

Lowell City Council
Regular Meeting and Executive Session
Tuesday, January 17, 2023 at 7:00 p.m.

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

Members of the public are encouraged to provide comment or testimony through the following:

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

Regular Meeting Agenda

Call to Order/Roll Call/Pledge of Allegiance

Councilors: Mayor Bennett ___ Harris ___ Stratis ___ 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. Minutes for the October 18, 2022 joint meeting with the Planning Commission and regular meeting
2. Minutes for the November 1, 2022 regular meeting
3. Minutes for the November 15, 2022 regular meeting
4. Minutes for the November 21, 2022 special meeting
5. Minutes for the December 6, 2022 regular meeting
6. Minutes for the January 3, 2023 regular meeting
7. December 2022 check register
8. November 2022 financial report

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

City Council Meeting Agenda

Public Comments

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

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

Council Comments (three minutes per speaker)

Staff Reports

1. City Administrator
2. Public Works
3. Police Report – November and December 2022

Public Hearings

Old Business

1. Second reading and approval of Ordinance #307, “An ordinance to amend sections 2.505, 2.506, 2.507, and 2.634 of the Lowell Revised Code relating to the Lowell public library concept of operations and power and duties of the Library Committee.” – Discussion/ Possible action
 - a. Second reading in full of Ordinance #307
 - b. The public hearing is now open at ____ (state time)
 - c. Staff report – City Administrator Jeremy Caudle
 - d. Public comment
 - e. The public hearing is now closed at ____ (state time)
 - f. Vote to approve Ordinance #307

New Business

1. Water and parks system development charges update. – Discussion
Presenter: Matt Wadlington, PE – Principal, Civil West Engineering Services, Inc.
2. Motion to approve an “Agreement for improvements” with the Lowell School District, pursuant to the conditions of approval in land use application 2022-05, and to authorize the Mayor to sign. – Discussion/ Possible action

City Council Meeting Agenda

3. Review the “Participating city annex template” associated with the Lane County hazard mitigation planning project. – Discussion
4. Review security system protocol for 70 N. Pioneer St. – Discussion

Other Business

1. Reminder of annual goal-setting session to take place Saturday, January 21 at 9:00 am. The location is the 70 N. Pioneer St. conference room.

Mayor Comments

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

Adjourn the Regular Meeting

Executive Session Agenda

Executive Sessions are closed to the public. Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No decision will be made in this executive session.

Call to Order/Roll Call

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

Executive Session:

The executive session is being held pursuant to ORS 192.660(2)(e), to conduct deliberations with persons designated by the city to negotiate real property transactions.

Adjourn the Executive Session

**Lowell City Council
Regular Meeting and
Joint Meeting with the
Planning Committee
Tuesday, October 18, 2022, at 6 P.M**

Members Present: Mayor Don Bennett, Gail Harris, Maureen Weathers, Jimmy Murray

Members Absent: Tim Stratis

Commissioners Present: Chair Lon Dragt, Suzanne Kintzley, Lloyd Hall, Jason Pickett

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

Called to order Joint City Council and Planning Commission Meeting at 6:04

New Business:

1. CA Caudle discussed vacancies in the Planning Commission and the process of advertising in The Bridge and online on the City's web site and the City of Lowell Page two applications were received: Jason Pickett and Bill George. **Councilor Harris made a motion to appoint Jason Pickett and Bill George to the Planning Commission, seconded by Councilor Weathers. PASS 5:0**
 - Jason Pickett, who was present, was sworn in as Planning commissioner by CA Caudle
 - Bill George was not present and will be sworn in at a later date
2. Presentation by Henry Hearley, Associate Planner, Lane Council of Governments; Jacob Callister, Principal Planner, Lane Council of Governments; and Zoe Anton, Program Director and Planner, The Urban Collaborative. Laura Buhl, Land Use & Transportation Planner, Oregon Department of Land Conservation and Development, on the City of Lowell development code in detail. Clarification and discussion of the next steps and project timeline.

Other Business - none

Community Comments- none

Adjourn the Joint Meeting at 7:43 PM

City Council Meeting was called to order at 7:53 PM by Mayor Bennett

Members Present: Mayor Don Bennett, Gail Harris, Maureen Weathers, Jimmy Murray

Members Absent: Tim Stratis

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

**Consent agenda- Motion to approve by Councilor Harris second by Councilor Weather.
PASS 4:0**

Public Comments:

- **Hall O'Regan 62 E 3rd Street Lowell – discussed what he sees as code violations**
- **Alisha Parker 265 N Cannon St. Lowell – code issue re tree maintaining in her neighborhood.**

Staff Reports:

City Administrator report:

- **The City Hall/Library renovation project is substantially closer to completion. With just a few remaining items on the punch list to be addressed. Signage, a tiling issue, and the HVAC replacement installation.**
- **Federal Security has installed the cameras and intrusion detection.**
- **Douglas Fast Net has completed its installation of fiber optic internet service.**
- **When the City office moves to the new space, we will also move the library collection so staff can begin working in the new building.**
- **There is a new RAIN representative, Melissa Prestinario, she will be holding an “entrepreneurial open house” at the Grange in the evening of November 3rd.**
- **Lloyd Hall was put through a new planning commissioner orientation on October 6.**
- **Attended the Oregon Economic Development Association’s annual conference in Coos Bay.**
- **Parks Committee met October 13, they have offered their labor to rebuild the benches, so materials will be purchased to repair the benches at Paul Fisher Park benches.**
- **Department of Land Conservation and Development is implementing its “Climate-Friendly and Equitable Communities” program.**
- **The Paid Leave Oregon program goes into effect January 1. This will require the city to withhold 0.60% of employees’ salaries from their paychecks to pay into the program.**
- **Meeting with Lane County Emergency Management planning – identifying hazards in the community – this will qualify Lowell for FEMA hazard mitigation.**

Public Works report

- **Staff removed the adult swing set from the playground at Paul Fisher Park due to hazardous conditions. Looking into replacement options and costs**
- **We will be reopening bathroom at Rolling Rock Park**
- **The bathrooms at Paul Fisher are still significant damage**
- **We have replaced a total of 385 meters – and the total 454**

Police Reports for July and August 2022 reviewed

Old Business: none

New Business:

- **Councilor Murray made a Motion to authorize the City Administrator to place an order of \$4,236 with Brodart and an order of \$8,785 with Ingram, totaling \$13,021, to acquire**

books, DVDs, and other materials for the Maggie Osgood Library collection, seconded by Councilor Harris. **PASS 4:0**

- Councilor Weathers made a motion to amend the previous motion for the October 4, 2022, City Council Meeting minutes to show that Councilor Jimmy Murray was present at the October 4, 2022, meeting. **PASS 4:0**

City Council adjourned 8:18 pm

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jeremy Caudle, City Recorder

Date

City of Lowell, Oregon
Minutes of the City Council Regular Session
November 1, 2022

The Regular Session was called to order at 7:00 PM by Mayor Bennett.

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

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

Public Comments: None

Council Comments: None

Old Business: None

New Business:

- **Motion to approve bid number RBC2022-389 by Riverbend Construction in the amount of \$11,340 and to authorize the City Administrator to sign.” was made by Councilor Harris and seconded by Councilor Murray. PASS 5:0**
- **Motion to approve the October 11, 2022, additional professional surveying services proposal from S&F Land Services in the amount of \$5,295 and to authorize the City Administrator to sign.” was made by Councilor Harris, seconded by Councilor Murray. PASS 5:0**
- **Motion was made by Councilor Harris to approve ‘Amendment number 1’ to the ‘Agreement for improvements’ with Bahen Investment Group, LLC and to authorize the Mayor to sign, seconded by Councilor Stratis. PASS 5:0**

Mayor Comments:

Councilor Comments:

- Councilor Stratis stated that he was approached by a constituent regarding an upcoming possible mixed-use development, with concerns about run off and the impact on the surrounding neighborhoods. CA Caudle responded to the concern; the City has not yet seen the final staff report from the City Planner but one of the criteria that they have to meet has to do with the stormwater. He further encouraged any interested constituent to attend the upcoming meeting November 16 at the Fire Hall.
- Councilor Weathers asked if questions can be passed through to the council if a person has information but cannot come to the scheduled Planning meeting. CA Caudle said that he is willing to take any information at that is helpful.

Community Comments: None

Adjourn: 7:26 PM

Approved: _____
Don Bennett, Mayor Date

Attest: _____
Jeremy Caudle, City Recorder Date

City of Lowell, Oregon
Minutes of the City Council Regular Session
November 15, 2022

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

Members Present: Mayor Don Bennett, Gail Harris, Maureen Weathers, Jimmy Murray

Members Absent: Tim Stratis

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

Consent Agenda: Councilor Harris moved to approve the Consent Agenda as presented, second by Councilor Murray. PASS 4:0

Public Comments: None

Council Comments: None

City Administrator Report:

- CA Caudle presented report that included that the move in date for the new City Hall is November 18, open for business November 21.
- **Regarding the East Main Street** property tomorrow a meeting with the DEQ representatives to discuss the steps needed for a “no further action” letter.
- Met with a representative from Business Oregon brownfields grants yesterday. Business Oregon provides funding for environmental cleanup associated with economic development efforts. At the meeting, I will discuss the issues and goals with the E. Main Street property, along with possibilities for obtaining funding in case additional
- Planning commission approved the site plan review for a mixed-use development November 2, 2022
- Continued discussion with Sanipac on the franchise agreement on November 3, 2022
- Parks Committee met on November 3. At this meeting Committee member Tony Moreci volunteered to build the replacement benches for Paul Fisher Park. Tony and CA Caudle went to Jerrys to purchase the lumber and other materials November 8.
- CA attended the League of Oregon Cities small cities meeting in Brownsville November 9.
- November 10, CA took part in a webinar on the Recycling Modernization act which will be necessary to understand when negotiating the franchise agreement with Sanipac
- Representatives from three fencing companies have been contacted and have visited the site of 70 N Pioneer, to provide quotes for moving the fencing on the N Hyland side of the property. The City intends to market this property with the proceeds being directed to the loan for the 70 N Pioneer construction.
- In a review of our projected ending expenditures for the 70 N Pioneer project, we have estimated that there will be approximately \$20,000.00 of ARPA funding remaining. CA would like this to be directed towards the purchase of office furnishing for the project.
- Attended a webinar for Oregon State Archives today they have some solutions that will assist us in meeting our records retention and storage needs.
- Planning commission meeting is set for tomorrow, November 16, however the land use applicant has asked for a continued hearing. If the planning commission grants this the

meeting would occur in February 2023 and the meeting tomorrow would be about five minutes long.

- RAIN held an entrepreneur open house on November 7 at Stomping Grounds.

Public Works Report: None.

Police Report: October report provided in packet.

Old Business: None

New Business:

Councilor Harris made a motion to approve an “Agreement for engineering services” with Civil West Engineering and to authorize the City Administrator to sign. Seconded by Councilor Murray. PASS 4:0

Mayor Bennett made a motion to Table action until next Council meeting December 6. First reading of Ordinance #307, “An ordinance to amend sections 2.505, 2.506, 2.507, and 2.634 of the Lowell Revised Code relating to the Lowell public library concept of operations and power and duties of the Library Committee.” Councilor Murray Seconded. PASS 4:0

Mayor Bennett made a motion to Table action until next Council meeting December 6. First reading of Ordinance #308, “An ordinance to amend section 5.106 of the Lowell Revised Code relating to open burning.” Councilor Murray Seconded. PASS 4:0

Councilor Harris made a motion to approve Resolution 794. A resolution adopting policies for the Maggie Osgood Library. Seconded by Councilor Murray. PASS 4:0

Review letter from Oregon League of Cities regarding homelessness response and prevention services. Discussion, No action.

Other Business:

Crestview Estates update – cancelling the initial procurement process for the French drain for lot 12. A request for written quotes will be resubmitted for bids to the original bidders and others.

Mayor Comments: Mayors Round Table meeting coming up on Thursday 11-17-2022

Councilor Comments: Counselor Harris talked about the upcoming Covered Bridge Tree Lighting December 2, 2022

CA – requested a Special Meeting to decide the purchase of the office furniture for 11-21-2022 at 6pm via Zoom

Community Comments: None

Adjourn: 7:52 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jeremy Caudle, City Recorder

Date

City of Lowell, Oregon
Minutes of the City Council Special Meeting
November 21, 2022

The Special Meeting was called to order via Zoom at 6:00 PM by Mayor Bennett.

Members Present: Mayor Bennett, Gail Harris, Tim Stratis, Maureen Weathers, Jimmy Murray
Staff Present: CA Jeremy Caudle

New Business:

Authorize City Administrator to procure lateral file cabinets, office desks, and additional file and wall storage in an amount not to exceed \$12,000.

Councilor Harris made a Motion to authorize the City Administrator to procure lateral file cabinets, office desks, and additional file and wall storage in an amount not to exceed \$12,000. Seconded by Councilor Murray. **PASS 5:0**

CA Caudle invited the Council to stop by the new office for a tour

Adjourn: 6:04 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jeremy Caudle, City Recorder

Date

City of Lowell, Oregon
Minutes of the City Council Regular Session
December 6, 2022

The Regular Session was called to order at 7:00 PM by Mayor Bennett.

Members Present: Mayor Don Bennett, Gail Harris, Maureen Weathers,

Absent: Tim Stratis, Jimmy Murray

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

Public Comments:

Don Martin - 426 E 1st – asked about installing speed bumps on his street to slow down the traffic and keep the children safe.

Council Comments: Speed bump group discussion and possible options.

City Administrator Report: No report

Public Works Report: No report

Old Business: None

New Business:

1. Mayor Bennet made a motion for the First reading of Ordinance #307, “An ordinance to amend sections 2.505, 2.506, 2.507, and 2.634 of the Lowell Revised Code relating to the Lowell public library concept of operations and power and duties of the Library Committee.” Seconded by Councilor Harris. PASS 3:0
 - a. The first reading of Ordinance #307 was read into the record.
 - b. Mayor Bennett made a motion to have the second reading by title only of Ordinance #307 at the next Council meeting January 4, 2023, at the Maggie Osgood Library, seconded by Councilor Harris. PASS 3:0
2. Mayor Bennett made a motion for the First reading of Ordinance #308, “An ordinance to amend section 5.106 of the Lowell Revised Code relating to open burning.” Seconded by Councilor Harris. PASS 3:0
 - a. The first reading of Ordinance #308 was read into the record
 - b. Mayor Bennett made a motion to have the second reading by title only of Ordinance #308 at the next Council meeting January 4, 2023, at the Maggie Osgood Library, seconded by Councilor Harris. PASS 3:0
3. Councilor Harris made a Motion to approve Resolution #795, “A resolution adopting the November 2022 water master plan and directing staff to draft amendments to the comprehensive plan to incorporate the water master plan.” Seconded by Councilor Weathers. PASS 3:0
4. Motion was made by Councilor Weathers to appoint Public Works Director Max Baker as City Administrator pro tempore during CA Caudles trip out of state, seconded by Councilor Harris. PASS 3:0
5. Motion was made by Councilor Harris to authorize the purchase of gift cards to city employees in the amount of 120.00. Seconded by Councilor Weathers. PASS 3:0

6. Selected January 21, 2023, for an annual planning retreat at the Maggie Osgood Library/City Hall 9 am – 12pm

Other Business:

- **The Crestview estates quotes for the French drain are due by December 7, CA would like to see if there needs to be a Special Meeting for reviewing the options.**
- **Possible cancellation of the December 20, 2022, Council meeting TBA.**

Mayor Comments: Complemented the Bridge Lighting event.

Community Comments – none.

Adjourn: 7:29 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jeremy Caudle, City Recorder

Date

City of Lowell, Oregon
Minutes of the City Council Regular Session
January 3, 2023

The Regular Session was called to order at 7:05 PM by Mayor Bennett.

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

Staff Present: CA Jeremy Caudle

Oath of Office for returning councilors recited by Don Bennett, Tim Stratis, Jimmy Murray, Maureen Weathers.

Councilor Stratis nominated Mayor Bennett for the position of Mayor. Councilor Harris seconded. **PASS 5:0**

Councilor Stratis nominated Councilor Harris for the position of Council President. Seconded by Councilor Weathers. **PASS 5:0**

Public Comments:

- Hall O'Regan, 62 E 3rd Street, Congratulations to the new members and Happy New Year. Discussed his, self-titled, "crusade" for the town to be cleaned up. His disappointment of response from the council.

Council Comments:

- Councilor Weathers responded to Mr. O'Regan that they, Councilor Weathers and Mr. O'Regan, have spoken of his concerns and some of the misconceptions that Mr. O'Regan may have had.
- Mayor Bennett, responded regarding the council's Charter, as to their responsibility.

Postponed action on Ordinance #307, "An Ordinance to amend sections 2.505, 2.506, 2.507, and 2.634 of the Lowell Revised Code relating to the Lowell public library concept of operations and power and duties of the Library Committee." For a possible clarification of the wording of section 2.505 (d)

CA Caudle had Second full reading of Second reading of Ordinance #308, "An Ordinance to amend section 5.106 of the Lowell Revised Code relating to open burning."

Public hearing opened at 7:23 pm

Public Comment: Unnamed Citizen requested clarification to Ordinance #308.

Mayor Bennett explained it more clearly for the citizen

Public Hearing closed 7:28 pm

Mayor Bennett made a motion to approve Ordinance #308, “An Ordinance to amend section 5.106 of the Lowell Revised Code relating to open burning.” Councilor Stratis seconded. PASS 5:0

Mayor Bennett made a Motion to approve Resolution #797, “A resolution adopting Guiding Principles for the City Council.”, Seconded by Councilor Weathers. PASS 5:0

Councilor Harris made a motion to approve an “Agreement for Improvements” with Jerry and Julie Valencia, pursuant to the conditions of approval in land use application 2022-02, and to authorize the Mayor to sign. Councilor Murray seconded. PASS 5:0

**Other Business: Annual Goal Setting session January 21, 2023 at 9 am at City hall
With the goal as setting forth the priorities for the upcoming budget and year**

Recess: 7:47 PM for Executive session

Adjourn Executive Session 7:53 pm

Reconvene Regular session 7:54pm

Councilor Stratis made a motion to advance the Library Directors pay from step one to step four, second by Councilor Weathers. PASS 5:0

Mayor Comments: None

Councilor Comments: None

Community Comments: None

Adjourn 7:55 pm

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jeremy Caudle, City Recorder

Date

Report Criteria:

Report type: Summary
 Check.Type = {<->} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
12/22	12/08/2022	17301	1010	A-1 Lock & Safe	152171	8	110-410-8225	.00	581.00	581.00
12/22	12/08/2022	17302	1070	APWA	RENEWAL 2	2	240-490-6220	.00	229.00	229.00
12/22	12/08/2022	17303	1120	Banner Bank	Multiple	39	110-460-6234	.00	3,258.81	3,258.81
12/22	12/08/2022	17304	1165	Bridge Town Market	NOVEMBER	3	240-490-6234	.00	284.54	284.54
12/22	12/08/2022	17305	2425	Bridgeway Contracting, LL	PAY APP 5 2	6	110-450-8225	.00	41,795.25	41,795.25
12/22	12/08/2022	17306	1170	Brothers Plumbing Inc	10519	1	230-490-6320	.00	472.00	472.00
12/22	12/08/2022	17307	1205	Cascade Columbia	852109,8526	1	240-490-6750	.00	700.92	700.92
12/22	12/08/2022	17308	1215	Caselle	121498	9	314-490-6122	.00	1,285.00	1,285.00
12/22	12/08/2022	17309	1275	City of Lowell	NOV 22 WAT	12	240-490-6425	.00	2,308.31	2,308.31
12/22	12/08/2022	17310	1305	Correct Equipment, Inc.	48020	1	230-490-6220	.00	1,701.12	1,701.12
12/22	12/08/2022	17311	2530	DJ Miller Construction Inc	714	1	110-450-8225	.00	1,325.00	1,325.00
12/22	12/08/2022	17312	1710	Lane Electric Cooperative	NOVEMBER	8	312-490-6430	.00	5,374.40	5,374.40
12/22	12/08/2022	17313	1735	LiftOff LLC	6789ADD8	6	312-490-6122	.00	48.00	48.00
12/22	12/08/2022	17314	1765	Lowell Mini Storage	DECEMBER	1	314-490-6705	.00	80.00	80.00
12/22	12/08/2022	17315	1805	Mid-State Industrial Inc	0198735, 01	2	240-490-6330	.00	1,365.00	1,365.00
12/22	12/08/2022	17316	1805	Mid-State Industrial Inc	0202225, 02	1	230-490-6330	.00	1,889.43	1,889.43
12/22	12/08/2022	17317	1820	Municode CivicPlus LLC	247258	1	110-410-6122	.00	100.00	100.00
12/22	12/08/2022	17318	1855	Nichols, Layli	NOV 2022	4	240-490-6114	.00	1,820.00	1,820.00
12/22	12/08/2022	17319	1875	OHA Cashier	2023 ANNUA	1	230-490-6220	.00	75.00	75.00
12/22	12/08/2022	17320	1885	One Call Concepts	Multiple	2	240-490-6712	.00	38.25	38.25
12/22	12/08/2022	17321	1980	Pacific Office Automation In	12/01/2022	3	240-490-6128	.00	208.43	208.43
12/22	12/08/2022	17322	2070	Renewable Resource Grou	152945,1529	8	230-490-6755	.00	2,035.40	2,035.40
12/22	12/08/2022	17323	2130	Sanders, Tim	99	1	240-490-6128	.00	300.00	300.00
12/22	12/08/2022	17324	2135	SaniPac	4388693S01	2	240-490-6445	.00	96.36	96.36
12/22	12/08/2022	17325	2155	Segarra Law, LLC	NOV 2022 C	1	110-480-6120	.00	200.00	200.00
12/22	12/08/2022	17326	2185	Southside Bank	DEC 2022	1	110-800-7510	.00	667.28	667.28
12/22	12/08/2022	17327	2245	The Automation Group Inc	J000591	1	230-490-6324	.00	1,267.40	1,267.40
12/22	12/08/2022	17328	2275	Travel Lane County	17777	3	110-470-6224	.00	295.00	295.00
12/22	12/08/2022	17329	2290	U.S. Equipment Finance	Multiple	1	110-410-6124	.00	657.04	657.04
12/22	12/08/2022	17330	2295	ULINE	78457334	5	110-410-8335	.00	6,668.52	6,668.52
12/22	12/08/2022	17331	2325	Verizon Wireless	9921215653	3	240-490-6440	.00	265.68	265.68
12/22	12/19/2022	17332	2545	Brodart Co	Multiple	5	110-450-8225	.00	26,713.40	26,713.40
12/22	12/19/2022	17333	1235	Century Link	DEC 2022	6	240-490-6440	.00	508.41	508.41
12/22	12/19/2022	17334	1275	City of Lowell	NOV 22 W/S	2	240-490-6760	.00	3,714.89	3,714.89
12/22	12/19/2022	17335	1280	City of Oakridge	Multiple	2	110-480-6121	.00	3,260.98	3,260.98
12/22	12/19/2022	17336	2515	Demco	7225704	3	110-440-8225	.00	302.36	302.36
12/22	12/19/2022	17337	2520	Douglas Fast Net	DFN 1222	1	110-410-6435	.00	3.00	3.00
12/22	12/19/2022	17338	1600	Hunter Communications	280833	3	220-490-6435	.00	184.94	184.94
12/22	12/19/2022	17339	2550	National Business Furnitur	MK586770 T	6	110-410-8335	.00	4,438.46	4,438.46
12/22	12/19/2022	17340	1860	Northwest Code Profession	4316	1	220-490-6152	.00	270.00	270.00
12/22	12/19/2022	17341	2525	Scholastic Inc. Education	Multiple	1	110-450-8225	.00	78.00	78.00
12/22	12/19/2022	17342	2295	ULINE	157067116	1	110-410-8335	.00	45.00	45.00
12/22	12/19/2022	17343	2540	Weston Woods Studios, In	Multiple	1	110-450-8225	.00	1,868.10	1,868.10
Grand Totals:								.00		118,779.68

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-2125	.00	94,756.47-	94,756.47-
110-410-6114	728.00	.00	728.00
110-410-6122	346.02	.00	346.02
110-410-6124	588.77	.00	588.77
110-410-6128	41.69	.00	41.69
110-410-6230	549.12	.00	549.12
110-410-6290	210.62	.00	210.62
110-410-6420	106.11	.00	106.11
110-410-6425	245.06	.00	245.06
110-410-6430	458.25	.00	458.25
110-410-6435	123.21	.00	123.21
110-410-6440	178.09	.00	178.09
110-410-8225	13,711.75	.00	13,711.75
110-410-8335	11,151.98	.00	11,151.98
110-420-6122	86.15	.00	86.15
110-420-6234	7.86	.00	7.86
110-420-6290	330.49	.00	330.49
110-420-6324	417.15	.00	417.15
110-420-6420	283.25	.00	283.25
110-420-6425	134.28	.00	134.28
110-420-6430	163.04	.00	163.04
110-420-6710	267.05	.00	267.05
110-430-6118	2,673.99	.00	2,673.99
110-440-6122	16.87	.00	16.87
110-440-6230	19.65	.00	19.65
110-440-6290	432.00	.00	432.00
110-440-8225	302.36	.00	302.36
110-450-6122	49.01	.00	49.01
110-450-6230	7.86	.00	7.86
110-450-6420	8.14	.00	8.14
110-450-6425	16.79	.00	16.79
110-450-6430	32.75	.00	32.75
110-450-6435	46.24	.00	46.24
110-450-6440	17.28	.00	17.28
110-450-8225	58,873.75	.00	58,873.75
110-450-8335	280.00	.00	280.00
110-460-6234	19.64	.00	19.64
110-470-6224	295.00	.00	295.00
110-470-6326	71.13	.00	71.13
110-480-6120	200.00	.00	200.00
110-480-6121	126.68	.00	126.68
110-480-6128	460.31	.00	460.31
110-480-6230	11.80	.00	11.80
110-800-7510	667.28	.00	667.28
220-2125	.00	390.93-	390.93-
220-490-6122	26.42	.00	26.42
220-490-6152	270.00	.00	270.00
220-490-6230	41.23	.00	41.23
220-490-6420	3.26	.00	3.26
220-490-6425	6.71	.00	6.71
220-490-6430	13.10	.00	13.10
220-490-6435	18.49	.00	18.49
220-490-6440	11.72	.00	11.72
230-2125	.00	12,535.27-	12,535.27-
230-490-6114	455.00	.00	455.00
230-490-6122	412.37	.00	412.37
230-490-6128	83.37	.00	83.37

GL Account	Debit	Credit	Proof
230-490-6220	1,890.62	.00	1,890.62
230-490-6230	332.16	.00	332.16
230-490-6234	83.60	.00	83.60
230-490-6320	472.00	.00	472.00
230-490-6324	1,267.40	.00	1,267.40
230-490-6330	2,799.43	.00	2,799.43
230-490-6420	109.89	.00	109.89
230-490-6425	67.14	.00	67.14
230-490-6430	1,250.34	.00	1,250.34
230-490-6435	75.00	.00	75.00
230-490-6440	249.66	.00	249.66
230-490-6445	48.18	.00	48.18
230-490-6712	19.12	.00	19.12
230-490-6750	79.70	.00	79.70
230-490-6755	1,064.30	.00	1,064.30
230-490-6760	1,775.99	.00	1,775.99
240-2125	.00	9,329.43-	9,329.43-
240-490-6114	182.00	.00	182.00
240-490-6122	412.37	.00	412.37
240-490-6128	383.37	.00	383.37
240-490-6220	114.50	.00	114.50
240-490-6230	102.18	.00	102.18
240-490-6234	125.47	.00	125.47
240-490-6330	455.00	.00	455.00
240-490-6420	723.42	.00	723.42
240-490-6425	604.26	.00	604.26
240-490-6430	2,306.29	.00	2,306.29
240-490-6440	242.34	.00	242.34
240-490-6445	48.18	.00	48.18
240-490-6712	19.13	.00	19.13
240-490-6750	700.92	.00	700.92
240-490-6755	971.10	.00	971.10
240-490-6760	1,938.90	.00	1,938.90
312-2125	.00	1,660.99-	1,660.99-
312-490-6114	455.00	.00	455.00
312-490-6122	87.18	.00	87.18
312-490-6230	37.51	.00	37.51
312-490-6234	1.80	.00	1.80
312-490-6430	1,079.50	.00	1,079.50
314-2125	.00	106.59-	106.59-
314-490-6122	26.59	.00	26.59
314-490-6705	80.00	.00	80.00
Grand Totals:	<u>118,779.68</u>	<u>118,779.68-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

CITY OF LOWELL
 COMBINED CASH INVESTMENT
 NOVEMBER 30, 2022

COMBINED CASH ACCOUNTS

999-1111	CASH IN BANK - CHECKING	662,124.12
999-1112	CASH IN BANK - XPRESS DEP	1,011.44
999-1115	CASH IN BANK - LGIP	745,736.72
		1,408,872.28
999-1110	CASH ALLOCATED TO FUNDS	(1,408,887.73)
		(15.45)

CASH ALLOCATION RECONCILIATION

110	ALLOCATION TO GENERAL FUND	188,098.55
220	ALLOCATION TO BUILDING FUND	53,415.85
230	ALLOCATION TO WATER FUND	68,826.57
240	ALLOCATION TO SEWER FUND	190,351.85
312	ALLOCATION TO STREET FUND	129,113.23
314	ALLOCATION TO BLACKBERRY JAM FUND	10,510.31
410	ALLOCATION TO PARKS SDC FUND	89,436.61
412	ALLOCATION TO STREETS SDC FUND	68,903.75
430	ALLOCATION TO WATER SDC FUND	362,340.10
440	ALLOCATION TO SEWER SDC FUND	122,796.55
445	ALLOCATION TO STORMWATER SDC FUND	69,632.93
520	ALLOCATION TO WATER RESERVE FUND	39,631.14
521	ALLOCATION TO SEWER RESERVE FUND	15,830.29
		1,408,887.73
	ALLOCATION FROM COMBINED CASH FUND - 999-1110	(1,408,887.73)
		.00

CITY OF LOWELL
BALANCE SHEET
NOVEMBER 30, 2022

GENERAL FUND

ASSETS

110-1110	ALLOCATED CASH	147,162.03	
110-1115	CASH IN BANK - LGIP	40,936.52	
110-1120	PETTY CASH	250.00	
110-1550	PREPAID EXPENDITURES	1,849.82	
110-1620	INVENTORY	308,934.79	
110-1710	LAND	2,595,845.69	
110-1720	BUILDINGS & FACILITIES	430,908.77	
110-1730	EQUIPMENT & FURNISHINGS	28,874.28	
110-1740	VEHICLES & ROLLING STOCK	40,847.50	
110-1750	INFRASTRUCTURE	32,762.99	
110-1795	CONSTRUCTION IN PROGRESS	14,195.83	
110-1820	AD - BUILDINGS & FACILITIES	(187,520.17)	
110-1830	AD - EQUIPMENT & FURNISHINGS	(7,893.90)	
110-1840	AD - VEHICLES & ROLLING STOCK	(13,908.46)	
110-1850	AD - INFRASTRUCTURE	(15,469.63)	
	TOTAL ASSETS		3,417,776.06

LIABILITIES AND EQUITY

LIABILITIES

110-2205	WAGES PAYABLE	2,853.98	
110-2210	PAYROLL TAXES PAYABLE	1,208.17	
110-2245	HEALTH INSURANCE PAYABLE	834.36	
110-2250	RETIREMENT PAYABLE	1,036.94	
110-2255	DEFERRED COMP PAYABLE	51.00	
110-2525	OTHER DEPOSITS	603.00	
110-2750	LONG TERM DEBT	803,036.97	
	TOTAL LIABILITIES		809,624.42

FUND EQUITY

110-3100	BEGINNING FUND BALANCE	264,756.46	
110-3275	GASB - FIXED ASSETS	3,227,577.69	
110-3277	GAAP - LONG TERM DEBT	(803,036.97)	
	REVENUE OVER EXPENDITURES - YTD	(81,169.68)	
	BALANCE - CURRENT DATE	(81,169.68)	
	TOTAL FUND EQUITY		2,608,127.50
	TOTAL LIABILITIES AND EQUITY		3,417,751.92

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
110-310-4112	PROPERTY TAXES - CURRENT	163,096.87	163,141.84	175,885.00	12,743.16 92.8
110-310-4114	PROPERTY TAXES - PRIOR	373.76	2,611.04	2,761.00	149.96 94.6
	TOTAL TAXES	163,470.63	165,752.88	178,646.00	12,893.12 92.8
<u>INVESTMENT EARNINGS</u>					
110-315-4125	INTEREST EARNED	40.18	796.06	1,252.00	455.94 63.6
	TOTAL INVESTMENT EARNINGS	40.18	796.06	1,252.00	455.94 63.6
<u>INTERGOVERNMENTAL</u>					
110-320-4132	STATE REVENUE SHARING	.00	2,897.86	12,000.00	9,102.14 24.2
110-320-4134	CIGARETTE TAX	80.18	411.61	3,700.00	3,288.39 11.1
110-320-4136	LIQUOR TAX	2,470.51	10,726.99	22,000.00	11,273.01 48.8
110-320-4145	TRANSIENT ROOM TAX	.00	62.99	.00	(62.99) .0
110-320-4148	MARIJUANA TAX DISTRIBUTION	.00	1,199.02	6,000.00	4,800.98 20.0
	TOTAL INTERGOVERNMENTAL	2,550.69	15,298.47	43,700.00	28,401.53 35.0
<u>GRANT REVENUES</u>					
110-325-4151	GENERAL GOVT - OPERATING GRANT	.00	134,519.22	50,000.00	(84,519.22) 269.0
110-325-4152	TOURISM - OPERATING GRANT	11,318.00	11,318.00	10,586.00	(732.00) 106.9
110-325-4154	SUMMER READING - OPER GRANT	.00	.00	1,000.00	1,000.00 .0
110-325-4155	LIBRARY - CAPITAL GRANT	.00	20,000.00	40,000.00	20,000.00 50.0
110-325-4158	COMM DEV - OPERATING GRANT	.00	.00	1,000.00	1,000.00 .0
110-325-4160	PARKS - OPERATING GRANT	.00	.00	740,715.00	740,715.00 .0
	TOTAL GRANT REVENUES	11,318.00	165,837.22	843,301.00	677,463.78 19.7
<u>FRANCHISE FEES</u>					
110-330-4310	CABLE FRANCHISE FEES	1,969.80	3,880.62	6,500.00	2,619.38 59.7
110-330-4312	ELECTRIC FRANCHISE FEES	.00	29,983.81	54,000.00	24,016.19 55.5
110-330-4316	TELECOM FRANCHISE FEES	.00	.00	1,500.00	1,500.00 .0
110-330-4318	WATER FRANCHISE FEES	4,226.48	8,637.23	23,975.00	15,337.77 36.0
110-330-4320	SEWER FRANCHISE FEES	3,539.18	8,646.69	22,711.00	14,064.31 38.1
	TOTAL FRANCHISE FEES	9,735.46	51,148.35	108,686.00	57,537.65 47.1

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LICENSES & PERMITS</u>					
110-335-4352	LAND USE & DEVELOPMENT	15,779.86	19,799.75	19,195.00 (604.75) 103.2
110-335-4354	MISC PERMITS & LICENSES	.00	.00	100.00	100.00 .0
110-335-4360	DOG LICENSES	100.00	321.00	500.00	179.00 64.2
	TOTAL LICENSES & PERMITS	15,879.86	20,120.75	19,795.00 (325.75) 101.7
<u>CHARGES FOR SERVICE</u>					
110-340-4410	COPY, FAX, NOTARY & RESEARCH	31.10	150.95	500.00	349.05 30.2
110-340-4417	LIEN SEARCHES	10.00	90.00	500.00	410.00 18.0
110-340-4419	ELECTION FILING FEES	.00	50.00	100.00	50.00 50.0
110-340-4421	SDC/CET ADMIN FEE	52.79	52.79	8,537.00	8,484.21 .6
110-340-4423	PAY STATION REVENUE	.00	54.50	100.00	45.50 54.5
	TOTAL CHARGES FOR SERVICE	93.89	398.24	9,737.00	9,338.76 4.1
<u>SDC REVENUE</u>					
110-345-4511	PARKS REIMBURSEMENT SDC	.00	.00	940.00	940.00 .0
	TOTAL SDC REVENUE	.00	.00	940.00	940.00 .0
<u>FINES & FORFEITURES</u>					
110-350-4625	MUNICIPAL COURT REVENUE	500.00	2,915.00	5,000.00	2,085.00 58.3
	TOTAL FINES & FORFEITURES	500.00	2,915.00	5,000.00	2,085.00 58.3
<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	.00	119.25	500.00	380.75 23.9
110-370-4826	PARKS DONATIONS	100.00	7,185.00	13,000.00	5,815.00 55.3
110-370-4849	CAPITAL ASSET DISPOSAL	.00	.00	685,897.00	685,897.00 .0
	TOTAL OTHER REVENUE	100.00	7,304.25	699,397.00	692,092.75 1.0

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUE</u>						
110-385-4895	MISCELLANEOUS REVENUE	.00	.00	800.00	800.00	.0
	TOTAL MISCELLANEOUS REVENUE	.00	.00	800.00	800.00	.0
	TOTAL FUND REVENUE	203,688.71	429,571.22	2,141,478.00	1,711,906.78	20.1

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
<u>PERSONAL SERVICES</u>					
110-410-5110 CITY ADMINISTRATOR	1,532.30	8,382.85	18,475.00	10,092.15	45.4
110-410-5114 CITY CLERK	385.28	2,116.65	4,624.00	2,507.35	45.8
110-410-5158 MAINTENANCE WORKER I	149.98	808.99	2,387.00	1,578.01	33.9
110-410-5220 OVERTIME	29.17	65.80	67.00	1.20	98.2
110-410-5315 SOCIAL SECURITY/MEDICARE	160.38	870.03	1,955.00	1,084.97	44.5
110-410-5320 WORKER'S COMP	.61	54.00	476.00	422.00	11.3
110-410-5350 UNEMPLOYMENT	.00	.00	1,700.00	1,700.00	.0
110-410-5410 HEALTH INSURANCE	262.01	1,572.01	3,912.00	2,339.99	40.2
110-410-5450 PUBLIC EMPLOYEES RETIREMENT	411.60	2,232.85	5,017.00	2,784.15	44.5
TOTAL PERSONAL SERVICES	2,931.33	16,103.18	38,613.00	22,509.82	41.7
<u>MATERIALS & SERVICES</u>					
110-410-6110 AUDITING	.00	.00	6,440.00	6,440.00	.0
110-410-6112 LEGAL SERVICES	308.83	767.42	3,317.00	2,549.58	23.1
110-410-6114 FINANCIAL SERVICES	728.00	3,263.75	8,736.00	5,472.25	37.4
110-410-6122 IT SERVICES	3,940.75	6,626.44	10,918.00	4,291.56	60.7
110-410-6124 COPIER CONTRACT	.00	591.92	2,250.00	1,658.08	26.3
110-410-6128 OTHER CONTRACT SERVICES	41.69	5,783.80	4,880.00	(903.80)	118.5
110-410-6210 INSURANCE & BONDS	.00	1,923.09	465.00	(1,458.09)	413.6
110-410-6220 PUBLICATIONS, PRINTING & DUES	.00	2,765.00	2,433.00	(332.00)	113.7
110-410-6226 POSTAGE	4.60	251.32	739.00	487.68	34.0
110-410-6228 PUBLIC NOTICES	.00	1,072.50	501.00	(571.50)	214.1
110-410-6230 OFFICE SUPPLIES/EQUIPMENT	20.34	108.29	3,761.00	3,652.71	2.9
110-410-6234 GENERAL SUPPLIES	10.64	100.46	527.00	426.54	19.1
110-410-6238 BANK SERVICE CHARGES	.02	2.41	2,000.00	1,997.59	.1
110-410-6240 TRAVEL & TRAINING	371.88	1,339.93	4,000.00	2,660.07	33.5
110-410-6290 MISCELLANEOUS	.00	9.20	464.00	454.80	2.0
110-410-6320 BUILDING REPAIR & MAINTENANCE	.00	.00	73,000.00	73,000.00	.0
110-410-6420 WATER SERVICES	108.11	543.39	4,700.00	4,156.61	11.6
110-410-6425 SEWER SERVICES	245.06	1,213.62	4,700.00	3,486.38	25.8
110-410-6430 ELECTRICITY SERVICES	202.21	821.32	3,000.00	2,178.68	27.4
110-410-6435 INTERNET SERVICES	123.21	632.04	3,000.00	2,367.96	21.1
110-410-6440 TELEPHONE SERVICES	178.14	912.15	2,000.00	1,087.85	45.6
110-410-6445 REFUSE SERVICES	.00	.00	2,000.00	2,000.00	.0
110-410-6510 COUNCIL EXPENDITURE	.00	.00	1,000.00	1,000.00	.0
110-410-6512 STATE ETHICS COMMISSION	.00	548.82	549.00	.18	100.0
TOTAL MATERIALS & SERVICES	6,283.48	29,276.87	145,380.00	116,103.13	20.1

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
110-410-8225 BUILDINGS & FACILITIES	42,334.54	106,123.60	145,283.00	39,159.40	73.1
110-410-8335 EQUIPMENT & FURNISHINGS	.00	2,283.28	.00	(2,283.28)	.0
TOTAL CAPITAL OUTLAY	42,334.54	108,406.88	145,283.00	36,876.12	74.6
TOTAL ADMINISTRATION	51,549.35	153,786.93	329,276.00	175,489.07	46.7
 <u>PARKS & RECREATION</u>					
<u>PERSONAL SERVICES</u>					
110-420-5110 CITY ADMINISTRATOR	383.08	2,095.74	4,619.00	2,523.26	45.4
110-420-5150 PUBLIC WORKS DIRECTOR	326.00	1,788.25	3,914.00	2,125.75	45.7
110-420-5152 UTILITY WORKER I	762.44	4,173.38	9,150.00	4,976.62	45.6
110-420-5156 TEMPORARY/ SEASONAL	.00	2,236.00	3,900.00	1,664.00	57.3
110-420-5158 MAINTENANCE WORKER I	749.88	4,044.90	11,935.00	7,890.10	33.9
110-420-5220 OVERTIME	246.92	822.26	1,444.00	621.74	56.9
110-420-5315 SOCIAL SECURITY/MEDICARE	188.83	1,159.86	2,670.00	1,510.14	43.4
110-420-5320 WORKER'S COMP	.92	696.44	2,126.00	1,429.56	32.8
110-420-5350 UNEMPLOYMENT	.00	.00	2,323.00	2,323.00	.0
110-420-5410 HEALTH INSURANCE	361.95	2,171.64	5,095.00	2,923.36	42.6
110-420-5450 PUBLIC EMPLOYEES RETIREMENT	484.55	2,537.16	6,855.00	4,317.84	37.0
TOTAL PERSONAL SERVICES	3,504.57	21,725.63	54,031.00	32,305.37	40.2
 <u>MATERIALS & SERVICES</u>					
110-420-6122 IT SERVICES	86.15	430.75	500.00	69.25	86.2
110-420-6128 OTHER CONTRACT SERVICES	.00	3,398.75	500.00	(2,898.75)	679.8
110-420-6210 INSURANCE & BONDS	.00	2,173.15	2,020.00	(153.15)	107.6
110-420-6234 GENERAL SUPPLIES	4.13	588.97	3,000.00	2,411.03	19.6
110-420-6238 BANK SERVICE CHARGES	.00	.00	20.00	20.00	.0
110-420-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
110-420-6320 BUILDING REPAIR & MAINTENANCE	.00	1,309.82	3,000.00	1,690.18	43.7
110-420-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
110-420-6330 OTHER REPAIR & MAINTENANCE	.00	202.80	3,500.00	3,297.20	5.8
110-420-6339 MAINTENANCE - NELSON LAND DONA	.00	.00	3,700.00	3,700.00	.0
110-420-6420 WATER SERVICES	1,274.46	6,046.12	20,000.00	13,953.88	30.2
110-420-6425 SEWER SERVICES	134.28	665.00	1,920.00	1,255.00	34.6
110-420-6430 ELECTRICITY SERVICES	159.50	939.38	2,500.00	1,560.62	37.6
110-420-6445 REFUSE SERVICES	.00	.00	500.00	500.00	.0
110-420-6535 MOVIES IN THE PARK	.00	.00	1,000.00	1,000.00	.0
110-420-6710 GAS & OIL	.00	884.70	2,500.00	1,615.30	35.4
TOTAL MATERIALS & SERVICES	1,658.52	16,639.44	47,660.00	31,020.56	34.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
110-420-8520 PARKS IMPROVEMENTS	.00	270.00	751,170.00	750,900.00	.0
TOTAL CAPITAL OUTLAY	.00	270.00	751,170.00	750,900.00	.0
TOTAL PARKS & RECREATION	5,163.09	38,635.07	852,861.00	814,225.93	4.5
 <u>POLICE</u>					
<u>MATERIALS & SERVICES</u>					
110-430-6118 POLICE SERVICES	2,673.99	14,944.95	29,530.00	14,585.05	50.6
TOTAL MATERIALS & SERVICES	2,673.99	14,944.95	29,530.00	14,585.05	50.6
TOTAL POLICE	2,673.99	14,944.95	29,530.00	14,585.05	50.6
 <u>COMMUNITY DEVELOPMENT</u>					
<u>PERSONAL SERVICES</u>					
110-440-5110 CITY ADMINISTRATOR	383.08	2,095.74	4,619.00	2,523.26	45.4
110-440-5150 PUBLIC WORKS DIRECTOR	195.60	978.00	2,347.00	1,369.00	41.7
110-440-5220 OVERTIME	13.54	64.32	174.00	109.68	37.0
110-440-5315 SOCIAL SECURITY/MEDICARE	45.32	240.11	546.00	305.89	44.0
110-440-5320 WORKER'S COMP	.13	31.64	111.00	79.36	28.5
110-440-5350 UNEMPLOYMENT	.00	.00	475.00	475.00	.0
110-440-5410 HEALTH INSURANCE	73.00	397.47	1,074.00	676.53	37.0
110-440-5450 PUBLIC EMPLOYEES RETIREMENT	116.26	616.03	1,403.00	786.97	43.9
TOTAL PERSONAL SERVICES	826.93	4,423.31	10,749.00	6,325.69	41.2

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
110-440-6116	.00	8,249.00	20,000.00	11,751.00	41.3
110-440-6122	16.87	84.35	350.00	265.65	24.1
110-440-6128	1,022.58	22,232.18	10,000.00	(12,232.18)	222.3
110-440-6210	.00	318.07	292.00	(26.07)	108.9
110-440-6226	.00	14.59	200.00	185.41	7.3
110-440-6230	10.33	33.87	.00	(33.87)	.0
110-440-6238	6.49	21.04	.00	(21.04)	.0
110-440-6240	.00	388.17	.00	(388.17)	.0
110-440-6290	.00	4,003.71	.00	(4,003.71)	.0
110-440-6522	.00	2,942.79	25,000.00	22,057.21	11.8
TOTAL MATERIALS & SERVICES	1,056.27	38,287.77	55,842.00	17,554.23	68.6
<u>CAPITAL OUTLAY</u>					
110-440-8225	3,272.51	6,555.00	.00	(6,555.00)	.0
TOTAL CAPITAL OUTLAY	3,272.51	6,555.00	.00	(6,555.00)	.0
TOTAL COMMUNITY DEVELOPMENT	5,155.71	49,266.08	66,591.00	17,324.92	74.0
<u>LIBRARY</u>					
<u>PERSONAL SERVICES</u>					
110-450-5130	1,560.00	6,600.00	18,720.00	12,120.00	35.3
110-450-5156	.00	447.20	780.00	332.80	57.3
110-450-5158	149.98	808.99	2,387.00	1,578.01	33.9
110-450-5315	130.81	600.99	1,675.00	1,074.01	35.9
110-450-5320	.90	45.52	397.00	351.48	11.5
110-450-5350	.00	.00	1,455.00	1,455.00	.0
110-450-5410	6.47	28.46	4,847.00	4,818.54	.6
110-450-5450	335.66	1,454.36	4,297.00	2,842.64	33.9
TOTAL PERSONAL SERVICES	2,183.82	9,985.52	34,558.00	24,572.48	28.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
110-450-6122	46.13	333.39	5,000.00	4,666.61	6.7
110-450-6128	.00	8,614.40	5,000.00	(3,614.40)	172.3
110-450-6210	.00	8.45	1,195.00	1,186.55	.7
110-450-6226	.00	16.27	500.00	483.73	3.3
110-450-6230	1.79	11.92	500.00	488.08	2.4
110-450-6234	2.34	74.81	5,000.00	4,925.19	1.5
110-450-6238	.00	.00	200.00	200.00	.0
110-450-6240	.00	712.67	.00	(712.67)	.0
110-450-6290	.00	167.49	142.00	(25.49)	118.0
110-450-6320	.00	.00	4,200.00	4,200.00	.0
110-450-6420	8.30	40.07	800.00	759.93	5.0
110-450-6425	16.79	83.15	800.00	716.85	10.4
110-450-6430	21.06	90.87	3,000.00	2,909.13	3.0
110-450-6435	46.24	231.20	3,000.00	2,768.80	7.7
110-450-6440	17.28	120.13	1,200.00	1,079.87	10.0
110-450-6445	.00	.00	1,000.00	1,000.00	.0
110-450-6530	.00	.00	1,000.00	1,000.00	.0
TOTAL MATERIALS & SERVICES	159.93	10,504.82	32,537.00	22,032.18	32.3
<u>CAPITAL OUTLAY</u>					
110-450-8225	70,027.39	212,344.21	309,455.00	97,110.79	68.6
110-450-8335	1,353.36	8,681.03	40,000.00	31,318.97	21.7
110-450-8375	.00	130.00	.00	(130.00)	.0
TOTAL CAPITAL OUTLAY	71,380.75	221,155.24	349,455.00	128,299.76	63.3
TOTAL LIBRARY	73,724.50	241,645.58	416,550.00	174,904.42	58.0
<u>CODE ENFORCEMENT</u>					
<u>PERSONAL SERVICES</u>					
110-460-5110	383.08	2,095.74	4,619.00	2,523.26	45.4
110-460-5150	.00	158.25	.00	(158.25)	.0
110-460-5220	.00	31.50	.00	(31.50)	.0
110-460-5315	29.32	174.91	503.00	328.09	34.8
110-460-5320	.09	52.85	90.00	37.15	58.7
110-460-5350	.00	.00	308.00	308.00	.0
110-460-5410	32.40	262.07	485.00	222.93	54.0
110-460-5450	75.20	448.65	907.00	458.35	49.5
TOTAL PERSONAL SERVICES	520.09	3,223.97	6,912.00	3,688.03	46.6

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
110-460-6128 OTHER CONTRACT SERVICES	.00	.00	500.00	500.00	.0
110-460-6234 GENERAL SUPPLIES	10.33	37.25	100.00	62.75	37.3
110-460-6238 BANK SERVICE CHARGES	1.12	1.53	100.00	98.47	1.5
110-460-6290 MISCELLANEOUS	.00	.00	100.00	100.00	.0
110-460-6445 REFUSE SERVICES	.00	.00	500.00	500.00	.0
110-460-6540 DOG/CAT CONTROL	.00	.00	100.00	100.00	.0
TOTAL MATERIALS & SERVICES	11.45	38.78	1,400.00	1,361.22	2.8

TOTAL CODE ENFORCEMENT	531.54	3,262.75	8,312.00	5,049.25	39.3
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TOURISM

MATERIALS & SERVICES

110-470-6128 OTHER CONTRACT SERVICES	.00	.00	500.00	500.00	.0
110-470-6224 MARKETING	.00	120.00	500.00	380.00	24.0
110-470-6226 POSTAGE	.00	.00	50.00	50.00	.0
110-470-6290 MISCELLANEOUS	.00	.00	100.00	100.00	.0
110-470-6326 COVERED BRIDGE MAINTENANCE	68.69	328.33	5,936.00	5,607.67	5.5
110-470-6527 COMMUNITY GRANT PROGRAM	.00	.00	3,500.00	3,500.00	.0
TOTAL MATERIALS & SERVICES	68.69	448.33	10,586.00	10,137.67	4.2

TOTAL TOURISM	68.69	448.33	10,586.00	10,137.67	4.2
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MUNICIPAL COURT

PERSONAL SERVICES

110-480-5110 CITY ADMINISTRATOR	383.08	2,095.74	4,619.00	2,523.26	45.4
110-480-5114 CITY CLERK	192.64	1,058.33	2,312.00	1,253.67	45.8
110-480-5220 OVERTIME	14.59	32.91	33.00	.09	99.7
110-480-5315 SOCIAL SECURITY/MEDICARE	45.17	243.89	533.00	289.11	45.8
110-480-5320 WORKER'S COMP	.17	7.81	135.00	127.19	5.8
110-480-5350 UNEMPLOYMENT	.00	.00	463.00	463.00	.0
110-480-5410 HEALTH INSURANCE	97.95	587.71	1,472.00	884.29	39.9
110-480-5450 PUBLIC EMPLOYEES RETIREMENT	115.88	625.63	1,367.00	741.37	45.8
TOTAL PERSONAL SERVICES	849.48	4,652.02	10,934.00	6,281.98	42.6

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
110-480-6120	.00	400.00	1,250.00	850.00	32.0
110-480-6128	.00	.00	1,000.00	1,000.00	.0
110-480-6226	.00	18.91	29.00	10.09	65.2
110-480-6230	6.20	19.78	.00	(19.78)	.0
110-480-6238	3.89	27.36	150.00	122.64	18.2
110-480-6240	.00	288.75	.00	(288.75)	.0
110-480-6560	.00	.00	1,023.00	1,023.00	.0
110-480-6565	.00	7.99	80.00	72.01	10.0
TOTAL MATERIALS & SERVICES	10.09	762.79	3,532.00	2,769.21	21.6
TOTAL MUNICIPAL COURT	859.57	5,414.81	14,466.00	9,051.19	37.4
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
110-800-7110	.00	.00	307,980.00	307,980.00	.0
110-800-7111	.00	.00	10,917.00	10,917.00	.0
110-800-7112	.00	.00	8,530.00	8,530.00	.0
110-800-7113	.00	.00	145,042.00	145,042.00	.0
110-800-7114	.00	.00	85,182.00	85,182.00	.0
110-800-7510	667.28	3,336.40	8,008.00	4,671.60	41.7
110-800-7511	.00	.00	11,734.00	11,734.00	.0
110-800-7512	.00	.00	9,168.00	9,168.00	.0
110-800-7513	.00	.00	3,148.00	3,148.00	.0
110-800-7514	.00	.00	1,849.00	1,849.00	.0
TOTAL DEBT SERVICES	667.28	3,336.40	591,558.00	588,221.60	.6
TOTAL DEBT SERVICE	667.28	3,336.40	591,558.00	588,221.60	.6
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
110-900-9590	.00	.00	97,186.00	97,186.00	.0
110-900-9899	.00	.00	65,610.00	65,610.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	162,796.00	162,796.00	.0

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL OTHER REQUIREMENTS	.00	.00	162,796.00	162,796.00	.0
TOTAL FUND EXPENDITURES	140,393.72	510,740.90	2,482,526.00	1,971,785.10	20.6
NET REVENUE OVER EXPENDITURES	63,294.99	(81,169.68)	(341,048.00)	(259,878.32)	(23.8)

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2022

BUILDING FUND

ASSETS

220-1110	ALLOCATED CASH	53,415.85	
	TOTAL ASSETS		53,415.85

LIABILITIES AND EQUITY

LIABILITIES

220-2205	WAGES PAYABLE	239.04	
220-2210	PAYROLL TAXES PAYABLE	129.43	
220-2245	HEALTH INSURANCE PAYABLE	147.03	
220-2250	RETIREMENT PAYABLE	95.62	
220-2255	DEFERRED COMP PAYABLE	10.00	
	TOTAL LIABILITIES		621.12

FUND EQUITY

220-3100	BEGINNING FUND BALANCE	57,234.41	
	REVENUE OVER EXPENDITURES - YTD	(4,438.80)	
	BALANCE - CURRENT DATE	(4,438.80)	
	TOTAL FUND EQUITY		52,795.61
	TOTAL LIABILITIES AND EQUITY		53,416.73

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
220-315-4125 INTEREST EARNED	.88	4.88	10.00	5.12	48.8
TOTAL INVESTMENT EARNINGS	.88	4.88	10.00	5.12	48.8
<u>LICENSES & PERMITS</u>					
220-335-4356 BUILDING PERMIT FEES	1,989.88	10,095.21	63,214.00	53,118.79	16.0
220-335-4358 ELECTRICAL PERMIT FEES	268.80	2,180.00	8,160.00	5,980.00	26.7
TOTAL LICENSES & PERMITS	2,258.68	12,275.21	71,374.00	59,098.79	17.2
TOTAL FUND REVENUE	2,259.56	12,280.09	71,384.00	59,103.91	17.2

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
220-490-5110 CITY ADMINISTRATOR	153.20	763.88	1,847.00	1,083.12	41.4
220-490-5114 CITY CLERK	192.64	1,058.33	2,312.00	1,253.67	45.8
220-490-5150 PUBLIC WORKS DIRECTOR	326.00	1,630.00	3,912.00	2,282.00	41.7
220-490-5220 OVERTIME	37.16	140.11	323.00	182.89	43.4
220-490-5315 SOCIAL SECURITY/MEDICARE	54.24	274.78	642.00	367.22	42.8
220-490-5320 WORKER'S COMP	.18	9.26	162.00	152.74	5.7
220-490-5350 UNEMPLOYMENT	.00	.00	558.00	558.00	.0
220-490-5410 HEALTH INSURANCE	146.18	796.49	2,162.00	1,365.51	36.8
220-490-5450 PUBLIC EMPLOYEES RETIREMENT	139.19	705.21	1,649.00	943.79	42.8
TOTAL PERSONAL SERVICES	1,048.79	5,378.06	13,567.00	8,188.94	39.6
<u>MATERIALS & SERVICES</u>					
220-490-6110 AUDITING	.00	.00	1,140.00	1,140.00	.0
220-490-6112 LEGAL SERVICES	.00	.00	5,000.00	5,000.00	.0
220-490-6122 IT SERVICES	22.10	264.61	744.00	479.39	35.6
220-490-6128 OTHER CONTRACT SERVICES	.00	.00	9.00	9.00	.0
220-490-6150 BUILDING INSPECTION SERVICES	234.38	9,364.17	51,187.00	41,822.83	18.3
220-490-6152 ELECTRICAL INSPECTION SERVICES	.00	1,231.65	6,630.00	5,398.35	18.6
220-490-6220 PUBLICATIONS, PRINTING & DUES	.00	.00	250.00	250.00	.0
220-490-6226 POSTAGE	.00	14.59	250.00	235.41	5.8
220-490-6230 OFFICE SUPPLIES/EQUIPMENT	30.04	113.37	250.00	136.63	45.4
220-490-6238 BANK SERVICE CHARGES	25.13	91.59	1,500.00	1,408.41	6.1
220-490-6420 WATER SERVICES	3.32	16.02	500.00	483.98	3.2
220-490-6425 SEWER SERVICES	6.71	33.23	500.00	466.77	6.7
220-490-6430 ELECTRICITY SERVICES	8.42	45.69	1,000.00	954.31	4.6
220-490-6435 INTERNET SERVICES	18.49	92.45	500.00	407.55	18.5
220-490-6440 TELEPHONE SERVICES	11.66	73.46	500.00	426.54	14.7
220-490-6524 BUILDING STATE SURCHARGE	.00	.00	8,190.00	8,190.00	.0
220-490-6525 ELECTRICAL STATE SURCHARGE	.00	.00	1,061.00	1,061.00	.0
TOTAL MATERIALS & SERVICES	360.25	11,340.83	79,211.00	67,870.17	14.3
TOTAL NON-DEPARTMENTAL	1,409.04	16,718.89	92,778.00	76,059.11	18.0
<u>CAPITAL OUTLAY</u>					

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

BUILDING FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>						
220-700-8335	EQUIPMENT & FURNISHINGS	.00	.00	10,000.00	10,000.00	.0
	TOTAL CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
	TOTAL CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
<u>OTHER REQUIREMENTS</u>						
<u>OTHER REQUIREMENTS</u>						
220-900-9590	CONTINGENCY	.00	.00	18,750.00	18,750.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	18,750.00	18,750.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	18,750.00	18,750.00	.0
	TOTAL FUND EXPENDITURES	1,409.04	16,718.89	121,528.00	104,809.11	13.8
	NET REVENUE OVER EXPENDITURES	850.52	(4,438.80)	(50,144.00)	(45,705.20)	(8.9)

CITY OF LOWELL
BALANCE SHEET
NOVEMBER 30, 2022

WATER FUND

ASSETS

230-1110	ALLOCATED CASH	77,996.02	
230-1115	CASH IN BANK - LGIP	(9,169.45)	
230-1510	ACCOUNTS RECEIVABLE	37,127.18	
230-1710	LAND	81,179.00	
230-1720	BUILDINGS & FACILITIES	35,875.00	
230-1730	EQUIPMENT & FURNISHINGS	108,645.38	
230-1740	VEHICLES & ROLLING STOCK	34,066.66	
230-1750	INFRASTRUCTURE	4,432,770.46	
230-1820	AD - BUILDINGS & FACILITIES	(19,711.68)	
230-1830	AD - EQUIPMENT & FURNISHINGS	(75,105.02)	
230-1840	AD - VEHICLES & ROLLING STOCK	(17,729.64)	
230-1850	AD - INFRASTRUCTURE	(2,255,795.60)	
	TOTAL ASSETS		2,430,148.31

LIABILITIES AND EQUITY

LIABILITIES

230-2205	WAGES PAYABLE	3,936.81	
230-2210	PAYROLL TAXES PAYABLE	1,882.00	
230-2245	HEALTH INSURANCE PAYABLE	2,345.13	
230-2250	RETIREMENT PAYABLE	1,499.74	
230-2255	DEFERRED COMP PAYABLE	124.51	
230-2520	UTILITY DEPOSITS	40,480.00	
230-2530	H2O DONATIONS	610.00	
230-2750	LONG TERM DEBT	1,051,825.87	
	TOTAL LIABILITIES		1,102,704.06

FUND EQUITY

230-3100	BEGINNING FUND BALANCE	475.08	
230-3275	GASB - FIXED ASSETS	2,324,194.56	
230-3277	GAAP - LONG TERM DEBT	(1,051,825.87)	
	REVENUE OVER EXPENDITURES - YTD	54,601.80	
	BALANCE - CURRENT DATE	54,601.80	
	TOTAL FUND EQUITY		1,327,445.57
	TOTAL LIABILITIES AND EQUITY		2,430,149.63

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
230-315-4125	1.31	120.14	273.00	152.86	44.0
	1.31	120.14	273.00	152.86	44.0
<u>GRANT REVENUES</u>					
230-325-4162	.00	45,751.18	.00	(45,751.18)	.0
	.00	45,751.18	.00	(45,751.18)	.0
<u>LICENSES & PERMITS</u>					
230-335-4370	.00	250.00	4,125.00	3,875.00	6.1
	.00	250.00	4,125.00	3,875.00	6.1
<u>CHARGES FOR SERVICE</u>					
230-340-4425	27,646.05	259,968.35	454,373.00	194,404.65	57.2
230-340-4426	396.59	7,585.35	10,000.00	2,414.65	75.9
230-340-4435	358.29	2,288.55	4,250.00	1,961.45	53.9
230-340-4450	315.00	602.50	1,500.00	897.50	40.2
	28,715.93	270,444.75	470,123.00	199,678.25	57.5
<u>SDC REVENUE</u>					
230-345-4531	.00	.00	14,900.00	14,900.00	.0
	.00	.00	14,900.00	14,900.00	.0
<u>MISCELLANEOUS REVENUE</u>					
230-385-4895	1,575.10	1,575.10	500.00	(1,075.10)	315.0
	1,575.10	1,575.10	500.00	(1,075.10)	315.0
	30,292.34	318,141.17	489,921.00	171,779.83	64.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
230-490-5110	CITY ADMINISTRATOR	2,030.30	11,144.42	24,479.00	13,334.58 45.5
230-490-5114	CITY CLERK	1,541.14	8,466.70	18,494.00	10,027.30 45.8
230-490-5150	PUBLIC WORKS DIRECTOR	2,673.20	14,711.16	32,078.00	17,366.84 45.9
230-490-5152	UTILITY WORKER I	3,240.44	17,737.24	38,884.00	21,146.76 45.6
230-490-5156	TEMPORARY/ SEASONAL	.00	447.20	780.00	332.80 57.3
230-490-5158	MAINTENANCE WORKER I	224.96	1,213.47	3,580.00	2,366.53 33.9
230-490-5220	OVERTIME	1,255.20	4,315.02	7,555.00	3,239.98 57.1
230-490-5315	SOCIAL SECURITY/MEDICARE	838.87	4,439.78	9,616.00	5,176.22 46.2
230-490-5320	WORKER'S COMP	3.44	1,511.50	7,482.00	5,970.50 20.2
230-490-5350	UNEMPLOYMENT	.00	.00	9,363.00	9,363.00 .0
230-490-5410	HEALTH INSURANCE	2,338.65	14,058.55	33,922.00	19,863.45 41.4
230-490-5450	PUBLIC EMPLOYEES RETIREMENT	2,152.46	11,304.53	24,671.00	13,366.47 45.8
	TOTAL PERSONAL SERVICES	16,298.66	89,349.57	210,904.00	121,554.43 42.4

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
230-490-6110	.00	.00	6,440.00	6,440.00	.0
230-490-6112	29.14	29.14	.00	(29.14)	.0
230-490-6114	455.00	2,171.75	5,460.00	3,288.25	39.8
230-490-6116	.00	12,521.68	15,916.00	3,394.32	78.7
230-490-6122	400.37	2,459.65	5,500.00	3,040.35	44.7
230-490-6128	83.37	6,991.85	1,500.00	(5,491.85)	466.1
230-490-6210	.00	10,462.23	9,663.00	(799.23)	108.3
230-490-6220	140.00	284.14	1,500.00	1,215.86	18.9
230-490-6226	.00	438.16	1,200.00	761.84	36.5
230-490-6230	.00	212.08	1,250.00	1,037.92	17.0
230-490-6234	48.84	4,158.84	5,500.00	1,341.16	75.6
230-490-6238	260.13	1,448.64	6,900.00	5,451.36	21.0
230-490-6240	.00	.00	2,000.00	2,000.00	.0
230-490-6290	.00	.00	1,500.00	1,500.00	.0
230-490-6320	.00	.00	5,000.00	5,000.00	.0
230-490-6324	1,460.00	12,680.54	5,000.00	(7,680.54)	253.6
230-490-6330	.00	8,246.21	18,000.00	9,753.79	45.8
230-490-6334	.00	.00	3,000.00	3,000.00	.0
230-490-6420	53.71	559.43	1,200.00	640.57	46.6
230-490-6425	67.14	332.49	960.00	627.51	34.6
230-490-6430	1,402.99	7,663.63	22,000.00	14,336.37	34.8
230-490-6435	75.00	386.73	2,100.00	1,713.27	18.4
230-490-6440	249.66	1,337.16	2,000.00	662.84	66.9
230-490-6445	48.89	243.05	720.00	476.95	33.8
230-490-6710	.00	.00	2,000.00	2,000.00	.0
230-490-6712	.00	31.80	1,500.00	1,468.20	2.1
230-490-6750	2,921.34	9,242.41	20,000.00	10,757.59	46.2
230-490-6755	370.90	3,061.00	7,250.00	4,189.00	42.2
230-490-6758	.00	.00	3,500.00	3,500.00	.0
230-490-6760	4,226.48	8,637.23	23,975.00	15,337.77	36.0
TOTAL MATERIALS & SERVICES	12,292.96	93,599.84	182,534.00	88,934.16	51.3
TOTAL NON-DEPARTMENTAL	28,591.62	182,949.41	393,438.00	210,488.59	46.5
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
230-700-8320	1,475.00	1,475.00	.00	(1,475.00)	.0
230-700-8540	.00	47,561.84	43,416.00	(4,145.84)	109.6
TOTAL CAPITAL OUTLAY	1,475.00	49,036.84	43,416.00	(5,620.84)	113.0
TOTAL CAPITAL OUTLAY	1,475.00	49,036.84	43,416.00	(5,620.84)	113.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
230-800-7122 LOAN PRINCIPAL - J05001 SPWF	9,923.30	9,923.30	4,962.00	(4,961.30)	200.0
230-800-7124 LOAN PRINCIPAL - RUS 91-03	.00	.00	17,459.00	17,459.00	.0
230-800-7125 LOAN PRINCIPAL - L21001	11,070.52	11,070.52	7,644.00	(3,426.52)	144.8
230-800-7522 LOAN INTEREST - J05001 SPWF	4,921.70	4,921.70	2,461.00	(2,460.70)	200.0
230-800-7524 LOAN INTEREST - RUS 91-03	.00	.00	21,922.00	21,922.00	.0
230-800-7525 LOAN INTEREST - L21001	5,637.60	5,637.60	3,893.00	(1,744.60)	144.8
TOTAL DEBT SERVICES	31,553.12	31,553.12	58,341.00	26,787.88	54.1
TOTAL DEBT SERVICE	31,553.12	31,553.12	58,341.00	26,787.88	54.1
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
230-900-9590 CONTINGENCY	.00	.00	20,000.00	20,000.00	.0
230-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	36,770.00	36,770.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	56,770.00	56,770.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	56,770.00	56,770.00	.0
TOTAL FUND EXPENDITURES	61,619.74	263,539.37	551,965.00	288,425.63	47.8
NET REVENUE OVER EXPENDITURES	(31,327.40)	54,601.80	(62,044.00)	(116,645.80)	88.0

CITY OF LOWELL
BALANCE SHEET
NOVEMBER 30, 2022

SEWER FUND

ASSETS

240-1110	ALLOCATED CASH	101,786.61	
240-1115	CASH IN BANK - LGIP	88,565.24	
240-1510	ACCOUNTS RECEIVABLE	40,666.02	
240-1550	PREPAID EXPENSES	1,135.00	
240-1710	LAND	11,000.00	
240-1720	BUILDINGS & FACILITIES	89,114.40	
240-1730	EQUIPMENT & FURNISHINGS	68,330.05	
240-1740	VEHICLES & ROLLING STOCK	21,779.50	
240-1750	INFRASTRUCTURE	4,708,963.28	
240-1820	AD - BUILDINGS & FACILITIES	(42,695.71)	
240-1830	AD - EQUIPMENT & FURNISHINGS	(28,515.11)	
240-1840	AD - VEHICLES & ROLLING STOCK	(5,444.88)	
240-1850	AD - INFRASTRUCTURE	(2,898,225.48)	
	TOTAL ASSETS		2,156,458.92

LIABILITIES AND EQUITY

LIABILITIES

240-2205	WAGES PAYABLE	3,936.81	
240-2210	PAYROLL TAXES PAYABLE	1,882.01	
240-2245	HEALTH INSURANCE PAYABLE	2,345.13	
240-2250	RETIREMENT PAYABLE	1,499.75	
240-2255	DEFERRED COMP PAYABLE	124.51	
240-2750	LONG TERM DEBT	547,119.72	
	TOTAL LIABILITIES		556,907.93

FUND EQUITY

240-3100	BEGINNING FUND BALANCE	224,153.57	
240-3275	GASB - FIXED ASSETS	1,924,306.05	
240-3277	GAAP - LONG TERM DEBT	(547,119.72)	
	REVENUE OVER EXPENDITURES - YTD	(1,787.07)	
	BALANCE - CURRENT DATE	(1,787.07)	
	TOTAL FUND EQUITY		1,599,552.83
	TOTAL LIABILITIES AND EQUITY		2,156,460.76

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
240-315-4125 INTEREST EARNED	1.84	515.70	662.00	146.30	77.9
TOTAL INVESTMENT EARNINGS	1.84	515.70	662.00	146.30	77.9
<u>LICENSES & PERMITS</u>					
240-335-4370 WATER/SEWER CONNECTION PERMIT	.00	115.00	1,725.00	1,610.00	6.7
TOTAL LICENSES & PERMITS	.00	115.00	1,725.00	1,610.00	6.7
<u>CHARGES FOR SERVICE</u>					
240-340-4425 WATER/SEWER SALES	36,559.44	181,350.31	450,375.00	269,024.69	40.3
240-340-4426 BULK GREY WATER DISPOSAL	.00	11,376.00	.00	(11,376.00)	.0
240-340-4450 WATER/SEWER PENALTIES	325.00	492.50	1,100.00	607.50	44.8
TOTAL CHARGES FOR SERVICE	36,884.44	193,218.81	451,475.00	258,256.19	42.8
<u>SDC REVENUE</u>					
240-345-4541 SEWER REIMBURSEMENT SDC	.00	.00	12,360.00	12,360.00	.0
TOTAL SDC REVENUE	.00	.00	12,360.00	12,360.00	.0
<u>MISCELLANEOUS REVENUE</u>					
240-385-4895 MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
TOTAL MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
TOTAL FUND REVENUE	36,886.28	193,849.51	466,722.00	272,872.49	41.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
240-490-5110	2,030.30	11,144.40	24,479.00	13,334.60	45.5
240-490-5114	1,541.14	8,466.69	18,494.00	10,027.31	45.8
240-490-5150	2,673.20	14,711.17	32,078.00	17,366.83	45.9
240-490-5152	3,240.44	17,737.16	38,884.00	21,146.84	45.6
240-490-5156	.00	447.20	780.00	332.80	57.3
240-490-5158	224.96	1,213.47	3,580.00	2,366.53	33.9
240-490-5220	1,255.20	4,315.00	7,555.00	3,240.00	57.1
240-490-5315	838.90	4,439.87	9,616.00	5,176.13	46.2
240-490-5320	3.43	1,526.92	6,714.00	5,187.08	22.7
240-490-5350	.00	.00	8,348.00	8,348.00	.0
240-490-5410	2,338.65	14,058.60	33,922.00	19,863.40	41.4
240-490-5450	2,152.48	11,304.44	24,671.00	13,366.56	45.8
TOTAL PERSONAL SERVICES	16,298.70	89,364.92	209,121.00	119,756.08	42.7

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS & SERVICES</u>					
240-490-6110	.00	.00	6,440.00	6,440.00	.0
240-490-6112	29.13	29.13	.00	(29.13)	.0
240-490-6114	182.00	1,079.75	5,460.00	4,380.25	19.8
240-490-6116	.00	4,626.00	.00	(4,626.00)	.0
240-490-6122	400.37	2,459.64	5,727.00	3,267.36	43.0
240-490-6128	383.37	1,916.85	4,500.00	2,583.15	42.6
240-490-6210	.00	9,966.21	9,187.00	(779.21)	108.5
240-490-6220	.00	264.14	1,500.00	1,235.86	17.6
240-490-6226	.00	438.14	1,200.00	761.86	36.5
240-490-6230	9.64	221.72	500.00	278.28	44.3
240-490-6234	347.82	1,382.00	5,000.00	3,618.00	27.6
240-490-6238	286.33	1,407.61	6,600.00	5,192.39	21.3
240-490-6240	.00	.00	2,000.00	2,000.00	.0
240-490-6290	.00	2,702.49	500.00	(2,202.49)	540.5
240-490-6320	.00	.00	500.00	500.00	.0
240-490-6324	2,166.20	10,827.40	8,500.00	(2,327.40)	127.4
240-490-6330	.00	1,524.86	15,000.00	13,475.14	10.2
240-490-6334	.00	.00	7,500.00	7,500.00	.0
240-490-6420	523.82	3,101.68	18,000.00	14,898.32	17.2
240-490-6425	604.26	2,992.50	8,000.00	5,007.50	37.4
240-490-6430	827.32	8,938.81	28,500.00	19,561.19	31.4
240-490-6435	.00	513.83	1,550.00	1,036.17	33.2
240-490-6440	241.22	1,146.20	3,200.00	2,053.80	35.8
240-490-6445	48.89	243.07	9,000.00	8,756.93	2.7
240-490-6520	.00	.00	4,000.00	4,000.00	.0
240-490-6710	.00	.00	2,000.00	2,000.00	.0
240-490-6712	.00	31.80	1,500.00	1,468.20	2.1
240-490-6750	.00	4,852.16	18,000.00	13,147.84	27.0
240-490-6755	578.70	4,525.20	14,000.00	9,474.80	32.3
240-490-6758	.00	.00	2,500.00	2,500.00	.0
240-490-6760	3,539.18	8,646.69	22,711.00	14,064.31	38.1
TOTAL MATERIALS & SERVICES	10,168.25	73,837.88	213,075.00	139,237.12	34.7
TOTAL NON-DEPARTMENTAL	26,466.95	163,202.80	422,196.00	258,993.20	38.7
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
240-700-8225	.00	.00	25,000.00	25,000.00	.0
240-700-8320	1,475.00	1,475.00	.00	(1,475.00)	.0
240-700-8550	.00	.00	35,000.00	35,000.00	.0
TOTAL CAPITAL OUTLAY	1,475.00	1,475.00	60,000.00	58,525.00	2.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL CAPITAL OUTLAY	1,475.00	1,475.00	60,000.00	58,525.00	2.5
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
240-800-7110 LOAN PRINCIPAL - G02002	23,801.00	23,801.00	23,801.00	.00	100.0
240-800-7122 LOAN PRINCIPAL - J05001 SPWF	.00	.00	4,962.00	4,962.00	.0
240-800-7124 LOAN PRINCIPAL - RUS 92-05	.00	.00	6,980.00	6,980.00	.0
240-800-7510 LOAN INTEREST - G02002	7,157.78	7,157.78	7,158.00	.22	100.0
240-800-7522 LOAN INTEREST - J05001 SPWF	.00	.00	2,461.00	2,461.00	.0
240-800-7524 LOAN INTEREST - RUS 92-05	.00	.00	8,765.00	8,765.00	.0
TOTAL DEBT SERVICES	30,958.78	30,958.78	54,127.00	23,168.22	57.2
TOTAL DEBT SERVICE	30,958.78	30,958.78	54,127.00	23,168.22	57.2
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
240-900-9590 CONTINGENCY	.00	.00	20,000.00	20,000.00	.0
240-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	59,580.00	59,580.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	79,580.00	79,580.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	79,580.00	79,580.00	.0
TOTAL FUND EXPENDITURES	58,900.73	195,636.58	615,903.00	420,266.42	31.8
NET REVENUE OVER EXPENDITURES	(22,014.45)	(1,787.07)	(149,181.00)	(147,393.93)	(1.2)

CITY OF LOWELL
BALANCE SHEET
NOVEMBER 30, 2022

STREET FUND

ASSETS

312-1110	ALLOCATED CASH	72,869.36	
312-1115	CASH IN BANK - LGIP	56,243.87	
312-1720	BUILDINGS & FACILITIES	528.00	
312-1730	EQUIPMENT & FURNISHINGS	6,061.05	
312-1740	VEHICLES & ROLLING STOCK	11,299.83	
312-1750	INFRASTRUCTURE	1,610,571.62	
312-1820	AD - BUILDINGS & FACILITIES	(35.20)	
312-1830	AD - EQUIPMENT & FURNISHINGS	(1,361.79)	
312-1840	AD - VEHICLES & ROLLING STOCK	(2,824.95)	
312-1850	AD - INFRASTRUCTURE	(414,193.72)	
	TOTAL ASSETS		1,339,158.07

LIABILITIES AND EQUITY

LIABILITIES

312-2205	WAGES PAYABLE	430.11	
312-2210	PAYROLL TAXES PAYABLE	213.90	
312-2245	HEALTH INSURANCE PAYABLE	228.15	
312-2250	RETIREMENT PAYABLE	166.21	
312-2255	DEFERRED COMP PAYABLE	14.98	
312-2750	LONG TERM DEBT	83,091.72	
	TOTAL LIABILITIES		84,145.07

FUND EQUITY

312-3100	BEGINNING FUND BALANCE	111,798.43	
312-3275	GASB - FIXED ASSETS	1,210,044.84	
312-3277	GAAP - LONG TERM DEBT	(83,091.72)	
	REVENUE OVER EXPENDITURES - YTD	16,262.62	
	BALANCE - CURRENT DATE	16,262.62	
	TOTAL FUND EQUITY		1,255,014.17
	TOTAL LIABILITIES AND EQUITY		1,339,159.24

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
312-315-4125 INTEREST EARNED	1.17	327.29	211.00	(116.29)	155.1
TOTAL INVESTMENT EARNINGS	1.17	327.29	211.00	(116.29)	155.1
<u>INTERGOVERNMENTAL</u>					
312-320-4142 STATE DISTRIBUTIONS	8,280.02	40,095.70	91,464.00	51,368.30	43.8
TOTAL INTERGOVERNMENTAL	8,280.02	40,095.70	91,464.00	51,368.30	43.8
<u>SDC REVENUE</u>					
312-345-4513 TRANSPORTATION REIMBURSEMENT S	.00	.00	2,080.00	2,080.00	.0
TOTAL SDC REVENUE	.00	.00	2,080.00	2,080.00	.0
TOTAL FUND REVENUE	8,281.19	40,422.99	93,755.00	53,332.01	43.1

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
312-490-5110 CITY ADMINISTRATOR	383.08	2,095.74	4,618.00	2,522.26	45.4
312-490-5150 PUBLIC WORKS DIRECTOR	326.00	1,788.25	3,912.00	2,123.75	45.7
312-490-5152 UTILITY WORKER I	381.20	2,086.66	4,574.00	2,487.34	45.6
312-490-5156 TEMPORARY/ SEASONAL	.00	894.40	1,664.00	769.60	53.8
312-490-5220 OVERTIME	134.73	480.44	868.00	387.56	55.4
312-490-5315 SOCIAL SECURITY/MEDICARE	93.64	561.60	1,196.00	634.40	47.0
312-490-5320 WORKER'S COMP	.35	413.42	1,763.00	1,349.58	23.5
312-490-5350 UNEMPLOYMENT	.00	.00	1,040.00	1,040.00	.0
312-490-5410 HEALTH INSURANCE	227.77	1,366.82	3,281.00	1,914.18	41.7
312-490-5450 PUBLIC EMPLOYEES RETIREMENT	240.43	1,266.30	3,071.00	1,804.70	41.2
TOTAL PERSONAL SERVICES	1,787.20	10,953.63	25,987.00	15,033.37	42.2
<u>MATERIALS & SERVICES</u>					
312-490-6110 AUDITING	.00	.00	1,240.00	1,240.00	.0
312-490-6114 FINANCIAL SERVICES	455.00	1,937.25	2,184.00	246.75	88.7
312-490-6116 ENGINEERING SERVICES	.00	165.00	20,000.00	19,835.00	.8
312-490-6122 IT SERVICES	82.38	583.13	1,480.00	896.87	39.4
312-490-6128 OTHER CONTRACT SERVICES	.00	800.49	8,000.00	7,199.51	10.0
312-490-6210 INSURANCE & BONDS	.00	3,636.94	3,356.00	(280.94)	108.4
312-490-6230 OFFICE SUPPLIES/EQUIPMENT	.00	45.13	.00	(45.13)	.0
312-490-6234 GENERAL SUPPLIES	20.64	147.07	500.00	352.93	29.4
312-490-6238 BANK SERVICE CHARGES	.00	1.28	50.00	48.72	2.6
312-490-6290 MISCELLANEOUS	540.01	540.01	500.00	(40.01)	108.0
312-490-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	500.00	500.00	.0
312-490-6330 OTHER REPAIR & MAINTENANCE	.00	21.00	10,000.00	9,979.00	.2
312-490-6334 NON-CAPITALIZED ASSETS	.00	.00	2,500.00	2,500.00	.0
312-490-6430 ELECTRICITY SERVICES	1,079.50	5,329.44	14,575.00	9,245.56	36.6
312-490-6720 STORM DRAIN MAINTENANCE	.00	.00	1,500.00	1,500.00	.0
312-490-6724 STREET SIGNS	.00	.00	500.00	500.00	.0
312-490-6726 STREET LIGHTS	.00	.00	410.00	410.00	.0
TOTAL MATERIALS & SERVICES	2,177.53	13,206.74	67,295.00	54,088.26	19.6
TOTAL NON-DEPARTMENTAL	3,964.73	24,160.37	93,282.00	69,121.63	25.9
<u>CAPITAL OUTLAY</u>					

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
312-700-8530 STREET IMPROVEMENTS	.00	.00	70,000.00	70,000.00	.0
312-700-8532 SIGNAGE	.00	.00	5,000.00	5,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	75,000.00	75,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	75,000.00	75,000.00	.0
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
312-800-7125 LOAN PRINCIPAL - L21001	.00	.00	3,427.00	3,427.00	.0
312-800-7525 LOAN INTEREST - L21001	.00	.00	1,745.00	1,745.00	.0
TOTAL DEBT SERVICES	.00	.00	5,172.00	5,172.00	.0
TOTAL DEBT SERVICE	.00	.00	5,172.00	5,172.00	.0
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
312-900-9590 CONTINGENCY	.00	.00	10,819.00	10,819.00	.0
312-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	10,770.00	10,770.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	21,589.00	21,589.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	21,589.00	21,589.00	.0
TOTAL FUND EXPENDITURES	3,964.73	24,160.37	195,043.00	170,882.63	12.4
NET REVENUE OVER EXPENDITURES	4,316.46	16,262.62	(101,288.00)	(117,550.62)	16.1

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2022

BLACKBERRY JAM FUND

ASSETS

314-1110	ALLOCATED CASH		10,510.31	
	TOTAL ASSETS			10,510.31

LIABILITIES AND EQUITY

FUND EQUITY

314-3100	BEGINNING FUND BALANCE		13,823.92	
	REVENUE OVER EXPENDITURES - YTD	(3,313.44)		
	BALANCE - CURRENT DATE		(3,313.44)	
	TOTAL FUND EQUITY			10,510.48
	TOTAL LIABILITIES AND EQUITY			10,510.48

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
314-315-4125 INTEREST EARNED	.17	1.10	10.00	8.90	11.0
TOTAL INVESTMENT EARNINGS	.17	1.10	10.00	8.90	11.0
<u>OTHER REVENUE</u>					
314-370-4824 BBJ DONATIONS	.00	105.00	.00	(105.00)	.0
TOTAL OTHER REVENUE	.00	105.00	.00	(105.00)	.0
<u>FUNDRAISING & EVENT REVENUE</u>					
314-380-4861 CRAFT/COMMERCIAL BOOTH SALES	.00	1,115.00	1,980.00	865.00	56.3
314-380-4862 FOOD BOOTH SALES	.00	610.00	1,200.00	590.00	50.8
314-380-4864 JAM SALES	5.00	810.00	500.00	(310.00)	162.0
314-380-4866 QUILT RAFFLE SALES	.00	4,150.00	4,000.00	(150.00)	103.8
314-380-4870 SPONSORSHIP REVENUE	.00	330.00	8,772.00	8,442.00	3.8
314-380-4882 HORSESHOE TOURNEY REVENUE	.00	95.00	.00	(95.00)	.0
314-380-4889 BBJ FESTIVAL OTHER REVENUE	.00	.00	145.00	145.00	.0
TOTAL FUNDRAISING & EVENT REVENUE	5.00	7,110.00	16,597.00	9,487.00	42.8
<u>MISCELLANEOUS REVENUE</u>					
314-385-4895 MISCELLANEOUS REVENUE	.00	110.00	500.00	390.00	22.0
TOTAL MISCELLANEOUS REVENUE	.00	110.00	500.00	390.00	22.0
TOTAL FUND REVENUE	5.17	7,326.10	17,107.00	9,780.90	42.8

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
314-490-6118	.00	504.00	1,000.00	496.00	50.4
314-490-6122	26.59	369.60	350.00	(19.60)	105.6
314-490-6220	.00	20.00	100.00	80.00	20.0
314-490-6226	.00	3.25	.00	(3.25)	.0
314-490-6238	.00	18.74	100.00	81.26	18.7
314-490-6290	.00	676.72	2,200.00	1,523.28	30.8
314-490-6440	.00	.00	150.00	150.00	.0
314-490-6445	.00	1,120.00	1,000.00	(120.00)	112.0
314-490-6705	80.00	400.00	1,000.00	600.00	40.0
314-490-6714	.00	.00	150.00	150.00	.0
314-490-6810	.00	305.00	150.00	(155.00)	203.3
314-490-6812	.00	.00	100.00	100.00	.0
314-490-6814	.00	294.00	500.00	206.00	58.8
314-490-6816	.00	4,200.00	4,000.00	(200.00)	105.0
314-490-6820	.00	.00	100.00	100.00	.0
314-490-6852	.00	.00	100.00	100.00	.0
314-490-6856	.00	61.84	100.00	38.16	61.8
314-490-6858	.00	191.39	.00	(191.39)	.0
314-490-6864	.00	2,475.00	12,042.00	9,567.00	20.6
	<u>106.59</u>	<u>10,639.54</u>	<u>23,142.00</u>	<u>12,502.46</u>	<u>46.0</u>
TOTAL MATERIALS & SERVICES					
	<u>106.59</u>	<u>10,639.54</u>	<u>23,142.00</u>	<u>12,502.46</u>	<u>46.0</u>
TOTAL NON-DEPARTMENTAL					
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
314-900-9899	.00	.00	5,007.00	5,007.00	.0
TOTAL OTHER REQUIREMENTS	<u>.00</u>	<u>.00</u>	<u>5,007.00</u>	<u>5,007.00</u>	<u>.0</u>
TOTAL OTHER REQUIREMENTS	<u>.00</u>	<u>.00</u>	<u>5,007.00</u>	<u>5,007.00</u>	<u>.0</u>
TOTAL FUND EXPENDITURES	<u>106.59</u>	<u>10,639.54</u>	<u>28,149.00</u>	<u>17,509.46</u>	<u>37.8</u>
NET REVENUE OVER EXPENDITURES	<u>(101.42)</u>	<u>(3,313.44)</u>	<u>(11,042.00)</u>	<u>(7,728.56)</u>	<u>(30.0)</u>

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2022

PARKS SDC FUND

ASSETS

410-1110	ALLOCATED CASH	29,127.37	
410-1115	CASH IN BANK - LGIP	60,309.24	
	TOTAL ASSETS		89,436.61

LIABILITIES AND EQUITY

FUND EQUITY

410-3100	BEGINNING FUND BALANCE	89,532.89	
	REVENUE OVER EXPENDITURES - YTD	(95.80)	
	BALANCE - CURRENT DATE	(95.80)	
	TOTAL FUND EQUITY		89,437.09
	TOTAL LIABILITIES AND EQUITY		89,437.09

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
410-315-4125 INTEREST EARNED	.48	347.70	200.00	(147.70)	173.9
TOTAL INVESTMENT EARNINGS	.48	347.70	200.00	(147.70)	173.9
<u>SDC REVENUE</u>					
410-345-4510 PARK SDC FEES	.00	.00	19,700.00	19,700.00	.0
TOTAL SDC REVENUE	.00	.00	19,700.00	19,700.00	.0
TOTAL FUND REVENUE	.48	347.70	19,900.00	19,552.30	1.8

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
410-490-6714	.00	443.50	10,000.00	9,556.50	4.4
	.00	443.50	10,000.00	9,556.50	4.4
	.00	443.50	10,000.00	9,556.50	4.4
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
410-700-8520	.00	.00	80,313.00	80,313.00	.0
	.00	.00	80,313.00	80,313.00	.0
	.00	.00	80,313.00	80,313.00	.0
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
410-900-9899	.00	.00	18,080.00	18,080.00	.0
	.00	.00	18,080.00	18,080.00	.0
	.00	.00	18,080.00	18,080.00	.0
	.00	443.50	108,393.00	107,949.50	.4
	.48	(95.80)	(88,493.00)	(88,397.20)	(.1)

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2022

STREETS SDC FUND

ASSETS

412-1110	ALLOCATED CASH	22,233.02	
412-1115	CASH IN BANK - LGIP	46,670.73	
	TOTAL ASSETS		68,903.75

LIABILITIES AND EQUITY

FUND EQUITY

412-3100	BEGINNING FUND BALANCE	68,635.11	
	REVENUE OVER EXPENDITURES - YTD	269.01	
	BALANCE - CURRENT DATE	269.01	
	TOTAL FUND EQUITY		68,904.12
	TOTAL LIABILITIES AND EQUITY		68,904.12

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
412-315-4125 INTEREST EARNED	.37	269.01	150.00	(119.01)	179.3
TOTAL INVESTMENT EARNINGS	.37	269.01	150.00	(119.01)	179.3
<u>SDC REVENUE</u>					
412-345-4512 TRANSPORTATION SDC	.00	.00	11,840.00	11,840.00	.0
TOTAL SDC REVENUE	.00	.00	11,840.00	11,840.00	.0
TOTAL FUND REVENUE	.37	269.01	11,990.00	11,720.99	2.2

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
412-490-6128 OTHER CONTRACT SERVICES	.00	.00	15,000.00	15,000.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	15,000.00	15,000.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	15,000.00	15,000.00	.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
412-700-8530 STREET IMPROVEMENTS	.00	.00	60,260.00	60,260.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	60,260.00	60,260.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	60,260.00	60,260.00	.0
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
412-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	4,736.00	4,736.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	4,736.00	4,736.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	4,736.00	4,736.00	.0
TOTAL FUND EXPENDITURES	.00	.00	79,996.00	79,996.00	.0
NET REVENUE OVER EXPENDITURES	.37	269.01	(68,006.00)	(68,275.01)	.4

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2022

WATER SDC FUND

ASSETS

430-1110	ALLOCATED CASH	57,659.07	
430-1115	CASH IN BANK - LGIP	304,681.03	
	TOTAL ASSETS		<u>362,340.10</u>

LIABILITIES AND EQUITY

FUND EQUITY

430-3100	BEGINNING FUND BALANCE	376,132.96	
	REVENUE OVER EXPENDITURES - YTD	(13,791.91)	
	BALANCE - CURRENT DATE	(13,791.91)	
	TOTAL FUND EQUITY		<u>362,341.05</u>
	TOTAL LIABILITIES AND EQUITY		<u>362,341.05</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
430-315-4125 INTEREST EARNED	.95	1,748.97	500.00	(1,248.97)	349.8
TOTAL INVESTMENT EARNINGS	.95	1,748.97	500.00	(1,248.97)	349.8
<u>SDC REVENUE</u>					
430-345-4530 WATER SDC	.00	.00	76,600.00	76,600.00	.0
TOTAL SDC REVENUE	.00	.00	76,600.00	76,600.00	.0
TOTAL FUND REVENUE	.95	1,748.97	77,100.00	75,351.03	2.3

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
430-490-6128	.00	15,540.88	80,000.00	64,459.12	19.4
	.00	15,540.88	80,000.00	64,459.12	19.4
	.00	15,540.88	80,000.00	64,459.12	19.4
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
430-700-8540	.00	.00	300,000.00	300,000.00	.0
	.00	.00	300,000.00	300,000.00	.0
	.00	.00	300,000.00	300,000.00	.0
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
430-900-9899	.00	.00	79,797.00	79,797.00	.0
	.00	.00	79,797.00	79,797.00	.0
	.00	.00	79,797.00	79,797.00	.0
	.00	15,540.88	459,797.00	444,256.12	3.4
	.95	(13,791.91)	(382,697.00)	(368,905.09)	(3.6)

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2022

SEWER SDC FUND

ASSETS

440-1110	ALLOCATED CASH	54,254.98	
440-1115	CASH IN BANK - LGIP	68,541.57	
	TOTAL ASSETS		<u>122,796.55</u>

LIABILITIES AND EQUITY

FUND EQUITY

440-3100	BEGINNING FUND BALANCE	132,237.60	
	REVENUE OVER EXPENDITURES - YTD	(9,440.15)	
	BALANCE - CURRENT DATE	(9,440.15)	
	TOTAL FUND EQUITY		<u>122,797.45</u>
	TOTAL LIABILITIES AND EQUITY		<u>122,797.45</u>

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
440-315-4125 INTEREST EARNED	.90	397.50	500.00	102.50	79.5
TOTAL INVESTMENT EARNINGS	.90	397.50	500.00	102.50	79.5
<u>SDC REVENUE</u>					
440-345-4540 SEWER SDC	.00	.00	21,420.00	21,420.00	.0
TOTAL SDC REVENUE	.00	.00	21,420.00	21,420.00	.0
TOTAL FUND REVENUE	.90	397.50	21,920.00	21,522.50	1.8

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

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	9,837.65	99,000.00	89,162.35	9.9
TOTAL MATERIALS & SERVICES	.00	9,837.65	99,000.00	89,162.35	9.9
TOTAL NON-DEPARTMENTAL	.00	9,837.65	99,000.00	89,162.35	9.9
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
440-700-8550 SEWER SYSTEMS	.00	.00	35,000.00	35,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	35,000.00	35,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	35,000.00	35,000.00	.0
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
440-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	13,172.00	13,172.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	13,172.00	13,172.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	13,172.00	13,172.00	.0
TOTAL FUND EXPENDITURES	.00	9,837.65	147,172.00	137,334.35	6.7
NET REVENUE OVER EXPENDITURES	.90	(9,440.15)	(125,252.00)	(115,811.85)	(7.5)

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2022

STORMWATER SDC FUND

ASSETS

445-1110	ALLOCATED CASH	20,981.85	
445-1115	CASH IN BANK - LGIP	48,651.08	
	TOTAL ASSETS		69,632.93

LIABILITIES AND EQUITY

FUND EQUITY

445-3100	BEGINNING FUND BALANCE	69,353.04	
	REVENUE OVER EXPENDITURES - YTD	280.24	
	BALANCE - CURRENT DATE	280.24	
	TOTAL FUND EQUITY		69,633.28
	TOTAL LIABILITIES AND EQUITY		69,633.28

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
445-315-4125 INTEREST EARNED	.35	280.24	200.00	(80.24)	140.1
TOTAL INVESTMENT EARNINGS	.35	280.24	200.00	(80.24)	140.1
<u>SDC REVENUE</u>					
445-345-4545 STORM DRAINAGE SDC	.00	.00	13,460.00	13,460.00	.0
TOTAL SDC REVENUE	.00	.00	13,460.00	13,460.00	.0
TOTAL FUND REVENUE	.35	280.24	13,660.00	13,379.76	2.1

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS & SERVICES</u>					
445-490-6128 OTHER CONTRACT SERVICES	.00	.00	20,000.00	20,000.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	20,000.00	20,000.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	20,000.00	20,000.00	.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
445-700-8560 STORMWATER IMPROVEMENTS	.00	.00	40,000.00	40,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	40,000.00	40,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	40,000.00	40,000.00	.0
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
445-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	22,295.00	22,295.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	22,295.00	22,295.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	22,295.00	22,295.00	.0
TOTAL FUND EXPENDITURES	.00	.00	82,295.00	82,295.00	.0
NET REVENUE OVER EXPENDITURES	.35	280.24	(68,635.00)	(68,915.24)	.4

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2022

WATER RESERVE FUND

ASSETS

520-1110	ALLOCATED CASH	9,400.97	
520-1115	CASH IN BANK - LGIP	30,230.17	
	TOTAL ASSETS		39,631.14

LIABILITIES AND EQUITY

FUND EQUITY

520-3100	BEGINNING FUND BALANCE	39,457.48	
	REVENUE OVER EXPENDITURES - YTD	173.82	
	BALANCE - CURRENT DATE	173.82	
	TOTAL FUND EQUITY		39,631.30
	TOTAL LIABILITIES AND EQUITY		39,631.30

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

WATER RESERVE FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>INVESTMENT EARNINGS</u>						
520-315-4125	INTEREST EARNED	.16	173.82	10.00	(163.82)	1738.2
	TOTAL INVESTMENT EARNINGS	.16	173.82	10.00	(163.82)	1738.2
	TOTAL FUND REVENUE	.16	173.82	10.00	(163.82)	1738.2

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

WATER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
520-900-9892 RESERVED FOR WATER BOND PYMT	.00	.00	39,415.00	39,415.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	39,415.00	39,415.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	39,415.00	39,415.00	.0
TOTAL FUND EXPENDITURES	.00	.00	39,415.00	39,415.00	.0
NET REVENUE OVER EXPENDITURES	.16	173.82	(39,405.00)	(39,578.82)	.4

CITY OF LOWELL
 BALANCE SHEET
 NOVEMBER 30, 2022

SEWER RESERVE FUND

ASSETS

521-1110	ALLOCATED CASH	5,753.57	
521-1115	CASH IN BANK - LGIP	10,076.72	
	TOTAL ASSETS		15,830.29

LIABILITIES AND EQUITY

FUND EQUITY

521-3100	BEGINNING FUND BALANCE	15,772.22	
	REVENUE OVER EXPENDITURES - YTD	58.17	
	BALANCE - CURRENT DATE	58.17	
	TOTAL FUND EQUITY		15,830.39
	TOTAL LIABILITIES AND EQUITY		15,830.39

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

SEWER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
521-315-4125 INTEREST EARNED	.10	58.17	10.00	(48.17)	581.7
TOTAL INVESTMENT EARNINGS	.10	58.17	10.00	(48.17)	581.7
TOTAL FUND REVENUE	.10	58.17	10.00	(48.17)	581.7

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2022

SEWER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
521-900-9892 RESERVED FOR SEWER BOND PYMT	.00	.00	15,764.00	15,764.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	15,764.00	15,764.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	15,764.00	15,764.00	.0
TOTAL FUND EXPENDITURES	.00	.00	15,764.00	15,764.00	.0
NET REVENUE OVER EXPENDITURES	.10	58.17	(15,754.00)	(15,812.17)	.4



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: Friday, January 13, 2023
Re: Administrator's report for January

MEMO

This City Administrator's report covers activities since the November 11, 2022 regular meeting. A summary of major activities is as follows:

Library/city hall renovation project.

1. In my last report, I stated that we have funding left over for furniture purchases at the new City Hall and library. We have purchased new desks for the library workroom, tables and chairs for the conference room, and a variety of other small tables and furnishings for the library. The Public Works staff and library volunteers have finished installing our new library shelves. The Library Director and volunteers are now putting our collection on the shelves in preparation for opening day.
2. Alpine Heating and Air installed the economizer for our new HVAC unit on January 10. Our procurement for that item, as approved at the September 20, 2022 City Council meeting, is now complete.

E. Main Street property

1. On January 10, staff submitted a contaminated media management plan and beneficial water survey to DEQ to fulfill their requirements to receive a no further action (NFA) letter for 205 E. Main St. I approved a scope of work with BB&A Environmental, the consultant working with us on the project, to complete these two reports. The DEQ inspector informed us that they will complete the NFA letter.
2. On January 11, staff received the paperwork for the sewer easement, based on the scope of work approved at the November 1, 2022 City Council meeting. This paperwork is ready for recording with the county.

Planning and development issues

1. The Planning Commission has scheduled work session on January 18 and 25 to continue working on the development code updates. They are scheduled to vote on sending their recommendations to you, and holding a final public hearing, on February 15.

City Council is scheduled to hold a public hearing and first reading on the development code updates on March 7. A second reading and vote is scheduled on March 21. Our intergovernmental agreement (IGA) with the Transportation and Growth Management Division (TGM) and Lane Council of Governments for this project ends in mid-March. TGM is funding this project. If final action on this matter is delayed past the IGA expiration, then the city will be required to pay for all expenses required to complete the project. Other land use matter before the City Council include the land use application associated with the Dollar General project on N. Moss St. Since this includes a rezoning request, a public hearing and first reading before City Council is scheduled on March 21. A second reading and vote is scheduled on April 4.

2. We have been busy keeping up with development activity. The school district submitted building plans for their high school and weightroom expansion project. Several conditions of approval are associated with that, including engineering review of the public improvements, which we have started. The Sunset Hills developer submitted numerous home building permits this week, which staff will start reviewing. Staff held a pre-application meeting on February 12 with a developer who was inquiring about the possibility of a multi-family development on Carol St.

Other items.

1. Sanipac is tentatively scheduled to make a presentation to you at your February 7 meeting on the new solid waste franchise that we have negotiated. This is an exclusive franchise. Since it is an ordinance, it will require two readings prior to approval.
2. I obtained quotes from fence companies in November to complete the fencing on the 70 N. Pioneer St. parcel that we intend to sell. After consideration, I decided to post-pone the fencing project to allow our surveyor to install a survey pin on the lot. (The survey company also installed pins on the old City Hall campus where the partition line is located.) This will ensure accurate placement of the fence. I will get updated quotes. If the quotes are within my spending authority, I will proceed with removing the fence along N. Hyland Ln., and I will extend the fence on the rear of the property, with the addition of privacy slats. We will also need to add fencing on the N. Pioneer St. campus to contain a dumpster for use by the City Hall and library. I intend to delay the sale of the property until the Planning Commission and City Council decide on a zoning designation for the new lot. A recommendation on rezoning the lot will be coming to you as part of the downtown development code update.
3. I turned in a "one-pager" to the League of Oregon Cities' communication specialist regarding the homelessness response taskforce that we discussed at the November 15, 2022 meeting. Councilor Murray provided with information related to the local

foodbank that I included in the one-pager. The Oregon Mayor's Association and LOC are compiling this information from all the cities to assist in their lobbying efforts to secure homelessness response funding from the state legislature.

4. We have received enough donations now to purchase our next round of shade trees at Paul Fisher Park. Staff have set a goal of receiving competitive quotes for approval by April for your approval.



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

TO: Mayor Bennett and Council
FROM: Max Baker, Public Works Director
DATE: January 17, 2023
SUBJECT: Public Works Report

Streets and Parks

The annual Mileage report has been submitted to the State.

Staff is working with Civil West to develop a construction plan set for the Street repairs on East First Street caused by the water leak in November.

Water Treatment Plant/Distribution

Staff is working on Annual water Reports and the Consumer Confidence Report.

Staff continues to change out water meters when weather and conditions allow.

Wastewater Treatment/Collections

DEQ approved The City of Lowell Willamette Mercury TMDL implementation plan.

Staff is working on Annual reports for Bio-Solids, I&I and 5year TMDL.

Work with Civil West continues on the Wastewater Master Plan.

LOWELL PATROL LOG November 2022

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
2-Nov	401	19:30	22:30	3:00						
4-Nov	403	20:00	21:30	1:30						
6-Nov	403	23:00	0:00	1:00						
7-Nov	410	17:00	17:30	0:30						
7-Nov	410	19:30	20:00	0:30						
9-Nov	403	18:30	20:00	1:30						
9-Nov	403	22:45	0:00	1:15						
10-Nov	403	12:00	13:30	1:30						
10-Nov	403	19:00	0:00	5:00						
11-Nov	410	15:30	21:45	6:15						
11-Nov	411	15:30	21:45	6:15						
11-Nov	410	22:30	0:00	1:30						
11-Nov	411	22:30	0:00	1:30						
15-Nov	404	23:15	0:45	1:30						
17-Nov	410	16:30	18:00	1:30						
17-Nov	411	18:00	21:00	3:00						
17-Nov	411	19:00	21:30	2:30						
18-Nov	401	10:30	12:00	1:30						
18-Nov	401	20:45	22:30	1:45						
18-Nov	410	10:45	11:30	0:45						
20-Nov	410	10:00	11:00	1:00						
21-Nov	404	21:00	22:00	1:00						
29-Nov	402	21:30	23:00	1:30						
30-Nov	MM	ADMIN		1						
				48.0						

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

DATE	TIME	DESCRIPTION
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LOWELL PATROL LOG December 2022

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
4-Dec	401	15:30	21:30	6:00						
3-Dec	410	16:00	22:30	6:30						
3-Dec	411	16:00	22:30	6:30						
9-Dec	410	16:00	21:00	5:00						
9-Dec	411	16:00	21:00	5:00						
11-Dec	410	13:00	13:30	0:30						
14-Dec	404	21:45	22:15	0:30						
15-Dec	404	12:00	13:00	1:00						
20-Dec	410	17:30	19:00	1:30						
20-Dec	410	21:00	21:30	0:30						
20-Dec	411	17:00	19:00	2:00						
20-Dec	411	21:00	22:00	1:00						
20-Dec	412	17:30	19:00	1:30						
20-Dec	412	21:00	22:00	1:00						
22-Dec	404	17:25	18:25	1:00						
30-Dec	402	22:40	1:40	3:00						
31-Dec	410	14:45	15:30	0:45						
31-Dec	411	17:00	17:45	0:45						
				44						

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

DATE	TIME	DESCRIPTION
3-Dec	20:16	Traffic - Fail to Obey Traffic Control Device
	20:28	Traffic - Fail to Obey Traffic Control Device
	21:40	Traffic - Fail to Obey Traffic Control Device/Warning
9-Dec	16:00	Traffic Stop for Speed/Warned

Agenda Item Sheet

City of Lowell City Council



Type of item:	Ordinance
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Item title/recommended action:

Second reading and approval of Ordinance #307, "An ordinance to amend sections 2.505, 2.506, 2.507, and 2.634 of the Lowell Revised Code relating to the Lowell public library concept of operations and power and duties of the Library Committee." – Discussion/ Possible action

- a. Second reading in full of Ordinance #307
- b. The public hearing is now open at ____ (state time)
- c. Staff report – City Administrator Jeremy Caudle
- d. Public comment
- e. The public hearing is now closed at ____ (state time)
- f. Vote to approve Ordinance #307

Justification or background:

This is a second and final reading, followed by a recommended vote to approve, of Ordinance 307. As stated in the agenda item sheet for this item at the 12/6/22 meeting, this ordinance would amend sections of the Lowell Revised Code relating to the library "concept of operations," as well as the powers and duties of the library committee. A summary of changes includes: replacing the term "volunteer librarian" with "Library Director"; clarifying the powers and duties of the Library Committee; and clarifying staffing expectations regarding the library concept of operations.

Based on City Council input from the 12/6/22 meeting, as well as the 1/3/23 meeting, staff have changed Section 3 to read as follows:

PREVIOUS - 12/6/22 meeting

That Sec. 2.505(d) of the Lowell Revised Code is amended to delete the following sentence: "During regular City Hall office hours, when volunteer library staff are not available, normal City staff may assist library patrons time permitting."

Agenda Item Sheet

City of Lowell City Council



Type of item:	Ordinance
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CHANGED - for 1/17/2023 meeting

(d) The library will normally operate the same hours as City Hall. Extended hours for evenings and weekends will only be authorized if library volunteers are available and after coordination with and approval by the City Administrator. For safety and security purposes, a minimum of two staff persons (either employees or volunteers) are required to be on the premises from library opening until closing. During regular City Hall operating hours, it is sufficient if one of the two staff on the premises is an employee working in the City Hall section of the building to assist in case of emergencies only. The library will not open to the public if these minimum staffing requirements are not met.

The reason for the change is to clarify that City Hall staff cannot be expected to assist with operating the library, unless in case of an emergency. The proposed change is similar to what is in the library policy that City Council approved in November. Also for clarification, Section 1 of Ordinance 307 states that the Library Director and library volunteers will staff the library, not other city staff during their normal duties.

Since we have changed the proposed ordinance since the first reading, we will conduct a reading in full prior to a vote for approval.

Budget impact:

N/A

Department or Council sponsor:

Library

Attachments:

Ordinance 308

Meeting date:	01/17/2023
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CITY OF LOWELL, OREGON

ORDINANCE 307

AN ORDINANCE TO AMEND SECTIONS 2.505, 2.506, 2.507, AND 2.634 OF THE LOWELL REVISED CODE RELATING TO THE LOWELL PUBLIC LIBRARY CONCEPT OF OPERATIONS AND POWER AND DUTIES OF THE LIBRARY COMMITTEE.

The City of Lowell ordains as follows:

Section 1. That Sec. 2.505(a) of the Lowell Revised Code is amended to read as follows.

(a) A Library Director will staff the library with the assistance of volunteers.

Section 2. That Sec. 2.505(c), Sec. 2.505(e), and Sec. 2.507 of the Lowell Revised Code are amended to replace the phrase “volunteer librarian” with the phrase “Library Director.”

Section 3. That Sec. 2.505(d) of the Lowell Revised Code is amended to read as follows:

(d) The library will normally operate the same hours as City Hall. Extended hours for evenings and weekends will only be authorized if library volunteers are available and after coordination with and approval by the City Administrator. For safety and security purposes, a minimum of two staff persons (either employees or volunteers) are required to be on the premises from library opening until closing. During regular City Hall operating hours, it is sufficient if one of the two staff on the premises is an employee working in the City Hall section of the building to assist in case of emergencies only. The library will not open to the public if these minimum staffing requirements are not met.

Section 4. That Sec. 2.506 of the Lowell Revised Code is amended to read as follows.

The Library Committee may recommend to the City Council rules, regulations and procedures required of patrons for use of the library. Said rules, regulations and procedures require approval by the City Council and shall be in writing and available to all library patrons.

Section 5. That Sec. 2.634(c) of the Lowell Revised Code is amended to read as follows.

(c) Powers and duties. The Library Committee assists in operating the library, recommends policy for use of the library, and advises the City Council on the use and funding of the library.

Adopted by the City Council of the City of Lowell this ____ day of _____ 2022.

AYES: _____

NOES: _____

APPROVED:

Don Bennett, Mayor

ATTEST:

Jeremy Caudle, City Recorder

First reading: _____

Second reading: _____

Adopted: _____

Signed: _____

Effective date: _____

Agenda Item Sheet

City of Lowell City Council

Type of item:

Discussion

Item title/recommended action:

Water and parks system development charges update. – Discussion
Presenter: Matt Wadlington, PE – Principal, Civil West Engineering Services, Inc.

Justification or background:

City Council approved a scope of work with Civil West Engineering on 9/20/22 to develop recommendations on updating the water and parks system development charges (SDCs). The reason for the updates is to ensure that future development can pay for the capacity improvements listed in both the water and parks master plans. The City Engineer is scheduled to present the recommended changes to you. After the presentation, staff will request direction from City Council on the final SDC fees that you want to see in the final draft of the resolutions to update the fees. Staff will update the resolutions accordingly for your approval at a later meeting.

Budget impact:

N/A

Department or Council sponsor:

Public Works

Attachments:

Power point presentation; memo from Civil West Engineering; draft resolutions to update water and parks SDCs

Meeting date:

01/17/2023



Water and Parks System Development Charges (SDC) Update

City of Lowell, OR

1/17/2023

Civil West

Engineering Services, Inc.



Introduction

- **Scope: Calculate SDC eligibilities for new Capital Projects**
 - Capital Projects and Costs referenced from recent Master Plans:
 - Water Master Plan – Civil West, November 2022
 - Lowell Parks Master Plan – University of Oregon, May 2019
 - “SDC Eligibility” = Percent of estimated Capital Cost of a project to benefit future population in the City
- **SDC Methodologies retained from previous ordinances:**
 - Water System – Resolution 388, June 15th, 2004
 - Parks System – Resolution 389, June 15th, 2004

Water System



Water System – Methodology

- Methodology Retained from Resolution 388:
 - Fee Schedule based on Scaling Factors

Type of Development Water Meter Size	Flow Factor Equivalence
Residential: 5/8" x 3/4"	1.00
Commercial: 0.75"	1.50
1.00"	2.50
1.50"	5.00
2.00"	8.00
3.00"	16.00

- EDUs to be served by Water System:

Projected EDUs at Buildout:

878 (*Retained from Res. 388*)

Current EDUs (2022):

-536 (*Estimated in Water Master Plan*)

Future EDUs Subject to Water SDCs:

342

Water System – Capital Improvement Projects

Project	Estimated Cost	
New 500 GPM Water Treatment Plant*	\$2,149,443	Partially SDC Eligible
0.8 MG Reservoir - Upper Pressure Zone	\$1,783,243	
500 GPM Booster Pump Station	\$500,000	
Water Main Replacements	\$2,964,500	
Air Burst Retrofit	\$122,097	Not SDC Eligible, does not increase system capacity
Seismic Waterline Upgrades	\$2,912,325	
Fire Protection Upgrade Project	\$386,947	
Total Water Costs	\$10,818,554	

- Estimated Costs include Materials, Construction, Engineering, and Contingencies

*Cost of Water Treatment Plant Includes new SCADA system

Water System – SDC Eligibility Calculations

- **New 500 GPM Water Treatment Plant**

- Current Max Daily Demand: 246,127 GPD
- Future Max Daily Demand (at Buildout): 412,160 GPD
- SDC Eligibility = Proportion of Demand from Future Population Growth

$$\frac{\text{Future Demand} - \text{Current Demand}}{\text{Future Demand}} = \frac{412,160 \text{ GPD} - 246,127 \text{ GPD}}{412,160 \text{ GPD}} = \mathbf{40\% \text{ Eligible}}$$



Water System – SDC Eligibility Calculations

- **500 GPM Booster Pump Station**
 - This project is to support a planned development
 - Will only benefit future population, **100% SDC Eligible**



Water System – SDC Eligibility Calculations

- **800,000 Gallon Reservoir, Replace Old Concrete Reservoir**
 - Current Reservoir Size (to be Replaced): 460,000 Gal
 - Proposed New Reservoir Capacity: 800,000 Gal

- SDC Eligibility = Percent Increase in Storage Capacity

$$\frac{\text{New Reservoir Size} - \text{Old Reservoir Size}}{\text{New Reservoir Size}} = \frac{800,000 \text{ gal} - 460,000 \text{ gal}}{800,000 \text{ gal}} = \mathbf{43\% \text{ Eligible}}$$



Water System – SDC Eligibility Calculations

• Water Main Replacements

- Proposed to increase water main pipe sizes
 - 6" to 8" (9595 ft), and 10" to 12" (1745 ft)
 - Additional pipe volume is directly correlated to increase in capacity

$$\text{SDC Eligibility} = \frac{\left(\frac{\text{Increase in Pipe Area}}{\text{Proposed Pipe Area}} * \text{ft pipe} \right)_{8''} + \left(\frac{\text{Increase in Pipe Area}}{\text{Proposed Pipe Area}} * \text{ft pipe} \right)_{10''}}{\text{total ft pipe improved}}$$

$$\frac{\left(\frac{8^2 - 6^2}{8^2} * 9595 \text{ ft} \right)_{8''} + \left(\frac{12^2 - 10^2}{12^2} * 1745 \text{ ft} \right)_{10''}}{9595 \text{ ft} + 1745 \text{ ft}} = \mathbf{42\% \text{ Eligible}}$$



Water System – Summary

Capital Project	Total 2022 Cost	Existing Users		Future Users	
		%	Cost Share	%	Cost Share
New 500 GPM Water Treatment Plant	\$2,149,443	60%	\$1,283,569	40%	\$865,873
0.8 MG Reservoir - Upper Pressure Zone	\$1,783,243	58%	\$1,025,364	43%	\$757,878
500 GPM Booster Pump Station	\$500,000	0%	\$0	100%	\$500,000
Water Main Replacements	\$2,964,500	58%	\$1,728,304	42%	\$1,236,197
SRAMP Backbone Upgrades	\$2,912,325	100%	\$2,912,325	0%	\$0
Air Burst Retrofit	\$122,097	100%	\$122,097	0%	\$0
Fire Protection Upgrade Project	\$386,947	100%	\$386,947	0%	\$0
Total Water Costs	\$10,818,554		\$7,458,606		\$3,359,948
divided by future EDU to be served					÷ 342
EQUALS WATER SDC					\$9,824

Parks System



Parks System – Methodology

- Methodology Retained from Resolution 389:
 - Parks Improvement Project eligibilities calculated as the ratio of Future EDUs to Total EDUs at Buildout

Projected EDUs at Buildout:	896 (<i>Retained from Res. 389</i>)
Current EDUs (2022):	-536 (<i>Estimated in Water Master Plan</i>)
Future EDUs Subject to Parks SDCs:	360

At buildout, future users would comprise approximately 40% (360/896) of all homes.

Therefore, SDCs will be used to pay for 40% of eligible park improvement projects proposed in the Parks Master Plan

- Commercial and Industrial Properties Exempt from Parks SDCs
 - Except hotels and RV parks, which are subject to 65% of the SDC rate

Parks System – Project SDC Eligibility

- Proposed Park Capital Projects and Costs from Master Plan
 - Each are 40% SDC eligible, except for Paul Fisher Parking Lot Resurfacing

Project	Line Item	Estimated Cost
Rolling Rock Park	Phase I (Primary Infrastructure)	\$646,925.30
	Phase 2 (Additional Amenities)	\$256,984.50
Railroad Corridor Park	Total Improvements	\$164,426.90
Paul Fisher Park	Total Improvements	\$504,596.17
	Parking Lot Resurfacing	\$28,935.40
Cannon Street Festival Area	Total Improvements	\$338,498.00

Not SDC Eligible, Maintenance Cost

Parks System – Future Park Projects

- Current Parks SDC Methodology requires the following for future development:

Mini Parks (<1/4 mile service radius):	1/2 acre per 400 EDU
Neighborhood Parks (1/4 to 1/2 mile service radius):	2 acres per 400 EDU
Trails & Bike Paths:	1 mile per 400 EDU
Natural Areas:	7 acres per 400 EDU

- The proposed Master Plan Projects account for the following acreage and trail lengths:
 - Rolling Rock Park – 0.4 Acres of Neighborhood Parks
 - Railroad Corridor – 7.5 Acres of Natural Area, 0.6 Miles of Trails



Parks System – Additional Parks Required

- Required Parks at Full Buildout:

Required Parks	Per 400 EDU:	Per 360 EDU:	Proposed:	Remaining:	Cost per Unit (2022 Dollars):	Estimated Cost:
Mini Parks	1/2 acre	0.45 acre	0	0.45 acre	\$120,000.00	\$54,000.00
Neighborhood Parks	2 acres	1.80 acres	0.40 acre	1.40 acre	\$120,000.00	\$168,000.00
Trails	1 mile	0.90 mile	0.60 mile	0.3 mile	\$126,720.00	\$38,016.00
Natural Areas	7 acres	6.30 acres	7.5 acres	0	\$16,000.00	\$0.00
					TOTAL:	\$260,016.00

“Cost per Unit (2022 Dollars)” referenced from Resolution 389, with a CPI Inflation Multiplier of 1.6 (June 2004 to November 2022)

Parks System – Summary

Capital Project	Total 2022 Cost	Existing Users		Future Users	
		%	Cost Share	%	Cost Share
Rolling Rock Park Improvements	\$903,910	60%	\$540,732	40%	\$363,178
Railroad Corridor Park Improvements	\$164,427	60%	\$98,363	40%	\$66,064
Paul Fisher Park Improvements	\$504,596	60%	\$301,857	40%	\$202,740
Paul Fisher Park Replacements	\$28,935	100%	\$28,935	0%	\$0
Cannon Street Festival Area Improvements	\$338,498	60%	\$202,494	40%	\$136,004
0.45 Acre Mini Parks	\$54,000	0%	\$0	100%	\$54,000
1.4 Acre Neighborhood Parks	\$168,000	0%	\$0	100%	\$168,000
Total Park Costs	\$2,200,382		\$1,172,381		\$1,028,002
divided by future EDUs to be served					÷ 360
EQUALS PARK SDC					\$2,856

Conclusion

- The following SDCs were calculated as the maximum allowable fees for new developments using the City's Water and Parks Systems:

Type of Development Water Meter Size	Flow Factor Equivalence	System Development Charges	
		Water	Parks
Residential: 5/8" x 3/4"	1.00	\$9,824	\$2,856
Commercial: 0.75"	1.50	\$14,737	\$1,856*
1.00"	2.50	\$24,561	^
1.50"	5.00	\$49,122	^
2.00"	8.00	\$78,595	^
3.00"	16.00	\$157,191	^

**65% of Residential Fee; applied only to commercial developments that provide lodging*



Questions?





South Coast Office
PO Box 1589
Coos Bay, OR 97420

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321

Rogue Valley Office
830 O'Hare Parkway, Suite 102
Medford, OR 97501

North Coast Office
609 SW Hurbert Street
Newport, OR 97365

▪ **MEMORANDUM** ▪

TO City of Lowell PO Box 490 Lowell, OR 97452	DATE 01/17/2022	JOB NO 2101-021
	ATTN Jeremy Caudle, City Administrator	
	RE City of Lowell Parks and Water System Development Charge Update	

Executive Summary

The City of Lowell, Oregon (City) authorized Civil West Engineering Services, Inc. to update their Parks and Water System Development Charge (SDC) improvement project eligibilities. In accordance with Oregon Revised Statute (ORS) 223, the analysis of capital improvement projects and eligibilities was performed following the framework of the established Water and Parks SDC methodologies adopted by the City in Resolution 388 and Resolution 389 respectively on June 15, 2004.

Under statute, SDCs are a one-time fee imposed on new developments. In accordance with Resolution 388, commercial and industrial properties within the City's service limits are subject to tiered Water SDCs based on meter size where Flow Factor Equivalence is scaled to the rate of a standard residential meter. Commercial and industrial properties are exempt from Park SDCs according to Resolution 389, unless those properties provide lodging (i.e., hotels and RV parks), in which case they are subject to 65% of the residential Park System SDC rate.

Based on an analysis of recent Water and Parks Capital Improvement Plans (CIPs), the recommended SDC schedule for the Water and Parks systems is presented in Table 1.

Table 1 Recommended Schedule of Water and Parks SDCs

Type of Development Water Meter Size	Flow Factor Equivalence	System Development Charges	
		Water	Parks
Residential: 5/8" x 3/4"	1.00	\$9,824	\$2,856
Commercial: 0.75"	1.50	\$14,737	\$1,856*
1.00"	2.50	\$24,561	^
1.50"	5.00	\$49,122	^
2.00"	8.00	\$78,595	^
3.00"	16.00	\$157,191	^

*65% of Residential Fee; applied only to commercial developments that provide lodging

Background

The projects analyzed were those listed in CIPs provided in the City's Master Planning documents. The City of Lowell Parks Master Plan (PMP) was prepared by University of Oregon's Institute for Policy Research and Engagement in May 2019. The City of Lowell Water Master Plan (WMP) was prepared by Civil West Engineering Services, Inc. in October 2022. SDCs associated with these capital projects were calculated following the established methodologies adopted in Resolution 388 (Water System) and Resolution 389 (Parks System).

Population and EDU Analysis

An estimate of Lowell’s population in 2022 was provided in the WMP as 1290 people. This corresponded to an EDU of 536 (roughly 2.4 people per EDU). Current methodologies for the Parks and Water Systems estimate the EDU count at full system buildout at 896 and 878 respectively. Using the most recent EDU estimate as a basis, the future user EDU count was calculated for both systems as followed:

Parks System

Projected EDU at Buildout:	896
Current EDU in 2022:	-536
Future EDU Subject to Improvement SDCs:	360

Water System

Projected EDU at Buildout:	878
Current EDU in 2022:	-536
Future EDU Subject to Improvement SDCs:	342

Capital Improvement Projects

Parks System

Multiple Park improvement projects were recommended in the PMP totaling \$1,940,366. The projects included improvements to Rolling Rock Park, Railroad Corridor Park, Paul Fisher Park, and the Cannon Street Festival Area. \$28,935 was allocated in the CIP to replacement projects for Paul Fisher Park; these funds are not eligible for SDCs and were excluded from further calculations.

According to City policy, smaller, local use parks should be provided for new development at roughly these levels:

Mini Parks (<1/4 mile service radius):	1/2 acre per 400 EDU
Neighborhood Parks (1/4 to 1/2 mile service radius):	2 acres per 400 EDU
Trails & Bike Paths:	1 mile per 400 EDU
Natural Areas:	7 acres per 400 EDU

The projects listed in the PMP CIP meet the requirement for Natural Areas, approximately two-thirds of the requirement for Trails and Bike Paths, and approximately one-fifth of the requirement for Neighborhood Parks. The remainder of local use parks recommended for full buildout was estimated to total approximately \$260,000 in 2022 dollars based on unit costs from previous Parks SDC calculations.

The percent eligibility for parks projects to serve future populations was calculated as a ratio of future EDU (360) to projected EDU at buildout (896), approximately 40%.

Water System

\$10,818,554 of improvements were recommended in the 2022 WMP for the City’s water system. Of these, \$122,097 for retrofitting an air-burst screen cleaning system, \$386,947 for fire protection upgrades, and \$2,915,325 for seismic reinforcement of the distribution system are not eligible for SDCs because they do not increase system capacity.

\$2,149,443 for a water treatment plant (including \$306,420 for the plant’s new SCADA system), \$1,783,243 for a 1.1 MG reservoir, and \$2,964,500 for replacement of water mains in the distribution system with higher capacity pipes are partially eligible. \$500,000 for a 500 GPM booster pump station to supply water to a planned future development is completely eligible. Percent eligibilities for these water system projects were calculated as followed:

New 500 GPM Water Treatment Plant

The new Water Treatment Plant was sized based on an analysis of future water demand. Based on Max Daily Demand (MDD), the current population requires water production at a rate of 246,127 GPD (WMP Table 4.2.3). The expected MDD at buildout equals 412,160 GPD. The percent eligibility of the new plant was calculated as the proportion of future MDD for future population:

$$\frac{\text{Future Demand} - \text{Current Demand}}{\text{Future Demand}} = \frac{412,160 \text{ GPD} - 246,127 \text{ GPD}}{412,160 \text{ GPD}} = \mathbf{40\%}$$

New 0.8 MG Reservoir

The City currently has an older 460,000-gallon concrete reservoir in poor condition. A new 800,000-gallon reservoir was proposed to replace this older reservoir. Considering the capacity increase from replacement of the concrete reservoir, the percentage of the new reservoir built for future population was therefore calculated as:

$$\frac{\text{New Reservoir Size} - \text{Old Reservoir Size}}{\text{New Reservoir Size}} = \frac{800,000 \text{ gal} - 460,000 \text{ gal}}{800,000 \text{ gal}} = \mathbf{43\%}$$

Water Main Replacements

It was proposed to increase all 6” asbestos concrete pipes to 8” HDPE, and all 10” asbestos concrete pipes to 12” HDPE to provide capacity for growth. The capacity of pipes is directly proportional to cross sectional area. The WMP proposed improving 9595 ft of 6” pipe and 1745 ft of 10” pipe. Assuming current pipe diameters meet current capacity requirements, the average increase in pipe capacity resulting from pipe upsizing is assumed to fully benefit future population. The capacity increase benefiting the future population was therefore calculated as:

$$\frac{\left(\frac{\text{Increase in Pipe Area}}{\text{Proposed Pipe Area}} * \text{ft pipe improved}\right)_{8''} + \left(\frac{\text{Increase in Pipe Area}}{\text{Proposed Pipe Area}} * \text{ft pipe improved}\right)_{10''}}{\text{total ft pipe improved (8 and 10)}} =$$

$$\frac{\left(\frac{8^2 - 6^2}{8^2} * 9595 \text{ ft}\right)_{8''} + \left(\frac{12^2 - 10^2}{12^2} * 1745 \text{ ft}\right)_{10''}}{9595 \text{ ft} + 1745 \text{ ft}} = \mathbf{42\%}$$

Summary

The capital improvement projects recommended by the Parks and Water system Master Planning Documents were assessed for SDC eligibility. The eligibility of projects for both systems are itemized and resulting SDCs are provided below in Table 2.

Table 2 Summary of Capital Improvement Project SDC Eligibility and SDC Calculations

<u>PARKS SUMMARY</u>	Existing Users		Future Users		
	Total 2022 Cost	%	Cost Share	%	Cost Share
Rolling Rock Park Improvements	\$903,910	60%	\$540,732	40%	\$363,178
Railroad Corridor Park Improvements	\$164,427	60%	\$98,363	40%	\$66,064
Paul Fisher Park Improvements	\$504,596	60%	\$301,857	40%	\$202,740
Paul Fisher Park Replacements	\$28,935	100%	\$28,935	0%	\$0
Cannon Street Festival Area Improvements	\$338,498	60%	\$202,494	40%	\$136,004
0.45 Acre Mini Parks	\$54,000	0%	\$0	100%	\$54,000
1.4 Acre Neighborhood Parks	\$168,000	0%	\$0	100%	\$168,000
0.3 Mile Trails	\$38,016	0%	\$0	100%	\$38,016
Total Park Costs divided by future EDU to be served	\$2,200,382		\$1,172,381		\$1,028,002 ÷ 360
EQUALS PARK SDC					\$2,856

<u>WATER SUMMARY</u>	Existing Users		Future Users		
	Total 2022 Cost	%	Cost Share	%	Cost Share
New 500 GPM Water Treatment Plant	\$2,149,443	60%	\$1,283,569	40%	\$865,873
0.8 MG Reservoir - Upper Pressure Zone	\$1,783,243	58%	\$1,025,364	43%	\$757,878
500 GPM Booster Pump Station	\$500,000	0%	\$0	100%	\$500,000
Water Main Replacements	\$2,964,500	58%	\$1,728,304	42%	\$1,236,197
SRAMP Backbone Upgrades	\$2,912,325	100%	\$2,912,325	0%	\$0
Air Burst Retrofit	\$122,097	100%	\$122,097	0%	\$0
Fire Protection Upgrade Project	\$386,947	100%	\$386,947	0%	\$0
Total Water Costs divided by future EDU to be served	\$10,818,554		\$7,458,606		\$3,359,948 ÷ 342
EQUALS WATER SDC					\$9,824

CITY OF LOWELL, OREGON

RESOLUTION DRAFT

A RESOLUTION ADOPTING CAPITAL IMPROVEMENT PROJECTS AND ESTABLISHING FEES FOR A WATER TREATMENT AND DISTRIBUTION SYSTEM DEVELOPMENT CHARGES

WHEREAS, City of Lowell Ordinance 234 establishes System Development Charges (SDCs) pursuant to ORS 223.297-223.314; and

WHEREAS, the City retained Civil West Engineering Services, Inc. to analyze master planning documents and associated capital improvement projects and make recommendations regarding the City’s water treatment and distribution SDCs; and

WHEREAS, Ordinance 234 imposes the reimbursement and improvement elements of SDCs on new development within the City’s service area and provides that system development methodologies for both the reimbursement and improvement portions of the charge be adopted through resolution; now therefore,

BE IT RESOLVED that:

Section 1. Methodology: The City of Lowell retains the methodology of Resolution 388 and updates the calculation of SDCs as contained in the City of Lowell Parks and Water System Development Charge Update, Memorandum, dated November 10, 2022 located at Attachment One to this Resolution and by this reference is hereby incorporated into this Resolution.

Section 2. Capital Improvement Project List: The City of Lowell hereby adopts the Capital Improvement Projects listed in the table contained in Attachment One titled “Summary of Capital Improvement Project SDC Eligibility and SDC Calculations” as the Capital Projects Plan for which Water Improvement SDCs may be charged.

Section 3. System Development Charges Established: The following Water SDCs are hereby established in accordance with the methodology contained in Attachment 1:

- a. Water System \$9,463

Section 4. Effective Date: The above rates shall be effective on the effective date of Ordinance 234.

Adopted by the City Council of the City of Lowell, this ____ day of _____, 2022

Yea _____

Nay _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jeremy Caudle, City Administrator

Attachment One: City of Lowell Parks and Water System Development Charge Update

CITY OF LOWELL, OREGON

RESOLUTION DRAFT

A RESOLUTION ADOPTING CAPITAL IMPROVEMENT PROJECTS AND ESTABLISHING FEES FOR A PARKS SYSTEM DEVELOPMENT CHARGES

WHEREAS, City of Lowell Ordinance 234 establishes System Development Charges (SDCs) pursuant to ORS 223.297-223.314; and

WHEREAS, the City retained Civil West Engineering Services, Inc. to analyze master planning documents and associated capital improvement projects and make recommendations regarding the City’s parks SDCs; and

WHEREAS, Ordinance 234 imposes the reimbursement and improvement elements of SDCs on new development within the City’s service area and provides that system development methodologies for both the reimbursement and improvement portions of the charge be adopted through resolution; now therefore,

BE IT RESOLVED that:

Section 1. Methodology: The City of Lowell retains the methodology of Resolution 389 and updates the calculation of SDCs as contained in the City of Lowell Parks and Water System Development Charge Update, Memorandum, dated November 10, 2022 located at Attachment One to this Resolution and by this reference is hereby incorporated into this Resolution.

Section 2. Capital Improvement Project List: The City of Lowell hereby adopts the Capital Improvement Projects listed in the table contained in Attachment One titled “Summary of Capital Improvement Project SDC Eligibility and SDC Calculations” as the Capital Projects Plan for which Parks Improvement SDCs may be charged.

Section 3. System Development Charges Established: The following Parks SDCs are hereby established in accordance with the methodology contained in Attachment 1:

- a. Parks System \$2,856

Section 4. Effective Date: The above rates shall be effective on the effective date of Ordinance 234.

Adopted by the City Council of the City of Lowell, this ____ day of _____, 2022

Yea _____

Nay _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jeremy Caudle, City Administrator

Attachment One: City of Lowell Parks and Water System Development Charge Update

Agenda Item Sheet

City of Lowell City Council



Type of item:	Contract
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Item title/recommended action:

Motion to approve an "Agreement for improvements" with the Lowell School District, pursuant to the conditions of approval in land use application 2022-05, and to authorize the Mayor to sign. – Discussion/ Possible action

Justification or background:

On 12/7/22, the Planning Commisison approved land use application #2022-05. The Lowell School District was the applicant, and their application was for a site plan review associated with a high school gym and classroom expansion. The Planning Commission approved the site plan.

Condition of approval #4 of the "decision and final order" requires the applicant to enter into an improvement agreement with the city. This is our standard improvement agreement, and it requires the applicant to: complete certain public improvements; submit surety bonds guaranteeing the construction of public improvements; complying with City inspection and plan review processes; reimbursing the City for the City's costs of plan review and inspections; providing a 1-year warranty on public improvements; and maintaining insurance coverage over the public improvements work.

L.R.C. Sec. 9.805 requires developers to enter into improvements agreements with the City for developments requiring a site plan review. Sec. 9.805 also specifies the insurance and security requirments of improvements agreements, as well as the requirements regarding public improvements. This is why the Planning Commission made this a condition of approval for the land use application.

Agenda Item Sheet
City of Lowell City Council



Type of item:	Contract
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The requirements in the improvements agreement are also related to conditions of approval from the Planning Commission "decision and final order." Those conditions are in turn based on requirements in the City Development Code. For more information on those requirements and citations to the Development Code, see the 11/30/22 staff report to the Planning Commission, available online:

https://www.ci.lowell.or.us/sites/default/files/fileattachments/planning_commission/meeting/packets/8769/120722_pc_packet.pdf

Budget impact:

Reimbursement of engineering, planning, and legal expenses, TBD

Department or Council sponsor:

Planning Commission

Attachments:

Development agreement; decision and final order

Meeting date:	01/17/2023
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AGREEMENT FOR IMPROVEMENTS

This agreement is entered between the City of Lowell, P.O. Box 490, Lowell, Oregon 7452, hereafter referred to as “**City**” and the Lowell School District, 65 South Pioneer Street, Lowell, OR 97452, hereafter referred to as “**Developer**”. This agreement is for public improvements for North Pioneer Street, adjacent Assessor’s Map #19-01-14-23, Tax Lot 08100.

WHEREAS, Developer made application for, and the **City** approved, with conditions, a site plan review for an expansion of the gymnasium facilities consisting of additional classrooms and an exercise weight room, identified as File LU 2022 05; and

WHEREAS, Condition #4 of the Decision of the Lowell Planning Commission and LDC Section 9.805 require the City and Developer to enter into an agreement for public improvements required by the City in the final decision, and to be provided by Developer; now therefore,

THE PARTIES AGREE AS FOLLOWS:

1. **Developer** will comply with all conditions for approval listed in the Decision of the Lowell Planning Commission for LU 2022-05, dated December 8, 2022, identified as **Exhibit A** to this agreement, and by this reference incorporated herein, unless the **City** agrees in writing to modifications of the conditions.
2. **Developer** will pay all costs for design and construction of frontage improvements along East Main Street to include new wider sidewalk, planting strip, and street trees. Another necessary public improvement, but which is not related to street frontage, is the provision of adequate stormwater drainage of the site.

Improvements shall be designed and constructed in accordance with the City of Lowell Public Works Construction Standards, February 2003 Edition, and the Lowell Downtown Master Plan, unless modifications are approved in writing by **City**. Improvements shall not be deemed “completed” under this agreement until: 1) all work, including punch list items, has been finished and passed inspections and all tests; 2) the **City** has performed a final walk through inspection; 3) as-built record drawings have been submitted by the **Developer**; 4) final construction cost tallies for the improvements have been submitted by the **Developer**; and 5) the **City** has accepted the improvements by motion of the City Council.

3. The following public improvements must be completed by **Developer** prior to issuance of Certificates of Occupancy, unless bonded for completion as provided in Section 4 of this agreement.
 - a. Approximately 5-to-6-foot-wide sidewalk along the frontage of the approved development that fronts East Main Street;
 - b. Approximately 5-foot-wide planter strip in between the sidewalk and street;

- c. Street trees, placed at regular intervals, approximately 25 feet on center in the planter strip for the length of the frontage of the approved development; and
 - d. Public infrastructure related to the provision for stormwater drainage that will be located in the public right-of-way or become the responsibility of the of City after completion, acceptance and inspection.
4. **Developer** may submit for Certificates of Occupancy approval before completion of some or all the above-required public improvements if the following requirements are met:
 - a. Construction plans for the above-required public improvement have been submitted by **Developer** and approved by the **City**; and
 - b. **Developer** has provided a surety bond in accordance with LDC 9.806 – Security, in the amount of 150% of the mutually agreed upon estimated construction cost of the above-required public improvements that remain uncompleted, as shown on the approved plans.
5. The **City**, through its City Engineer or other designated representative or agency, will review all plans and inspect construction of all public improvements identified in Section 3 above. **Developer** shall pay actual costs of all engineering review and inspection costs of the above required improvements. City will bill the Developer actual costs of invoices received from the City’s contracted Civil Engineering firm for review and inspection costs. The estimated construction costs shall be completed by the **Developer** and approved by the **City**. In the event **Developer** requests application of standards other than those required by established **City** standards, **Developer** agrees to reimburse **City** for any additional costs associated with review and decision on such requests. If **Developer** submits significant design changes after previously submitted plans have been approved by the **City**, **Developer** shall reimburse the **City** for all additional costs to process the design changes. Fees for additional costs will be the actual hourly billed costs it takes to process and review the design changes.
6. **Developer** shall pay all fees required by any other agency for permits that may be required to complete the development.
7. **Developer** shall warrant any public improvements constructed under this agreement free of defects due to workmanship or materials for a period of one (1) year from the date of final **City** acceptance of the improvements described herein. If, within the warranty period, repairs are required in connection with the work, the **Developer** shall promptly, without expense to the **City**, place in satisfactory condition all guaranteed work, and correct any damage caused by the repair work.
8. **Developer** or their prime contractor shall provide proof of liability insurance in the amount of \$1,000,000 per occurrence, naming the City of Lowell as an additional insured, for any liability that may arise from construction of public improvements, by **Developer** or any contractor or service provider under contract to **Developer**, required under this agreement.

9. Any amendment to this agreement shall be in writing, signed by both parties and attached to the original signed agreement.
10. If arbitration, mediation, court or other proceeding is sought to enforce or interpret any of the terms of this agreement, the party not prevailing shall pay the prevailing party's attorney fees, costs and disbursements, and such other sums as the arbitrator, mediator or court may determine to be reasonable for the prevailing party in the case.
11. This agreement shall automatically terminate upon final payment of all charges and fees required by this agreement, completion of all public improvements required by this agreement and expiration of the accompanying one (1) year warranty period required by Section 7.

Accepted and executed this _____ day of _____, 2023.

For **City of Lowell**

For **Lowell School District**

By: Don Bennett, Mayor

By:

Attest:

By: Jeremy Caudle, City Administrator

By:

Exhibit A: Decision of the Planning Commission, LU 2022-05, dated December 8, 2022

**DECISION & FINAL ORDER
OF THE LOWELL PLANNING COMMISSION**

**LU 2022 05 Site Plan Review for Phase of Lowell High School Gym Expansion on
Map and Tax Lot 19-01-14-23-08100.**

A. The Lowell Planning Commission finds the following:

1. The Lowell Planning Commission has reviewed all materials relevant to the Site Plan Review Application (**FILE NO. LU 2022 05**) that has been submitted by the applicant and staff regarding this matter for including the criteria, findings, conditions of approval, and conclusions within the Final Order and referenced staff report.

2. On **December 7, 2022**, the Lowell Planning Commission reviewed LU 2022 05 after giving the required notice as per the Lowell Development Code and held a public hearing that was open to the public.

3. At the **December 7, 2022**, public hearing, the Lowell Planning Commission made a motion to **approve the application subject to the findings, conclusions and conditions, as contained in the Staff Report**

4. The approval of LU 2022 05 is subject to the following conditions of approval:

Condition of Approval #1: Prior to the issuance of building permits, applicant or contractor shall submit a street tree plan showing canopy trees spaces approximately 25' apart, consistent with Policy 1.7 of the Lowell Downtown Master Plan.

Condition of Approval #2: Construction plans related to improvements related to stormwater runoff shall first be reviewed and approved by the City Administrator or their designee, prior to the issuance of building permits. Construction level review may occur as part of the building permit review process.

Condition of Approval #3: Construction plans for sidewalks and planter strips shall be submitted to the City Administrator, or their designee, for review and approval prior to the issuance of building permits. Construction level review may occur as part of the building permit review process.

Condition of Approval #4: Prior to the issuance of certificates of occupancy, the applicant and the City shall enter into an improvement agreement for the required public improvements and connections to public facilities involved with development of Phase 1. The public improvements shall be conducted in accordance with Section 9.801, Improvement Procedures.

Condition of Approval #5: Prior to the issuance of certificates of occupancy and prior to final acceptance of the urban street improvements, the applicant/developer shall file a surety or performance bond for the completed public improvements. Said improvements shall be inspected by the City Engineer or their designee before final acceptance.

5. Findings of Fact for basis of decision are attached hereto as Exhibit A.

6. This approval is subject to a 15-day appeal period. The appeal must be submitted within 15-days of the notice of decision being mailed out.

Signed this 8 day of December 2022

DEC 08 2022

Date Mailed: _____

A handwritten signature in black ink, appearing to read 'Lon Dragt', is written over a horizontal line.

Mr. Lon Dragt, Chair, Lowell Planning Commission

Agenda Item Sheet

City of Lowell City Council

Type of item:

Discussion

Item title/recommended action:

Review the "Participating city annex template" associated with the Lane County hazard mitigation planning project. – Discussion

Justification or background:

Staff are asking for City Council input on the city annex for the Lane County Multi-Jurisdictional Hazard Mitigation Plan. Staff are requesting that City Council prepare a list for discussion at the February 7 meeting including: hazard type, effect of hazard on Lowell, hazard frequency within the last 100 years, and hazard severity. County emergency management staff are meeting on Lowell on February 9 to continue working on the annex, and City Council's input will inform that process. Lane County's schedule from now until final plan adoption will include multiple opportunities for public involvement. This is just a first step.

Budget impact:

N/A

Department or Council sponsor:

Administration

Attachments:

City annex

Meeting date:

01/17/2023

Participating City Annex Template

Introduction

The purpose of this annex to the Lane County Multi-Jurisdiction Hazard Mitigation Plan is to consolidate information specific to the City of [participating city] and serves as an executive summary. The requirements set forth in 44 CFR 201 can be found in the Base Plan while this annex provides supplemental information. For more information regarding the Code of Federal regulations for Local Hazard Mitigation Planning, see the overview provided in Section 1 of the Base Plan. Additional information is found in the call out boxes included within Sections of 2, 3, 4, and 5 of the Base Plan.

The 2022 Lane County Multi-Jurisdiction Natural Hazard Mitigation Plan sanctioned by OEM and FEMA is the first for which the City of [insert participating city] has been a formal participant. Like other formal participants, being a participant in an approved multi-jurisdiction hazard mitigation plan creates eligibility for the following important grants:

- Hazard Mitigation Grant Program (HMGP)
- Building Resilient Infrastructure and Communities Grants (BRIC)
- Flood Mitigation Assistance Grants (FMA)

In addition to creating eligibility for federal grants, the Plan serves as a 5-year road map for activities with the purpose and potential to make [City Name] a stronger, safer, and more resilient community.

Sub-sections within this annex to the Lane County Multi-Jurisdiction Natural Hazard Mitigation Plan describe the following:

- [individual participants and contributions of the local planning team/stakeholders]
- [account of meetings and work sessions included in the planning process]
- [results of the OEM prescribed hazard quantification process for each hazard type; discussion of previous occurrences; probability of future occurrences; potential vulnerability of public and private assets; maximum credible threat posed by each hazard]
- [details regarding mitigation projects identified as priorities, including location, estimated cost, grant funding opportunities, implementation timeframe, and hazards addressed]
- [details for mitigation project implementation, review of local program, and plan update 5-year cycle]

Hazard Mitigation Meetings and Work Sessions

This sub-section of the City of [participating jurisdiction] provides a detailed account of the local hazard mitigation planning team and the individual work sessions that contributed to the Lane County Multi-Jurisdiction Hazard Mitigation Plan update.

Hazard Mitigation Team

[INSERT TABLE with Name of Planning Team Members, Title of each Member, and Agency Represented]

Individual City Work Sessions

Work sessions with individual cities were conducted following the initial project orientation meeting and intervening months between general planning group meetings. The individual work sessions that the City of [participating jurisdiction] took part are outlined below.

Commented [IBJ1]: This language is boilerplate that will be featured in each of the city annexes. All that is required is filling the name of the participating city.

Commented [IBJ2]: Is this true of your city? If this is not the first time that your city has participated in a Multi-Jurisdiction NHMP, amend the language to identify if this is the second, third, fourth, etc. planning cycle for which the city has participated.

Commented [IBJ3]: Boilerplate language to appear in each city annex.

Commented [IBJ4]: Possible some of this language will change by the conclusion of the planning process; most of this information will remain and be included in the annex but may include other elements based on planning process. Revisit what is included in the annex as the process approaches conclusion for Draft 1 (target completion date, 4/28/23).

Commented [IBJ5]: Compile list of individuals who participate in the planning process within your local teams: provide name, position title, and affiliated agency/department/organization.

Commented [IBJ6]: Boilerplate language to appear in all annexes; Lane County will collaborate with your city to track individual work sessions and content associated with each meeting.

[INSERT TABLE with date of work sessions, location, meeting/work session purpose/content]

Subject matter discussed during work sessions included an overview of FEMA grant programs, discussion of common mitigation ideas, and specific project ideas for the City of [participating jurisdiction]. The result of this overall process was a thorough evaluation of risk factors and mitigation solutions. Certain hazards [name 2-3 examples] were highlighted with notable significance for [participating jurisdiction], while other hazards [insert 2-3 examples] were found to be less relevant in a direct context. Systems and concepts considered included infrastructure resiliency, transportation network, city planning, floodplain management, public safety, and public and private facilities. A range of both general and specific mitigation ideas and projects were identified and scoped in the field.

City of [Participating Jurisdiction]: Hazard Quantification

A risk assessment begins by identifying the full range of potential hazards are evaluated to determine relative importance and aids decision-making when prioritizing mitigation activities.

There are various approaches for evaluating hazards and the risk they present. “Hazard Quantification” is a scoring method prescribed by the State of Oregon Office of Emergency Management (OEM) used to assist with prioritizing hazards and understanding risk. The method does not predict the occurrence of a particular hazard, but does “quantify” the risk of one hazard compared to another. By performing this analysis, planning can be focused where the risk is greatest. Among other outcomes, the hazard analysis can:

- help establish priorities for planning, capability development, and hazard mitigation;
- serve as a tool in the identification of hazard mitigation measures;
- be one tool in conducting a hazard-based needs analysis;
- serve to educate the public and public officials about hazards and vulnerabilities; and
- help communities make objective judgments about acceptable risk.

One of the many strengths of the hazard quantification approach is it employs a consistent methodology with the intent of objective results and findings. The methodology was first developed by the Federal Emergency Management Agency (FEMA) circa 1983, and gradually refined by OEM over the years. The methodology produces scores that range from 24 (lowest possible) to 240 (highest possible). By applying one order of magnitude from lowest to highest, a hazard with a score of 240 is considered ten (10) times more severe than a hazard with a rating of 24.

Key components of the “hazard quantification” methodology include maximum threat, vulnerability, and probability assessment. Maximum threat considers the degree of impact under a worst case scenario, regardless of probability. Vulnerability examines potential impacts to populations, the built environment, and natural environment for ‘typical’ events. Probability assessment reviews the frequency of past events as a means for predicating the likelihood of future occurrence. Somewhat less vital to the overall hazard quantification score (but still relevant) is history of occurrence.

In addition, each category includes a weight factor. Weighting factors were developed for each of the four hazard quantification categories as a way to emphasize certain categories’ importance over others in terms of assessing risk. The four OEM prescribed hazard quantification categories and their weight factors are listed and described below in Table #.

Commented [IBJ7]: Mostly boilerplate text in this format; however, depending on the focus and content of the work sessions with your city and Lane County, there will likely be changes in the content described in this paragraph.

Commented [IBJ8]: The text in this introduction section will be mostly boilerplate and appear in each city annex to describe the methodology for using hazard quantification. The language is likely to change by the completion of the first draft but will be standardized across annexes. Collaborative effort between Lane County and city partners during the planning process.

Table Header

[TABLE]

Source:

Scoring Guidelines

In order to assign scores for each category during the risk assessment, OEM developed scoring guidelines as a method for standardizing assessment and minimizing subjectivity.

- History
- Probability
- Vulnerability
- Maximum Threat

To tabulate, scores for each category are multiplied by the associated weight factors to create a 'sub-score'. Adding the sub-scores for history, probability, vulnerability, and maximum threat for each hazard produces a 'total hazard quantification score' for each hazard. Table # summarizes the hazard quantification results for the City of [participating jurisdiction], followed by a discussion for each hazard.

Table Header

[TABLE]

Source: City of [participating jurisdiction] Natural Hazard Mitigation Planning Team

Individual Hazard Discussions

This sub-section provides a discussion about each hazard and specific risks posed by the hazard to the City of [participating jurisdiction].

Hazard Type #1

[Discussion]

Table # provides the raw and weighted scores for [hazard type] as it relates to the City of [participating jurisdiction].

Table Header

[TABLE]

Source: City of [participating jurisdiction] Natural Hazard Mitigation Planning Team

Hazard Type #2

[Discussion]

Table # provides the raw and weighted scores for [hazard type] as it relates to the City of [participating jurisdiction].

Table Header

[TABLE]

Commented [IBJ9]: Table to insert here provided by Lane County via your city folder within the project space on Basecamp.

Commented [IBJ10]: This table is the deliverable and output product from the city's Risk and Vulnerability Assessment analysis (Nov. 28 – Jan. 23)

Commented [IBJ11]: Generate a brief summarization of the how the hazard DIRECTLY affects your city (even if that "effect" is minimal). 13 hazard spaces provided to account for the maximum anticipated hazard count that could affect a jurisdiction; add or eliminate as needed. Part of this Discussion content should include prior occurrences of the hazard since the previous planning cycle or historically (as relevant).

Commented [IBJ12]: Extract the raw and weighted scores from the hazard quantification portion of the risk assessment and display in a small table here (done for each hazard).

Source: City of [participating jurisdiction] Natural Hazard Mitigation Planning Team

Hazard Type #3

[Discussion]

Table # provides the raw and weighted scores for [hazard type] as it relates to the City of [participating jurisdiction].

Table Header

[TABLE]

Source: City of [participating jurisdiction] Natural Hazard Mitigation Planning Team

Hazard Type #4

[Discussion]

Table # provides the raw and weighted scores for [hazard type] as it relates to the City of [participating jurisdiction].

Table Header

[TABLE]

Source: City of [participating jurisdiction] Natural Hazard Mitigation Planning Team

Hazard Type #5

[Discussion]

Table # provides the raw and weighted scores for [hazard type] as it relates to the City of [participating jurisdiction].

Table Header

[TABLE]

Source: City of [participating jurisdiction] Natural Hazard Mitigation Planning Team

Hazard Type #6

[Discussion]

Table # provides the raw and weighted scores for [hazard type] as it relates to the City of [participating jurisdiction].

Table Header

[TABLE]

Source: City of [participating jurisdiction] Natural Hazard Mitigation Planning Team

Hazard Type #7

[Discussion]

Table # provides the raw and weighted scores for [hazard type] as it relates to the City of [participating jurisdiction].

Table Header

[TABLE]

Source: City of [participating jurisdiction] Natural Hazard Mitigation Planning Team

Hazard Type #8

[Discussion]

Table # provides the raw and weighted scores for [hazard type] as it relates to the City of [participating jurisdiction].

Table Header

[TABLE]

Source: City of [participating jurisdiction] Natural Hazard Mitigation Planning Team

Hazard Type #9

[Discussion]

Table # provides the raw and weighted scores for [hazard type] as it relates to the City of [participating jurisdiction].

Table Header

[TABLE]

Source: City of [participating jurisdiction] Natural Hazard Mitigation Planning Team

Hazard Type #10

[Discussion]

Table # provides the raw and weighted scores for [hazard type] as it relates to the City of [participating jurisdiction].

Table Header

[TABLE]

Source: City of [participating jurisdiction] Natural Hazard Mitigation Planning Team

Hazard Type #11

[Discussion]

Table # provides the raw and weighted scores for [hazard type] as it relates to the City of [participating jurisdiction].

Table Header

[TABLE]

Source: City of [participating jurisdiction] Natural Hazard Mitigation Planning Team

Hazard Type #12

[Discussion]

Table # provides the raw and weighted scores for [hazard type] as it relates to the City of [participating jurisdiction].

Table Header

[TABLE]

Source: City of [participating jurisdiction] Natural Hazard Mitigation Planning Team

Hazard Type #13

[Discussion]

Table # provides the raw and weighted scores for [hazard type] as it relates to the City of [participating jurisdiction].

Table Header

[TABLE]

Source: City of [participating jurisdiction] Natural Hazard Mitigation Planning Team

New Development in Hazard Areas

[Content describing the new development, or lack therefore, that has occurred in the past five years]

Mitigation Projects

This subsection describes mitigation projects identified by the City of [participating jurisdiction] during the planning process. See Section 4 of the Base Plan for additional information regarding the methodology for developing of the overall mitigation strategy, identifying action items, and prioritizing action items and projects.

Mitigation Action Item (#1 or a): State the mitigation action item.

Include table format that provides project details.

- Location
- Coordinating Agencies
- Implementation Timeframe
- Estimated Cost
- Potential Funding Sources
- Hazards Mitigated
- Comments
- Current Site Photos (if applicable)

Commented [IBJ13]: Identify if any new development has occurred in areas within your jurisdiction close to or within hazardous areas. Also explicitly state if development has not occurred in hazardous areas, whether due to effective mitigation keeping new development away from hazardous areas or due to a general lack of development occurring in your jurisdiction.

Commented [IBJ14]: A collection of information and details provided for each Mitigation Action Item and Associated Project from the 2017 Plan Update; likely that this information will be included again for the 2022 Plan Update but may include additional details as necessary; determined through collaboration between Lane County and your jurisdiction; aim for standardization of information across city annexes.

Hazard Mitigation Plan Implementation and Maintenance

In keeping with standard practices to ensure incorporation of overall goals and strategy of the hazard mitigation plan, the City of [participating jurisdiction] Natural Hazard Mitigation Planning Team members will be invited to participate in future plan development or existing plan update committees. Additionally, this Hazard Mitigation Action Plan will be cited as a technical reference for future plan update processes. Planning documents and mechanisms applicable to this process may include the following:

- City of [participating jurisdiction] Comprehensive Plan
- Capital Improvement Plans
- Emergency Management Plan
- Local Community Wildfire Protection Plan
- City of [participating jurisdiction] Floodplain Development Ordinance
- Building Code
- Subdivision Code
- Erosion Control
- Stormwater Management Plan

Additionally, progress to implement this plan will be monitored on an ongoing basis by city staff and administration. The planning process is essential in identifying weaknesses and strengths inherent in the community and cooperatively enables coordination with various agencies and jurisdictions that might not otherwise occur. Continuing this cooperative and interactive process is exemplified by the planning process. Annual reviews and updates under a 5-year cycle will be pursued. Using these methods, the overarching goal of a stronger, safer, more resilient community can be attained.

Commented [IBJ15]: This section will likely change in format and include additional content to improve specificity in the overall plan and within each city annex. Further instructions and guidance about completing this portion of the annex will be provided in January 2023, most likely as part of Steering Committee Meeting 3.

Commented [IBJ16]: An aspect of the Mitigation Strategy and Plan Maintenance phases of the project will be to identify policy connections to other important planning documents guiding development, land use, resource allocation and use, and future initiatives affecting your jurisdiction (Jan. – Apr. 2023). In collaboration with Lane County, each city will explore potential policy connections between the Mitigation Action Items listed in the city annexes and with other regulatory and non-regulatory planning documents.

Agenda Item Sheet

City of Lowell City Council



Type of item:	Discussion
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Item title/recommended action:

Review security system protocol for 70 N. Pioneer St. – Discussion

Justification or background:

Staff are requesting City Council input on a protocol for responding to security alarms at 70 N. Pioneer St. This issues has arisen because we have had several false alarms-- some late at night. This has caused us to think about the safety implications of responding to alarm calls. Staff recommend developing a resolution with the final protocols so that there is an understanding on how to handle security alarm responses.

Recommended steps

(1.) The City Administrator, Public Works Director, Mayor, and City Clerk are listed as 1, 2, 3, and 4 on the list on people who receive a call from the monitoring company. If person 1 doesn't answer, then the security company calls person 2, and so on. Each of the other members of City Council should be on the call list to ensure redundancy in case someone is out of town, doesn't answer their phone, and so on.

(2.) The Lane County Sheriff's Office will not repond to an alarm call unless there is verification that someone is in the building. Whoever receives a call first, calls someone else on the list. Those two drive to the building in separate vehicles. Before getting out of the car, both or one of the people responding drive around the building on the street. That way, they can see from the safety of their vehicle if someone is in the building or if there is evidence of a break-in. If they see someone, or see evidence of a break-in, then they call 9-1-1 and stay in their vehicle from a safe distance. If they don't see anyone, then progress to step (3).

Agenda Item Sheet
City of Lowell City Council



Type of item:	Discussion
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(3.) One of the people responding to the call enters the building, while the other stays in their car and observes from a distance. If the building is safe, the first person gives a signal to the second that it is safe to enter. At this point, they can reset the alarm. If the first person does not give the signal, or if they don't come back out within a reasonable timeframe, then the second person should remain in their vehicle from a safe distance and call 9-1-1.

Budget impact:

N/A

Department or Council sponsor:

Administration

Attachments:

N/A

Meeting date:	01/17/2023
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