</u></b>	<b><u>57,797.64</u></b>	<b><u>(106,307.00)</u></b>	<b><u>(164,104.64)</u></b>	<b><u>54.37</u></b>

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

For the Period Ending: **11/30/2023**

312 <b>Street Fund</b>	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<b>Revenues</b>					
315 Interest Earned	241.38	1,127.14	200.00	(927.14)	563.57
335 Intergovernmental	7,605.10	40,080.42	80,000.00	39,919.58	50.10
345 Reimbursement SDC's	-	-	104.00	104.00	0.00
360 Loan Payments & Proceeds	-	-	270,000.00	270,000.00	0.00
375 Gain(Loss) on Sale of Fixed Assets	-	-	-	-	0.00
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b><u>7,846.48</u></b>	<b><u>41,207.56</u></b>	<b><u>350,304.00</u></b>	<b><u>309,096.44</u></b>	<b><u>11.76</u></b>
<b>Expenditures</b>					
<b>312 Street Department</b>					
5000 Personal Services	1,849.27	11,379.43	27,107.00	15,727.57	41.98
6000 Materials & Services	4,224.67	29,250.33	70,426.00	41,175.67	41.53
8000 Capital Outlay	-	-	275,000.00	275,000.00	0.00
<b>Total Street Department</b>	<b><u>6,073.94</u></b>	<b><u>40,629.76</u></b>	<b><u>372,533.00</u></b>	<b><u>331,903.24</u></b>	<b><u>10.91</u></b>
<b>800 Debt Service</b>					
7111 Principal	3,501.63	3,501.63	3,541.00	39.37	98.89
7511 Interest	1,669.93	1,669.93	1,670.00	0.07	100.00
<b>Total Debt Service</b>	<b><u>5,171.56</u></b>	<b><u>5,171.56</u></b>	<b><u>5,211.00</u></b>	<b><u>39.44</u></b>	<b><u>99.24</u></b>
<b>900 Other Requirements</b>					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	97,177.00	97,177.00	0.00
Ending Balance (Budgeted)	-	-	8,796.00	8,796.00	0.00
<b>Total Other Requirements</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>105,973.00</u></b>	<b><u>105,973.00</u></b>	<b><u>0.00</u></b>
<b>Total General Fund Expenditures</b>	<b><u>11,245.50</u></b>	<b><u>45,801.32</u></b>	<b><u>483,717.00</u></b>	<b><u>437,915.68</u></b>	<b><u>9.47</u></b>
<b>Net Revenues over Expenditures</b>	<b><u>(3,399.02)</u></b>	<b><u>(4,593.76)</u></b>	<b><u>(133,413.00)</u></b>	<b><u>(128,819.24)</u></b>	<b><u>(3.44)</u></b>

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

For the Period Ending: **11/30/2023**

314 <b>Blackberry Jam Fund</b>	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<b>Revenues</b>					
315 Interest Earned	0.13	0.87	10.00	9.13	8.70
370 Other Revenue	-	551.00	-	(551.00)	0.00
380 Fundraising & Event Revenue	-	2,642.19	2,960.00	317.81	89.26
385 Miscellaneous Revenue	-	115.00	110.00	(5.00)	104.55
390 Transfers in from Other Funds	-	-	5,000.00	5,000.00	0.00
<b>Total Revenues</b>	<b><u>0.13</u></b>	<b><u>3,309.06</u></b>	<b><u>8,080.00</u></b>	<b><u>4,770.94</u></b>	<b><u>40.95</u></b>
<b>Expenditures</b>					
<b>314 Blackberry Jam</b>					
5000 Personal Services	-	-	-	-	0.00
6000 Materials & Services	27.58	9,220.49	16,350.00	7,129.51	56.39
8000 Capital Outlay	-	-	-	-	0.00
<b>Total Blackberry Jam</b>	<b><u>27.58</u></b>	<b><u>9,220.49</u></b>	<b><u>16,350.00</u></b>	<b><u>7,129.51</u></b>	<b><u>56.39</u></b>
<b>900 Other Requirements</b>					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	1,773.00	1,773.00	0.00
<b>Total Other Requirements</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>1,773.00</u></b>	<b><u>1,773.00</u></b>	<b><u>0.00</u></b>
<b>Total General Fund Expenditures</b>	<b><u>27.58</u></b>	<b><u>9,220.49</u></b>	<b><u>18,123.00</u></b>	<b><u>8,902.51</u></b>	<b><u>50.88</u></b>
<b>Net Revenues over Expenditures</b>	<b><u>(27.45)</u></b>	<b><u>(5,911.43)</u></b>	<b><u>(10,043.00)</u></b>	<b><u>(4,131.57)</u></b>	<b><u>(58.86)</u></b>

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

For the Period Ending: **11/30/2023**

410 Parks SDC Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<b>Revenues</b>					
315 Interest Earned	258.31	1,205.58	200.00	(1,005.58)	602.79
345 SDC Revenue	-	-	1,004.00	1,004.00	0.00
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b><u>258.31</u></b>	<b><u>1,205.58</u></b>	<b><u>1,204.00</u></b>	<b><u>(1.58)</u></b>	<b><u>100.13</u></b>
<b>Expenditures</b>					
<b>410 Parks SDC</b>					
6000 Materials & Services	-	-	-	-	0.00
8000 Capital Outlay	-	-	93,275.00	93,275.00	0.00
<b>Total Parks SDC</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>93,275.00</u></b>	<b><u>93,275.00</u></b>	<b><u>0.00</u></b>
<b>900 Other Requirements</b>					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	8,443.00	8,443.00	0.00
<b>Total Other Requirements</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>8,443.00</u></b>	<b><u>8,443.00</u></b>	<b><u>0.00</u></b>
<b>Total General Fund Expenditures</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>101,718.00</u></b>	<b><u>101,718.00</u></b>	<b><u>0.00</u></b>
<b>Net Revenues over Expenditures</b>	<b><u>258.31</u></b>	<b><u>1,205.58</u></b>	<b><u>(100,514.00)</u></b>	<b><u>(101,719.58)</u></b>	<b><u>1.20</u></b>

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

For the Period Ending: **11/30/2023**

412 Streets SDC Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<b>Revenues</b>					
315 Interest Earned	199.90	932.99	150.00	(782.99)	621.99
345 SDC Revenue	-	-	592.00	592.00	0.00
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b><u>199.90</u></b>	<b><u>932.99</u></b>	<b><u>742.00</u></b>	<b><u>(190.99)</u></b>	<b><u>125.74</u></b>
<b>Expenditures</b>					
<b>412 Streets SDC</b>					
6000 Materials & Services	-	-	-	-	0.00
8000 Capital Outlay	-	-	64,838.00	64,838.00	0.00
<b>Total Streets SDC</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>64,838.00</u></b>	<b><u>64,838.00</u></b>	<b><u>0.00</u></b>
<b>900 Other Requirements</b>					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	5,869.00	5,869.00	0.00
<b>Total Other Requirements</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>5,869.00</u></b>	<b><u>5,869.00</u></b>	<b><u>0.00</u></b>
<b>Total General Fund Expenditures</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>70,707.00</u></b>	<b><u>70,707.00</u></b>	<b><u>0.00</u></b>
<b>Net Revenues over Expenditures</b>	<b><u>199.90</u></b>	<b><u>932.99</u></b>	<b><u>(69,965.00)</u></b>	<b><u>(70,897.99)</u></b>	<b><u>1.33</u></b>

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

For the Period Ending: **11/30/2023**

430 <b>Water SDC Fund</b>	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<b>Revenues</b>					
315 Interest Earned	1,303.53	6,082.88	500.00	(5,582.88)	1216.58
345 SDC Revenue	-	-	9,100.00	9,100.00	0.00
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	65,548.00	65,548.00	0.00
<b>Total Revenues</b>	<u><u>1,303.53</u></u>	<u><u>6,082.88</u></u>	<u><u>75,148.00</u></u>	<u><u>69,065.12</u></u>	<u><u>8.09</u></u>
<b>Expenditures</b>					
<b>430 Water SDC</b>					
6000 Materials & Services	240.00	240.00	-	(240.00)	0.00
8000 Capital Outlay	-	-	390,473.00	390,473.00	0.00
<b>Total Water SDC</b>	<u><u>240.00</u></u>	<u><u>240.00</u></u>	<u><u>390,473.00</u></u>	<u><u>390,233.00</u></u>	<u><u>0.06</u></u>
<b>900 Other Requirements</b>					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	35,047.00	35,047.00	0.00
<b>Total Other Requirements</b>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>35,047.00</u></u>	<u><u>35,047.00</u></u>	<u><u>0.00</u></u>
<b>Total General Fund Expenditures</b>	<u><u>240.00</u></u>	<u><u>240.00</u></u>	<u><u>425,520.00</u></u>	<u><u>425,280.00</u></u>	<u><u>0.06</u></u>
<b>Net Revenues over Expenditures</b>	<u><u>1,063.53</u></u>	<u><u>5,842.88</u></u>	<u><u>(350,372.00)</u></u>	<u><u>(356,214.88)</u></u>	<u><u>1.67</u></u>

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

**For the Period Ending: 11/30/2023**

440 Sewer SDC Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<b>Revenues</b>					
315 Interest Earned	293.70	1,371.61	500.00	(871.61)	274.32
345 SDC Revenue	-	1,071.00	1,071.00	-	100.00
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b><u>293.70</u></b>	<b><u>2,442.61</u></b>	<b><u>1,571.00</u></b>	<b><u>(871.61)</u></b>	<b><u>155.48</u></b>
<b>Expenditures</b>					
<b>440 Sewer SDC</b>					
6000 Materials & Services	13,115.01	21,078.01	62,000.00	40,921.99	34.00
8000 Capital Outlay	-	-	52,941.00	52,941.00	0.00
<b>Total Sewer SDC</b>	<b><u>13,115.01</u></b>	<b><u>21,078.01</u></b>	<b><u>114,941.00</u></b>	<b><u>93,862.99</u></b>	<b><u>18.34</u></b>
<b>900 Other Requirements</b>					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	4,792.00	4,792.00	0.00
<b>Total Other Requirements</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>4,792.00</u></b>	<b><u>4,792.00</u></b>	<b><u>0.00</u></b>
<b>Total General Fund Expenditures</b>	<b><u>13,115.01</u></b>	<b><u>21,078.01</u></b>	<b><u>119,733.00</u></b>	<b><u>98,654.99</u></b>	<b><u>17.60</u></b>
<b>Net Revenues over Expenditures</b>	<b><u>(12,821.31)</u></b>	<b><u>(18,635.40)</u></b>	<b><u>(118,162.00)</u></b>	<b><u>(99,526.60)</u></b>	<b><u>(15.77)</u></b>

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

For the Period Ending: **11/30/2023**

445 <b>Stormwater SDC Fund</b>	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<b>Revenues</b>					
315 Interest Earned	208.39	972.57	200.00	(772.57)	486.29
345 SDC Revenue	-	-	1,000.00	1,000.00	0.00
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b><u>208.39</u></b>	<b><u>972.57</u></b>	<b><u>1,200.00</u></b>	<b><u>227.43</u></b>	<b><u>81.05</u></b>
<b>Expenditures</b>					
<b>445 Stormwater SDC</b>					
6000 Materials & Services	-	-	-	-	0.00
8000 Capital Outlay	-	-	75,456.00	75,456.00	0.00
<b>Total Stormwater SDC</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>75,456.00</u></b>	<b><u>75,456.00</u></b>	<b><u>0.00</u></b>
<b>900 Other Requirements</b>					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	6,921.00	6,921.00	0.00
<b>Total Other Requirements</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>6,921.00</u></b>	<b><u>6,921.00</u></b>	<b><u>0.00</u></b>
<b>Total General Fund Expenditures</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>82,377.00</u></b>	<b><u>82,377.00</u></b>	<b><u>0.00</u></b>
<b>Net Revenues over Expenditures</b>	<b><u>208.39</u></b>	<b><u>972.57</u></b>	<b><u>(81,177.00)</u></b>	<b><u>(82,149.57)</u></b>	<b><u>1.20</u></b>

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

For the Period Ending: **11/30/2023**

520 <b>Water Reserve Fund</b>	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<b>Revenues</b>					
315 Interest Earned	129.28	603.26	500.00	(103.26)	120.65
345 SDC Revenue	-	-	-	-	0.00
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b><u>129.28</u></b>	<b><u>603.26</u></b>	<b><u>500.00</u></b>	<b><u>(103.26)</u></b>	<b><u>120.65</u></b>
<b>Expenditures</b>					
<b>520 Water Reserve</b>					
6000 Materials & Services	-	-	-	-	0.00
8000 Capital Outlay	-	-	-	-	0.00
<b>Total Water Reserve</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>0.00</u></b>
<b>900 Other Requirements</b>					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	40,507.00	40,507.00	0.00
<b>Total Other Requirements</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>40,507.00</u></b>	<b><u>40,507.00</u></b>	<b><u>0.00</u></b>
<b>Total General Fund Expenditures</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>40,507.00</u></b>	<b><u>40,507.00</u></b>	<b><u>0.00</u></b>
<b>Net Revenues over Expenditures</b>	<b><u>129.28</u></b>	<b><u>603.26</u></b>	<b><u>(40,007.00)</u></b>	<b><u>(40,610.26)</u></b>	<b><u>1.51</u></b>

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

For the Period Ending: **11/30/2023**

521 Sewer Reserve Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<b>Revenues</b>					
315 Interest Earned	43.13	201.29	200.00	(1.29)	100.65
345 SDC Revenue	-	-	-	-	0.00
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b>43.13</b>	<b>201.29</b>	<b>200.00</b>	<b>(1.29)</b>	<b>100.65</b>
<b>Expenditures</b>					
<b>521 Sewer Reserve</b>					
6000 Materials & Services	-	-	-	-	0.00
8000 Capital Outlay	-	-	-	-	0.00
<b>Total Sewer Reserve</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00</b>
<b>900 Other Requirements</b>					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	40,507.00	40,507.00	0.00
<b>Total Other Requirements</b>	<b>-</b>	<b>-</b>	<b>40,507.00</b>	<b>40,507.00</b>	<b>0.00</b>
<b>Total General Fund Expenditures</b>	<b>-</b>	<b>-</b>	<b>40,507.00</b>	<b>40,507.00</b>	<b>0.00</b>
<b>Net Revenues over Expenditures</b>	<b>43.13</b>	<b>201.29</b>	<b>(40,307.00)</b>	<b>(40,508.29)</b>	<b>0.50</b>

# **OPTION B**

Fund summary - expenditures and revenues

As of 10/31/2023

33.42% of fiscal year

	FY 23/24 Amended	FY 23/24 YTD	% YTD
<b>Expenditure</b>	4,046,875.00	506,077.00	12.51%
General Fund	1,102,676.00	154,648.00	14.02%
Sewer Fund	779,948.00	138,785.00	17.79%
Water Fund	652,539.00	144,184.00	22.10%
Blackberry Jam	18,123.00	9,193.00	<b>50.73%</b>
Building Fund	153,088.00	16,748.00	10.94%
Street Fund	483,717.00	34,556.00	7.14%
SDC Funds	800,055.00	7,963.00	1.00%
Reserve Funds	56,729.00	0.00	0.00%
<b>Revenue</b>	2,899,918.00	648,504.00	22.36%
General Fund	1,057,636.00	66,522.00	6.29%
Sewer Fund	673,641.00	235,378.00	<b>34.94%</b>
Water Fund	642,539.00	295,295.00	<b>45.96%</b>
Blackberry Jam	8,080.00	3,309.00	<b>40.95%</b>
Building Fund	87,153.00	4,635.00	5.32%
Street Fund	350,304.00	33,361.00	9.52%
SDC Funds	79,865.00	9,372.00	11.73%
Reserve Funds	700.00	632.00	<b>90.29%</b>
<b>Grand Total</b>	<b>6,946,793.00</b>	<b>1,154,581.00</b>	<b>16.62%</b>

## Revenue summary - By fund and category

As of 10/31/2023

33.42% of fiscal year

	FY 23/24 Amended	FY 23/24 YTD	% YTD
<b>General Fund</b>	1,057,636.00	66,522.00	6.29%
Charges for Services	1,360.00	2,490.00	183.09%
Fines & Forfeitures	5,000.00	1,768.00	35.36%
Franchise Fees	68,500.00	37,240.00	54.36%
Fundraising & Event Revenue	0.00	0.00	0.00%
Grant Revenue	16,786.00	4,500.00	26.81%
Intergovernmental Revenue	38,660.00	12,554.00	32.47%
Investment Revenue	1,252.00	980.00	78.27%
Licenses & Permits	41,850.00	6,295.00	15.04%
Loan Payments & Proceeds	230,224.00	0.00	0.00%
Miscellaneous Revenue	800.00	50.00	6.25%
Other Revenue	470,787.00	157.00	0.03%
Reimbursement Revenue	0.00	0.00	0.00%
SDC Revenue	47.00	0.00	0.00%
Tax Revenue	182,370.00	488.00	0.27%
Transfers In	0.00	0.00	0.00%
<b>Sewer Fund</b>	673,641.00	235,378.00	34.94%
Charges for Services	483,366.00	232,113.00	48.02%
Grant Revenue	0.00	0.00	0.00%
Investment Revenue	1,000.00	1,397.00	139.70%
Licenses & Permits	115.00	115.00	100.00%
Loan Payments & Proceeds	90,000.00	0.00	0.00%
Miscellaneous Revenue	2,000.00	1,135.00	56.75%
Other Revenue	0.00	0.00	0.00%
SDC Revenue	618.00	618.00	100.00%
Transfers In	96,542.00	0.00	0.00%
<b>Water Fund</b>	642,539.00	295,295.00	45.96%
Charges for Services	533,746.00	289,581.00	54.25%
Grant Revenue	0.00	0.00	0.00%
Investment Revenue	273.00	21.00	7.69%
Licenses & Permits	3,750.00	0.00	0.00%
Loan Payments & Proceeds	70,000.00	0.00	0.00%
Miscellaneous Revenue	4,770.00	5,693.00	119.35%
Other Revenue	0.00	0.00	0.00%

## Revenue summary - By fund and category

As of 10/31/2023

33.42% of fiscal year

	FY 23/24 Amended	FY 23/24 YTD	% YTD
Reimbursement Revenue	0.00	0.00	0.00%
SDC Revenue	0.00	0.00	0.00%
Transfers In	30,000.00	0.00	0.00%
<b>Blackberry Jam</b>	<b>8,080.00</b>	<b>3,309.00</b>	<b>40.95%</b>
Fundraising & Event Revenue	2,960.00	2,642.00	89.26%
Investment Revenue	10.00	1.00	10.00%
Miscellaneous Revenue	110.00	115.00	104.55%
Other Revenue	0.00	551.00	0.00%
Transfers In	5,000.00	0.00	0.00%
<b>Building Fund</b>	<b>87,153.00</b>	<b>4,635.00</b>	<b>5.32%</b>
Investment Revenue	10.00	4.00	40.00%
Licenses & Permits	87,143.00	4,631.00	5.31%
Miscellaneous Revenue	0.00	0.00	0.00%
Other Revenue	0.00	0.00	0.00%
Transfers In	0.00	0.00	0.00%
<b>Street Fund</b>	<b>350,304.00</b>	<b>33,361.00</b>	<b>9.52%</b>
Grant Revenue	0.00	0.00	0.00%
Intergovernmental Revenue	80,000.00	32,475.00	40.59%
Investment Revenue	200.00	886.00	443.00%
Loan Payments & Proceeds	270,000.00	0.00	0.00%
Miscellaneous Revenue	0.00	0.00	0.00%
Other Revenue	0.00	0.00	0.00%
Reimbursement Revenue	0.00	0.00	0.00%
SDC Revenue	104.00	0.00	0.00%
Transfers In	0.00	0.00	0.00%
<b>SDC Funds</b>	<b>79,865.00</b>	<b>9,372.00</b>	<b>11.73%</b>
Investment Revenue	1,550.00	8,301.00	535.55%
SDC Revenue	12,767.00	1,071.00	8.39%
Transfers In	65,548.00	0.00	0.00%
<b>Reserve Funds</b>	<b>700.00</b>	<b>632.00</b>	<b>90.29%</b>
Investment Revenue	700.00	632.00	90.29%

Revenue summary - By fund and category

As of 10/31/2023

33.42% of fiscal year

	FY 23/24 Amended	FY 23/24 YTD	% YTD
Transfers In	0.00	0.00	0.00%
<b>Grand Total</b>	<b>2,899,918.00</b>	<b>648,504.00</b>	<b>22.36%</b>

Expenditure summary - By fund and cost center

As of 10/31/2023

33.42% of fiscal year

	FY 23/24 Amended	FY 23/24 YTD	% YTD
<b>General Fund</b>	1,102,676.00	154,648.00	14.02%
Administration	205,162.00	36,289.00	17.69%
Code Enforcement	9,394.00	2,518.00	26.80%
Community Development	52,576.00	19,569.00	<b>37.22%</b>
Debt Service	286,449.00	0.00	0.00%
Library	56,912.00	34,799.00	<b>61.15%</b>
Municipal Court	16,893.00	5,183.00	30.68%
Parks & Recreation	103,942.00	43,929.00	<b>42.26%</b>
Police	36,231.00	12,119.00	<b>33.45%</b>
Tourism	10,536.00	242.00	2.30%
Other Requirements	324,581.00	0.00	0.00%
<b>Sewer Fund</b>	779,948.00	138,785.00	17.79%
Non-Departmental	450,188.00	138,785.00	30.83%
Capital Outlay	130,000.00	0.00	0.00%
Debt Service	53,178.00	0.00	0.00%
Other Requirements	146,582.00	0.00	0.00%
<b>Water Fund</b>	652,539.00	144,184.00	22.10%
Non-Departmental	426,322.00	144,184.00	<b>33.82%</b>
Capital Outlay	110,000.00	0.00	0.00%
Debt Service	75,875.00	0.00	0.00%
Other Requirements	40,342.00	0.00	0.00%
<b>Blackberry Jam</b>	18,123.00	9,193.00	<b>50.73%</b>
Non-Departmental	16,350.00	9,193.00	<b>56.23%</b>
Other Requirements	1,773.00	0.00	0.00%
<b>Building Fund</b>	153,088.00	16,748.00	10.94%
Non-Departmental	93,093.00	16,748.00	17.99%
Capital Outlay	0.00	0.00	0.00%
Other Requirements	59,995.00	0.00	0.00%
<b>Street Fund</b>	483,717.00	34,556.00	7.14%
Non-Departmental	97,533.00	34,556.00	<b>35.43%</b>
Capital Outlay	275,000.00	0.00	0.00%

Expenditure summary - By fund and cost center

As of 10/31/2023

33.42% of fiscal year

	FY 23/24 Amended	FY 23/24 YTD	% YTD
Debt Service	5,211.00	0.00	0.00%
Other Requirements	105,973.00	0.00	0.00%
<b>SDC Funds</b>	<b>800,055.00</b>	<b>7,963.00</b>	<b>1.00%</b>
Non-Departmental	62,000.00	7,963.00	12.84%
Capital Outlay	676,983.00	0.00	0.00%
Other Requirements	61,072.00	0.00	0.00%
<b>Reserve Funds</b>	<b>56,729.00</b>	<b>0.00</b>	<b>0.00%</b>
Other Requirements	56,729.00	0.00	0.00%
<b>Grand Total</b>	<b>4,046,875.00</b>	<b>506,077.00</b>	<b>12.51%</b>

Expenditure summary - By fund and category

As of 10/31/2023

33.42% of fiscal year

	FY 23/24 Amended	FY 23/24 YTD	% YTD
<b>General Fund</b>	1,102,676.00	154,648.00	14.02%
Personal Services	164,990.00	57,310.00	<b>34.74%</b>
Materials & Services	227,456.00	93,619.00	<b>41.16%</b>
Debt Service	286,449.00	0.00	0.00%
Capital Outlay	99,200.00	3,719.00	3.75%
Contingencies	168,496.00	0.00	0.00%
Transfers Out	81,200.00	0.00	0.00%
Reserves & Ending Balances	74,885.00	0.00	0.00%
<b>Sewer Fund</b>	779,948.00	138,785.00	17.79%
Personal Services	224,009.00	76,221.00	<b>34.03%</b>
Materials & Services	226,179.00	62,564.00	27.66%
Debt Service	53,178.00	0.00	0.00%
Capital Outlay	130,000.00	0.00	0.00%
Contingencies	77,425.00	0.00	0.00%
Transfers Out	30,000.00	0.00	0.00%
Reserves & Ending Balances	39,157.00	0.00	0.00%
<b>Water Fund</b>	652,539.00	144,184.00	22.10%
Personal Services	223,992.00	76,222.00	<b>34.03%</b>
Materials & Services	202,330.00	67,962.00	<b>33.59%</b>
Debt Service	75,875.00	0.00	0.00%
Capital Outlay	110,000.00	0.00	0.00%
Contingencies	20,000.00	0.00	0.00%
Transfers Out	20,342.00	0.00	0.00%
Reserves & Ending Balances	0.00	0.00	0.00%
<b>Blackberry Jam</b>	18,123.00	9,193.00	<b>50.73%</b>
Materials & Services	16,350.00	9,193.00	<b>56.23%</b>
Contingencies	0.00	0.00	0.00%
Transfers Out	0.00	0.00	0.00%
Reserves & Ending Balances	1,773.00	0.00	0.00%
<b>Building Fund</b>	153,088.00	16,748.00	10.94%
Personal Services	14,612.00	4,941.00	<b>33.81%</b>
Materials & Services	78,481.00	11,807.00	15.04%

Expenditure summary - By fund and category

As of 10/31/2023

33.42% of fiscal year

	FY 23/24 Amended	FY 23/24 YTD	% YTD
Capital Outlay	0.00	0.00	0.00%
Contingencies	55,015.00	0.00	0.00%
Reserves & Ending Balances	4,980.00	0.00	0.00%
<b>Street Fund</b>	<b>483,717.00</b>	<b>34,556.00</b>	<b>7.14%</b>
Personal Services	27,107.00	9,531.00	35.16%
Materials & Services	70,426.00	25,025.00	35.53%
Debt Service	5,211.00	0.00	0.00%
Capital Outlay	275,000.00	0.00	0.00%
Contingencies	97,177.00	0.00	0.00%
Transfers Out	0.00	0.00	0.00%
Reserves & Ending Balances	8,796.00	0.00	0.00%
<b>SDC Funds</b>	<b>800,055.00</b>	<b>7,963.00</b>	<b>1.00%</b>
Materials & Services	62,000.00	7,963.00	12.84%
Capital Outlay	676,983.00	0.00	0.00%
Reserves & Ending Balances	61,072.00	0.00	0.00%
<b>Reserve Funds</b>	<b>56,729.00</b>	<b>0.00</b>	<b>0.00%</b>
Transfers Out	0.00	0.00	0.00%
Reserves & Ending Balances	56,729.00	0.00	0.00%
<b>Grand Total</b>	<b>4,046,875.00</b>	<b>506,077.00</b>	<b>12.51%</b>

# Agenda Item Sheet

## City of Lowell City Council

Type of item:	Discussion
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### Item title/recommended action:

Direction on scheduling a public information session related to city water for some time in January. – Discussion

### Justification or background:

Staff request City Council input on holding a public information session sometime in January or early next year. The purpose of the information session would be to explain the steps that the city is taking to ensure the safety of city water in light of the dam drawdown. The US Army Corps of Engineers has stated that they are willing to participate in such a session. However, their role would be limited to summarizing the reason behind the dam drawdown, as well as the effects of the change in dam operations. Staff recommend keeping the discussion limited to water treatment and quality within the city limits. Other topics--such as affects on fish, tourism, and so on--are outside the city's scope of control and knowledge and may better be addressed at separate information sessions.

### Budget impact:

N/A

### Department or Council sponsor:

Public Works

### Attachments:

N/A

### Meeting date:

12/19/2023

# Agenda Item Sheet

City of Lowell City Council

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Type of item:	Resolution
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Item title/recommended action:

Motion to approve Resolution 815, "A resolution recognizing Roundhouse Foundation, 'Filling the Gaps' grants and making appropriations."

Justification or background:

See attached resolution.

Budget impact:

Accept grant award of \$2,500.

Department or Council sponsor:

Library

Attachments:

Resolution 815

Meeting date:	12/19/2023
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**CITY OF LOWELL, OREGON**

**RESOLUTION 815**

**A RESOLUTION RECOGNIZING ROUNDHOUSE FOUNDATION,  
FILLING THE GAPS SMALL GRANTS 2023 AND MAKING  
APPROPRIATIONS**

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**The City Council of the City of Lowell finds as follows:**

The City of Lowell has received a grant in the amount of \$2,500 from the Roundhouse Foundation, Filling the Gaps Small Grant 2023 for the purpose of equipment needed to improve the Maggie Osgood Library.

The Maggie Osgood Library will use these funds to purchase display equipment and other small items needed to enhance the library.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell as follows:**

**Section 1.** That the Roundhouse Foundation “Filling the Gaps Small Grant Award” of \$2,500 is recognized. The following changes to appropriations within the General Fund for the fiscal year beginning July 1, 2023 are approved.

<b>General Fund</b>	<b>Current Budget</b>	<b>Adjustment</b>	<b>Amended Budget</b>
Administration	205,162		205,162
Code Enforcement	9,394		9,394
Community Development	77,576		77,576
Library	57,284	2,500	59,784
Municipal Court	16,893		16,893
Parks & Recreation	103,942		103,942
Police	36,231		36,231
Tourism	10,586		10,586
Debt Service	286,449		286,449
Contingencies	168,496		168,496
Transfers Out	81,200		81,200
Reserves	74,885		74,885
<b>Total</b>	<b>1,128,098</b>	<b>2,500</b>	<b>1,130,598</b>

**Section 2.** That the changes in appropriation will be allocated to the following account within the General Fund.

<b>General Fund</b>				
Account	Description	Adopted Budget	Adjustment	Amended Budget
110-450-6234	General Supplies	250	2,500	2,750

**Adopted by the City Council of the City of Lowell on this 5<sup>th</sup> day of December 2023.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

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Don Bennett, Mayor

ATTEST:

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Jeremy Caudle, City Recorder

# Agenda Item Sheet

City of Lowell City Council

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Type of item:	Resolution
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**Item title/recommended action:**

Motion to approve Resolution 816, "A resolution recognizing State of Oregon, Department of Land Conservation and Development (DLCD), 2023-2025 Young Memorial Planning Assistance Grant No GY-25-077 and making appropriations."

**Justification or background:**

See attached resolution.

**Budget impact:**

Accept grant award of \$2,000.

**Department or Council sponsor:**

Community Development

**Attachments:**

Resolution 815

Meeting date:	12/19/2023
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**CITY OF LOWELL, OREGON**

**RESOLUTION 816**

**A RESOLUTION RECOGNIZING STATE OF OREGON, DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT 2023-2025 YOUNG MEMORIAL PLANNING ASSISTANCE GRANT NO GY-25-077 AND MAKING APPROPRIATIONS.**

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**The City Council of the City of Lowell finds as follows:**

The City of Lowell has received a grant in the amount of \$2,000 for the Department of Land Conservation and Development’s (DLCD) “2023-2025 Young Memorial Planning Assistance” program for the purpose of codifying recent updates to the city’s development code. The codification involves issuing a new supplement of the Lowell Revised Code to include the updates.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell as follows:**

**Section 1.** That the City of Lowell hereby recognizes the DLCDC’s “2023-2025 Young Memorial Planning Assistance Grant” in the amount of \$2,000. The following changes to appropriations within the General Fund for the fiscal year beginning July 1, 2023 are approved.

<b>General Fund</b>			
	Current Budget	Adjustment	Amended Budget
Administration	205,162		205,162
Code Enforcement	9,394		9,394
Community Development	77,576	2,000	79,576
Library	59,784		59,784
Municipal Court	16,893		16,893
Parks & Recreation	103,942		103,942
Police	36,231		36,231
Tourism	10,586		10,586
Debt Service	286,449		286,449
Contingencies	168,496		168,496
Transfers Out	81,200		81,200
Reserves	74,885		74,885
Total	1,130,598	2,000	1,132,598

**Section 2.** That the changes in appropriation will be allocated to the following accounts within the General Fund.

<b>General Fund</b>				
Account	Description	Current Budget	Adjustment	Amended Budget
110-440-6128	Other Contract Services	10,000	2,000	12,000

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**Adopted by the City Council of the City of Lowell on this 5<sup>th</sup> day of December 2023.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

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Don Bennett, Mayor

ATTEST:

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Jeremy Caudle, City Recorder

# Agenda Item Sheet

City of Lowell City Council

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Type of item:	Resolution
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**Item title/recommended action:**

Motion to approve Resolution 817, "A resolution recognizing State of Oregon, 'Lottery Direct Legislative Award' for City of Lowell water treatment plant upgrades and making appropriations."

**Justification or background:**

See attached resolution.

**Budget impact:**

Accept grant award of \$306,420

**Department or Council sponsor:**

Public Works

**Attachments:**

Resolution 817

**Meeting date:**

12/19/2023

**CITY OF LOWELL, OREGON**

**RESOLUTION 817**

**A RESOLUTION RECOGNIZING A STATE OF OREGON LOTTERY DIRECT LEGISLATIVE AWARD FOR CITY OF LOWELL WATER TREATMENT PLANT UPGRADES AND MAKING APPROPRIATIONS.**

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**The City Council of the City of Lowell finds as follows:**

The City of Lowell has been awarded \$306,420 as identified in Section 256 of Senate Bill 5506 from the 2023 Oregon legislative session. The purpose of the award is to install a new programmable logic control (PLC) and supervisory control and data acquisition (SCADA) system. This includes installing the alarm system, upgrades to the reservoir control system and telemetry system to the water treatment plant, as well as a reservoir control panel and telemetry radio. These funds will be used for design, engineering, bid letting, construction and installation of the new systems.

The City Council has determined that it is necessary to replace the PLC, SCADA, and reservoir control systems and telemetry to be able to continue providing safe drinking water.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell as follows:**

**Section 1.** That the City of Lowell hereby recognizes the State of Oregon’s “Lottery Direct Legislative Award” for the City of Lowell “Water Treatment Plant Upgrade” project in the amount of \$306,420. The following changes to appropriations within the General Fund for the fiscal year beginning July 1, 2023 are approved.

<b>Water Fund</b>	Current Budget	Adjustment	Amended Budget
Water Department	536,322	306,420	842,742
Debt Service	75,875		75,875
Contingencies	20,000		20,000
Transfers Out	20,342		20,342
Reserves & Ending Balances	-		-
Total	652,539	306,420	958,959

**Section 2.** The changes in appropriation will be allocated to the following accounts within the General Fund.

<b>General Fund</b>				
Account	Description	Current Budget	Adjustment	Amended Budget
230-700-8540	Water Systems Improvements	10,000	306,420	316,420

**Adopted by the City Council of the City of Lowell on this 5<sup>th</sup> day of December 2023.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

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Don Bennett, Mayor

ATTEST:

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Jeremy Caudle, City Recorder

# Agenda Item Sheet

City of Lowell City Council

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Type of item:	Resolution
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**Item title/recommended action:**

Motion to approve Resolution 818, "A resolution authorizing the transfer of appropriations within funds." – Discussion/ Possible action

**Justification or background:**

See attached resolution.

**Budget impact:**

Line-item transfer within the General Fund. No net change in the budget.

**Department or Council sponsor:**

Library

**Attachments:**

Resolution 818

Meeting date:	12/19/2023
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CITY OF LOWELL, OREGON

RESOLUTION 818

A RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATIONS WITHIN FUNDS.

The City Council of the City of Lowell finds as follows:

A transfer of appropriation authority between accounts within the Library Department in the General Fund is necessary for the fiscal year 2023-2024 budget. O.R.S. 294.463(1) authorizes transfers of appropriations within a fund when authorized by resolution of the City Council.

At the time staff prepared the fiscal year 2023-2024 budget, staff budgeted \$6,000 for Library materials and collections within the "capital outlay" category. After budget adoption, staff determined that recording materials and collections expenditures within the "materials and services" category is a more appropriate way to account for these expenditures.

To improve the accuracy and management of the Library Department's fiscal year 2023-2024 budget, this resolution transfers the amounts appropriated for materials and collections from the "capital outlay" category to the "materials and services" category.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell, Oregon as follows:

Section 1. That the following transfers of appropriations are authorized for the 2023-2024 fiscal year.

Table with 4 columns: General Fund - Library, Adopted Budget, Amendments, Amended Budget. Rows include Personal Services, Materials & Services, Capital Outlay, and Total.

Section 2. That the changes in appropriation will be allocated to the following accounts within the General Fund.

Table with 5 columns: General Fund - Library, Account, Description, Adopted Budget, Adjustment, Amended Budget. Rows include accounts 110-450-8375 and 110-450-6780.

**Adopted by the City Council of the City of Lowell this the 5<sup>th</sup> day of December 2023.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

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Don Bennett, Mayor

ATTEST:

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Jeremy Caudle, City Recorder

# Agenda Item Sheet

## City of Lowell City Council

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Type of item:	Other
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### Item title/recommended action:

Motion to declare the flagpole at 107 E. 3rd Street as surplus property and to authorize its transfer to the Lowell School District. – Discussion/ Possible action

### Justification or background:

The Lowell School District has requested that the city transfer the flagpole at the old city hall to the district. The reason for the transfer is that the city is not using the flagpole, there are no plans to relocate it to the new City Hall, and it is likely that a different type of flagpole would be better suited to the new City Hall. L.R.C. Sec. 2.10(f)(2)(D.) allows the city to transfer surplus property "Without competition, by transfer or sale to another public agency." If City Council approves of donating the flagpole to the district, the staff request a motion authorizing the transfer.

### Budget impact:

N/A

### Department or Council sponsor:

Administration

### Attachments:

N/A

Meeting date:	12/19/2023
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# Agenda Item Sheet

City of Lowell City Council

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Type of item:	Discussion
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**Item title/recommended action:**

Motion to approve an "Operational maintenance services" Intergovernmental Agreement with Lane County for street maintenance services and to authorize the City Administrator to sign. – Discussion/ Possible action

**Justification or background:**

This is a renewal of our IGA with Lane County for street maintenance services. Our current IGA expired in October. Section 1 outline the scope of services to be provided. This IGA is for a 3-year term.

**Budget impact:**

Total services not to exceed \$50,000 over the IGA's 3-year term.

**Department or Council sponsor:**

Public Works

**Attachments:**

Operational Maintenance Services IGA with Lane County.

Meeting date:	12/19/2023
---------------	------------

**Operational Maintenance Services  
City of Lowell**

This **Agreement** is entered into by and between Lane County, a political subdivision of the State of Oregon (“**County**”), and City of Lowell, an Oregon unit of local government (“**City**”), each a “party,” and referred to collectively in this Agreement as “the parties.”

**RECITALS**

- A. ORS 190.010 and the Lane County Home Rule Charter provide that units of local government may enter into agreements for the performance of any or all functions and activities that a party to the agreements, its officers, or agents, have authority to perform.
- B. **COUNTY** and **CITY** have determined that it is both to their mutual benefit and to the general public’s benefit if they jointly utilize maintenance resources, including equipment and operators.

**AGREEMENT**

County and City agree as follows:

**1. SCOPE OF AGREEMENT**

- 1.1 For the purpose of this agreement, **CITY** and **COUNTY** have defined operational maintenance as quarterly street sweeping, annual cleaning of catch basins, vegetation control and any shoulder and surface maintenance, drainage maintenance and other street maintenance activities specifically requested in writing by **CITY**.
- 1.2 **County will:**
  - 1.2.1 Furnish equipment, materials, and personnel to perform operational maintenance services on streets designated by **CITY**. It is understood by both parties, **COUNTY** may be unavailable to provide services to **CITY** during certain times due to its workload.
  - 1.2.2 Provide quarterly street sweeping upon **CITY** owned portion of the following roads. Approximately 5.51 miles (29,105 feet).

	<u>Street Name</u>	<u>From</u>	<u>To</u>	<u>Length (ft.)</u>
1.	1 <sup>st</sup> STREET	PIONEER STREET	END	2,621
2.	4 <sup>TH</sup> STREET	MOSS STREET	HYLAND STREET	1,078
3.	6 <sup>TH</sup> STREET	MOSS STREET	“D” STREET	392
4.	CAROL STREET	OFF 4 <sup>TH</sup> STREET	END	710
5.	D STREET	OFF 4 <sup>TH</sup> STREET	END	1,087
6.	EAST 2 <sup>ND</sup> STREET	MOSS STREET	NORTH HYLAND LN	1,042
7.	EAST 3 <sup>RD</sup> STREET	MOSS STREET	NORTH HYLAND LN	1,058
8.	EVERLY STREET	OFF W. MAIN STREET	PENGRA ROAD	623
9.	HYLAND STREET	3 <sup>RD</sup> STREET	4 <sup>TH</sup> STREET	386
10.	INDUSTRIAL WAY	END	END	560
11.	LOFTUS STREET	OFF EVERLY STREET	END	293
12.	MAIN STREET	BOUNDARY ROAD	MOSS STREET	1,113
13.	MARINA VISTA DR	OFF NORTHSORE DR	END	840
14.	South MOSS STREET	END	PENGRA ROAD	1,613
15.	NORTH ALDER STREET	WEST MAIN STREET	END	607
16.	NORTH DAMON STREET	OFF WEST 2 <sup>ND</sup> STREET	END	573
17.	NORTH HYLAND LN	OFF NORTHSORE DR	END	2,216
18.	SENECA STREET	MOSS STREET	INDUSTRIAL WAY	243
19.	SOUTH ALDER ST	WEST MAIN STREET	END	517
20.	WEST 2 <sup>ND</sup> STREET	MOSS STREET	END	657

21.	WEST MAIN STREET	MOSS STREET	ALDER STREET	753
22.	PENGRA ROAD	MOSS STREET	PIONEER STREET	773
23.	PIONEER STREET	N. SHORE DRIVE	4TH STREET	1,550
24.	SUNRIDGE LANE	WETLEAU DRIVE	END	1,213
25.	TRAILBLAZER COURT	1 <sup>ST</sup> STREET	END	159
26.	WETLEAU DRIVE	OFF 1 <sup>ST</sup> STREET	END	1702
27.	ROCKCREST DRIVE	N. MOSS STREET	END	806
28.	E. 5 <sup>th</sup>	HYLAND LN	END	92
29	CANNON STREET	E. 3 <sup>RD</sup> STREET	END	715
30.	E. FOURTH STREET	HYLAND LN	END	950
31.	WETLEAU DRIVE	E. 4 <sup>TH</sup> STREET	END	205
32.	E. LAKEVIEW	S. MOSS STREET	PIONEER	689
33.	W. LAKEVIEW	S. MOSS STREET	END	522
34.	PACIFIC CREST WAY	WETLEAU DRIVE	END	196
35.	S. PARKER LANE	W. BOUNDARY ROAD	END	551
			<b>TOTAL FEET</b>	<b>29,105</b>

1.2.3 COUNTY agrees to provide annual catch basin maintenance upon CITY owned portion of the following roads. Approximately 5.40 miles (28,519 feet).

	<u>Street Name</u>	<u>From</u>	<u>To</u>	<u>Length (ft.)</u>
1.	1st STREET	PIONEER STREET	END	2,621
2.	4TH STREET	MOSS STREET	HYLAND STREET	1,078
3.	6TH STREET	MOSS STREET	"D" STREET	392
4.	7TH STREET	JASPER-LOWELL ROAD	END	784
5.	CAROL STREET	OFF 4TH STREET	END	710
6.	D STREET	OFF 4TH STREET	END	1,087
7.	EAST 2ND STREET	MOSS STREET	NORTH HYLAND LN	1,042
8.	EAST 3RD STREET	MOSS STREET	NORTH HYLAND LN	1,058
9.	EVERLY STREET	OFF W. MAIN STREET	PENGRA ROAD	623
10.	HYLAND STREET	3RD STREET	4TH STREET	386
11.	INDUSTRIAL WAY	END	END	560
12.	LOFTUS STREET	OFF EVERLY STREET	END	293
13.	MAIN STREET	BOUNDARY ROAD	MOSS STREET	1,113
14.	MARINA VISTA DR	OFF NORTHSHORE DR	END	840
15.	South MOSS STREET	END	PENGRA ROAD	1,613
16.	NORTH ALDER STREET	WEST MAIN STREET	END	607
17.	NORTH DAMON STREET	OFF WEST 2ND STREET	END	573
18.	NORTH HYLAND LN	OFF NORTHSHORE DR	END	2,216
19.	SENECA STREET	MOSS STREET	INDUSTRIAL WAY	243
20.	SOUTH ALDER ST	WEST MAIN STREET	END	517
21.	WEST 2ND STREET	MOSS STREET	END	657
22.	WEST MAIN STREET	MOSS STREET	ALDER STREET	753
23.	PENGRA ROAD	MOSS STREET	PIONEER STREET	773
24.	PIONEER STREET	N. SHORE DRIVE	4TH STREET	1,550
25.	SUNRIDGE LANE	WETLEAU DRIVE	END	1,213
26.	TRAILBLAZER COURT	1 <sup>ST</sup> STREET	END	159
27.	WETLEAU DRIVE	OFF 1 <sup>ST</sup> STREET	END	1702

28.	ROCKCREST DRIVE	N. MOSS STREET	END	806
29.	CANNON STREET	E. 3RD STREET	END	715
20.	E. FOURTH STREET	HYLAND LN	END	950
31.	E. LAKEVIEW	S. MOSS STREET	PIONEER	689
32.	PACIFIC CREST WAY	WETLEAU DRIVE	END	196
			TOTAL FEET	<u>28,519</u>

1.2.4 COUNTY agrees to provide, within its capabilities and schedule permitting, other operational maintenance for CITY as directed by CITY'S Coordinator. The scope of work and section of street(s) designated for work shall be specified in each CITY request.

1.2.5 COUNTY agrees to provide an estimate of costs, if requested by CITY for work under this agreement.

**1.3 City will:**

1.3.1 Be responsible for selecting work sites only on roadways and rights-of-way dedicated to public use.

**1.4 Both Parties Agree:**

COUNTY will employ standard operating and safety procedures while providing operational maintenance services to CITY. In the event those procedures are followed and a damage claim is filed, CITY will, as between the parties hereto, assume liability for said claim.

**2. DOCUMENTS FORMING THE AGREEMENT**

2.1 **The Agreement.** The Agreement consists of this document and all exhibits listed below, which are incorporated into this Agreement by this reference.

2.2 **Exhibits.** With this document, the following exhibits are incorporated into the Agreement:

- None

**3. CONSIDERATION AND PAYMENT**

3.1 The cost of operational maintenance services to be provided by COUNTY will not exceed \$50,000 (Fifty Thousand) during the term of the agreement. In the event this amount is not sufficient to continue services and both parties mutually agree, an amendment to the agreement may be executed with terms mutually agreeable to both parties.

**3.2 County's Payment Obligations**

3.2.1 Upon completion of work, submit to CITY a billing for all incurred costs incurred in the performance of operational maintenance on CITY streets. COUNTY will bill CITY for services on a monthly basis or following completion of the work.

**3.3 City's Payment Obligations**

3.3.1 Upon receipt of billing, reimburse COUNTY for all costs incurred within 30 days of billing.

**4. EFFECTIVE DATE AND DURATION**

4.1 **Effective Date.** Upon the signature of all parties, this Agreement is effective October 16, 2023.

4.2 **Duration.** Unless extended or terminated earlier in accordance with its terms, this Agreement will terminate three (3) years from the date of the final execution of this agreement. However, such expiration shall not extinguish or prejudice either party's right to enforce this Agreement with respect to any breach or default in performance which has not been cured.

**5. AUTHORIZED REPRESENTATIVES AND NOTICE.** Each of the parties designates the following individuals as its authorized representative for administration of this Agreement. Either party may designate a new authorized representative by written notice to the other.

5.1 County's Authorized Representative (name, title, telephone number, and email):

Lane County Public Works Zone 1 Supervisor, 3040 N Delta Hwy, Eugene, OR 97408, 541-682-6948.

5.2 City's Authorized Representative (name, title, telephone number, and email):

City of Lowell Public Works Director, 70 North Pioneer Street, Lowell, OR 97452, 541-937-2776.

Any notice, demand, consent, approval, or other communication to be given under this Agreement must be in writing and provided by email addressed to the party's authorized representative, except as provided below in this section. However, if, in either party's discretion, email is not the most appropriate method for providing

notice, then notice may be provided by personal delivery; certified mail, postage prepaid, return receipt requested; or nationally recognized overnight courier. The effective date of notice shall be: for notice by email, the date and time sent if sent between the hours of 8 am and 5 pm, otherwise effective at 8am the following Business Day; for notice delivered in person, the date and time of delivery; for notice by U.S. mail, three days after the date of certification; and for notice by overnight courier, the next business day after deposit with the courier. If no representative is identified in this section, notice may be given to the person executing the Agreement on behalf of that party below.

- 6. INDEMNIFICATION.** To the extent permitted by the Oregon Constitution, and to the extent permitted by the Oregon Tort Claims Act, each party agrees to indemnify, defend, and hold harmless the other party and its officers, employees, and agents from and against all damages, losses and expenses, including but not limited to attorney fees and costs related to litigation, and to defend all claims, proceedings, lawsuits, and judgments arising out of or resulting from the indemnifying party's negligence in the performance of or failure to perform under this Agreement.
- 7. PUBLIC BODY STATUS.** In providing the services specified in this Agreement (and any associated services) both parties are public bodies and maintain their public body status as specified in ORS 30.260. Both parties understand and acknowledge that each retains all immunities and privileges granted them by the Oregon Tort Claims Act (ORS 30.260 through 30.295) and any and all other statutory rights granted as a result of their status as local public bodies.
- 8. MODIFICATION AND TERMINATION.**
  - 8.1 Modification.** No modification or amendment to this Agreement will bind either party unless in writing and signed by both parties.
  - 8.2 Termination.** The parties may jointly agree to terminate this Agreement at any time by written agreement. Either party may terminate this Agreement for its convenience at any time with no liability on its part, except to pay for services previously provided, by giving the other party not less than 30 days' advance written notice.
  - 8.3 Non-Appropriation.** Each of the parties certifies that it has sufficient funds currently authorized for expenditure to finance the costs of this Agreement for the period within the current budget; however, the parties understand and agree that, if a party does not appropriate funds for the next succeeding fiscal year to continue payments otherwise required by the Agreement, this Agreement will terminate at the end of the last fiscal year for which payments have been appropriated. The non-appropriating party will notify the other party of such non-appropriation not later than 30 days before the beginning of the year within which funds are not appropriated. Upon termination pursuant to this clause, neither party will have a further obligation for payments beyond the termination date.
- 9. MISCELLANEOUS PROVISIONS**
  - 9.1 Dispute Resolution.** The parties are required to exert every effort to cooperatively resolve any disagreements that may arise under this Agreement. This may be done at any management level, including at a level higher than the persons directly responsible for administration of the Agreement. In the event that the parties alone are unable to resolve any conflict under this Agreement, they are encouraged to resolve their differences through mediation or other cooperative dispute resolution process.
  - 9.2 Waiver.** Failure of either party to enforce any provision of the Agreement does not constitute a waiver or relinquishment by the party of the right to such performance in the future nor of the right to enforce that or any other provision of this Agreement.
  - 9.3 Severability.** If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions are not affected; and the rights and obligations of the parties are to be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
  - 9.4 Governing Law, Forum, and Venue.** All matters in dispute between the parties to this Agreement arising from or relating to the Agreement, including without limitation alleged tort or violation, are governed by, construed, and enforced in accordance with the laws of the State of Oregon without regard to principles of conflict of laws. This section does not constitute a waiver by County of any form of defense

or immunity, whether governmental immunity or otherwise, from any claim or from the jurisdiction of any court. All disputes and litigation arising out of this Agreement will be decided by the state or federal courts of Oregon. Venue for all disputes and litigation will be in Lane County, Oregon.

- 9.5 Time is of the Essence.** The parties agree that time is of the essence with respect to all provisions of this Agreement.
- 9.6 No Third-Party Beneficiaries.** County and City are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives or may be construed to give or provide any benefit or right to third persons, either directly or indirectly, that is greater than the rights and benefits enjoyed by the general public, unless that party is identified by name in this Agreement.
- 9.7 Headings.** The headings and captions in this Agreement are for reference and identification purposes only and may not be used to construe the meaning or to interpret the Agreement.
- 9.8 Force Majeure.** Neither party will be held responsible for delay or default due to force majeure acts, events, or occurrences, including but not limited to fires, riots, wars, and epidemics, unless such delay or default could have been avoided by the exercise of reasonable care, prudence, foresight, and diligence by that party.
- 9.9 Multiple Counterparts.** This Agreement and any subsequent amendments may be executed in several counterparts, facsimile or otherwise, all of which when taken together will constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement and any amendments so executed will constitute an original.
- 9.10 Merger and Construction.** This Agreement contains the entire agreement of County and City with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements and understandings. This Agreement is the result of bilateral negotiations between the parties, and the provisions of this Agreement are to be interpreted and their legal effects determined as a whole, with no part to be construed against the drafter of such part.
- 9.11 Compliance with Law.** County and City agree to comply with all federal, state and local laws applicable to the parties or the subject matter of this Agreement.

**SIGNATURES FOLLOW ON NEXT PAGE**

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

**CITY:**

CITY OF LOWELL

**COUNTY:**

LANE COUNTY

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Dan Hurley, Public Works Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

70 N. Pioneer Street  
PO Box 490  
Lowell, OR 97452

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