

**Lowell City Council
Regular Meeting
Tuesday, June 18, 2024 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>.
 - 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.
 - Comments received by 4:00 pm on the meeting date will be included in the record.
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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. May 2024 check register
2. May 2024 financial statements

Public Comments

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

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

Council Comments (three minutes per speaker)

Staff Reports

1. City Administrator
2. Public Works
3. Library Director
4. City of Oakridge police report

Old Business

New Business

1. Resolution 831, "A resolution to establish water and sewer rates to be effective July 1, 2024." – Discussion/
Possible action

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

2. Resolution 832, "A resolution declaring the city's election to receive state revenues for fiscal year 2024-2025." – Discussion/ Possible action
3. Resolution 833, "A resolution to adopt a budget and impose and categorize taxes for fiscal year 2024-2025." – Discussion/ Possible action
4. Resolution 834, "A resolution certifying services for fiscal year 2024-2025." – Discussion/ Possible action
5. Resolution 835, "A resolution authorizing an adjustment to employee pay for the fiscal year 2024-2025." – Discussion/ Possible action
6. Resolution 836, "A resolution authorizing the transfer of appropriations within funds." – Discussion/ Possible action
7. Review quotes for E. 1st St. paving. – Discussion/ Possible action
 - a. RiverBend Construction
 - b. Wakeview Construction, LLC
 - c. Additional quote(s) pending as of 6/14/24

At this time, City Council may vote to approve one of the quotes.
8. Motion to approve the February 21, 2024 scope of work for an external market compensation analysis for wages and benefits with Lane Council of Governments at the estimated member rate of \$7,791 and to authorize the City Administrator to sign. – Discussion/ Possible action
9. Motion to approve the June 12, 2024 insurance proposal from CityCounty Insurance Services in the amount of \$43,914.99 and to authorize the City Administrator to sign. – Discussion/ Possible action
10. Motion to approve a "Utility Worker Trainee" position description. – Discussion/ Possible action

Other Business

Mayor Comments

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

Adjourn the Regular Meeting.

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
18008								
18008	Backflow Specialties	771340	1	fee for Backflow Tests	230-490-6330	.00	2,905.00	2,905.00
Total 18008:						.00		2,905.00
18009								
18009	Banner Bank	PEGGY APR	1	Indeed - Intern Job Posting	110-450-6128	.00	148.83	148.83
18009	Banner Bank	SAM APR 20	1	Zoro - Tools - Poo bags	110-420-6234	.00	73.38	73.38
18009	Banner Bank	SAM APR 20	2	Amazon - Carb Kit for Trimmer	110-410-6324	.00	25.99	25.99
18009	Banner Bank	SAM APR 20	3	Amazon - Batteries - AA, AAA, C,	230-490-6230	.00	54.36	54.36
18009	Banner Bank	SAM APR 20	4	Amazon - Batteries - AA, AAA, C,	240-490-6230	.00	54.36	54.36
18009	Banner Bank	SAM APR 20	5	ChekR inc- Library Volunteer Bac	110-450-6128	.00	44.99	44.99
18009	Banner Bank	SAM APR 20	6	Amazon - Belt for Lawn Mower	110-420-6324	.00	26.56	26.56
18009	Banner Bank	SAM APR 20	7	Staples - Envelopes	110-410-6230	.00	5.15	5.15
18009	Banner Bank	SAM APR 20	8	Staples - Envelopes	110-420-6234	.00	.60	.60
18009	Banner Bank	SAM APR 20	9	Staples - Envelopes	110-440-6230	.00	.91	.91
18009	Banner Bank	SAM APR 20	10	Staples - Envelopes	110-450-6230	.00	3.64	3.64
18009	Banner Bank	SAM APR 20	11	Staples - Envelopes	110-460-6234	.00	.91	.91
18009	Banner Bank	SAM APR 20	12	Staples - Envelopes	110-480-6230	.00	.91	.91
18009	Banner Bank	SAM APR 20	13	Staples - Envelopes	220-490-6230	.00	.91	.91
18009	Banner Bank	SAM APR 20	14	Staples - Envelopes	230-490-6230	.00	7.88	7.88
18009	Banner Bank	SAM APR 20	15	Staples - Envelopes	240-490-6230	.00	7.88	7.88
18009	Banner Bank	SAM APR 20	16	Staples - Envelopes	312-490-6230	.00	1.52	1.52
Total 18009:						.00		458.78
18010								
18010	Caselle	132866	1	Caselle Software and Support	110-410-6225	.00	218.58	218.58
18010	Caselle	132866	2	Caselle Software and Support	110-420-6225	.00	86.03	86.03
18010	Caselle	132866	3	Caselle Software and Support	110-440-6225	.00	16.85	16.85
18010	Caselle	132866	4	Caselle Software and Support	110-450-6225	.00	46.07	46.07
18010	Caselle	132866	5	Caselle Software and Support	220-490-6225	.00	22.06	22.06
18010	Caselle	132866	6	Caselle Software and Support	230-490-6225	.00	434.77	434.77
18010	Caselle	132866	7	Caselle Software and Support	240-490-6225	.00	434.77	434.77
18010	Caselle	132866	8	Caselle Software and Support	312-490-6225	.00	82.28	82.28
18010	Caselle	132866	9	Caselle Software and Support	314-490-6225	.00	11.59	11.59
Total 18010:						.00		1,353.00
18011								
18011	Charter Communications	0003329040	1	Internet	240-490-6435	.00	144.99	144.99
Total 18011:						.00		144.99
18012								
18012	City of Lowell	APR 2024 W/	1	Water Service	110-410-6420	.00	67.03	67.03
18012	City of Lowell	APR 2024 W/	2	Water Service	110-420-6420	.00	613.06	613.06
18012	City of Lowell	APR 2024 W/	3	Water Service	110-450-6420	.00	71.61	71.61
18012	City of Lowell	APR 2024 W/	4	Water Service	220-490-6420	.00	15.41	15.41
18012	City of Lowell	APR 2024 W/	5	Water Service	230-490-6420	.00	73.19	73.19
18012	City of Lowell	APR 2024 W/	6	Water Service	240-490-6420	.00	450.16	450.16

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
18012	City of Lowell	APR 2024 W/	7	Sewer Service	110-410-6425	.00	104.48	104.48
18012	City of Lowell	APR 2024 W/	8	Sewer Service	110-420-6425	.00	411.06	411.06
18012	City of Lowell	APR 2024 W/	9	Sewer Service	110-450-6425	.00	111.33	111.33
18012	City of Lowell	APR 2024 W/	10	Sewer Service	220-490-6425	.00	23.98	23.98
18012	City of Lowell	APR 2024 W/	11	Sewer Service	230-490-6425	.00	68.51	68.51
18012	City of Lowell	APR 2024 W/	12	Sewer Service	240-490-6425	.00	616.59	616.59
Total 18012:						.00		2,626.41
18013								
18013	City of Oakridge	MAY/0056/20	1	Police Service	110-430-6118	.00	3,029.67	3,029.67
18013	City of Oakridge	MAY/0056/20	2	Net Revenue Muni Court	110-480-6128	.00	116.16	116.16
18013	City of Oakridge	MAY/0056/20	3	Bailiff	110-480-6121	.00	63.34	63.34
Total 18013:						.00		3,209.17
18014								
18014	DEQ Financial Services LB	WQWSC240	1	Wastewater OPCERT Support Fe	240-490-6520	.00	104.00	104.00
Total 18014:						.00		104.00
18015								
18015	Douglas Fast Net	DFN 0524	1	Internet Service	110-410-6435	.00	7.50	7.50
18015	Douglas Fast Net	DFN 0524	2	Wastewater internet	240-490-6435	.00	101.69	101.69
18015	Douglas Fast Net	DFN 0524	3	Water Plant Internet	230-490-6435	.00	117.88	117.88
Total 18015:						.00		227.07
18016								
18016	Grainger	9075172008	1	Ear Muffs and Gas Cans	240-490-6712	.00	267.16	267.16
18016	Grainger	9075172008	2	Ear muffs and Gas Cans	110-420-6234	.00	190.92	190.92
Total 18016:						.00		458.08
18017								
18017	Lane Council of Governme	92685	1	Invoice 92685 - IS Managed Servi	110-410-6112	.00	650.42	650.42
18017	Lane Council of Governme	92685	2	Invoice 92685 - IS Managed Servi	110-440-6112	.00	325.22	325.22
18017	Lane Council of Governme	92685	3	Invoice 92685 - IS Managed Servi	110-450-6122	.00	325.23	325.23
18017	Lane Council of Governme	92685	4	Invoice 92685 - IS Managed Servi	220-490-6122	.00	650.42	650.42
18017	Lane Council of Governme	92685	5	Invoice 92685 - IS Managed Servi	230-490-6122	.00	650.42	650.42
Total 18017:						.00		2,601.71
18018								
18018	Lane County Waste Mgmt.	7259240171	1	Dump run for Water Plant	230-490-6445	.00	110.82	110.82
Total 18018:						.00		110.82
18019								
18019	Lane Electric Cooperative	APRIL LEC	1	Electricity	110-410-6430	.00	122.46	122.46
18019	Lane Electric Cooperative	APRIL LEC	2	Electricity	110-420-6430	.00	261.27	261.27
18019	Lane Electric Cooperative	APRIL LEC	3	Electricity	110-450-6430	.00	174.38	174.38
18019	Lane Electric Cooperative	APRIL LEC	4	Electricity	110-470-6326	.00	66.82	66.82
18019	Lane Electric Cooperative	APRIL LEC	5	Electricity	220-490-6430	.00	9.31	9.31
18019	Lane Electric Cooperative	APRIL LEC	6	Electricity	230-490-6430	.00	1,340.88	1,340.88
18019	Lane Electric Cooperative	APRIL LEC	7	Electricity	240-490-6430	.00	2,147.39	2,147.39

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
18019	Lane Electric Cooperative	APRIL LEC	8	Electricity	312-490-6430	.00	984.93	984.93
Total 18019:						.00		5,107.44
18020								
18020	National Business Solution	IN130802	1	Copy Charges - BW copies 2807	110-410-6124	.00	12.07	12.07
18020	National Business Solution	IN130802	2	Copy Charges - Color Copies 121	110-410-6124	.00	52.61	52.61
18020	National Business Solution	IN130802	3	Service Base JD	110-410-6124	.00	19.00	19.00
Total 18020:						.00		83.68
18021								
18021	Northwest Code Profession	5047	1	Building Permit Cost - April 24	220-490-6150	.00	462.71	462.71
18021	Northwest Code Profession	5047	2	Electrical Permit - April 2024	220-490-6152	.00	186.00	186.00
18021	Northwest Code Profession	5047	3	Credit	220-490-6150	.00	7.27-	7.27-
Total 18021:						.00		641.44
18022								
18022	OHA Cashier	2025 ANNUA	1	Annual Water System Fee	230-490-6220	.00	900.00	900.00
Total 18022:						.00		900.00
18023								
18023	Oregon Dept of Revenue	FEB/MAR 24	1	Criminal Fine Account - 928 Febru	110-480-6560	.00	100.00	100.00
18023	Oregon Dept of Revenue	FEB/MAR 24	2	Criminal Fine Account - 928 Marc	110-480-6560	.00	50.00	50.00
Total 18023:						.00		150.00
18024								
18024	Oregon DEQ	NH 24 RENE	1	Wastwater Certification Renewal	240-490-6220	.00	166.40	166.40
Total 18024:						.00		166.40
18025								
18025	Pacific Office Automation In	5029645289	1	Postage machine	110-410-6128	.00	44.19	44.19
18025	Pacific Office Automation In	5029645289	2	Postage Machine	230-490-6128	.00	88.37	88.37
18025	Pacific Office Automation In	5029645289	3	Postage Machine	240-490-6128	.00	88.37	88.37
Total 18025:						.00		220.93
18026								
18026	Renewable Resource Grou	165815,1658	1	Invoice 165856 E Coli	240-490-6755	.00	68.40	68.40
18026	Renewable Resource Grou	165815,1658	2	Invoice 166506 BOD, TSS	240-490-6755	.00	216.00	216.00
18026	Renewable Resource Grou	165815,1658	3	Invoice 166586 E Coli	240-490-6755	.00	68.40	68.40
18026	Renewable Resource Grou	165815,1658	4	Invoice 166660 BOD TSS	240-490-6755	.00	216.00	216.00
18026	Renewable Resource Grou	165815,1658	5	Invoice 165815 TOC and Alkalinity	230-490-6755	.00	200.70	200.70
18026	Renewable Resource Grou	166025,1660	1	Invoice 166026 BOD TSS	240-490-6755	.00	216.00	216.00
18026	Renewable Resource Grou	166025,1660	2	Invoice 166027 E Coli	240-490-6755	.00	68.40	68.40
18026	Renewable Resource Grou	166025,1660	3	Invoice 166159 BOD TSS	240-490-6755	.00	216.00	216.00
18026	Renewable Resource Grou	166025,1660	4	Invoice 166339 BOD TSS E Coli	240-490-6755	.00	292.00	292.00
18026	Renewable Resource Grou	166025,1660	5	Invoice 166397 E Coli	240-490-6755	.00	68.40	68.40
18026	Renewable Resource Grou	166025,1660	6	Invoice 166025 Bac-T	230-490-6755	.00	50.40	50.40
18026	Renewable Resource Grou	166025,1660	7	Invoice 166396 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 18026:						.00		1,731.10
18027								
18027	The Automation Group Inc	W14385	1	Connecting Static IP to New Intern	230-490-6122	.00	1,064.00	1,064.00
Total 18027:						.00		1,064.00
18028								
18028	Verizon Wireless	9962325656	1	Cell Phone, tablet	110-410-6440	.00	91.70	91.70
18028	Verizon Wireless	9962325656	2	Cell Phone, tablet	230-490-6440	.00	110.14	110.14
18028	Verizon Wireless	9962325656	3	Cell Phone	240-490-6440	.00	69.32	69.32
Total 18028:						.00		271.16
18029								
18029	Wells Fargo Financial Leas	5029741911	1	Monthly Copier Lease	110-410-6124	.00	95.96	95.96
Total 18029:						.00		95.96
18030								
18030	Bridge Town Market	APRIL 24	1	Fuel for 2017 Ram and Mower	110-420-6710	.00	452.47	452.47
18030	Bridge Town Market	APRIL 24	2	Batteries for Metal Detector and Li	230-490-6712	.00	24.97	24.97
18030	Bridge Town Market	APRIL 24	3	DI Water and Light Bulbs	240-490-6712	.00	19.69	19.69
Total 18030:						.00		497.13
18031								
18031	Cascade Columbia	894412,8960	1	Invoice 894412 Tote of Pass C	230-490-6750	.00	2,760.50	2,760.50
18031	Cascade Columbia	894412,8960	2	Invoice 896071 Credit for Contain	230-490-6750	.00	353.00-	353.00-
18031	Cascade Columbia	894412,8960	3	Invoice 896073 - Credit for Cont	230-490-6750	.00	353.00-	353.00-
18031	Cascade Columbia	894412,8960	4	Invoice 895687 3 Drums Hypo, 1	240-490-6750	.00	1,339.77	1,339.77
Total 18031:						.00		3,394.27
18032								
18032	Century Link	APR 24	1	line for water tower	230-490-6440	.00	79.50	79.50
18032	Century Link	APR 24	2	Phone and Auto Dialer for Water	230-490-6440	.00	138.00	138.00
18032	Century Link	APR 24	3	Auto Dialer for Lift Station	240-490-6440	.00	52.20	52.20
Total 18032:						.00		269.70
18033								
18033	Charter Communications	0003329050	1	Internet	240-490-6435	.00	153.94	153.94
Total 18033:						.00		153.94
18034								
18034	City of Oakridge	APR/0056/20	1	Police Service	110-430-6118	.00	3,029.67	3,029.67
Total 18034:						.00		3,029.67
18035								
18035	Civil West Engineering Ser	2101.001C.1.	1	2101.001c.1.02.2 Retrofit/ECWAG	230-700-8540	.00	5,713.00	5,713.00
18035	Civil West Engineering Ser	2101.001C.1.	1	2101.001c.1.07.1.02 TYJB Hyland	110-440-6116	.00	354.00	354.00
18035	Civil West Engineering Ser	2101.001C.1.	1	2101.001c.1.07.1.07.08 Hillside	110-440-6116	.00	390.50	390.50

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 18035:						.00		6,457.50
18036								
18036	DEQ Financial Services	69889	1	N.Harris Wastewater TRreatment	240-490-6220	.00	249.60	249.60
Total 18036:						.00		249.60
18037								
18037	Lane Council of Governme	92795	1	Planning Service - TYJB Property	110-440-6117	.00	270.00	270.00
18037	Lane Council of Governme	92795	2	Planning Service - LU 2023-03 - D	110-440-6117	.00	1,507.50	1,507.50
18037	Lane Council of Governme	92795	3	Planning Service - Ledbetter Deve	110-440-6117	.00	157.50	157.50
18037	Lane Council of Governme	92795	4	Planning Service - Sunset View -	110-440-6117	.00	45.00	45.00
18037	Lane Council of Governme	92795	5	Planning Service - LSD - Gym Ex	110-440-6117	.00	22.50	22.50
18037	Lane Council of Governme	92795	6	Planning Service - City - Organize	110-440-6117	.00	67.50	67.50
18037	Lane Council of Governme	92795	7	Planning Service - City - RV Code	110-440-6117	.00	22.50	22.50
18037	Lane Council of Governme	92795	8	Planning Service - City - Camping	110-440-6117	.00	22.50	22.50
18037	Lane Council of Governme	92795	9	Planning Service - City - GIS for C	110-440-6117	.00	728.00	728.00
Total 18037:						.00		2,843.00
18038								
18038	Lane County Waste Mgmt.	7259240171	1	Tires and Refuse	230-490-6445	.00	110.82	110.82
Total 18038:						.00		110.82
18039								
18039	Lane Forest Products	S730680	1	Trees in Park Cleanup	110-420-6328	.00	20.00	20.00
Total 18039:						.00		20.00
18040								
18040	Lowell Mini Storage	JUNE 2024	1	Storage Rental Unit #L029	314-490-6705	.00	80.00	80.00
18040	Lowell Mini Storage	JUNE 2024	2	Storage Rental Unit #L020	110-410-6705	.00	90.00	90.00
Total 18040:						.00		170.00
18041								
18041	Lowell School District	8895	1	Bollards for City Hall	110-410-6334	.00	1,112.48	1,112.48
18041	Lowell School District	8895	2	Bollards for Library	110-450-6334	.00	1,112.48	1,112.48
18041	Lowell School District	FUEL APRIL	1	Fuel for Quad Cab	240-490-6710	.00	91.44	91.44
Total 18041:						.00		2,316.40
18042								
18042	National Business Solution	IN1132051	1	B/W copies - 4479 count	110-410-6124	.00	19.26	19.26
18042	National Business Solution	IN1132051	2	color copies - 957 count	110-410-6124	.00	41.44	41.44
18042	National Business Solution	IN1132051	3	Service Base JD	110-410-6124	.00	19.00	19.00
Total 18042:						.00		79.70
18043								
18043	Nichols, Layli	APRIL 2024	1	Consulting Services	110-410-6114	.00	1,019.20	1,019.20
18043	Nichols, Layli	APRIL 2024	2	Consulting Services	220-490-6114	.00	127.40	127.40
18043	Nichols, Layli	APRIL 2024	3	Consulting Services	230-490-6114	.00	637.00	637.00
18043	Nichols, Layli	APRIL 2024	4	Consulting Services	240-490-6114	.00	637.00	637.00

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
18043	Nichols, Layli	APRIL 2024	5	Consulting Services	312-490-6114	.00	127.40	127.40
Total 18043:						.00		2,548.00
18044								
18044	O'Kane, Peggy	OLA CONF 2	1	Milage from Pleasant Hill -to Conf	110-450-6240	.00	203.68	203.68
18044	O'Kane, Peggy	OLA CONF 2	2	Dinner -Basil & Board - 4/25/24	110-450-6240	.00	22.00	22.00
18044	O'Kane, Peggy	OLA CONF 2	3	Lodging - Grand Hotel in Salem 4/	110-450-6240	.00	347.74	347.74
Total 18044:						.00		573.42
18045								
18045	Segarra Law, LLC	MAY 24 COU	1	Municipal Court Judge	110-480-6120	.00	250.00	250.00
Total 18045:						.00		250.00
18046								
18046	USA Blue Book	00358472, 0	1	PH Buffers, Swiftest, Sample Bottl	240-490-6750	.00	478.08	478.08
18046	USA Blue Book	00358472, 0	2	PH Buffers	230-490-6750	.00	218.90	218.90
18046	USA Blue Book	00358472, 0	3	Oil for Blower	240-490-6710	.00	202.95	202.95
Total 18046:						.00		899.93
Grand Totals:						.00		48,494.22

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-2125	.00	19,203.81-	19,203.81-
110-410-6112	650.42	.00	650.42
110-410-6114	1,019.20	.00	1,019.20
110-410-6124	259.34	.00	259.34
110-410-6128	44.19	.00	44.19
110-410-6225	218.58	.00	218.58
110-410-6230	5.15	.00	5.15
110-410-6324	25.99	.00	25.99
110-410-6334	1,112.48	.00	1,112.48
110-410-6420	67.03	.00	67.03
110-410-6425	104.48	.00	104.48
110-410-6430	122.46	.00	122.46
110-410-6435	7.50	.00	7.50
110-410-6440	91.70	.00	91.70
110-410-6705	90.00	.00	90.00
110-420-6225	86.03	.00	86.03
110-420-6234	264.90	.00	264.90
110-420-6324	26.56	.00	26.56
110-420-6328	20.00	.00	20.00
110-420-6420	613.06	.00	613.06
110-420-6425	411.06	.00	411.06
110-420-6430	261.27	.00	261.27
110-420-6710	452.47	.00	452.47
110-430-6118	6,059.34	.00	6,059.34
110-440-6112	325.22	.00	325.22

GL Account	Debit	Credit	Proof
110-440-6116	744.50	.00	744.50
110-440-6117	2,843.00	.00	2,843.00
110-440-6225	16.85	.00	16.85
110-440-6230	.91	.00	.91
110-450-6122	325.23	.00	325.23
110-450-6128	193.82	.00	193.82
110-450-6225	46.07	.00	46.07
110-450-6230	3.64	.00	3.64
110-450-6240	573.42	.00	573.42
110-450-6334	1,112.48	.00	1,112.48
110-450-6420	71.61	.00	71.61
110-450-6425	111.33	.00	111.33
110-450-6430	174.38	.00	174.38
110-460-6234	.91	.00	.91
110-470-6326	66.82	.00	66.82
110-480-6120	250.00	.00	250.00
110-480-6121	63.34	.00	63.34
110-480-6128	116.16	.00	116.16
110-480-6230	.91	.00	.91
110-480-6560	150.00	.00	150.00
220-2125	7.27	1,498.20-	1,490.93-
220-490-6114	127.40	.00	127.40
220-490-6122	650.42	.00	650.42
220-490-6150	462.71	7.27-	455.44
220-490-6152	186.00	.00	186.00
220-490-6225	22.06	.00	22.06
220-490-6230	.91	.00	.91
220-490-6420	15.41	.00	15.41
220-490-6425	23.98	.00	23.98
220-490-6430	9.31	.00	9.31
230-2125	706.00	17,910.41-	17,204.41-
230-490-6114	637.00	.00	637.00
230-490-6122	1,714.42	.00	1,714.42
230-490-6128	88.37	.00	88.37
230-490-6220	900.00	.00	900.00
230-490-6225	434.77	.00	434.77
230-490-6230	62.24	.00	62.24
230-490-6330	2,905.00	.00	2,905.00
230-490-6420	73.19	.00	73.19
230-490-6425	68.51	.00	68.51
230-490-6430	1,340.88	.00	1,340.88
230-490-6435	117.88	.00	117.88
230-490-6440	327.64	.00	327.64
230-490-6445	221.64	.00	221.64
230-490-6712	24.97	.00	24.97
230-490-6750	2,979.40	706.00-	2,273.40
230-490-6755	301.50	.00	301.50
230-700-8540	5,713.00	.00	5,713.00
240-2125	.00	9,307.35-	9,307.35-
240-490-6114	637.00	.00	637.00
240-490-6128	88.37	.00	88.37
240-490-6220	416.00	.00	416.00
240-490-6225	434.77	.00	434.77
240-490-6230	62.24	.00	62.24
240-490-6420	450.16	.00	450.16
240-490-6425	616.59	.00	616.59
240-490-6430	2,147.39	.00	2,147.39

GL Account	Debit	Credit	Proof
240-490-6435	400.62	.00	400.62
240-490-6440	121.52	.00	121.52
240-490-6520	104.00	.00	104.00
240-490-6710	294.39	.00	294.39
240-490-6712	286.85	.00	286.85
240-490-6750	1,817.85	.00	1,817.85
240-490-6755	1,429.60	.00	1,429.60
312-2125	.00	1,196.13-	1,196.13-
312-490-6114	127.40	.00	127.40
312-490-6225	82.28	.00	82.28
312-490-6230	1.52	.00	1.52
312-490-6430	984.93	.00	984.93
314-2125	.00	91.59-	91.59-
314-490-6225	11.59	.00	11.59
314-490-6705	80.00	.00	80.00
Grand Totals:	<u>49,920.76</u>	<u>49,920.76-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

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

Bank.Name = "General"

CITY OF LOWELL
 COMBINED CASH INVESTMENT
 MAY 31, 2024

COMBINED CASH ACCOUNTS

999-1111	CASH IN BANK - CHECKING	479,712.83
999-1115	CASH IN BANK - LGIP	1,278,296.87
		1,758,009.70
	TOTAL COMBINED CASH	1,758,009.70
999-1110	CASH ALLOCATED TO FUNDS	(1,758,009.70)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

110	ALLOCATION TO GENERAL FUND	204,162.93
220	ALLOCATION TO BUILDING FUND	50,751.16
230	ALLOCATION TO WATER FUND	144,731.57
240	ALLOCATION TO SEWER FUND	291,466.29
312	ALLOCATION TO STREET FUND	167,442.25
314	ALLOCATION TO BLACKBERRY JAM FUND	12,069.80
410	ALLOCATION TO PARKS SDC FUND	108,827.19
412	ALLOCATION TO STREETS SDC FUND	84,563.32
430	ALLOCATION TO WATER SDC FUND	455,748.08
440	ALLOCATION TO SEWER SDC FUND	91,627.65
445	ALLOCATION TO STORMWATER SDC FUND	88,276.32
520	ALLOCATION TO WATER RESERVE FUND	41,791.83
521	ALLOCATION TO SEWER RESERVE FUND	16,551.31
		1,758,009.70
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,758,009.70
	ALLOCATION FROM COMBINED CASH FUND - 999-1110	(1,758,009.70)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CITY OF LOWELL
 BALANCE SHEET
 MAY 31, 2024

GENERAL FUND

ASSETS

110-1110	ALLOCATED CASH	58,528.56	
110-1115	CASH IN BANK - LGIP	145,634.37	
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		<u>3,705,091.81</u>

LIABILITIES AND EQUITY

LIABILITIES

110-2205	WAGES PAYABLE	7,254.01	
110-2210	PAYROLL TAXES PAYABLE	2,642.78	
110-2245	HEALTH INSURANCE PAYABLE	862.24	
110-2250	RETIREMENT PAYABLE	2,191.32	
110-2255	DEFERRED COMP PAYABLE	96.48	
110-2510	BAIL HELD	795.00	
110-2515	CET TAX COLLECTED	3,008.56	
110-2525	OTHER DEPOSITS	205.86	
110-2750	LONG TERM DEBT	687,210.00	
	TOTAL LIABILITIES		704,266.25

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	(57,466.12)	
	BALANCE - CURRENT DATE	(57,466.12)	
	TOTAL FUND EQUITY		<u>3,000,825.56</u>
	TOTAL LIABILITIES AND EQUITY		<u>3,705,091.81</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
110-310-4112	620.84	193,760.20	179,870.00	(13,890.20)	107.7
110-310-4114	85.52	1,453.42	2,500.00	1,046.58	58.1
	<u>706.36</u>	<u>195,213.62</u>	<u>182,370.00</u>	<u>(12,843.62)</u>	<u>107.0</u>
<u>INVESTMENT EARNINGS</u>					
110-315-4125	640.60	6,014.57	1,252.00	(4,762.57)	480.4
	<u>640.60</u>	<u>6,014.57</u>	<u>1,252.00</u>	<u>(4,762.57)</u>	<u>480.4</u>
<u>INTERGOVERNMENTAL</u>					
110-320-4132	2,329.18	12,651.73	11,800.00	(851.73)	107.2
110-320-4134	55.82	832.71	780.00	(52.71)	106.8
110-320-4136	1,985.44	21,323.89	23,680.00	2,356.11	90.1
110-320-4145	.00	33.26	.00	(33.26)	.0
110-320-4148	.00	2,607.70	2,400.00	(207.70)	108.7
	<u>4,370.44</u>	<u>37,449.29</u>	<u>38,660.00</u>	<u>1,210.71</u>	<u>96.9</u>
<u>OPERATING GRANTS</u>					
110-325-4152	.00	19,124.00	10,586.00	(8,538.00)	180.7
110-325-4154	.00	3,500.00	13,809.00	10,309.00	25.4
110-325-4158	.00	2,000.00	3,000.00	1,000.00	66.7
	<u>.00</u>	<u>24,624.00</u>	<u>27,395.00</u>	<u>2,771.00</u>	<u>89.9</u>
<u>CAPITAL GRANTS</u>					
110-328-4155	.00	.00	4,200.00	4,200.00	.0
	<u>.00</u>	<u>.00</u>	<u>4,200.00</u>	<u>4,200.00</u>	<u>.0</u>
<u>FRANCHISE FEES</u>					
110-330-4310	1,589.46	8,621.06	6,000.00	(2,621.06)	143.7
110-330-4312	.00	58,704.76	55,000.00	(3,704.76)	106.7
110-330-4314	900.41	8,902.95	6,000.00	(2,902.95)	148.4
110-330-4316	.00	236.94	1,500.00	1,263.06	15.8
110-330-4318	.00	1,346.94	.00	(1,346.94)	.0
110-330-4320	.00	1,828.02	.00	(1,828.02)	.0
	<u>2,489.87</u>	<u>79,640.67</u>	<u>68,500.00</u>	<u>(11,140.67)</u>	<u>116.3</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LICENSES & PERMITS</u>					
110-335-4352	LAND USE & DEVELOPMENT	.00	23,176.30	41,250.00	18,073.70 56.2
110-335-4354	MISC PERMITS & LICENSES	583.00	2,793.00	100.00 (2,693.00) 2793.0
110-335-4360	DOG LICENSES	42.00	697.00	500.00 (197.00) 139.4
	TOTAL LICENSES & PERMITS	625.00	26,666.30	41,850.00	15,183.70 63.7
<u>CHARGES FOR SERVICE</u>					
110-340-4410	COPY, FAX, NOTARY & RESEARCH	73.75	429.00	500.00	71.00 85.8
110-340-4415	LIBRARY SALES & SERVICES	.00	56.00	.00 (56.00) .0
110-340-4416	LIBRARY BOOK SALES	.00	1,218.91	.00 (1,218.91) .0
110-340-4417	LIEN SEARCHES	65.00	225.00	500.00	275.00 45.0
110-340-4421	SDC/CET ADMIN FEE	.00	1,494.58	260.00 (1,234.58) 574.8
110-340-4423	PAY STATION REVENUE	48.25	147.47	100.00 (47.47) 147.5
	TOTAL CHARGES FOR SERVICE	187.00	3,570.96	1,360.00 (2,210.96) 262.6
<u>SDC REVENUE</u>					
110-345-4511	PARKS REIMBURSEMENT SDC	.00	.00	47.00	47.00 .0
	TOTAL SDC REVENUE	.00	.00	47.00	47.00 .0
<u>FINES & FORFEITURES</u>					
110-350-4625	MUNICIPAL COURT REVENUE	350.00	4,617.93	5,000.00	382.07 92.4
	TOTAL FINES & FORFEITURES	350.00	4,617.93	5,000.00	382.07 92.4
<u>LOAN PAYMENTS & PROCEEDS</u>					
110-360-4225	LOAN PROCEEDS	.00	.00	230,224.00	230,224.00 .0
	TOTAL LOAN PAYMENTS & PROCEEDS	.00	.00	230,224.00	230,224.00 .0
<u>OTHER REVENUE</u>					
110-370-4825	LIBRARY DONATIONS	30.00	741.00	2,500.00	1,759.00 29.6
110-370-4826	PARKS DONATIONS	.00	.00	1,000.00	1,000.00 .0
	TOTAL OTHER REVENUE	30.00	741.00	3,500.00	2,759.00 21.2

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

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>FUNDRAISING & EVENT REVENUE</u>					
110-380-4865 LIBRARY CAPITAL CAMPAIGN	.00	1,150.00	.00	(1,150.00)	.0
110-380-4867 PARKS CAPITAL DONATIONS	100.00	2,650.00	.00	(2,650.00)	.0
TOTAL FUNDRAISING & EVENT REVENUE	100.00	3,800.00	.00	(3,800.00)	.0
<u>MISCELLANEOUS REVENUE</u>					
110-385-4895 MISCELLANEOUS REVENUE	.00	68.13	800.00	731.87	8.5
TOTAL MISCELLANEOUS REVENUE	.00	68.13	800.00	731.87	8.5
TOTAL FUND REVENUE	9,499.27	382,406.47	1,072,445.00	690,038.53	35.7

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
<u>PERSONAL SERVICES</u>					
110-410-5110	1,585.93	18,211.47	19,123.00	911.53	95.2
110-410-5114	398.77	4,579.15	4,784.00	204.85	95.7
110-410-5158	145.92	1,739.54	2,306.00	566.46	75.4
110-410-5220	6.90	34.50	69.00	34.50	50.0
110-410-5315	163.53	1,879.14	2,010.00	130.86	93.5
110-410-5320	.53	401.69	502.00	100.31	80.0
110-410-5350	.00	.00	1,665.00	1,665.00	.0
110-410-5410	272.60	3,878.61	4,160.00	281.39	93.2
110-410-5450	466.88	5,207.89	6,815.00	1,607.11	76.4
TOTAL PERSONAL SERVICES	3,041.06	35,931.99	41,434.00	5,502.01	86.7
<u>MATERIALS & SERVICES</u>					
110-410-6110	.00	9,820.00	6,205.00	(3,615.00)	158.3
110-410-6112	650.42	44,920.90	40,741.00	(4,179.90)	110.3
110-410-6114	1,019.20	12,920.00	14,231.00	1,311.00	90.8
110-410-6122	.00	100.00	13,882.00	13,782.00	.7
110-410-6124	259.34	2,433.86	1,200.00	(1,233.86)	202.8
110-410-6128	44.19	1,197.03	2,801.00	1,603.97	42.7
110-410-6210	.00	2,768.72	1,452.00	(1,316.72)	190.7
110-410-6220	1.70	1,205.90	3,604.00	2,398.10	33.5
110-410-6222	.00	602.31	.00	(602.31)	.0
110-410-6225	218.58	8,564.72	.00	(8,564.72)	.0
110-410-6228	.00	825.22	2,900.00	2,074.78	28.5
110-410-6230	5.15	2,297.28	3,500.00	1,202.72	65.6
110-410-6234	.00	384.45	527.00	142.55	73.0
110-410-6238	1.17	4.46	2,000.00	1,995.54	.2
110-410-6240	.00	1,091.62	4,000.00	2,908.38	27.3
110-410-6245	.00	2,722.33	.00	(2,722.33)	.0
110-410-6290	.00	570.00	464.00	(106.00)	122.8
110-410-6320	.00	380.23	500.00	119.77	76.1
110-410-6324	25.99	587.92	.00	(587.92)	.0
110-410-6334	1,112.48	3,052.05	2,000.00	(1,052.05)	152.6
110-410-6420	67.03	1,275.29	2,030.00	754.71	62.8
110-410-6425	104.48	1,312.12	3,997.00	2,684.88	32.8
110-410-6430	122.46	1,427.95	3,310.00	1,882.05	43.1
110-410-6435	7.50	81.00	50.00	(31.00)	162.0
110-410-6440	91.70	916.84	1,500.00	583.16	61.1
110-410-6445	.00	.00	3,000.00	3,000.00	.0
110-410-6510	.00	157.13	1,000.00	842.87	15.7
110-410-6512	.00	945.68	575.00	(370.68)	164.5
110-410-6705	90.00	1,284.00	.00	(1,284.00)	.0
TOTAL MATERIALS & SERVICES	3,821.39	103,849.01	115,469.00	11,619.99	89.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

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
TOTAL CAPITAL OUTLAY	.00	.00	85,000.00	85,000.00	.0
TOTAL ADMINISTRATION	6,862.45	139,781.00	241,903.00	102,122.00	57.8
<u>PARKS & RECREATION</u>					
<u>PERSONAL SERVICES</u>					
110-420-5110 CITY ADMINISTRATOR	396.48	4,552.82	4,780.00	227.18	95.3
110-420-5150 PUBLIC WORKS DIRECTOR	337.41	4,625.32	4,800.00	174.68	96.4
110-420-5152 UTILITY WORKER I	816.76	9,283.15	9,802.00	518.85	94.7
110-420-5156 TEMPORARY/ SEASONAL	556.48	2,968.48	4,306.00	1,337.52	68.9
110-420-5158 MAINTENANCE WORKER I	729.56	8,697.30	11,532.00	2,834.70	75.4
110-420-5220 OVERTIME	125.45	1,692.22	1,540.00	(152.22)	109.9
110-420-5315 SOCIAL SECURITY/MEDICARE	226.61	2,434.21	2,813.00	378.79	86.5
110-420-5320 WORKER'S COMP	1.18	1,792.85	1,354.00	(438.85)	132.4
110-420-5350 UNEMPLOYMENT	.00	.00	2,280.00	2,280.00	.0
110-420-5410 HEALTH INSURANCE	370.72	5,125.68	5,389.00	263.32	95.1
110-420-5450 PUBLIC EMPLOYEES RETIREMENT	508.56	6,099.18	9,382.00	3,282.82	65.0
TOTAL PERSONAL SERVICES	4,069.21	47,271.21	57,978.00	10,706.79	81.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
110-420-6122	.00	.00	1,094.00	1,094.00	.0
110-420-6128	.00	245.00	500.00	255.00	49.0
110-420-6210	.00	2,549.53	2,566.00	16.47	99.4
110-420-6220	.00	26.99	.00	(26.99)	.0
110-420-6225	86.03	1,043.68	.00	(1,043.68)	.0
110-420-6234	264.90	984.53	3,000.00	2,015.47	32.8
110-420-6238	.00	1,599.01	20.00	(1,579.01)	7995.1
110-420-6290	93.73	783.07	500.00	(283.07)	156.6
110-420-6320	.00	2,342.69	3,000.00	657.31	78.1
110-420-6324	26.56	1,720.35	2,500.00	779.65	68.8
110-420-6328	20.00	1,809.47	.00	(1,809.47)	.0
110-420-6330	.00	1,322.56	3,500.00	2,177.44	37.8
110-420-6339	.00	.00	4,000.00	4,000.00	.0
110-420-6420	613.06	12,216.51	12,661.00	444.49	96.5
110-420-6425	411.06	5,204.03	1,981.00	(3,223.03)	262.7
110-420-6430	261.27	2,197.29	2,495.00	297.71	88.1
110-420-6445	.00	109.50	500.00	390.50	21.9
110-420-6535	.00	.00	1,000.00	1,000.00	.0
110-420-6710	452.47	2,070.46	2,500.00	429.54	82.8
TOTAL MATERIALS & SERVICES	2,229.08	36,224.67	41,817.00	5,592.33	86.6
<u>CAPITAL OUTLAY</u>					
110-420-8520	.00	.00	5,000.00	5,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	5,000.00	5,000.00	.0
TOTAL PARKS & RECREATION	6,298.29	83,495.88	104,795.00	21,299.12	79.7
<u>POLICE</u>					
<u>MATERIALS & SERVICES</u>					
110-430-6118	6,059.34	33,326.37	36,231.00	2,904.63	92.0
TOTAL MATERIALS & SERVICES	6,059.34	33,326.37	36,231.00	2,904.63	92.0
TOTAL POLICE	6,059.34	33,326.37	36,231.00	2,904.63	92.0
<u>COMMUNITY DEVELOPMENT</u>					

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONAL SERVICES</u>					
110-440-5110 CITY ADMINISTRATOR	396.48	4,552.82	4,780.00	227.18	95.3
110-440-5150 PUBLIC WORKS DIRECTOR	202.44	2,775.54	2,879.00	103.46	96.4
110-440-5220 OVERTIME	.00	106.88	182.00	75.12	58.7
110-440-5315 SOCIAL SECURITY/MEDICARE	45.82	568.75	601.00	32.25	94.6
110-440-5320 WORKER'S COMP	.12	80.70	160.00	79.30	50.4
110-440-5350 UNEMPLOYMENT	.00	.00	468.00	468.00	.0
110-440-5410 HEALTH INSURANCE	76.15	1,084.74	1,144.00	59.26	94.8
110-440-5450 PUBLIC EMPLOYEES RETIREMENT	126.62	1,571.80	1,943.00	371.20	80.9
TOTAL PERSONAL SERVICES	847.63	10,741.23	12,157.00	1,415.77	88.4
<u>MATERIALS & SERVICES</u>					
110-440-6112 LEGAL SERVICES	325.22	4,748.62	.00	(4,748.62)	.0
110-440-6116 ENGINEERING SERVICES	744.50	10,538.77	30,000.00	19,461.23	35.1
110-440-6117 PLANNING SERVICES	2,843.00	7,417.61	25,000.00	17,582.39	29.7
110-440-6122 IT SERVICES	.00	.00	360.00	360.00	.0
110-440-6128 OTHER CONTRACT SERVICES	.00	9,456.13	12,000.00	2,543.87	78.8
110-440-6210 INSURANCE & BONDS	.00	.00	371.00	371.00	.0
110-440-6220 POSTAGE, PRINTING, PUBLICATION	11.20	49.08	200.00	150.92	24.5
110-440-6225 SOFTWARE & SUBSCRIPTIONS	16.85	194.10	.00	(194.10)	.0
110-440-6230 OFFICE SUPPLIES/EQUIPMENT	.91	106.32	.00	(106.32)	.0
110-440-6238 BANK SERVICE CHARGES	7.93	166.32	.00	(166.32)	.0
110-440-6290 MISCELLANEOUS	.00	6.13	.00	(6.13)	.0
TOTAL MATERIALS & SERVICES	3,949.61	32,683.08	67,931.00	35,247.92	48.1
TOTAL COMMUNITY DEVELOPMENT	4,797.24	43,424.31	80,088.00	36,663.69	54.2
<u>LIBRARY</u>					
<u>PERSONAL SERVICES</u>					
110-450-5130 LIBRARIAN/SPECIAL EVENTS	1,790.17	21,276.57	21,482.00	205.43	99.0
110-450-5156 TEMPORARY/ SEASONAL	437.02	1,159.38	861.00	(298.38)	134.7
110-450-5158 MAINTENANCE WORKER I	145.92	1,739.54	2,306.00	566.46	75.4
110-450-5315 SOCIAL SECURITY/MEDICARE	181.54	1,794.32	1,885.00	90.68	95.2
110-450-5320 WORKER'S COMP	.99	1,296.55	1,026.00	(270.55)	126.4
110-450-5350 UNEMPLOYMENT	.00	.00	1,560.00	1,560.00	.0
110-450-5450 PUBLIC EMPLOYEES RETIREMENT	409.29	4,713.38	6,391.00	1,677.62	73.8
TOTAL PERSONAL SERVICES	2,964.93	31,979.74	35,511.00	3,531.26	90.1

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
110-450-6122	IT SERVICES	325.23	325.23	1,356.00	1,030.77 24.0
110-450-6128	OTHER CONTRACT SERVICES	193.82	820.09	9,800.00	8,979.91 8.4
110-450-6210	INSURANCE & BONDS	.00	994.07	10.00 (984.07) 9940.7
110-450-6220	POSTAGE, PRINTING, PUBLICATION	7.36	1,290.46	372.00 (918.46) 346.9
110-450-6224	MARKETING	.00	114.40	.00 (114.40) .0
110-450-6225	SOFTWARE & SUBSCRIPTIONS	46.07	8,113.36	.00 (8,113.36) .0
110-450-6230	OFFICE SUPPLIES/EQUIPMENT	3.64	226.35	1,816.00	1,589.65 12.5
110-450-6234	GENERAL SUPPLIES	.00	669.59	3,310.00	2,640.41 20.2
110-450-6238	BANK SERVICE CHARGES	.00	5.50	200.00	194.50 2.8
110-450-6240	TRAVEL & TRAINING	573.42	1,101.63	1,132.00	30.37 97.3
110-450-6290	MISCELLANEOUS	.00	.00	450.00	450.00 .0
110-450-6320	BUILDING REPAIR & MAINTENANCE	.00	661.49	500.00 (161.49) 132.3
110-450-6334	NON-CAPITALIZED ASSETS	1,112.48	3,751.46	749.00 (3,002.46) 500.9
110-450-6420	WATER SERVICES	71.61	1,286.26	1,540.00	253.74 83.5
110-450-6425	SEWER SERVICES	111.33	1,138.65	492.00 (646.65) 231.4
110-450-6430	ELECTRICITY SERVICES	174.38	2,005.31	1,605.00 (400.31) 124.9
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	.00	9,821.57	.00 (9,821.57) .0
	TOTAL MATERIALS & SERVICES	2,619.34	33,189.65	25,382.00 (7,807.65) 130.8
<u>CAPITAL OUTLAY</u>					
110-450-8335	EQUIPMENT & FURNISHINGS	.00	839.09	3,200.00	2,360.91 26.2
110-450-8375	MATERIALS & COLLECTIONS	.00	.00	6,000.00	6,000.00 .0
	TOTAL CAPITAL OUTLAY	.00	839.09	9,200.00	8,360.91 9.1
	TOTAL LIBRARY	5,584.27	66,008.48	70,093.00	4,084.52 94.2
<u>CODE ENFORCEMENT</u>					
<u>PERSONAL SERVICES</u>					
110-460-5110	CITY ADMINISTRATOR	396.48	4,552.82	4,780.00	227.18 95.3
110-460-5315	SOCIAL SECURITY/MEDICARE	30.33	348.20	516.00	167.80 67.5
110-460-5320	WORKER'S COMP	.07	50.75	137.00	86.25 37.0
110-460-5350	UNEMPLOYMENT	.00	.00	303.00	303.00 .0
110-460-5410	HEALTH INSURANCE	33.79	482.02	519.00	36.98 92.9
110-460-5450	PUBLIC EMPLOYEES RETIREMENT	83.82	962.51	1,239.00	276.49 77.7
	TOTAL PERSONAL SERVICES	544.49	6,396.30	7,494.00	1,097.70 85.4

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
110-460-6128 OTHER CONTRACT SERVICES	.00	171.50	500.00	328.50	34.3
110-460-6220 POSTAGE, PRINTING, PUBLICATION	3.84	109.87	.00	(109.87)	.0
110-460-6225 SOFTWARE & SUBSCRIPTIONS	.00	8.75	.00	(8.75)	.0
110-460-6234 GENERAL SUPPLIES	.91	62.75	100.00	37.25	62.8
110-460-6238 BANK SERVICE CHARGES	.00	3.36	100.00	96.64	3.4
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	.00	96.11	100.00	3.89	96.1
TOTAL MATERIALS & SERVICES	4.75	452.34	1,900.00	1,447.66	23.8

TOTAL CODE ENFORCEMENT	549.24	6,848.64	9,394.00	2,545.36	72.9
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TOURISM

<u>MATERIALS & SERVICES</u>					
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	300.00	500.00	200.00	60.0
110-470-6290 MISCELLANEOUS	.00	.00	100.00	100.00	.0
110-470-6326 COVERED BRIDGE MAINTENANCE	66.82	701.66	5,936.00	5,234.34	11.8
110-470-6527 COMMUNITY GRANT PROGRAM	.00	.00	3,500.00	3,500.00	.0
TOTAL MATERIALS & SERVICES	66.82	1,001.66	10,586.00	9,584.34	9.5

TOTAL TOURISM	66.82	1,001.66	10,586.00	9,584.34	9.5
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MUNICIPAL COURT

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONAL SERVICES</u>					
110-480-5110 CITY ADMINISTRATOR	396.48	4,552.82	4,780.00	227.18	95.3
110-480-5114 CITY CLERK	199.38	2,289.55	2,393.00	103.45	95.7
110-480-5220 OVERTIME	3.45	17.25	35.00	17.75	49.3
110-480-5315 SOCIAL SECURITY/MEDICARE	45.85	524.73	552.00	27.27	95.1
110-480-5320 WORKER'S COMP	.16	100.65	129.00	28.35	78.0
110-480-5350 UNEMPLOYMENT	.00	.00	458.00	458.00	.0
110-480-5410 HEALTH INSURANCE	102.49	1,457.25	1,565.00	107.75	93.1
110-480-5450 PUBLIC EMPLOYEES RETIREMENT	126.70	1,450.22	1,869.00	418.78	77.6
TOTAL PERSONAL SERVICES	874.51	10,392.47	11,781.00	1,388.53	88.2
<u>MATERIALS & SERVICES</u>					
110-480-6120 JUDGE CONTRACT	250.00	1,250.00	1,250.00	.00	100.0
110-480-6121 BAILIFF CONTRACT	63.34	253.36	1,500.00	1,246.64	16.9
110-480-6128 OTHER CONTRACT SERVICES	116.16	1,010.62	1,000.00	(10.62)	101.1
110-480-6220 POSTAGE, PRINTING, PUBLICATION	7.79	24.25	109.00	84.75	22.3
110-480-6225 SOFTWARE & SUBSCRIPTIONS	.00	8.73	.00	(8.73)	.0
110-480-6230 OFFICE SUPPLIES/EQUIPMENT	.91	88.71	.00	(88.71)	.0
110-480-6238 BANK SERVICE CHARGES	8.36	59.91	150.00	90.09	39.9
110-480-6560 STATE ASSESSMENTS	150.00	500.00	1,023.00	523.00	48.9
110-480-6565 COURT COLLECTION FEES	.00	23.00	80.00	57.00	28.8
TOTAL MATERIALS & SERVICES	596.56	3,218.58	5,112.00	1,893.42	63.0
TOTAL MUNICIPAL COURT	1,471.07	13,611.05	16,893.00	3,281.95	80.6
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
110-800-7111 LOAN PRINCIPAL - LIBRARY/CITY	.00	11,395.05	11,396.00	.95	100.0
110-800-7112 LOAN PRINCIPAL - ROLLING ROCK	.00	8,903.35	8,904.00	.65	100.0
110-800-7113 LOAN PRINCIPAL - OEDD LIBRARY	.00	5,103.70	145,041.00	139,937.30	3.5
110-800-7114 LOAN PRINCIPAL - OEDD CITYHALL	.00	4,593.28	85,184.00	80,590.72	5.4
110-800-7511 LOAN INTEREST - LIBRARY/CITY	.00	11,254.47	11,255.00	.53	100.0
110-800-7512 LOAN INTEREST - ROLLING ROCK	.00	8,793.51	8,794.00	.49	100.0
110-800-7513 LOAN INTEREST - OEDD LIBRARY	.00	1,227.29	9,740.00	8,512.71	12.6
110-800-7514 LOAN INTEREST - OEDD CITY HALL	.00	1,104.55	6,135.00	5,030.45	18.0
TOTAL DEBT SERVICES	.00	52,375.20	286,449.00	234,073.80	18.3
TOTAL DEBT SERVICE	.00	52,375.20	286,449.00	234,073.80	18.3

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<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	130,390.00	130,390.00	.0
110-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	74,885.00	74,885.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	286,475.00	286,475.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	286,475.00	286,475.00	.0
TOTAL FUND EXPENDITURES	31,688.72	439,872.59	1,142,907.00	703,034.41	38.5
NET REVENUE OVER EXPENDITURES	(22,189.45)	(57,466.12)	(70,462.00)	(12,995.88)	(81.6)

CITY OF LOWELL
 BALANCE SHEET
 MAY 31, 2024

BUILDING FUND

ASSETS

220-1110	ALLOCATED CASH	30,447.49	
220-1115	CASH IN BANK - LGIP	20,303.67	
	TOTAL ASSETS		50,751.16

LIABILITIES AND EQUITY

LIABILITIES

220-2205	WAGES PAYABLE	473.38	
220-2210	PAYROLL TAXES PAYABLE	219.14	
220-2245	HEALTH INSURANCE PAYABLE	154.32	
220-2250	RETIREMENT PAYABLE	189.67	
220-2255	DEFERRED COMP PAYABLE	16.55	
	TOTAL LIABILITIES		1,053.06

FUND EQUITY

220-3100	BEGINNING FUND BALANCE	68,792.87	
	REVENUE OVER EXPENDITURES - YTD	(19,094.77)	
	BALANCE - CURRENT DATE	(19,094.77)	
	TOTAL FUND EQUITY		49,698.10
	TOTAL LIABILITIES AND EQUITY		50,751.16

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2024

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
220-315-4125 INTEREST EARNED	89.47	312.55	10.00	(302.55)	3125.5
TOTAL INVESTMENT EARNINGS	89.47	312.55	10.00	(302.55)	3125.5
<u>LICENSES & PERMITS</u>					
220-335-4356 BUILDING PERMIT FEES	5,814.65	10,411.96	80,000.00	69,588.04	13.0
220-335-4358 ELECTRICAL PERMIT FEES	989.35	3,143.11	7,143.00	3,999.89	44.0
TOTAL LICENSES & PERMITS	6,804.00	13,555.07	87,143.00	73,587.93	15.6
TOTAL FUND REVENUE	6,893.47	13,867.62	87,153.00	73,285.38	15.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
220-490-5110	158.60	1,821.20	1,912.00	90.80	95.3
220-490-5114	199.38	2,289.50	2,393.00	103.50	95.7
220-490-5150	337.41	4,625.32	4,799.00	173.68	96.4
220-490-5220	3.45	195.37	339.00	143.63	57.6
220-490-5315	53.46	683.38	723.00	39.62	94.5
220-490-5320	.20	120.63	155.00	34.37	77.8
220-490-5350	.00	.00	550.00	550.00	.0
220-490-5410	152.82	2,172.34	2,294.00	121.66	94.7
220-490-5450	147.74	1,888.08	2,300.00	411.92	82.1
TOTAL PERSONAL SERVICES	1,053.06	13,795.82	15,465.00	1,669.18	89.2
<u>MATERIALS & SERVICES</u>					
220-490-6110	.00	1,227.50	1,035.00	(192.50)	118.6
220-490-6114	127.40	1,274.00	.00	(1,274.00)	.0
220-490-6122	650.42	650.42	1,295.00	644.58	50.2
220-490-6128	.00	12.26	.00	(12.26)	.0
220-490-6150	455.44	8,887.85	59,147.00	50,259.15	15.0
220-490-6152	186.00	2,196.00	5,000.00	2,804.00	43.9
220-490-6220	6.72	43.24	.00	(43.24)	.0
220-490-6225	22.06	251.89	.00	(251.89)	.0
220-490-6230	.91	68.02	.00	(68.02)	.0
220-490-6238	16.20	72.21	300.00	227.79	24.1
220-490-6420	15.41	270.60	500.00	229.40	54.1
220-490-6425	23.98	249.93	500.00	250.07	50.0
220-490-6430	9.31	87.25	300.00	212.75	29.1
220-490-6435	.00	.00	300.00	300.00	.0
220-490-6524	.00	2,937.12	8,190.00	5,252.88	35.9
220-490-6525	.00	938.28	1,061.00	122.72	88.4
TOTAL MATERIALS & SERVICES	1,513.85	19,166.57	77,628.00	58,461.43	24.7
TOTAL NON-DEPARTMENTAL	2,566.91	32,962.39	93,093.00	60,130.61	35.4
<u>OTHER REQUIREMENTS</u>					

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

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	2,566.91	32,962.39	153,088.00	120,125.61	21.5
NET REVENUE OVER EXPENDITURES	4,326.56	(19,094.77)	(65,935.00)	(46,840.23)	(29.0)

CITY OF LOWELL
 BALANCE SHEET
 MAY 31, 2024

WATER FUND

ASSETS

230-1110	ALLOCATED CASH	104,854.90	
230-1115	CASH IN BANK - LGIP	39,876.67	
230-1510	ACCOUNTS RECEIVABLE	49,204.79	
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		<u>2,619,345.03</u>

LIABILITIES AND EQUITY

LIABILITIES

230-2205	WAGES PAYABLE	7,480.59	
230-2210	PAYROLL TAXES PAYABLE	3,298.81	
230-2245	HEALTH INSURANCE PAYABLE	2,453.69	
230-2250	RETIREMENT PAYABLE	2,907.77	
230-2255	DEFERRED COMP PAYABLE	220.73	
230-2520	UTILITY DEPOSITS	43,277.56	
230-2530	H2O DONATIONS	1,110.00	
230-2750	LONG TERM DEBT	992,440.97	
	TOTAL LIABILITIES		1,053,190.12

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	<u>96,168.56</u>	
	BALANCE - CURRENT DATE	<u>96,168.56</u>	
	TOTAL FUND EQUITY		<u>1,566,154.91</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,619,345.03</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
230-315-4125 INTEREST EARNED	176.56	2,335.06	273.00	(2,062.06)	855.3
TOTAL INVESTMENT EARNINGS	176.56	2,335.06	273.00	(2,062.06)	855.3
<u>OPERATING GRANTS</u>					
230-325-4151 WATER - OPERATING GRANTS	.00	1,699.00	.00	(1,699.00)	.0
TOTAL OPERATING GRANTS	.00	1,699.00	.00	(1,699.00)	.0
<u>CAPITAL GRANTS</u>					
230-328-4162 WATER - CAPITAL GRANTS	.00	.00	306,420.00	306,420.00	.0
TOTAL CAPITAL GRANTS	.00	.00	306,420.00	306,420.00	.0
<u>LICENSES & PERMITS</u>					
230-335-4370 WATER/SEWER CONNECTION PERMIT	250.00	250.00	3,750.00	3,500.00	6.7
TOTAL LICENSES & PERMITS	250.00	250.00	3,750.00	3,500.00	6.7
<u>CHARGES FOR SERVICE</u>					
230-340-4425 WATER/SEWER SALES	38,727.52	526,301.07	527,651.00	1,349.93	99.7
230-340-4426 BULK WATER SALES	.00	15,176.34	.00	(15,176.34)	.0
230-340-4435 FIRE HYDRANT FEE	403.97	4,783.11	4,595.00	(188.11)	104.1
230-340-4440 BACKFLOW TESTING	2,285.00	2,285.00	1,500.00	(785.00)	152.3
TOTAL CHARGES FOR SERVICE	41,416.49	548,545.52	533,746.00	(14,799.52)	102.8
<u>LOAN PAYMENTS & 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	192.50	2,965.00	3,270.00	305.00	90.7
230-385-4895 MISCELLANEOUS REVENUE	35.00	4,523.22	1,500.00	(3,023.22)	301.6
TOTAL MISELLANEOUS REVENUE	227.50	7,488.22	4,770.00	(2,718.22)	157.0

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2024

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<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	42,070.55	560,317.80	948,959.00	388,641.20	59.1

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
230-490-5110	2,101.36	24,130.11	25,336.00	1,205.89	95.2
230-490-5114	1,595.07	18,316.25	19,141.00	824.75	95.7
230-490-5150	2,766.75	37,928.14	39,351.00	1,422.86	96.4
230-490-5152	3,471.18	39,453.30	41,654.00	2,200.70	94.7
230-490-5156	111.36	593.76	861.00	267.24	69.0
230-490-5158	218.86	2,609.14	3,459.00	849.86	75.4
230-490-5220	560.81	8,033.53	8,022.00	(11.53)	100.1
230-490-5315	828.14	10,026.39	10,545.00	518.61	95.1
230-490-5320	3.49	2,290.42	3,848.00	1,557.58	59.5
230-490-5350	.00	.00	8,340.00	8,340.00	.0
230-490-5410	2,439.63	34,059.04	35,915.00	1,855.96	94.8
230-490-5450	2,264.95	27,581.57	34,538.00	6,956.43	79.9
TOTAL PERSONAL SERVICES	16,361.60	205,021.65	231,010.00	25,988.35	88.8

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
230-490-6110	.00	6,137.50	6,206.00	68.50	98.9
230-490-6112	.00	58.27	.00	(58.27)	.0
230-490-6114	637.00	8,075.00	8,894.00	819.00	90.8
230-490-6116	.00	5,858.50	23,482.00	17,623.50	25.0
230-490-6122	1,714.42	1,714.42	7,908.00	6,193.58	21.7
230-490-6128	88.37	637.18	2,501.00	1,863.82	25.5
230-490-6210	.00	14,381.31	12,276.00	(2,105.31)	117.2
230-490-6220	1,130.69	2,832.78	4,525.00	1,692.22	62.6
230-490-6225	434.77	5,329.98	.00	(5,329.98)	.0
230-490-6230	62.24	619.61	1,250.00	630.39	49.6
230-490-6234	.00	358.54	.00	(358.54)	.0
230-490-6238	353.39	4,340.86	6,900.00	2,559.14	62.9
230-490-6240	.00	551.99	2,270.00	1,718.01	24.3
230-490-6245	.00	1,107.17	.00	(1,107.17)	.0
230-490-6290	.00	345.48	1,500.00	1,154.52	23.0
230-490-6320	.00	.00	5,500.00	5,500.00	.0
230-490-6324	.00	7,157.54	15,550.00	8,392.46	46.0
230-490-6330	2,905.00	18,308.93	20,000.00	1,691.07	91.5
230-490-6334	.00	1,917.33	8,000.00	6,082.67	24.0
230-490-6420	73.19	724.55	1,680.00	955.45	43.1
230-490-6425	68.51	752.23	1,180.00	427.77	63.8
230-490-6430	1,340.88	16,350.03	19,930.00	3,579.97	82.0
230-490-6435	117.88	1,105.62	1,090.00	(15.62)	101.4
230-490-6440	327.64	3,372.40	3,800.00	427.60	88.8
230-490-6445	221.64	318.00	800.00	482.00	39.8
230-490-6710	.00	37.34	1,520.00	1,482.66	2.5
230-490-6712	24.97	3,980.44	7,250.00	3,269.56	54.9
230-490-6750	2,273.40	28,359.98	22,100.00	(6,259.98)	128.3
230-490-6755	301.50	2,365.60	4,200.00	1,834.40	56.3
230-490-6758	.00	.00	5,000.00	5,000.00	.0
TOTAL MATERIALS & SERVICES	12,075.49	137,098.58	195,312.00	58,213.42	70.2
TOTAL NON-DEPARTMENTAL	28,437.09	342,120.23	426,322.00	84,201.77	80.3
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
230-700-8320	.00	.00	100,000.00	100,000.00	.0
230-700-8540	5,713.00	63,689.95	316,420.00	252,730.05	20.1
TOTAL CAPITAL OUTLAY	5,713.00	63,689.95	416,420.00	352,730.05	15.3
TOTAL CAPITAL OUTLAY	5,713.00	63,689.95	416,420.00	352,730.05	15.3

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
230-800-7122	LOAN PRINCIPAL - J05001 SPWF	.00	5,218.17	5,219.00	.83 100.0
230-800-7124	LOAN PRINCIPAL - RUS 91-03	.00	17,938.17	17,939.00	.83 100.0
230-800-7125	LOAN PRINCIPAL - L21001	.00	7,811.33	7,812.00	.67 100.0
230-800-7126	LOAN PRINCIPAL - PLC SYSTEM	.00	.00	11,932.00	11,932.00 .0
230-800-7522	LOAN INTEREST - J05001 SPWF	.00	2,204.33	2,205.00	.67 100.0
230-800-7524	LOAN INTEREST - RUS 91-03	.00	21,441.83	21,442.00	.17 100.0
230-800-7525	LOAN INTEREST - L21001	.00	3,725.23	3,726.00	.77 100.0
230-800-7526	LOAN INTEREST - PLC SYSTEM	.00	.00	5,600.00	5,600.00 .0
TOTAL DEBT SERVICES		.00	58,339.06	75,875.00	17,535.94 76.9
TOTAL DEBT SERVICE		.00	58,339.06	75,875.00	17,535.94 76.9
<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		34,150.09	464,149.24	958,959.00	494,809.76 48.4
NET REVENUE OVER EXPENDITURES		7,920.46	96,168.56	(10,000.00)	(106,168.56) 961.7

CITY OF LOWELL
 BALANCE SHEET
 MAY 31, 2024

SEWER FUND

ASSETS

240-1110	ALLOCATED CASH	124,465.50	
240-1115	CASH IN BANK - LGIP	167,000.79	
240-1510	ACCOUNTS RECEIVABLE	41,956.73	
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		<u>2,298,686.63</u>

LIABILITIES AND EQUITY

LIABILITIES

240-2205	WAGES PAYABLE	7,480.62	
240-2210	PAYROLL TAXES PAYABLE	3,298.78	
240-2245	HEALTH INSURANCE PAYABLE	2,453.70	
240-2250	RETIREMENT PAYABLE	2,907.76	
240-2255	DEFERRED COMP PAYABLE	220.73	
240-2750	LONG TERM DEBT	481,238.21	
	TOTAL LIABILITIES		497,599.80

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	<u>84,642.56</u>	
	BALANCE - CURRENT DATE	<u>84,642.56</u>	
	TOTAL FUND EQUITY		<u>1,801,086.83</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,298,686.63</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
240-315-4125 INTEREST EARNED	734.17	6,350.35	1,000.00	(5,350.35)	635.0
TOTAL INVESTMENT EARNINGS	734.17	6,350.35	1,000.00	(5,350.35)	635.0
<u>LICENSES & PERMITS</u>					
240-335-4370 WATER/SEWER CONNECTION PERMIT	115.00	230.00	115.00	(115.00)	200.0
TOTAL LICENSES & PERMITS	115.00	230.00	115.00	(115.00)	200.0
<u>CHARGES FOR SERVICE</u>					
240-340-4425 WATER/SEWER SALES	39,933.72	468,732.65	483,366.00	14,633.35	97.0
240-340-4426 BULK GREY WATER DISPOSAL	.00	40,706.50	.00	(40,706.50)	.0
TOTAL CHARGES FOR SERVICE	39,933.72	509,439.15	483,366.00	(26,073.15)	105.4
<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 & 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	192.50	2,800.00	1,500.00	(1,300.00)	186.7
240-385-4895 MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
TOTAL MISCELLANEOUS REVENUE	192.50	2,800.00	2,000.00	(800.00)	140.0
<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 11 MONTHS ENDING MAY 31, 2024

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	40,975.39	519,437.50	673,641.00	154,203.50	77.1

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

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	24,130.11	25,336.00	1,205.89 95.2
240-490-5114	CITY CLERK	1,595.07	18,316.25	19,141.00	824.75 95.7
240-490-5150	PUBLIC WORKS DIRECTOR	2,766.75	37,928.14	39,351.00	1,422.86 96.4
240-490-5152	UTILITY WORKER I	3,471.18	39,453.28	41,654.00	2,200.72 94.7
240-490-5156	TEMPORARY/ SEASONAL	111.36	593.76	861.00	267.24 69.0
240-490-5158	MAINTENANCE WORKER I	218.86	2,609.14	3,459.00	849.86 75.4
240-490-5220	OVERTIME	560.81	8,033.55	8,022.00 (11.55)	100.1
240-490-5315	SOCIAL SECURITY/MEDICARE	828.13	10,026.26	10,545.00	518.74 95.1
240-490-5320	WORKER'S COMP	3.49	2,290.45	3,865.00	1,574.55 59.3
240-490-5350	UNEMPLOYMENT	.00	.00	8,340.00	8,340.00 .0
240-490-5410	HEALTH INSURANCE	2,439.65	34,059.05	35,915.00	1,855.95 94.8
240-490-5450	PUBLIC EMPLOYEES RETIREMENT	2,264.93	27,581.36	34,511.00	6,929.64 79.9
	TOTAL PERSONAL SERVICES	16,361.59	205,021.35	231,000.00	25,978.65 88.8

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
240-490-6110	.00	7,387.50	6,206.00	(1,181.50)	119.0
240-490-6114	637.00	6,552.00	8,894.00	2,342.00	73.7
240-490-6116	.00	27,167.87	18,009.00	(9,158.87)	150.9
240-490-6122	.00	.00	6,000.00	6,000.00	.0
240-490-6128	88.37	2,112.17	4,701.00	2,588.83	44.9
240-490-6210	.00	13,031.90	11,672.00	(1,359.90)	111.7
240-490-6220	646.70	2,160.56	2,700.00	539.44	80.0
240-490-6225	434.77	4,890.68	.00	(4,890.68)	.0
240-490-6230	62.24	619.60	750.00	130.40	82.6
240-490-6238	368.03	3,951.73	4,000.00	48.27	98.8
240-490-6240	.00	1,266.00	2,770.00	1,504.00	45.7
240-490-6245	.00	132.18	.00	(132.18)	.0
240-490-6290	.00	.00	500.00	500.00	.0
240-490-6320	.00	.00	5,000.00	5,000.00	.0
240-490-6324	.00	3,745.49	9,300.00	5,554.51	40.3
240-490-6330	.00	13,598.93	15,000.00	1,401.07	90.7
240-490-6334	.00	2,673.22	12,000.00	9,326.78	22.3
240-490-6420	450.16	9,194.52	11,256.00	2,061.48	81.7
240-490-6425	616.59	6,770.16	8,860.00	2,089.84	76.4
240-490-6430	2,147.39	22,849.43	25,500.00	2,650.57	89.6
240-490-6435	400.62	2,083.91	1,660.00	(423.91)	125.5
240-490-6440	121.52	1,288.04	3,225.00	1,936.96	39.9
240-490-6445	.00	96.36	9,600.00	9,503.64	1.0
240-490-6520	104.00	3,793.00	4,300.00	507.00	88.2
240-490-6710	294.39	1,747.27	3,150.00	1,402.73	55.5
240-490-6712	286.85	6,841.43	2,100.00	(4,741.43)	325.8
240-490-6750	1,817.85	19,740.11	22,315.00	2,574.89	88.5
240-490-6755	1,429.60	12,236.80	17,220.00	4,983.20	71.1
240-490-6758	.00	.00	2,500.00	2,500.00	.0
TOTAL MATERIALS & SERVICES	9,906.08	175,930.86	219,188.00	43,257.14	80.3
TOTAL NON-DEPARTMENTAL	26,267.67	380,952.21	450,188.00	69,235.79	84.6
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
240-700-8225	.00	.00	5,000.00	5,000.00	.0
240-700-8550	.00	668.00	125,000.00	124,332.00	.5
TOTAL CAPITAL OUTLAY	.00	668.00	130,000.00	129,332.00	.5
TOTAL CAPITAL OUTLAY	.00	668.00	130,000.00	129,332.00	.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
240-800-7110	LOAN PRINCIPAL - G02002	.00	23,981.00	23,981.00	.00 100.0
240-800-7122	LOAN PRINCIPAL - J05001 SPWF	.00	5,218.17	5,219.00	.83 100.0
240-800-7124	LOAN PRINCIPAL - RUS 92-05	.00	7,171.90	7,172.00	.10 100.0
240-800-7510	LOAN INTEREST - G02002	.00	6,027.23	6,028.00	.77 100.0
240-800-7522	LOAN INTEREST - J05001 SPWF	.00	2,204.33	2,205.00	.67 100.0
240-800-7524	LOAN INTEREST - RUS 92-05	.00	8,572.10	8,573.00	.90 100.0
TOTAL DEBT SERVICES		.00	53,174.73	53,178.00	3.27 100.0
TOTAL DEBT SERVICE		.00	53,174.73	53,178.00	3.27 100.0
<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		26,267.67	434,794.94	779,948.00	345,153.06 55.8
NET REVENUE OVER EXPENDITURES		14,707.72	84,642.56	(106,307.00)	(190,949.56) 79.6

CITY OF LOWELL
BALANCE SHEET
MAY 31, 2024

STREET FUND

ASSETS

312-1110	ALLOCATED CASH	66,399.65	
312-1115	CASH IN BANK - LGIP	101,042.60	
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		<u>2,101,909.20</u>

LIABILITIES AND EQUITY

LIABILITIES

312-2205	WAGES PAYABLE	1,002.71	
312-2210	PAYROLL TAXES PAYABLE	435.18	
312-2245	HEALTH INSURANCE PAYABLE	238.07	
312-2250	RETIREMENT PAYABLE	327.03	
312-2255	DEFERRED COMP PAYABLE	26.55	
312-2750	LONG TERM DEBT	76,252.54	
	TOTAL LIABILITIES		78,282.08

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	<u>34,608.85</u>	
	BALANCE - CURRENT DATE	<u>34,608.85</u>	
	TOTAL FUND EQUITY		<u>2,023,627.12</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,101,909.20</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
312-315-4125 INTEREST EARNED	444.12	3,472.27	200.00	(3,272.27)	1736.1
TOTAL INVESTMENT EARNINGS	444.12	3,472.27	200.00	(3,272.27)	1736.1
<u>INTERGOVERNMENTAL</u>					
312-320-4142 STATE HWY STREET TAX	7,397.77	89,302.15	80,000.00	(9,302.15)	111.6
TOTAL INTERGOVERNMENTAL	7,397.77	89,302.15	80,000.00	(9,302.15)	111.6
<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 & 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	7,841.89	92,774.42	350,304.00	257,529.58	26.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
312-490-5110	396.48	4,552.82	4,780.00	227.18	95.3
312-490-5150	337.41	4,625.32	4,799.00	173.68	96.4
312-490-5152	408.38	4,641.60	4,900.00	258.40	94.7
312-490-5156	222.56	1,187.36	1,722.00	534.64	69.0
312-490-5220	62.73	935.21	922.00	(13.21)	101.4
312-490-5315	109.21	1,219.85	1,311.00	91.15	93.1
312-490-5320	.43	598.50	721.00	122.50	83.0
312-490-5350	.00	.00	1,038.00	1,038.00	.0
312-490-5410	237.63	3,305.97	3,477.00	171.03	95.1
312-490-5450	254.71	3,119.14	4,290.00	1,170.86	72.7
TOTAL PERSONAL SERVICES	2,029.54	24,185.77	27,960.00	3,774.23	86.5
<u>MATERIALS & SERVICES</u>					
312-490-6110	.00	1,477.50	1,035.00	(442.50)	142.8
312-490-6112	.00	9,200.00	.00	(9,200.00)	.0
312-490-6114	127.40	1,979.00	3,558.00	1,579.00	55.6
312-490-6116	.00	(7,400.00)	19,147.00	26,547.00	(38.7)
312-490-6122	.00	.00	220.00	220.00	.0
312-490-6128	.00	1,234.04	10,000.00	8,765.96	12.3
312-490-6210	.00	4,989.87	4,263.00	(726.87)	117.1
312-490-6220	.00	1.35	.00	(1.35)	.0
312-490-6225	82.28	919.49	.00	(919.49)	.0
312-490-6230	1.52	37.38	.00	(37.38)	.0
312-490-6234	.00	139.03	500.00	360.97	27.8
312-490-6238	.00	.00	50.00	50.00	.0
312-490-6290	.00	.00	500.00	500.00	.0
312-490-6324	.00	.00	500.00	500.00	.0
312-490-6330	.00	5,062.49	10,000.00	4,937.51	50.6
312-490-6334	.00	.00	2,500.00	2,500.00	.0
312-490-6430	984.93	10,832.79	14,800.00	3,967.21	73.2
312-490-6720	.00	.00	1,500.00	1,500.00	.0
312-490-6724	.00	335.30	1,000.00	664.70	33.5
TOTAL MATERIALS & SERVICES	1,196.13	28,808.24	69,573.00	40,764.76	41.4
TOTAL NON-DEPARTMENTAL	3,225.67	52,994.01	97,533.00	44,538.99	54.3
<u>CAPITAL OUTLAY</u>					

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

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	.00	3,501.63	3,541.00	39.37	98.9
312-800-7525 LOAN INTEREST - L21001	.00	1,669.93	1,670.00	.07	100.0
TOTAL DEBT SERVICES	.00	5,171.56	5,211.00	39.44	99.2
TOTAL DEBT SERVICE	.00	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	3,225.67	58,165.57	483,717.00	425,551.43	12.0
NET REVENUE OVER EXPENDITURES	4,616.22	34,608.85	(133,413.00)	(168,021.85)	25.9

CITY OF LOWELL
 BALANCE SHEET
 MAY 31, 2024

BLACKBERRY JAM FUND

ASSETS

314-1110	ALLOCATED CASH		12,069.80	
	TOTAL ASSETS			12,069.80

LIABILITIES AND EQUITY

FUND EQUITY

314-3100	BEGINNING FUND BALANCE		13,758.71	
	REVENUE OVER EXPENDITURES - YTD	(1,688.91)		
	BALANCE - CURRENT DATE		(1,688.91)	
	TOTAL FUND EQUITY			12,069.80
	TOTAL LIABILITIES AND EQUITY			12,069.80

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
314-315-4125 INTEREST EARNED	.19	1.77	10.00	8.23	17.7
TOTAL INVESTMENT EARNINGS	.19	1.77	10.00	8.23	17.7
<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 & EVENT REVENUE</u>					
314-380-4861 CRAFT/COMMERCIAL BOOTH SALES	645.00	2,435.00	1,115.00	(1,320.00)	218.4
314-380-4862 FOOD BOOTH SALES	200.00	1,600.00	610.00	(990.00)	262.3
314-380-4864 JAM SALES	.00	987.19	810.00	(177.19)	121.9
314-380-4870 SPONSORSHIP REVENUE	.00	2,550.00	330.00	(2,220.00)	772.7
314-380-4882 HORSESHOE TOURNEY REVENUE	.00	.00	95.00	95.00	.0
TOTAL FUNDRAISING & EVENT REVENUE	845.00	7,572.19	2,960.00	(4,612.19)	255.8
<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
<hr/>					
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	845.19	8,239.96	8,080.00	(159.96)	102.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
314-490-6118	.00	1,044.00	1,000.00	(44.00)	104.4
314-490-6122	.00	35.16	700.00	664.84	5.0
314-490-6220	.00	.00	100.00	100.00	.0
314-490-6225	11.59	293.51	.00	(293.51)	.0
314-490-6238	3.60	21.17	100.00	78.83	21.2
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	80.00	880.00	1,000.00	120.00	88.0
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	95.19	9,928.87	16,350.00	6,421.13	60.7
TOTAL NON-DEPARTMENTAL	95.19	9,928.87	16,350.00	6,421.13	60.7
<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	95.19	9,928.87	18,123.00	8,194.13	54.8
NET REVENUE OVER EXPENDITURES	750.00	(1,688.91)	(10,043.00)	(8,354.09)	(16.8)

CITY OF LOWELL
 BALANCE SHEET
 MAY 31, 2024

PARKS SDC FUND

ASSETS

410-1110	ALLOCATED CASH	13,492.48	
410-1115	CASH IN BANK - LGIP	95,334.71	
	TOTAL ASSETS		<u>108,827.19</u>

LIABILITIES AND EQUITY

FUND EQUITY

410-3100	BEGINNING FUND BALANCE	105,231.59	
	REVENUE OVER EXPENDITURES - YTD	3,595.60	
	BALANCE - CURRENT DATE	3,595.60	
	TOTAL FUND EQUITY		<u>108,827.19</u>
	TOTAL LIABILITIES AND EQUITY		<u>108,827.19</u>

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2024

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
410-315-4125 INTEREST EARNED	418.27	3,595.60	200.00	(3,395.60)	1797.8
TOTAL INVESTMENT EARNINGS	418.27	3,595.60	200.00	(3,395.60)	1797.8
<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	418.27	3,595.60	1,204.00	(2,391.60)	298.6

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

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
NET REVENUE OVER EXPENDITURES	418.27	3,595.60	(100,514.00)	(104,109.60)	3.6

CITY OF LOWELL
 BALANCE SHEET
 MAY 31, 2024

STREETS SDC FUND

ASSETS

412-1110	ALLOCATED CASH	14,080.86	
412-1115	CASH IN BANK - LGIP	70,482.46	
	TOTAL ASSETS		84,563.32

LIABILITIES AND EQUITY

FUND EQUITY

412-3100	BEGINNING FUND BALANCE	81,857.73	
	REVENUE OVER EXPENDITURES - YTD	2,705.59	
	BALANCE - CURRENT DATE	2,705.59	
	TOTAL FUND EQUITY		84,563.32
	TOTAL LIABILITIES AND EQUITY		84,563.32

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2024

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
412-315-4125 INTEREST EARNED	309.30	2,705.59	150.00	(2,555.59)	1803.7
TOTAL INVESTMENT EARNINGS	309.30	2,705.59	150.00	(2,555.59)	1803.7
<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	309.30	2,705.59	742.00	(1,963.59)	364.6

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

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	309.30	2,705.59	(69,965.00)	(72,670.59)	3.9

CITY OF LOWELL
 BALANCE SHEET
 MAY 31, 2024

WATER SDC FUND

ASSETS

430-1110	ALLOCATED CASH	16,677.01	
430-1115	CASH IN BANK - LGIP	439,071.07	
	TOTAL ASSETS		<u>455,748.08</u>

LIABILITIES AND EQUITY

FUND EQUITY

430-3100	BEGINNING FUND BALANCE	438,834.75	
	REVENUE OVER EXPENDITURES - YTD	16,913.33	
	BALANCE - CURRENT DATE	16,913.33	
	TOTAL FUND EQUITY		<u>455,748.08</u>
	TOTAL LIABILITIES AND EQUITY		<u>455,748.08</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

WATER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
430-315-4125	INTEREST EARNED	1,925.63	17,153.33	500.00	(16,653.33)	3430.7
	TOTAL INVESTMENT EARNINGS	1,925.63	17,153.33	500.00	(16,653.33)	3430.7
<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	1,925.63	17,153.33	75,148.00	57,994.67	22.8

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
430-490-6128 OTHER CONTRACT SERVICES	.00	240.00	.00	(240.00)	.0
TOTAL MATERIALS & SERVICES	.00	240.00	.00	(240.00)	.0
TOTAL NON-DEPARTMENTAL	.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	.00	240.00	425,520.00	425,280.00	.1
NET REVENUE OVER EXPENDITURES	1,925.63	16,913.33	(350,372.00)	(367,285.33)	4.8

CITY OF LOWELL
 BALANCE SHEET
 MAY 31, 2024

SEWER SDC FUND

ASSETS

440-1110	ALLOCATED CASH	18,016.95	
440-1115	CASH IN BANK - LGIP	73,610.70	
	TOTAL ASSETS		<u>91,627.65</u>

LIABILITIES AND EQUITY

FUND EQUITY

440-3100	BEGINNING FUND BALANCE	140,993.01	
	REVENUE OVER EXPENDITURES - YTD	(49,365.36)	
	BALANCE - CURRENT DATE	(49,365.36)	
	TOTAL FUND EQUITY		<u>91,627.65</u>
	TOTAL LIABILITIES AND EQUITY		<u>91,627.65</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

SEWER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
440-315-4125	INTEREST EARNED	323.09	3,445.66	500.00	(2,945.66)	689.1
	TOTAL INVESTMENT EARNINGS	323.09	3,445.66	500.00	(2,945.66)	689.1
<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	323.09	4,516.66	1,571.00	(2,945.66)	287.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
440-490-6128 OTHER CONTRACT SERVICES	.00	53,882.02	62,000.00	8,117.98	86.9
TOTAL MATERIALS & SERVICES	.00	53,882.02	62,000.00	8,117.98	86.9
TOTAL NON-DEPARTMENTAL	.00	53,882.02	62,000.00	8,117.98	86.9
<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	.00	53,882.02	119,733.00	65,850.98	45.0
NET REVENUE OVER EXPENDITURES	323.09	(49,365.36)	(118,162.00)	(68,796.64)	(41.8)

CITY OF LOWELL
 BALANCE SHEET
 MAY 31, 2024

STORMWATER SDC FUND

ASSETS

445-1110	ALLOCATED CASH	5,520.32	
445-1115	CASH IN BANK - LGIP	82,756.00	
	TOTAL ASSETS		88,276.32

LIABILITIES AND EQUITY

FUND EQUITY

445-3100	BEGINNING FUND BALANCE	85,325.00	
	REVENUE OVER EXPENDITURES - YTD	2,951.32	
	BALANCE - CURRENT DATE	2,951.32	
	TOTAL FUND EQUITY		88,276.32
	TOTAL LIABILITIES AND EQUITY		88,276.32

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
445-315-4125 INTEREST EARNED	362.98	2,951.32	200.00	(2,751.32)	1475.7
TOTAL INVESTMENT EARNINGS	362.98	2,951.32	200.00	(2,751.32)	1475.7
<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	362.98	2,951.32	1,200.00	(1,751.32)	245.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

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	362.98	2,951.32	(81,177.00)	(84,128.32)	3.6

CITY OF LOWELL
 BALANCE SHEET
 MAY 31, 2024

WATER RESERVE FUND

ASSETS

520-1110	ALLOCATED CASH	9,403.92	
520-1115	CASH IN BANK - LGIP	32,387.91	
	TOTAL ASSETS		41,791.83

LIABILITIES AND EQUITY

FUND EQUITY

520-3100	BEGINNING FUND BALANCE	40,351.72	
	REVENUE OVER EXPENDITURES - YTD	1,440.11	
	BALANCE - CURRENT DATE	1,440.11	
	TOTAL FUND EQUITY		41,791.83
	TOTAL LIABILITIES AND EQUITY		41,791.83

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2024

WATER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
520-315-4125	INTEREST EARNED	142.18	1,440.11	500.00	(940.11)	288.0
	TOTAL INVESTMENT EARNINGS	142.18	1,440.11	500.00	(940.11)	288.0
	TOTAL FUND REVENUE	142.18	1,440.11	500.00	(940.11)	288.0

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2024

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	142.18	1,440.11	(40,007.00)	(41,447.11)	3.6

CITY OF LOWELL
 BALANCE SHEET
 MAY 31, 2024

SEWER RESERVE FUND

ASSETS

521-1110	ALLOCATED CASH	5,755.38	
521-1115	CASH IN BANK - LGIP	10,795.93	
	TOTAL ASSETS		16,551.31

LIABILITIES AND EQUITY

FUND EQUITY

521-3100	BEGINNING FUND BALANCE	16,070.81	
	REVENUE OVER EXPENDITURES - YTD	480.50	
	BALANCE - CURRENT DATE	480.50	
	TOTAL FUND EQUITY		16,551.31
	TOTAL LIABILITIES AND EQUITY		16,551.31

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2024

SEWER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
521-315-4125 INTEREST EARNED	47.44	480.50	200.00	(280.50)	240.3
TOTAL INVESTMENT EARNINGS	47.44	480.50	200.00	(280.50)	240.3
TOTAL FUND REVENUE	47.44	480.50	200.00	(280.50)	240.3

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2024

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	47.44	480.50	(16,022.00)	(16,502.50)	3.0



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

To: Mayor Bennett and City Council
From: Jeremy Caudle, City Administrator
Date: Monday, June 17, 2024
Re: Administrator's report for April

MEMO

This report covers activities since the May 21, 2024 regular meeting.

City elections:

- The filing period has opened for candidates to City Council. I have posted updated instructions and other documents online. Paper copies are also available at City Hall.

E-permitting:

- Held our first training on the e-permitting system with Oregon Building Codes Division. Staff and I are still working to compile information that BCD has requested.

Development activities:

- With the City Engineer, participated in a meeting with a builder whose hillside development permit application was deemed incomplete.
- Met with USDA representatives to submit the city's ECWAG grant application. On May 30, I submitted the application. USDA has followed up with requests for additional information, which I'm working to complete.
- I am in the process of scheduling a meeting with the Sunset Hills developer to resolve outstanding items.
- The School District signed the revised agreement for public improvements, and I issued them their final certificate of occupancy. Per the agreement, they still must submit final construction costs so that the city can accept the improvements. I have communicated that fact to them.
- Received a hillside development permit application, which the City Engineer approved.

Other items:

- I participated in an exploratory call and two virtual meetings with FEMA/Oregon Emergency Management representatives regarding the January ice storm. The city's estimated damages are between \$5,000 and \$6,000. After learning about FEMA's reporting requirements, I decided to withdraw from the reimbursement process. Due to the relatively

small amount involved and the reporting and meeting demands to proceed, I decided that it would not be time effective to continue through the process. If our damages were higher—say in the \$10,000 range—then it would be more cost effective to proceed with the reimbursement request.

- Submitted our first disbursement request to Business Oregon to receive a portion of the grant funding to reimburse us for the PLC/SCADA project.
- Budget Committee member Josh Annis missed the last three Budget Committee meetings without notice or excuse. For that reason, pursuant LRC Sec. 9.604(c)(3), his seat is automatically vacated. There are now two vacancies on the committee.

Code enforcement activities and complaint responses.

Complaints received since last council meeting:

#	Issue	Description	City response
1	Noise disturbance	Complainant reports “a whole lot of clucking.” No roosters confirmed.	Closed. Complainant followed up saying the sound has stopped.
2	Nuisance vegetation	Reports of overgrown grass and blackberries.	Not yet investigated.
3	Noise disturbance	Dog barking continuously	Under investigation.
4	Other	Complaint about neighbor putting gravel and dog kennel in public right-of-way. Also, complaint about putting gravel in same right-of-way	Not yet investigated.

The City of Lowell is committed to upholding the principles of due process and fairness in all code enforcement activities. Every effort is made to ensure that individuals subject to code enforcement actions are afforded the opportunity to be heard and to have their rights respected. Enforcement actions are conducted in accordance with applicable laws and regulations, and individuals are provided with information about their rights and responsibilities throughout the process. The city remains committed to safeguarding the due process rights of all parties involved in code enforcement matters.

Summary financial information.

- I directed staff to postpone General Fund purchases without my prior approval until the new budget. The General Fund financial activity reflects this limited purchasing of new goods and services.

- In May, the Administration and Library Departments spent around \$2,200 for bollards to be installed at City Hall to prevent driving and parking under the carport. We are installing these bollards as the presence of traffic at the front door has presented a safety issue.
- As of May, we have met our water charges revenues targets for the fiscal year. Staff completed backflow testing, in turn billing the testing costs to customers. The Water Fund's backflow testing account reflects these billings.
- Water Fund revenues from operations (that is, revenues except for grants, loan proceeds, and so on) are at 97.87% of budget with one month remaining. Year to date, the Water Fund revenues over expenses total \$96,168. This is the case even though the Water Fund has spend \$63,689 for the PLC/SCADA project and we have not yet received the grant reimbursement.
- Year to date Sewer Fund revenues over expenses total \$84,642. Sewer Fund revenues from operations are at 106% of budget, with one month remaining.

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

For the Period Ending: **5/31/2024**

110 General Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		244,822.80	70,462.00		
Revenues					
310 Property Taxes	706.36	195,213.62	182,370.00	(12,843.62)	107.04
315 Interest Earned	640.60	6,014.57	1,252.00	(4,762.57)	480.40
320 Intergovernmental Revenue	4,370.44	37,449.29	38,660.00	1,210.71	96.87
325 Operating Grants	-	24,624.00	27,395.00	2,771.00	89.89
328 Capital Grants	-	-	4,200.00	4,200.00	0.00
330 Franchise Fees	2,489.87	79,640.67	68,500.00	(11,140.67)	116.26
335 Licenses & Permits	625.00	26,666.30	41,850.00	15,183.70	63.72
340 Charges for Service	187.00	3,570.96	1,360.00	(2,210.96)	262.57
345 Reimbursement SDC's	-	-	47.00	47.00	0.00
350 Fines & Forfeitures	350.00	4,617.93	5,000.00	382.07	92.36
360 Loan Proceeds	-	-	230,224.00	230,224.00	0.00
370 Other Revenue	30.00	741.00	3,500.00	2,759.00	21.17
375 Gain(Loss) on Sale of Fixed Assets	-	-	467,287.00	467,287.00	0.00
380 Fundraising & Event Revenue	100.00	3,800.00	-	(3,800.00)	0.00
385 Miscellaneous Revenue	-	68.13	800.00	731.87	8.52
Total Revenues	9,499.27	382,406.47	1,072,445.00	690,038.53	35.66
Expenditures					
410 Administration					
5000 Personal Services	3,041.06	35,931.99	41,434.00	5,502.01	86.72
6000 Materials & Services	3,821.39	103,849.01	115,469.00	11,619.99	89.94
8000 Capital Outlay	-	-	85,000.00	85,000.00	0.00
Total Administration	6,862.45	139,781.00	241,903.00	102,122.00	57.78
420 Parks & Recreation					
5000 Personal Services	4,069.21	47,271.21	57,978.00	10,706.79	81.53
6000 Materials & Services	2,229.08	36,224.67	41,817.00	5,592.33	86.63
8000 Capital Outlay	-	-	5,000.00	5,000.00	0.00
Total Parks & Recreation	6,298.29	83,495.88	104,795.00	21,299.12	79.68
430 Police					
5000 Personal Services	-	-	-	-	0.00
6000 Materials & Services	6,059.34	33,326.37	36,231.00	2,904.63	91.98
8000 Capital Outlay	-	-	-	-	0.00
Total Police	6,059.34	33,326.37	36,231.00	2,904.63	91.98
440 Community Development					
5000 Personal Services	847.63	10,741.23	12,157.00	1,415.77	88.35
6000 Materials & Services	3,949.61	32,683.08	67,931.00	35,247.92	48.11
8000 Capital Outlay	-	-	-	-	0.00
Total Community Development	4,797.24	43,424.31	80,088.00	36,663.69	54.22

Fund summary - expenditures and revenues

As of 5/31/2024 91.78% of fiscal year

	FY 23/24 Amended	FY 23/24 YTD	% YTD
Expenditure	4,393,526.00	1,508,793.00	34.34%
General Fund	1,142,907.00	439,875.00	38.49%
Sewer Fund	779,948.00	434,793.00	55.75%
Water Fund	958,959.00	464,148.00	48.40%
Blackberry Jam	18,123.00	9,929.00	54.79%
Building Fund	153,088.00	32,961.00	21.53%
Street Fund	483,717.00	72,965.00	15.08%
SDC Funds	800,055.00	54,122.00	6.76%
Reserve Funds	56,729.00	0.00	0.00%
Revenue	3,221,147.00	1,609,888.00	49.98%
General Fund	1,072,445.00	382,407.00	35.66%
Sewer Fund	673,641.00	519,438.00	77.11%
Water Fund	948,959.00	560,317.00	59.05%
Blackberry Jam	8,080.00	8,240.00	101.98%
Building Fund	87,153.00	13,868.00	15.91%
Street Fund	350,304.00	92,774.00	26.48%
SDC Funds	79,865.00	30,923.00	38.72%
Reserve Funds	700.00	1,921.00	274.43%

Revenue summary - By fund and category

As of 5/31/2024 91.78% of fiscal year

	FY 23/24 Amended	FY 23/24 YTD	% YTD
General Fund	1,072,445.00	382,407.00	35.66%
Charges for Services	1,360.00	3,571.00	262.57%
Fines & Forfeitures	5,000.00	4,618.00	92.36%
Franchise Fees	68,500.00	79,641.00	116.26%
Fundraising & Event Revenue	0.00	3,800.00	0.00%
Grant Revenue	31,595.00	24,624.00	77.94%
Intergovernmental Revenue	38,660.00	37,450.00	96.87%
Investment Revenue	1,252.00	6,015.00	480.43%
Licenses & Permits	41,850.00	26,666.00	63.72%
Loan Payments & Proceeds	230,224.00	0.00	0.00%
Miscellaneous Revenue	800.00	68.00	8.50%
Other Revenue	470,787.00	741.00	0.16%
Reimbursement Revenue	0.00	0.00	0.00%
SDC Revenue	47.00	0.00	0.00%
Tax Revenue	182,370.00	195,213.00	107.04%
Transfers In	0.00	0.00	0.00%
Sewer Fund	673,641.00	519,438.00	77.11%
Charges for Services	483,366.00	509,440.00	105.39%
Grant Revenue	0.00	0.00	0.00%
Investment Revenue	1,000.00	6,350.00	635.00%
Licenses & Permits	115.00	230.00	200.00%
Loan Payments & Proceeds	90,000.00	0.00	0.00%
Miscellaneous Revenue	2,000.00	2,800.00	140.00%
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%
Water Fund	948,959.00	560,317.00	59.05%
Charges for Services	533,746.00	548,545.00	102.77%
Grant Revenue	306,420.00	1,699.00	0.55%
Investment Revenue	273.00	2,335.00	855.31%
Licenses & Permits	3,750.00	250.00	6.67%
Loan Payments & Proceeds	70,000.00	0.00	0.00%
Miscellaneous Revenue	4,770.00	7,488.00	156.98%
Other Revenue	0.00	0.00	0.00%

Revenue summary - By fund and category

As of 5/31/2024 91.78% 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%
Blackberry Jam	8,080.00	8,240.00	101.98%
Fundraising & Event Revenue	2,960.00	7,572.00	255.81%
Investment Revenue	10.00	2.00	20.00%
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%
Building Fund	87,153.00	13,868.00	15.91%
Investment Revenue	10.00	313.00	3130.00%
Licenses & Permits	87,143.00	13,555.00	15.55%
Miscellaneous Revenue	0.00	0.00	0.00%
Other Revenue	0.00	0.00	0.00%
Transfers In	0.00	0.00	0.00%
Street Fund	350,304.00	92,774.00	26.48%
Grant Revenue	0.00	0.00	0.00%
Intergovernmental Revenue	80,000.00	89,302.00	111.63%
Investment Revenue	200.00	3,472.00	1736.00%
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%
SDC Funds	79,865.00	30,923.00	38.72%
Investment Revenue	1,550.00	29,852.00	1925.94%
SDC Revenue	12,767.00	1,071.00	8.39%
Transfers In	65,548.00	0.00	0.00%
Reserve Funds	700.00	1,921.00	274.43%
Investment Revenue	700.00	1,921.00	274.43%

Revenue summary - By fund and category

As of 5/31/2024 91.78% of fiscal year

	FY 23/24 Amended	FY 23/24 YTD	% YTD
Transfers In	0.00	0.00	0.00%
Grand Total	3,221,147.00	1,609,888.00	49.98%

Expenditure summary - By fund and cost center

As of 5/31/2024 91.78% of fiscal year

	FY 23/24 Amended	FY 23/24 YTD	% YTD
General Fund	1,142,907.00	439,875.00	38.49%
Administration	241,903.00	139,781.00	57.78%
Code Enforcement	9,394.00	6,850.00	72.92%
Community Development	80,088.00	43,426.00	54.22%
Debt Service	286,449.00	52,375.00	18.28%
Library	70,093.00	66,007.00	94.17%
Municipal Court	16,893.00	13,612.00	80.58%
Parks & Recreation	104,795.00	83,496.00	79.68%
Police	36,231.00	33,326.00	91.98%
Tourism	10,586.00	1,002.00	9.47%
Other Requirements	286,475.00	0.00	0.00%
Sewer Fund	779,948.00	434,793.00	55.75%
Non-Departmental	450,188.00	380,951.00	84.62%
Capital Outlay	130,000.00	668.00	0.51%
Debt Service	53,178.00	53,174.00	99.99%
Other Requirements	146,582.00	0.00	0.00%
Water Fund	958,959.00	464,148.00	48.40%
Non-Departmental	426,322.00	342,120.00	80.25%
Capital Outlay	416,420.00	63,690.00	15.29%
Debt Service	75,875.00	58,338.00	76.89%
Other Requirements	40,342.00	0.00	0.00%
Blackberry Jam	18,123.00	9,929.00	54.79%
Non-Departmental	16,350.00	9,929.00	60.73%
Other Requirements	1,773.00	0.00	0.00%
Building Fund	153,088.00	32,961.00	21.53%
Non-Departmental	93,093.00	32,961.00	35.41%
Capital Outlay	0.00	0.00	0.00%
Other Requirements	59,995.00	0.00	0.00%
Street Fund	483,717.00	72,965.00	15.08%
Non-Departmental	97,533.00	67,793.00	69.51%
Capital Outlay	275,000.00	0.00	0.00%

Expenditure summary - By fund and cost center

As of 5/31/2024 91.78% of fiscal year

	FY 23/24 Amended	FY 23/24 YTD	% YTD
Debt Service	5,211.00	5,172.00	99.25%
Other Requirements	105,973.00	0.00	0.00%
SDC Funds	800,055.00	54,122.00	6.76%
Non-Departmental	62,000.00	54,122.00	87.29%
Capital Outlay	676,983.00	0.00	0.00%
Other Requirements	61,072.00	0.00	0.00%
Reserve Funds	56,729.00	0.00	0.00%
Other Requirements	56,729.00	0.00	0.00%
Grand Total	4,393,526.00	1,508,793.00	34.34%

Expenditure summary - By fund and category

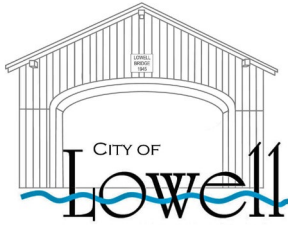
As of 5/31/2024 91.78% of fiscal year

	FY 23/24 Amended	FY 23/24 YTD	% YTD
General Fund	1,142,907.00	439,875.00	38.49%
Personal Services	166,355.00	142,716.00	85.79%
Materials & Services	304,428.00	243,945.00	80.13%
Debt Service	286,449.00	52,375.00	18.28%
Capital Outlay	99,200.00	839.00	0.85%
Contingencies	130,390.00	0.00	0.00%
Transfers Out	81,200.00	0.00	0.00%
Reserves & Ending Balances	74,885.00	0.00	0.00%
Sewer Fund	779,948.00	434,793.00	55.75%
Personal Services	231,000.00	205,020.00	88.75%
Materials & Services	219,188.00	175,931.00	80.26%
Debt Service	53,178.00	53,174.00	99.99%
Capital Outlay	130,000.00	668.00	0.51%
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%
Water Fund	958,959.00	464,148.00	48.40%
Personal Services	231,010.00	205,021.00	88.75%
Materials & Services	195,312.00	137,099.00	70.19%
Debt Service	75,875.00	58,338.00	76.89%
Capital Outlay	416,420.00	63,690.00	15.29%
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%
Blackberry Jam	18,123.00	9,929.00	54.79%
Materials & Services	16,350.00	9,929.00	60.73%
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%
Building Fund	153,088.00	32,961.00	21.53%
Personal Services	15,465.00	13,795.00	89.20%
Materials & Services	77,628.00	19,166.00	24.69%

Expenditure summary - By fund and category

As of 5/31/2024 91.78% 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%
Street Fund	483,717.00	72,965.00	15.08%
Personal Services	27,960.00	24,186.00	86.50%
Materials & Services	69,573.00	43,607.00	62.68%
Debt Service	5,211.00	5,172.00	99.25%
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%
SDC Funds	800,055.00	54,122.00	6.76%
Materials & Services	62,000.00	54,122.00	87.29%
Capital Outlay	676,983.00	0.00	0.00%
Reserves & Ending Balances	61,072.00	0.00	0.00%
Reserve Funds	56,729.00	0.00	0.00%
Transfers Out	0.00	0.00	0.00%
Reserves & Ending Balances	56,729.00	0.00	0.00%
Grand Total	4,393,526.00	1,508,793.00	34.34%



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

TO: Mayor Bennett and Council
FROM: Max Baker, Public Works Director
DATE: June 18, 2024
SUBJECT: Public Works Report

Streets and Parks

Staff repaired sprinklers at PF park and began irrigation. A local citizen has again volunteered and has been watering RR park to maintain the green grass. Irrigation was also started at City Hall/Library.

Graham landscape and design has been notified of the condition of the trees and are researching options to revive the struggling trees. Staff has applied the recommended fertilizer and is watering per direction from Graham Landscape and design.

The restrooms in RR park are closed and will remain closed until further notice. The toilet in the women's restroom was shattered.

Sunridge Park mowing update.

Water Treatment Plant/Distribution

There currently is an active bloom of algae in Dexter Reservoir.

The Tracer Study with Civil West has been postponed. Staff is not able to reach and maintain the desired pumping rate to complete the test. This is thought to be because the intake screen may have debris on it from the draw down.


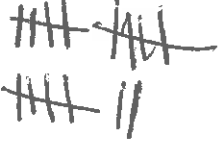


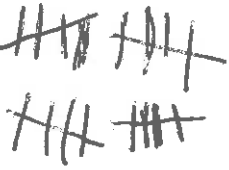
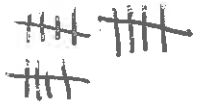

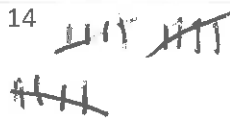

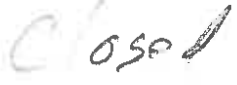





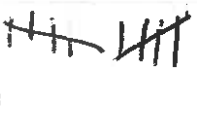
Wastewater Treatment/Collections

Nothing new at this time.

Door Count

May 2024

Make a hash mark for each person who comes into the library.

Monday	Tuesday	Wednesday	Saturday
		1 	4 
6 	7 	8 	11 
13 	14 	15 	18 
20 	21 	22 	25 
27 CLOSED	28 	29 	

Try to be as accurate as possible

Agenda Item Sheet

City of Lowell City Council

Type of item:	Resolution
---------------	------------

Item title/recommended action:

Resolution 831, "A resolution to establish water and sewer rates to be effective July 1, 2024."

Justification or background:

This a final decision from City Council on the utility rates to be effective as of July 1, 2024. These are the rates as recommended by the Budget Committee. A summary of current versus proposed rates is as follows: WATER MONTHLY SERVICE CHARGE PER EDU. Current: \$43.35. Proposed: \$43.35 VARIABLE WATER RATE: Current - 0 - 5,000 gallons (per 1,000 gallon): \$4.93. Proposed: \$4.93. Current - Greater than 5,000 gallons (per 1,000 gallon): \$9.85. Proposed: \$9.85. BULK WATER RATE: Current per 1,000 gallons: \$10.73. Proposed: \$11.05. FIRE HYDRANT FEE (WITHOUT WATER SERVICE): Current: \$13.93. Proposed: \$14.35. SEWER MONTHLY SERVICE CHARGE PER EDU: Current: \$68.51. Proposed: \$72.00. GREYWATER DISPOSAL PER GALLON: Current: \$0.17. Proposed: \$0.17.

Budget impact:

See budget detail sheets for more info.

Department or Council sponsor:

Public Works

Attachments:

Resolution 831

Meeting date:

06/18/2024

CITY OF LOWELL, OREGON

RESOLUTION 831

**TO ESTABLISH WATER AND SEWER RATES TO BE EFFECTIVE
JULY 1, 2024.**

BE IT RESOLVED by the City Council of the City of Lowell as follows:

Section 1. That the following rates are established for water service:

Monthly service charge per equivalent dwelling unit (EDU)	\$43.35
Variable water rate:	
0 - 5,000 gallons	\$4.93 per each 1,000 gallons
Greater than 5,000 gallons	\$9.85 per each 1,000 gallons
Bulk water rate:	
Per each 1,000 gallons	\$11.05
Fire hydrant fee (without water service)	\$14.35

Section 2. That the following rates are established for sewer service:

Monthly service charge per equivalent dwelling unit (EDU)	\$72.00
Graywater disposal fee per gallon	\$0.17

Section 3. This resolution is effective as of July 1, 2024 and supersedes Resolution 801.

[This section left intentionally blank.]

Adopted by the City Council of the City of Lowell this 18th day of June 2024.

AYES: ____

NOES: ____

APPROVED:

Don Bennett, Mayor

ATTEST:

Jeremy Caudle, City Recorder

Agenda Item Sheet

City of Lowell City Council

Type of item:	Resolution
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Item title/recommended action:

Resolution 832, "A resolution declaring the city's election to receive state revenues for fiscal year 2024-2025."

Justification or background:

State law requires an election from the city to receive state revenue sharing funds.

Budget impact:

See resolution for more info.

Department or Council sponsor:

Administration

Attachments:

Resolution 832

Meeting date:	06/18/2024
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CITY OF LOWELL, OREGON

RESOLUTION 832

**A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE
STATE REVENUES FOR THE 2024-2025 FISCAL YEAR.**

BE IT RESOLVED by the City Council of the City of Lowell as follows:

Section 1. Pursuant to ORS 221.770, the City of Lowell hereby elects to receive state revenues for the 2024-2025 fiscal year.

Adopted by the City Council of the City of Lowell this 18th day of June 2024.

AYES: ____

NOES: ____

APPROVED:

Don Bennett, Mayor

ATTEST:

Jeremy Caudle, City Recorder

I certify that a public hearing before the Budget Committee was held on May 9, 2024, and a public hearing before the City Council was held on June 4, 2024 to give citizens an opportunity to comment on the use of State Revenue Sharing.

Jeremy Caudle, City Recorder

Agenda Item Sheet
City of Lowell City Council



Type of item:	Resolution
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Item title/recommended action:

Resolution 833, "A resolution to adopt a budget and impose and categorize taxes for fiscal year 2024-2025."

Justification or background:

This is a final vote on the 2024-2025 budget. This is the budget as approved by the Budget Committee, with the following changes:

WATER FUND FY 23/24 PROJECTIONS.

230-328-4151-Water Capital Grants is reduced from \$306,420 to \$212,845.

230-700-8540-Water Systems improvements is reduced from \$306,420 to \$212,845.

This is based on The Automation Groups projection for what we will be billed through June 30, 2024 for the PLC/SCADA project. Those expenses are offset by grants, hence the change in the grant account. This has no net impact on the Water Fund's ending balance.

WATER FUND FY 24/25 APPROVED

230-328-4162-Water Capital Grants is increased \$100,000. 230-700-8540-Water Systems Improvements is increased \$100,000. This represents estimated billings for the the PLC/SCADA system project after June 30, 2024.

SEWER FUND FY 23/24 APPROVED

240-340-4425-Water/Sewer Sales is increased based on the Budget Committee's recommendations to increase monthly sewer charges per EDU to \$72. 240-900-9590-Contingency is increased to reflect the increase in resources from the Budget Committee's rate recommendation.

These changes from the approved to the adopted budget include increases in expenditures for both the Water Fund and the Sewer Fund. According to the Local Budget Law, "The amount of estimated expenditures for each fund in an annual budget may not be increased by more than \$5,000 or 10 percent of the estimated expenditures, whichever is greater" without requiring extra publication requirements (ORS 294.459[1][C][A]).

Agenda Item Sheet
City of Lowell City Council



Type of item:	Resolution
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The adopted budget's increase to the Water Fund is 5.33%, and the adopted budget's Sewer Fund increase is 3.45%. Increases from the approved to the adopted budgets of both funds are less than 10%. Therefore, it is not required to issue a new Form LB-1 prior to a vote on adopting the budget.

The draft of the adopted budget document shows changed from the approved to adopted budget in the detail sheets. Those changes are highlighted in yellow.

Budget impact:
See budget detail sheets.

Department or Council sponsor:
Administration

Attachments:
Form LB1, "Budget hearing notice"; Resolution 833.

Meeting date:	06/19/2024
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A public meeting of the Lowell City Council will be held on June 4, 2024 at 7:00 pm at the Lowell Rural Fire Protection District meeting room, 389 N. Pioneer St., Lowell, Oregon 97452. An option to view and participate in the meeting electronically is available. For instructions on how to join electronically, visit the city website at www.ci.lowell.or.us or call (541) 937-2157. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2024 as approved by the Lowell Budget Committee. Public comments will be taken in written format as well as in person at the meeting location. Written comments received by 4:00 pm on June 4, 2024 will be read during the public hearing section of the meeting on June 4, 2024. Written comments may be mailed to PO Box 490, Lowell, OR 97452, emailed to admin@ci.lowell.or.us, or delivered in person to City Hall at 70 N. Pioneer St., Lowell, OR 97452. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 70 N. Pioneer St., Lowell, OR 97452 between the hours of 8:00 a.m. and 5:30 p.m., Monday through Thursday, or online at www.ci.lowell.or.us or. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: City Administrator Jeremy Caudle Telephone: (541) 937-2157 Email: admin@ci.lowell.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2022-2023	Adopted Budget This Year 2023-2024	Approved Budget Next Year 2024-2025
Beginning Fund Balance/Net Working Capital	1,463,365	1,172,379	1,563,567
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	1,272,643	1,241,326	1,328,505
Federal, State & all Other Grants, Gifts, Allocations & Donations	380,680	460,175	1,205,596
Revenue from Bonds and Other Debt	230,224	660,224	0
Interfund Transfers / Internal Service Reimbursements	0	197,090	0
All Other Resources Except Current Year Property Taxes	476,404	479,962	353,889
Current Year Property Taxes Estimated to be Received	187,987	182,370	205,095
Total Resources	4,011,303	4,393,526	4,656,652

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	553,872	671,790	700,296
Materials and Services	846,268	944,479	978,498
Capital Outlay	502,252	1,597,603	2,255,158
Debt Service	472,635	420,713	280,505
Interfund Transfers	0	131,542	0
Contingencies	0	380,007	360,309
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	1,636,282	247,392	81,886
Total Requirements	4,011,309	4,393,526	4,656,652

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program FTE for that unit or program			
Administration	257,361	241,903	290,691
FTE	0.28000	0.36250	0.41300
Code Enforcement	6,974	9,394	10,139
FTE	0.04000	0.05000	0.05000
Community Development	123,427	80,088	61,216
FTE	0.06000	0.08000	0.08000
Library	372,897	70,093	90,592
FTE	0.92000	0.58750	0.81300
Municipal Court	14,040	16,893	12,748
FTE	0.07000	0.10000	0.10000
Parks & Recreation	188,121	206,513	240,537
FTE	1.28000	0.73750	0.46500
Police	33,663	36,231	10,426
FTE	0.00000	0.00000	0.00000
Tourism	1,223	10,586	35,578
FTE	0.00000	0.00000	0.00000
Blackberry Jam Festival	26,996	18,123	13,770
FTE	0.00000	0.00000	0.00000
Building Inspections	153,392	153,088	57,522
FTE	0.08000	0.12000	0.12000
Sewer	832,283	915,903	920,455
FTE	1.61000	2.04375	2.31000
Water	1,022,990	1,424,986	2,258,358
FTE	1.61000	2.04375	2.31000
Streets & Stormwater	378,122	636,801	400,128
FTE	0.43000	0.25000	0.33000
Not Allocated to Organizational Unit or Program	599,820	572,924	254,492
FTE	0.00000	0.00000	0.00000
Total Requirements	4,011,309	4,393,526	4,656,652
Total FTE	6.38000	6.37500	6.99100

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

Changes in activities and sources of financing compared to the adopted 2023-2024 budget include: (1) STAFFING AND PERSONNEL. Adding a new full-time employee in the Public Works Department with a starting salary of \$34,445. Funding 3.5% pay raises for city employees. (2) WATER TREATMENT GRANT. Planning for grants up to \$1 million to pay for water treatment retrofit. If funded, the water treatment plant retrofit will make it easier to process high turbidity in Dexter Reservoir during the Lookout Point dam drawdowns. (3) WATER AND SEWER RATES. Water rates remain at current levels. Sewer rates increase from \$68.51 per month per equivalent dwelling unit (EDU) to \$72.00 per month per EDU. (4) REDUCTION IN POLICING CONTRACT. As a cost savings measure, the current law enforcement services contract with the City of Oakridge is reduced. The current contract provides 40 hours of random patrol per month at an estimated cost of \$36,356. The Budget Committee approved budget funds \$10,000 for police services to be provided on an as-needed basis only. (5) SALES OF SURPLUS REAL ESTATE. This budget projects net sales revenues of \$302,459 for the sale of surplus city real estate. That real estate comprises the old City Hall property, as well as a portion of Rolling Rock Park, as contemplated in the 2019 "Downtown Master Plan." INTERESTED IN LEARNING MORE? See the Budget Committee adopted budget, available at City Hall and online via the following link: <https://www.ci.lowell.or.us/bc-budget/page/budget-committee-3>. (Select the May 22, 2024 Budget Committee approved budget, as well as the meeting packet for the May 22, 2024 Budget Committee meeting.)

PROPERTY TAX LEVIES

	Actual Amount	Adopted Budget	Approved Budget
	2022-2023	This Year 2023-2024	Next Year 2024-2025
Permanent Rate Levy (rate limit \$2.1613 per \$1,000)	\$2.1613	\$2.1613	\$2.1613
Local Option Levy	\$0	\$0	\$0
Levy For General Obligation Bonds	\$0	\$0	\$0

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$1,066,306	\$0
Other Borrowings	\$1,070,001	\$0
Total	\$2,136,307	\$0

CITY OF LOWELL, OREGON

RESOLUTION 833

A RESOLUTION TO ADOPT A BUDGET AND TO IMPOSE AND CATEGORIZE TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2024.

BE IT RESOLVED by the City Council of the City of Lowell as follows:

Section 1. That the budget approved by the Budget Committee, and amended by the City Council, for the 2024-2025 fiscal year in the amount of \$4,772,465, of which \$81,886 is unappropriated and reserved, is adopted.

Section 2. That the amounts set forth in Schedule A, which is attached to this Resolution, are hereby appropriated for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Section 3. That the taxes provided for in the adopted budget are imposed as follows:

- (a) At the rate of \$2.1613 for operations per \$1,000 of assessed value.
- (b) These taxes are hereby imposed and categorized for tax year 2024-2025 upon the assessed value of all taxable property within the City of Lowell as follows:

General government limitation	Excluded from limitation
General Fund - \$2.1613 per \$1,000 of assessed value	\$0.00

[This section left intentionally blank.]

Adopted by the City Council of the City of Lowell this 18th day of June 2024.

AYES: ____

NOES: ____

APPROVED:

Don Bennett, Mayor

ATTEST:

Jeremy Caudle, City Recorder

Schedule A:
Adopted Budget for the Fiscal Year Beginning July 1, 2024
and ending June 30, 2025

General Fund	Building Fund	Sewer Reserve Fund
Administration 290,691	Building Department 45,813	Reserves & Ending Balances 17,081
Code Enforcement 10,139	Contingencies 11,709	Total 17,081
Community Development 61,216	Reserves & Ending Balances 0	
Debt Service 163,008	Total 57,522	Water Reserve Fund
Library 90,592		Reserves & Ending Balances 43,382
Municipal Court 12,748	Blackberry Jam Festival Fund	Total 43,382
Parks & Recreation 117,814	Blackberry Jam Festival 13,770	
Police 10,426	Contingencies 0	
Tourism 35,578	Reserves & Ending Balances 0	Appropriations
Contingencies 70,061	Total 13,770	All Funds:
Transfers Out 0		Sub-total 4,690,579
Reserves & Ending Balances 21,423	Parks SDC Fund	
Total 883,696	Parks Department 122,723	Unappropriated and reserved
	Reserves & Ending Balances 0	All Funds:
Water Fund	Total 122,723	Sub-total 81,886
Water Department 1,594,463	Water SDC Fund	
Debt Service 58,342	Water Department 525,277	FY 2024/2025 Budget
Contingencies 126,994	Reserves & Ending Balances 0	Total 4,772,465
Transfers Out 0	Total 525,277	
Reserves & Ending Balances 0	Street SDC Fund	
Total 1,779,799	Streets Department 90,613	
	Reserves & Ending Balances 0	
Sewer Fund	Total 90,613	
Sewer Department 574,625	Sewer SDC Fund	
Debt Service 52,227	Sewer Department 157,873	
Contingencies 144,362	Reserves & Ending Balances 0	
Transfers Out 0	Total 157,873	
Reserves & Ending Balances 0	Stormwater SDC Fund	
Total 771,214	Stormwater Department 96,645	
	Reserves & Ending Balances 0	
Street Fund	Total 96,645	
Street Department 182,946		
Debt Service 6,928		
Contingencies 22,996		
Reserves & Ending Balances 0		
Total 212,870		

Agenda Item Sheet

City of Lowell City Council

Type of item:	Resolution
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Item title/recommended action:

Resolution 834, "A resolution certifying services for fiscal year 2024-2025."

Justification or background:

To assist the state officer responsible for determining the eligibility of cities to receive shared revenues in accordance with ORS 221.760, staff recommend approval of this resolution to certify the city's eligibility. The only change compared to previous years' resolution is that the city is not certifying that it provides police services. This is due to the anticipated elimination of the law enforcement services agreement for monthly patrol. The details of a new agreement are to be determined, but it is anticipated that the services provided will be limited to an as-needed basis. State law only requires certification of a minimum of four of the listed services. Lowell meets that requirement.

Budget impact:

See resolution for more info.

Department or Council sponsor:

Administration

Attachments:

Resolution 834

Meeting date:	06/19/2024
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CITY OF LOWELL, OREGON

RESOLUTION 834

A RESOLUTION CERTIFYING THE PROVISION OF MUNICIPAL SERVICES.

RECITALS:

ORS 221.760 provides that a city located within a county that has more than 100,000 inhabitants according to the most recent federal decennial census must provide four or more municipal services in order to qualify to receive revenues from cigarette, gas, and liquor taxes (Shared Revenues). These revenues are provided for in ORS 323.455, 366.785 to 366.820 and 471.805. The services to be provided are:

- (a) Police protection.
- (b) Fire protection.
- (c) Street construction, maintenance and lighting.
- (d) Sanitary sewers.
- (e) Storm sewers.
- (f) Planning, zoning and subdivision control.
- (g) One or more utility services.

To assist the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, the City wishes to certify its eligibility.

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

Section 1. The City of Lowell hereby certifies that it provides the following municipal services enumerated in ORS 221.760:

- (a) Police protection. - **NO**
- (b) Fire protection. - **NO**
- (c) Street construction, maintenance and lighting. - **YES**
- (d) Sanitary sewers. - **YES**
- (e) Storm sewers. - **YES**
- (f) Planning, zoning and subdivision control. - **YES**
- (g) One or more utility services. - **YES, WATER AND WASTEWATER UTILITY SERVICE**

[This section left intentionally blank.]

Adopted by the City Council of the City of Lowell this 18th of June 2024.

AYES: ____

NOES: ____

APPROVED:

Don Bennett, Mayor

ATTEST:

Jeremy Caudle, City Recorder

Agenda Item Sheet

City of Lowell City Council

Type of item:	Resolution
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Item title/recommended action:

Resolution 835, "A resolution authorizing an adjustment to employee pay for the fiscal year 2024-2025." – Discussion/ Possible action

Justification or background:

This resolution authorizes a 3.5% cost of living adjustment for all city employess. This is the increase that the Budget Committee approved.

Budget impact:

See budget detail sheets.

Department or Council sponsor:

Administration

Attachments:

Resolution 835 and associated schedules

Meeting date:	06/18/2024
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CITY OF LOWELL, OREGON

Resolution 835

A Resolution Authorizing an Adjustment to the Employee Pay Scale for the 2024-2025 Fiscal Year

WHEREAS: The employee pay scale attached and herein incorporated by reference as Schedule A, reflects a 3.5% cost of living increase to step 1 of the scale.

WHEREAS: Schedule B, attached and herein incorporated by reference sets forth the pay steps for current City employees within the pay scale in Exhibit A.

NOW THEREFORE BE IT RESOLVED: The City Council of the City of Lowell hereby approves the following:

1. Employee pay scale attached as Schedule A
2. Pay steps for each employee attached as Schedule B, and as reflected within the budget for the 2024-2025 fiscal year.
3. This resolution is effective July 1, 2024, and supersedes Resolution 807.

Adopted by the City Council of the City of Lowell this 18th Day of June 2024.

AYES: _____

NOES: _____

APPROVED:

Don Bennet, Mayor

ATTEST:

Jeremy Caudle, City Recorder

No	GL	Proposed Pay Scale Position	Step									
			1	2	3	4	5	6	7	8	9	10
1		City Administrator	Negotiated by Contract									
2		City Clerk	44,671	46,234	47,852	49,527	51,260	53,054	54,911	56,833	58,822	60,881
		Monthly	3,722.55	3,852.83	3,987.67	4,127.25	4,271.67	4,421.17	4,575.92	4,736.08	4,901.83	5,073.42
		Hourly	21.48	22.23	23.01	23.81	24.64	25.51	26.40	27.32	28.28	29.27
3		Public Works Director	65,877	68,182	70,568	73,038	75,594	78,240	80,978	83,812	86,745	89,781
		Monthly	5,489.73	5,681.83	5,880.67	6,086.50	6,299.50	6,520.00	6,748.17	6,984.33	7,228.75	7,481.75
		Hourly	31.67	32.78	33.93	35.11	36.34	37.62	38.93	40.29	41.70	43.16
4		Utility Worker II	50,720	52,495	54,332	56,234	58,202	60,239	62,347	64,529	66,788	69,126
		Monthly	4,226.68	4,374.58	4,527.67	4,686.17	4,850.17	5,019.92	5,195.58	5,377.42	5,565.67	5,760.50
		Hourly	24.38	25.24	26.12	27.04	27.98	28.96	29.97	31.02	32.11	33.23
5		Utility Worker I	45,747	47,348	49,005	50,720	52,495	54,332	56,234	58,202	60,239	62,347
		Monthly	3,812.25	3,945.67	4,083.75	4,226.67	4,374.58	4,527.67	4,686.17	4,850.17	5,019.92	5,195.58
		Hourly	21.99	22.76	23.56	24.38	25.24	26.12	27.04	27.98	28.96	29.97
6		Utility Worker Trainee	34,445	35,650	36,898	38,189	39,526	40,909	42,341	43,823	45,357	46,944
		Monthly	2,870.40	2,970.83	3,074.83	3,182.42	3,293.83	3,409.08	3,528.42	3,651.92	3,779.75	3,912.00
		Hourly	16.56	17.14	17.74	18.36	19.00	19.67	20.36	21.07	21.81	22.57
7		Maintenance Worker	34,445	35,650	36,898	38,189	39,526	40,909	42,341	43,823	45,357	46,944
		Monthly	2,870.40	2,970.83	3,074.83	3,182.42	3,293.83	3,409.08	3,528.42	3,651.92	3,779.75	3,912.00
		Hourly	16.56	17.14	17.74	18.36	19.00	19.67	20.36	21.07	21.81	22.57
8		Library Director	38,750	40,107	41,511	42,964	44,468	46,024	47,635	49,302	51,028	52,814
		Monthly	3,229.20	3,342.25	3,459.25	3,580.33	3,705.67	3,835.33	3,969.58	4,108.50	4,252.33	4,401.17
		Hourly	18.63	19.28	19.96	20.66	21.38	22.13	22.90	23.70	24.53	25.39
9		Temporary/ Seasonal	34,445	35,650	36,898	38,189	39,526	40,909	42,341	43,823	45,357	46,944
		Monthly	2,870.40	2,970.83	3,074.83	3,182.42	3,293.83	3,409.08	3,528.42	3,651.92	3,779.75	3,912.00
		Hourly	16.56	17.14	17.74	18.36	19.00	19.67	20.36	21.07	21.81	22.57

Notes: The scale identifies the annual salary as 1 FTE for step 1 of each position, then calculates the monthly and hourly rates from the annual salary.

A 3.5% cost of living adjustment has been applied compared to 2023-2024 starting at step 1 of this scale, in turn increasing each subsequent step. This scale has a 3.5% increase between each step.

This scale adds a new Utility Worker Trainee position. The Maintenance Worker, Library Director, and Temporary/Seasonal positions are renumbered compared to the 2023-2024 pay scale

due to the addition of this new position and its placement on the pay scale following Utility Worker I. Additional information: Oregon minimum wage as of July 1, 2024 is \$14.70

**Schedule B:
 Classification of current Employee Pay Steps
 Within the Pay Scale Effective July 1, 2024**

Empee No	Title	Employee Name	Position	Adopted Step
102	City Administrator	Jeremy Caudle	1	N/A
104	City Clerk	Samatha Dragt	2	4
101	Public Works Director	Max Baker	3	8
105	Utility Worker II	Nicholas Harris	4	1
106	Utility Worker II	Hunter Harris	4	1
935	Utility Worker I	Vacant	5	1
103	Utility Worker Trainee	Vacant	6	1
920	Library Director	Peggy O'Kane	8	5
930	Temporary/ Seasonal	Jenna Zaffarano	9	3
932	Maintenance Worker	Bob Daigneault	7	4

Agenda Item Sheet
City of Lowell City Council



Type of item:	Resolution
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Item title/recommended action:

Resolution 836, "A resolution authorizing the transfer of appropriations within funds." –
Discussion/ Possible action

Justification or background:

The Police and Library Departments within the General Fund are projected to be over budget by fiscal year-end. This resolution transfer appropriations from the contingency account to increase appropriation authority within these two cost centers. This resolution also transfers amounts between line-item accounts within the Library Department to ensure that specific accounts are not over budget.

During the FY 22/23 fiscal year, the Library Department received an invoice totaling \$6,770 for e-book subscriptions. Due to an administrative oversight, the payment was not processed within the FY 22/23 budget period. Consequently, the invoice was paid in the FY 23/24 fiscal year. This has resulted in an unexpected budget overage for the Library Department.

The increase in the Police Department is due to the final contract being slightly higher than what was estimated at the time of budget approval.

Budget impact:

See attached resolution.

Department or Council sponsor:

Administration

Attachments:

Resolution 836

Meeting date:

06/19/2024

CITY OF LOWELL, OREGON

Resolution No 836

A Resolution Authorizing the Transfer of Appropriations within Funds

WHEREAS: The City of Lowell has determined that a transfer of appropriation authority among accounts within the General Fund is necessary for the fiscal year 2023-2024. These transfers are necessary in order not to exceed budgetary appropriation authority.

WHEREAS: ORS 294.463(1) allows transfers of appropriations within a fund when authorized by resolution of the City Council.

WHEREAS: The following schedules identify both the changes in appropriations as well as the changes made at the individual account level.

NOW THEREFOR BE IT RESOLVED: The City of Lowell hereby authorizes a transfer of appropriations within the General Fund for the fiscal year beginning July 1, 2023.

General Fund	Current Budget	Adjustment	Amended Budget
Administration	241,903		241,903
Code Enforcement	9,394		9,394
Community Development	80,429		80,429
Library	70,093	8,500	78,593
Municipal Court	16,893		16,893
Parks & Recreation	104,454		104,454
Police	36,231	500	36,731
Tourism	10,586		10,586
Debt Service	286,449		286,449
Contingencies	130,390	(9,000)	121,390
Transfers Out	81,200		81,200
Reserves	74,885		74,885
Total	1,142,907	-	1,142,907

BE IT FURTHER RESOLVED: The changes in appropriation are allocated to the following accounts within the General Fund:

General Fund				
Account	Description	Current Budget	Adjustment	Amended Budget
110-450-6128	Other Contract Services	9,800	(4,000)	5,800
110-450-6210	Insurance & Bonds	10	1,000	1,010
110-450-6220	Postage, Printing & Publication	372	1,200	1,572
110-450-6224	Marketing	-	150	150
110-450-6225	Software & Subscriptions	-	8,200	8,200
110-450-6234	General Supplies	3,310	(2,000)	1,310
110-450-6320	Building Repair & Maintenance	500	1,500	2,000
110-450-6334	Non-Capitalized Assets	749	2,000	2,749
110-450-6425	Sewer Services	492	1,500	1,992
110-450-6430	Electricity Services	1,605	2,450	4,055
110-450-6445	Refuse Services	1,000	(500)	500
110-450-8375	Materials & Collections	6,000	(3,000)	3,000
110-430-6118	Police Services	36,231	500	36,731
110-900-9590	Contingency	130,390	(9,000)	121,390
	Total	190,459	-	190,459

Adopted by the City Council of the City of Lowell this 18th Day of June 2024.

AYES: _____

NOES: _____

APPROVED:

Don Bennet, Mayor

ATTEST:

Jeremy Caudle, City Recorder

Agenda Item Sheet
City of Lowell City Council



Type of item: Procurement

Item title/recommended action:

Review quotes for E. 1st St. paving. – Discussion/ Possible action
a. RiverBend Construction
b. Wakeview Construction, LLC
c. Colyer Asphalt
At this time, City Council may vote to approve one of the quotes.

Justification or background:

This is following up on the City Council's interest in pursuing a short-term repair to E. 1st St. Staff obtained quotes for 3 options for paving: 10 feet width, 16 feet width, and the full width. Public Works will be present at the meeting to discuss the pros and cons of each option in detail.

A bid tabulation is as follows:

Option	River Bend	Wakeview	Colyer
10 feet	23,156	16,624	6/14/24 pending
16 feet	27,814	21,079	6/14/24 pending
Full width	38,298	41,179	6/14/24 pending

Public Works will be present at the meeting to discuss the pros and cons of each option. As of 6/14/24 at 4:48 pm, a quote from Colyer Asphalt is expected but not yet received.

Budget impact:

TBD

Department or Council sponsor:

Public Works

Attachments:

Quotes

Meeting date: 06/19/2024



88850 Cheryl Lane
 Veneta, Oregon 97487
 (541) 852-1101
steve.george@wakeviewconstruction.com
 CCB# 230846
DBE/MBE/ESB # 12676

QUOTE

**EXPIRES:
7/12/24**

Customer: City of Lowell
 Address:
 Phone:
 Email: hharris@ci.lowell.or.us

Project Name: Full Width Roadway Patch-Updated
 Location: 409 East 1st. Street
 Lowell, OR
 Contact: Hunter
 Cell: 541-513-3284

BID ITEM	DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	LINE TOTAL
1	Mobilization	Lump Sum	1	\$3,715.00	\$3,715.00
2	Excavation & Grading	Unit Price	7,280 SF	\$1.82	\$13,249.60
3	Asphalt Paving 7,280 SF @ 4"	Unit Price	182 tons	\$133.05	\$24,215.10
	Compaction Testing included				
TOTAL					\$41,179.70

Exclusions:

- Permits, bonds, fees, traffic control and flagging, crack/joint fill, sealcoating, pavement markings, paving fabric, milling/grinding, layout, and survey/staking, shoulder rock/dirt edging, prime coat, herbicide, and wheel stops.

Clarifications:

- Quote subject to mutually agreeable contract between owner/Prime Contractor and Wakeview Construction LLC
- Bid includes 1 mob(s), add \$2,558.00 for each additional mobilization.
- UNIT PRICE QUOTATION
- If Owner or Prime Contractor insists work be completed against Wakeview Construction's advice due to weather or sub-surface conditions, the Owner or Prime Contractor assumes all risk of defect
- Payment Terms: Net due upon completion
- Bid based on work being performed during the week, during regular business hours, certified wages
- Wakeview Construction assumes no liability for grades designed less than 1.25%
- Subject to Additional Terms & Conditions attached

Prepared By: Steve George, Manager

Date: 6/13/24

To accept these terms, please sign below

Subject to additional terms and conditions attached

Owner / Prime Contractor: _____ Date: _____

Co-Owner / Mortgagee: _____ Date: _____


THANK YOU FOR THE BUSINESS!

ADDITIONAL TERMS AND CONDITIONS (ATC)

1. **Completion:** The work to be completed shall be commenced on or about the date set forth. However, if Wakeview Construction LLC is delayed in the performance of the work due to acts of God, strikes, or material shortages which are beyond its control, the completion date shall be extended accordingly.
2. **Terms:** NET DUE AND PAYABLE UPON COMPLETION UNLESS NOTED OTHERWISE. A finance charge of 1 ½ % per month, or a minimum of \$1.00, will be made on the unpaid balance at the end of the following months billing cycle. This is an ANNUAL PERCENTAGE RATE OF 18%.
3. **Progress Payments and Billing:** Wakeview Construction LLC shall make progress billings for work completed through the 25th of each month, on or about the 30th of that month. Payments shall be made in accordance with the conditions set forth in item # 2 above. In the event payments are not made in full within 30 days following billing, Wakeview Construction LLC may exercise its right under the Oregon Construction Lien Laws.
4. **Final Inspection and Acceptance:** When notified by Wakeview Construction LLC that in its opinion all work required by the contract has been complete, the Owner or the Owners representative shall make a final inspection of the site. Immediately following this notice of completion, the Owner shall issue a punch list of those items that should be completed prior to final acceptance, if any. If within 10 days following notice of completion there is no response from the Owner, or the Owners representative, Wakeview Construction LLC will assume that all items are complete and accepted. At this time all monies due to Wakeview Construction LLC, including retainages, shall be released.
5. **Changed Conditions:** Changes in conditions beyond the original scope of the project shall be accomplished with a Price Agreement for the additional work, or on an Extra Work basis. Before Wakeview Construction LLC proceeds with the changed conditions, agreement shall be made in writing between the Owner, or the Owner's representative, and Wakeview Construction LLC. Extra work shall be billed on a cost-plus basis if an agreement cannot be reached between the above-mentioned parties.
6. **Project Price / Unit Price:** The project price given is approximate. This price is subject to adjustment for measurement of final quantities on unit prices unless bid as a Lump Sum. (see explanation of Lump Sum, item # 7). The Owner shall arrange for his representatives to provide all measurements in writing to Wakeview Construction LLC at the earliest practical time. If a representative is not available to represent the Owner, Wakeview Construction LLC shall provide all such measurements.
7. **Lump Sum:** The Lump Sum price given is the exact amount for the work to be performed based on the approved plans and specifications. If, however there are changes in the original scope of the project, Wakeview Construction LLC reserves the right to claim for additional compensation for the portion of the work that was not included in the original bid.
8. **Subcontractors:** Wakeview Construction LLC reserves the right to subcontract any or all portions of said project.
9. **Escalation:** The present asphalt price is based on today's liquid asphalt cost. Such costs are variable with current market prices. If prices increase, documentation for the increased asphalt prices shall be presented to the Owner or the Owner's representatives by means of invoices received from Wakeview Construction LLC's suppliers. Upon completion of the work, the adjustment in price will be reflected in the final billing, and the Owner / Prime Contractor shall pay Wakeview Construction LLC the amount of such increase in addition to all other contract amounts.
10. **Liens:** Wakeview Construction LLC hereby gives notice of its reservation of the rights to assert any and all liens against the Owner / Prime Contractor arising under all Federal, State, or Local laws in the event the amounts stated in the contract are not paid when due.
11. **Permits & Licenses:** All fees for permits & licenses, unless so stated in the Project Specifications, shall be paid by the Owner / Prime Contractor.
12. **Hazardous Materials:** Owner represents and warrants Wakeview Construction LLC that there are no environmentally hazardous materials or wastes contained on the property, or in/on the soil to be excavated and/or removed by Wakeview Construction LLLC and there are no potentially hazardous environmental conditions on the property and that the property has not been identified by any governmental agency as a site upon which, or potentially upon which, environmentally hazardous materials have been (or may have been) located or deposited. Owner agrees to indemnify and hold Wakeview Construction LLC harmless for any and all damages, claims, demands, and judgements arising from or connected in any manner with hazardous materials or wastes, or hazardous environmental conditions on the property or in the soil to be excavated by Wakeview Construction LLC.
13. **Attorney Fees:** In the event any suit or action is brought by the parties arising out of this Contract Proposal, it is agreed that the prevailing party shall recover such reasonable attorney fees as shall set by the trial court and any court on appeal.
14. Unless otherwise stated in Project Specifications, Wakeview Construction LLC warrants all materials or services provided by it to be of good quality and workmanship and free from defects under normal proper use and service for a periods of one (1) year from the date of substantial completion of the project. Wakeview Construction LLC provides no warranty for defects caused by sub-surface conditions and/or failure of materials previously supplied by others. If defects should occur, Wakeview Construction LLC shall be notified immediately in writing.

CUSTOMER SIGNATURE: _____

DATE: _____

	88850 Cheryl Lane Veneta, Oregon 97487 (541) 852-1101 steve.george@wakeviewconstruction.com CCB# 230846 DBE/MBE/ESB # 12676	<h1>QUOTE</h1>

Customer: City of Lowell Project Name: 16' Wide Roadway Patch
 Address: Location: 409 East 1st. Street
 Lowell, OR
 Phone: Contact: Hunter
 Email: hharris@ci.lowell.or.us Cell: 541-513-3284

BID ITEM	DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	LINE TOTAL
1	Mobilization	Lump Sum	1	\$2,558.00	\$2,558.00
2	Excavation & Grading	Unit Price	4,160 SF	\$1.43	\$5,948.80
3	Asphalt Paving 4,160 SF @ 4"	Unit Price	104 tons	\$120.89	\$12,572.56
	All Excavation to be dump in Lowell				
				TOTAL	\$21,079.36

Exclusions:

- Permits, bonds, fees, materials testing, traffic control and flagging, crack/joint fill, sealcoating, pavement markings, paving fabric, milling/grinding, layout, and survey/staking, shoulder rock/dirt edging, prime coat, herbicide, and wheel stops.

Clarifications:

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- Bid based on work being performed during the week, during regular business hours, commercial wages.
- Wakeview Construction assumes no liability for grades designed less than 1.25%
- Subject to Additional Terms & Conditions attached

Prepared By: Steve George, Manager Date: 6/9/24

To accept these terms, please sign below

Subject to additional terms and conditions attached

Owner / Prime Contractor: _____ Date: _____

Co-Owner / Mortgagee: _____ Date: _____


THANK YOU FOR THE BUSINESS!

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		EXPIRES: 7/10/24

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 Address: Location: 409 East 1st. Street
 Lowell, OR
 Phone: Contact: Hunter
 Email: hharris@ci.lowell.or.us Cell: 541-513-3284

BID ITEM	DESCRIPTION	UNIT	UNIT QTY	UNIT PRICE	LINE TOTAL
1	Mobilization	Lump Sum	1	\$2,558.00	\$2,558.00
2	Excavation & Grading	Unit Price	2,600 SF	\$2.31	\$6,006.00
3	Asphalt Paving 2,600 SF @ 4"	Unit Price	65 tons	\$124.00	\$8,060.00
				TOTAL	\$16,624.00

Exclusions:

- Permits, bonds, fees, materials testing, traffic control and flagging, crack/joint fill, sealcoating, pavement markings, paving fabric, milling/grinding, layout, and survey/staking, shoulder rock/dirt edging, prime coat, herbicide, and wheel stops.

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Prepared By: Steve George, Manager Date: 6/11/24

To accept these terms, please sign below

Subject to additional terms and conditions attached

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Co-Owner / Mortgagee: _____ Date: _____

THANK YOU FOR THE BUSINESS!
Page 1 of 2

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8. **Excavation:** The present asphalt price is based on today's liquid asphalt cost. Such costs are variable with current market prices. If prices increase, documentation for the increased asphalt prices shall be presented to the Owner or the Owner's representatives by means of invoices received from Wakeview Construction LLC's suppliers. Upon completion of the work, the adjustment in price will be reflected in the final billing, and the Owner / Prime Contractor shall pay Wakeview Construction LLC the amount of such increase in addition to all other contract amounts.
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CUSTOMER SIGNATURE: _____

DATE: _____

RiverBend Construction

90520 Coburg Rd
Coburg, OR 97408
USA

Phone: (541) 683-5741
Fax: (541) 683-5798

CCB # 177967

To: City Of Lowell	Contact:
Address: 107 E. First St. Lowell, OR 97452 U.S.A.	Phone:
	Fax:
Project Name: City Of Lowell - Maintenance Paving	Bid Number: 2024-238
Project Location:	Bid Date: 6/13/2024

RiverBend Construction is pleased to present the following Proposal: CCB# 177967

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
--------	------------------	--------------------	------	------------	-------------

Pave Full Width

10	Mobilization	1.00	LS	\$5,050.00	\$5,050.00
20	Excavate And Prep For 4" AC	92.00	CY	\$88.00	\$8,096.00
30	Asphalt Paving - 4" · 285' X 26' · Full Road Width Reconstruct · Captures Lifted AC Along Gutter Pan	192.00	TON	\$131.00	\$25,152.00

Total Price for above Pave Full Width Items: \$38,298.00

Pave 16' Width Travel Lane

40	Mobilization	1.00	LS	\$5,050.00	\$5,050.00
50	Excavate And Prep - 16' Width	45.00	CY	\$138.00	\$6,210.00
60	Pave 16' Wide Travel Lane · Strictly 16' Travel Lane In Center Of Road · Doesnt Capture Entirety Of Failed Asphalt Areas · 224' X 16'	93.00	TON	\$178.00	\$16,554.00

Total Price for above Pave 16' Width Travel Lane Items: \$27,814.00

Pave 10' Wide Travel Lane

70	Mobilization	1.00	LS	\$5,050.00	\$5,050.00
80	Excavate And Prep - 10' Width	28.00	CY	\$164.00	\$4,592.00
90	Pave 10' Wide Travel Lane · Strictly 10' Travel Lane In Center Of Road · Doesnt Capture Entirety Of Failed Asphalt Areas · 224' X 10'	58.00	TON	\$233.00	\$13,514.00

Total Price for above Pave 10' Wide Travel Lane Items: \$23,156.00

Notes:

- Price includes one (1) Mobilization
This Proposal is valid for 10 Days.

• General Exclusions:

- Performance Bonds
- Engineering & Testing
- Surveying
- Permits
- Unsuitable Subgrade and/or Over-Excavation
- Rock Excavation
- Removal or Abandonment of Existing wells or Underground Tanks
- Hazardous Waste Testing, Removal or Disposal
- Layout and Striping
- Erosion and Sediment Control
- Traffic Control

• **Bid Proposal**

- This is a unit price bid proposal. Work will be billed on the unit price for work performed.
- Bid is based on BOLI prevailing wage rates
- Contractor will perform subgrade inspection prior to paving to verify that the subgrade is in good condition. Subgrade Inspection will take place in the form of a proof roll will a loaded dump truck. If issues with subgrade arise contractor will repair subgrade on a T&M Basis
- RiverBend Construction, Inc., will not be responsible for poor drainage due to design and/or slopes at less than 1-1/2%.
- This proposal is subject to asphalt oil escalation.
- **TERMS & CONDITIONS.** RiverBend Construction, Inc., agrees to perform all of the paving/construction work as described on the estimate form according to the plans and specifications for the project and/or verbal instructions as presented to RiverBend Construction, Inc., by the owner or its representative for purposes of preparing this estimate. These plans and specifications and/or instructions are by this reference incorporated into this estimate.2. RiverBend Construction, Inc., agrees that the owner may make any necessary changes in the plans and specifications for the work covered by this estimate and contract that may be deemed necessary during the progress of the work, without invalidating this contract but no change shall be binding until agreed to in writing by RiverBend Construction, Inc.. If any such change results in additions or reductions in the amount of work and/or materials required, the owner and RiverBend Construction, Inc., shall negotiate and agree upon an equitable change to the contract price.3. In the event that RiverBend Construction, Inc., is delayed in the performance of any of its obligations as a result of strikes, unavailability of materials, weather conditions or any other cause beyond the reasonable control of RiverBend Construction, Inc., then the time for completion shall be extended for the period of the delay.4. Should concealed or unknown conditions below the surface of the ground or within existing structures otherwise at variance with the conditions indicated by the plans & specifications available for the estimate, or otherwise differing materially from those generally recognized as inherent in work of the character provided for in this contract, be encountered, the contract price shall be equitably adjusted upon claim by RiverBend Construction, Inc..5. In case the work should, before completion, be wholly or partially destroyed by fire, defective soil, earthquake, act of God, or by any one other than RiverBend Construction, Inc., then the loss occasioned thereby shall be wholly sustained by the owner.
- **6. TERMS OF PAYMENT:**
 - A. Lump Sum: The lump sum price given is the exact amount for the work to be performed based on the Approved plans and specifications. If, however, there are changes in the original scope of the project, RiverBend Construction, Inc., reserves the right to claim for additional compensation for the portion of the work that was not included in the original bid.
 - B. Project Pricing: The project price given is approximate. This price is subject to measurement of final quantities on unit prices specified. The owner shall arrange for its representative to provide all measurements in writing to RiverBend Construction, Inc., at the earliest practical time. If these measurements are not available, then RiverBend Construction, Inc., shall provide all such measurements.
 - C. RiverBend Construction, Inc., shall make progress billings for the work completed on or about the 30th of each month, and the payment on each such billing shall be due and payable in full on the 10th of the month following the progress billing. A late charge of 1 1/2% (18% Annual Percentage Rate) will be imposed on past due balances. Final billing is due 10 days after receipt of the final billing invoice.
 - D. RiverBend Construction, Inc., shall have the right to stop work on the project and claim a Construction Lien if payments are not made in a timely manner.
- 7. RiverBend Construction, Inc., reserves the right to subcontract all or any portions of the project without written consent of the owner. Owner shall not assign this contract or the property covered without written consent by RiverBend Construction, Inc., which shall not be reasonably withheld.
- 8. In the event any suit or action is instituted by either party, the prevailing party shall be entitled to reasonable attorney's fees. In addition, owner agrees to pay all collection costs incurred by RiverBend Construction, Inc., in attempting to recover all or any portion of the contract price.
- 9. The owner agrees to obtain and pay for all permits, licenses, official inspections, etc., unless otherwise stated on the face of the estimate.
- 10. If the owner or its authorized representative insists upon completion of the work against the advice of RiverBend Construction, Inc., because of weather or subsurface conditions, the owner assumes all risks for defects and all extra costs due to such conditions.
- 11. Guarantee: All material is guaranteed to be as specified and all work to be completed in a workmanlike manner according to standard practices. Riverbend Construction, Inc., will warranty all workmanship for a period of one year from date of completion against defects in labor only.
- This estimate is subject to credit approval, and is not binding on RiverBend Construction, Inc., until approved by authorized signatures.
- **This proposal shall be included in any subcontract agreement.**
- **Due to unstable market conditions, rising fuel and raw materials costs, RiverBend Construction Inc. requests that you carefully evaluate material costs and the duration of price protection we are able to offer and plan accordingly. We value your business and will do our best to communicate changes in market conditions while assisting you through this difficult situation. Due to current unstable price conditions, unless specifically stated otherwise, the prices in this proposal are subject to change and material will be invoiced at the prices in effect at the time of shipment.**

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: RiverBend Construction</p> <p>Authorized Signature: <u>Adam Houser</u></p> <p>Estimator: Adam Houser (541) 525-5407 adam.houser@rbmaterials.com</p>
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Agenda Item Sheet

City of Lowell City Council

Type of item:	Procurement
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Item title/recommended action:

Motion to approve the February 21, 2024 scope of work for an external market compensation analysis for wages and benefits with Lane Council of Governments at the estimated member rate of \$7,791 and to authorize the City Administrator to sign. – Discussion/ Possible action

Justification or background:

The Budget Committee approved funding for a wage and benefit study to be performed by Lane Council of Governments. LCOG's proposal is on City Council's due to other priorities, it's likely that work on the study wouldn't begin until fall. Since LCOG is "An intergovernmental entity formed between or among... Governmental bodies of this...state," (ORS 279A.025[i]), state and city procurement requirements do not apply. That is, the city may contract directly with LCOG for this project.

Budget impact:

Expenditure estimated at \$7,791, assuming the city pays the member subscription fee.

Department or Council sponsor:

Administration

Attachments:

LCOG proposal

Meeting date:	06/18/2024
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Local Government Personnel Services

Your Resource for Labor Relations and HR Assistance

859 Willamette St., Ste 500
Eugene OR 97401

(541) 682-4283

asklgps@lcog.org

<https://www.lcog.org/igps>



Project Scope of Work and Estimate Prepared for:

Jeremy Caudle., City Administrator
City of Lowell
70 N Pioneer St, PO Box 490 Lowell, OR 97452
(541) 937-2157

Project Purpose:

- ▶ Conduct an external market compensation analysis for wages and general benefits of all positions, to include comparable cities in Oregon.
- ▶ Provide/present findings and analysis for compensation including salaries and paid benefits.

Date: February 21XX, 2024

Description of Services	Estimated Hours
Preparation & Development	
▶ Confirm/finalize project parameters (project options, comparators, data points, and positions to be included)	5.00
▶ Customize data tables	
External Market Survey	
▶ Request and collect comparator data (job descriptions, salary schedules, wages & benefits, etc); follow up as needed	3.00
▶ Up to ten (10) public sector comparators	
Ten (10) Classifications	
▶ Review, evaluate, and analyze collected data, perform job matching, and follow up on data and data requests as needed	21.00
▶ Draft up to ten (10) raw wage data tables to summarize findings & analysis	
Comparison Tables	
▶ Review, evaluate, and analyze collected benefits data and follow up on data requests as needed	7.00
▶ Draft up to five (5) additional benefits data tables including compensation structure comparison, incentive/longevity pay, health insurance cost-share, PERS/retirement, and paid leave benefits	
Findings, Analysis, & Recommendations	
▶ Review, evaluate, and analyze data	10.00
▶ Draft/summarize findings, analysis, and market-based recommendations	
Report Development & Project Finalization	
▶ Prepare project report for city review	7.00
▶ Review project report with city	
▶ Make clarifications and updates as necessary & finalize report	
ESTIMATED PROJECT HOURS & COST (MEMBER RATE)	53.00
HOURLY BILLING RATE (MEMBER RATE)	\$147.00
ESTIMATED TOTAL PROJECT COST	\$7,791.00
ESTIMATED PROJECT HOURS & COST (NON-MEMBER RATE)	53.00
HOURLY BILLING RATE (NON-MEMBER RATE)	\$179.00
ESTIMATED TOTAL PROJECT COST	\$9,487.00

PROJECT ASSUMPTIONS

- ▶ Project includes approximately ten (10) city classifications
- ▶ External market salary survey includes up to ten (10) public-sector comparators.

PROJECT TIMELINE

- ▶ First available date to begin project work: **July 1, 2024**, or one (1) week after notice to proceed - whichever is later.,
- ▶ The goal to complete this project is XXX
- ▶ Project timeline is dependent upon city and external participant participation throughout this compensation study.

PROJECT DISCLOSURES

- ▶ This project estimate, including timeline, is offered for 30 days from the date of the estimate. After 30 days, please contact us for an updated estimate, including timeline.
- ▶ This is a good faith estimate. Actual project hours, whether more or less than estimated, will be billed quarterly.
- ▶ Project modifications requested will be confirmed in writing.

Agenda Item Sheet

City of Lowell City Council

Type of item:	Procurement
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Item title/recommended action:

Motion to approve the June 12, 2024 insurance proposal from CityCounty Insurance Services in the amount of \$43,914.99 and to authorize the City Administrator to sign. – Discussion/ Possible action
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Justification or background:

This is to renew the city's insurance policies with CIS. The total amount is only slightly higher than what was budgeted.

Budget impact:

See insurance proposal

Department or Council sponsor:

Administration

Attachments:

Insurance proposal from CIS

Meeting date:	06/18/2024
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Property and/or Liability Proposal Summary



citycounty insurance services
cisoregon.org

Named Member
City of Lowell
PO Box 490
Lowell, OR 97452

Agent of Record
Wilson Heirgood Associates
2930 Chad Drive
Eugene, OR 974087382

Proposal Date: 6/12/2024
Member Number: 10125
Effective Date: 7/1/2024
Termination Date: 7/1/2025

This is not an invoice. Information Only.

Coverage	Description	Amount	Total
General Liability - Standard Plan	Contribution Limit: \$10,000,000	\$15,320.25	
	Multi-Line Credit	(\$766.01)	
			\$14,554.23
Auto Liability - Standard Plan	Contribution	\$1,535.32	
	Multi-Line Credit	(\$76.77)	
			\$1,458.56
Auto Physical Damage	Contribution	\$774.78	
	Multi-Line Credit	(\$38.74)	
			\$736.04
Property	Contribution	\$26,465.43	
	Multi-Line Credit	(\$1,323.27)	
			\$25,142.16
<i>Optional Excess Liability</i>	<i>Not Purchased</i>		\$0.00
<i>Optional Excess Quake</i>	<i>Not Purchased</i>		\$0.00
<i>Optional Excess Flood</i>	<i>Not Purchased</i>		\$0.00
Optional Excess Crime	Contribution	\$1,224.00	
			\$1,224.00
Optional Cyber Security	Contribution	\$800.00	
			\$800.00
<i>Optional Excess Cyber Security</i>	<i>Not Purchased</i>		\$0.00
<i>Difference in Conditions</i>	<i>Not Purchased</i>		\$0.00
Summary			
	Contribution	\$46,119.78	
	Multi-Line Credit	(\$2,204.79)	

This is not an invoice. Information Only.

\$43,914.99

CIS Public Entity Liability Coverage Proposal



citycounty insurance services
cisoregon.org

Proposal Date: 6/12/2024

Coverage Period: 7/1/2024 to 7/1/2025

Named Member
City of Lowell
PO Box 490
Lowell, OR 97452

Agent of Record
Wilson Heirgood Associates
2930 Chad Drive
Eugene, OR 974087382

This Proposal Does Not Bind Coverage

Refer to Coverage Forms for terms, conditions, and limitations of coverage

Coverage*	Per Occurrence	Annual Aggregate	Per Occurrence Deductible / SIR*	Agg/Retro Deductible
Public Entity Liability Coverage (Including Auto Liability) as described in CIS General & Auto Liability Coverage Agreement	\$200,000	\$600,000	NONE	None

Forms Applicable: CIS General & Auto Liability Coverage Agreement - CIS GL/AL (7/1/2024)

Coverage*	Per Occurrence	Annual Aggregate		
Excess Public Entity Liability Coverage as described in the CIS Excess Liability Coverage Agreement (limits shown are excess of primary coverage limits)	\$9,800,000	\$29,400,000		

Forms Applicable: CIS Excess Liability Coverage Agreement - CIS XS/GL (7/1/2024)

Coverage*	Per Occurrence	Annual Aggregate		
Additional layer of Excess Liability (General and Auto Liability)	Not Purchased	Not Purchased		

*Refer to the CIS General & Auto Liability Coverage Agreement and CIS Excess Liability Coverage Agreement and endorsements (if any) for detailed coverages, special deductibles, limits, sublimits, exclusions, and conditions that may apply.

Excess Liability Coverage does not provide Uninsured Motorist coverage.

Coverage	Contribution
General Liability	\$15,320.25
Auto Liability	\$1,535.32
Excess Liability	\$0.00
Liability Total	\$16,855.57

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: _____
Authorized Representative / Agent

Date: _____

Auto Physical Damage Coverage Proposal



citycounty insurance services
cisoregon.org

Proposal Date: 6/12/2024

Coverage Period: 7/1/2024 to 7/1/2025

Named Member
City of Lowell
PO Box 490
Lowell, OR 97452

Agent of Record
Wilson Heirgood Associates
2930 Chad Drive
Eugene, OR 974087382

This Proposal Does Not Bind Coverage
Refer to Coverage Forms for terms, conditions, and limitations of coverage

Autos Covered*	Coverage Limit	Comprehensive Deductible	Collision Deductible	Contribution
Scheduled Autos	Per Schedule**	Per Schedule**	Per Schedule**	\$774.78
Rented or Leased Autos (60 days or less)	ACV Not to Exceed \$100,000	\$100	\$500	Included
Newly Acquired Autos	Included	\$100	\$500	Included

*This represents only a brief summary of coverages. Please refer to CIS Auto Physical Damage Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

Total Contribution: \$774.78
Forms Applicable: CIS Auto Physical Damage Coverage Agreement - CIS APD (7/1/2024)
**Current CIS Auto Schedule

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: _____
Authorized Representative / Agent

Date: _____

Property Coverage Proposal



citycounty insurance services
cisoregon.org

Proposal Date: 6/12/2024

Coverage Period: 7/1/2024 to 7/1/2025

Named Member
City of Lowell
PO Box 490
Lowell, OR 97452

Agent of Record
Wilson Heirgood Associates
2930 Chad Drive
Eugene, OR 974087382

This Proposal Does Not Bind Coverage

Refer to Coverage Forms for terms, conditions, and limitations of coverage

Coverage Limits (Per Occurrence):*

Building and Contents and PIO	Per current CIS Property Schedule
Mobile Equipment	Per current CIS Mobile Equipment Schedule
Earthquake	\$5,000,000
Excess Earthquake - Coverage applies only if coverage limit is shown.	None
Flood	\$5,000,000
Excess Flood - Coverage applies only if coverage limit is shown.	None
Combined Loss of Revenue and Rental Value	\$1,000,000
Combined Extra Expense and Rental Expense	\$1,000,000
Property in Transit	\$1,000,000
Hired, Rented or Borrowed Equipment	\$150,000
Restoration/Reproduction of Books, Records, etc.	\$100,000
Electronic Data Restoration/Reproduction	\$250,000
Pollution Cleanup	\$25,000
Crime Coverage	\$50,000
Police Dogs (if scheduled)	\$15,000
Off Premises Service Interruption	\$100,000
Miscellaneous Coverage	\$50,000
Personal Property at Unscheduled Locations	\$15,000
Personal Property of Employees or Volunteers	\$15,000
Unscheduled Fine Arts	\$100,000
Temporary Emergency Shelter Restoration	\$50,000
Difference In Conditions - Earthquake & Flood (if any):	\$0
Extra Items (if any):	

*This represents only a brief summary of coverages. Please refer to CIS Property Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

Locations Covered:	Per current CIS Property Schedule.
Perils Covered:	Risks of Direct Physical Loss subject to the terms, conditions and exclusions contained in the coverage forms listed below under Forms Applicable.
Deductibles:	\$1,000 Per occurrence except as noted and as follows (if any). \$1,000 Per occurrence on scheduled mobile equipment items. Earthquake and Flood: Special deductibles and restrictions per Section 2 of the CIS Property Coverage Agreement.
Total Contribution:	\$26,465.43 (Property) \$0.00 (Excess Earthquake) \$0.00 (Excess Flood) \$0.00 (Difference In Conditions)
Forms Applicable:	CIS Property Coverage Agreement - CIS PR (7/1/2024)

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: _____

Authorized Representative / Agent

Date: _____

Equipment Breakdown Coverage Proposal



citycounty insurance services
cisoregon.org

Proposal Date: 6/12/2024

Coverage Period: 7/1/2024 to 7/1/2025

Named Member
City of Lowell
PO Box 490
Lowell, OR 97452

Agent of Record
Wilson Heirgood Associates
2930 Chad Drive
Eugene, OR 974087382

This Proposal Does Not Bind Coverage

Refer to Coverage Forms for terms, conditions, and limitations of coverage

Coverage Limits:*

Property Damage	Per current CIS Property Schedule or \$100,000,000, whichever is less.
Rental Value/Rental Expense	Included in Property Damage
Extra Expense	Included in Property Damage
Service Interruption	Included in Property Damage
Drying out following a flood	Included in Property Damage
Course of Construction	Included in Property Damage
Computer Equipment	Included in Property Damage
Portable Equipment	Included in Property Damage
CFC Refrigerants	Included in Property Damage
Hazardous Substance	\$2,000,000
Data Restoration	\$250,000
Perishable Goods	\$2,000,000
Expediting Expense	\$2,000,000
Demolition	\$2,000,000
Ordinance or Law	\$2,000,000
Off Premises Property Damage	\$250,000
Contingent Rental Value/Rental Expense	\$250,000
Newly Acquired Locations	\$1,000,000 / 365 Days Max
Extended Period of Restoration	30 Days

***This represents only a brief summary of coverages. Please refer to CIS Equipment Breakdown Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.**

Locations Covered: Per current CIS Property Schedule.
Deductible: \$1,000 All Coverages: 24 hour waiting period applies for service interruption.
Contribution: Included
Forms Applicable: CIS Equipment Breakdown Coverage Agreement - CIS BM (7/1/2024)

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: _____
Authorized Representative / Agent

Date: _____

Excess Crime Coverage Proposal



citycounty insurance services
cisoregon.org

Proposal Date: 6/12/2024

Coverage Period: 7/1/2024 to 7/1/2025

Named Member
City of Lowell
PO Box 490
Lowell, OR 97452

Agent of Record
Wilson Heirgood Associates
2930 Chad Drive
Eugene, OR 974087382

This Proposal Does Not Bind Coverage

Refer to Coverage Forms for terms, conditions, and limitations of coverage

Excess Crime Coverage

Coverage Limits excess of \$50,000 crime coverage provided under the CIS Property Coverage Agreement:*

Employee Theft - Per Loss Coverage	\$500,000
Forgery or Alteration	Included
Inside Premises - Theft of Money & Securities	Included
Inside Premises - Robbery, Safe Burglary - Other	Included
Outside Premises	Included
Computer Fraud	Included
Money Orders and Counterfeit Paper Currency	Included
Funds Transfer Fraud	Included
Impersonation Fraud Coverage	Maximum recovery** \$250,000

**Recovery subject to lower limit purchased by member if under \$250,000

Additional Coverages:

Faithful Performance of Duty	Included
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*This represents only a brief summary of coverages. Please refer to the Excess Crime Policy for detailed coverages, exclusions, and conditions that may apply.

Locations Covered: Per current CIS Property Schedule.
Contribution: \$1,224.00
Forms Applicable: National Union Fire Insurance/Excess Crime Policy

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: _____
Authorized Representative / Agent

Date: _____

Cyber Security Coverage Proposal



citycounty insurance services
cisoregon.org

Proposal Date: 6/12/2024

Coverage Period: 7/1/2024 to 7/1/2025

Named Member
City of Lowell
PO Box 490
Lowell, OR 97452

Agent of Record
Wilson Heirgood Associates
2930 Chad Drive
Eugene, OR 974087382

This Proposal Does Not Bind Coverage

Refer to Coverage Forms for terms, conditions, and limitations of coverage

Cyber Security Coverage

Pool-wide aggregate limit per coverage year, \$5,000,000.

Total Coverage Limit*	\$50,000
Tier 1 Coverage Limit	\$50,000
Tier 2 Coverage Limit	Not Purchased
Tier 3 (Excess) Coverage Limit	Not Purchased
Notification Costs	Included
Third Party Liability	Included
Penalties	Included
Extortion	Included
Breach Coaching	Included
Public Relations Consulting	Included
Credit Monitoring	Included
Impersonation Fraud Coverage	Included

*This represents only a brief summary of coverages. Please refer to the CIS Cyber Security Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

Deductible:	\$5,000
Contribution:	Tier 1: \$800.00
	Tier 2: \$0.00
	Tier 3 (Excess): \$0.00
	Total: \$800.00

Forms Applicable: CIS Cyber Security Coverage Agreement - CIS CYBER (7/1/2024)

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: _____
Authorized Representative / Agent

Date: _____

Agenda Item Sheet

City of Lowell City Council

Type of item:	Personnel
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Item title/recommended action:

Motion to approve a "Utility Worker Trainee" position description. – Discussion/ Possible action

Justification or background:

The 2024-2025 budget funds a new full-time Utility Worker Trainee position. Staff request approval of the new position's description. In the next 1 to 2 weeks, staff will begin recruiting for the position, with the goal to hire someone in the July timeframe. For reference, the City Council approved Utility Worker I and Utility Worker II descriptions in September 2023. This new position is intended to be the most entry-level of the Utility Worker series positions. The goal is to prepare the new employee through training and experience for promotion to Utility Worker I--possibly within the next 12 to 24 months, depending on the progress of training and budget approval.

Budget impact:

N/A

Department or Council sponsor:

Public Works

Attachments:

Utility Worker Trainee position description.

Meeting date:	06/18/2024
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Position Description

City of Lowell, Oregon

Position: Utility Worker Trainee	Non-management
Department: Public Works	Hourly non-exempt (eligible for overtime)
Reports to: Public Works Director	Pay scale position #:

Summary

This entry-level position is part of the Public Works Department. The Utility Worker Trainee performs basic and routine tasks under close supervision, assisting in the operation, maintenance, and repair of city facilities and utility systems. The goal of the Utility Worker Trainee position is to provide the foundational skills and experience needed for advancement within the Utility Worker series. Employees are expected to advance to the Utility Worker 1 level as they gain experience and complete the required training.

Distinguishing characteristics

This is the most entry-level position in the Utility Worker series. It is distinguished by its focus on basic, routine tasks performed under close supervision. Employees at this level are not expected to work with the same level of independence or judgment as higher-level Utility Workers. This position is typically used for training and advancement to the Utility Worker 1 level, and employees may have limited or no previous related work experience. Work may be performed under the immediate supervision of the Utility Worker 2 position.

Position duties, responsibilities, and physical demands

- Facility Operations: Assist in the operation and maintenance of city utility and infrastructure systems, including wastewater treatment plant, water treatment plant, wastewater collections system, water distribution system, stormwater system, street system, parks system, and other city-owned facilities.
- Daily Rounds: Perform daily rounds and checks of the utility system, maintaining accurate and detailed logbook entries of utility and maintenance operations and measurements.
- Basic Maintenance: Perform basic maintenance tasks, such as mowing, cleaning restrooms, removing trash, and general repair.
- Service Orders: Respond to service orders and perform tasks such as repairing leaks in water lines, installing water meters, and changing oil in city-owned vehicles and equipment.
- Safety and Compliance: Adhere to laboratory safety and QA/QC standards as required by DEQ and OHA.
- Sample Collection: Assist in collecting, analyzing, and submitting samples of water and wastewater as required by the Department of Environmental Quality and the Oregon Health Administration.
- Mechanical Maintenance: Inspect and perform routine repairs and maintenance on mechanical and hydraulic systems within water or wastewater treatment plants.
- Equipment Operation: Safely operate hand tools and light equipment, such as mowers, weed trimmers, and other landscaping equipment, as well as heavy equipment like backhoes, street sweepers, and dump trucks.

- **Street Maintenance:** Assist in maintaining streets, including ditches, storm drains/culverts, rights-of-way, grading and graveling roads, and maintaining street signage.
- **Park and Cemetery Maintenance:** Perform maintenance tasks in parks and cemeteries, including mowing and cleaning restrooms.
- **Supplier Interaction:** Contact suppliers and contractors for quotes and bids.
- **Equipment Maintenance:** Assist in maintaining city equipment and scheduling outside maintenance as needed.
- **Safe Work Environment:** Maintain a clean and organized work environment, ensuring adherence to safety rules and regulations.
- **Professional Interaction:** Interact professionally with customers, vendors, members of the public, state regulatory officials, city employees, and others, providing exceptional customer service.
- **Licenses/Certifications:** Maintain necessary licenses and certifications for the position through continuing education and professional development.
- The City of Lowell reserves the right to change or assign other duties to this position, as required.

Qualifications

- High-school diploma or equivalent.
- Hiring decisions will be based on a consideration of the employee’s criminal background and driving history to be conducted after making a conditional offer of employment.
- Possess or ability to obtain an Oregon driver’s license.

Physical demands and working conditions

Environment. Constantly works in outdoor weather conditions, including exposure to rain, snow, heat, cold, sun, and extreme weather conditions. Exposure to loud noise, dust, chemicals, moving mechanical parts, and risk of electrical shock. Works in or with water. Works with and inspects underground utilities.

Mobility. Transporting equipment, boxes, and containers up to 100 pounds. Constantly moving from one job site to another in outdoors conditions. Occasionally ascends/descends ladders and stairs to access equipment and buildings. Manipulating dials, controls, and digital interfaces. Employing tools and operating various types of light and heavy equipment.

Observation. Monitoring dials, gauges, lights, and digital interfaces. Understanding policy and procedures manuals, legal regulations, instruction manuals, work logbooks, and textbooks and training materials.

Communication and reasoning. Ability to communicate information and ideas so that others will understand. Must be able to exchange accurate information with citizens, vendors, city employees, state regulatory officials, and others. Ability to apply critical thinking skills to assess problems and develop solutions.

Other factors. May be required to work extended hours including nights, weekends, and holidays. Public Works employees may be scheduled for on-call or standby duty. Utility Workers must live within 30 minutes' travel time to the city to be able to respond to emergencies in a timely manner.