

**Lowell City Council**  
**Regular Meeting**  
**Tuesday, June 20, 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](http://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](mailto:admin@ci.lowell.or.us).
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### **Regular Meeting Agenda**

#### Call to Order/Roll Call/Pledge of Allegiance

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

#### Approval of Agenda

#### Consent Agenda

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

- May 2023 financial statements
- May 2023 check register

#### Public Comments

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

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

## City Council Meeting Agenda

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

### Council Comments (three minutes per speaker)

#### Staff Reports

1. City Administrator report
2. Public Works report
3. Oakridge police report for May 2023

#### Presentations

1. Presentation by Bill Maas, CPA with Emerald CPA Group on the financial statement audit for the fiscal year ending June 30, 2022.
2. Presentation by Police Chief Kevin Martin with the City of Oakridge Police Department on the law enforcement services agreement.

#### Public Hearings

#### Old Business

#### New Business

1. Resume consideration of FY 2023/2024 budget and utility rates. – Discussion/ Possible action
  - a. Presentation by City Administrator Jeremy Caudle
  - b. Discussion and direction from City Council
2. Motion to approve an “Agreement for law enforcement services” with the City of Oakridge and to authorize the Mayor to sign. – Discussion/ Possible action
3. Motion to approve a City Administrator “Employment agreement” with Jeremy Caudle to replace the prior “Employment agreement.” – Discussion/ Possible action
4. Motion to approve a “Master integrator of record agreement” with The Automation Group. – Discussion/ Possible action
5. Motion to approve Resolution 805, “A resolution accepting public dedications of improvements from McDougal Bros. Investments for the Crestview Estates Subdivision and establishing a value for the dedications.” – Discussion/ Possible action

## City Council Meeting Agenda

6. Motion to approve an “Intergovernmental agreement” with Lane Council of Governments for information systems services and to authorize the City Administrator to sign. – Discussion/ Possible action
7. Motion to approve Resolution #802, “A resolution declaring the city’s election to receive state revenues for fiscal year 2023/2024.”
8. Motion to approve Resolution 804, “A resolution certifying services.”
9. Motion to approve Resolution 807, “A resolution authorizing and adjustment to employee pay and benefits for the 2023/2024 fiscal year.” – Discussion/ Possible action
10. Review LaneACT “Member transportation priority needs assessment 2023.” – Discussion

### Other Business

1. Reminder of special meeting on Tuesday, June 27 at 6:00 pm to adopt the following resolutions:
  - a. Resolution 801, “A resolution to establish water and sewer rates to be effective July 1, 2023.”
  - b. Resolution 803, “A resolution to adopt a budget and impose and categorize taxes for fiscal year 2023/2024”
  - c. Resolution 806, “ A resolution adopting a supplemental budget for fiscal year 2022-2023 and making supplemental appropriations.”

### Mayor Comments

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

Recess the Regular Meeting. Executive Session to follow.

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### **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

## City Council Meeting Agenda

this executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

### Call to Order/Roll Call

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

### Executive Session:

This executive session is being held pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of an employee or staff member. – City Administrator performance evaluation

### Adjourn the Executive Session

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### Return to the Regular Meeting

Upon returning to the regular meeting, City Council may discuss and vote on the following item:

- City Administrator compensation for the fiscal year beginning July 1, 2023 based on the results of the annual performance evaluation.

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
05/23	05/04/2023	17502	1205	Cascade Columbia	864250	1	240-490-6750	.00	1,333.68	1,333.68
05/23	05/04/2023	17503	1230	Caudle, Jeremy	NDA MAIN S	1	110-410-6226	.00	52.82	52.82
05/23	05/04/2023	17504	1235	Century Link	WATER TOW	1	230-490-6440	.00	79.50	79.50
05/23	05/04/2023	17505	1275	City of Lowell	MAR 23 W/S	2	240-490-6760	.00	3,280.10	3,280.10
05/23	05/04/2023	17506	1505	Grainger	9670803346	4	240-490-6324	.00	428.35	428.35
05/23	05/04/2023	17507	1530	H & J Construction	5287	1	312-490-6330	.00	1,090.00	1,090.00
05/23	05/04/2023	17508	1710	Lane Electric Cooperative	APRIL 2023	8	312-490-6430	.00	5,477.57	5,477.57
05/23	05/04/2023	17509	1805	Mid-State Industrial Inc	0205111	1	230-490-6330	.00	1,579.36	1,579.36
05/23	05/04/2023	17510	2185	Southside Bank	256156 2023	4	110-800-7512	.00	40,346.38	40,346.38
05/23	05/10/2023	17511	1120	Banner Bank	Multiple	12	110-460-6234	.00	2,137.22	2,137.22
05/23	05/10/2023	17512	1215	Caselle	124772	9	314-490-6122	.00	1,285.00	1,285.00
05/23	05/10/2023	17513	1275	City of Lowell	APRIL 2023	8	110-420-6425	.00	2,518.18	2,518.18
05/23	05/10/2023	17514	1280	City of Oakridge	MAY/2023/00	1	110-430-6118	.00	2,673.99	2,673.99
05/23	05/10/2023	17515	1305	Correct Equipment, Inc.	49035	1	240-490-6324	.00	2,000.00	2,000.00
05/23	05/10/2023	17516	2595	Department of Enviornmen	47117	1	240-490-6220	.00	166.40	166.40
05/23	05/10/2023	17517	2520	Douglas Fast Net	DFN 0523	2	110-410-6435	.00	8.00	8.00
05/23	05/10/2023	17518	1670	Lane Council of Governme	87394	1	110-440-6522	.00	14,417.67	14,417.67
05/23	05/10/2023	17519	1765	Lowell Mini Storage	MAY 2023	1	314-490-6705	.00	80.00	80.00
05/23	05/10/2023	17520	2560	National Business Solution	IN115996	3	110-410-6124	.00	37.15	37.15
05/23	05/10/2023	17521	1855	Nichols, Layli	APR 2023	4	240-490-6114	.00	1,820.00	1,820.00
05/23	05/10/2023	17522	1885	One Call Concepts	3040416	2	240-490-6712	.00	100.80	100.80
05/23	05/10/2023	17523	1980	Pacific Office Automation In	5024923166	3	240-490-6128	.00	220.93	220.93
05/23	05/10/2023	17524	2070	Renewable Resource Grou	157137,1571	7	230-490-6755	.00	1,004.40	1,004.40
05/23	05/10/2023	17525	2385	S & F Land Services, LLC	20230410	2	110-410-8225	.00	1,843.40	1,843.40
05/23	05/10/2023	17526	2470	TPJUW, PC	TPJUW 5305	1	110-410-6112	.00	1,039.00	1,039.00
05/23	05/10/2023	17527	2325	Verizon Wireless	9933162907	3	240-490-6440	.00	270.66	270.66
05/23	05/10/2023	17528	2580	Wells Fargo Financial Leas	5025036578	1	110-410-6124	.00	95.96	95.96
05/23	05/18/2023	17529	1165	Bridge Town Market	4/18/23-5/2/2	2	240-490-6710	.00	254.97	254.97
05/23	05/18/2023	17530	2545	Brodart Co	618470	6	110-450-8335	.00	441.09	441.09
05/23	05/18/2023	17531	1185	C & D Land and Tree LLC	2023015, 20	2	110-420-6330	.00	2,050.00	2,050.00
05/23	05/18/2023	17532	1235	Century Link	APRIL 23	3	230-490-6435	.00	265.05	265.05
05/23	05/18/2023	17533	1245	Charter Communications	0017273050	1	240-490-6435	.00	137.98	137.98
05/23	05/18/2023	17534	1275	City of Lowell	APR 2023 F	2	240-490-6760	.00	3,252.35	3,252.35
05/23	05/18/2023	17535	1305	Correct Equipment, Inc.	49108	1	230-700-8540	.00	3,217.40	3,217.40
05/23	05/18/2023	17536	2595	Department of Enviornmen	47813	1	240-490-6220	.00	280.00	280.00
05/23	05/18/2023	17537	1445	Ferguson	1200959	1	110-420-6324	.00	210.73	210.73
05/23	05/18/2023	17538	1470	Gatehouse Eugene - Adver	0000553837	2	110-410-6220	.00	274.00	274.00
05/23	05/18/2023	17539	1775	Lowell School District	FUEL APR M	1	230-490-6710	.00	225.43	225.43
05/23	05/18/2023	17540	2070	Renewable Resource Grou	157554,1576	4	230-490-6755	.00	550.80	550.80
05/23	05/18/2023	17541	2135	SaniPac	4526744S01	2	240-490-6445	.00	97.81	97.81
05/23	05/18/2023	17542	2200	St. Cousair Oregon Orchar	S5715	2	314-490-6814	.00	462.00	462.00
05/23	05/24/2023	17543	2490	Alpine Heating & Air Condit	60541304	1	110-450-6320	.00	225.00	225.00
05/23	05/24/2023	17544	1205	Cascade Columbia	867162	1	240-490-6750	.00	1,381.70	1,381.70
05/23	05/24/2023	17545	1285	Civil West Engineering Ser	2101.001B00	7	110-440-6116	.00	3,210.00	3,210.00
05/23	05/24/2023	17546	2515	Demco	Multiple	4	110-450-8335	.00	558.03	558.03
05/23	05/24/2023	17547	1445	Ferguson	1202017	1	230-490-6712	.00	341.55	341.55
05/23	05/24/2023	17548	1530	H & J Construction	5295	1	230-490-6330	.00	1,917.00	1,917.00
05/23	05/24/2023	17549	1805	Mid-State Industrial Inc	0205615	1	240-490-6330	.00	903.40	903.40
05/23	05/24/2023	17550	2070	Renewable Resource Grou	157784,1579	3	230-490-6755	.00	403.20	403.20
05/23	05/24/2023	17551	2310	USA Blue Book	00007416	5	312-490-6330	.00	719.50	719.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Grand Totals:								.00		106,765.51

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-2125	.00	70,580.89-	70,580.89-
110-410-6112	1,039.00	.00	1,039.00
110-410-6114	728.00	.00	728.00
110-410-6122	235.02	.00	235.02
110-410-6124	114.96	.00	114.96
110-410-6128	56.17	.00	56.17
110-410-6220	274.00	.00	274.00
110-410-6226	52.82	.00	52.82
110-410-6230	45.22	.00	45.22
110-410-6234	18.15	.00	18.15
110-410-6420	105.53	.00	105.53
110-410-6425	245.06	.00	245.06
110-410-6430	275.34	.00	275.34
110-410-6435	8.00	.00	8.00
110-410-6440	91.59	.00	91.59
110-410-8225	921.70	.00	921.70
110-420-6122	86.15	.00	86.15
110-420-6234	36.88	.00	36.88
110-420-6290	140.00	.00	140.00
110-420-6324	210.73	.00	210.73
110-420-6330	1,400.00	.00	1,400.00
110-420-6420	282.12	.00	282.12
110-420-6425	134.28	.00	134.28
110-420-6430	158.90	.00	158.90
110-420-6710	293.86	.00	293.86
110-420-8225	921.70	.00	921.70
110-430-6118	2,673.99	.00	2,673.99
110-440-6116	2,627.50	.00	2,627.50
110-440-6122	16.87	.00	16.87
110-440-6230	4.04	.00	4.04
110-440-6522	14,417.67	.00	14,417.67
110-450-6122	46.13	.00	46.13
110-450-6128	27.97	.00	27.97
110-450-6230	27.10	.00	27.10
110-450-6234	117.77	.00	117.77
110-450-6320	225.00	.00	225.00
110-450-6420	7.05	.00	7.05
110-450-6425	16.79	.00	16.79
110-450-6430	289.26	.00	289.26
110-450-8335	1,790.99	.00	1,790.99
110-460-6234	4.04	.00	4.04
110-470-6326	64.75	.00	64.75
110-480-6230	2.41	.00	2.41
110-800-7111	10,916.16	.00	10,916.16
110-800-7112	8,529.18	.00	8,529.18
110-800-7511	11,733.36	.00	11,733.36
110-800-7512	9,167.68	.00	9,167.68

GL Account	Debit	Credit	Proof
220-2125	.00	53.54-	53.54-
220-490-6122	22.10	.00	22.10
220-490-6230	4.84	.00	4.84
220-490-6420	2.82	.00	2.82
220-490-6425	6.71	.00	6.71
220-490-6430	17.07	.00	17.07
230-2125	.00	13,740.49-	13,740.49-
230-490-6114	455.00	.00	455.00
230-490-6116	170.00	.00	170.00
230-490-6122	400.37	.00	400.37
230-490-6128	88.37	.00	88.37
230-490-6230	54.11	.00	54.11
230-490-6330	3,496.36	.00	3,496.36
230-490-6420	36.00	.00	36.00
230-490-6425	67.14	.00	67.14
230-490-6430	1,309.21	.00	1,309.21
230-490-6435	76.38	.00	76.38
230-490-6440	189.39	.00	189.39
230-490-6445	48.90	.00	48.90
230-490-6710	225.43	.00	225.43
230-490-6712	755.85	.00	755.85
230-490-6750	56.08	.00	56.08
230-490-6755	252.00	.00	252.00
230-490-6760	2,842.50	.00	2,842.50
230-700-8540	3,217.40	.00	3,217.40
240-2125	.00	17,384.09-	17,384.09-
240-490-6114	182.00	.00	182.00
240-490-6122	400.37	.00	400.37
240-490-6128	88.37	.00	88.37
240-490-6220	446.40	.00	446.40
240-490-6230	54.11	.00	54.11
240-490-6240	125.00	.00	125.00
240-490-6324	2,068.78	.00	2,068.78
240-490-6330	903.40	.00	903.40
240-490-6420	1,010.42	.00	1,010.42
240-490-6425	604.26	.00	604.26
240-490-6430	2,335.56	.00	2,335.56
240-490-6435	137.98	.00	137.98
240-490-6440	257.85	.00	257.85
240-490-6445	48.91	.00	48.91
240-490-6710	55.37	.00	55.37
240-490-6712	371.63	.00	371.63
240-490-6750	2,897.33	.00	2,897.33
240-490-6755	1,706.40	.00	1,706.40
240-490-6760	3,689.95	.00	3,689.95
312-2125	.00	3,640.65-	3,640.65-
312-490-6114	455.00	.00	455.00
312-490-6122	82.38	.00	82.38
312-490-6230	8.08	.00	8.08
312-490-6330	1,895.90	.00	1,895.90
312-490-6430	1,027.48	.00	1,027.48
312-490-6720	171.81	.00	171.81
314-2125	.00	953.35-	953.35-
314-490-6122	27.59	.00	27.59
314-490-6220	383.76	.00	383.76
314-490-6705	80.00	.00	80.00
314-490-6814	462.00	.00	462.00

GL Account	Debit	Credit	Proof
410-2125	.00	206.25-	206.25-
410-490-6714	206.25	.00	206.25
430-2125	.00	206.25-	206.25-
430-490-6714	206.25	.00	206.25
<b>Grand Totals:</b>	<b>106,765.51</b>	<b>106,765.51-</b>	<b>.00</b>

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

CITY OF LOWELL  
 COMBINED CASH INVESTMENT  
 MAY 31, 2023

COMBINED CASH ACCOUNTS

999-1111	CASH IN BANK - CHECKING	647,494.21
999-1115	CASH IN BANK - LGIP	786,385.34
	TOTAL COMBINED CASH	1,433,879.55
999-1110	CASH ALLOCATED TO FUNDS	( 1,433,879.55)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

110	ALLOCATION TO GENERAL FUND	57,736.87
220	ALLOCATION TO BUILDING FUND	86,030.36
230	ALLOCATION TO WATER FUND	61,226.03
240	ALLOCATION TO SEWER FUND	168,247.26
312	ALLOCATION TO STREET FUND	151,517.65
314	ALLOCATION TO BLACKBERRY JAM FUND	11,944.62
410	ALLOCATION TO PARKS SDC FUND	103,979.41
412	ALLOCATION TO STREETS SDC FUND	80,511.65
430	ALLOCATION TO WATER SDC FUND	431,045.24
440	ALLOCATION TO SEWER SDC FUND	141,547.67
445	ALLOCATION TO STORMWATER SDC FUND	83,810.04
520	ALLOCATION TO WATER RESERVE FUND	40,246.91
521	ALLOCATION TO SEWER RESERVE FUND	16,035.84
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,433,879.55
	ALLOCATION FROM COMBINED CASH FUND - 999-1110	( 1,433,879.55)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CITY OF LOWELL  
 BALANCE SHEET  
 MAY 31, 2023

GENERAL FUND

ASSETS

110-1110	ALLOCATED CASH	696.32	
110-1115	CASH IN BANK - LGIP	57,040.55	
110-1120	PETTY CASH	250.00	
110-1550	OTHER CASH DEPOSITS	1,849.82	
110-1620	INVENTORY	308,934.79	
110-1710	LAND	2,642,352.69	
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	247,125.55	
110-1820	AD - BUILDINGS & FACILITIES	( 205,720.88)	
110-1830	AD - EQUIPMENT & FURNISHINGS	( 10,521.93)	
110-1840	AD - VEHICLES & ROLLING STOCK	( 17,985.71)	
110-1850	AD - INFRASTRUCTURE	( 16,685.31)	
	TOTAL ASSETS		<u>3,540,729.43</u>

LIABILITIES AND EQUITY

LIABILITIES

110-2205	WAGES PAYABLE	3,188.50	
110-2210	PAYROLL TAXES PAYABLE	1,386.23	
110-2245	HEALTH INSURANCE PAYABLE	823.40	
110-2250	RETIREMENT PAYABLE	1,029.82	
110-2255	DEFERRED COMP PAYABLE	39.00	
110-2450	DUE TO OTHER FUNDS	62,000.00	
110-2510	BAIL HELD	1,050.00	
110-2515	CET TAX COLLECTED	6,136.92	
110-2525	OTHER DEPOSITS	689.23	
110-2750	LONG TERM DEBT	784,408.85	
	TOTAL LIABILITIES		860,751.95

FUND EQUITY

110-3100	BEGINNING FUND BALANCE	264,759.46	
110-3275	GASB - FIXED ASSETS	3,480,892.74	
110-3277	GAAP - LONG TERM DEBT	( 784,408.85)	
	REVENUE OVER EXPENDITURES - YTD	( 281,265.87)	
	BALANCE - CURRENT DATE	( 281,265.87)	
	TOTAL FUND EQUITY		<u>2,679,977.48</u>
	TOTAL LIABILITIES AND EQUITY		<u>3,540,729.43</u>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
110-310-4112	539.71	180,505.48	175,885.00	( 4,620.48)	102.6
110-310-4114	105.22	3,346.74	2,761.00	( 585.74)	121.2
<b>TOTAL TAXES</b>	<b>644.93</b>	<b>183,852.22</b>	<b>178,646.00</b>	<b>( 5,206.22)</b>	<b>102.9</b>
<u>INVESTMENT EARNINGS</u>					
110-315-4125	205.78	1,994.96	1,252.00	( 742.96)	159.3
<b>TOTAL INVESTMENT EARNINGS</b>	<b>205.78</b>	<b>1,994.96</b>	<b>1,252.00</b>	<b>( 742.96)</b>	<b>159.3</b>
<u>INTERGOVERNMENTAL</u>					
110-320-4132	2,862.70	12,857.33	12,000.00	( 857.33)	107.1
110-320-4134	.00	757.01	3,700.00	2,942.99	20.5
110-320-4136	2,074.36	22,300.93	22,000.00	( 300.93)	101.4
110-320-4145	133.76	204.25	.00	( 204.25)	.0
110-320-4148	( 23,826.00)	2,390.17	6,000.00	3,609.83	39.8
<b>TOTAL INTERGOVERNMENTAL</b>	<b>( 18,755.18)</b>	<b>38,509.69</b>	<b>43,700.00</b>	<b>5,190.31</b>	<b>88.1</b>
<u>GRANT REVENUES</u>					
110-325-4151	.00	134,519.22	50,000.00	( 84,519.22)	269.0
110-325-4152	.00	11,318.00	10,586.00	( 732.00)	106.9
110-325-4154	.00	1,000.00	1,000.00	.00	100.0
110-325-4155	.00	20,000.00	40,000.00	20,000.00	50.0
110-325-4158	.00	.00	1,000.00	1,000.00	.0
110-325-4160	.00	.00	740,715.00	740,715.00	.0
<b>TOTAL GRANT REVENUES</b>	<b>.00</b>	<b>166,837.22</b>	<b>843,301.00</b>	<b>676,463.78</b>	<b>19.8</b>
<u>FRANCHISE FEES</u>					
110-330-4310	2,053.59	7,990.62	6,500.00	( 1,490.62)	122.9
110-330-4312	.00	56,836.19	54,000.00	( 2,836.19)	105.3
110-330-4316	15.00	1,430.25	1,500.00	69.75	95.4
110-330-4318	2,842.50	17,292.41	23,975.00	6,682.59	72.1
110-330-4320	3,689.95	19,886.13	22,711.00	2,824.87	87.6
<b>TOTAL FRANCHISE FEES</b>	<b>8,601.04</b>	<b>103,435.60</b>	<b>108,686.00</b>	<b>5,250.40</b>	<b>95.2</b>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LICENSES &amp; PERMITS</u>					
110-335-4352	.00	19,799.75	19,195.00	( 604.75)	103.2
110-335-4354	.00	693.00	100.00	( 593.00)	693.0
110-335-4360	72.00	842.00	500.00	( 342.00)	168.4
	<u>72.00</u>	<u>21,334.75</u>	<u>19,795.00</u>	<u>( 1,539.75)</u>	<u>107.8</u>
<u>CHARGES FOR SERVICE</u>					
110-340-4410	45.90	304.15	500.00	195.85	60.8
110-340-4417	20.00	250.00	500.00	250.00	50.0
110-340-4419	.00	50.00	100.00	50.00	50.0
110-340-4421	779.85	4,731.89	8,537.00	3,805.11	55.4
110-340-4423	52.25	159.25	100.00	( 59.25)	159.3
	<u>898.00</u>	<u>5,495.29</u>	<u>9,737.00</u>	<u>4,241.71</u>	<u>56.4</u>
<u>SDC REVENUE</u>					
110-345-4511	141.00	846.00	940.00	94.00	90.0
	<u>141.00</u>	<u>846.00</u>	<u>940.00</u>	<u>94.00</u>	<u>90.0</u>
<u>FINES &amp; FORFEITURES</u>					
110-350-4625	225.00	5,189.72	5,000.00	( 189.72)	103.8
	<u>225.00</u>	<u>5,189.72</u>	<u>5,000.00</u>	<u>( 189.72)</u>	<u>103.8</u>
<u>LOAN PAYMENTS &amp; PROCEEDS</u>					
110-360-4225	.00	.00	230,224.00	230,224.00	.0
	<u>.00</u>	<u>.00</u>	<u>230,224.00</u>	<u>230,224.00</u>	<u>.0</u>
<u>OTHER REVENUE</u>					
110-370-4825	79.05	1,198.30	500.00	( 698.30)	239.7
110-370-4826	.00	7,185.00	13,000.00	5,815.00	55.3
110-370-4849	.00	354,715.00	685,897.00	331,182.00	51.7
	<u>79.05</u>	<u>363,098.30</u>	<u>699,397.00</u>	<u>336,298.70</u>	<u>51.9</u>

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUE</u>					
110-385-4895 MISCELLANEOUS REVENUE	.00	( 1,675.17)	800.00	2,475.17	(209.4)
TOTAL MISCELLANEOUS REVENUE	.00	( 1,675.17)	800.00	2,475.17	(209.4)
 TOTAL FUND REVENUE	 ( 7,888.38)	 888,918.58	 2,141,478.00	 1,252,559.42	 41.5

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
<u>PERSONAL SERVICES</u>					
110-410-5110 CITY ADMINISTRATOR	1,532.30	17,600.65	18,475.00	874.35	95.3
110-410-5114 CITY CLERK	385.28	4,440.33	4,624.00	183.67	96.0
110-410-5158 MAINTENANCE WORKER I	208.68	1,759.49	2,387.00	627.51	73.7
110-410-5220 OVERTIME	6.67	89.98	67.00	( 22.98)	134.3
110-410-5315 SOCIAL SECURITY/MEDICARE	163.15	1,827.45	1,955.00	127.55	93.5
110-410-5320 WORKER'S COMP	.72	57.69	476.00	418.31	12.1
110-410-5350 UNEMPLOYMENT	.00	.00	1,700.00	1,700.00	.0
110-410-5410 HEALTH INSURANCE	260.51	3,685.07	3,912.00	226.93	94.2
110-410-5450 PUBLIC EMPLOYEES RETIREMENT	433.71	4,704.84	5,017.00	312.16	93.8
<b>TOTAL PERSONAL SERVICES</b>	<b>2,991.02</b>	<b>34,165.50</b>	<b>38,613.00</b>	<b>4,447.50</b>	<b>88.5</b>
<u>MATERIALS &amp; SERVICES</u>					
110-410-6110 AUDITING	.00	.00	6,440.00	6,440.00	.0
110-410-6112 LEGAL SERVICES	1,039.00	6,706.42	3,317.00	( 3,389.42)	202.2
110-410-6114 FINANCIAL SERVICES	728.00	7,631.75	8,736.00	1,104.25	87.4
110-410-6122 IT SERVICES	( 1,858.73)	11,165.09	10,918.00	( 247.09)	102.3
110-410-6124 COPIER CONTRACT	114.96	2,726.58	2,250.00	( 476.58)	121.2
110-410-6128 OTHER CONTRACT SERVICES	56.17	8,909.88	4,880.00	( 4,029.88)	182.6
110-410-6210 INSURANCE & BONDS	.00	1,923.09	465.00	( 1,458.09)	413.6
110-410-6220 PUBLICATIONS, PRINTING & DUES	274.00	3,773.24	2,433.00	( 1,340.24)	155.1
110-410-6226 POSTAGE	80.81	394.76	739.00	344.24	53.4
110-410-6228 PUBLIC NOTICES	.00	1,072.50	501.00	( 571.50)	214.1
110-410-6230 OFFICE SUPPLIES/EQUIPMENT	45.22	2,114.06	3,761.00	1,646.94	56.2
110-410-6234 GENERAL SUPPLIES	18.15	217.14	527.00	309.86	41.2
110-410-6238 BANK SERVICE CHARGES	.25	29.33	2,000.00	1,970.67	1.5
110-410-6240 TRAVEL & TRAINING	.00	1,339.93	4,000.00	2,660.07	33.5
110-410-6290 MISCELLANEOUS	.00	473.76	464.00	( 9.76)	102.1
110-410-6320 BUILDING REPAIR & MAINTENANCE	.00	1,465.37	73,000.00	71,534.63	2.0
110-410-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	266.92	.00	( 266.92)	.0
110-410-6334 NON-CAPITALIZED ASSETS	490.00	490.00	.00	( 490.00)	.0
110-410-6420 WATER SERVICES	105.53	1,174.48	4,700.00	3,525.52	25.0
110-410-6425 SEWER SERVICES	245.06	2,683.98	4,700.00	2,016.02	57.1
110-410-6430 ELECTRICITY SERVICES	275.34	2,701.24	3,000.00	298.76	90.0
110-410-6435 INTERNET SERVICES	8.00	790.25	3,000.00	2,209.75	26.3
110-410-6440 TELEPHONE SERVICES	91.59	1,541.43	2,000.00	458.57	77.1
110-410-6445 REFUSE SERVICES	.00	.00	2,000.00	2,000.00	.0
110-410-6510 COUNCIL EXPENDITURE	.00	81.44	1,000.00	918.56	8.1
110-410-6512 STATE ETHICS COMMISSION	.00	548.82	549.00	.18	100.0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,713.35</b>	<b>60,221.46</b>	<b>145,380.00</b>	<b>85,158.54</b>	<b>41.4</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
110-410-8225 BUILDINGS & FACILITIES	( 14,106.51)	110,116.11	145,283.00	35,166.89	75.8
110-410-8335 EQUIPMENT & FURNISHINGS	9,807.96	23,255.20	.00	( 23,255.20)	.0
TOTAL CAPITAL OUTLAY	( 4,298.55)	133,371.31	145,283.00	11,911.69	91.8
TOTAL ADMINISTRATION	405.82	227,758.27	329,276.00	101,517.73	69.2
 <u>PARKS &amp; RECREATION</u>					
<u>PERSONAL SERVICES</u>					
110-420-5110 CITY ADMINISTRATOR	383.08	4,400.22	4,619.00	218.78	95.3
110-420-5150 PUBLIC WORKS DIRECTOR	326.00	3,750.25	3,914.00	163.75	95.8
110-420-5152 UTILITY WORKER I	762.44	8,772.02	9,150.00	377.98	95.9
110-420-5156 TEMPORARY/ SEASONAL	412.00	2,648.00	3,900.00	1,252.00	67.9
110-420-5158 MAINTENANCE WORKER I	1,043.40	8,796.91	11,935.00	3,138.09	73.7
110-420-5220 OVERTIME	131.71	1,536.23	1,444.00	( 92.23)	106.4
110-420-5315 SOCIAL SECURITY/MEDICARE	234.01	2,287.81	2,670.00	382.19	85.7
110-420-5320 WORKER'S COMP	1.55	702.51	2,126.00	1,423.49	33.0
110-420-5350 UNEMPLOYMENT	.00	.00	2,323.00	2,323.00	.0
110-420-5410 HEALTH INSURANCE	355.24	4,902.96	5,095.00	192.04	96.2
110-420-5450 PUBLIC EMPLOYEES RETIREMENT	519.54	5,350.44	6,855.00	1,504.56	78.1
TOTAL PERSONAL SERVICES	4,168.97	43,147.35	54,031.00	10,883.65	79.9

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
110-420-6122	86.15	947.65	500.00	( 447.65)	189.5
110-420-6128	.00	3,398.75	500.00	( 2,898.75)	679.8
110-420-6210	.00	2,173.15	2,020.00	( 153.15)	107.6
110-420-6226	.60	.60	.00	( .60)	.0
110-420-6234	36.88	655.01	3,000.00	2,344.99	21.8
110-420-6238	.00	3.95	20.00	16.05	19.8
110-420-6290	140.00	470.49	500.00	29.51	94.1
110-420-6320	.00	1,309.82	3,000.00	1,690.18	43.7
110-420-6324	210.73	752.62	2,500.00	1,747.38	30.1
110-420-6330	1,400.00	1,662.78	3,500.00	1,837.22	47.5
110-420-6334	.00	177.84	.00	( 177.84)	.0
110-420-6339	.00	.00	3,700.00	3,700.00	.0
110-420-6420	282.12	7,464.71	20,000.00	12,535.29	37.3
110-420-6425	134.28	1,336.40	1,920.00	583.60	69.6
110-420-6430	158.90	1,932.28	2,500.00	567.72	77.3
110-420-6445	.00	.00	500.00	500.00	.0
110-420-6535	.00	.00	1,000.00	1,000.00	.0
110-420-6710	293.86	1,920.63	2,500.00	579.37	76.8
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>2,743.52</b>	<b>24,206.68</b>	<b>47,660.00</b>	<b>23,453.32</b>	<b>50.8</b>
<u>CAPITAL OUTLAY</u>					
110-420-8225	921.70	921.70	.00	( 921.70)	.0
110-420-8520	.00	4,597.09	751,170.00	746,572.91	.6
<b>TOTAL CAPITAL OUTLAY</b>	<b>921.70</b>	<b>5,518.79</b>	<b>751,170.00</b>	<b>745,651.21</b>	<b>.7</b>
<b>TOTAL PARKS &amp; RECREATION</b>	<b>7,834.19</b>	<b>72,872.82</b>	<b>852,861.00</b>	<b>779,988.18</b>	<b>8.5</b>
<u>POLICE</u>					
<u>MATERIALS &amp; SERVICES</u>					
110-430-6118	2,673.99	30,988.89	29,530.00	( 1,458.89)	104.9
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>2,673.99</b>	<b>30,988.89</b>	<b>29,530.00</b>	<b>( 1,458.89)</b>	<b>104.9</b>
<b>TOTAL POLICE</b>	<b>2,673.99</b>	<b>30,988.89</b>	<b>29,530.00</b>	<b>( 1,458.89)</b>	<b>104.9</b>
<u>COMMUNITY DEVELOPMENT</u>					

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONAL SERVICES</u>					
110-440-5110 CITY ADMINISTRATOR	383.08	4,400.22	4,619.00	218.78	95.3
110-440-5150 PUBLIC WORKS DIRECTOR	195.60	2,155.20	2,347.00	191.80	91.8
110-440-5220 OVERTIME	6.77	82.94	174.00	91.06	47.7
110-440-5315 SOCIAL SECURITY/MEDICARE	44.80	507.94	546.00	38.06	93.0
110-440-5320 WORKER'S COMP	.16	32.47	111.00	78.53	29.3
110-440-5350 UNEMPLOYMENT	.00	.00	475.00	475.00	.0
110-440-5410 HEALTH INSURANCE	72.95	985.16	1,074.00	88.84	91.7
110-440-5450 PUBLIC EMPLOYEES RETIREMENT	114.93	1,303.16	1,403.00	99.84	92.9
TOTAL PERSONAL SERVICES	818.29	9,467.09	10,749.00	1,281.91	88.1
<u>MATERIALS &amp; SERVICES</u>					
110-440-6116 ENGINEERING SERVICES	2,627.50	20,310.50	20,000.00	( 310.50)	101.6
110-440-6122 IT SERVICES	16.87	185.57	350.00	164.43	53.0
110-440-6128 OTHER CONTRACT SERVICES	.00	22,376.35	10,000.00	( 12,376.35)	223.8
110-440-6210 INSURANCE & BONDS	.00	318.07	292.00	( 26.07)	108.9
110-440-6226 POSTAGE	9.39	35.26	200.00	164.74	17.6
110-440-6230 OFFICE SUPPLIES/EQUIPMENT	4.04	110.84	.00	( 110.84)	.0
110-440-6238 BANK SERVICE CHARGES	.00	21.44	.00	( 21.44)	.0
110-440-6240 TRAVEL & TRAINING	.00	388.17	.00	( 388.17)	.0
110-440-6290 MISCELLANEOUS	.00	4,532.71	.00	( 4,532.71)	.0
110-440-6522 LAND USE & DEVELOPMENT COSTS	14,417.67	37,405.08	25,000.00	( 12,405.08)	149.6
TOTAL MATERIALS & SERVICES	17,075.47	85,683.99	55,842.00	( 29,841.99)	153.4
<u>CAPITAL OUTLAY</u>					
110-440-8225 BUILDINGS & FACILITIES	.00	13,620.87	.00	( 13,620.87)	.0
TOTAL CAPITAL OUTLAY	.00	13,620.87	.00	( 13,620.87)	.0
TOTAL COMMUNITY DEVELOPMENT	17,893.76	108,771.95	66,591.00	( 42,180.95)	163.3
<u>LIBRARY</u>					

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONAL SERVICES</u>					
110-450-5130 LIBRARIAN/SPECIAL EVENTS	1,729.58	16,927.90	18,720.00	1,792.10	90.4
110-450-5156 TEMPORARY/ SEASONAL	82.40	529.60	780.00	250.40	67.9
110-450-5158 MAINTENANCE WORKER I	208.68	1,759.49	2,387.00	627.51	73.7
110-450-5315 SOCIAL SECURITY/MEDICARE	154.58	1,470.13	1,675.00	204.87	87.8
110-450-5320 WORKER'S COMP	.86	51.45	397.00	345.55	13.0
110-450-5350 UNEMPLOYMENT	.00	.00	1,455.00	1,455.00	.0
110-450-5410 HEALTH INSURANCE	.00	33.64	4,847.00	4,813.36	.7
110-450-5450 PUBLIC EMPLOYEES RETIREMENT	380.49	3,668.31	4,297.00	628.69	85.4
<b>TOTAL PERSONAL SERVICES</b>	<b>2,556.59</b>	<b>24,440.52</b>	<b>34,558.00</b>	<b>10,117.48</b>	<b>70.7</b>
<u>MATERIALS &amp; SERVICES</u>					
110-450-6122 IT SERVICES	46.13	1,513.39	5,000.00	3,486.61	30.3
110-450-6128 OTHER CONTRACT SERVICES	27.97	9,028.21	5,000.00	( 4,028.21)	180.6
110-450-6210 INSURANCE & BONDS	.00	8.45	1,195.00	1,186.55	.7
110-450-6226 POSTAGE	9.39	109.26	500.00	390.74	21.9
110-450-6230 OFFICE SUPPLIES/EQUIPMENT	27.10	478.30	500.00	21.70	95.7
110-450-6234 GENERAL SUPPLIES	117.77	280.79	5,000.00	4,719.21	5.6
110-450-6238 BANK SERVICE CHARGES	.00	5.43	200.00	194.57	2.7
110-450-6240 TRAVEL & TRAINING	.00	1,181.87	.00	( 1,181.87)	.0
110-450-6290 MISCELLANEOUS	.00	483.75	142.00	( 341.75)	340.7
110-450-6320 BUILDING REPAIR & MAINTENANCE	225.00	3,481.80	4,200.00	718.20	82.9
110-450-6334 NON-CAPITALIZED ASSETS	3,297.27	3,297.27	.00	( 3,297.27)	.0
110-450-6420 WATER SERVICES	7.05	365.97	800.00	434.03	45.8
110-450-6425 SEWER SERVICES	16.79	318.17	800.00	481.83	39.8
110-450-6430 ELECTRICITY SERVICES	289.26	1,631.05	3,000.00	1,368.95	54.4
110-450-6435 INTERNET SERVICES	.00	277.44	3,000.00	2,722.56	9.3
110-450-6440 TELEPHONE SERVICES	.00	137.41	1,200.00	1,062.59	11.5
110-450-6445 REFUSE SERVICES	.00	104.05	1,000.00	895.95	10.4
110-450-6530 SUMMER READING PROGRAM	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>4,063.73</b>	<b>22,702.61</b>	<b>32,537.00</b>	<b>9,834.39</b>	<b>69.8</b>
<u>CAPITAL OUTLAY</u>					
110-450-8225 BUILDINGS & FACILITIES	2,898.60	278,352.71	309,455.00	31,102.29	90.0
110-450-8335 EQUIPMENT & FURNISHINGS	2,419.12	28,112.12	40,000.00	11,887.88	70.3
110-450-8375 MATERIALS & COLLECTIONS	.00	130.00	.00	( 130.00)	.0
<b>TOTAL CAPITAL OUTLAY</b>	<b>5,317.72</b>	<b>306,594.83</b>	<b>349,455.00</b>	<b>42,860.17</b>	<b>87.7</b>
<b>TOTAL LIBRARY</b>	<b>11,938.04</b>	<b>353,737.96</b>	<b>416,550.00</b>	<b>62,812.04</b>	<b>84.9</b>
<u>CODE ENFORCEMENT</u>					

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONAL SERVICES</u>					
110-460-5110 CITY ADMINISTRATOR	383.08	4,400.22	4,619.00	218.78	95.3
110-460-5150 PUBLIC WORKS DIRECTOR	.00	158.25	.00 (	158.25)	.0
110-460-5220 OVERTIME	.00	31.50	.00 (	31.50)	.0
110-460-5315 SOCIAL SECURITY/MEDICARE	29.32	351.28	503.00	151.72	69.8
110-460-5320 WORKER'S COMP	.10	53.36	90.00	36.64	59.3
110-460-5350 UNEMPLOYMENT	.00	.00	308.00	308.00	.0
110-460-5410 HEALTH INSURANCE	32.38	531.35	485.00 (	46.35)	109.6
110-460-5450 PUBLIC EMPLOYEES RETIREMENT	75.20	901.03	907.00	5.97	99.3
<b>TOTAL PERSONAL SERVICES</b>	<b>520.08</b>	<b>6,426.99</b>	<b>6,912.00</b>	<b>485.01</b>	<b>93.0</b>
<u>MATERIALS &amp; SERVICES</u>					
110-460-6128 OTHER CONTRACT SERVICES	.00	.00	500.00	500.00	.0
110-460-6226 POSTAGE	3.60	13.44	.00 (	13.44)	.0
110-460-6234 GENERAL SUPPLIES	4.04	114.21	100.00 (	14.21)	114.2
110-460-6238 BANK SERVICE CHARGES	.53	6.10	100.00	93.90	6.1
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
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>8.17</b>	<b>133.75</b>	<b>1,400.00</b>	<b>1,266.25</b>	<b>9.6</b>
<b>TOTAL CODE ENFORCEMENT</b>	<b>528.25</b>	<b>6,560.74</b>	<b>8,312.00</b>	<b>1,751.26</b>	<b>78.9</b>
<u>TOURISM</u>					
<u>MATERIALS &amp; SERVICES</u>					
110-470-6128 OTHER CONTRACT SERVICES	.00	.00	500.00	500.00	.0
110-470-6224 MARKETING	.00	415.00	500.00	85.00	83.0
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	64.75	745.74	5,936.00	5,190.26	12.6
110-470-6527 COMMUNITY GRANT PROGRAM	.00	.00	3,500.00	3,500.00	.0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>64.75</b>	<b>1,160.74</b>	<b>10,586.00</b>	<b>9,425.26</b>	<b>11.0</b>
<b>TOTAL TOURISM</b>	<b>64.75</b>	<b>1,160.74</b>	<b>10,586.00</b>	<b>9,425.26</b>	<b>11.0</b>
<u>MUNICIPAL COURT</u>					

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONAL SERVICES</u>					
110-480-5110 CITY ADMINISTRATOR	383.08	4,400.22	4,619.00	218.78	95.3
110-480-5114 CITY CLERK	192.64	2,220.17	2,312.00	91.83	96.0
110-480-5220 OVERTIME	3.33	44.98	33.00	( 11.98)	136.3
110-480-5315 SOCIAL SECURITY/MEDICARE	44.31	510.08	533.00	22.92	95.7
110-480-5320 WORKER'S COMP	.19	8.84	135.00	126.16	6.6
110-480-5350 UNEMPLOYMENT	.00	.00	463.00	463.00	.0
110-480-5410 HEALTH INSURANCE	97.88	1,374.97	1,472.00	97.03	93.4
110-480-5450 PUBLIC EMPLOYEES RETIREMENT	113.67	1,308.46	1,367.00	58.54	95.7
<b>TOTAL PERSONAL SERVICES</b>	<b>835.10</b>	<b>9,867.72</b>	<b>10,934.00</b>	<b>1,066.28</b>	<b>90.3</b>
<u>MATERIALS &amp; SERVICES</u>					
110-480-6120 JUDGE CONTRACT	.00	800.00	1,250.00	450.00	64.0
110-480-6121 BAILIFF CONTRACT	.00	190.02	.00	( 190.02)	.0
110-480-6128 OTHER CONTRACT SERVICES	.00	811.00	1,000.00	189.00	81.1
110-480-6226 POSTAGE	3.60	31.42	29.00	( 2.42)	108.3
110-480-6230 OFFICE SUPPLIES/EQUIPMENT	2.41	65.96	.00	( 65.96)	.0
110-480-6238 BANK SERVICE CHARGES	4.57	53.55	150.00	96.45	35.7
110-480-6240 TRAVEL & TRAINING	.00	288.75	.00	( 288.75)	.0
110-480-6560 STATE ASSESSMENTS	.00	1,150.00	1,023.00	( 127.00)	112.4
110-480-6565 COURT COLLECTION FEES	.00	77.98	80.00	2.02	97.5
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>10.58</b>	<b>3,468.68</b>	<b>3,532.00</b>	<b>63.32</b>	<b>98.2</b>
<b>TOTAL MUNICIPAL COURT</b>	<b>845.68</b>	<b>13,336.40</b>	<b>14,466.00</b>	<b>1,129.60</b>	<b>92.2</b>
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
110-800-7110 LOAN PRINCIPAL	.00	307,977.50	307,980.00	2.50	100.0
110-800-7111 LOAN PRINCIPAL - LIBRARY/CITY	10,916.16	10,916.16	10,917.00	.84	100.0
110-800-7112 LOAN PRINCIPAL - ROLLING ROCK	8,529.18	8,529.18	8,530.00	.82	100.0
110-800-7113 LOAN PRINCIPAL - OEDD LIBRARY	.00	.00	145,042.00	145,042.00	.0
110-800-7114 LOAN PRINCIPAL - OEDD CITYHALL	.00	.00	85,182.00	85,182.00	.0
110-800-7510 LOAN INTEREST	.00	6,672.80	8,008.00	1,335.20	83.3
110-800-7511 LOAN INTEREST - LIBRARY/CITY	11,733.36	11,733.36	11,734.00	.64	100.0
110-800-7512 LOAN INTEREST - ROLLING ROCK	9,167.68	9,167.68	9,168.00	.32	100.0
110-800-7513 LOAN INTEREST - OEDD LIBRARY	.00	.00	3,148.00	3,148.00	.0
110-800-7514 LOAN INTEREST - OEDD CITY HALL	.00	.00	1,849.00	1,849.00	.0
<b>TOTAL DEBT SERVICES</b>	<b>40,346.38</b>	<b>354,996.68</b>	<b>591,558.00</b>	<b>236,561.32</b>	<b>60.0</b>
<b>TOTAL DEBT SERVICE</b>	<b>40,346.38</b>	<b>354,996.68</b>	<b>591,558.00</b>	<b>236,561.32</b>	<b>60.0</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>						
<u>OTHER REQUIREMENTS</u>						
110-900-9590	CONTINGENCY	.00	.00	97,186.00	97,186.00	.0
110-900-9899	UNAPPROPRIATED ENDING BALANCE	.00	.00	65,610.00	65,610.00	.0
TOTAL OTHER REQUIREMENTS		.00	.00	162,796.00	162,796.00	.0
TOTAL OTHER REQUIREMENTS		.00	.00	162,796.00	162,796.00	.0
TOTAL FUND EXPENDITURES		82,530.86	1,170,184.45	2,482,526.00	1,312,341.55	47.1
NET REVENUE OVER EXPENDITURES		( 90,419.24)	( 281,265.87)	( 341,048.00)	( 59,782.13)	( 82.5)

CITY OF LOWELL  
 BALANCE SHEET  
 MAY 31, 2023

BUILDING FUND

<u>ASSETS</u>			
220-1110	ALLOCATED CASH	86,030.36	
	TOTAL ASSETS		86,030.36
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
220-2205	WAGES PAYABLE	223.36	
220-2210	PAYROLL TAXES PAYABLE	118.24	
220-2245	HEALTH INSURANCE PAYABLE	146.92	
220-2250	RETIREMENT PAYABLE	86.96	
220-2255	DEFERRED COMP PAYABLE	2.50	
	TOTAL LIABILITIES		577.98
<u>FUND EQUITY</u>			
220-3100	BEGINNING FUND BALANCE	57,234.41	
	REVENUE OVER EXPENDITURES - YTD	28,217.97	
	BALANCE - CURRENT DATE	28,217.97	
	TOTAL FUND EQUITY		85,452.38
	TOTAL LIABILITIES AND EQUITY		86,030.36

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2023

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
220-315-4125 INTEREST EARNED	1.25	10.99	10.00	( .99)	109.9
TOTAL INVESTMENT EARNINGS	1.25	10.99	10.00	( .99)	109.9
<u>LICENSES &amp; PERMITS</u>					
220-335-4356 BUILDING PERMIT FEES	24,521.24	83,093.37	63,214.00	( 19,879.37)	131.5
220-335-4358 ELECTRICAL PERMIT FEES	3,943.52	7,773.84	8,160.00	386.16	95.3
TOTAL LICENSES & PERMITS	28,464.76	90,867.21	71,374.00	( 19,493.21)	127.3
TOTAL FUND REVENUE	28,466.01	90,878.20	71,384.00	( 19,494.20)	127.3

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
220-490-5110 CITY ADMINISTRATOR	153.20	1,685.48	1,847.00	161.52	91.3
220-490-5114 CITY CLERK	192.64	2,220.17	2,312.00	91.83	96.0
220-490-5150 PUBLIC WORKS DIRECTOR	326.00	3,592.00	3,912.00	320.00	91.8
220-490-5220 OVERTIME	14.61	183.21	323.00	139.79	56.7
220-490-5315 SOCIAL SECURITY/MEDICARE	52.51	587.57	642.00	54.43	91.5
220-490-5320 WORKER'S COMP	.23	10.49	162.00	151.51	6.5
220-490-5350 UNEMPLOYMENT	.00	.00	558.00	558.00	.0
220-490-5410 HEALTH INSURANCE	146.07	1,952.88	2,162.00	209.12	90.3
220-490-5450 PUBLIC EMPLOYEES RETIREMENT	134.76	1,507.86	1,649.00	141.14	91.4
<b>TOTAL PERSONAL SERVICES</b>	<b>1,020.02</b>	<b>11,739.66</b>	<b>13,567.00</b>	<b>1,827.34</b>	<b>86.5</b>
<u>MATERIALS &amp; 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	401.53	744.00	342.47	54.0
220-490-6128 OTHER CONTRACT SERVICES	.00	.00	9.00	9.00	.0
220-490-6150 BUILDING INSPECTION SERVICES	.00	43,232.00	51,187.00	7,955.00	84.5
220-490-6152 ELECTRICAL INSPECTION SERVICES	.00	2,372.40	6,630.00	4,257.60	35.8
220-490-6220 PUBLICATIONS, PRINTING & DUES	.00	.00	250.00	250.00	.0
220-490-6226 POSTAGE	11.37	37.83	250.00	212.17	15.1
220-490-6230 OFFICE SUPPLIES/EQUIPMENT	4.84	280.29	250.00	( 30.29)	112.1
220-490-6238 BANK SERVICE CHARGES	49.36	195.66	1,500.00	1,304.34	13.0
220-490-6420 WATER SERVICES	2.82	33.45	500.00	466.55	6.7
220-490-6425 SEWER SERVICES	6.71	73.48	500.00	426.52	14.7
220-490-6430 ELECTRICITY SERVICES	17.07	145.01	1,000.00	854.99	14.5
220-490-6435 INTERNET SERVICES	.00	110.94	500.00	389.06	22.2
220-490-6440 TELEPHONE SERVICES	.00	85.18	500.00	414.82	17.0
220-490-6524 BUILDING STATE SURCHARGE	.00	3,752.28	8,190.00	4,437.72	45.8
220-490-6525 ELECTRICAL STATE SURCHARGE	.00	200.52	1,061.00	860.48	18.9
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>114.27</b>	<b>50,920.57</b>	<b>79,211.00</b>	<b>28,290.43</b>	<b>64.3</b>
<b>TOTAL NON-DEPARTMENTAL</b>	<b>1,134.29</b>	<b>62,660.23</b>	<b>92,778.00</b>	<b>30,117.77</b>	<b>67.5</b>
<u>CAPITAL OUTLAY</u>					

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

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	1,134.29	62,660.23	121,528.00	58,867.77	51.6
	NET REVENUE OVER EXPENDITURES	27,331.72	28,217.97	( 50,144.00)	( 78,361.97)	56.3

CITY OF LOWELL  
 BALANCE SHEET  
 MAY 31, 2023

WATER FUND

ASSETS

230-1110	ALLOCATED CASH	60,367.06	
230-1115	CASH IN BANK - LGIP	858.97	
230-1510	ACCOUNTS RECEIVABLE	41,941.68	
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	4,502,339.34	
230-1820	AD - BUILDINGS & FACILITIES	( 20,674.56)	
230-1830	AD - EQUIPMENT & FURNISHINGS	( 79,790.46)	
230-1840	AD - VEHICLES & ROLLING STOCK	( 19,907.90)	
230-1850	AD - INFRASTRUCTURE	( 2,351,609.22)	
	TOTAL ASSETS		<u>2,393,290.95</u>

LIABILITIES AND EQUITY

LIABILITIES

230-2205	WAGES PAYABLE	3,560.21	
230-2210	PAYROLL TAXES PAYABLE	1,746.07	
230-2245	HEALTH INSURANCE PAYABLE	2,343.13	
230-2250	RETIREMENT PAYABLE	1,333.06	
230-2255	DEFERRED COMP PAYABLE	63.01	
230-2520	UTILITY DEPOSITS	40,840.00	
230-2530	H2O DONATIONS	1,110.00	
230-2750	LONG TERM DEBT	1,022,504.61	
	TOTAL LIABILITIES		1,073,500.09

FUND EQUITY

230-3100	BEGINNING FUND BALANCE	40,302.14	
230-3275	GASB - FIXED ASSETS	2,290,123.24	
230-3277	GAAP - LONG TERM DEBT	( 1,022,504.61)	
	REVENUE OVER EXPENDITURES - YTD	<u>11,870.09</u>	
	BALANCE - CURRENT DATE	<u>11,870.09</u>	
	TOTAL FUND EQUITY		<u>1,319,790.86</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,393,290.95</u>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
230-315-4125 INTEREST EARNED	3.68	154.46	273.00	118.54	56.6
TOTAL INVESTMENT EARNINGS	3.68	154.46	273.00	118.54	56.6
<u>GRANT REVENUES</u>					
230-325-4151 WATER - OPERATING GRANTS	18,301.00	18,301.00	.00	( 18,301.00)	.0
230-325-4162 WATER - CAPITAL GRANTS	.00	45,751.18	.00	( 45,751.18)	.0
TOTAL GRANT REVENUES	18,301.00	64,052.18	.00	( 64,052.18)	.0
<u>LICENSES &amp; PERMITS</u>					
230-335-4370 WATER/SEWER CONNECTION PERMIT	750.00	4,500.00	4,125.00	( 375.00)	109.1
TOTAL LICENSES & PERMITS	750.00	4,500.00	4,125.00	( 375.00)	109.1
<u>CHARGES FOR SERVICE</u>					
230-340-4425 WATER/SEWER SALES	30,375.75	385,200.43	454,373.00	69,172.57	84.8
230-340-4426 BULK WATER SALES	660.97	9,831.27	10,000.00	168.73	98.3
230-340-4435 FIRE HYDRANT FEE	371.56	4,517.91	4,250.00	( 267.91)	106.3
230-340-4440 BACKFLOW TESTING	1,465.00	1,465.00	.00	( 1,465.00)	.0
TOTAL CHARGES FOR SERVICE	32,873.28	401,014.61	468,623.00	67,608.39	85.6
<u>SDC REVENUE</u>					
230-345-4531 WATER REIMBURSEMENT SDC	2,235.00	13,410.00	14,900.00	1,490.00	90.0
TOTAL SDC REVENUE	2,235.00	13,410.00	14,900.00	1,490.00	90.0
<u>MISCELLANEOUS REVENUE</u>					
230-385-4850 WATER/SEWER PENALTIES	252.50	1,927.50	1,500.00	( 427.50)	128.5
230-385-4895 MISCELLANEOUS REVENUE	.00	1,574.90	500.00	( 1,074.90)	315.0
TOTAL MISCELLANEOUS REVENUE	252.50	3,502.40	2,000.00	( 1,502.40)	175.1
TOTAL FUND REVENUE	54,415.46	486,633.65	489,921.00	3,287.35	99.3

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

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	23,358.02	24,479.00	1,120.98 95.4
230-490-5114	CITY CLERK	1,541.14	17,761.54	18,494.00	732.46 96.0
230-490-5150	PUBLIC WORKS DIRECTOR	2,673.20	30,799.56	32,078.00	1,278.44 96.0
230-490-5152	UTILITY WORKER I	3,240.44	37,281.88	38,884.00	1,602.12 95.9
230-490-5156	TEMPORARY/ SEASONAL	82.40	529.60	780.00	250.40 67.9
230-490-5158	MAINTENANCE WORKER I	313.02	2,639.04	3,580.00	940.96 73.7
230-490-5220	OVERTIME	630.97	7,568.56	7,555.00	( 13.56) 100.2
230-490-5315	SOCIAL SECURITY/MEDICARE	804.16	9,175.51	9,616.00	440.49 95.4
230-490-5320	WORKER'S COMP	4.10	1,533.15	7,482.00	5,948.85 20.5
230-490-5350	UNEMPLOYMENT	.00	.00	9,363.00	9,363.00 .0
230-490-5410	HEALTH INSURANCE	2,334.71	32,189.36	33,922.00	1,732.64 94.9
230-490-5450	PUBLIC EMPLOYEES RETIREMENT	2,047.19	23,439.78	24,671.00	1,231.22 95.0
	<b>TOTAL PERSONAL SERVICES</b>	<b>15,701.63</b>	<b>186,276.00</b>	<b>210,904.00</b>	<b>24,628.00 88.3</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
230-490-6110	.00	.00	6,440.00	6,440.00	.0
230-490-6112	.00	29.14	.00	( 29.14)	.0
230-490-6114	455.00	4,901.75	5,460.00	558.25	89.8
230-490-6116	170.00	13,434.68	15,916.00	2,481.32	84.4
230-490-6122	400.37	4,873.87	5,500.00	626.13	88.6
230-490-6128	88.37	7,749.57	1,500.00	( 6,249.57)	516.6
230-490-6210	.00	10,462.23	9,663.00	( 799.23)	108.3
230-490-6220	.00	3,816.37	1,500.00	( 2,316.37)	254.4
230-490-6226	216.19	1,326.31	1,200.00	( 126.31)	110.5
230-490-6230	54.11	1,088.76	1,250.00	161.24	87.1
230-490-6234	.00	4,579.34	5,500.00	920.66	83.3
230-490-6238	225.33	2,970.72	6,900.00	3,929.28	43.1
230-490-6240	.00	460.00	2,000.00	1,540.00	23.0
230-490-6290	.00	.00	1,500.00	1,500.00	.0
230-490-6320	.00	2,462.00	5,000.00	2,538.00	49.2
230-490-6324	.00	17,248.93	5,000.00	( 12,248.93)	345.0
230-490-6330	3,496.36	40,054.64	18,000.00	( 22,054.64)	222.5
230-490-6334	.00	.00	3,000.00	3,000.00	.0
230-490-6420	36.00	573.25	1,200.00	626.75	47.8
230-490-6425	67.14	668.19	960.00	291.81	69.6
230-490-6430	1,309.21	15,447.27	22,000.00	6,552.73	70.2
230-490-6435	76.38	842.61	2,100.00	1,257.39	40.1
230-490-6440	189.39	2,930.18	2,000.00	( 930.18)	146.5
230-490-6445	48.90	535.01	720.00	184.99	74.3
230-490-6710	225.43	1,138.22	2,000.00	861.78	56.9
230-490-6712	755.85	1,421.96	1,500.00	78.04	94.8
230-490-6750	56.08	16,050.96	20,000.00	3,949.04	80.3
230-490-6755	252.00	5,535.90	7,250.00	1,714.10	76.4
230-490-6758	.00	.00	3,500.00	3,500.00	.0
230-490-6760	2,842.50	17,292.41	23,975.00	6,682.59	72.1
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>10,964.61</b>	<b>177,894.27</b>	<b>182,534.00</b>	<b>4,639.73</b>	<b>97.5</b>
<b>TOTAL NON-DEPARTMENTAL</b>	<b>26,666.24</b>	<b>364,170.27</b>	<b>393,438.00</b>	<b>29,267.73</b>	<b>92.6</b>
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
230-700-8320	.00	1,475.00	1,475.00	.00	100.0
230-700-8540	3,217.40	50,779.24	47,562.00	( 3,217.24)	106.8
<b>TOTAL CAPITAL OUTLAY</b>	<b>3,217.40</b>	<b>52,254.24</b>	<b>49,037.00</b>	<b>( 3,217.24)</b>	<b>106.6</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>3,217.40</b>	<b>52,254.24</b>	<b>49,037.00</b>	<b>( 3,217.24)</b>	<b>106.6</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
230-800-7122	LOAN PRINCIPAL - J05001 SPWF	.00	4,961.65	4,962.00	.35 100.0
230-800-7124	LOAN PRINCIPAL - RUS 91-03	.00	17,458.07	17,459.00	.93 100.0
230-800-7125	LOAN PRINCIPAL - L21001	.00	7,643.93	7,644.00	.07 100.0
230-800-7522	LOAN INTEREST - J05001 SPWF	.00	2,460.85	2,461.00	.15 100.0
230-800-7524	LOAN INTEREST - RUS 91-03	.00	21,921.93	21,922.00	.07 100.0
230-800-7525	LOAN INTEREST - L21001	.00	3,892.62	3,893.00	.38 100.0
	TOTAL DEBT SERVICES	.00	58,339.05	58,341.00	1.95 100.0
	TOTAL DEBT SERVICE	.00	58,339.05	58,341.00	1.95 100.0
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
230-900-9590	CONTINGENCY	.00	.00	14,379.00	14,379.00 .0
230-900-9899	UNAPPROPRIATED ENDING BALANCE	.00	.00	36,770.00	36,770.00 .0
	TOTAL OTHER REQUIREMENTS	.00	.00	51,149.00	51,149.00 .0
	TOTAL OTHER REQUIREMENTS	.00	.00	51,149.00	51,149.00 .0
	TOTAL FUND EXPENDITURES	29,883.64	474,763.56	551,965.00	77,201.44 86.0
	NET REVENUE OVER EXPENDITURES	24,531.82	11,870.09	( 62,044.00)	( 73,914.09) 19.1

CITY OF LOWELL  
 BALANCE SHEET  
 MAY 31, 2023

SEWER FUND

ASSETS

240-1110	ALLOCATED CASH	77,881.35	
240-1115	CASH IN BANK - LGIP	90,365.91	
240-1250	DUE FROM OTHER FUNDS	62,000.00	
240-1510	ACCOUNTS RECEIVABLE	38,112.24	
240-1550	OTHER CASH DEPOSITS	1,135.00	
240-1710	LAND	11,000.00	
240-1720	BUILDINGS & FACILITIES	89,114.40	
240-1730	EQUIPMENT & FURNISHINGS	91,707.36	
240-1740	VEHICLES & ROLLING STOCK	21,779.50	
240-1750	INFRASTRUCTURE	4,708,963.28	
240-1820	AD - BUILDINGS & FACILITIES	( 45,529.28)	
240-1830	AD - EQUIPMENT & FURNISHINGS	( 34,369.87)	
240-1840	AD - VEHICLES & ROLLING STOCK	( 7,622.83)	
240-1850	AD - INFRASTRUCTURE	( 3,002,613.15)	
	TOTAL ASSETS		<u>2,101,923.91</u>

LIABILITIES AND EQUITY

LIABILITIES

240-2205	WAGES PAYABLE	3,560.21	
240-2210	PAYROLL TAXES PAYABLE	1,746.13	
240-2245	HEALTH INSURANCE PAYABLE	2,343.11	
240-2250	RETIREMENT PAYABLE	1,333.05	
240-2255	DEFERRED COMP PAYABLE	63.01	
240-2750	LONG TERM DEBT	516,980.84	
	TOTAL LIABILITIES		526,026.35

FUND EQUITY

240-3100	BEGINNING FUND BALANCE	184,326.51	
240-3275	GASB - FIXED ASSETS	1,832,429.41	
240-3277	GAAP - LONG TERM DEBT	( 516,980.84)	
	REVENUE OVER EXPENDITURES - YTD	<u>76,122.48</u>	
	BALANCE - CURRENT DATE	<u>76,122.48</u>	
	TOTAL FUND EQUITY		<u>1,575,897.56</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,101,923.91</u>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
240-315-4125 INTEREST EARNED	298.86	2,328.92	662.00	( 1,666.92)	351.8
TOTAL INVESTMENT EARNINGS	298.86	2,328.92	662.00	( 1,666.92)	351.8
<u>GRANT REVENUES</u>					
240-325-4151 SEWER - OPERATING GRANTS	5,525.00	5,525.00	.00	( 5,525.00)	.0
TOTAL GRANT REVENUES	5,525.00	5,525.00	.00	( 5,525.00)	.0
<u>LICENSES &amp; PERMITS</u>					
240-335-4370 WATER/SEWER CONNECTION PERMIT	345.00	2,070.00	1,725.00	( 345.00)	120.0
TOTAL LICENSES & PERMITS	345.00	2,070.00	1,725.00	( 345.00)	120.0
<u>CHARGES FOR SERVICE</u>					
240-340-4425 WATER/SEWER SALES	36,867.90	440,832.37	450,375.00	9,542.63	97.9
240-340-4426 BULK GREY WATER DISPOSAL	.00	11,376.00	.00	( 11,376.00)	.0
TOTAL CHARGES FOR SERVICE	36,867.90	452,208.37	450,375.00	( 1,833.37)	100.4
<u>SDC REVENUE</u>					
240-345-4541 SEWER REIMBURSEMENT SDC	1,854.00	11,124.00	12,360.00	1,236.00	90.0
TOTAL SDC REVENUE	1,854.00	11,124.00	12,360.00	1,236.00	90.0
<u>MISCELLANEOUS REVENUE</u>					
240-385-4850 WATER/SEWER PENALTIES	247.50	1,722.50	1,100.00	( 622.50)	156.6
240-385-4895 MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
TOTAL MISCELLANEOUS REVENUE	247.50	1,722.50	1,600.00	( 122.50)	107.7
TOTAL FUND REVENUE	45,138.26	474,978.79	466,722.00	( 8,256.79)	101.8

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
240-490-5110	CITY ADMINISTRATOR	2,030.30	23,358.00	24,479.00	1,121.00 95.4
240-490-5114	CITY CLERK	1,541.14	17,761.53	18,494.00	732.47 96.0
240-490-5150	PUBLIC WORKS DIRECTOR	2,673.20	30,799.57	32,078.00	1,278.43 96.0
240-490-5152	UTILITY WORKER I	3,240.44	37,281.80	38,884.00	1,602.20 95.9
240-490-5156	TEMPORARY/ SEASONAL	82.40	529.60	780.00	250.40 67.9
240-490-5158	MAINTENANCE WORKER I	313.02	2,639.04	3,580.00	940.96 73.7
240-490-5220	OVERTIME	630.97	7,568.54	7,555.00	( 13.54) 100.2
240-490-5315	SOCIAL SECURITY/MEDICARE	804.18	9,175.58	9,616.00	440.42 95.4
240-490-5320	WORKER'S COMP	4.10	1,548.49	6,714.00	5,165.51 23.1
240-490-5350	UNEMPLOYMENT	.00	.00	8,348.00	8,348.00 .0
240-490-5410	HEALTH INSURANCE	2,334.70	32,189.39	33,922.00	1,732.61 94.9
240-490-5450	PUBLIC EMPLOYEES RETIREMENT	2,047.21	23,439.77	24,671.00	1,231.23 95.0
	<b>TOTAL PERSONAL SERVICES</b>	<b>15,701.66</b>	<b>186,291.31</b>	<b>209,121.00</b>	<b>22,829.69 89.1</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
240-490-6110	.00	.00	6,440.00	6,440.00	.0
240-490-6112	.00	29.13	.00	( 29.13)	.0
240-490-6114	2,912.00	4,901.75	5,460.00	558.25	89.8
240-490-6116	.00	7,462.00	.00	( 7,462.00)	.0
240-490-6122	400.37	4,873.86	5,727.00	853.14	85.1
240-490-6128	88.37	3,627.07	4,500.00	872.93	80.6
240-490-6210	.00	9,966.21	9,187.00	( 779.21)	108.5
240-490-6220	446.40	875.04	1,500.00	624.96	58.3
240-490-6226	217.87	1,327.98	1,200.00	( 127.98)	110.7
240-490-6230	54.11	868.41	500.00	( 368.41)	173.7
240-490-6234	.00	2,492.75	5,000.00	2,507.25	49.9
240-490-6238	292.60	3,470.86	6,600.00	3,129.14	52.6
240-490-6240	125.00	125.00	2,000.00	1,875.00	6.3
240-490-6290	.00	2,702.49	500.00	( 2,202.49)	540.5
240-490-6320	.00	378.99	500.00	121.01	75.8
240-490-6324	2,068.78	16,176.94	8,500.00	( 7,676.94)	190.3
240-490-6330	903.40	3,381.26	15,000.00	11,618.74	22.5
240-490-6334	.00	.00	7,500.00	7,500.00	.0
240-490-6420	1,010.42	8,905.47	18,000.00	9,094.53	49.5
240-490-6425	604.26	6,618.06	8,000.00	1,381.94	82.7
240-490-6430	2,335.56	22,452.17	28,500.00	6,047.83	78.8
240-490-6435	137.98	1,329.61	1,550.00	220.39	85.8
240-490-6440	257.85	2,430.10	3,200.00	769.90	75.9
240-490-6445	48.91	546.57	9,000.00	8,453.43	6.1
240-490-6520	.00	3,583.00	4,000.00	417.00	89.6
240-490-6710	55.37	55.37	2,000.00	1,944.63	2.8
240-490-6712	371.63	543.90	1,500.00	956.10	36.3
240-490-6750	2,897.33	15,436.50	18,000.00	2,563.50	85.8
240-490-6755	1,706.40	12,518.10	14,000.00	1,481.90	89.4
240-490-6758	.00	.00	2,500.00	2,500.00	.0
240-490-6760	3,689.95	19,886.13	22,711.00	2,824.87	87.6
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>20,624.56</b>	<b>156,964.72</b>	<b>213,075.00</b>	<b>56,110.28</b>	<b>73.7</b>
<b>TOTAL NON-DEPARTMENTAL</b>	<b>36,326.22</b>	<b>343,256.03</b>	<b>422,196.00</b>	<b>78,939.97</b>	<b>81.3</b>
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
240-700-8225	.00	.00	25,000.00	25,000.00	.0
240-700-8320	.00	1,475.00	.00	( 1,475.00)	.0
240-700-8550	.00	.00	35,000.00	35,000.00	.0
<b>TOTAL CAPITAL OUTLAY</b>	<b>.00</b>	<b>1,475.00</b>	<b>60,000.00</b>	<b>58,525.00</b>	<b>2.5</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL CAPITAL OUTLAY	.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	.00	23,801.00	23,801.00	.00	100.0
240-800-7122 LOAN PRINCIPAL - J05001 SPWF	.00	4,961.65	4,962.00	.35	100.0
240-800-7124 LOAN PRINCIPAL - RUS 92-05	.00	6,979.95	6,980.00	.05	100.0
240-800-7510 LOAN INTEREST - G02002	.00	7,157.78	7,158.00	.22	100.0
240-800-7522 LOAN INTEREST - J05001 SPWF	.00	2,460.85	2,461.00	.15	100.0
240-800-7524 LOAN INTEREST - RUS 92-05	.00	8,764.05	8,765.00	.95	100.0
TOTAL DEBT SERVICES	.00	54,125.28	54,127.00	1.72	100.0
TOTAL DEBT SERVICE	.00	54,125.28	54,127.00	1.72	100.0
<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	36,326.22	398,856.31	615,903.00	217,046.69	64.8
NET REVENUE OVER EXPENDITURES	8,812.04	76,122.48	( 149,181.00)	( 225,303.48)	51.0

CITY OF LOWELL  
 BALANCE SHEET  
 MAY 31, 2023

STREET FUND

ASSETS

312-1110	ALLOCATED CASH	94,130.24	
312-1115	CASH IN BANK - LGIP	57,387.41	
312-1710	LAND	93,558.00	
312-1720	BUILDINGS & FACILITIES	528.00	
312-1730	EQUIPMENT & FURNISHINGS	6,061.05	
312-1740	VEHICLES & ROLLING STOCK	11,299.83	
312-1750	INFRASTRUCTURE	1,624,771.62	
312-1820	AD - BUILDINGS & FACILITIES	( 70.40)	
312-1830	AD - EQUIPMENT & FURNISHINGS	( 1,967.90)	
312-1840	AD - VEHICLES & ROLLING STOCK	( 3,954.93)	
312-1850	AD - INFRASTRUCTURE	( 458,159.91)	
	TOTAL ASSETS		1,423,583.01

LIABILITIES AND EQUITY

LIABILITIES

312-2205	WAGES PAYABLE	517.56	
312-2210	PAYROLL TAXES PAYABLE	242.44	
312-2245	HEALTH INSURANCE PAYABLE	227.91	
312-2250	RETIREMENT PAYABLE	148.78	
312-2255	DEFERRED COMP PAYABLE	7.48	
312-2750	LONG TERM DEBT	79,679.13	
	TOTAL LIABILITIES		80,823.30

FUND EQUITY

312-3100	BEGINNING FUND BALANCE	111,798.43	
312-3275	GASB - FIXED ASSETS	1,272,065.36	
312-3277	GAAP - LONG TERM DEBT	( 79,679.13)	
	REVENUE OVER EXPENDITURES - YTD	38,575.05	
	BALANCE - CURRENT DATE	38,575.05	
	TOTAL FUND EQUITY		1,342,759.71
	TOTAL LIABILITIES AND EQUITY		1,423,583.01

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
312-315-4125 INTEREST EARNED	189.85	1,479.28	211.00	( 1,268.28)	701.1
TOTAL INVESTMENT EARNINGS	189.85	1,479.28	211.00	( 1,268.28)	701.1
<u>INTERGOVERNMENTAL</u>					
312-320-4142 STATE DISTRIBUTIONS	7,883.75	87,436.66	91,464.00	4,027.34	95.6
TOTAL INTERGOVERNMENTAL	7,883.75	87,436.66	91,464.00	4,027.34	95.6
<u>SDC REVENUE</u>					
312-345-4513 TRANSPORTATION REIMBURSEMENT S	312.00	1,872.00	2,080.00	208.00	90.0
TOTAL SDC REVENUE	312.00	1,872.00	2,080.00	208.00	90.0
TOTAL FUND REVENUE	8,385.60	90,787.94	93,755.00	2,967.06	96.8

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
312-490-5110 CITY ADMINISTRATOR	383.08	4,400.22	4,618.00	217.78	95.3
312-490-5150 PUBLIC WORKS DIRECTOR	326.00	3,750.25	3,912.00	161.75	95.9
312-490-5152 UTILITY WORKER I	381.20	4,385.86	4,574.00	188.14	95.9
312-490-5156 TEMPORARY/ SEASONAL	164.80	1,059.20	1,664.00	604.80	63.7
312-490-5220 OVERTIME	71.48	852.89	868.00	15.11	98.3
312-490-5315 SOCIAL SECURITY/MEDICARE	101.37	1,104.49	1,196.00	91.51	92.4
312-490-5320 WORKER'S COMP	.48	415.71	1,763.00	1,347.29	23.6
312-490-5350 UNEMPLOYMENT	.00	.00	1,040.00	1,040.00	.0
312-490-5410 HEALTH INSURANCE	227.53	3,132.04	3,281.00	148.96	95.5
312-490-5450 PUBLIC EMPLOYEES RETIREMENT	228.05	2,628.14	3,071.00	442.86	85.6
<b>TOTAL PERSONAL SERVICES</b>	<b>1,883.99</b>	<b>21,728.80</b>	<b>25,987.00</b>	<b>4,258.20</b>	<b>83.6</b>
<u>MATERIALS &amp; SERVICES</u>					
312-490-6110 AUDITING	.00	.00	1,240.00	1,240.00	.0
312-490-6114 FINANCIAL SERVICES	( 2,275.00)	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	1,082.21	1,480.00	397.79	73.1
312-490-6128 OTHER CONTRACT SERVICES	.00	1,651.49	8,000.00	6,348.51	20.6
312-490-6210 INSURANCE & BONDS	.00	3,636.94	3,356.00	( 280.94)	108.4
312-490-6226 POSTAGE	.00	.57	.00	( .57)	.0
312-490-6230 OFFICE SUPPLIES/EQUIPMENT	8.08	193.33	.00	( 193.33)	.0
312-490-6234 GENERAL SUPPLIES	.00	226.70	500.00	273.30	45.3
312-490-6238 BANK SERVICE CHARGES	.00	2.27	50.00	47.73	4.5
312-490-6290 MISCELLANEOUS	.00	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	1,895.90	4,071.90	10,000.00	5,928.10	40.7
312-490-6334 NON-CAPITALIZED ASSETS	.00	.00	2,500.00	2,500.00	.0
312-490-6430 ELECTRICITY SERVICES	1,027.48	11,633.04	14,575.00	2,941.96	79.8
312-490-6720 STORM DRAIN MAINTENANCE	171.81	171.81	1,500.00	1,328.19	11.5
312-490-6724 STREET SIGNS	.00	.00	500.00	500.00	.0
312-490-6726 STREET LIGHTS	.00	.00	410.00	410.00	.0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>910.65</b>	<b>25,312.52</b>	<b>67,295.00</b>	<b>41,982.48</b>	<b>37.6</b>
<b>TOTAL NON-DEPARTMENTAL</b>	<b>2,794.64</b>	<b>47,041.32</b>	<b>93,282.00</b>	<b>46,240.68</b>	<b>50.4</b>
<u>CAPITAL OUTLAY</u>					

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

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	3,426.59	3,427.00	.41	100.0
312-800-7525 LOAN INTEREST - L21001	.00	1,744.98	1,745.00	.02	100.0
TOTAL DEBT SERVICES	.00	5,171.57	5,172.00	.43	100.0
TOTAL DEBT SERVICE	.00	5,171.57	5,172.00	.43	100.0
 <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	2,794.64	52,212.89	195,043.00	142,830.11	26.8
NET REVENUE OVER EXPENDITURES	5,590.96	38,575.05	( 101,288.00)	( 139,863.05)	38.1

CITY OF LOWELL  
 BALANCE SHEET  
 MAY 31, 2023

BLACKBERRY JAM FUND

<u>ASSETS</u>			
314-1110	ALLOCATED CASH		11,944.62
	TOTAL ASSETS		11,944.62
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
314-3100	BEGINNING FUND BALANCE		13,823.92
	REVENUE OVER EXPENDITURES - YTD	( 1,879.30)	
	BALANCE - CURRENT DATE	( 1,879.30)	
	TOTAL FUND EQUITY		11,944.62
	TOTAL LIABILITIES AND EQUITY		11,944.62

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
314-315-4125 INTEREST EARNED	.19	2.17	10.00	7.83	21.7
TOTAL INVESTMENT EARNINGS	.19	2.17	10.00	7.83	21.7
<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 &amp; EVENT REVENUE</u>					
314-380-4861 CRAFT/COMMERCIAL BOOTH SALES	575.00	1,740.00	1,980.00	240.00	87.9
314-380-4862 FOOD BOOTH SALES	800.00	1,515.00	1,200.00	( 315.00)	126.3
314-380-4864 JAM SALES	15.00	825.00	500.00	( 325.00)	165.0
314-380-4866 QUILT RAFFLE SALES	.00	4,150.00	4,000.00	( 150.00)	103.8
314-380-4870 SPONSORSHIP REVENUE	1,350.00	1,680.00	8,772.00	7,092.00	19.2
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	2,740.00	10,005.00	16,597.00	6,592.00	60.3
<u>MISCELLANEOUS REVENUE</u>					
314-385-4895 MISCELLANEOUS REVENUE	.00	115.00	500.00	385.00	23.0
TOTAL MISCELLANEOUS REVENUE	.00	115.00	500.00	385.00	23.0
TOTAL FUND REVENUE	2,740.19	10,227.17	17,107.00	6,879.83	59.8

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS &amp; SERVICES</u>					
314-490-6118	.00	504.00	1,000.00	496.00	50.4
314-490-6122	27.59	580.47	350.00	( 230.47)	165.9
314-490-6220	363.76	383.76	100.00	( 283.76)	383.8
314-490-6226	.00	3.25	.00	( 3.25)	.0
314-490-6238	12.14	30.88	100.00	69.12	30.9
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	880.00	1,000.00	120.00	88.0
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	462.00	756.00	500.00	( 256.00)	151.2
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	( 61.84)	.00	100.00	100.00	.0
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>883.65</u>	<u>12,106.47</u>	<u>23,142.00</u>	<u>11,035.53</u>	<u>52.3</u>
TOTAL MATERIALS & SERVICES					
	<u>883.65</u>	<u>12,106.47</u>	<u>23,142.00</u>	<u>11,035.53</u>	<u>52.3</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	.00	.00	5,007.00	5,007.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	5,007.00	5,007.00	.0
TOTAL FUND EXPENDITURES	<u>883.65</u>	<u>12,106.47</u>	<u>28,149.00</u>	<u>16,042.53</u>	<u>43.0</u>
NET REVENUE OVER EXPENDITURES	<u>1,856.54</u>	<u>( 1,879.30)</u>	<u>( 11,042.00)</u>	<u>( 9,162.70)</u>	<u>( 17.0)</u>

CITY OF LOWELL  
BALANCE SHEET  
MAY 31, 2023

PARKS SDC FUND

<u>ASSETS</u>			
410-1110	ALLOCATED CASH	42,443.98	
410-1115	CASH IN BANK - LGIP	61,535.43	
	TOTAL ASSETS		<u>103,979.41</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
410-3100	BEGINNING FUND BALANCE	89,532.89	
	REVENUE OVER EXPENDITURES - YTD	<u>14,446.52</u>	
	BALANCE - CURRENT DATE		<u>14,446.52</u>
	TOTAL FUND EQUITY		<u>103,979.41</u>
	TOTAL LIABILITIES AND EQUITY		<u>103,979.41</u>

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2023

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
410-315-4125 INTEREST EARNED	202.61	1,577.27	200.00	( 1,377.27)	788.6
TOTAL INVESTMENT EARNINGS	202.61	1,577.27	200.00	( 1,377.27)	788.6
<u>SDC REVENUE</u>					
410-345-4510 PARK SDC FEES	2,910.00	17,685.00	19,700.00	2,015.00	89.8
TOTAL SDC REVENUE	2,910.00	17,685.00	19,700.00	2,015.00	89.8
TOTAL FUND REVENUE	3,112.61	19,262.27	19,900.00	637.73	96.8

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS &amp; SERVICES</u>					
410-490-6714 MATERIALS & SERVICES	206.25	4,815.75	10,000.00	5,184.25	48.2
TOTAL MATERIALS & SERVICES	206.25	4,815.75	10,000.00	5,184.25	48.2
TOTAL NON-DEPARTMENTAL	206.25	4,815.75	10,000.00	5,184.25	48.2
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
410-700-8520 PARKS IMPROVEMENTS	.00	.00	80,313.00	80,313.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	80,313.00	80,313.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	80,313.00	80,313.00	.0
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
410-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	18,080.00	18,080.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	18,080.00	18,080.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	18,080.00	18,080.00	.0
TOTAL FUND EXPENDITURES	206.25	4,815.75	108,393.00	103,577.25	4.4
NET REVENUE OVER EXPENDITURES	2,906.36	14,446.52	( 88,493.00)	( 102,939.52)	16.3

CITY OF LOWELL  
 BALANCE SHEET  
 MAY 31, 2023

STREETS SDC FUND

<u>ASSETS</u>			
412-1110	ALLOCATED CASH	32,892.03	
412-1115	CASH IN BANK - LGIP	47,619.62	
		<hr/>	
	TOTAL ASSETS		80,511.65
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
412-3100	BEGINNING FUND BALANCE	68,635.11	
	REVENUE OVER EXPENDITURES - YTD	11,876.54	
		<hr/>	
	BALANCE - CURRENT DATE	11,876.54	
		<hr/>	
	TOTAL FUND EQUITY		80,511.65
			<hr/>
	TOTAL LIABILITIES AND EQUITY		80,511.65
			<hr/> <hr/>

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2023

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
412-315-4125 INTEREST EARNED	156.79	1,220.54	150.00	( 1,070.54)	813.7
TOTAL INVESTMENT EARNINGS	156.79	1,220.54	150.00	( 1,070.54)	813.7
<u>SDC REVENUE</u>					
412-345-4512 TRANSPORTATION SDC	1,776.00	10,656.00	11,840.00	1,184.00	90.0
TOTAL SDC REVENUE	1,776.00	10,656.00	11,840.00	1,184.00	90.0
TOTAL FUND REVENUE	1,932.79	11,876.54	11,990.00	113.46	99.1

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS &amp; 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	1,932.79	11,876.54	( 68,006.00)	( 79,882.54)	17.5

CITY OF LOWELL  
 BALANCE SHEET  
 MAY 31, 2023

WATER SDC FUND

<u>ASSETS</u>			
430-1110	ALLOCATED CASH	120,169.55	
430-1115	CASH IN BANK - LGIP	310,875.69	
	TOTAL ASSETS		<u>431,045.24</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
430-3100	BEGINNING FUND BALANCE	376,132.96	
	REVENUE OVER EXPENDITURES - YTD	<u>54,912.28</u>	
	BALANCE - CURRENT DATE	<u>54,912.28</u>	
	TOTAL FUND EQUITY		<u>431,045.24</u>
	TOTAL LIABILITIES AND EQUITY		<u>431,045.24</u>

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2023

WATER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
430-315-4125	INTEREST EARNED	1,021.97	7,951.51	500.00	( 7,451.51)	1590.3
	TOTAL INVESTMENT EARNINGS	1,021.97	7,951.51	500.00	( 7,451.51)	1590.3
<u>SDC REVENUE</u>						
430-345-4530	WATER SDC	11,490.00	68,940.00	76,600.00	7,660.00	90.0
	TOTAL SDC REVENUE	11,490.00	68,940.00	76,600.00	7,660.00	90.0
	TOTAL FUND REVENUE	12,511.97	76,891.51	77,100.00	208.49	99.7

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS &amp; SERVICES</u>					
430-490-6128	.00	21,772.98	80,000.00	58,227.02	27.2
430-490-6714	206.25	206.25	.00	( 206.25)	.0
TOTAL MATERIALS & SERVICES	206.25	21,979.23	80,000.00	58,020.77	27.5
TOTAL NON-DEPARTMENTAL	206.25	21,979.23	80,000.00	58,020.77	27.5
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
430-700-8540	.00	.00	300,000.00	300,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	300,000.00	300,000.00	.0
TOTAL CAPITAL OUTLAY	.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
TOTAL OTHER REQUIREMENTS	.00	.00	79,797.00	79,797.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	79,797.00	79,797.00	.0
TOTAL FUND EXPENDITURES	206.25	21,979.23	459,797.00	437,817.77	4.8
NET REVENUE OVER EXPENDITURES	12,305.72	54,912.28	( 382,697.00)	( 437,609.28)	14.4

CITY OF LOWELL  
 BALANCE SHEET  
 MAY 31, 2023

SEWER SDC FUND

<u>ASSETS</u>			
440-1110	ALLOCATED CASH		71,612.54
440-1115	CASH IN BANK - LGIP		69,935.13
			<hr/>
	TOTAL ASSETS		141,547.67
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
440-3100	BEGINNING FUND BALANCE		132,237.60
	REVENUE OVER EXPENDITURES - YTD	9,310.07	
		<hr/>	
	BALANCE - CURRENT DATE		9,310.07
			<hr/>
	TOTAL FUND EQUITY		141,547.67
			<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY		141,547.67
			<hr/> <hr/>

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2023

SEWER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
440-315-4125	INTEREST EARNED	230.67	1,797.22	500.00	( 1,297.22)	359.4
	TOTAL INVESTMENT EARNINGS	230.67	1,797.22	500.00	( 1,297.22)	359.4
<u>SDC REVENUE</u>						
440-345-4540	SEWER SDC	3,213.00	18,207.00	21,420.00	3,213.00	85.0
	TOTAL SDC REVENUE	3,213.00	18,207.00	21,420.00	3,213.00	85.0
	TOTAL FUND REVENUE	3,443.67	20,004.22	21,920.00	1,915.78	91.3

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS &amp; SERVICES</u>					
440-490-6128 OTHER CONTRACT SERVICES	.00	10,694.15	99,000.00	88,305.85	10.8
TOTAL MATERIALS & SERVICES	.00	10,694.15	99,000.00	88,305.85	10.8
TOTAL NON-DEPARTMENTAL	.00	10,694.15	99,000.00	88,305.85	10.8
<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	10,694.15	147,172.00	136,477.85	7.3
NET REVENUE OVER EXPENDITURES	3,443.67	9,310.07	( 125,252.00)	( 134,562.07)	7.4

CITY OF LOWELL  
 BALANCE SHEET  
 MAY 31, 2023

STORMWATER SDC FUND

<u>ASSETS</u>			
445-1110	ALLOCATED CASH		34,169.80
445-1115	CASH IN BANK - LGIP		49,640.24
			<hr/>
	TOTAL ASSETS		83,810.04
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
445-3100	BEGINNING FUND BALANCE		69,353.04
	REVENUE OVER EXPENDITURES - YTD	14,457.00	
		<hr/>	
	BALANCE - CURRENT DATE		14,457.00
			<hr/>
	TOTAL FUND EQUITY		83,810.04
			<hr/>
	TOTAL LIABILITIES AND EQUITY		83,810.04
			<hr/> <hr/>

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2023

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
445-315-4125 INTEREST EARNED	163.44	1,272.00	200.00	( 1,072.00)	636.0
TOTAL INVESTMENT EARNINGS	163.44	1,272.00	200.00	( 1,072.00)	636.0
<u>SDC REVENUE</u>					
445-345-4545 STORM DRAINAGE SDC	2,019.00	13,185.00	13,460.00	275.00	98.0
TOTAL SDC REVENUE	2,019.00	13,185.00	13,460.00	275.00	98.0
TOTAL FUND REVENUE	2,182.44	14,457.00	13,660.00	( 797.00)	105.8

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS &amp; 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	2,182.44	14,457.00	( 68,635.00)	( 83,092.00)	21.1

CITY OF LOWELL  
 BALANCE SHEET  
 MAY 31, 2023

WATER RESERVE FUND

<u>ASSETS</u>			
520-1110	ALLOCATED CASH	9,402.10	
520-1115	CASH IN BANK - LGIP	30,844.81	
	TOTAL ASSETS		40,246.91
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
520-3100	BEGINNING FUND BALANCE	39,457.48	
	REVENUE OVER EXPENDITURES - YTD	789.43	
	BALANCE - CURRENT DATE	789.43	
	TOTAL FUND EQUITY		40,246.91
	TOTAL LIABILITIES AND EQUITY		40,246.91

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2023

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	101.36	789.43	10.00	( 779.43)	7894.3
	TOTAL INVESTMENT EARNINGS	101.36	789.43	10.00	( 779.43)	7894.3
	TOTAL FUND REVENUE	101.36	789.43	10.00	( 779.43)	7894.3

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

WATER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
520-900-9892 RESERVED FOR WATER BOND PYMT	.00	.00	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	101.36	789.43	( 39,405.00)	( 40,194.43)	2.0

CITY OF LOWELL  
 BALANCE SHEET  
 MAY 31, 2023

SEWER RESERVE FUND

<u>ASSETS</u>			
521-1110	ALLOCATED CASH		5,754.26
521-1115	CASH IN BANK - LGIP		10,281.58
			<hr/>
	TOTAL ASSETS		16,035.84
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
521-3100	BEGINNING FUND BALANCE		15,772.22
	REVENUE OVER EXPENDITURES - YTD	263.62	
		<hr/>	
	BALANCE - CURRENT DATE		263.62
			<hr/>
	TOTAL FUND EQUITY		16,035.84
			<hr/>
	TOTAL LIABILITIES AND EQUITY		16,035.84
			<hr/> <hr/>

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2023

SEWER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
521-315-4125	INTEREST EARNED	33.83	263.62	10.00	( 253.62)	2636.2
	TOTAL INVESTMENT EARNINGS	33.83	263.62	10.00	( 253.62)	2636.2
	TOTAL FUND REVENUE	33.83	263.62	10.00	( 253.62)	2636.2

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2023

SEWER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
521-900-9892 RESERVED FOR SEWER BOND PYMT	.00	.00	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	33.83	263.62	( 15,754.00)	( 16,017.62)	1.7



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

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**To:** Mayor Bennett and City Council  
**From:** Jeremy Caudle, City Administrator  
**Date:** Monday, June 19, 2023  
**Re:** Administrator's report for June

# MEMO

---

This City Administrator's report covers activities since the May 16, 2023 regular meeting. A summary of major activities is as follows:

## **Surplus city properties**

1. On June 12, we completed the sale of the vacant lot on the 70 N. Pioneer St. campus. The new owners have scheduled a meeting with me early in July to discuss the development potential of the property.

## **E-permitting through the Oregon Building Codes Division**

1. On June 8, I participated in a demonstration of Oregon Building Codes Division's e-permitting system. A new state law requires all cities to offer e-permitting on or before January 1, 2025. I informed the BDC representative that I would like for the city to join their system, which will be at no cost to us. They scheduled us for early 2024 to start the process of joining their system. They stated that it takes several months to get everything up and running for a new jurisdiction. Staff with Northwest Code Professionals also connected me with building codes staff in other cities who recently transitioned to the state system. These staff offered to assist the city with any questions we might have as we start this process.

## **Codification of new city ordinances**

1. The city has adopted various new ordinances over the past two years, and we need to incorporate these into a new supplement for the Lowell Revised Code. We obtained a quote from MuniCode, who provide codification services for the city, to complete this service. The quote is \$4,860. We will wait until the new budget year before proceeding with this.

## **City annex/emergency management plan**

1. A draft of Lane County's emergency management plan is now online here: <https://www.lanecounty.org/cms/one.aspx?pageId=19017673>. This includes the

City of Lowell's annex into the plan. A comment period is now open for interested members of the public to offer their feedback on the plan.

### **Other items**

1. Since the regular meeting in May, the Budget Committee held two meetings, and the City Council completed a public hearing on the budget. Over the past month, most of my time has been focused on the FY 23/24 budget, as well as updating year-end projections for the current year's budget.
2. In late May, Sanipac sent a letter to residents regarding the rate changes. Sanipac staff have contacted residents about their options regarding service levels. Due to my focus on completing the budget process, I have not had time to complete City Council's desired assistance program for garbage pick-up services. I will work on this in July.
3. The HVAC unit that serves the library was out of service for about two weeks. The reason was due to a faulty part, which our HVAC contractor recently replaced. This was the unit that we did not replace.
4. City staff now have remote access to the camera systems at 70 N. Pioneer St. This required LCOG's IT staff to coordinate with Federal Security, as there were firewall issues with our network system that required a work-around. Now that we have remote access, we can observe the building prior to responding in case we get an after-hours alarm call.
5. Last week, the contract accountant and I submitted our disbursement request to Business Oregon for the 70 N. Pioneer St. construction loan. We requested an expedited process so that we can receive the funds prior to June 30.

## LOWELL PATROL LOG May 2023

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
1-May	404	23:15	0:45	1:30						
1-May	410	18:00	21:00	3:00						
2-May	402	13:15	14:45	1:30						
2-May	401	13:15	15:15	2:00						
2-May	410	15:30	17:30	2:00						
9-May	402	19:00	21:00	2:00						
9-May	410	19:00	20:00	1:00						
10-May	402	19:00	21:00	2:00						
11-May	403	15:00	16:00	1:00						
12-May	404	19:00	21:00	2:00						
12-May	410	16:15	21:30	5:15						
13-May	404	19:15	20:30	1:15						
13-May	410	11:00	12:00	1:00						
13-May	410	21:00	21:45	0:45						
16-May	401	17:00	20:30	3:30						
16-May	402	18:00	19:00	1:00						
18-May	404	17:00	19:00	2:00						
18-May	410	16:30	22:00	5:30						
20-May	410	8:30	9:15	0:45						
20-May	410	20:30	21:00	0:30						
21-May	410	10:00	10:30	0:30						
23-May	403	14:15	15:30	1:15						
23-May	403	19:00	21:00	2:00						
26-May	404	15:00	16:00	1:00						
30-May	404	12:00	13:30	1:30						
30-May	410	17:00	20:30	3:30						
31-May	410	17:00	20:30	3:30						
<b>TOTAL HOURS</b>				<b>52.75</b>						

TRAFFIC VIOLATIONS	CITATION	WARNING
SPEED	3	1
DWS		
FAIL TO SIGNAL		
STOP VIOLATIONS		
OTHER MOVING	1	

DATE	TIME	DESCRIPTION
12-May	17:40	Traffic Stop
	18:00	Traffic Stop
	18:50	Traffic Stop
	19:28	Traffic Stop
	21:09	Traffic Stop
18-May	17:40	Follow-up Investigation with 404 assist
	21:30	Follow-up Investigation Cite for Dis Con/Harassment



City Administrator's Office  
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---

**To:** Mayor Bennett and City Council  
**From:** Jeremy Caudle, City Administrator  
**Date:** Saturday, June 17, 2023  
**Re:** Follow up on approved FY 23/24 budget

# MEMO

---

This is to follow up on City Council's direction from the June 6, 2023 meeting regarding the FY 23/24 budget. Specifically, the City Council directed me to:

- Eliminate the water and sewer franchise fee payments to the General Fund. In turn, I should reduce the utility rates commensurately since each utility would no longer need to recoup the costs of franchise fee payments.
- Make cuts to one or both utilities so that the final utility fee increase is half of what was in the proposed budget.

By making these changes, as well as adjusting FY 23/24 water sales projections, I calculated a rate that would result in a \$13.58 monthly increase for a household using 4,000 gallons of water. This is compared to the \$27.29 increase in the proposed budget.

For clarity in your review of the budget detail sheets, the numbers in the adopted column in the budget detail sheets reflect numbers that the Budget Committee approved. The numbers in the approved column are changes since the Budget Committee meeting.

## **1. Summary of changes from the adopted to the approved budget.**

Updated water sales projections. The first factor that I want to discuss regarding water rates is the water sales projection for next fiscal year. In the proposed budget, I forecasted a 6.9 million decline in water sales. This resulted in an increase to the variable rates to offset the decrease in sales. I based this projection off sales since 2020, which have declined.

Recently, the Public Works Director provided me with monthly billing data since 2011. That trend shows an overall increase. The dotted blue line in the graph following the memo shows a 12-month moving average of monthly water sales to even out the ups and downs. The red dotted line shows the linear regression line fitted to the 12-month moving average. Using the linear function for this line, I calculated sales projections for the next fiscal year. Those projections are on the solid red line.

Based on the projections using this linear function, water sales for FY 23/24 are 34.4 million gallons. This is compared to the 26.1 million gallons projected in the proposed budget. The higher sales projections means that the city can lower the variable rate

compared to the proposed budget, while still earning the same amount of revenues. In fact, the updated utilities rates show a \$0.73 decrease in the variable rate for usage below 5,000 gallons per month.

If the City Council approved the updated utility rates, then we should monitor water sales each month during the fiscal year. It will be important to verify that actual water sales match projections. If actual sales fall below projections, then we may need to adjust utility rates during the fiscal year so that we can meet our revenue targets.

The proposed budget takes a conservative approach to updating rates to prioritize the Water Fund's financial conditions. The city should take every step to avoid the risk of overcharging utility customers, considering this new information on water sales trends over the past decade, as well as the public testimony regarding the proposed budget's rates. The Water Fund's budget has no room for error, however. To ensure that the Water Fund ends with a positive fund balance, we must be vigilant in monitoring revenues and expenses. This also means adjusting the budget and utility rates mid-year if it looks like we're going to fall short of our targets. It will be a balancing act to ensure we're not disproportionately charging our customers while reversing the Water Fund's declining financial condition.

Franchise fees and other cuts. The updated budget removes the water and sewer franchise fee payments to the General Fund. This resulted in cuts of \$58,130. I also cut \$20,000 from the Sewer Fund for a new gate for the wastewater treatment plant.

As I mentioned during the Budget Committee meetings, the Sewer Fund rate does not include the \$35,000 for inflow and infiltration repairs. In other words, we will pay for these projects using current Sewer Fund resources, as opposed to funding them through rate increase.

The Water Fund's ending balance is also lower than in the proposed budget. This is to meet the City Council's utility target. Technically, the Water Fund's ending balance is \$0, but I budgeted the projected ending resources in contingency. If we don't spend any of the amounts budgeted for contingency (\$20,000), then those appropriations will lapse and contribute to a higher than budgeted ending fund balance.

The elimination of utility franchise fees means that General Fund revenues are \$58,130 lower than in the proposed budget. If City Council does not reimplement the franchise fees in future budgets, then the General Fund's structural deficit (as discussed in my budget message) will worsen.

We must spend FY 23/24 scrutinizing the General Fund budget and searching for opportunities to increase resources or deciding what services we want to cut. I recommend starting with a referendum seeking a public safety fee or tax levy to pay for law

enforcement services. We must have these conversations early in the next fiscal year so that we can have a plan for FY 24/25.

	Current rates	Proposed rates	Difference
<u>Water</u>			
Per EDU	\$28.21	\$43.35	\$15.14
Variable			
Less than 5,000 gallons	\$5.66	\$4.93	-\$0.73
Greater than 5,000 gallons	\$7.13	\$9.85	\$2.72
<u>Sewer</u>			
Per EDU	\$67.14	\$68.51	\$1.37
<u>Bill for household using 4,000 gallons per month</u>			
Water bill per month	\$50.85	\$63.06	\$12.21
Sewer bill per month	\$67.14	\$68.51	\$1.37
Total	\$117.99	\$131.57	\$13.58

The table above shows the updated utility rate schedule. The water and sewer revenues in the “FY 23/24 approved” column reflect the decreased utility rates.

**2. Summary of changes to FY 22/23 year-end estimates.**

I’ve made several changes to FY 22/23 year-end estimates based on updated projections and new information received since I started working on the budget in May. These changes affected the projected ending balances, which in turn flow into the beginning balances for FY 23/24.

The biggest change for the General Fund is that I removed the \$230,000 loan proceeds from Business Oregon. These are the loan proceeds to finance the 70 N. Pioneer St. project. I put the loan proceeds into FY 23/24.

During the week of June 12, staff submitted our disbursement request to Business Oregon, and we requested expedited processing. It’s possible that we’ll receive these funds before June 30. To be on the safe side, I estimated that we won’t receive these funds until after July 1.

What this means is that the General Fund will need a short-term operating loan from the Sewer Fund until we receive these loan proceeds. The “FY 22/23 Amended” column reflects

a planned supplemental budget before June 30 to complete the inter-fund loan. The FY 23/24 budget shows the General Fund paying off this loan.

The Water Fund also has an interfund loan from the Sewer Fund. The reason is that the unanticipated expenses from the E. 1<sup>st</sup> St. issue will cause the Water Fund to exceed available resources by June 30. To ensure the Water Fund has a positive fund balance, the interfund loan is necessary. The FY 23/24 budget shows the Water Fund paying off this interfund loan.

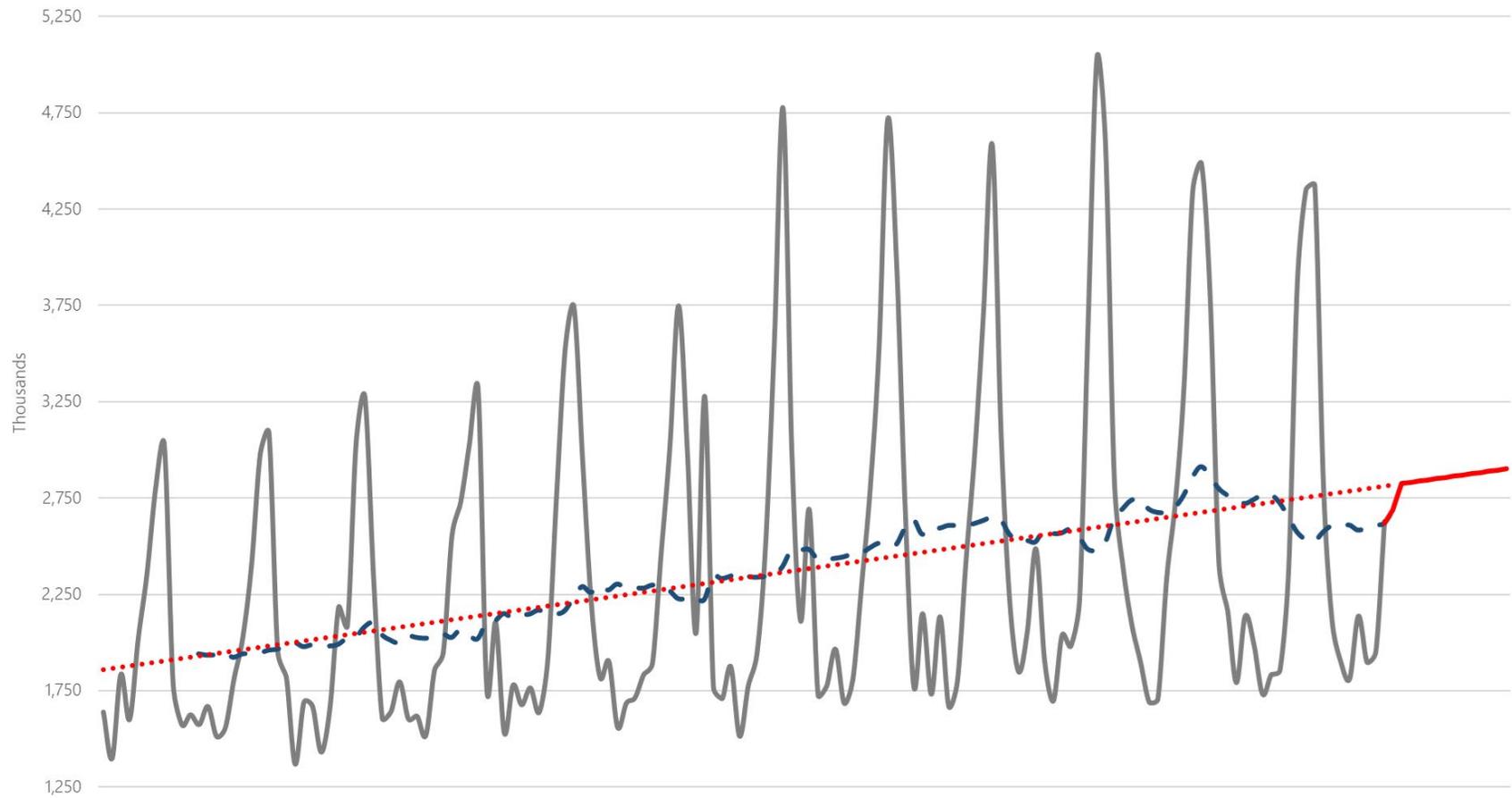
Appended to this memo is a draft resolution for the supplemental budget. This draft resolution shows the accounts subject to the supplemental budget, as well as an explanation for the changes.

### **3. Next steps.**

I recommend that City Council hold a special meeting on Tuesday, June 27 at 6:00 pm to approve the budget. At this meeting, the City Council will also vote on the following items:

- Supplemental budget for FY 22/23
- Resolution to approve interfund loans from Sewer Fund to Water Fund and General Fund
- Resolution to cancel franchise fees for Sewer Fund and Water Fund

Monthly billed water consumption since 2011



**CITY OF LOWELL, OREGON**

**RESOLUTION 803**

**A RESOLUTION TO ADOPT A BUDGET AND TO IMPOSE AND CATEGORIZE TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2023.**

---

**BE IT RESOVLED by the City Council of the City of Lowell as follows:**

**Section 1.** That the budget adopted by the Budget Committee, and amended by the City Council, for the 2023-2024 fiscal year in the amount of \$4,072,297, of which \$247,392 is unappropriated and reserved, is approved.

**Section 2.** That the amounts set forth in Exhibit A are hereby appropriated for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

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

- (a) At the rate of \$2.1613 for operations per \$1,000 of assessed value.
- (b) These taxes are hereby imposed and categorized for tax year 2022-2023 upon the assessed value of all taxable property within the City as follows:

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

*[This section left intentionally blank.]*

**Adopted by the City Council of the City of Lowell this 27<sup>th</sup> day of June 2023.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

---

Don Bennett, Mayor

ATTEST:

---

Jeremy Caudle, City Recorder

DRAFT

## Exhibit A: Adopted Budget for the Fiscal Year Beginning July 1, 2023

<b>General Fund</b>	<b>Building Fund</b>	<b>Sewer Reserve Fund</b>
Administration 205,162	Building Department 93,093	Reserves & Ending Balances 16,222
Code Enforcement 9,394	Contingencies 55,015	<b>Total</b> 16,222
Community Development 77,576	Reserves & Ending Balances 4,980	
Debt Service 286,449	<b>Total</b> 153,088	<b>Water Reserve Fund</b>
Library 57,284		Reserves & Ending Balances 40,507
Municipal Court 16,893	<b>Blackberry Jam Festival Fund</b>	<b>Total</b> 40,507
Parks & Recreation 103,942	Blackberry Jam Festival 16,350	
Police 36,231	Contingencies 0	
Tourism 10,586	Reserves & Ending Balances 1,773	<b>Appropriations</b>
Contingencies 168,496	<b>Total</b> 18,123	All Funds:
Transfers Out 81,200		<b>Sub-total</b> 3,824,905
Reserves & Ending Balances 74,885	<b>Parks SDC Fund</b>	
<b>Total</b> 1,128,098	Parks Department 93,275	<b>Unappropriated and reserved</b>
	Reserves & Ending Balances 8,443	All Funds:
<b>Water Fund</b>	<b>Total</b> 101,718	<b>Sub-total</b> 247,392
Water Department 536,322	<b>Water SDC Fund</b>	
Debt Service 75,875	Water Department 390,473	<b>FY 2023/2024 Budget</b>
Contingencies 20,000	Reserves & Ending Balances 35,047	<b>Total</b> 4,072,297
Transfers Out 20,342	<b>Total</b> 425,520	
Reserves & Ending Balances 0	<b>Street SDC Fund</b>	
<b>Total</b> 652,539	Streets Department 64,838	
<b>Sewer Fund</b>	Reserves & Ending Balances 5,869	
Sewer Department 580,188	<b>Total</b> 70,707	
Debt Service 53,178	<b>Sewer SDC Fund</b>	
Contingencies 77,425	Sewer Department 114,941	
Transfers Out 30,000	Reserves & Ending Balances 4,792	
Reserves & Ending Balances 39,157	<b>Total</b> 119,733	
<b>Total</b> 779,948	<b>Stormwater SDC Fund</b>	
<b>Street Fund</b>	Stormwater Department 75,456	
Street Department 372,533	Reserves & Ending Balances 6,921	
Debt Service 5,211	<b>Total</b> 82,377	
Contingencies 97,177		
Reserves & Ending Balances 8,796		
<b>Total</b> 483,717		

## Budget summary for the fiscal year beginning July 1, 2023

### Resources:

	General Fund	Water Fund	Sewer Fund	Other Governmental Fund	SDC and Reserve Funds	Grand Total
Beginning Balance	70,462	10,000	106,307	209,391	776,219	1,172,379
Charges for Services	1,360	533,746	483,366	-	-	1,018,472
Fines & Forfeitures	5,000	-	-	-	-	5,000
Franchise Fees	68,500	-	-	-	-	68,500
Fundraising & Event Revenue	-	-	-	2,960	-	2,960
Grant Revenue	16,786	-	-	-	-	16,786
Intergovernmental Revenue	38,660	-	-	80,000	-	118,660
Investment Revenue	1,252	273	1,000	220	2,250	4,995
Licenses & Permits	41,850	3,750	115	87,143	-	132,858
Loan Payments & Proceeds	230,224	70,000	90,000	270,000	-	660,224
Miscellaneous Revenue	800	4,770	2,000	110	-	7,680
Other Revenue	470,787	-	-	-	-	470,787
Reimbursement Revenue	-	-	-	-	-	-
SDC Revenue	47	-	618	104	12,767	13,536
Tax Revenue	182,370	-	-	-	-	182,370
Transfers In	-	30,000	96,542	5,000	65,548	197,090
Grand Total	1,128,098	652,539	779,948	654,928	856,784	4,072,297

**Requirements:**

	General Fund	Water Fund	Sewer Fund	Other Governmental Fund	SDC and Reserve Funds	Grand Total
Personal Services	164,990	223,992	224,009	41,719	-	654,710
Materials & Services	252,878	202,330	226,179	165,257	62,000	908,644
Debt Service	286,449	75,875	53,178	5,211	-	420,713
Capital Outlay	99,200	110,000	130,000	275,000	676,983	1,291,183
Transfers Out	81,200	20,342	30,000	-	-	131,542
Contingencies	168,496	20,000	77,425	152,192	-	418,113
Reserves & Ending Balances	74,885	-	39,157	15,549	117,801	247,392
Grand Total	1,128,098	652,539	779,948	654,928	856,784	4,072,297

## Fund summaries

### General Fund

#### Resources:

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Beginning Balance	272,113	205,803	341,048	341,048	264,759	219,971	219,971	70,462
Charges for Services	3,388	11,438	9,737	9,737	5,429	1,360	1,360	1,360
Fines & Forfeitures	5,966	10,565	5,000	5,000	5,190	5,000	5,000	5,000
Franchise Fees	59,158	96,396	108,686	108,686	107,107	126,630	126,630	68,500
Fundraising & Event Revenue	12,366	13,270	-	-	-	-	-	-
Grant Revenue	67,784	314,764	843,301	843,301	166,837	16,786	16,786	16,786
Intergovernmental Revenue	39,141	35,883	43,700	43,700	39,992	38,660	38,660	38,660
Investment Revenue	1,592	1,448	1,252	1,252	1,808	1,252	1,252	1,252
Licenses & Permits	1,669	18,683	19,795	19,795	21,193	41,850	41,850	41,850
Loan Payments & Proceeds	307,978	-	230,224	230,224	-	-	-	230,224
Miscellaneous Revenue	6,273	678	800	800	1,676	800	800	800
Other Revenue	1,000	62,322	699,397	699,397	453,019	470,787	470,787	470,787
Reimbursement Revenue	-	-	-	-	-	-	-	-
SDC Revenue	188	1,457	940	940	846	47	47	47
Tax Revenue	155,147	183,315	178,646	178,646	186,913	182,370	182,370	182,370
Transfers In	6,049	-	-	76,200	76,200	-	-	-
<b>Grand Total</b>	<b>939,812</b>	<b>956,022</b>	<b>2,482,526</b>	<b>2,558,726</b>	<b>1,330,969</b>	<b>1,105,513</b>	<b>1,105,513</b>	<b>1,128,098</b>

**Requirements:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Capital Outlay	309,230	279,437	1,245,908	1,235,501	471,248	99,200	99,200	99,200
Contingencies	-	-	97,186	97,186	-	271,769	271,769	168,496
Debt Service	46,353	48,353	591,558	591,558	355,002	286,449	286,449	286,449
Materials & Services	238,221	254,379	326,467	413,049	290,894	252,878	252,878	252,878
Personal Services	103,009	109,177	155,797	155,822	143,363	164,990	164,990	164,990
Reserves & Ending Balances	205,803	264,759	65,610	65,610	70,462	25,227	25,227	74,885
Transfers Out	37,200	-	-	-	-	5,000	5,000	81,200
<b>Grand Total</b>	<b>939,816</b>	<b>956,105</b>	<b>2,482,526</b>	<b>2,558,726</b>	<b>1,330,969</b>	<b>1,105,513</b>	<b>1,105,513</b>	<b>1,128,098</b>

**Sewer Fund**

**Resources:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Beginning Balance	150,205	184,427	149,181	149,181	184,327	231,469	191,642	106,307
Charges for Services	386,433	406,485	450,375	489,111	489,111	525,672	528,006	483,366
Grant Revenue	24,364	-	-	-	5,525	-	-	-
Investment Revenue	734	633	662	662	2,200	1,000	1,000	1,000
Licenses & Permits	575	3,795	1,725	1,725	2,070	115	115	115
Loan Payments & Proceeds	-	-	-	-	-	90,000	90,000	90,000
Miscellaneous Revenue	3,589	898	1,600	1,600	1,800	2,000	2,000	2,000
Other Revenue	-	-	-	-	-	-	-	-
SDC Revenue	3,090	19,158	12,360	12,360	11,124	618	618	618
Transfers In	6,049	-	-	-	-	65,548	-	96,542
<b>Grand Total</b>	<b>575,039</b>	<b>615,396</b>	<b>615,903</b>	<b>654,639</b>	<b>696,157</b>	<b>916,422</b>	<b>813,381</b>	<b>779,948</b>

**Requirements:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Capital Outlay	-	23,377	60,000	20,194	36,919	150,000	150,000	130,000
Contingencies	-	-	20,000	2,000	17,362	187,629	39,733	77,425
Debt Service	50,544	49,838	54,127	54,127	54,130	53,178	53,178	53,178
Materials & Services	149,750	167,884	213,075	213,075	186,425	252,649	257,169	226,179
Personal Services	184,403	189,970	209,121	209,121	198,472	224,009	224,009	224,009
Reserves & Ending Balances	184,427	184,327	59,580	59,580	106,307	48,957	59,292	39,157
Transfers Out	5,920	-	-	96,542	96,542	-	30,000	30,000
<b>Grand Total</b>	<b>575,044</b>	<b>615,396</b>	<b>615,903</b>	<b>654,639</b>	<b>696,157</b>	<b>916,422</b>	<b>813,381</b>	<b>779,948</b>

**Water Fund**

**Resources:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Beginning Balance	112,957	41,482	62,044	62,044	40,303	50,476	24,755	10,000
Charges for Services	348,437	360,211	468,623	468,623	391,843	649,561	560,309	533,746
Grant Revenue	817	54,249	-	64,052	64,052	-	-	-
Investment Revenue	372	390	273	273	154	273	273	273
Licenses & Permits	6,500	8,250	4,125	4,125	4,500	3,750	3,750	3,750
Loan Payments & Proceeds	185,358	-	-	-	-	-	70,000	70,000
Miscellaneous Revenue	4,929	953	2,000	2,000	3,575	4,770	4,770	4,770
Other Revenue	-	-	-	-	-	-	-	-
Reimbursement Revenue	-	-	-	-	-	-	-	-
SDC Revenue	2,980	23,095	14,900	14,900	13,410	-	-	-
Transfers In	6,049	-	-	20,342	20,342	-	30,000	30,000
<b>Grand Total</b>	<b>668,399</b>	<b>488,630</b>	<b>551,965</b>	<b>636,359</b>	<b>538,179</b>	<b>708,830</b>	<b>693,857</b>	<b>652,539</b>

**Requirements:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Capital Outlay	188,103	69,569	43,416	116,837	92,556	80,000	110,000	110,000
Contingencies	-	-	20,000	14,379	-	1,351	-	20,000
Debt Service	64,080	58,340	58,341	58,341	58,341	58,343	75,875	75,875
Materials & Services	174,595	130,175	182,534	199,128	179,223	233,990	233,990	202,330
Personal Services	184,402	190,243	210,904	210,904	198,059	223,992	223,992	223,992
Reserves & Ending Balances	41,482	40,303	36,770	36,770	10,000	45,606	50,000	-
Transfers Out	15,740	-	-	-	-	65,548	-	20,342
<b>Grand Total</b>	<b>668,402</b>	<b>488,630</b>	<b>551,965</b>	<b>636,359</b>	<b>538,179</b>	<b>708,830</b>	<b>693,857</b>	<b>652,539</b>

**Street Fund**

**Resources:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Beginning Balance	67,703	76,011	101,288	101,288	111,798	135,402	135,402	133,413
Grant Revenue	213,264	-	-	-	-	-	-	-
Intergovernmental Revenue	78,419	91,938	91,464	91,464	95,762	80,000	80,000	80,000
Investment Revenue	173	279	211	211	1,390	200	200	200
Loan Payments & Proceeds	83,092	-	-	-	-	270,000	270,000	270,000
Miscellaneous Revenue	4,841	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-
Reimbursement Revenue	-	-	-	-	-	-	-	-
SDC Revenue	416	3,224	2,080	2,080	1,872	104	104	104
Transfers In	4,033	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>451,941</b>	<b>171,452</b>	<b>195,043</b>	<b>195,043</b>	<b>210,822</b>	<b>485,706</b>	<b>485,706</b>	<b>483,717</b>

**Requirements:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Capital Outlay	320,195	-	75,000	75,000	300	275,000	275,000	275,000
Contingencies	-	-	10,819	10,819	-	85,740	85,740	97,177
Debt Service	-	5,172	5,172	5,172	5,199	5,211	5,211	5,211
Materials & Services	36,448	33,490	67,295	67,295	47,428	70,426	70,426	70,426
Personal Services	19,288	20,991	25,987	25,987	24,482	27,107	27,107	27,107
Reserves & Ending Balances	76,011	111,798	10,770	10,770	133,413	22,222	22,222	8,796
Transfers Out	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>451,942</b>	<b>171,451</b>	<b>195,043</b>	<b>195,043</b>	<b>210,822</b>	<b>485,706</b>	<b>485,706</b>	<b>483,717</b>

## Building Fund

### Resources:

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Beginning Balance	-	29,944	50,144	50,144	57,234	57,865	57,865	65,935
Investment Revenue	9	11	10	10	7	10	10	10
Licenses & Permits	19,129	128,394	71,374	71,374	94,593	87,143	87,143	87,143
Miscellaneous Revenue	19	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-
Transfers In	37,200	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>56,357</b>	<b>158,349</b>	<b>121,528</b>	<b>121,528</b>	<b>151,834</b>	<b>145,018</b>	<b>145,018</b>	<b>153,088</b>

### Requirements:

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Capital Outlay	-	-	10,000	10,000	-	-	-	-
Contingencies	-	-	18,750	18,750	-	44,198	44,198	55,015
Materials & Services	22,109	96,403	79,211	79,211	73,042	78,481	78,481	78,481
Personal Services	4,302	4,714	13,567	13,567	12,857	14,612	14,612	14,612
Reserves & Ending Balances	-	57,234	-	-	65,935	7,727	7,727	4,980
<b>Grand Total</b>	<b>26,411</b>	<b>158,351</b>	<b>121,528</b>	<b>121,528</b>	<b>151,834</b>	<b>145,018</b>	<b>145,018</b>	<b>153,088</b>

**Blackberry Jam Festival Fund**

**Resources:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Beginning Balance	12,510	11,468	11,042	11,042	13,824	10,043	10,043	10,043
Fundraising & Event Revenue	2,066	8,013	16,597	16,597	7,110	2,960	2,960	2,960
Investment Revenue	4	3	10	10	1	10	10	10
Miscellaneous Revenue	-	-	500	500	110	110	110	110
Other Revenue	-	25	-	-	105	-	-	-
Transfers In	-	-	-	-	-	5,000	5,000	5,000
<b>Grand Total</b>	<b>14,580</b>	<b>19,509</b>	<b>28,149</b>	<b>28,149</b>	<b>21,150</b>	<b>18,123</b>	<b>18,123</b>	<b>18,123</b>

**Requirements:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Contingencies	-	-	-	-	-	415	415	-
Materials & Services	3,112	5,685	23,142	23,142	11,107	16,350	16,350	16,350
Reserves & Ending Balances	11,468	13,824	5,007	5,007	10,043	1,358	1,358	1,773
Transfers Out	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>14,580</b>	<b>19,509</b>	<b>28,149</b>	<b>28,149</b>	<b>21,150</b>	<b>18,123</b>	<b>18,123</b>	<b>18,123</b>

**Sewer SDC Fund**

**Resources:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Beginning Balance	139,745	146,159	125,252	125,252	132,238	118,162	118,162	118,162
Investment Revenue	1,060	551	500	500	930	500	500	500
SDC Revenue	5,355	33,201	21,420	21,420	14,994	1,071	1,071	1,071
Transfers In	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>146,160</b>	<b>179,911</b>	<b>147,172</b>	<b>147,172</b>	<b>148,162</b>	<b>119,733</b>	<b>119,733</b>	<b>119,733</b>

**Requirements:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Capital Outlay	-	-	35,000	35,000	-	52,941	52,941	52,941
Materials & Services	-	47,673	99,000	99,000	30,000	62,000	62,000	62,000
Reserves & Ending Balances	146,159	132,238	13,172	13,172	118,162	4,792	4,792	4,792
<b>Grand Total</b>	<b>146,159</b>	<b>179,911</b>	<b>147,172</b>	<b>147,172</b>	<b>148,162</b>	<b>119,733</b>	<b>119,733</b>	<b>119,733</b>

**Water SDC Fund**

**Resources:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Beginning Balance	311,502	329,228	382,697	382,697	376,133	350,372	350,372	350,372
Investment Revenue	2,406	1,732	500	500	4,110	500	500	500
SDC Revenue	15,320	118,730	76,600	76,600	57,450	9,100	9,100	9,100
Transfers In	-	-	-	-	-	65,548	65,548	65,548
<b>Grand Total</b>	<b>329,228</b>	<b>449,690</b>	<b>459,797</b>	<b>459,797</b>	<b>437,693</b>	<b>425,520</b>	<b>425,520</b>	<b>425,520</b>

**Requirements:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Capital Outlay	-	-	300,000	300,000	-	390,473	390,473	390,473
Materials & Services	-	73,556	80,000	80,000	21,773	-	-	-
Reserves & Ending Balances	329,228	376,133	79,797	79,797	350,372	35,047	35,047	35,047
Transfers Out	-	-	-	-	65,548	-	-	-
<b>Grand Total</b>	<b>329,228</b>	<b>449,689</b>	<b>459,797</b>	<b>459,797</b>	<b>437,693</b>	<b>425,520</b>	<b>425,520</b>	<b>425,520</b>

**Street SDC Fund**

**Resources:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Beginning Balance	47,330	50,028	68,006	68,006	68,638	69,965	69,965	69,965
Investment Revenue	330	255	150	150	631	150	150	150
SDC Revenue	2,368	18,352	11,840	11,840	696	592	592	592
Transfers In	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>50,028</b>	<b>68,635</b>	<b>79,996</b>	<b>79,996</b>	<b>69,965</b>	<b>70,707</b>	<b>70,707</b>	<b>70,707</b>

**Requirements:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Capital Outlay	-	-	60,260	60,260	-	64,838	64,838	64,838
Materials & Services	-	-	15,000	15,000	-	-	-	-
Reserves & Ending Balances	50,028	68,635	4,736	4,736	69,965	5,869	5,869	5,869
<b>Grand Total</b>	<b>50,028</b>	<b>68,635</b>	<b>79,996</b>	<b>79,996</b>	<b>69,965</b>	<b>70,707</b>	<b>70,707</b>	<b>70,707</b>

**Stormwater SDC Fund**

**Resources:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Beginning Balance	44,978	47,976	68,635	68,635	69,353	81,177	81,177	81,177
Investment Revenue	306	254	200	200	658	200	200	200
SDC Revenue	2,692	21,123	13,460	13,460	11,166	1,000	1,000	1,000
Transfers In	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>47,976</b>	<b>69,353</b>	<b>82,295</b>	<b>82,295</b>	<b>81,177</b>	<b>82,377</b>	<b>82,377</b>	<b>82,377</b>

**Requirements:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Capital Outlay	-	-	40,000	40,000	-	75,456	75,456	75,456
Materials & Services	-	-	20,000	20,000	-	-	-	-
Reserves & Ending Balances	47,976	69,353	22,295	22,295	81,177	6,921	6,921	6,921
<b>Grand Total</b>	<b>47,976</b>	<b>69,353</b>	<b>82,295</b>	<b>82,295</b>	<b>81,177</b>	<b>82,377</b>	<b>82,377</b>	<b>82,377</b>

**Parks SDC Fund**

**Resources:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Beginning Balance	54,359	58,682	88,493	88,493	89,533	100,514	100,514	100,514
Investment Revenue	382	316	200	200	816	200	200	200
SDC Revenue	3,940	30,535	19,700	19,700	14,775	1,004	1,004	1,004
Transfers In	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>58,681</b>	<b>89,533</b>	<b>108,393</b>	<b>108,393</b>	<b>105,124</b>	<b>101,718</b>	<b>101,718</b>	<b>101,718</b>

**Requirements:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Capital Outlay	-	-	80,313	80,313	-	93,275	93,275	93,275
Materials & Services	-	-	10,000	10,000	4,610	-	-	-
Reserves & Ending Balances	58,682	89,533	18,080	18,080	100,514	8,443	8,443	8,443
<b>Grand Total</b>	<b>58,682</b>	<b>89,533</b>	<b>108,393</b>	<b>108,393</b>	<b>105,124</b>	<b>101,718</b>	<b>101,718</b>	<b>101,718</b>

**Sewer Reserve Fund**

**Resources:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Beginning Balance	9,826	15,751	15,754	15,754	15,772	16,022	16,022	16,022
Investment Revenue	5	21	10	10	250	200	200	200
Transfers In	5,920	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>15,751</b>	<b>15,772</b>	<b>15,764</b>	<b>15,764</b>	<b>16,022</b>	<b>16,222</b>	<b>16,222</b>	<b>16,222</b>

**Requirements:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Reserves & Ending Balances	15,751	15,772	15,764	15,764	16,022	16,222	16,222	16,222
Transfers Out	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>15,751</b>	<b>15,772</b>	<b>15,764</b>	<b>15,764</b>	<b>16,022</b>	<b>16,222</b>	<b>16,222</b>	<b>16,222</b>

**Water Reserve Fund**

**Resources:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Beginning Balance	23,643	39,395	39,405	39,405	39,457	40,007	40,007	40,007
Investment Revenue	12	62	10	10	550	500	500	500
Transfers In	15,740	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>39,395</b>	<b>39,457</b>	<b>39,415</b>	<b>39,415</b>	<b>40,007</b>	<b>40,507</b>	<b>40,507</b>	<b>40,507</b>

**Requirements:**

Row Labels	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Reserves & Ending Balances	39,395	39,457	39,415	39,415	40,007	40,507	40,507	40,507
Transfers Out	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>39,395</b>	<b>39,457</b>	<b>39,415</b>	<b>39,415</b>	<b>40,007</b>	<b>40,507</b>	<b>40,507</b>	<b>40,507</b>



## Resources estimate sheets

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>General Fund</b>	<b>939,812</b>	<b>956,022</b>	<b>2,482,526</b>	<b>2,558,726</b>	<b>1,330,969</b>	<b>1,105,513</b>	<b>1,105,513</b>	<b>1,128,098</b>
110-310-4112-Property Taxes - Current	152,386	181,055	175,885	175,885	183,566	179,870	179,870	179,870
110-310-4114-Property Taxes - Prior	2,761	2,260	2,761	2,761	3,347	2,500	2,500	2,500
110-315-4125-Interest Earned	1,592	1,448	1,252	1,252	1,808	1,252	1,252	1,252
110-320-4132-State Revenue Sharing	11,554	11,784	12,000	12,000	12,857	11,800	11,800	11,800
110-320-4134-Cigarette Tax	3,694	947	3,700	3,700	861	780	780	780
110-320-4136-Liquor Tax	18,570	21,312	22,000	22,000	23,680	23,680	23,680	23,680
110-320-4145-Transient Room Tax	-	58	-	-	204	-	-	-
110-320-4148-Marijuana Tax Distribution	5,323	1,782	6,000	6,000	2,390	2,400	2,400	2,400
110-325-4151-General Govt - Operating Grant	57,510	78,437	50,000	50,000	134,519	-	-	-
110-325-4152-Tourism - Operating Grant	10,274	10,586	10,586	10,586	11,318	10,586	10,586	10,586
110-325-4154-Summer Reading - Oper Grant	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000
110-325-4155-Library - Capital Grant	-	223,741	40,000	40,000	20,000	4,200	4,200	4,200
110-325-4158-Comm Dev - Operating Grant	-	1,000	1,000	1,000	-	1,000	1,000	1,000
110-325-4160-Parks - Operating Grant	-	-	740,715	740,715	-	-	-	-
110-330-4310-Cable Franchise Fees	6,480	7,101	6,500	6,500	7,991	6,000	6,000	6,000
110-330-4312-Electric Franchise Fees	51,266	53,452	54,000	54,000	56,836	55,000	55,000	55,000
110-330-4314-Garbage Franchise Fees	-	-	-	-	-	6,000	6,000	6,000
110-330-4316-Telecom Franchise Fees	1,412	1,339	1,500	1,500	1,430	1,500	1,500	1,500
110-330-4318-Water Franchise Fees	-	16,341	23,975	23,975	19,261	31,660	31,660	-
110-330-4320-Sewer Franchise Fees	-	18,163	22,711	22,711	21,589	26,470	26,470	-
110-335-4352-Land Use & Development	292	17,951	19,195	19,195	19,800	41,250	41,250	41,250
110-335-4354-Misc Permits & Licenses	396	385	100	100	693	100	100	100
110-335-4356-Building Permit Fees	-	-	-	-	-	-	-	-
110-335-4358-Electrical Permit Fees	-	-	-	-	-	-	-	-
110-335-4360-Dog Licenses	981	347	500	500	700	500	500	500
110-340-4410-Copy, Fax, Notary & Research	890	398	500	500	238	500	500	500
110-340-4413-Library Memberships	300	-	-	-	-	-	-	-
110-340-4415-Library Business Services	-	-	-	-	-	-	-	-
110-340-4417-Lien Searches	590	840	500	500	250	500	500	500
110-340-4419-Election Filing Fees	100	25	100	100	50	-	-	-
110-340-4421-SDC/CET Admin Fee	1,365	10,129	8,537	8,537	4,732	260	260	260
110-340-4423-Pay Station Revenue	143	46	100	100	159	100	100	100
110-345-4511-Parks Reimbursement SDC	188	1,457	940	940	846	47	47	47
110-350-4625-Municipal Court Revenue	5,966	10,565	5,000	5,000	5,190	5,000	5,000	5,000
110-360-4225-Loan Proceeds	307,978	-	230,224	230,224	-	-	-	230,224
110-365-4752-Reimbursement Revenue	-	-	-	-	-	-	-	-
110-365-4790-SVDP Project Reimbursement	-	-	-	-	-	-	-	-

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
110-370-4822-BBJ Admin Fee	-	-	-	-	-	-	-	-
110-370-4824-Donations	-	-	-	-	-	-	-	-
110-370-4825-Library Donations	-	302	500	500	1,119	2,500	2,500	2,500
110-370-4826-Parks Donations	1,000	4,160	13,000	13,000	7,185	1,000	1,000	1,000
110-370-4849-Capital Asset Disposal	-	57,860	685,897	685,897	444,715	467,287	467,287	467,287
110-380-4865-Library Capital Campaign	12,366	13,270	-	-	-	-	-	-
110-385-4893-Rental Revenue	5,229	-	-	-	-	-	-	-
110-385-4895-Miscellaneous Revenue	1,044	678	800	800	1,676	800	800	800
110-390-4912-Transfer from Street Fund	-	-	-	-	-	-	-	-
110-390-4914-Transfer from BBJ Fund	-	-	-	-	-	-	-	-
110-390-4917-Transfer from SDC Fund	-	-	-	-	-	-	-	-
110-390-4950-Transfer from Equipment Fund	6,049	-	-	-	-	-	-	-
110-3100-9999-Beginning Fund Balance	272,113	205,803	341,048	341,048	264,759	219,971	219,971	70,462
110-390-4940-Transfer from Sewer Fund	-	-	-	76,200	76,200	-	-	-
<b>Sewer Fund</b>	<b>575,039</b>	<b>615,396</b>	<b>615,903</b>	<b>654,639</b>	<b>696,157</b>	<b>916,422</b>	<b>813,381</b>	<b>779,948</b>
240-315-4125-Interest Earned	734	633	662	662	2,200	1,000	1,000	1,000
240-325-4151-Sewer - Operating Grants	24,364	-	-	-	5,525	-	-	-
240-325-4162-CDBG Grant	-	-	-	-	-	-	-	-
240-335-4354-Misc Permits & Licenses	-	-	-	-	-	-	-	-
240-335-4370-Water/Sewer Connection Permit	575	3,795	1,725	1,725	2,070	115	115	115
240-340-4425-Water/Sewer Sales	386,075	396,060	450,375	477,735	477,735	525,672	528,006	483,366
240-340-4426-Bulk Grey Water Disposal	-	10,425	-	11,376	11,376	-	-	-
240-340-4430-Water/Sewer Connection Fees	358	-	-	-	-	-	-	-
240-340-4450-Water/Sewer Penalties	1,930	898	1,100	1,100	1,800	1,500	1,500	1,500
240-345-4541-Sewer Reimbursement SDC	3,090	19,158	12,360	12,360	11,124	618	618	618
240-360-4220-Interim Financing Revenue	-	-	-	-	-	-	-	-
240-360-4225-Loan Proceeds	-	-	-	-	-	90,000	90,000	90,000
240-370-4824-Donations	-	-	-	-	-	-	-	-
240-370-4849-Capital Asset Disposal	-	-	-	-	-	-	-	-
240-385-4895-Miscellaneous Revenue	1,659	-	500	500	-	500	500	500
240-390-4910-Transfer from General Fund	-	-	-	-	-	-	-	76,200
240-390-4917-Transfer from SDC Fund	-	-	-	-	-	-	-	-
240-390-4921-Transfer from Sewer Reserve Fu	-	-	-	-	-	-	-	-
240-390-4930-Transfer from Water Fund	-	-	-	-	-	65,548	-	20,342
240-390-4950-Transfer from Equipment Fund	6,049	-	-	-	-	-	-	-
240-390-4955-Transfer from Debt Reserve Fun	-	-	-	-	-	-	-	-
240-3100-9999-Beginning Fund Balance	150,205	184,427	149,181	149,181	184,327	231,469	191,642	106,307

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Water Fund</b>	<b>668,399</b>	<b>488,630</b>	<b>551,965</b>	<b>636,359</b>	<b>538,179</b>	<b>708,830</b>	<b>693,857</b>	<b>652,539</b>
230-315-4125-Interest Earned	372	390	273	273	154	273	273	273
230-325-4151-Water - Operating Grants	817	-	-	18,301	18,301	-	-	-
230-325-4162-Water - Capital Grants	-	54,249	-	45,751	45,751	-	-	-
230-335-4370-Water/Sewer Connection Permit	6,500	8,250	4,125	4,125	4,500	3,750	3,750	3,750
230-340-4425-Water/Sewer Sales	342,535	347,075	454,373	454,373	376,029	643,466	554,214	527,651
230-340-4426-Bulk Water Sales	1,661	9,164	10,000	10,000	9,831	-	-	-
230-340-4430-Water/Sewer Connection Fees	301	-	-	-	-	-	-	-
230-340-4435-Fire Hydrant Fee	3,940	3,972	4,250	4,250	4,518	4,595	4,595	4,595
230-340-4450-Water/Sewer Penalties	2,005	953	1,500	1,500	2,000	3,270	3,270	3,270
230-345-4531-Water Reimbursement SDC	2,980	23,095	14,900	14,900	13,410	-	-	-
230-360-4210-Principal Payments Recieved	-	-	-	-	-	-	70,000	70,000
230-360-4220-Interim Financing Revenue	-	-	-	-	-	-	-	-
230-360-4225-Loan Proceeds	185,358	-	-	-	-	-	-	-
230-365-4752-Reimbursement Revenue	-	-	-	-	-	-	-	-
230-365-4790-SVDP Project Reimbursement	-	-	-	-	-	-	-	-
230-370-4849-Capital Asset Disposal	-	-	-	-	-	-	-	-
230-385-4895-Miscellaneous Revenue	2,924	-	500	500	1,575	1,500	1,500	1,500
230-390-4910-Transfer from General Fund	-	-	-	-	-	-	-	-
230-390-4917-Transfer from SDC Fund	-	-	-	-	-	-	-	-
230-390-4940-Transfer from Sewer Fund	-	-	-	20,342	20,342	-	30,000	30,000
230-390-4950-Transfer from Equipment Fund	6,049	-	-	-	-	-	-	-
230-390-4955-Transfer from Debt Reserve Fun	-	-	-	-	-	-	-	-
230-3100-9999-Beginning Fund Balance	112,957	41,482	62,044	62,044	40,303	50,476	24,755	10,000
230-340-4440-Backflow Testing	-	-	-	-	1,465	1,500	1,500	1,500
<b>Street Fund</b>	<b>451,941</b>	<b>171,452</b>	<b>195,043</b>	<b>195,043</b>	<b>210,822</b>	<b>485,706</b>	<b>485,706</b>	<b>483,717</b>
312-315-4125-Interest Earned	173	279	211	211	1,390	200	200	200
312-320-4140-Lane County Distributions	-	-	-	-	-	-	-	-
312-320-4142-State Distributions	78,419	91,938	91,464	91,464	95,762	80,000	80,000	80,000
312-325-4151-Streets - Operating Grants	13,264	-	-	-	-	-	-	-
312-325-4162-Streets - Capital Grants	200,000	-	-	-	-	-	-	-
312-345-4513-Transportation Reimbursement S	416	3,224	2,080	2,080	1,872	104	104	104
312-360-4210-Principal Payments Received	-	-	-	-	-	-	-	-
312-360-4215-Interest Payments Received	-	-	-	-	-	-	-	-
312-360-4225-Loan Proceeds	83,092	-	-	-	-	270,000	270,000	270,000
312-365-4752-Reimbursement Revenue	-	-	-	-	-	-	-	-
312-365-4791-SVDP Project Revenue	-	-	-	-	-	-	-	-
312-370-4849-Capital Asset Disposal	-	-	-	-	-	-	-	-

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
312-385-4895-Miscellaneous Revenue	4,841	-	-	-	-	-	-	-
312-390-4950-Transfer from Equipment Fund	4,033	-	-	-	-	-	-	-
312-3100-9999-Beginning Fund Balance	67,703	76,011	101,288	101,288	111,798	135,402	135,402	133,413
<b>Building Fund</b>	<b>56,357</b>	<b>158,349</b>	<b>121,528</b>	<b>121,528</b>	<b>151,834</b>	<b>145,018</b>	<b>145,018</b>	<b>153,088</b>
220-315-4125-Interest Earned	9	11	10	10	7	10	10	10
220-335-4356-Building Permit Fees	16,583	113,930	63,214	63,214	86,590	80,000	80,000	80,000
220-335-4358-Electrical Permit Fees	2,546	14,464	8,160	8,160	8,003	7,143	7,143	7,143
220-370-4849-Capital Asset Disposal	-	-	-	-	-	-	-	-
220-385-4895-Miscellaneous Revenue	19	-	-	-	-	-	-	-
220-390-4910-Transfer from General Fund	37,200	-	-	-	-	-	-	-
220-3100-9999-Beginning Fund Balance	-	29,944	50,144	50,144	57,234	57,865	57,865	65,935
<b>Blackberry Jam</b>	<b>14,580</b>	<b>19,509</b>	<b>28,149</b>	<b>28,149</b>	<b>21,150</b>	<b>18,123</b>	<b>18,123</b>	<b>18,123</b>
314-315-4125-Interest Earned	4	3	10	10	1	10	10	10
314-370-4824-BBJ Donations	-	25	-	-	105	-	-	-
314-370-4849-Capital Asset Disposal	-	-	-	-	-	-	-	-
314-380-4861-Craft/Commercial Booth Sales	-	760	1,980	1,980	1,115	1,115	1,115	1,115
314-380-4862-Food Booth Sales	-	820	1,200	1,200	610	610	610	610
314-380-4863-Beer Garden	-	-	-	-	-	-	-	-
314-380-4864-Jam Sales	185	340	500	500	810	810	810	810
314-380-4866-Quilt Raffle Sales	1,846	4,458	4,000	4,000	4,150	-	-	-
314-380-4868-Program Ad Sales	-	-	-	-	-	-	-	-
314-380-4870-Sponsorship Revenue	-	1,550	8,772	8,772	330	330	330	330
314-380-4872-Pie Sales	-	-	-	-	-	-	-	-
314-380-4874-50/50 Raffle Sales	-	-	-	-	-	-	-	-
314-380-4876-5K Race Revenue	-	-	-	-	-	-	-	-
314-380-4878-Car Show Revenue	35	-	-	-	-	-	-	-
314-380-4880-Fishing Derby Revenue	-	-	-	-	-	-	-	-
314-380-4882-Horseshoe Tourney Revenue	-	-	-	-	95	95	95	95
314-380-4884-Kidz Korner Revenue	-	-	-	-	-	-	-	-
314-380-4886-Pie Eating Contest Revenue	-	-	-	-	-	-	-	-
314-380-4888-RC Flyers Revenue	-	-	-	-	-	-	-	-
314-380-4889-BBJ Festival Other Revenue	-	85	145	145	-	-	-	-
314-385-4895-Miscellaneous Revenue	-	-	500	500	110	110	110	110
314-3100-9999-Beginning Fund Balance	12,510	11,468	11,042	11,042	13,824	10,043	10,043	10,043
314-390-4910-Transfers from General Fund	-	-	-	-	-	5,000	5,000	5,000
<b>Sewer SDC Fund</b>	<b>146,160</b>	<b>179,911</b>	<b>147,172</b>	<b>147,172</b>	<b>148,162</b>	<b>119,733</b>	<b>119,733</b>	<b>119,733</b>

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
440-315-4125-Interest Earned	1,060	551	500	500	930	500	500	500
440-345-4540-Sewer SDC	5,355	33,201	21,420	21,420	14,994	1,071	1,071	1,071
440-390-4917-Transfer from SDC Fund	-	-	-	-	-	-	-	-
440-3100-9999-Beginning Fund Balance	139,745	146,159	125,252	125,252	132,238	118,162	118,162	118,162
<b>Water SDC Fund</b>	<b>329,228</b>	<b>449,690</b>	<b>459,797</b>	<b>459,797</b>	<b>437,693</b>	<b>425,520</b>	<b>425,520</b>	<b>425,520</b>
430-315-4125-Interest Earned	2,406	1,732	500	500	4,110	500	500	500
430-345-4530-Water SDC	15,320	118,730	76,600	76,600	57,450	9,100	9,100	9,100
430-390-4917-Transfer from SDC Fund	-	-	-	-	-	65,548	65,548	65,548
430-3100-9999-Beginning Fund Balance	311,502	329,228	382,697	382,697	376,133	350,372	350,372	350,372
<b>Street SDC Fund</b>	<b>50,028</b>	<b>68,635</b>	<b>79,996</b>	<b>79,996</b>	<b>69,965</b>	<b>70,707</b>	<b>70,707</b>	<b>70,707</b>
412-315-4125-Interest Earned	330	255	150	150	631	150	150	150
412-345-4512-Transportation SDC	2,368	18,352	11,840	11,840	696	592	592	592
412-390-4917-Transfer from SDC Fund	-	-	-	-	-	-	-	-
412-3100-9999-Beginning Fund Balance	47,330	50,028	68,006	68,006	68,638	69,965	69,965	69,965
<b>Stormwater SDC Fund</b>	<b>47,976</b>	<b>69,353</b>	<b>82,295</b>	<b>82,295</b>	<b>81,177</b>	<b>82,377</b>	<b>82,377</b>	<b>82,377</b>
445-315-4125-Interest Earned	306	254	200	200	658	200	200	200
445-345-4545-Storm Drainage SDC	2,692	21,123	13,460	13,460	11,166	1,000	1,000	1,000
445-390-4917-Transfer from SDC Fund	-	-	-	-	-	-	-	-
445-3100-9999-Beginning Fund Balance	44,978	47,976	68,635	68,635	69,353	81,177	81,177	81,177
<b>Parks SDC Fund</b>	<b>58,681</b>	<b>89,533</b>	<b>108,393</b>	<b>108,393</b>	<b>105,124</b>	<b>101,718</b>	<b>101,718</b>	<b>101,718</b>
410-315-4125-Interest Earned	382	316	200	200	816	200	200	200
410-345-4510-Park SDC Fees	3,940	30,535	19,700	19,700	14,775	1,004	1,004	1,004
410-345-4511-Parks Reimbursement SDC	-	-	-	-	-	-	-	-
410-390-4917-Transfer from SDC Fund	-	-	-	-	-	-	-	-
410-3100-9999-Beginning Fund Balance	54,359	58,682	88,493	88,493	89,533	100,514	100,514	100,514
<b>Sewer Reserve Fund</b>	<b>15,751</b>	<b>15,772</b>	<b>15,764</b>	<b>15,764</b>	<b>16,022</b>	<b>16,222</b>	<b>16,222</b>	<b>16,222</b>
521-315-4125-Interest Earned	5	21	10	10	250	200	200	200
521-390-4940-Transfer from Sewer Fund	5,920	-	-	-	-	-	-	-
521-3100-9999-Beginning Fund Balance	9,826	15,751	15,754	15,754	15,772	16,022	16,022	16,022
<b>Water Reserve Fund</b>	<b>39,395</b>	<b>39,457</b>	<b>39,415</b>	<b>39,415</b>	<b>40,007</b>	<b>40,507</b>	<b>40,507</b>	<b>40,507</b>
520-315-4125-Interest Earned	12	62	10	10	550	500	500	500
520-390-4930-Transfer from Water Fund	15,740	-	-	-	-	-	-	-
520-3100-9999-Beginning Fund Balance	23,643	39,395	39,405	39,405	39,457	40,007	40,007	40,007

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Equipment Fund</b>	22,181	-	-	-	-	-	-	-
550-315-4125-Interest Earned	-	-	-	-	-	-	-	-
550-370-4849-Capital Asset Disposal	-	-	-	-	-	-	-	-
550-390-4910-Transfer from General Fund	-	-	-	-	-	-	-	-
550-390-4912-Transfer from Street Fund	-	-	-	-	-	-	-	-
550-390-4930-Transfer from Water Fund	-	-	-	-	-	-	-	-
550-390-4940-Transfer from Sewer Fund	-	-	-	-	-	-	-	-
550-3100-9999-Beginning Fund Balance	22,181	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>3,415,528</b>	<b>3,321,709</b>	<b>4,927,946</b>	<b>5,127,276</b>	<b>3,847,261</b>	<b>4,236,396</b>	<b>4,118,382</b>	<b>4,072,297</b>

## Expenditures estimate sheets

### General Fund

#### Administration Department

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Personal Services</b>	<b>34,400</b>	<b>35,264</b>	<b>38,613</b>	<b>38,613</b>	<b>36,599</b>	<b>41,434</b>	<b>41,434</b>	<b>41,434</b>
110-410-5110-City Administrator	18,365	18,131	18,475	18,475	18,475	19,123	19,123	19,123
110-410-5112-Finance Clerk	-	-	-	-	-	-	-	-
110-410-5114-City Clerk	5,549	5,283	4,624	4,624	4,624	4,784	4,784	4,784
110-410-5150-Public Works Director	-	-	-	-	-	-	-	-
110-410-5152-Utility Worker I	-	-	-	-	-	-	-	-
110-410-5154-Utility Worker II	-	-	-	-	-	-	-	-
110-410-5156-Temporary/ Seasonal	-	-	-	-	-	-	-	-
110-410-5158-Maintenance Worker I	1,696	1,812	2,387	2,387	2,387	2,306	2,306	2,306
110-410-5220-Overtime	30	71	67	67	109	69	69	69
110-410-5315-Social Security/Medicare	1,962	1,935	1,955	1,955	1,955	2,010	2,010	2,010
110-410-5320-Worker's Comp	737	50	476	476	120	502	502	502
110-410-5350-Unemployment	-	-	1,700	1,700	-	1,665	1,665	1,665
110-410-5410-Health Insurance	2,835	3,753	3,912	3,912	3,912	4,160	4,160	4,160
110-410-5450-Public Employees Retirement	3,226	4,229	5,017	5,017	5,017	6,815	6,815	6,815
110-410-5910-DO NOT USE - Wage Adjustment	-	-	-	-	-	-	-	-
<b>Materials &amp; Services</b>	<b>75,971</b>	<b>60,639</b>	<b>145,380</b>	<b>145,380</b>	<b>73,061</b>	<b>78,728</b>	<b>78,728</b>	<b>78,728</b>
110-410-6110-Auditing	5,436	5,675	6,440	6,440	5,910	6,205	6,205	6,205
110-410-6112-Legal Services	2,076	1,049	3,317	3,317	5,000	4,000	4,000	4,000
110-410-6114-Financial Services	3,780	4,482	8,736	8,736	8,736	14,231	14,231	14,231
110-410-6122-IT Services	13,622	9,286	10,918	10,918	15,000	13,882	13,882	13,882
110-410-6124-Copier Contract	1,776	1,776	2,250	2,250	2,900	1,200	1,200	1,200
110-410-6128-Other Contract Services	21,498	9,180	4,880	4,880	2,732	2,801	2,801	2,801
110-410-6132-LCOG	-	-	-	-	1,020	-	-	-
110-410-6190-Computer Serv/Warr/Contracts	-	-	-	-	-	-	-	-
110-410-6210-Insurance & Bonds	1,440	1,033	465	465	1,923	1,452	1,452	1,452
110-410-6220-Publications, Printing & Dues	4,236	4,464	2,433	2,433	5,000	2,865	2,865	2,865
110-410-6222-Newsletter Expenditure	-	-	-	-	-	-	-	-
110-410-6226-Postage	489	706	739	739	500	739	739	739
110-410-6228-Public Notices	-	294	501	501	5,000	2,900	2,900	2,900
110-410-6230-Office Supplies/Equipment	1,485	2,264	3,761	3,761	2,500	3,500	3,500	3,500
110-410-6234-General Supplies	735	858	527	527	400	527	527	527
110-410-6238-Bank Service Charges	492	213	2,000	2,000	100	2,000	2,000	2,000

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
110-410-6240-Travel & Training	5,700	2,076	4,000	4,000	2,000	4,000	4,000	4,000
110-410-6290-Miscellaneous	155	863	464	464	500	464	464	464
110-410-6320-Building Repair & Maintenance	626	256	73,000	73,000	1,000	500	500	500
110-410-6324-Equipment Repair & Maintenance	30	1,365	-	-	-	-	-	-
110-410-6334-Non-Capitalized Assets	383	-	-	-	-	2,000	2,000	2,000
110-410-6420-Water Services	2,010	2,396	4,700	4,700	1,450	2,030	2,030	2,030
110-410-6425-Sewer Services	1,686	2,794	4,700	4,700	3,250	3,997	3,997	3,997
110-410-6430-Electricity Services	3,389	3,282	3,000	3,000	3,665	3,310	3,310	3,310
110-410-6435-Internet Services	1,892	2,814	3,000	3,000	780	50	50	50
110-410-6440-Telephone Services	2,211	2,544	2,000	2,000	1,810	1,500	1,500	1,500
110-410-6445-Refuse Services	168	420	2,000	2,000	-	3,000	3,000	3,000
110-410-6510-Council Expenditure	107	-	1,000	1,000	100	1,000	1,000	1,000
110-410-6512-State Ethics Commission	549	549	549	549	550	575	575	575
110-410-6514-League of Oregon Cities(LOC)	-	-	-	-	1,235	-	-	-
110-410-6792-Reimbursable Expenditure	-	-	-	-	-	-	-	-
<b>Capital Outlay</b>	<b>-</b>	<b>59,537</b>	<b>145,283</b>	<b>145,283</b>	<b>154,153</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>
110-410-8225-Buildings & Facilities	-	59,537	145,283	145,283	140,706	85,000	85,000	85,000
110-410-8320-Software	-	-	-	-	-	-	-	-
110-410-8335-Equipment & Furnishings	-	-	-	-	13,447	-	-	-
110-410-8425-Vehicles & Rolling Stock	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>110,371</b>	<b>155,440</b>	<b>329,276</b>	<b>329,276</b>	<b>263,813</b>	<b>205,162</b>	<b>205,162</b>	<b>205,162</b>

## General Fund

### Code Enforcement Department

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Personal Services</b>	<b>11,638</b>	<b>12,010</b>	<b>6,912</b>	<b>6,912</b>	<b>6,909</b>	<b>7,494</b>	<b>7,494</b>	<b>7,494</b>
110-460-5110-City Administrator	4,591	4,443	4,619	4,619	4,619	4,780	4,780	4,780
110-460-5150-Public Works Director	3,615	3,797	-	-	224	-	-	-
110-460-5220-Overtime	239	74	-	-	46	-	-	-
110-460-5315-Social Security/Medicare	646	636	503	503	503	516	516	516
110-460-5320-Worker's Comp	219	18	90	90	125	137	137	137
110-460-5350-Unemployment	-	-	308	308	-	303	303	303
110-460-5410-Health Insurance	1,174	1,401	485	485	485	519	519	519
110-460-5450-Public Employees Retirement	1,154	1,641	907	907	907	1,239	1,239	1,239
<b>Materials &amp; Services</b>	<b>2,675</b>	<b>333</b>	<b>1,400</b>	<b>1,400</b>	<b>215</b>	<b>1,900</b>	<b>1,900</b>	<b>1,900</b>
110-460-6128-Other Contract Services	2,669	42	500	500	-	500	500	500
110-460-6226-Postage	-	-	-	-	5	-	-	-
110-460-6234-General Supplies	-	38	100	100	200	100	100	100
110-460-6238-Bank Service Charges	1	-	100	100	10	100	100	100
110-460-6290-Miscellaneous	5	-	100	100	-	100	100	100
110-460-6445-Refuse Services	-	253	500	500	-	1,000	1,000	1,000
110-460-6540-Dog/Cat Control	-	-	100	100	-	100	100	100
<b>Grand Total</b>	<b>14,313</b>	<b>12,343</b>	<b>8,312</b>	<b>8,312</b>	<b>7,124</b>	<b>9,394</b>	<b>9,394</b>	<b>9,394</b>

## General Fund

### Community Development Department

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Personal Services</b>	<b>5,995</b>	<b>6,136</b>	<b>10,749</b>	<b>10,749</b>	<b>10,172</b>	<b>11,645</b>	<b>11,645</b>	<b>11,645</b>
110-440-5110-City Administrator	4,591	4,443	4,619	4,619	4,619	4,780	4,780	4,780
110-440-5112-Finance Clerk	-	-	-	-	-	-	-	-
110-440-5114-City Clerk	110	-	-	-	-	-	-	-
110-440-5150-Public Works Director	-	-	2,347	2,347	2,347	2,429	2,429	2,429
110-440-5220-Overtime	-	-	174	174	108	182	182	182
110-440-5315-Social Security/Medicare	360	340	546	546	546	566	566	566
110-440-5320-Worker's Comp	121	4	111	111	75	160	160	160
110-440-5350-Unemployment	-	-	475	475	-	468	468	468
110-440-5410-Health Insurance	305	464	1,074	1,074	1,074	1,144	1,144	1,144
110-440-5450-Public Employees Retirement	508	885	1,403	1,403	1,403	1,916	1,916	1,916
<b>Materials &amp; Services</b>	<b>67,751</b>	<b>82,078</b>	<b>55,842</b>	<b>135,459</b>	<b>134,173</b>	<b>65,931</b>	<b>65,931</b>	<b>65,931</b>
110-440-6116-Engineering Services	32,337	23,204	20,000	30,000	26,524	30,000	30,000	30,000
110-440-6122-IT Services	49	311	350	350	300	360	360	360
110-440-6128-Other Contract Services	9,744	31,536	10,000	25,000	22,376	10,000	10,000	10,000
110-440-6210-Insurance & Bonds	-	264	292	292	318	371	371	371
110-440-6220-Publications, Printing & Dues	-	22	-	-	-	-	-	-
110-440-6226-Postage	150	98	200	200	18	200	200	200
110-440-6230-Office Supplies/Equipment	-	38	-	-	76	-	-	-
110-440-6238-Bank Service Charges	-	167	-	-	40	-	-	-
110-440-6240-Travel & Training	-	5	-	-	388	-	-	-
110-440-6290-Miscellaneous	2,209	8,933	-	-	4,533	-	-	-
110-440-6522-Land Use & Development Costs	23,262	17,500	25,000	79,617	79,600	25,000	25,000	25,000
110-440-6524-Building Permit Costs	-	-	-	-	-	-	-	-
110-440-6525-Electrical Permit Costs	-	-	-	-	-	-	-	-
<b>Capital Outlay</b>	<b>308,935</b>	<b>46,507</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
110-440-8225-Buildings & Facilities	308,935	46,507	-	-	1,500	-	-	-
<b>Grand Total</b>	<b>382,681</b>	<b>134,721</b>	<b>66,591</b>	<b>146,208</b>	<b>145,845</b>	<b>77,576</b>	<b>77,576</b>	<b>77,576</b>

## General Fund

### Debt service:

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Debt Service</b>	<b>46,353</b>	<b>48,353</b>	<b>591,558</b>	<b>591,558</b>	<b>355,002</b>	<b>286,449</b>	<b>286,449</b>	<b>286,449</b>
110-800-7110-Loan Principal	-	-	307,980	307,980	307,980	-	-	-
110-800-7111-Loan Principal - Library/City	10,018	10,457	10,917	10,917	10,917	11,396	11,396	11,396
110-800-7112-Loan Principal - Rolling Rock	7,827	8,171	8,530	8,530	8,530	8,904	8,904	8,904
110-800-7113-Loan Principal - OEDD Library	-	-	145,042	145,042	-	145,041	145,041	145,041
110-800-7114-Loan Principal - OEDD CityHall	-	-	85,182	85,182	-	85,184	85,184	85,184
110-800-7120-Loan Principal - SDC Fund Loan	-	-	-	-	-	-	-	-
110-800-7510-Loan Interest	6,006	8,007	8,008	8,008	6,673	-	-	-
110-800-7511-Loan Interest - Library/City	12,632	12,192	11,734	11,734	11,734	11,255	11,255	11,255
110-800-7512-Loan Interest - Rolling Rock	9,870	9,526	9,168	9,168	9,168	8,794	8,794	8,794
110-800-7513-Loan Interest - OEDD Library	-	-	3,148	3,148	-	9,740	9,740	9,740
110-800-7514-Loan Interest - OEDD City Hall	-	-	1,849	1,849	-	6,135	6,135	6,135
110-800-7520-Loan Interest - SDC Fund Loan	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>46,353</b>	<b>48,353</b>	<b>591,558</b>	<b>591,558</b>	<b>355,002</b>	<b>286,449</b>	<b>286,449</b>	<b>286,449</b>

## General Fund

### Library Department:

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Personal Services</b>	<b>2,551</b>	<b>2,879</b>	<b>34,558</b>	<b>34,558</b>	<b>27,937</b>	<b>35,511</b>	<b>35,511</b>	<b>35,511</b>
110-450-5130-Librarian/Special Events	-	-	18,720	18,720	18,720	21,482	21,482	21,482
110-450-5156-Temporary/ Seasonal	59	513	780	780	780	861	861	861
110-450-5158-Maintenance Worker I	1,696	1,812	2,387	2,387	2,387	2,306	2,306	2,306
110-450-5315-Social Security/Medicare	134	178	1,675	1,675	1,551	1,885	1,885	1,885
110-450-5320-Worker's Comp	370	22	397	397	102	1,026	1,026	1,026
110-450-5350-Unemployment	-	-	1,455	1,455	-	1,560	1,560	1,560
110-450-5410-Health Insurance	-	-	4,847	4,847	100	-	-	-
110-450-5450-Public Employees Retirement	292	354	4,297	4,297	4,297	6,391	6,391	6,391
<b>Materials &amp; Services</b>	<b>3,903</b>	<b>25,121</b>	<b>32,537</b>	<b>32,537</b>	<b>24,986</b>	<b>12,573</b>	<b>12,573</b>	<b>12,573</b>
110-450-6122-IT Services	530	1,175	5,000	5,000	1,500	1,356	1,356	1,356
110-450-6128-Other Contract Services	-	20,852	5,000	5,000	11,000	800	800	800
110-450-6210-Insurance & Bonds	-	7	1,195	1,195	25	10	10	10
110-450-6226-Postage	30	305	500	500	30	372	372	372
110-450-6230-Office Supplies/Equipment	-	18	500	500	600	1,816	1,816	1,816
110-450-6234-General Supplies	-	276	5,000	5,000	250	250	250	250
110-450-6238-Bank Service Charges	1	101	200	200	10	200	200	200
110-450-6240-Travel & Training	-	-	-	-	2,000	1,132	1,132	1,132
110-450-6290-Miscellaneous	-	104	142	142	700	450	450	450
110-450-6320-Building Repair & Maintenance	1,656	613	4,200	4,200	3,500	500	500	500
110-450-6334-Non-Capitalized Assets	-	-	-	-	-	-	-	-
110-450-6420-Water Services	97	97	800	800	1,100	1,540	1,540	1,540
110-450-6425-Sewer Services	186	191	800	800	400	492	492	492
110-450-6430-Electricity Services	476	436	3,000	3,000	2,350	1,605	1,605	1,605
110-450-6435-Internet Services	555	555	3,000	3,000	278	50	50	50
110-450-6440-Telephone Services	372	391	1,200	1,200	138	-	-	-
110-450-6445-Refuse Services	-	-	1,000	1,000	105	1,000	1,000	1,000
110-450-6530-Summer Reading Program	-	-	1,000	1,000	1,000	1,000	1,000	1,000
<b>Capital Outlay</b>	<b>-</b>	<b>157,635</b>	<b>349,455</b>	<b>349,455</b>	<b>310,998</b>	<b>9,200</b>	<b>9,200</b>	<b>9,200</b>
110-450-8225-Buildings & Facilities	-	157,635	309,455	309,455	283,385	-	-	-
110-450-8335-Equipment & Furnishings	-	-	40,000	40,000	27,483	3,200	3,200	3,200
110-450-8375-Materials & Collections	-	-	-	-	130	6,000	6,000	6,000
<b>Grand Total</b>	<b>6,454</b>	<b>185,635</b>	<b>416,550</b>	<b>416,550</b>	<b>363,921</b>	<b>57,284</b>	<b>57,284</b>	<b>57,284</b>



## General Fund

### Municipal Court Department:

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Personal Services</b>	<b>10,290</b>	<b>10,460</b>	<b>10,934</b>	<b>10,959</b>	<b>10,407</b>	<b>11,781</b>	<b>11,781</b>	<b>11,781</b>
110-480-5110-City Administrator	4,591	4,623	4,619	4,619	4,619	4,780	4,780	4,780
110-480-5112-Finance Clerk	-	-	-	-	-	-	-	-
110-480-5114-City Clerk	2,775	2,641	2,312	2,312	2,312	2,393	2,393	2,393
110-480-5220-Overtime	15	36	33	58	54	35	35	35
110-480-5315-Social Security/Medicare	565	559	533	533	533	552	552	552
110-480-5320-Worker's Comp	194	16	135	135	50	129	129	129
110-480-5350-Unemployment	-	-	463	463	-	458	458	458
110-480-5410-Health Insurance	1,180	1,413	1,472	1,472	1,472	1,565	1,565	1,565
110-480-5450-Public Employees Retirement	970	1,172	1,367	1,367	1,367	1,869	1,869	1,869
<b>Materials &amp; Services</b>	<b>3,524</b>	<b>7,442</b>	<b>3,532</b>	<b>6,327</b>	<b>4,984</b>	<b>5,112</b>	<b>5,112</b>	<b>5,112</b>
110-480-6120-Judge Contract	1,350	1,280	1,250	1,250	1,250	1,250	1,250	1,250
110-480-6121-Bailiff Contract	-	190	-	400	200	1,500	1,500	1,500
110-480-6128-Other Contract Services	916	3,619	1,000	1,200	1,200	1,000	1,000	1,000
110-480-6220-Publications, Printing & Dues	7	150	-	-	-	80	80	80
110-480-6226-Postage	30	25	29	54	50	29	29	29
110-480-6230-Office Supplies/Equipment	-	36	-	50	75	-	-	-
110-480-6238-Bank Service Charges	-	97	150	150	150	150	150	150
110-480-6240-Travel & Training	-	442	-	300	289	-	-	-
110-480-6290-Miscellaneous	-	-	-	-	-	-	-	-
110-480-6560-State Assessments	1,080	1,550	1,023	2,723	1,650	1,023	1,023	1,023
110-480-6565-Court Collection Fees	141	53	80	200	120	80	80	80
<b>Grand Total</b>	<b>13,814</b>	<b>17,902</b>	<b>14,466</b>	<b>17,286</b>	<b>15,391</b>	<b>16,893</b>	<b>16,893</b>	<b>16,893</b>

## General Fund

### Parks and Recreation Department:

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Personal Services</b>	<b>38,135</b>	<b>42,428</b>	<b>54,031</b>	<b>54,031</b>	<b>51,339</b>	<b>57,125</b>	<b>57,125</b>	<b>57,125</b>
110-420-5110-City Administrator	4,591	4,443	4,619	4,619	4,619	4,780	4,780	4,780
110-420-5150-Public Works Director	3,615	3,797	3,914	3,914	3,914	4,050	4,050	4,050
110-420-5152-Utility Worker I	9,273	8,676	9,150	9,150	9,150	9,802	9,802	9,802
110-420-5154-Utility Worker II	-	-	-	-	-	-	-	-
110-420-5156-Temporary/ Seasonal	295	2,564	3,900	3,900	3,900	4,306	4,306	4,306
110-420-5158-Maintenance Worker I	8,480	9,061	11,935	11,935	11,935	11,532	11,532	11,532
110-420-5220-Overtime	524	1,447	1,444	1,444	1,751	1,540	1,540	1,540
110-420-5315-Social Security/Medicare	2,048	2,294	2,670	2,670	2,670	2,755	2,755	2,755
110-420-5320-Worker's Comp	1,071	570	2,126	2,126	1,450	1,354	1,354	1,354
110-420-5350-Unemployment	-	-	2,323	2,323	-	2,280	2,280	2,280
110-420-5410-Health Insurance	3,975	4,203	5,095	5,095	5,095	5,389	5,389	5,389
110-420-5450-Public Employees Retirement	4,263	5,373	6,855	6,855	6,855	9,337	9,337	9,337
110-420-5910-DO NOT USE - Wage Adjustment	-	-	-	-	-	-	-	-
<b>Materials &amp; Services</b>	<b>53,178</b>	<b>46,112</b>	<b>47,660</b>	<b>47,660</b>	<b>18,507</b>	<b>41,817</b>	<b>41,817</b>	<b>41,817</b>
110-420-6122-IT Services	228	948	500	500	1,034	1,094	1,094	1,094
110-420-6128-Other Contract Services	34,635	3,368	500	500	3,399	500	500	500
110-420-6210-Insurance & Bonds	1,861	1,826	2,020	2,020	2,173	2,566	2,566	2,566
110-420-6226-Postage	-	-	-	-	-	-	-	-
110-420-6234-General Supplies	1,612	2,839	3,000	3,000	1,000	3,000	3,000	3,000
110-420-6238-Bank Service Charges	4	5	20	20	20	20	20	20
110-420-6240-Travel & Training	-	256	-	-	-	-	-	-
110-420-6290-Miscellaneous	24	226	500	500	500	500	500	500
110-420-6320-Building Repair & Maintenance	1,608	207	3,000	3,000	2,000	3,000	3,000	3,000
110-420-6324-Equipment Repair & Maintenance	1,030	2,525	2,500	2,500	1,000	2,500	2,500	2,500
110-420-6328-Property Maintenance	-	4,740	-	-	-	-	-	-
110-420-6330-Other Repair & Maintenance	5,175	1,984	3,500	3,500	500	3,500	3,500	3,500
110-420-6334-Non-Capitalized Assets	-	8,132	-	-	200	-	-	-
110-420-6339-Maintenance - Nelson Land Dona	-	5,813	3,700	3,700	-	4,000	4,000	4,000
110-420-6420-Water Services	726	5,642	20,000	20,000	1,093	12,661	12,661	12,661
110-420-6425-Sewer Services	1,486	1,531	1,920	1,920	1,470	1,981	1,981	1,981
110-420-6430-Electricity Services	3,218	2,389	2,500	2,500	2,149	2,495	2,495	2,495
110-420-6445-Refuse Services	-	-	500	500	-	500	500	500
110-420-6535-Movies in the Park	-	1,195	1,000	1,000	-	1,000	1,000	1,000
110-420-6710-Gas & Oil	1,571	2,486	2,500	2,500	1,969	2,500	2,500	2,500

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Capital Outlay</b>	295	15,758	751,170	740,763	4,597	5,000	5,000	5,000
110-420-8225-Buildings & Facilities	-	-	-	-	-	-	-	-
110-420-8335-Equipment & Furnishings	-	-	-	-	-	-	-	-
110-420-8425-Vehicles & Rolling Stock	-	-	-	-	-	-	-	-
110-420-8520-Parks Improvements	295	15,758	751,170	740,763	4,597	5,000	5,000	5,000
<b>Grand Total</b>	<b>91,608</b>	<b>104,298</b>	<b>852,861</b>	<b>842,454</b>	<b>74,443</b>	<b>103,942</b>	<b>103,942</b>	<b>103,942</b>

**General Fund**

**Police Services Contract:**

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Materials &amp; Services</b>	28,968	29,453	29,530	33,700	33,663	36,231	36,231	36,231
110-430-6118-Police Services	28,968	29,453	29,530	33,700	33,663	36,231	36,231	36,231
110-430-6334-Non-Capitalized Assets	-	-	-	-	-	-	-	-
<b>Grand Total</b>	28,968	29,453	29,530	33,700	33,663	36,231	36,231	36,231

## General Fund

### Tourism Department:

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Materials &amp; Services</b>	<b>2,251</b>	<b>3,201</b>	<b>10,586</b>	<b>10,586</b>	<b>1,305</b>	<b>10,586</b>	<b>10,586</b>	<b>10,586</b>
110-470-6128-Other Contract Services	-	-	500	500	-	500	500	500
110-470-6224-Marketing	295	415	500	500	415	500	500	500
110-470-6226-Postage	30	17	50	50	-	50	50	50
110-470-6290-Miscellaneous	-	-	100	100	-	100	100	100
110-470-6326-Covered Bridge Maintenance	755	775	5,936	5,936	890	5,936	5,936	5,936
110-470-6328-Matching Grant Funds	-	-	-	-	-	-	-	-
110-470-6527-Community Grant Program	1,171	1,994	3,500	3,500	-	3,500	3,500	3,500
110-470-6550-Tourism Funded Projects	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>2,251</b>	<b>3,201</b>	<b>10,586</b>	<b>10,586</b>	<b>1,305</b>	<b>10,586</b>	<b>10,586</b>	<b>10,586</b>

## General Fund

### Other requirements:

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Contingencies</b>	-	-	97,186	97,186	-	271,769	271,769	168,496
110-900-9590-Contingency	-	-	97,186	97,186	-	271,769	271,769	168,496
<b>Transfers Out</b>	37,200	-	-	-	-	5,000	5,000	81,200
110-900-9117-Transfer to SDC Fund	-	-	-	-	-	-	-	-
110-900-9120-Transfer to Building Fund	37,200	-	-	-	-	-	-	-
110-900-9130-Transfer to Water Fund	-	-	-	-	-	-	-	-
110-900-9140-Transfer to Sewer Fund	-	-	-	-	-	-	-	76,200
110-900-9150-Transfer to Equipment Fund	-	-	-	-	-	-	-	-
110-900-9156-Transfer to Blackberry Jam Fund	-	-	-	-	-	5,000	5,000	5,000
<b>Reserves &amp; Ending Balances</b>	205,803	264,759	65,610	65,610	70,462	25,227	25,227	74,885
110-900-9895-Reserved for future use - Park	-	-	-	-	-	-	-	-
110-900-9899-Unappropriated Ending Balance	205,803	264,759	65,610	65,610	70,462	25,227	25,227	74,885
<b>Grand Total</b>	<b>243,003</b>	<b>264,759</b>	<b>162,796</b>	<b>162,796</b>	<b>70,462</b>	<b>301,996</b>	<b>301,996</b>	<b>324,581</b>

## Sewer Fund

### Sewer Department:

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Personal Services</b>	<b>184,403</b>	<b>189,970</b>	<b>209,121</b>	<b>209,121</b>	<b>198,472</b>	<b>224,009</b>	<b>224,009</b>	<b>224,009</b>
240-490-5110-City Administrator	25,253	25,873	24,479	24,479	24,479	25,336	25,336	25,336
240-490-5112-Finance Clerk	-	-	-	-	-	-	-	-
240-490-5114-City Clerk	22,196	21,131	18,494	18,494	18,494	19,141	19,141	19,141
240-490-5150-Public Works Director	30,728	32,273	32,078	32,078	32,078	33,201	33,201	33,201
240-490-5152-Utility Worker I	39,410	36,874	38,884	38,884	38,884	41,654	41,654	41,654
240-490-5154-Utility Worker II	-	-	-	-	-	-	-	-
240-490-5156-Temporary/ Seasonal	59	513	780	780	780	861	861	861
240-490-5158-Maintenance Worker I	2,544	2,718	3,580	3,580	3,580	3,459	3,459	3,459
240-490-5220-Overtime	3,360	6,749	7,555	7,555	8,768	8,022	8,022	8,022
240-490-5315-Social Security/Medicare	9,452	9,649	9,616	9,616	9,616	10,073	10,073	10,073
240-490-5320-Worker's Comp	3,060	1,808	6,714	6,714	3,200	3,865	3,865	3,865
240-490-5350-Unemployment	-	-	8,348	8,348	-	8,340	8,340	8,340
240-490-5410-Health Insurance	28,714	30,017	33,922	33,922	33,922	35,915	35,915	35,915
240-490-5450-Public Employees Retirement	19,627	22,365	24,671	24,671	24,671	34,142	34,142	34,142
<b>Materials &amp; Services</b>	<b>149,750</b>	<b>167,884</b>	<b>213,075</b>	<b>213,075</b>	<b>186,425</b>	<b>252,649</b>	<b>257,169</b>	<b>226,179</b>
240-490-6110-Auditing	5,436	5,775	6,440	6,440	6,460	6,206	6,206	6,206
240-490-6112-Legal Services	-	-	-	-	500	-	-	-
240-490-6114-Financial Services	3,780	4,482	5,460	5,460	5,460	8,894	8,894	8,894
240-490-6116-Engineering Services	-	2,301	-	-	8,000	25,000	25,000	25,000
240-490-6122-IT Services	4,713	6,861	5,727	5,727	6,500	6,000	6,000	6,000
240-490-6128-Other Contract Services	4,575	4,954	4,500	4,500	4,500	4,701	4,701	4,701
240-490-6130-General Contract Services	-	-	-	-	-	-	-	-
240-490-6190-Computer Serv/Warr/Contracts	-	-	-	-	-	-	-	-
240-490-6210-Insurance & Bonds	8,299	8,307	9,187	9,187	9,966	11,672	11,672	11,672
240-490-6220-Publications, Printing & Dues	452	454	1,500	1,500	1,500	1,500	1,500	1,500
240-490-6226-Postage	1,140	1,249	1,200	1,200	1,200	1,200	1,200	1,200
240-490-6230-Office Supplies/Equipment	439	631	500	500	1,000	750	750	750
240-490-6234-General Supplies	3,657	2,018	5,000	5,000	3,800	2,100	2,100	-
240-490-6238-Bank Service Charges	3,053	3,320	6,600	6,600	4,500	4,000	4,000	4,000
240-490-6240-Travel & Training	100	1,712	2,000	2,000	125	2,770	2,770	2,770
240-490-6290-Miscellaneous	146	50	500	500	2,750	500	500	500
240-490-6320-Building Repair & Maintenance	3,271	4,301	500	500	500	5,000	5,000	5,000
240-490-6324-Equipment Repair & Maintenance	3,814	20,230	8,500	8,500	19,000	9,300	9,300	9,300
240-490-6330-Other Repair & Maintenance	12,199	1,801	15,000	15,000	3,500	15,000	15,000	15,000

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
240-490-6334-Non-Capitalized Assets	1,612	1,810	7,500	7,500	-	12,000	12,000	12,000
240-490-6420-Water Services	21,899	9,179	18,000	18,000	10,300	11,256	11,256	11,256
240-490-6425-Sewer Services	6,688	6,895	8,000	8,000	7,225	8,860	8,860	8,860
240-490-6430-Electricity Services	27,314	23,434	28,500	28,500	25,000	25,500	25,500	25,500
240-490-6435-Internet Services	1,606	1,410	1,550	1,550	1,500	1,660	1,660	1,660
240-490-6440-Telephone Services	2,806	2,849	3,200	3,200	2,900	3,225	3,225	3,225
240-490-6445-Refuse Services	499	625	9,000	9,000	650	9,600	9,600	9,600
240-490-6520-Permits	3,256	3,579	4,000	4,000	4,000	4,300	4,300	4,300
240-490-6710-Gas & Oil	286	542	2,000	2,000	1,000	3,150	3,150	3,150
240-490-6712-Operations & Supplies	320	1,232	1,500	1,500	1,000	-	-	2,100
240-490-6750-Chemicals & Lab Supplies	14,092	16,865	18,000	18,000	16,500	22,315	22,315	22,315
240-490-6755-Water/Sewer Analysis	11,398	12,855	14,000	14,000	14,000	17,220	17,220	17,220
240-490-6758-Water/Sewer Connection Expendi	2,900	-	2,500	2,500	-	2,500	2,500	2,500
240-490-6760-Water/Sewer Franchise Fees	-	18,163	22,711	22,711	23,089	26,470	30,990	-
240-490-6792-Reimbursable Expenditure	-	-	-	-	-	-	-	-
<b>Capital Outlay</b>	<b>-</b>	<b>23,377</b>	<b>60,000</b>	<b>20,194</b>	<b>36,919</b>	<b>150,000</b>	<b>150,000</b>	<b>130,000</b>
240-700-8225-Buildings & Facilities	-	-	25,000	5,731	18,082	25,000	25,000	5,000
240-700-8320-Software	-	-	-	-	1,475	-	-	-
240-700-8335-Equipment & Furnishings	-	-	-	-	-	-	-	-
240-700-8425-Vehicles & Rolling Stock	-	-	-	-	-	-	-	-
240-700-8550-Sewer Systems	-	23,377	35,000	14,463	17,362	35,000	35,000	35,000
240-700-8890-Projects	-	-	-	-	-	90,000	90,000	90,000
<b>Contingencies</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>2,000</b>	<b>17,362</b>	<b>187,629</b>	<b>39,733</b>	<b>77,425</b>
240-900-9590-Contingency	-	-	20,000	2,000	17,362	187,629	39,733	77,425
<b>Debt Service</b>	<b>50,544</b>	<b>49,838</b>	<b>54,127</b>	<b>54,127</b>	<b>54,130</b>	<b>53,178</b>	<b>53,178</b>	<b>53,178</b>
240-800-7110-Loan Principal - G02002	18,466	18,628	23,801	23,801	23,801	23,981	23,981	23,981
240-800-7111-Loan Principal - Library/City	-	-	-	-	-	-	-	-
240-800-7122-Loan Principal - J05001 SPWF	4,486	4,718	4,962	4,962	4,962	5,219	5,219	5,219
240-800-7124-Loan Principal - RUS 92-05	6,611	6,793	6,980	6,980	6,980	7,172	7,172	7,172
240-800-7126-Loan Principal - Interfund Loa	-	-	-	-	-	-	-	-
240-800-7510-Loan Interest - G02002	8,911	8,043	7,158	7,158	7,158	6,028	6,028	6,028
240-800-7511-Loan Interest - Library/City	-	-	-	-	-	-	-	-
240-800-7522-Loan Interest - J05001 SPWF	2,937	2,705	2,461	2,461	2,461	2,205	2,205	2,205
240-800-7524-Loan Interest - RUS 92-05	9,133	8,951	8,765	8,765	8,768	8,573	8,573	8,573
240-800-7911-Interim Loan RD Financing	-	-	-	-	-	-	-	-

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Transfers Out</b>	<b>5,920</b>	<b>-</b>	<b>-</b>	<b>96,542</b>	<b>96,542</b>	<b>-</b>	<b>30,000</b>	<b>30,000</b>
240-900-9117-Transfer to SDC Fund	-	-	-	-	-	-	-	-
240-900-9121-Transfer to Sewer Reserve Fund	5,920	-	-	-	-	-	-	-
240-900-9150-Transfer to Equipment Fund	-	-	-	-	-	-	-	-
240-900-9130-Transfer to Water Fund	-	-	-	20,342	20,342	-	30,000	30,000
240-900-9110-Transfer to General Fund	-	-	-	76,200	76,200	-	-	-
<b>Reserves &amp; Ending Balances</b>	<b>184,427</b>	<b>184,327</b>	<b>59,580</b>	<b>59,580</b>	<b>106,307</b>	<b>48,957</b>	<b>59,292</b>	<b>39,157</b>
240-900-9893-Reserved for future use - Sewe	-	-	-	-	-	-	-	-
240-900-9899-Unappropriated Ending Balance	184,427	184,327	59,580	59,580	106,307	48,957	59,292	39,157
<b>Grand Total</b>	<b>575,044</b>	<b>615,396</b>	<b>615,903</b>	<b>654,639</b>	<b>696,157</b>	<b>916,422</b>	<b>813,381</b>	<b>779,948</b>

## Water Fund

### Water Department:

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Personal Services</b>	<b>184,402</b>	<b>190,243</b>	<b>210,904</b>	<b>210,904</b>	<b>198,059</b>	<b>223,992</b>	<b>223,992</b>	<b>223,992</b>
230-490-5110-City Administrator	25,252	25,873	24,479	24,479	24,479	25,336	25,336	25,336
230-490-5112-Finance Clerk	-	-	-	-	-	-	-	-
230-490-5114-City Clerk	22,196	21,131	18,494	18,494	18,494	19,141	19,141	19,141
230-490-5150-Public Works Director	30,728	32,273	32,078	32,078	32,078	33,201	33,201	33,201
230-490-5152-Utility Worker I	39,410	36,874	38,884	38,884	38,884	41,654	41,654	41,654
230-490-5154-Utility Worker II	-	-	-	-	-	-	-	-
230-490-5156-Temporary/ Seasonal	59	513	780	780	780	861	861	861
230-490-5158-Maintenance Worker I	2,544	2,718	3,580	3,580	3,580	3,459	3,459	3,459
230-490-5220-Overtime	3,360	6,749	7,555	7,555	7,555	8,022	8,022	8,022
230-490-5315-Social Security/Medicare	9,452	9,649	9,616	9,616	9,616	10,073	10,073	10,073
230-490-5320-Worker's Comp	3,060	2,081	7,482	7,482	4,000	3,848	3,848	3,848
230-490-5350-Unemployment	-	-	9,363	9,363	-	8,340	8,340	8,340
230-490-5410-Health Insurance	28,714	30,017	33,922	33,922	33,922	35,915	35,915	35,915
230-490-5450-Public Employees Retirement	19,627	22,365	24,671	24,671	24,671	34,142	34,142	34,142
<b>Materials &amp; Services</b>	<b>174,595</b>	<b>130,175</b>	<b>182,534</b>	<b>199,128</b>	<b>179,223</b>	<b>233,990</b>	<b>233,990</b>	<b>202,330</b>
230-490-6110-Auditing	5,436	5,775	6,440	6,440	6,440	6,206	6,206	6,206
230-490-6112-Legal Services	-	-	-	5,000	5,000	-	-	-
230-490-6114-Financial Services	3,780	4,482	5,460	5,460	5,460	8,894	8,894	8,894
230-490-6116-Engineering Services	6,673	4,113	15,916	27,510	20,916	30,500	30,500	30,500
230-490-6122-IT Services	4,713	6,861	5,500	5,500	6,600	7,908	7,908	7,908
230-490-6128-Other Contract Services	1,125	1,354	1,500	1,500	8,225	2,501	2,501	2,501
230-490-6130-General Contract Services	-	-	-	-	-	-	-	-
230-490-6190-Computer Serv/Warr/Contracts	-	-	-	-	-	-	-	-
230-490-6210-Insurance & Bonds	7,666	8,737	9,663	9,663	10,463	12,276	12,276	12,276
230-490-6220-Publications, Printing & Dues	1,667	2,764	1,500	1,500	3,900	3,275	3,275	3,275
230-490-6226-Postage	1,140	1,249	1,200	1,200	1,576	1,250	1,250	1,250
230-490-6230-Office Supplies/Equipment	911	716	1,250	1,250	1,250	1,250	1,250	1,250
230-490-6234-General Supplies	19,207	3,663	5,500	5,500	5,500	7,250	7,250	-
230-490-6238-Bank Service Charges	3,053	3,058	6,900	6,900	3,300	6,900	6,900	6,900
230-490-6240-Travel & Training	366	1,737	2,000	2,000	460	2,270	2,270	2,270
230-490-6290-Miscellaneous	182	-	1,500	1,500	-	1,500	1,500	1,500
230-490-6320-Building Repair & Maintenance	5,093	2,210	5,000	5,000	2,500	5,500	5,500	5,500
230-490-6324-Equipment Repair & Maintenance	9,969	8,398	5,000	5,000	11,200	15,550	15,550	15,550
230-490-6330-Other Repair & Maintenance	19,944	7,552	18,000	18,000	12,498	20,000	20,000	20,000

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
230-490-6334-Non-Capitalized Assets	383	1,810	3,000	3,000	-	8,000	8,000	8,000
230-490-6420-Water Services	545	911	1,200	1,200	750	1,680	1,680	1,680
230-490-6425-Sewer Services	743	765	960	960	750	1,180	1,180	1,180
230-490-6430-Electricity Services	17,706	18,024	22,000	22,000	17,500	19,930	19,930	19,930
230-490-6435-Internet Services	855	981	2,100	2,100	1,050	1,090	1,090	1,090
230-490-6440-Telephone Services	2,771	2,886	2,000	2,000	3,800	3,800	3,800	3,800
230-490-6445-Refuse Services	499	539	720	720	600	800	800	800
230-490-6520-Permits	-	-	-	-	-	-	-	-
230-490-6710-Gas & Oil	915	473	2,000	2,000	1,350	1,520	1,520	1,520
230-490-6712-Operations & Supplies	43	3,959	1,500	1,500	1,500	-	-	7,250
230-490-6750-Chemicals & Lab Supplies	21,766	17,867	20,000	20,000	19,000	22,100	22,100	22,100
230-490-6755-Water/Sewer Analysis	2,036	2,950	7,250	7,250	5,735	4,200	4,200	4,200
230-490-6758-Water/Sewer Connection Expendi	35,408	-	3,500	3,500	900	5,000	5,000	5,000
230-490-6760-Water/Sewer Franchise Fees	-	16,341	23,975	23,975	21,000	31,660	31,660	-
<b>Capital Outlay</b>	<b>188,103</b>	<b>69,569</b>	<b>43,416</b>	<b>116,837</b>	<b>92,556</b>	<b>80,000</b>	<b>110,000</b>	<b>110,000</b>
230-700-8225-Buildings & Facilities	-	-	-	-	-	-	-	-
230-700-8320-Software	-	-	-	9,275	9,275	70,000	100,000	100,000
230-700-8335-Equipment & Furnishings	-	-	-	-	-	-	-	-
230-700-8425-Vehicles & Rolling Stock	-	-	-	-	-	-	-	-
230-700-8540-Water Systems Improvemts	188,103	69,569	43,416	107,562	83,281	10,000	10,000	10,000
230-700-8895-Other Improvements	-	-	-	-	-	-	-	-
<b>Contingencies</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>14,379</b>	<b>-</b>	<b>1,351</b>	<b>-</b>	<b>20,000</b>
230-900-9590-Contingency	-	-	20,000	14,379	-	1,351	-	20,000
<b>Debt Service</b>	<b>64,080</b>	<b>58,340</b>	<b>58,341</b>	<b>58,341</b>	<b>58,341</b>	<b>58,343</b>	<b>75,875</b>	<b>75,875</b>
230-800-7110-Loan Principal - S00006	16,519	-	-	-	-	-	-	-
230-800-7111-Loan Principal - Library/City	-	-	-	-	-	-	-	-
230-800-7122-Loan Principal - J05001 SPWF	4,486	4,718	4,962	4,962	4,962	5,219	5,219	5,219
230-800-7124-Loan Principal - RUS 91-03	16,536	16,991	17,459	17,459	17,459	17,939	17,939	17,939
230-800-7125-Loan Principal - L21001	-	7,613	7,644	7,644	7,644	7,812	7,812	7,812
230-800-7510-Loan Interest - S00006	758	-	-	-	-	-	-	-
230-800-7511-Loan Interest - Library/City	-	-	-	-	-	-	-	-
230-800-7522-Loan Interest - J05001 SPWF	2,937	2,705	2,461	2,461	2,461	2,205	2,205	2,205
230-800-7524-Loan Interest - RUS 91-03	22,844	22,389	21,922	21,922	21,922	21,442	21,442	21,442
230-800-7525-Loan Interest - L21001	-	3,924	3,893	3,893	3,893	3,726	3,726	3,726
230-800-7126-Loan Principal-PLC system	-	-	-	-	-	-	11,932	11,932
230-800-7526-Loan Interest-PLC system	-	-	-	-	-	-	5,600	5,600

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Transfers Out</b>	15,740	-	-	-	-	65,548	-	20,342
230-900-9117-Transfer to SDC Fund	-	-	-	-	-	-	-	-
230-900-9120-Transfer to Water Reserve Fund	15,740	-	-	-	-	-	-	-
230-900-9140-Transfer to Sewer Fund	-	-	-	-	-	65,548	-	20,342
230-900-9150-Transfer to Equipment Fund	-	-	-	-	-	-	-	-
<b>Reserves &amp; Ending Balances</b>	41,482	40,303	36,770	36,770	10,000	45,606	50,000	-
230-900-9893-Reserved for future use - Wate	-	-	-	-	-	-	-	-
230-900-9899-Unappropriated Ending Balance	41,482	40,303	36,770	36,770	10,000	45,606	50,000	-
<b>Grand Total</b>	668,402	488,630	551,965	636,359	538,179	708,830	693,857	652,539

## Street Fund

### Streets Maintenance Department:

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Personal Services</b>	<b>19,288</b>	<b>20,991</b>	<b>25,987</b>	<b>25,987</b>	<b>24,482</b>	<b>27,107</b>	<b>27,107</b>	<b>27,107</b>
312-490-5110-City Administrator	4,591	4,443	4,618	4,618	4,861	4,780	4,780	4,780
312-490-5112-Finance Clerk	-	-	-	-	-	-	-	-
312-490-5150-Public Works Director	3,615	3,797	3,912	3,912	3,912	4,049	4,049	4,049
312-490-5152-Utility Worker I	4,637	4,338	4,574	4,574	4,574	4,900	4,900	4,900
312-490-5154-Utility Worker II	-	-	-	-	-	-	-	-
312-490-5156-Temporary/ Seasonal	118	1,026	1,664	1,664	1,664	1,722	1,722	1,722
312-490-5158-Maintenance Worker I	-	-	-	-	-	-	-	-
312-490-5220-Overtime	381	760	868	868	987	922	922	922
312-490-5315-Social Security/Medicare	1,020	1,098	1,196	1,196	1,232	1,253	1,253	1,253
312-490-5320-Worker's Comp	373	132	1,763	1,763	900	721	721	721
312-490-5350-Unemployment	-	-	1,040	1,040	-	1,038	1,038	1,038
312-490-5410-Health Insurance	2,575	2,803	3,281	3,281	3,281	3,477	3,477	3,477
312-490-5450-Public Employees Retirement	1,978	2,594	3,071	3,071	3,071	4,245	4,245	4,245
312-490-5910-DO NOT USE - Wage Adjustment	-	-	-	-	-	-	-	-
<b>Materials &amp; Services</b>	<b>36,448</b>	<b>33,490</b>	<b>67,295</b>	<b>67,295</b>	<b>47,428</b>	<b>70,426</b>	<b>70,426</b>	<b>70,426</b>
312-490-6110-Auditing	1,812	1,925	1,240	1,240	1,190	1,035	1,035	1,035
312-490-6114-Financial Services	1,264	1,494	2,184	2,184	4,500	3,558	3,558	3,558
312-490-6116-Engineering Services	833	163	20,000	20,000	6,000	20,000	20,000	20,000
312-490-6122-IT Services	1,480	1,908	1,480	1,480	1,600	220	220	220
312-490-6128-Other Contract Services	2,405	1,265	8,000	8,000	7,651	10,000	10,000	10,000
312-490-6210-Insurance & Bonds	2,225	3,034	3,356	3,356	3,637	4,263	4,263	4,263
312-490-6230-Office Supplies/Equipment	-	84	-	-	200	-	-	-
312-490-6234-General Supplies	63	114	500	500	500	500	500	500
312-490-6238-Bank Service Charges	2	1	50	50	50	50	50	50
312-490-6240-Travel & Training	-	266	-	-	-	-	-	-
312-490-6290-Miscellaneous	116	1,000	500	500	600	500	500	500
312-490-6324-Equipment Repair & Maintenance	-	-	500	500	-	500	500	500
312-490-6330-Other Repair & Maintenance	11,430	10,348	10,000	10,000	4,500	10,000	10,000	10,000
312-490-6334-Non-Capitalized Assets	-	-	2,500	2,500	3,800	2,500	2,500	2,500
312-490-6430-Electricity Services	12,186	11,888	14,575	14,575	13,000	14,800	14,800	14,800
312-490-6720-Storm Drain Maintenance	1,218	-	1,500	1,500	200	1,500	1,500	1,500
312-490-6724-Street Signs	1,414	-	500	500	-	1,000	1,000	1,000
312-490-6726-Street Lights	-	-	410	410	-	-	-	-

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Capital Outlay</b>	320,195	-	75,000	75,000	300	275,000	275,000	275,000
312-700-8225-Buildings & Facilities	-	-	-	-	-	-	-	-
312-700-8320-Software	-	-	-	-	-	-	-	-
312-700-8335-Equipment & Furnishings	-	-	-	-	-	-	-	-
312-700-8425-Vehicles & Rolling Stock	-	-	-	-	-	-	-	-
312-700-8530-Street Improvements	320,195	-	70,000	70,000	-	270,000	270,000	270,000
312-700-8532-Signage	-	-	5,000	5,000	300	5,000	5,000	5,000
312-700-8540-Stormwater Improvements	-	-	-	-	-	-	-	-
<b>Contingencies</b>	-	-	10,819	10,819	-	85,740	85,740	97,177
312-900-9590-Contingency	-	-	10,819	10,819	-	85,740	85,740	97,177
<b>Debt Service</b>	-	5,172	5,172	5,172	5,199	5,211	5,211	5,211
312-800-7111-Loan Principal - Library/City	-	-	-	-	-	-	-	-
312-800-7125-Loan Principal - L21001	-	3,413	3,427	3,427	3,541	3,541	3,541	3,541
312-800-7511-Loan Interest - Library/City	-	-	-	-	-	-	-	-
312-800-7525-Loan Interest - L21001	-	1,759	1,745	1,745	1,658	1,670	1,670	1,670
<b>Transfers Out</b>	-	-	-	-	-	-	-	-
312-900-9150-Transfer to Equipment Fund	-	-	-	-	-	-	-	-
<b>Reserves &amp; Ending Balances</b>	76,011	111,798	10,770	10,770	133,413	22,222	22,222	8,796
312-900-9898-Reserved for future use - Stre	-	-	-	-	-	-	-	-
312-900-9899-Unappropriated Ending Balance	76,011	111,798	10,770	10,770	133,413	22,222	22,222	8,796
<b>Grand Total</b>	451,942	171,451	195,043	195,043	210,822	485,706	485,706	483,717

## Building Fund

### Building Department:

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Personal Services</b>	<b>4,302</b>	<b>4,714</b>	<b>13,567</b>	<b>13,567</b>	<b>12,857</b>	<b>14,612</b>	<b>14,612</b>	<b>14,612</b>
220-490-5110-City Administrator	-	180	1,847	1,847	1,847	1,912	1,912	1,912
220-490-5114-City Clerk	2,664	2,641	2,312	2,312	2,312	2,393	2,393	2,393
220-490-5150-Public Works Director	-	-	3,912	3,912	3,912	4,049	4,049	4,049
220-490-5220-Overtime	15	36	323	323	233	339	339	339
220-490-5315-Social Security/Medicare	205	219	642	642	642	665	665	665
220-490-5320-Worker's Comp	81	398	162	162	100	155	155	155
220-490-5350-Unemployment	-	-	558	558	-	550	550	550
220-490-5410-Health Insurance	875	949	2,162	2,162	2,162	2,294	2,294	2,294
220-490-5450-Public Employees Retirement	462	291	1,649	1,649	1,649	2,255	2,255	2,255
<b>Materials &amp; Services</b>	<b>22,109</b>	<b>96,403</b>	<b>79,211</b>	<b>79,211</b>	<b>73,042</b>	<b>78,481</b>	<b>78,481</b>	<b>78,481</b>
220-490-6110-Auditing	-	-	1,140	1,140	1,500	1,035	1,035	1,035
220-490-6112-Legal Services	-	-	5,000	5,000	-	-	-	-
220-490-6122-IT Services	338	1,122	744	744	357	1,295	1,295	1,295
220-490-6128-Other Contract Services	-	11	9	9	-	-	-	-
220-490-6150-Building Inspection Services	16,385	74,822	51,187	51,187	60,000	60,000	60,000	60,000
220-490-6152-Electrical Inspection Services	2,234	8,888	6,630	6,630	5,000	5,000	5,000	5,000
220-490-6220-Publications, Printing & Dues	-	-	250	250	-	-	-	-
220-490-6226-Postage	30	33	250	250	100	-	-	-
220-490-6230-Office Supplies/Equipment	-	112	250	250	500	-	-	-
220-490-6238-Bank Service Charges	-	53	1,500	1,500	250	300	300	300
220-490-6240-Travel & Training	-	116	-	-	-	-	-	-
220-490-6290-Miscellaneous	-	-	-	-	-	-	-	-
220-490-6330-Other Repair & Maintenance	-	-	-	-	-	-	-	-
220-490-6334-Non-Capitalized Assets	-	-	-	-	-	-	-	-
220-490-6420-Water Services	39	36	500	500	150	500	500	500
220-490-6425-Sewer Services	74	70	500	500	200	500	500	500
220-490-6430-Electricity Services	190	174	1,000	1,000	200	300	300	300
220-490-6435-Internet Services	222	222	500	500	200	300	300	300
220-490-6440-Telephone Services	197	211	500	500	85	-	-	-
220-490-6445-Refuse Services	-	-	-	-	-	-	-	-
220-490-6524-Building State Surcharge	1,932	9,016	8,190	8,190	4,000	8,190	8,190	8,190
220-490-6525-Electrical State Surcharge	468	1,517	1,061	1,061	500	1,061	1,061	1,061
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
220-700-8320-Software	-	-	-	-	-	-	-	-
220-700-8335-Equipment & Furnishings	-	-	10,000	10,000	-	-	-	-
<b>Contingencies</b>	-	-	<b>18,750</b>	<b>18,750</b>	-	<b>44,198</b>	<b>44,198</b>	<b>55,015</b>
220-900-9590-Contingency	-	-	18,750	18,750	-	44,198	44,198	55,015
<b>Reserves &amp; Ending Balances</b>	-	<b>57,234</b>	-	-	<b>65,935</b>	<b>7,727</b>	<b>7,727</b>	<b>4,980</b>
220-900-9893-Reserved for future use - Bldg	-	-	-	-	-	-	-	-
220-900-9899-Unappropriated Ending Balance	-	57,234	-	-	65,935	7,727	7,727	4,980
<b>Grand Total</b>	<b>26,411</b>	<b>158,351</b>	<b>121,528</b>	<b>121,528</b>	<b>151,834</b>	<b>145,018</b>	<b>145,018</b>	<b>153,088</b>

## Blackberry Jam Festival Fund

### Blackberry Jam Festival:

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Materials &amp; Services</b>	<b>3,112</b>	<b>5,685</b>	<b>23,142</b>	<b>23,142</b>	<b>11,107</b>	<b>16,350</b>	<b>16,350</b>	<b>16,350</b>
314-490-6118-Police Services	-	-	1,000	1,000	504	1,000	1,000	1,000
314-490-6122-IT Services	641	419	350	350	506	700	700	700
314-490-6220-Publications, Printing & Dues	-	50	100	100	20	100	100	100
314-490-6224-Festival Advertisement	-	-	-	-	-	-	-	-
314-490-6226-Postage	-	-	-	-	3	-	-	-
314-490-6238-Bank Service Charges	1	27	100	100	30	100	100	100
314-490-6290-Miscellaneous	10	-	2,200	2,200	677	7,450	7,450	7,450
314-490-6440-Telephone Services	-	-	150	150	-	-	-	-
314-490-6445-Refuse Services	-	-	1,000	1,000	1,120	1,400	1,400	1,400
314-490-6705-Rent	960	960	1,000	1,000	720	1,000	1,000	1,000
314-490-6714-Materials & Services	-	-	150	150	-	150	150	150
314-490-6810-Craft/Commercial Booth Exp	-	-	150	150	305	150	150	150
314-490-6812-Food Booth Exp	-	-	100	100	-	100	100	100
314-490-6813-Beer Garden	-	-	-	-	-	-	-	-
314-490-6814-Jam Sales Exp	-	378	500	500	294	500	500	500
314-490-6816-Quilt Raffle	1,500	3,600	4,000	4,000	4,200	-	-	-
314-490-6820-Sponsorship Exp	-	-	100	100	-	100	100	100
314-490-6822-Pie Sales Exp	-	-	-	-	-	-	-	-
314-490-6850-5K Race Exp	-	-	-	-	-	-	-	-
314-490-6852-Car Show Exp	-	251	100	100	-	-	-	-
314-490-6854-Fishing Derby Exp	-	-	-	-	-	-	-	-
314-490-6856-Horseshoe Tourney Exp	-	-	100	100	62	100	100	100
314-490-6858-Kidz Korner Exp	-	-	-	-	191	-	-	-
314-490-6860-Pie Eating Contest Exp	-	-	-	-	-	-	-	-
314-490-6862-RC Flyers Exp	-	-	-	-	-	-	-	-
314-490-6864-Entertainment Exp	-	-	12,042	12,042	2,475	3,500	3,500	3,500
<b>Contingencies</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>415</b>	<b>415</b>	<b>-</b>
314-900-9590-Contingency	-	-	-	-	-	415	415	-
<b>Transfers Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
314-900-9110-Transfer to General Fund	-	-	-	-	-	-	-	-
<b>Reserves &amp; Ending Balances</b>	<b>11,468</b>	<b>13,824</b>	<b>5,007</b>	<b>5,007</b>	<b>10,043</b>	<b>1,358</b>	<b>1,358</b>	<b>1,773</b>
314-900-9899-Unappropriated Ending Balance	11,468	13,824	5,007	5,007	10,043	1,358	1,358	1,773

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
Grand Total	14,580	19,509	28,149	28,149	21,150	18,123	18,123	18,123

## Sewer SDC Fund

### Sewer Department:

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Materials &amp; Services</b>	-	47,673	99,000	99,000	30,000	62,000	62,000	62,000
440-490-6128-Other Contract Services	-	47,673	99,000	99,000	30,000	62,000	62,000	62,000
440-490-6714-Materials & Services	-	-	-	-	-	-	-	-
<b>Capital Outlay</b>	-	-	35,000	35,000	-	52,941	52,941	52,941
440-700-8550-Sewer Systems	-	-	35,000	35,000	-	52,941	52,941	52,941
<b>Reserves &amp; Ending Balances</b>	146,159	132,238	13,172	13,172	118,162	4,792	4,792	4,792
440-900-9897-Reserved for future use - Sewe	-	-	-	-	118,162	4,792	4,792	4,792
440-900-9899-Unappropriated Ending Balance	146,159	132,238	13,172	13,172	-	-	-	-
<b>Grand Total</b>	<b>146,159</b>	<b>179,911</b>	<b>147,172</b>	<b>147,172</b>	<b>148,162</b>	<b>119,733</b>	<b>119,733</b>	<b>119,733</b>

## Water SDC Fund

### Water Department:

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Materials &amp; Services</b>	-	73,556	80,000	80,000	21,773	-	-	-
430-490-6128-Other Contract Services	-	73,556	80,000	80,000	21,773	-	-	-
430-490-6714-Materials & Services	-	-	-	-	-	-	-	-
<b>Capital Outlay</b>	-	-	300,000	300,000	-	390,473	390,473	390,473
430-700-8540-Water Systems Improvemts	-	-	300,000	300,000	-	390,473	390,473	390,473
<b>Transfers Out</b>	-				65,548	-	-	-
430-900-9130-Transfers to Water Fund	-				65,548	-	-	-
<b>Reserves &amp; Ending Balances</b>	329,228	376,133	79,797	79,797	350,372	35,047	35,047	35,047
430-900-9893-Reserved for future use - Wate	-	-	-	-	-	35,047	35,047	35,047
430-900-9899-Unappropriated Ending Balance	329,228	376,133	79,797	79,797	350,372	-	-	-
<b>Grand Total</b>	329,228	449,689	459,797	459,797	437,693	425,520	425,520	425,520

## Street SDC Fund

### Street Department:

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Materials &amp; Services</b>	-	-	15,000	15,000	-	-	-	-
412-490-6128-Other Contract Services	-	-	15,000	15,000	-	-	-	-
412-490-6714-Materials & Services	-	-	-	-	-	-	-	-
<b>Capital Outlay</b>	-	-	60,260	60,260	-	64,838	64,838	64,838
412-700-8530-Street Improvements	-	-	60,260	60,260	-	64,838	64,838	64,838
<b>Reserves &amp; Ending Balances</b>	50,028	68,635	4,736	4,736	69,965	5,869	5,869	5,869
412-900-9898-Reserved for future use - Stre	-	-	-	-	69,965	5,869	5,869	5,869
412-900-9899-Unappropriated Ending Balance	50,028	68,635	4,736	4,736	-	-	-	-
<b>Grand Total</b>	50,028	68,635	79,996	79,996	69,965	70,707	70,707	70,707

### Stormwater SDC Fund

**Stormwater Department:**

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Materials &amp; Services</b>	-	-	20,000	20,000	-	-	-	-
445-490-6128-Other Contract Services	-	-	20,000	20,000	-	-	-	-
445-490-6714-Materials & Services	-	-	-	-	-	-	-	-
<b>Capital Outlay</b>	-	-	40,000	40,000	-	75,456	75,456	75,456
445-700-8560-Stormwater Improvements	-	-	40,000	40,000	-	75,456	75,456	75,456
<b>Reserves &amp; Ending Balances</b>	47,976	69,353	22,295	22,295	81,177	6,921	6,921	6,921
445-900-9897-Reserved for future use - Sewe	-	-	-	-	81,177	6,921	6,921	6,921
445-900-9899-Unappropriated Ending Balance	47,976	69,353	22,295	22,295	-	-	-	-
<b>Grand Total</b>	47,976	69,353	82,295	82,295	81,177	82,377	82,377	82,377

**Parks SDC Fund**

**Parks Department:**

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Materials &amp; Services</b>	-	-	10,000	10,000	4,610	-	-	-
410-490-6714-Materials & Services	-	-	10,000	10,000	4,610	-	-	-
<b>Capital Outlay</b>	-	-	80,313	80,313	-	93,275	93,275	93,275
410-700-8520-Parks Improvements	-	-	80,313	80,313	-	93,275	93,275	93,275
<b>Reserves &amp; Ending Balances</b>	58,682	89,533	18,080	18,080	100,514	8,443	8,443	8,443
410-900-9895-Reserved for future use - Park	-	-	-	-	100,514	8,443	8,443	8,443
410-900-9899-Unappropriated Ending Balance	58,682	89,533	18,080	18,080	-	-	-	-
<b>Grand Total</b>	58,682	89,533	108,393	108,393	105,124	101,718	101,718	101,718

**Sewer Reserve Fund:**

**Sewer Department:**

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Transfers Out</b>	-	-	-	-	-	-	-	-
521-900-9140-Transfer to Sewer Fund	-	-	-	-	-	-	-	-
<b>Reserves &amp; Ending Balances</b>	15,751	15,772	15,764	15,764	16,022	16,222	16,222	16,222
521-900-9892-Reserved for Sewer Bond Pymt	-	-	15,764	15,764	16,022	-	-	16,222
521-900-9899-Unappropriated Ending Balance	15,751	15,772	-	-	-	16,222	16,222	-
<b>Grand Total</b>	15,751	15,772	15,764	15,764	16,022	16,222	16,222	16,222

**Water Reserve Fund**

**Water Department:**

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	FY 22/23 Amended	FY 22/23 Estimate	FY 23/24 Proposed	FY 23/24 Adopted	FY 23/24 Approved
<b>Transfers Out</b>	-	-	-	-	-	-	-	-
520-900-9130-Transfer to Water Fund	-	-	-	-	-	-	-	-
<b>Reserves &amp; Ending Balances</b>	39,395	39,457	39,415	39,415	40,007	40,507	40,507	40,507
520-900-9892-Reserved for Water Bond Pymt	-	-	39,415	39,415	40,007	-	-	40,507
520-900-9899-Unappropriated Ending Balance	39,395	39,457	-	-	-	40,507	40,507	-
<b>Grand Total</b>	39,395	39,457	39,415	39,415	40,007	40,507	40,507	40,507

**CITY OF LOWELL, OREGON**

**RESOLUTION 801**

**TO ESTABLISH WATER AND SEWER RATES TO BE EFFECTIVE  
JULY 1, 2023.**

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**BE IT RESOVLED** by the City Council of the City of Lowell as follows:

**Section 1.** The following rates are established for water service:

Basic monthly service charge per equivalent dwelling unit (EDU)	\$43.35
Variable water rate:	
0 – 5,000 gallons	\$4.93 per each 1,000 gallons
Greater than 5,000 gallons	\$9.85 per each 1,000 gallons
Bulk water rate:	
Per each 1,000 gallons	\$10.73
Fire hydrant fee (without water service)	\$13.93

**Section 2.** The following rates are established for sewer service:

Basic monthly service charge per equivalent dwelling unit (EDU)	\$68.51
Graywater disposal fee per gallon	\$0.17

**Section 3.** This resolution is effective as of July 1, 2023 and supersedes Resolution #784.

*[This section left intentionally blank.]*

**Adopted by the City Council of the City of Lowell this 27<sup>th</sup> day of June 2023.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

\_\_\_\_\_  
Don Bennett, Mayor

ATTEST:

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

DRAFT

**CITY OF LOWELL, OREGON**

**RESOLUTION 806**

**A RESOLUTION TO MAKE APPROPRIATIONS FOR UNFORE-  
SEEN OCCURENCES; TO ADOPT SUPPLEMENTAL APPROPRI-  
ATIONS FOR FISCAL YEAR 2022-2023; AND TO TRANSFER  
APPROPRIATIONS WITHIN THE SAME FUND.**

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**RECITAL:**

One reason for this resolution is to respond to unforeseen occurrences in the General Fund and Water Fund, in accordance with O.R.S. 294.338(b)(B)(i) and (ii). These occurrences could not have been ascertained when preparing the original budget or the previous supplemental budget for the 2022-2023 fiscal year, thereby requiring a change in financial planning.

Specifically, Water Fund expenses to respond to the water main rupture on E. 1<sup>st</sup> Street will cause projected expenses in the legal services, water system improvements, and engineering services accounts to be higher than projected. In addition, the programmable logic controller for the water plan failed, which required unanticipated software expenses to respond to ensure the continued functioning of water services. For these reasons, an interfund operating loan from the Sewer Fund is required to ensure an appropriate level of resources. An appropriation of the Sewer Fund's contingency budget is necessary to make this interfund loan.

For the General Fund, several unforeseen occurrences occurred. The first was the environmental clean-up requirements for the 205 E. Main Street property. The second was the timing for when the city would receive loan proceeds for the 70 N. Pioneer St. construction. It is possible that the General Fund will not receive the loan funds prior to June 30, 2023, which will result in a revenue shortfall. For these reasons, an operating loan from the Sewer Fund is required, too.

The Water Fund also received American Rescue Plan Act grants and water master planning grants that were not included in the Water Fund's resources. At the time of preparing the 2022-2023 budget, the city could not have foreseen the timing of when the Water Fund would receive those grants. This resolution increases the Water Fund's grant account to recognize these funds.

This resolution recognizes an increase in the Sewer Fund's revenues for user charges and bulk grey water disposal. The increase in user charges is due to projected revenues exceeding the city's estimates at the time of the 2022-2023 budget adoption. The increase in bulk grey water disposal is due to payments the city received to process grey water received from fire agencies during the fall 2022 wildfire season.

Lastly, this resolution adopts transfers of appropriation within organizational units or transfers within categories of expense within the same fund, as well as transfers of contingency appropriations within a specific fund.

The City Council held a public hearing on this resolution on June 27, 2023.

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

**Section 1.** That the transfers of appropriations and resources, as set forth in **Attachment A**, are hereby authorized for the 2022-2023 fiscal year.

**Section 2.** This resolution is effective immediately upon adoption.

**Adopted by the City Council of the City of Lowell this 27<sup>th</sup> day of June 2023.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

\_\_\_\_\_  
Don Bennett, Mayor

ATTEST:

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

APPENDIX A  
 SUPPLEMENTAL BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2023  
 ADOPTED JUNE 27, 2023

General Fund			Current	Budget	Amended
#	Resources:	Account Code:	Budget	Adjustment	Budget
1	Transfers in	110-390-4940-Transfer from Sewer Fund	0	76,200	76,200
2	All other resources unchanged*	N/A	2,482,526	0	2,482,526
Total resources:			<u>2,482,526</u>	<u>76,200</u>	<u>2,558,726</u>

General Fund			Current	Budget	Amended
#	Requirements:	Account Code:	Budget	Adjustment	Budget
3	Community Development	110-440-6116-Engineering Services	20,000	10,000	30,000
4	Community Development	110-440-6128-Other Contract Services	10,000	15,000	25,000
5	Community Development	110-440-6522-Land Use & Development Costs	25,000	54,617	79,617
6	Police Services	110-430-6118-Police Services	29,530	4,170	33,700
7	Municipal Court	110-480-5220-Overtime	33	25	58
8	Municipal Court	110-480-6121-Bailiff Contract	0	400	400
9	Municipal Court	110-480-6128-Other Contract Services	1,000	200	1,200
10	Municipal Court	110-480-6226-Postage	29	25	54
11	Municipal Court	110-480-6230-Office Supplies/Equipment	0	50	50
12	Municipal Court	110-480-6240-Travel & Training	0	300	300
13	Municipal Court	110-480-6560-State Assessments	1,023	1,700	2,723
14	Municipal Court	110-480-6565-Court Collection Fees	80	120	200
15	Parks and Recreation	110-420-8520-Parks Improvements	751,170	-10,407	740,763
16	All other requirements unchanged*	N/A	1,644,661	0	1,644,661
Total requirements:			<u>2,482,526</u>	<u>76,200</u>	<u>2,558,726</u>

Sewer Fund			Current	Budget	Amended
#	Resources:	Account Code:	Budget	Adjustment	Budget
17	Sewer Department	240-340-4425-Water/Sewer Sales	450,375	27,360	477,735
18	Sewer Department	240-340-4426-Bulk Grey Water Disposal	0	11,376	11,376
19	All other resources unchanged*	N/A	165,528	0	165,528
Total resources:			<u>615,903</u>	<u>38,736</u>	<u>654,639</u>

**Sewer Fund**

#	Requirements:	Account Code:	Current Budget	Budget Adjustment	Amended Budget
20	Transfers Out	240-900-9110-Transfer to General Fund	0	76,200	76,200
21	Transfers Out	240-900-9130-Transfer to Water Fund	0.00	20,342	20,342
22	Contingency	240-900-9590-Contingency	20,000	-18,000	2,000
23	Sewer Department	240-700-8550-Sewer Systems	35,000	-20,537	14,463
24	Sewer Department	240-700-8225-Buildings & Facilities	25,000	-19,269	5,731
25	All other requirements unchanged*	N/A	560,903	0	560,903
			<u>640,903</u>	<u>38,736</u>	<u>679,639</u>

**Water Fund**

#	Resources:	Account Code:	Current Budget	Budget Adjustment	Amended Budget
26	Water Fund	230-325-4151-Water - Operating Grants	0	18,301	18,301
27	Water Fund	230-325-4162-Water - Capital Grants	0	45,751	45,751
28	Transfers In	230-390-4940-Transfer from Sewer Fund	0	20,342	20,342
29	All other resources unchanged*	N/A	551,965	0	551,965
Total resources:			<u>551,965</u>	<u>84,394</u>	<u>636,359</u>

**Water Fund**

#	Requirements:	Account Code:	Current Budget	Budget Adjustment	Amended Budget
	Water Department	230-490-6112-Legal Services	0	5,000	5,000
30	Water Department	230-700-8540-Water Systems Improvements	43,416	60,000	103,416
31	Water Department	230-700-8320-Software	9,275	7,800	17,075
32	Water Department	230-490-6116-Engineering Services	15,916	11,594	27,510
33	All other requirements unchanged*	N/A	483,358	0	483,358
			<u>551,965</u>	<u>84,394</u>	<u>636,359</u>
Total budget adjustments:				<u>199,330</u>	

\* Resources include beginning balances and requirements include ending balances and reserves

# 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 law enforcement services" with the City of Oakridge and to authorize the Mayor to sign. – Discussion/ Possible action

### Justification or background:

Staff presented a contract renewal for City of Oakridge law enforcement services at the 5/16/23. City Council postponed action on this item and requested that the Oakridge Police Chief first make a presentation before City Council. The goal of the presentation is for City Council to understand better the City of Oakridge's efforts in the city over the past year, as well as any trends or issues that the Oakridge Police Department has noticed regarding the Lowell community. Oakridge Police Chief Kevin Martin is scheduled to present his department's efforts to City Council at the 6/20/23 meeting, as well as to answer any questions from City Council. After the presentation, City Council may vote to approve the agreement.

### Budget impact:

Increase in contract price by \$4,269.

### Department or Council sponsor:

Administration

### Attachments:

Contract for FY 23/24

Meeting date:	06/20/2023
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**AGREEMENT FOR LAW ENFORCEMENT SERVICES**

**CITY OF LOWELL/CITY OF OAKRIDGE**

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

**WITNESSETH**

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

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

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

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

1. **TERM:** The term of this agreement shall be 12 months, commencing July 1, 2023 and terminating June 30, 2024.
2. **COMPENSATION:** Lowell shall pay to Oakridge for such law enforcement services as provided herein as follows:
  - a. Costs for this period. Payments shall be made in equal monthly installments.

<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>HOURS</u>	<u>HOURLY RATE</u>
July 1, 2023-June 30, 2024	\$36,356.00	480	\$75.74

b. City of Lowell will pay for 1(one) Motorola/Ally software license for the Oakridge Police Department report management system. This \$1575.00 cost is now *included* in the above "costs for this period" and will no longer be billed separately.

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

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

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

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

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

**CITY OF OAKRIDGE**

  
 Bryan Cutchen, Mayor      5/4/23  
 \_\_\_\_\_  
 Date

**CITY OF LOWELL**

\_\_\_\_\_  
 Don Bennett, Mayor      Date

ATTEST:

  
 Kevin Martin      5-4-2023  
 Chief of Police      Date

\_\_\_\_\_  
 Jeremy Caudle      Date  
 City Administrator

# Agenda Item Sheet

## City of Lowell City Council

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

Motion to approve a City Administrator "Employment agreement" with Jeremy Caudle to replace the prior "Employment agreement." – Discussion/ Possible action

### Justification or background:

At the March 21, 2023 meeting, City Council appointed Councilors Murray and Weathers to work with the City Attorney on a new employment agreement with the City Administrator. At this meeting, the City Administrator presented a memo highlighting the reasons for the request to renegotiate the agreement. The agreement in the packet is what resulted from the work of Councilors Murray and Weathers, the City Attorney, and the City Administrator. The City Administrator agrees to the terms of the contract and recommends approval.

### Budget impact:

N/A

### Department or Council sponsor:

Administration

### Attachments:

Employment agreement

Meeting date:	06/20/2023
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## **Employment Agreement**

This Agreement, made and entered into this \_\_th day of June, 2023, by and between the City of Lowell, Oregon, a municipal corporation, (hereinafter called "Employer") and Jeremy B. Caudle, (hereinafter called "Employee") an individual who has education, training, and experience in local government management, both of whom understand the following:

### **Recitals**

Both Employer and Employee wish to replace the original Employment Agreement, executed on December 7, 2020, with a new Employment Agreement intended to:

1. Secure and retain the services of Employee;
2. Provide incentive for Employee to remain in such employment;
3. Assure Employee's morale and peace of mind with respect to future security;
4. Establish policy which will act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Employee; and
5. Provide a just means for terminating Employee's services at such time as Employee may be unable to fully discharge his duties or when the Employer may desire to otherwise terminate his employment;

NOW, THEREFORE, in consideration of mutual covenants herein contained, both Employer and Employee agree as follows:

### **Section 1: Term and Replacement of Prior Agreement**

- A. This Agreement will remain in full force and effect from June \_\_, 2023 until terminated by the Employer or Employee as provided in Section 9, 10 or 11 of this Agreement.
- B. The prior Employment Agreement between Employer and Employee, executed on December 7, 2020 (hereinafter called "Prior Agreement"), is hereby replaced in its entirety by this Agreement, pursuant to Section 15(G) of the Prior Agreement. This Agreement will be effective, and the Prior Agreement will be terminated, upon the full execution of this Agreement by the Parties. Upon such execution, all provisions of the Prior Agreement are hereby superseded in their entirety and replaced herein and will have no further force or effect.

### **Section 2: Duties and Authority**

- A. Employer agrees to employ Jeremy B. Caudle as City Administrator to perform the functions and duties specified in Lowell Revised Code §2.040, *et seq.*, and to perform other legally permissible and proper duties and functions without interference.

- B. Employee is the chief administrative officer of the Employer and will faithfully perform the duties as prescribed in the Employer's ordinances and as may be lawfully assigned by the Employer, and will comply with all lawful Employer directives, state and federal law, Employer policies, rules, and ordinances as they exist or may hereafter be amended.
- C. Employee or designee will attend, and will be permitted to attend, all meetings of the City Council, both public and closed, except for those closed meetings devoted to the subject of this Agreement, or any amendment thereto, or the Employee's evaluation or otherwise consistent with Oregon State law.
- D. The City Council, individually and collectively, will refer in a timely manner all substantive criticisms, complaints, and suggestions called to their attention to the Employee for study and/or appropriate action.
- E. The Employer, only upon Agreement with Employee, will fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Lowell charter, Lowell Revised Code, or any other law. Employer shall provide Employee with seven (7) days' written notice of additional terms and conditions of employment.

### **Section 3: Compensation**

- A. Employer agrees to pay Employee an annual base salary at the current annual rate of \$91,938, payable in installments at the same time that the other employees of the Employer are paid. This Agreement will be automatically amended to reflect any salary adjustments that are approved by Employer. Consideration will be given on an annual basis to an increase in compensation. Employee will receive all cost-of-living increases, if any, which Employer provides to its other employees, at the same time and in the same manner said increases are granted to those employees. Merit increases based on annual performance evaluations and salary reviews are exclusive of any general cost-of-living increases provided to other employees.
- B. At any time during the term of the Agreement, Employer may, in its discretion, review and adjust the salary of the Employee, but in no event will the Employee be paid less than the salary set forth in Section 3 of this Agreement except by mutual written agreement between Employee and Employer. Such adjustments, if any, will be made pursuant to a lawful City Council action. In such event, Employer and Employee agree to provide their best efforts and reasonable cooperation to execute a new agreement incorporating the adjusted salary.

#### **Section 4: Health, Dental, Vision, and Life Insurance Benefits**

The Employer agrees to provide and to pay the premiums for the following benefits, at the same level provided to other full-time employees:

- A. Medical, dental, vision insurance benefits for employee and family. "Family" will be defined by the insurer.
- B. Paid life insurance with a benefit of \$50,000.

#### **Section 5: Vacation, Sick, and Holiday Leave**

Employee's vacation accrual is 3.35 hours per pay period, or approximately 80 hours per year. After Employee's third year of employment with Employer, the vacation accrual rate will be 5 hours per pay period, or 120 hours per year. Paid sick leave accrues at 4 hours per pay period. Employee is entitled to the same paid holiday benefit as other full-time employees of the Employer, as specified in the Employer's personnel policy. The Employer currently provides 10 paid holidays to full-time employees.

#### **Section 6: Auto Allowance**

- A. Employee may attend official meetings and gatherings and conduct other business on behalf of the Employer. Employee will need to utilize his private motor vehicle for such purposes. The Employer will reimburse him for the actual mileage, at the prevailing IRS rate, for the travel associated with the use of his private vehicle on behalf of the Employer. There is no reimbursement for mileage between Employee's residence and the Employer's principal office.
- B. Employee must insure his privately-owned vehicle against liability in an amount not less than the minimum requirements of the State of Oregon. Mileage reimbursement is considered full payment, including deductibles, insurance, maintenance, fuel, and other operating costs, for its use.

#### **Section 7: Retirement**

The Employer agrees to enroll the Employee into the Oregon Public Service Retirement Plan (OPSRP) of the Oregon Public Employees Retirement System (PERS). Employer agrees to make all the appropriate Employer contributions to the OPSRP on the Employee's behalf, as required by the PERS Board. Employee will make his own Individual Account Program (IAP) contributions at the same rate as other employees. Employer also provides voluntary enrollment in the Oregon Growth Savings Plan, which is a deferred compensation program. The Employee will make all contributions to the plan if he decides to enroll in it.

## **Section 8: General Business Expenses and Professional Development**

- A. Employer recognizes that Employee may incur certain expenses of a non-personal but job-related nature. Employer agrees to reimburse or to pay said general expenses. Such expenses may include meals where Employer business is being discussed or conducted, as well as participation in events of various organizations when representing the Employer. Such expenditures are subject to annual budget constraints as well as state and Employer ethics and purchasing policies.
- B. Employer agrees to budget and pay for memberships in professional organizations adequate to continue Employee's professional development. Said membership may include, but is not limited to, the Oregon City/County Management Association, the League of Oregon Cities, and the Oregon Economic Development Association. In addition, Employer agrees to pay for two conferences or conventions per year for Employee's professional development. The Employer may pay for other professional development that is beneficial to Employee, such as short courses, institutes, and seminars, subject to annual budget constraints.
- C. Recognizing the importance of constant communication and maximum productivity, Employer will provide Employee with an Employer-issued cellular phone and laptop to be used exclusively for city business. The type of phone will be mutually determined. Employer will retain ownership of this phone for the term of this Agreement and after its termination and will pay all normal monthly fees. As an alternative, Employee may elect to receive a monthly stipend in the amount \$50 per month as reimbursement for use of his personal cellular phone to conduct Employer's business.

## **Section 9: Termination**

For this Agreement, termination will occur when:

- A. The majority of the City Council votes to terminate the Employee at a properly posted and duly authorized public meeting, in accordance with ORS 192.610 and Title Two of the Lowell Revised Code.
- B. If the City Council, citizens, or legislature amends any provisions of the City Charter, Lowell Revised Code, or legislation pertaining to the role, powers, duties, authority, and responsibilities of the Employee's position that substantially change the form of government, then the Employee will have the right to declare that such amendments constitute termination.
- C. If the Employer reduces the base salary, compensation, or any other financial benefit of the Employee, unless it is applied in no greater percentage than the average reduction of

all employees, then such action will constitute a breach of this Agreement and will terminate this Agreement.

### **Section 10: Severance**

- A. Severance will be paid to the Employee when employment is terminated as defined in Section 9 of this Agreement.
- B. If the Employee is terminated, the Employer will provide a minimum severance payment equal to five (5) months' base salary at the then current rate of pay. This severance will be paid in a lump sum or in a continuation of salary on the existing bi-monthly basis, at the Employee's option. The Employee will also be compensated for all accrued vacation leave.
- C. For a minimum period of five (5) months following termination, the Employer will pay the cost to continue the following benefits:
  - 1. Health insurance for the employee and all dependents as provided in Section 4A, after which time, Employee will be provided access to health insurance pursuant to the Consolidated Omni-bus Budget Reconciliation Act ("COBRA").
  - 2. Life insurance as provided in Section 4B.
- D. Notwithstanding the above, in the event Employee is terminated because of his conviction of any illegal act relating to his employment, Employer will have no obligation to pay the severance designated in this Section.
- E. In the event the Employee is terminated by the Employer during the 30-day period immediately following the seating and swearing-in of one or more new City Council members, and during such time that Employee is willing and able to perform his duties under this Agreement, then Employer agrees to pay Severance in accordance with Section 10, plus salary and benefits in accordance with Section 10 for any portion of the 30 days Employee has not worked.

### **Section 11: Resignation**

If the Employee voluntarily resigns his position with the Employer, the Employee will provide a minimum of 30-days' written notice unless Employer and Employee agree otherwise.

### **Section 12: Mutual Non-Disparagement**

In case of Employee's termination or resignation under Sections 9 or 11, Employee and Employer's elected officials each agree not to disparage or make negative comments about the other, either verbally or in writing, except where such comments are required by law.

### **Section 13: Performance Evaluation**

- A. Employer will annually review the performance of the Employee in May subject to a process, form, criteria, and format for the evaluation which will be mutually agreed upon by the Employer and Employee.
- B. The annual evaluation process, at a minimum, will include the opportunity for both Parties to: (1) conduct a review session where the governing body and the Employee meet first to discuss goals and objectives of both the past twelve (12) month performance period as well as the upcoming twelve (12) month performance period; (2) following that review session, prepare a written evaluation of goals and objectives for the past and upcoming year; (3) next meet and discuss the written evaluation of these goals and objectives; and (4) present a written summary of the evaluation results to the Employee. The final written evaluation should be completed and delivered to the Employee within 45 days of the initial review session.
- C. Unless the Employee expressly requests otherwise in writing, the evaluation of the Employee will always be conducted in executive session of the governing body. The evaluation process and evaluation results will be considered confidential to the extent permitted by law. Nothing in this Agreement will prohibit the Employer or Employee from sharing the content of the Employee's evaluation with their respective legal counsel.
- D. If the Employer decides to modify the evaluation instrument, format and/or procedure, and such modifications would require new or different performance expectations, then the Employee will be provided thirty (30) days to demonstrate such expected performance before being evaluated.

### **Section 14: Hours of Work**

Employer recognizes that Employee may devote significant time outside of normal working hours Employer's business. The Employer recognizes and authorizes Employee to use a flexible work schedule during the usual 40-hour work week to manage personal matters without using vacation or sick time. Under the flexible work schedule, for example, Employee may work 50 hours one week and 30 hours some other week with the expectation that Employee will work, on average, 40 hours per week. Employee will keep the administrative office staff aware of his schedule.

### **Section 15: Ethical Commitments**

- A. Employee will always uphold the tenets of the ICMA Code of Ethics. Specifically, Employee will not support candidates for elected office, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or

holding office, nor seek or accept any personal enrichment or profit derived from confidential information or misuse of public time.

- B. Employer will support Employee in keeping these commitments by refraining from any order, direction, or request that would require Employee to violate the ICMA Code of Ethics. Specifically, neither the governing body nor any individual member thereof will request Employee to endorse any candidate, make any financial contribution, sign any petition, or participate in any fundraising activity for individuals seeking or holding office, nor to handle any matter of personnel on a basis other than fairness, impartiality, and merit.

### **Section 16: Outside Activities**

The employment provided for by this Agreement will be the Employee's primary employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to the Employer and the community, the Employee may elect to accept limited teaching, consulting, or other business opportunities with the understanding that such arrangements must neither constitute interference with nor a conflict of interest with his responsibilities under this Agreement. In the event overnight travel is required for such non-Employer related business, the City Council will be notified in advance. De minimis use of Employer's equipment for such purposes is hereby authorized.

### **Section 17: Bonding**

Employer will bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

### **Section 18: Notices**

Notice pursuant to this Agreement will be given by certified mail, postage prepaid, and addressed as follows:

- A. Employer: City of Lowell, PO Box 490, Lowell, OR 97452
- B. Employee: Latest address listed in Employee's personnel file with the Employer.

Notice will be deemed given as of the date mailed in accordance with this Section.

### **Section 19: Indemnification**

Employer will defend, hold harmless, and indemnify Employee against any tort claim or demand arising out of an alleged act or omission occurring in the performance of his duty as provided by ORS 30.285(1). Employer shall so indemnify Employee even after Employee's employment has ended, so long as Employee's alleged act or omission occurred during the term of Employee's employment. Upon Employee's written request, Employer will engage

counsel to appear and defend him in any civil action, suit, or proceeding which on its face falls within the provisions of ORS 30.285(1) unless, upon investigation, the claim or demand does not arise out of an alleged act or omission in the performance of duty, constitutes malfeasance in office or willful or wanton neglect of duty, or where Employee does not cooperate with counsel in his defense.

**Section 20: General Provisions.**

- A. This Agreement is the sole Agreement with respect to the subject matter hereof, and supersedes all proposals, negotiations, conversations, discussions, agreements, and/or representations, whether oral or written, including any industry custom or past dealing between parties relating to the subject matter of this Agreement. In the event any claim by a party hereto against the other arising out of or related to the subject matter of this Agreement is adjudicated, the parties agree that Oregon's Parole Evidence Rule, stated at ORS 41.740, should apply to enforce this provision.
- B. This Agreement will be binding upon and inure to the benefit of the heirs at law and personal representatives of Employee's estate.
- C. This Agreement will become effective upon execution by both Parties, and supersedes and replaces any prior offers, communications, inducements, or representations made prior to the execution of this Agreement.
- D. If any provision, or portion thereof contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, will be deemed severable, will not be affected, and will remain in full force and effect.
- E. In the event either party undertakes any action to enforce or contest any matter arising out of or relating to this Agreement, that action will be brought in binding arbitration pursuant to ORS chapter 36.600, *et seq.*, The Uniform Arbitration Act. The prevailing party in such action will be awarded such attorney fees and costs as the arbitrator will deem reasonable, considering the complexity, effort, and result against the prevailing party.
- F. This Agreement will be governed by Oregon State law.
- G. If any Party believes any other Party has breached the terms of this Agreement, the Party who believes the breach has occurred will give written notice to the breaching Party of the nature of the breach and, except as otherwise expressly provided in this Agreement, give the breaching Party twenty (20) days to cure such breach.

H. This Agreement may only be amended in writing, which must be signed by both Parties to be effective.

**IN WITNESS WHEREOF**, the City Council has approved of this Employment Agreement and has authorized the Mayor to sign on behalf of the City of Lowell and Jeremy B. Caudle has signed and executed this Agreement, both in duplicate, the day and year indicated below.

City of Lowell

By: \_\_\_\_\_  
Mayor Don Bennett

Executed this the \_\_\_ day of \_\_\_\_\_, 2023.

Employee

Signature: \_\_\_\_\_  
Jeremy B. Caudle

Executed this the \_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
Samantha Dragt  
City Clerk

# Agenda Item Sheet

City of Lowell City Council



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

Motion to approve a "Master integrator of record agreement" with The Automation Group. – Discussion/ Possible action

**Justification or background:**

At the May 2, 2023 meeting, City Council authorized staff to issue a request for qualifications (RFQ) for an integrator of record. Civil West Engineering published an advertisement for the RFQ in the "Daily Journal of Commerce" on May 5 and 17. The city received two responses: one from The Automation Group (TAG) and the other from Control Systems North West (CSNW). On June 8 and 9, the review committee interviewed representatives from both companies. Using the score sheet included in the packet, the average among the review committee shows that TAG had a higher overall score (96.33) compared to SCNW (87). Based on that, staff issued a "notice of intent to award" to all respondents and plan holders with a June 19 deadline to file any bid protests.

Staff recommend that City Council approve the contract for TAG. The costs for services depends on the project and could be on a lump-sum basis, time and materials basis, or a monthly billing based on their hourly rate. TAG's rate sheet for their 2023 rates is attached to the contract.

The next step after contract approval would be designing the PLC system and preparing a cost estimate.

# Agenda Item Sheet

City of Lowell City Council



Type of item:	Contract
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Average of scores from review committee:

Question	TAG	CSNW
1	20.00	20.00
2	17.67	20.00
3	15.00	15.00
4	1.00	1.33
5	25.00	16.67
6	10.00	6.00
7	7.67	8.00
Overall	96.33	87.00

Budget impact:

To be determined
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Department or Council sponsor:

Public Works
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Attachments:

Score sheet; contract; responses to RFQ from both respondents.
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Meeting date:	06/20/2023
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**City of Lowell, Oregon**  
**Integrator of Record**  
**Proposal Evaluations – Score Sheet**

**Proposer:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

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

**Completeness & Responsiveness**

- Yes/No          Timeliness of submittal
- Yes/No          Satisfies minimum qualifications
- Yes/No          Satisfies content and format requirements

**Scoring Criteria**

Proposals meeting the above Completeness & Responsiveness requirements will be evaluated by the City using the following criteria:

**Score**

\_\_\_\_\_ (Maximum 20) Specialized experience, capabilities and technical competence, which the prospective consultant may demonstrate with the prospective consultant's proposed approach and methodology to meet the project requirements.

\_\_\_\_\_ (Maximum 20) Resources committed to perform the services and the proportion of the time that the prospective consultant's staff would spend to perform services for the contracting agency, including time for specialized services, within the applicable time limits.

\_\_\_\_\_ (Maximum 15) Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration.

\_\_\_\_\_ (Maximum 2) Ownership status and employment practices regarding disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own, emerging small businesses or historically underutilized business (COBID).

\_\_\_\_\_ (Maximum 25) Availability to the project locale.

\_\_\_\_\_ (Maximum 10) Familiarity with the project locale.

\_\_\_\_\_ (Maximum 8) Proposed project management techniques.

\_\_\_\_\_ **TOTAL**

## MASTER INTEGRATOR OF RECORD AGREEMENT

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between \_\_\_\_\_, hereinafter referred to as the Integrator of Record (IOR), and **the City of Lowell, Oregon**, hereinafter referred to as the Owner.

The Owner has need of Integrator services from time to time for various work tasks or projects. The Owner may utilize the IOR to provide services as may be needed by authorizing individual Work Orders which will be extensions of this general Integrator of Record agreement, subject to all of the provisions contained herein. The scope of work and cost of services for each specific request shall be described in each Work Order outlining the IOR's services. The IOR, acting as an independent Integrator of Record firm, agrees to provide the necessary integration services under the terms and conditions as outlined herein and as may be further detailed and described in the respective Work Orders.

### WITNESSETH:

That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed:

## SECTION A – INTEGRATOR OF RECORD SERVICES

### WORK ORDERS

The Owner shall request the IOR to provide Professional Services whenever the Owner wishes to engage the IOR. A Work Order (see general format attached to this Agreement as Exhibit "A") shall be prepared which describes the scope of services to be provided by the IOR, any special contractual agreements that are applicable to the Work Order, and the method of compensation for the services to be performed. The IOR will provide the services outlined in the Work Order after the Work Order has been approved and authorized by both the Owner and the IOR's representatives. Work Orders will be prepared for each specific project or work task to be performed for the Owner.

### INTEGRATOR OF RECORD SERVICES

When requested by the Owner in a Work Order, the IOR may provide Integrator of Record services of the general type and scope outlined in Exhibit "B."

## SECTION B - COMPENSATION FOR INTEGRATOR OF RECORD SERVICES

The Owner shall compensate the IOR for the various Integrator of Record services to be provided on either a Lump Sum Basis or on a Time and Materials Basis as the Owner and IOR agree. The method(s) of compensation shall be defined in each Work Order and as described herein. The IOR's fee schedule for 2023 is attached for information in Exhibit C.

### **1. Lump Sum Basis**

The Owner shall compensate the IOR on a lump sum amount basis for the tasks defined and at the dollar amounts stated in the respective Work Orders. If during the course of the work, the scope of the work should substantially change, the Owner and the IOR shall amend the Work Order to cover the revised scope and lump sum cost of services.

### **2. Time and Materials Basis**

The Owner shall compensate the IOR on a time and materials basis, plus direct reimbursable expenses, for the tasks defined in the respective Work Orders.

Direct reimbursable expenses shall include such direct job costs as the cost of travel, subsistence, lodging, special tests and services of special or outside consultants, plus 10 percent to cover handling, overhead, and insurance costs, etc. Mileage shall be charged at the published Internal Revenue Service rate at the time of the provided service. There shall be no charge for telephone calls, postage, and secretarial services.

### **3. Payment**

The Owner agrees to pay the IOR for the services outlined in this section on a monthly basis for the actual services provided. The IOR will render to the Owner an itemized bill at the end of each month, for compensation for such services performed under each separate Work Order during such month, the same to be due and payable by the Owner to the IOR. Past due amounts owed shall include a service fee charge of 12 percent annual interest beginning the 30th day after the date of billing. The IOR may suspend work under this Agreement until the account is paid in full.

## **SECTION C - RESPONSIBILITIES OF OWNER**

1. The Owner shall provide the IOR with all criteria and full information as to the Owner's requirements for the services to be provided, including objectives and constraints, performance requirements, and any budgetary limitations.
2. The Owner shall furnish to the IOR all available information pertinent to the work including, if applicable, reports, existing Drawings, and known information concerning the existing control system, etc.
3. The Owner shall provide for full, safe, and free access for the IOR to enter upon all property required for the performance of the IOR's services under this Agreement.
4. The Owner shall give prompt written notice to the IOR whenever the Owner observes or otherwise becomes aware of a Hazardous Environmental Condition or of any development that affects the scope or time of performance of the IOR's services, or any defect or nonconformance in the IOR's services or in the work of any contractor.

## **SECTION D - TERM OF AGREEMENT**

The term of this Agreement shall be for five years, to be extended automatically for succeeding five-year periods indefinitely, unless either the IOR or Owner deliver written notice to the other not less than 30 days before the three-year anniversary date of the commencement of the term of this Agreement requesting renegotiation or termination of this Agreement. Notwithstanding the content of any other term or provision of this Agreement, this Agreement may be terminated at any time by either the IOR or Owner by delivery of written notice to the other at least 30 days prior to the date of termination.

## **SECTION E - GENERAL PROVISIONS**

1. This Agreement represents the entire and integrated agreement between the Owner and the IOR. This Agreement may be amended only by written instrument signed by both the Owner and the IOR.
2. This Agreement is not exclusive to either party. The Owner may contract with other Integrator of Record firms as the Owner deems appropriate and in the best interest of the Owner.
3. Approval of a Work Order under this Agreement by the Owner and the IOR will serve as written authorization for the IOR to proceed with the services called for in this Agreement and as further defined in the respective Work Order.
4. Neither party shall hold the other responsible for damages or delays in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's employees and agents.
5. In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provisions, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.
6. The IOR intends to render their services under this Agreement in accordance with generally accepted professional practices and makes no warranty expressed or implied. The IOR shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, reports, and other services furnished by the IOR under this Agreement. The IOR shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in their designs, reports, and other services.
7. Any opinion of project costs prepared by the IOR represents their judgment as a design professional and is supplied for the general guidance of the Owner. Since the IOR has no control over the cost of labor and material, or over competitive bidding or market conditions, the IOR does not guarantee the accuracy of such opinions as compared to actual costs to the Owner.
8. The IOR shall acquire and maintain statutory Worker's Compensation insurance coverage, employer's liability, and comprehensive general liability insurance coverage.
9. This Agreement is to be binding on the heirs, successors, and assigns of the parties hereto and is not to be assigned by either party without first obtaining the written consent of the other.

10. There are no third-party beneficiaries of this Agreement between Owner and IOR and no third party shall be entitled to rely upon any work performed or reports prepared by the IOR hereunder.
11. Neither the Owner nor the IOR shall delegate their duties under this Agreement without the written consent of the other.
12. This Agreement may be terminated by either party in the event of default under this contract by the other party. Either party may do so by giving written notice to the other of its intent to terminate this Agreement for substantial failure to perform according to this Agreement, which written notice shall specify the failure and demand correction or remedy thereof in 20 days. In the event of failure to remedy or correct in 20 days, this Agreement may be terminated in writing at the option of the party giving the prior notice. If this Agreement is terminated, the IOR shall be paid for services based on actual manhours worked to the termination notice date, including reimbursable expenses due, less any amount in dispute.
13. Unless otherwise specified within this Agreement, this Agreement shall be governed by the law of the State of Oregon.
14. The Owner will require that any contractor or subcontractor performing work in connection with this Agreement to hold harmless, indemnify and defend, the Owner and the IOR, their consultants, and each of their officers, agents, and employees from any and all liability claims, losses or damage arising out of or alleged to arise from the contractor's (or subcontractor's) negligence in the performance of the work described in the Work Orders, but not including liability that may be due to the sole negligence of the Owner, the IOR, their consultants, or their officers, agents and employees.
15. The Owner and IOR acknowledge that during projects, changes may be required as the result of possible omissions, ambiguities, inconsistencies, or changes which will result in a better overall project for the Owner, or changes which are necessary due to unusual field conditions, or construction circumstances beyond the control of the Owner, IOR, or contractor.

As a consequence of the above, the Owner realizes that the IOR may be entitled to additional payment. The Owner agrees to set up a reserve in the project budget to be used as required to make additional payments to the IOR with respect to such changes. When additional payments are due to the IOR, they will be made in accordance with an approved change order. The Owner further agrees to make no claim by way of direct or third-party action against the IOR with respect to additional payments made to construction contractors or as a result of any claim made by construction contracts relating to such changes.

16. The IOR shall comply with all applicable provisions of the Regulations of the U.S. Department of Commerce (Part 8 of Subtitle 15 of the Code of Federal Regulations) issued pursuant to the Civil Rights Act of 1964, in regard to nondiscrimination in employment because of race, religion, color, sex, or national origin. The IOR shall comply with Executive Order 11246 (41 CFR 60-1.4), Section 503 of the Rehabilitation Act of 1973 (41 CFR 60-741.5(a)), Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 (41 CFR 60-250.5(a)), the Jobs for Veterans Act of 2003 (41 CFR 60-300.5(a)), and, the organizing and collective bargaining Clauses of Executive Order

13496 (29 CFR 471). The IOR shall comply with applicable federal, state, and local laws, rules, and regulations concerning Equal Employment Opportunity.

17. To the fullest extent permitted by law, the Owner and IOR each agree to indemnify and hold the other harmless, and their respective officers, employees, agents, and representatives from and against liability for all claims, losses, damages, and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, and expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of the Owner and IOR, they shall be borne by each party in proportion to its negligence.

This Agreement is executed in duplicate the day and year written at the beginning of this Agreement.

Integrator of Record:

\_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Owner:

**City of Lowell, Oregon**

By \_\_\_\_\_

Name Jeremy Caudle

Title City Administrator

Date \_\_\_\_\_

**EXHIBIT "A"**

**Work Order - \_\_\_\_\_ and the City of Lowell, Oregon**  
**Project Title**

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Work Order No. \_\_\_\_\_

Date \_\_\_\_\_

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**I. SCOPE OF SERVICES**

In accordance with the MASTER INTEGRATOR OF RECORD SERVICES AGREEMENT dated \_\_\_\_\_, the Owner hereby authorizes the Integrator of Record (IOR) to perform the following services:

**II. SPECIAL CONDITIONS**

SPECIAL CONDITIONS related to this WORK ORDER are as follows:

**III. BASIS OF PAYMENT**

- Time and Materials Basis
- Lump Sum Basis = (Lump Sum Amount: \$ \_\_\_\_\_)
- Other as described hereafter:

**IV. AUTHORIZATION OF WORK ORDER**

Integrator of Record: \_\_\_\_\_

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

Type Name: \_\_\_\_\_

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

Acceptance by Owner: City of Lowell, Oregon By:

\_\_\_\_\_

Type Name: \_\_\_\_\_

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

## EXHIBIT "B"

The Integrator of Record (IOR) may provide professional services to the Owner as may be requested by the Owner. Any services performed must be authorized by an approved Work Order. A general list of services that could be provided is summarized hereafter. This list is not all-inclusive, but is intended to provide a summary of services that could be provided.

### General IOR Services.

- Assistance to the Owner in upgrading the water and wastewater control systems.
- Assistance with determining controls and monitoring technology to be utilized.
- Assistance with maintaining monitoring control and integration system functionality.
- Assistance with training City employees on the use of the monitoring control and integration system.
- Other services as may be required.

EXHIBIT "C"



**City of Lowell  
2023 TAG Rates**

- **Programming – HMI/OIT:** **\$159.00**
- **Instrument Calibration:** **\$159.00**
- **Engineering-Design:** **\$175.00**
- **Panel Shop Labor:** **\$85.00**
- **Electrical:** **\$139.00**
- **Mechanical:** **\$165.00**
- **Admin/Purchasing:** **\$ 95.00**
- **Materials: Overhead/ Markup:** **10% + 10%**

- **Straight Time:** 8:00am to 4:30 pm, Monday thru Friday.
- **Over Time:** After 4:30pm (or after 8 hours) Weekdays and all day Saturdays & Sundays. (Time & ½ x straight time rates.)
- **Double Time:** Holidays (2 x straight time rate.)

**TAG Charges hourly service rate from Portal to Portal**

**Services are rendered in half-hour increments only with a 2-hour minimum billing charge, unless otherwise noted or arranged.**

- **Expenses:** *Expenses of transportation (e.g. airline tickets, rental cars, taxis) will be billed at cost plus 15% processing fees.*
- **Standard Per Diem Rates:** \$240/per night lodging and \$75/per day for meals.

**Standard Fuel/Mileage Rates:**

- Round Trip from TAG office up to 50 Miles = \$40.00
- Round Trip from TAG office over 50 miles = \$0.73 per mile

May 17, 2023

*RFP Response from:*



***The  
Automation Group***

INTEGRATION | SCADA | CONTROLS | INSTRUMENTATION

4678 Isabelle Street  
Eugene, OR 97402  
Phone (541) 359-3755  
Fax (541) 982-2266

***Regarding:***

City of Lowell  
Integrator of Record  
Services  
RFQ

May 17, 2023

City of Lowell  
Attn Jeremy Caudle  
City Administrator  
70 N. Pioneer St.  
Lowell, OR 97452

**RE: City of Lowell - "Integrator of Record Services" RFQ**

Contact: Gary Jenks  
Address: 4678 Isabelle St, Eugene OR 97402  
Phone: 541-912-3766  
Email: [gjenks@tag-inc.us](mailto:gjenks@tag-inc.us)  
Addendums Received: None

The Automation Group (TAG) is a products and services company with over 15 years in the industry. Our main office is located in Eugene, Oregon with a smaller office in Salem, Oregon. TAG meets the minimum qualifications listed in section 3.3 of the RFP and is in good legal standing in the State of Oregon. TAG can provide the integration services and work listed in the RFP's Scope of Services. If this proposal is accepted by the City of Lowell, The Automation Group covenants to execute the City's Master Integrator of Record Agreement for the work upon completion of negotiations.

Our Capabilities include in-house UL508a/UL698a/NNNY panel shop, Allen Bradley and GE Systems Integrator status, field technicians experienced in water, wastewater and pump station start-up and Commissioning, and Project Management systems in place to ensure a successful project. TAG is a recognized system integrator with multiple manufacturers as well as a representative for products such as Endress & Hauser, Hach, Chemtrac (analytical instruments), Cattron (formerly Antx) , and Catalyst (Autodialers), Walchem (Metering Pumps) and in-house products produced by TAG including the RA-1400 MTU/ RTU, Cellular Dialer System, Mobile Monitoring System for external Plant Control and chemical feed systems. TAG has in-house Electrical Design for SCADA/PLC Systems and Panels and can provide Certified Startup for VFD Systems and Flow/Level Devices. TAG can also provide instrument Calibration to meet State requirements for certification/verification.

TAG has a solid reputation in Water/Wastewater industry working in such environments through the projects that it has completed. The mission statement of The Automation Group is to be *"The Recognized Leader in providing the most innovative Software Development, Control Systems and Instrumentation Solutions for Mission Critical Systems addressing Water & Wastewater Treatment, Energy Management, and Public Utility Applications. We strive to consistently exceed our customer's expectations."*

TAG has a Secondary Company, Delta Environmental that provides Certified State Reporting and Pump Maintenance for Customers that do not employ operators for Wastewater applications. Delta has Level 1 & 2 Operators on staff.

Our Primary Branch is located in Eugene, Oregon with a smaller office in Salem, and local support from our Portland and Heppner satellite offices. We have 34 employees on staff in the Northwest

The Automation Group is an Equal Opportunity Employer. In order to provide equitable employment and advancement opportunities to all employees, TAG takes into account the following: merit, past performance, qualifications, attitude, abilities, and other similar factors as determined by management. Our policy is to grant equitable employment opportunities to all qualified persons. It is against our policy to discriminate against any employee or applicant on the basis of race, religion, color, age, sex, pregnancy, national origin, veteran status, disability marital status, sexual orientation, or any other classification protected by federal, state, and local laws per TAG's company handbook.

TAG may use a subconsultant for future Lowell projects. Daron Wilson who is a Fiber and Telemetry Antenna installation technician. We have included their resume in our proposal. They are in good Standing with the City of Lowell and No lawsuits or disciplinary actions have occurred.

The Automation Group has no conflicts of interest within the jurisdictional boundaries of the City of Lowell

Thank you for the opportunity to present this proposal to the City of Lowell for Integrator of Record Services.

Sincerely,



Gary Jenks  
President/Owner  
[gjenks@tag-inc.us](mailto:gjenks@tag-inc.us)

## Technical Expertise & Qualifications

Below is TAGs Experience with the Cities current Systems.

### General Overview:

TAG has been on call for the City of Lowell for several years assisting in Electrical, controls and programming including some Emergency calls. TAG has a unique ability to service the City from both our Eugene location (30miles) and our Salem location (80miles) with Programmers and Electricians. TAG has a unique combination of Programmers that have both Electrical Licenses and Programming qualifications to help reduce the cost to our Customers by only needing a single person to respond if available. TAGs approach is to have a full turn key approach in house from Engineering, UL Panel shop, Programmers, telemetry, low voltage, VFD Certified, Instrumentation and Cellular Data Providers and also has a Mechanical Division called Delta Environmental to assist if needed. TAG uses 1 sub consultant to assist depending on project needs.

### Expertise in the following areas:

1. Water treatment and distribution facilities.
  - a. TAG has been an IOR and involved with all types of facilities from traditional media filters, Reverse osmosis, to membrane system. TAG has worked with packaged systems like Siemens, Pall and Westec integrating delivery and storage to seamlessly work together. TAG is also able to support packaged systems for the Owner after installation if requested for a complete system.
2. Activated sludge wastewater treatment facilities.
  - a. TAG has been working with Activated sludge plants for over 20 years and has been involved in complete 2<sup>nd</sup> and 3<sup>rd</sup> generation plant improvements.
3. SCADA, PLC, and HMI systems.
  - a. TAG is a Rockwell Certified Systems Integrator for over 15years and requires all Integrators to have a high level of knowledge for support. TAG has a Training facility at the Eugene location and actively trains groups from the Army Corps, Clorox Corporation, Georgia Pacific and Northwest Natural gas among others.
  - b. TAG has programmers for all of the major systems like Allen Bradley, Rockwell, Siemens, Automation Direct, GE, Cimplicity, iFix, Ignition and many more.
4. Programming and integration of chemical feed pumps, variable frequency drives, and process instruments.

- a. TAG has extensive experience programming all types of chemical metering systems with some in-house algorithms that have been proven over time. TAG also provides Walchem pumps and works closely with Hach as an instrumentation provider.
  - b. TAG has Factory Certified VFD startup people that can certify and extend warranty for the following Manufactures. TAG VFD technicians have the ability to program and troubleshoot any VFD on the market as well.
    - i. Allen Bradley
    - ii. ABB
    - iii. Cutler Hammer
5. Public finance and infrastructure financing.
- a. TAG is familiar with financing methods including fiscal year spending deadlines and budgeting and has worked directly with department heads to refine yearly budgets. TAG has also worked in conjunction with Cities on Rural Development, DEQ and other funding agency to secure funding as needed.

Project Personnel:

Integrator Project Lead – See resumes in other area

- Gary Jenks – President
  - Owner of TAG with 35 years of Process Experience
  - Certified in VFD Startup
  - Oregon Electrical Journeyman Lic
  - PLC/HMI/SCADA Programming, Telemetry, Instrumentation, Process Control
  - Certified Integrator – Plant PAX Systems
- Daren Dawson
  - Electrical Engineer – OSU Graduate
- Rick Jobe
  - PLC & HMI Specialist
- Dustin Perket
  - PLC & HMI Specialist
- Justin Heide
  - SCADA/HMI Specialist
  - Graphics Design
- Alan Rauda - Salem
  - Journeyman Electrician

- Tony Glover - Eugene
  - Journeyman Electrician
- Daron Wilson (Sub-Consultant)
  - Low Voltage – Ethernet cabling/switches
  - Telemetry antenna systems

TAG provides a full turn-key solution and or is IOR for over 75 municipalities or Districts in Oregon, Washington, and California.

**The Automation Group [TAG] is pleased to provide past work experience and references.** We work with Owners and General Contractors to provide the best quality of work possible to help build and maintain long term relationships with our customers. Our contract administration makes sure that all contracts and insurance requirements are executed prior to performing any work. TAG makes every effort stay within budget with minimal change orders as possible. TAG strives to meet their schedule and project needs. We can also provide 24/77 emergency support.

### **City of Lebanon**

We have worked for the city for 4 Years and provide SCADA/HMI Services, instrumentation and telemetry services including a river intake, and 2 Reservoirs. Over the last 2 years we have been involved with the New Water Treatment Plant and provided a PlantPAX SCADA System for high level situational awareness to meet the new concepts of SCADA. We are currently the city's System Integrator of Record .

New Water Treatment Plant  
Brent Hurst  
Director  
40 N 2nd Street  
Lebanon, OR 97355  
541-405-5970

### **City of Veneta**

We have worked with the city for 18 Years and provide SCADA/HMI Services, instrumentation and telemetry services including 4 well sites, 3 Reservoirs, pump stations and a Water Plant. Over the years we have been involved with all aspects of construction for the water system with new reservoirs, wells, a new treatment plant and provide remote connections for the operators. We are currently the city's "System Integrator of Record".

Jack Kelly Pump Station  
Kyle Schauer  
Public Works Director  
PO Box 458  
Veneta, Oregon 97487  
541-935-2191

### **City of Junction City**

We have worked for the city for 12 Years and provide SCADA/HMI Services, instrumentation and telemetry services including 5 well sites, 3 Reservoirs, and a Water Plant. Over the years we have been involved with all aspects of construction for the water system with new elevated reservoirs, wells, new treatment plant and remote connections for the operators. We are currently the city's "System Integrator of Record".

New Filter System  
Jason Knope  
Public Works Director  
1171 Elm St.  
Junction City, OR 97448  
541-998-3125

### **City of Cottage Grove**

We have worked for the city for 18 Years and provide SCADA/HMI Services, instrumentation and telemetry services including 1 intake, 5 Pump Stations and 3 reservoirs. Over the last 18 years we have been involved with upgrading the SCADA system, and are currently involved in the new filter train and provide remote connections for the operators. We are currently the city's "System Integrator of Record".

New Pump Stations  
Ray Pardee  
Water Production Superintendent  
3300 Row River Road  
Cottage Grove, OR 97424  
541-942-7094

### **City of Condon**

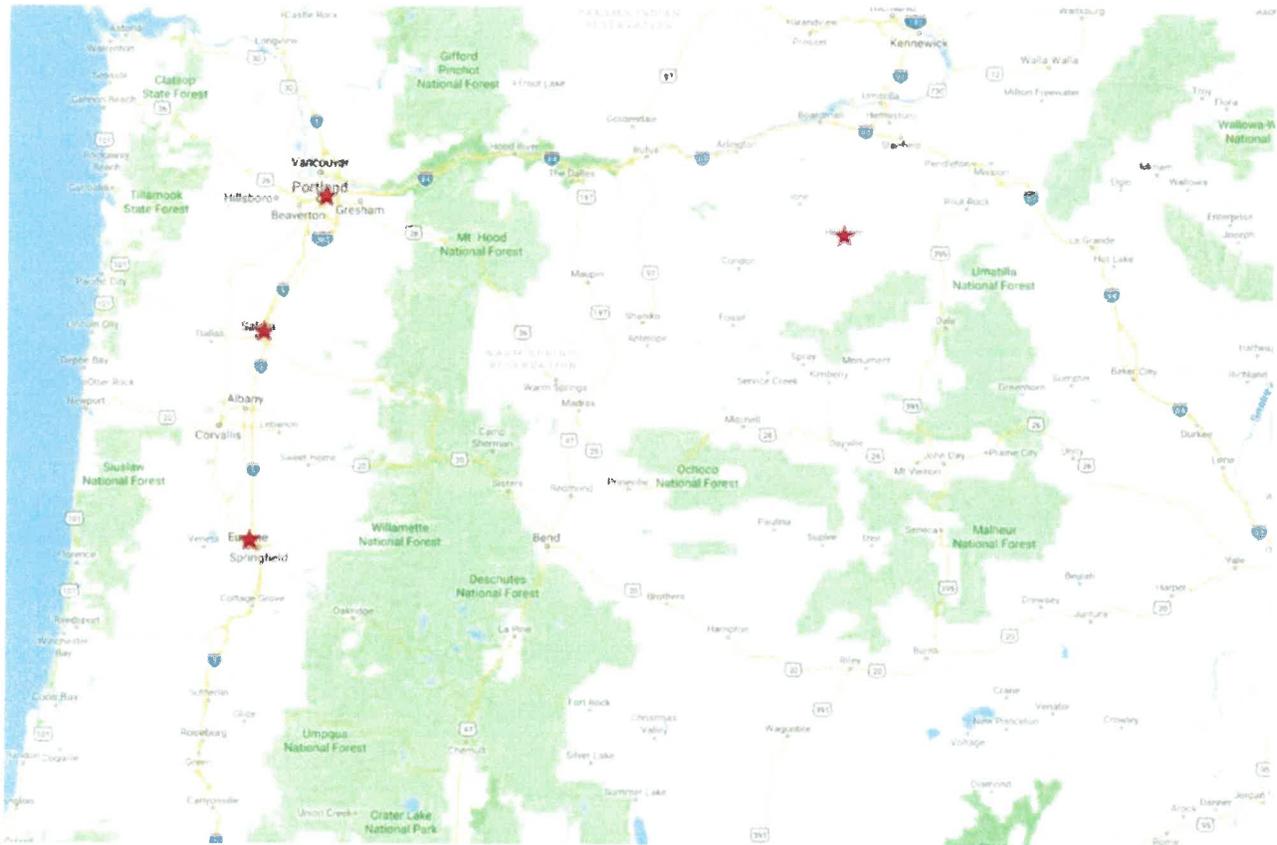
We have worked for the city for 3 Years and provided SCADA/HMI Services, instrumentation and telemetry services. We have been involved with upgrading the SCADA system, and are currently involved in upgrading the Intake system. We are currently the city's Integrator of Record .

SCADA and PLC Upgrade  
Gibb Wilkins  
Public Works Superintendent  
128 S. Main St.  
Condon OR, 97823  
541-384-2711

### **City of Boardman**

TAG has worked with the city for couple of years with the Electrical and Controls Design of the Water and Wastewater system including Booster Pump Station, 3 Lift Stations, Reservoir, and Collector Wells. We are currently the city's Integrator of Record .

Water/Wastewater Plant Design  
Barry Beyeler  
Community Development Director  
200 City Center Circle Boardman,  
Oregon 97818  
541-481-92522



TAG has worked directly with Owners and Engineering Firms to specify and design all aspects of Water & Wastewater Systems and implementation phases utilizing our staff from any of our locations in Oregon.

Our Local on-site support for the Owner will be located in Eugene, Oregon with support from our Salem office as well as our Portland Integrator. Eugene is located roughly 30 miles from City of Lowell. TAG is available 24/7 for emergency services and phone technical support. Panels will be built in our Eugene UL508a/698a/NNNY Panel Shop.

TAG Currently Supports over 75 Water/Wastewater sites in Oregon. TAG is currently the Integrator of Record for multiple W/WW facilities throughout Oregon.

## TAG Ancillary Support Services

### **TAG has Engineers and CAD Drafters Located at our Eugene Facility.**

- Daren Dawson
- Joel Judd
- CJ Connelly
- Bryce Jenks
- Gary Jenks

### **Providing UL listed control system cabinets**

- TAG has a UL Panel Shop located in Eugene, Oregon
  - Listing for 508a for standard control panels
  - Listing for 698a for Hazardous Location
  - Listing for NNNY for Hazardous Location

### **Providing mobile device access to system information**

- TAG offers a “Mobile Monitoring System” for customers to login to their facility SCADA system that will give them the ability to do anything just like they are sitting at the Plant.
  - Cisco VPN for Complex Systems
  - TosiBox for Simple Systems
- Support for the following devices
  - Windows Laptop or desktop
  - IOS
    - iPhone
    - iPad
  - Android
    - Any Android phones
    - Any Android tablets

### **Providing SCADA system computer support**

- All of TAGs Programmers/Techs are capable of supporting computer systems
- TAG is a Rockwell Certified Systems Integrator but can support any of the below Primary SCADA Systems
  - Rockwell/Allen Bradley
  - Wonderware
  - Inductive Automation
  - iFix
  - Cimplicity
  - And others

### **Servicing of automatic hydraulic control valves**

- TAG works with the following manufactures for valves
  - Bray
  - Roto torque
  - EIM
  - Auma

### **Servicing and installation of pressure transducers, Flow Meters, Level Transducers and many others.**

- TAG can provide, install and calibrate most any instrumentation device
  - Endress & Hauser – TAG is the West Coast E&H Factory Provider and can provide a 3-year warranty with every device and can perform Certified Factory Startup
  - Rosemount
  - Neptune
  - Dwyer
  - Siemens
  - Dayton
  - And many more

### **Programming, adjusting operations, and/or servicing backup power generators**

- TAG can provide integration to all Generator Systems and Transfer Switches.
- TAG works with the following Generator system Manufactures
  - Caterpillar
  - Kohler
  - Onan
  - MTU
  - Generac

### **Programmable Logic Controllers (PLC)**

- TAG is a certified System Integrator for the following
  - Allen Bradley
- TAG can program many PLCs, below is a list of a few manufactures
  - Modicon
  - Automation Direct
  - ScadaPack
  - GE
  - Siemens
  - Omron

## **Variable Frequency Drives (VFD)**

- TAG can provide Certified Startup and Programming for the following drives and extend the warranty
  - Allen Bradley
  - ABB
  - Cutler Hammer
- TAG can also program other drives as listed below and many more
  - Square D
  - Siemens
  - Yaskawa
  - Automation Direct
  - GE
  - And many more

## **Radio Systems**

- TAG is a Distributer for CalAmp for the Pacific NW
- TAG can perform Radio Studies

## **Analytical Instrumentation**

- TAG works with the following Manufactures
  - Hach
  - Chemtrac
  - Rosemount
  - And others

## Service Approach

### *City of Lowell Service Approach*

The Automation Group (TAG) has looked at the City of Lowell's needs at both the Water and the Waste Water Facility. TAG has extensive knowledge and experience with all operating systems currently in place. TAG can also serve the cities needs with instrumentation, control, and electrical needs as we are General/Electrical contractors. All of the systems and instruments the City is currently utilizing are very familiar to our experienced Instrumentation and Control technicians and programmers. TAG has the understanding that there will be a Major Upgrade in the near future. TAG works with many control and SCADA systems provided by other Manufactures/Suppliers as well as providing our own equipment through our UL 508A, 698A, and NNNY panel shop. Enclosed within the RFP are several references from Eastern Oregon municipalities, we encourage speaking with these references (Similar Experience and Past Performance) to get an understanding of how TAG is servicing their current and future needs as well as our higher standard of Accountably and Service. Our proposed system design will coordinate all existing equipment and new proposed equipment to work together to allow for seamless integration to reduce the overall cost of installation, programming and future upgrades/maintenance. TAG has many internal resources and technicians available to help your community with all your Water and Waste Water needs.

### *Understanding of Need*

The Automation Group takes great care and concern as IOR for all of its customers including the City of Lowell if selected as integrator of Record for the City. TAG understands the services needed and degree of importance that surrounds it. The foremost strength of TAG is the knowledge and understanding of the each of the systems in place at Albany Water and Wastewater facilities. Prior knowledge of these systems allows TAG to quickly diagnose and provide a solution whenever called upon. The City relies on TAG to keep its systems up and running during any emergency calls. Being involved with the City and personnel has given TAG the inside track on understanding how the system operates as well as diagnosing issues the City might have. Using technology to bring solutions to the community saves time and money in the long run. TAG has extensive experience in the Water and Wastewater process and takes every aspect of it seriously. We know how important these systems are to small communities and takes pride in being there when we are needed most.

**City of Lowell**  
**2023 TAG Rates**

- **Programming – HMI/OIT:** **\$159.00**
- **Instrument Calibration:** **\$159.00**
- **Engineering-Design:** **\$175.00**
- **Panel Shop Labor:** **\$85.00**
- **Electrical:** **\$139.00**
- **Mechanical:** **\$165.00**
- **Admin/Purchasing:** **\$ 95.00**
- **Materials: Overhead/ Markup:** **15% + 15%**

- **Straight Time:** 8 00am to 4 30 pm, Monday thru Friday.
- **Over Time:** After 4 30pm (or after 8 hours) Weekdays and all day Saturdays & Sundays. (Time & 1/2 x straight time rates.)
- **Double Time:** Holidays (22x straight time rate.)

**TAG Charges hourly service rate from Portal to Portal**

**Services are rendered in half-hour increments only with a 2-hour minimum billing charge, unless otherwise noted or arranged.**

- **Expenses:** *Expenses of transportation (e.g. airline tickets, rental cars, taxis) will be billed at cost plus 15% processing fees.*
- **Standard Per Diem Rates:** **\$240/per night lodging and \$75/per day for meals.**

**Standard Fuel/Mileage Rates:**

- Round Trip from TAG office up to 50 Miles 40.00
- Round Trip from TAG office over 50 miles 0.73 per mile

### RFP Notes and Comments:

- **The Automation Group is an Equal Opportunity Employer. In order to provide equitable employment and advancement opportunities to all employees, TAG takes into account the following: merit, past performance, qualifications, attitude, abilities, and other similar factors as determined by management. Our policy is to grant equitable employment opportunities to all qualified persons. It is against our policy to discriminate against any employee or applicant on the basis of race, religion, color, age, sex, pregnancy, national origin, veteran status, disability marital status, sexual orientation, or any other classification protected by federal, state, and local laws per TAG's company handbook**
- **TAG shall comply with all applicable laws in all aspects in connection with the procurement process of this project and the performance of the contract whether such laws are stated herein or not.**
- **The Automation Group (TAG) Accepts all the Terms and Conditions in the Integrator of Record Services RFP. TAG has no issues with the Standard Terms and Conditions listed in the RFP**
- **TAG is Licensed to do work in Oregon, CCB #172839**
- **Gary Jenks (President/Owner) Eric Wick (Corporate Secretary) are Authorized to represent and negotiate in signing any agreements that may result from this proposal**

## ***The Automation Group***

### ***KEY STAFF & TEAM RESUMES***

- Gary Jenks – Lead Integrator
- Daren Dawson Design Engineer
- Richard Jobe – Assistant Integrator
- Dustin Perket - Assistant Integrator
- Justin Heide - HMI Systems Integrator/Graphic Design
- Alan Rauda Electrical
- Tony Glover – Assistant Integrator/Electrical
- Glen Goins – Project Manager

### ***Subconsultants***

- Daren Wilson – Fiber and Telemetry Antenna Installations

## Gary Jenks

### President of The Automation Group

#### Experience

2006 - PRESENT      The Automation Group, Inc.      Eugene, OR

##### President

- PLC/HMI Programming
- Factory Authorized AF Drive Start-up
- Project Start-up and commissioning

2001 - 2006      LH Morris Electric, Inc.      Springfield, OR

##### Controls Division Manager

- PLC/HMI Programming
- Factory Authorized AF Drive Start-up
- Project Start-up and commissioning
- Responsible for the Daily operations of the Controls Division

1995 - 2001      NW Industrial Electric      Springfield, OR

##### Project Manager/Foreman

- PLC/HMI Programming
- AF Drive Start-up
- Project Start-up and commissioning
- Electrical Installations

1990 - 1995      Emerald Industrial Electric      Springfield, OR

##### Foreman

- PLC/HMI Programming
- Electrical Installations

#### Education

1990 - 1993 BOLI      Salem, Oregon

##### Inside Wireman Apprenticeship

#### Summary of qualifications

1993

General Journeyman License

#### Accreditations

Rockwell Automation System Integrator

Certified Drive Start-up Technician: Allen Bradley, ABB, Cutler Hammer

Advisory Board for Electronic Technology at Lane Community College



# Daren Dawson



## Electrical Design Engineer

### Experience

2013 - PRESENT The Automation Group, Inc. Eugene, OR

#### Electrical Design Engineer

- Complete design build for UL508 control panels
- Manage/Design coordinating Drives and Starters for motor control
- Oversee Design and O & M/Submittal Department
- Produce complete drawings/details/specs/O&M's for review and construction

2005 - 2013 New Way Electric Eugene, OR

#### Electrical Design Engineer/Project Manager

- Experienced in coordinating and managing electrical aspects of Commercial/Industrial projects from design concept to finished project
- Interface electrical design with Developers, Architects, Engineers, Contractors & Utilities
- Project cost estimates, scheduling, purchasing & coordinating with other trades
- Calculate project load summaries, fault currents & voltage drops
- Coordinate with utilities & inspectors regarding locations, installations & requirements
- Produce complete drawings/details/specs/O&M's for review & construction

2005 New Way Electric Eugene, OR

#### Electrical Design Engineer/Project Intern

- Used AutoCAD to produce electrical blueprint designs
- Exposed to codes and industry regulations
- Worked with Electrical Designer's Software program
- Performed project cost estimating
- Submitted projects; interfaced with other experts on projects to gain professional development

### Education

2001-2005 Oregon State University Corvallis, Oregon

#### B.S. in Electrical Engineering

- Emphasis on power systems, power electronics, electric machines, & fault studies
- Dynamic testing performance of synchronous, induction, DC, & switched reluctance motors using oscilloscopes, power analyzers, & function generators in OSU power lab
- Power electronics labs investigating components of variable frequency drives & induced variables when using VFD's to drive different motors

### Summary of qualifications

- Electrical Analysis, Load Calculations & Producing Plans (AutoCAD)
- Electrical Designer's Reference (Software)
- Fluke Power Analyzers, Electrical Testing Equipment
- National Electric Code (NEC)
- UL508

## Richard D. Jobe



### Objectives:

Work in an environment where I am able to use all my technical and professional attributes to succeed as well as to help others and the company succeed.

### Skills and Qualifications:

#### Electronics

- Knowledgeable in electrical design
- Troubleshoot AC, DC circuitry
- Experience with measuring equipment
- Knowledgeable Microsoft Office: PowerPoint, Excel, Word
- Extensive operational skills with power tools and, hand tools
- Knowledgeable in automotive repair
- Able to read and understand blueprints and schematics
- Manufacturing and installation of HVAC systems
- Operated heavy equipment: Forklift, front end loader
- Studied computer repair: hardware and software

#### Operating Systems

- Installation and repair of Microsoft Operating Systems:
- Programmable Logic Control Systems
- Proficient in ControlLogix and RSLogix
- Knowledge of RMC100 Motion Controllers
- Knowledgeable of In-Sight Vision System programming Language
- Knowledgeable in G-code
- Computer Numerically Controlled operations
- CAD: Design PLC cabinet layouts
- Axis IP Cameras and Software
- Knowledge of MySQL and SQL DB
- Inductive Automation: Ignition Certified
- AllenBradly FactoryTalk View SE and ME
- GE Proficy SCADA Software

#### Leadership

- Department Supervisor
- Associate and customer Training
- Company Metrics
- Safety Programs and Training

#### General Knowledge

- Strong visual and verbal learning skills
- Great production operating and management skills

#### Education

Bachelor of Science Degree, Industrial Automation Engineering Technology

ITT Technical Institute, Portland, OR -Graduated June 2007

Cumulative G.P.A.: 3.43

Alpha Beta Kappa

Associate of Applied Science Degree, Computer and Electronic Engineering Technology

ITT Technical Institute, Portland, OR- Graduated September 2005

Cumulative G.P.A.: 3.65

## Professional Experience

TAG – The Automation Group Inc  
Systems Integrator

April 2015 – Present

- PLC Design and Programming
- Instrumentation
  - Flow Meter
  - Level Sensors
  - Turbidity Meter
- SCADA / HMI / OIT Programming
- ACAD
- Troubleshooting

Hampton Affiliates – Tillamook Division – Tillamook, OR  
Process Control

November 2010 – April 2015

- Installation of automated lumber equipment
- PLC Controls
- Optimization
- Design and implement changes to system
- Design PLC and Drive cabinet layouts
- Design IP Camera Systems
- Network Layouts
- Onsite IT support

Sierra Pine Composite Solutions – Springfield, OR  
Process Control / Electrical Supervisor

September 2007 – November 2010

- Installation of automated equipment
- PLC Controls
- Optimization
- Design and implement changes to system
- Onsite IT Support

U.S. Natural Resources - Woodland, WA  
Field Engineer

June 2006 – August 2007

- Installation of automated lumber equipment
- PLC Controls
- Optimization
- Design and implement changes to system
- Design electrical and mechanical parts
- Optimization Tech support

Intel Corporation- Hillsboro, OR  
Manufacturing Technician

November 2005 -June 2006

- Manufacturing microprocessors/chipsets
- Operator of TEL Act8/12, Biorad laser measuring system, Optistation
- Owner of Area Bullpen Technical support

- Further Employment Upon Request

## Hobbies

Outdoors, Camping, Water sports, Motorcycles, Fishing

**References Available Upon Request**

## Dustin J. Perket

4296 SE Maya Ct  
Hillsboro, OR 97123  
331-431-7435, 503-488-9446  
dperket@tag-inc.us  
dperket@live.com



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**Controls Engineer with 10 years of experience working with electronics and automation. Proficient in all Rockwell programming platforms, system interfacing and radio communication. Knowledge of all types of motors and drive controllers. Project management in many large water/ wastewater SCADA systems, alarms systems, breweries and industrial installs.**

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### Work Experience

#### Systems Integrator

The Automation Group (TAG)

May 2015-Present  
Eugene, OR

#### **Duties and Responsibilities**

- HMI/PLC design and programming
- Startup and commissioning
- Troubleshooting and service calls
- System engineering and design
- Project management

#### **Projects**

- Dundee Water System Improvements
  - Design, program, and commission new well control system
  - Setup new radio telemetry
  - Software; RSlogix5000, FactoryTalk ME, Freewave, Wonderware
- Lake Oswego WTP
  - Setup and calibration of all system instrumentation
  - Certified startups of ABB drive control systems
- Beaverton Pump Station
  - Setup the control scheme for pump control
  - Commissioning of the new system
- Banks Pump Station
  - Setup the control scheme for pump control
  - Commissioning of the new system
- NWNG Portland SCADA Upgrade
  - Installation of three new SCADA PCs with FactoryTalk SE, RSNetworx, Historian, and Prosoft
  - HMI and PLC programming enhancements for the new control system
  - New installations of a “clean up skid” and level controller via Modbus communications
- Beverly Beach Water System
  - Emergency service call for a “corrupted” HMI program
  - Designed and programmed the entire HMI from scratch in one day
- Falcon Beach Water System
  - Install new SCADA PC with Wonderware and XLReporter



# Alan Rauda

## General Journeyman Electrician

3000 Market St. NE Salem, OR 97301

Phone: 503-983-6015

E-mail: arauda@tag-inc.us

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**Education** September 2015 – May 2019

**Chemeketa Community College**

4000 Lancaster Dr. NE

Salem, OR 97305

**Electrical Apprenticeship Training Program, completed**

Related Coursework

- Specialization in Electrical Theory
- Intensive studies of the National Electric Code
- Focus on wiring of Residential, Commercial, and Industrial Facilities

**Professional Experience**

August 2013 – July 2014

**Rojo's Contracting Services Position:**

**Residential Electrician, Cumming, GA**

- Install switches, receptacles, wiring, lights, fans and circuit breakers.
- Maintain, fix and install wiring and electrical equipment in private homes and apartments.
- Install phone, cable TV and doorbell wiring and garage door opener wiring.
- Install outdoor landscape lighting.
- Repair and replace switches, receptacles, circuit breakers and lights.
- Work cooperatively in a team environment.

September 2014 – January 2015

**Stelcor Energy**

**Position: Electrical Installer, Wilsonville, OR**

- Install, maintain, & repair the racking, panels, & stand offs for photovoltaic solar systems
- Install, maintain, & repair the mechanical/structural mounting of racking, modules & electrical equipment
- Organize & maintain system components in warehouses, company trucks, & at job sites
- Document completion of completed installation

February 2015 – July 2015

**DND Electrical Contractors**

**Position: Inside Electrician, McMinnville, OR**

- Install and repair building electrical systems in agricultural and industrial settings
- Install conduit, EMT, GRC, and PVC, per plans and with compliance with the NEC
- Work closely with and follow the instructions of a licensed Oregon General Journeyman

July 2015 – July 2017

**Industrial Commercial Electric Co.**

**Position: Inside Electrician,** Wilsonville, OR

- Install and repair building electrical systems in commercial and industrial settings
- Install conduit, per plans and with compliance with the NEC
- Install low voltage systems for communication purposes

July 2017 – June 2019

**Safety Electric Inc.**

**Position: Inside Electrician** Salem, OR

- Install and repair building electrical systems in commercial and industrial settings
- Repair and troubleshoot drives, soft starts, motors and pumps, and their control systems
- Install conduit, EMT, GRC, and PVC, per plans and with compliance with the NEC

August 2019 – Present

**The Automation Group**

**Position: Technician,** Eugene, OR

- Install and repair building electrical systems in industrial settings
- Install conduit, per plans and with compliance with the NEC
- Install and troubleshoot control electrical systems for various food processing facilities, cold storage facilities, concrete and cement making facilities, water treatment plants, and wastewater treatment plants

**Major Electrical  
Projects**

- Multifamily dwelling units and custom houses
- Tenant improvement at restaurants
- Automatic car wash for major car dealer
- Three asphalt plants
- Various additions to rock mining facilities
- Button melter at research facility
- Service electrician for Oregon school district
- Service electrician water treatment facilities
- Service electrician for wastewater treatment facilities
- Service electrician for food manufacturing facilities

**Additional Skills**

- Proficient in Windows 10, Microsoft Office (i.e. Word, Excel, PowerPoint, Outlook)
- Intermediate skills in PLC programming
- Strong customer relationship skills
- Quick learner and self-starter
- Highly organized and detail oriented
- Strong ethics and willingness to work hard to achieve employers' objective



## CONTACT

PHONE:  
541-520-9805

WEBSITE:  
<http://www.tag-inc.us>

EMAIL:  
[tglover@tag-inc.us](mailto:tglover@tag-inc.us)

## HOBBIES

Boating at the Lake  
Riding the Side by Side  
Hunting  
Fishing

# TONY GLOVER

Integrator/ Electrician

## EDUCATION

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**Elmira High**  
1986 - 1990  
General studies

**Lane Community College**  
2001 - 2005  
Electrical General Journeyman Apprenticeship Program

## WORK EXPERIENCE

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**United States Marine Corp. Sergeant**  
1990–1996  
Squad Leader

**Country Coach. Electrical Dept and Rover**  
1996–2000  
Electrical install on coaches. Including troubleshooting and repair

**Olsson Industrial Electric. Lead Electrician**  
2000–2011  
Ran a crew of 12 Electricians

**Seneca Sawmill Maintenance Electrician/ Programmer**  
2011–2016  
Maintaining facility through electrical upgrades, troubleshooting and programming.

**The Automation Group Inc. Integrator**  
2016–Present  
Onsite Project Management, Electrical Installs, Troubleshooting and Programming.  
Certified in the following for Water and Waste Water drive startups:

- ABB ACS880
- Allen Bradley Powerflex 750 series

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## GLEN GOINS

Linked in <http://www.linkedin.com/pub/glengoins>

541.525.4127

[glen\\_goins@msn.com](mailto:glen_goins@msn.com)

### SUMMARY

Analytical **Automation Manager** with experience in all phases of PLC, CNC, HMI and SCADA systems. Highly adept at driving production development efforts for existing products and the creation of new products. Extensive experience in precision manufacturing, wood products, and automotive industries. Skilled in a variety of engineering environments and capacities from design of complete industrial automation projects, to implementation, troubleshooting, and facility management thereof. The "go to person" when things needed to get done.

### EXPERIENCE

**THE AUTOMATION GROUP**, Eugene, OR (TAG) 2013 – pres.

**MONACO RV LLC**, Coburg, OR (Division of NAVISTAR, Inc.) 2003 – 2012

#### **Automation Manager / Environmental Manager**

Led Robotics, PLC, and CNC departments and technologies. Managed automation team of 2 direct reports and 12 indirect reports over several hundred successful projects.

- Oversaw Oregon and Indiana Monaco RV Automation and environmental operations.
- Maintained a 100% uptime rating on all essential operations. Responsible for budgeting, R&D, design, bidding, build, installation, troubleshooting, and maintenance thereof.
- Identified and anticipated safety / health concerns by surveying environmental, operational, and occupational conditions. Established new procedures and recommend preventative programs.

**ROSBORO LUMBER COMPANY**, Springfield, OR 1990 – 2003

#### **Engineering Technician / Projects Supervisor / Control Systems Technician**

Supervised maintenance groups of 12 indirect reports for equipment control processes.

- Engineered mechanical drawings, installations and capital project management, resulting in substantial savings for Rosboro.
- Project supervisor on \$8M Automated Central Barking Project Install with an on-time installation timeframe while within budget.
- Maintained all plant automated processes (64 separate processes) for 100% uptime rating. This is one of the greatest contributors to the company's success during 1996-2003.

**ARMY & AIR FORCE EXCH. SERVICE**, Munich, GDR 1985 – 1989

#### **Retail Manager / Computer Specialist/ Surveillance Specialist**

Hired, trained, coached, and supported team members.

- Promoted in house ahead of peers and established norms.
- Rewarded with outstanding evaluations and achievement awards.
- Completed formal Business Management School with in-house placement.
- Led Incident / Interrogation/ Accident Remediation and Safety training.
- Help Desk call in support manager for European operations of over 123 site stores.

### EDUCATION

**Bachelor of Science**, Management, Linfield College, McMinnville, OR.

### TRAINING

Management School / Training, AAFES – Europe  
Electronic Technical Courses, North Coast Eugene,  
OR Environmental and Safety, DEQ, DOT, EPA, OSHA  
DOD Specialized European Operator

# Daron J. Wilson, RCDD

## EXPERIENCE

### 2007 - Present SYSTEMS INTEGRATOR

OREGON ELECTRIC GROUP, INC.

PORTLAND, OREGON

- Integration of communications systems
- Specification, Design and Installation of SCADA radio telemetry systems
- Specification, Design and Installation of fire and burglar alarm systems
- Specification, Design and Installation of industrial fiber, Ethernet and radio networks

### 1999 - 2006 TELECOMMUNICATIONS MANAGER

LH MORRIS ELECTRIC, INC

NEWPORT, OREGON

- Design and sales of communications systems
- Installation and programming of analog and digital telephone systems
- Installation of fire and burglar alarm systems
- Design and installation of data networks including Category 5 and fiber optic backbones

### 1990 – 1999 OWNER

MULTITEK COMMUNICATIONS

LINCOLN CITY, OREGON

- Sales and installation of analog and digital telephone systems
- Sales and installation of voice mail systems, data networks, networking equipment, and computer systems
- Contract installation and repair of digital and analog phone and voice mail systems from Astoria to Coos Bay
- Two-way radio installation and repair
- Radio Broadcast equipment installation and maintenance including remote controls, antenna systems, transmitters
- Installation and alignment of satellite receiving equipment
- Installation of audio equipment including speaker systems, amplifiers and controls

### 1989 - 1990 ALARM TECHNICIAN

ALARMSWEST

LINCOLN CITY, OREGON

- Installation and programming of residential and commercial alarm systems
- Maintenance and additions to commercial fire alarm systems
- General Locksmithing

## SPECIFIC CERTIFICATIONS:

- 1996 Tie/Nitsuko Telephone System Certification
- 1998 Macrotel Telephone System Certification
- 2000 Ortronics Structured Wiring Systems Certification
- 2000 Sprint Protégé Telephone System Certification
- 2000 OnQ Automation Controller Certification
- 2001 Certified Fiber Optic Technician #3754
- 2002 Norstar Modular ICS certification
- 2002 BICSI RCDD
- 2004 Data-Linc SCADA System Design
- 2004 ESTEEM Wireless Ethernet Design
- 2006 Leviton Structured Wiring System Certification

Endress+Hauser Inc., 2350 Endress Place, Greenwood, IN 46143, USA

The Automation Group  
4678 Isabelle St.  
Eugene, OR 97402

**Contact**

Alan Vance  
Industry Manager - W/WW  
Phone 888-Endress  
Cell phone 813-404-0387  
alan.vance@us.endress.com

August 4, 2020

**Endress+Hauser Preferred Municipal System Integrator Program**

To whom it may concern:

The Automation Group (TAG) based in Eugene Oregon is a current member of our Endress+Hauser Preferred Municipal System Integrator Program. Endress+Hauser and our representative in Oregon Field Instruments and Controls work closely with TAG on instrumentation, services and solutions for municipal projects.

If you have any questions, please feel free to call me at 813-404-0387

Regards

Alan Vance



# Qualifications for the City of Lowell

## Integrator of Record Engineering Services

May 2023

### Local Office

5335 Meadows Road  
Suite 420  
Lake Oswego, OR 97035  
P: 503.246.0881  
[www.controlsystemsnnw.com](http://www.controlsystemsnnw.com)

### Primary Contact

Eric Summers  
541.218.5287  
[esummers@controlsystemsnnw.com](mailto:esummers@controlsystemsnnw.com)

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# Table of Contents

- Cover Letter .....1
- Project Approach .....2
- Technical Expertise and Qualifications .....6
- Similar Experience and Past Performance.....9
- Support Proximity and Availability .....13
- Ancillary Support Services Provided .....14
- Attachments: Team Resumes

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**Local Office**  
5335 Meadows Road, Suite 420, Lake Oswego, OR 97035  
P: 503.246.0881 | www.controlsystems nw.com  
Tax ID: 84-1772095

**May 26, 2023**

**Dear Matt and Selection Committee,**

Control Systems Northwest (CSNW) is excited to submit our proposal to provide Integrator of Record services to the City of Lowell. As a Single Member LLC and subsidiary of RH2 Engineering (RH2), CSNW is a licensed contractor specializing in control system design and integration. This relationship between CSNW and RH2 provides our clients with the benefit of having both licensed electricians and control system specialists with hands-on, in the field expertise, as well as the engineering professionals who specialize in the design and operation of municipal water and wastewater systems. Our senior electrical and control engineers/specialists have more than 75 years of combined relevant experience in the municipal electrical and control industry. We are capable of handling projects of any size or complexity in the following areas: SCADA system analysis, strategic planning and SCADA system design, SCADA computer and PLC software development, communications and cybersecurity development, civil, mechanical, process, electrical engineering, services during construction, training, project management, and on-call services. Because we have been providing SCADA integration services for decades, we have extensive experience both supporting SCADA/control systems that were designed and integrated by another firm and upgrading older SCADA/control systems that have limited or no documentation.

In support of our clients, we have also worked with all the prominent SCADA hardware/software component vendors in the Pacific Northwest and have strong working relationships with numerous electrical contractors across Oregon. We are constantly reviewing current technological and best practice trends in the industry to remain at the forefront of design in SCADA instrumentation, communications, controls, and SCADA computer systems. We have a long history of designing, modifying, and replacing systems completed by other contractors, and have extensive experience modifying these designs to meet our clients' current needs. We also have clients that have chosen to replace their SCADA systems and we have successfully completed these conversions many times. With our local offices in both Lake Oswego and Medford, and our experience serving many municipal clients with similar services in this region, we can provide exceptional knowledge and responsiveness. Finally, we will bring a willingness to listen and will work with you and your staff to provide long-lasting solutions.

As a Principal-in-Charge, I am legally authorized to sign contracts for the firm. Eric Summers will act as project manager and be your primary point of contact. We have also teamed with US West and J&K Electrical for electrical contractor services. CSNW meets the minimum requirements outlined in the City's RFP, has a policy for non-discrimination, has a drug free workplace policy, and no perceived or real conflicts of interest. CSNW is willing to enter an agreement contract per the sample services agreement.

We appreciate the opportunity to present our proposal to provide these services. If you have any questions or would like additional information, please contact us at the contact information listed below. We look forward to hearing from you.

**Sincerely and on behalf of our entire team,**

**Rick Ballard** PE

Principal-in-Charge  
425.951.5328 | rballard@rh2.com

**Eric Summers**

Primary Contact and Project Manager  
541.218.5287 | esummers@controlsystems nw.com



# Project Approach

During CSNW's site visit to the City of Lowell (City) as part of the pre-proposal site visit on May 19, 2023, we spent time reviewing and discussing aspects of the water system and wastewater system sites and Supervisory Control and Data Acquisition (SCADA) Human Machine Interface (HMI) with the City. We discussed past challenges that the City has had, preferred equipment and software that the City currently utilizes, current control system integration support that have worked on these systems, operation requirements, and expectations for future projects and support. This site visit allowed CSNW and the City to communicate about past efforts and how CSNW could be an asset to the current City team. Where possible, CSNW will utilize information from previous SCADA system support team efforts along with institutional knowledge from City staff that currently support the system to be efficient in our process.

Our goal is to create a long-lasting relationship with the City and build trust through future years of support. It is our intention that as CSNW designs systems, develops control strategies, and deploys and tests these systems, that the City is an active participant in each step, understands and has input regarding operations, and is able to take ownership knowing that they were part of the process. The following is CSNW's approach for a path to both water and wastewater system asset procurement, integration services, and support services for years to come. We look forward to discussing this with you and your staff in more detail to tailor our services to the City's overarching goals and needs.

## City's Existing Facilities

The City's conventional water filtration plant currently receives water from two intake pumps taking suction from Dexter Reservoir near the covered bridge on the county causeway with a capability to provide 700 gallons per minute (gpm) per additional City testing that has taken place since the 2012 upgrade. Water then passes through one of three filters, is chemically treated, and is distributed to the City via one of two distribution pumps capable of 350 gpm each. Due to existing control system strategies, the plant is currently operated in manual and is only capable of utilizing a single filter at a time reducing the water capability of the system to roughly a single filter rating of 200 gpm. Treated water is pumped via the distribution pumps to two reservoirs and is pumped again utilizing a booster pump station at the reservoir sites to a high-elevation storage tank.

The City's activated sludge wastewater treatment plant collects raw water from a gravity sewer system and a single wastewater lift station. Currently, the wastewater treatment plant is operated manually and provides minimal alarm notification for operators. With no control system in place, additional efforts are required by the operators to manage flows, alarming, and chemical feed to the system.



## Project Management Services

Project management services will be an ongoing part of the team effort with the City. Under these services, CSNW will manage the project team to track work elements accomplished, man hours, scope changes, time, and budget. Tasks also include anticipating work for the following week, identifying potential problems or changes, submitting monthly invoices, summarizing costs, equipment purchases, and providing budget pricing for new projects. CSNW takes a pro-active approach to these tasks that result in projects that are on time and on budget.

We recognize that a strong client relationship is the cornerstone of successful projects. Our team strives to operate as a seamless extension of your own staff, providing additional expertise and support in whatever capacity you need. We will work with you to develop solutions that meet the City's needs by providing everyday project support and utilizing a collaborative approach that will allow you to make informed and supportable decisions.

From smaller efforts that need a quick turnaround, to larger more complex and long-range projects, our in-house professionals will be able to tailor our efforts to meet the needs of each specific project. This is a skill we have honed over many years; our clients have repeatedly expressed that they are impressed with our ability to understand and address their project needs efficiently and effectively. We are continuously growing and learning from each new client, project, and experience to find a balanced approach to meet project challenges and our clients' expectations.

### Water and Wastewater SCADA System Improvements and Support

In identifying an overall project approach, CSNW believes that the City having possession of the existing water and wastewater system assets will be key to the success of maintaining the current system while improvements are being designed, coordinated, and implemented. System assets would be defined as information, software, or hardware that the City has possession of currently, or should have possession of. Examples of these assets are login credentials for server and application access, login credentials for control equipment such as PLCs, backup programs for control equipment such as Operator Interfaces (OIs), licensing for software that has or has not been transferred to the City for ownership, and networking information such as Internet Protocol (IP) addresses of networked control equipment and remote access. By conducting an initial site investigation of the City's assets, CSNW will be able to confidently support facility operation from a control standpoint, identify tasks associated with transferring of assets, and coordinate possible savings with software replacement if needed. If an emergency were to arise, or a program in a processor

was to be lost, CSNW would have the required software backups to get the City operating again in a timely fashion reducing stress on the City operators.

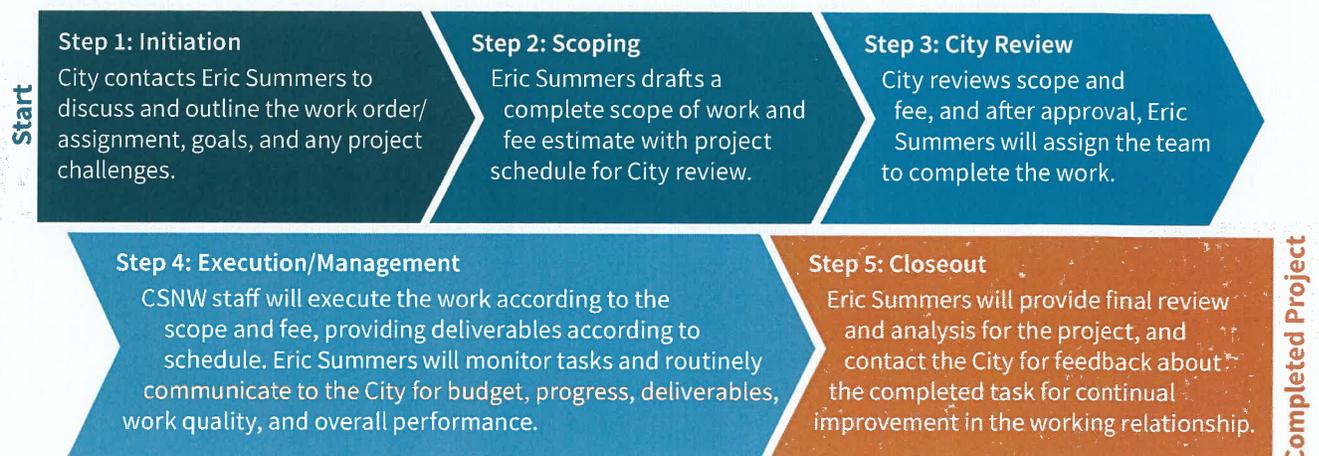
While CSNW was onsite, we spoke with the City regarding existing control strategies, current challenges the City faces with control of both their water and wastewater facilities, ways that CSNW could potentially increase City efficiencies, potentially increase water availability with updated control strategies, and possible reduction of chemical use. The City currently is using Rockwell programmable logic controllers (PLC), Rockwell Variable Frequency Drives (VFD), Rockwell SCADA/HMI software, Endress + Hauser flow transmitters, and other analytical and control equipment including modulating valves and chemical feed pumps that can be integrated into the SCADA/HMI for data and control. Due to recent processor program challenges, CSNW recommends reviewing the following initial projects in detail with the City and devising a phased approach to control equipment procurement, programming, and installation services:

- Water Filtration Plant Main Processor Improvements
- Water Filtration Plant SCADA/HMI Improvements
- Alder St. Lift Station Alarm and Data Improvements
- Wastewater Plant Alarm Improvements
- Reservoir Communication Improvements

Project workshops, meetings, and coordination with key City personnel will be required to ensure a team approach to both SCADA system improvements and support. It is CSNW's intent to design any controls around the best interests of the City and in a way that the City has complete oversight, knowledge, and influence on any deliverables. CSNW has found that this approach

### CSNW's Approach to Work Orders and On-Call Contracts

The figure below shows our approach to organizing and undertaking each project. CSNW maintains a full scope of work library that can be tailored to each of the City's specific project needs/tasks.



allows for our client personnel to be part of the process from start to finish and allows for a greater feeling of accomplishment and ownership of these systems.

Task efforts may include but will not be limited to:

- Initial project kick-off meeting to review project tasks.
- Provide coordination with current integrators or engineers to obtain City software, credentials, and any hardware assets.
- Provide on-site investigation of SCADA servers to verify current programs, backups, and credentials.
- Provide on-site investigations of networking to identify local area networks and ethernet devices.
- Upload and verify current plant and peripheral site PLC, OI, and VFD programs.
- Provide on-site investigation of existing plant control equipment.
- Provide on-site investigation of existing analytical equipment.
- Conduct on-site meeting regarding investigation of control equipment, analytical equipment, existing software, hardware, networking devices, and operational challenges.
- Conduct on-site workshops to identify possible City control equipment standards, software standards, virtualization, and project phases.
- Provide SCADA control and software system improvements phased approach, and budgetary pricing.
- Provide coordination with City staff and subcontractors for improvements.

Our history of designing, implementing, and maintaining existing systems, knowledge of communication protocols, understanding of flow characteristics, understanding of system hydraulics, and ability to decipher legacy device configurations allow us to provide solutions to client's challenges with confidence. Regardless of the analytical device type, CSNW has the proper team member to meet the requirements of any City project.

With CSNW's history of providing water and wastewater services, we have an extensive and versatile library of control system improvement CAD drawings, allowing us to reduce design efforts on projects and increase workshop efficiencies by having drawings ready to review with minimal modifications.

### Ongoing Maintenance and Support

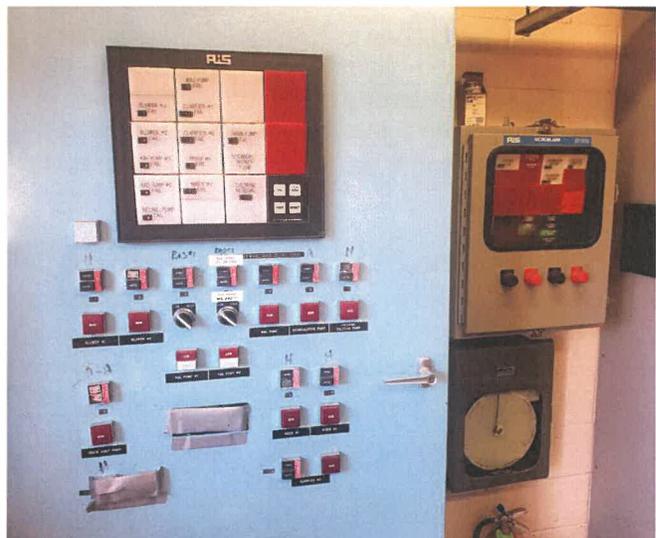
Ongoing maintenance and support services would be at the request of approved City personnel. For on-call

services, we anticipate that this task may include, but would not be limited to:

- Provide any materials necessary to get equipment back up and running.
- Make programming changes to alleviate any strategy deficiencies.
- Instrumentation configuration modifications
- Instrumentation testing.
- Control system component replacement.
- Provide manufacturing of control equipment if required.
- On-site control system troubleshooting.

Where projects can be proactively planned, CSNW will coordinate with the City to provide budgets for equipment costs, integration services, and any subcontractor services. Anytime CSNW is onsite, we will continually coordinate and provide feedback of City systems where control system improvements can be made to reduce operator efforts and increase efficiencies.

Typically, the City would be the first line of defense during control equipment or process failures and CSNW feels that setting the City up with the proper tools to be successful during these stressful times, will allow the City to be confident with initial troubleshooting. If initial troubleshooting is unsuccessful, then our team is ready and able to assist with any control needs that may arise.



CSNW understands that emergencies happen, equipment fails, and no matter how much effort is put into control strategies, there are times fast responses are needed to assist in these situations. By being a virtual company and having proprietary remote access software, CSNW can remote into these systems in the most urgent of times

and in the event that on-site troubleshooting is necessary, a local team member would be boots on the ground. In addition, CSNW can set up secure City remote access if necessary for initial troubleshooting by City members, or remote monitoring due to lack of facility staff.



Task efforts may include but will not be limited to:

- Provide coordination and attend meetings with subcontractors, engineers, and City officials;
- Furnish labor, materials, and software support on an on-call basis, as needed, or under authorized work orders;
- Provide control system budget pricing;
- Provide design assistance and control system recommendations based on CSNW's understanding of the existing systems;
- Provide control system or electrical CAD drawings;
- Provide emergency support services on an as required basis for the duration of the contract; and
- Provide services upon request for the installation, modification, and maintenance of the control system equipment.

### Training Services

CSNW will conduct virtual workshops to define training, O&M requirements, provide O&M manuals for any new or existing projects that the City requires, and video recorded trainings that are custom tailored to the City's needs upon request, or when being implemented into a new project. In addition to the O&M manuals and video training, on-site training sessions for SCADA operation, peripheral site operation, and maintenance can be conducted at the request of the City. We have prepared in-person and video training sessions for many of our clients and it is of the

utmost importance to us to have training sessions that the operators understand and literature that is easy to follow.

Throughout future projects, the City will have opportunities to work alongside us with design, development, and deployment. Each of these interactions should be viewed as learning opportunities. CSNW will treat these as such with hopes that the City will benefit from the time spent with us as a team.

Task efforts may include but will not be limited to:

- Conduct workshops to define training requirements of City staff, and O&M manual requirements.
- Provide O&M manuals for new control system installations.
- Provide video-recorded training for new control system installations.
- Conduct training services based on City needs defined during virtual, or on-site workshops.

### Quality Assurance and Quality Control Process

We recognize that each project is unique in size and complexity and every client has their own standards and preferences for balancing efficiency with the highest quality deliverables. CSNW's QA/QC process is tailored to each client and project, based on client needs and project complexity. CSNW assigns staff to complete quality control (QC) reviews based on their disciplines, then the project engineer would verify these revisions and perform overall QC prior to the project manager's review. With this approach, the project manager can focus on the effort as a whole, checking that each piece works with the others.

### Approach Conclusion

There are numerous ways to design, implement, and maintain control systems. CSNW's approach is to consider the City of Lowell's best interest by designing systems that not only address the present requirements, but the future interests of the City, coordinating with your staff in a team setting, and being available for on-call services to give you a feeling of confidence knowing that team members are only a quick call away. We hope that this approach meets the needs of the City of Lowell and that we are selected to assist with these efforts as part of your team.

# Technical Expertise and Qualifications



**Control Systems NW consists of electrical and control engineers and control specialists with more than 75 years of combined experience in the industry who have implemented projects across the Pacific Northwest.**

CSNW's lead key personnel, Eric Summers, Chris Roberts, and Clayton Anderson have more than 35 years of water and wastewater utility electrical and control experience. Our team consists of electrical and control engineers and control specialists with more than 75 years of combined industry experience. Our team has implemented several similar projects across the Pacific Northwest, including:

- Providing electrical and control system designs
- Providing server design
- Providing programming and system troubleshooting
- Installing software and hardware revisions
- Performing software modifications
- Preparing updated documentation to record changes
- Representing owner's interests in major projects
- Providing phone support, non-emergency on-site support, and emergency on-site support

CSNW regularly provides long-term on-call services after projects are complete. Our control staff are also available around the clock in case of issues that occur during evenings, weekends, or holidays.

Integration change orders for software development are usually not necessary, as we can optimize and change control strategies efficiently based on our object-oriented software development process. Services we regularly provide include the following.

## **Control Design/Development Services**

- Master planning
- Control system design
- Cybersecurity design
- SCADA computer/network/virtualization system design
- Programmable Logic Controller (PLC)/Human Machine Interface (HMI) software development
- Analytics/reporting
- Alarm notification systems
- Remote access

## **Construction Services**

- Factory testing of control panels/MCCs/instrumentation
- IT/communication services
- Field startup testing
- Commissioning
- O&M documentation
- Training

## **CSNW Primary Locations**

Our primary proposed professionals are located in Lake Oswego and Medford, Oregon and Bothell, Washington. CSNW's professionals often travel throughout the Pacific Northwest to meet our client's needs. We take pride in our ability to be available to our clients in time sensitive situations. Being a virtual company, we have resources available to help facilitate remote access to systems for immediate service.



## Additional Qualifications

### Licensed by the CCB in Oregon

CSNW is licensed by the CCB in Oregon as an electrical contractor. Our contractor license number is 228012 (dated 10/13/2019). As an electrical contractor, we are not only able to troubleshoot with software, but are also able to troubleshoot to the electrical component level and are able to replace equipment to help reduce downtime and coordination efforts.

### Rockwell Certified Integrator

CSNW is currently a Rockwell Automation Silver Level System Integrator and partner with multiple capabilities and industry expertise offerings. Our team has demonstrated competency and commitment to lead with Rockwell Automation technologies and have mutually supportive relationships with Rockwell sales and distributors.



With our specialized certifications as Rockwell Factory VFD Startup, Controllogix Certified Programmers, ThinManager integrators, and Stratus ftServer Solution Architects, we are confident that we will be able to meet all of the Instrumentation Control demands that are required for a successful project.



### UL508A Listed Panel Shop

CSNW has included Orenco on our team to best support the City with building and testing panels, if needed. As part of our team efforts, CSNW can design and program SCADA system elements, as well as review submittals and specify equipment. Orenco will act as our team's UL508A listed panel shop and build the SCADA system panels and use their facilities for testing.



Our team has worked with Orenco on several major efforts. We are well-practiced at collaborating in this manner, and will be able to provide the City with a seamless, efficient team.

### Wonderware (AVEVA) InTouch/Systems Platform

Our team was the first developer of Wonderware InTouch for a Washington State utility in 1994 (City of Renton). Since that time, we have implemented dozens of SCADA computer systems based on Wonderware InTouch and Systems Platform.



### Endress + Hauser Factory Certified Integrator

CSNW is a valued partner and trusted systems integrator with Endress + Hauser. Through many joint projects with E+H we have an established and lasting relationship that will extend far into the future.



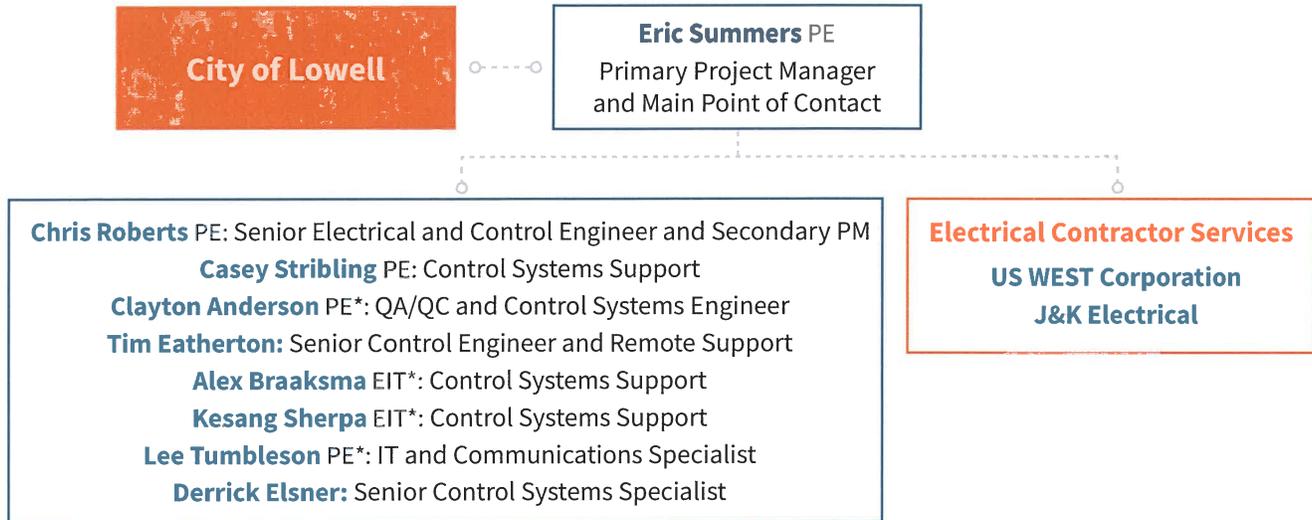
## Experience Serving Government Entities and Cities

As a Pacific Northwest firm with a focus primarily on municipal and public agency clients, CSNW and RH2 has worked alongside numerous clients that are similar to the City. This experience has given us specific insight to the regulations, standards, and processes that municipal clients must consider during utility infrastructure planning and improvement projects. RH2 has more than four decades of experience and with all of our offices in Oregon, Washington, and Idaho, and our understanding of this region and local, state, and federal requirements brings valuable knowledge to each project.

The matrix in the **Similar Experience and Past Performance** section on the page 9 shows a summary of some of our experience providing similar services to municipal clients, which is followed by project descriptions for many of those efforts.

## Team Organization

The chart below describes the organizational structure of the key personnel who are available to support the City with SCADA and Integrator of Record services. Eric Summers is highly responsive to his clients and is often complimented on how quickly he can respond to client requests and project needs. Eric's qualifications are summarized below and resume summaries for the rest of our key staff, including qualifications, skills, and responsibilities, and any relevant licenses or certifications, as well as a description of our subconsultant qualifications are included in the **Attachments**.



\*Licensed outside of the State of Oregon

## Project Manager Qualifications



### Eric Summers

#### Primary Project Manager and Main Point of Contact

Eric has worked in the electrical power distribution and control field for more than 20 years. He has extensive knowledge of electrical design, controls, instrumentation, and process equipment, such as PLCs, HMIs, VFD systems, SCADA systems, servers, telemetry systems, and network interfacing. Additionally, Eric has more than 10 years of experience with meter calibration, design of control systems, design of motor control, CAD design, pumping applications, design of server-based data control systems, thin client applications, and consultation of control systems. With the knowledge that has been gained over the course of his career, Eric is able to take control system challenges and come up with working solutions that set clients up for success for years to come. Eric has the skills to help the team come up with the proper design and strategies early in the conception and design stages to allow for smooth transitioning of projects to fruition.

#### Education

US Navy, Electronics,  
Electrical Distribution,  
Calibration, Motor  
Control 1998

Electrical Trade  
School, Central Point,  
Oregon 2003

#### Experience

25 years of experience

#### Representative Project Experience

- Winchester Water Treatment Plant Control System Replacement, City of Roseburg
- Booster Station Control System Replacement (New and Existing Facilities), City of Ashland
- Digester Control Improvements (Existing Facility), City of Cave Junction
- Server and HMI System Improvement (Existing Facility), City of Grants Pass
- Water System On-Call Services, City of Grants Pass
- Wastewater System On-Call Services, City of Grants Pass

#### Certifications

General Supervising Electrical License: 6491S (OR) | Certified General Electrician: 133869 (CA) | Certified General Electrician SUMMEEA803PL (WA) | Certified Rockwell ControlLogix Programmer | Stratus FTServert Certified Solution Architect | Certified ThinManager Integrator

# Similar Experience and Past Performance

The following chart demonstrates CSNW's and RH2's significant electrical and control experience with many of our clients over the last five years. Our team's lead professionals have many years of experience supporting municipalities and districts throughout the Pacific Northwest with similar efforts. We have included brief descriptions for several CSNW and RH2 projects in the following pages, and can provide additional information, upon request.

Client	SCADA System Master Planning	HMI Systems Development	SCADA System Software Development	Electrical Instrumentation Design	Instrument and Control Systems Design	UL508 Control System Design	VFD Design and Controls Integration	Wireless System Design	Land Line Communication System Design	Control System Network Design	AutoCAD Design and As-Built Services	Electrical SDC	PLC and SCADA SDC	Information Technology Services	Standby Generator Design	Motor Controller Design	Power Distribution Systems	On-Call Services
Cascade Water Alliance	✓	✓	✓	✓	✓				✓	✓		✓	✓		✓		✓	✓
Chelan County PUD	✓		✓	✓	✓	✓		✓			✓		✓			✓	✓	✓
Covington Water District		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓
City of Ashland Water and Wastewater		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓			✓		✓
City of Bainbridge Island				✓	✓	✓					✓					✓	✓	
City of Beaverton				✓	✓						✓			✓			✓	✓
City of Bellevue				✓	✓	✓	✓				✓	✓			✓	✓	✓	
City of Bonney Lake	✓	✓	✓	✓	✓	✓	✓				✓	✓			✓	✓	✓	✓
City of Cashmere	✓	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓		✓	✓	✓	✓
City of Cave Junction Water and Wastewater		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
City of Central Point	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓			✓		✓
City of Chiloquin		✓	✓	✓	✓	✓		✓		✓	✓	✓	✓			✓		
City of Grants Pass Water and Wastewater		✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓
City of Lynnwood	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
City of Moses Lake		✓	✓		✓	✓	✓	✓		✓	✓	✓	✓			✓	✓	✓
City of Mercer Island				✓	✓	✓					✓	✓						
City of Phoenix Water Distribution		✓	✓	✓	✓	✓	✓	✓		✓	✓		✓			✓		✓
City of Roseburg Water and Distribution	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓
City of Renton	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
City of Seattle Water and Wastewater	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓				
City of Snoqualmie		✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	
City of Sutherlin Water and Wastewater		✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓					✓
City of Talent Water Distribution		✓	✓	✓	✓	✓	✓	✓		✓	✓		✓					✓
City of Wenatchee				✓	✓	✓		✓			✓	✓						✓
NE Sammamish Sewer and Water District	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Port of Vancouver USA		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓	
Rogue Valley Sewer Services		✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓			✓	✓	✓



## Budget Comparisons for On-Call Work

At CSNW, we pride ourselves on delivering exceptional value to our clients by consistently keeping projects within or even under budget. We understand that managing costs is a critical factor in any successful endeavor, and that's why our dedicated team of experts goes above and beyond to work towards keeping each project within the agreed-upon financial framework. Our experienced professionals proactively identify potential cost-saving opportunities at every stage. From the initial planning phase to procurement, resource allocation, and execution, we carefully analyze each aspect to find efficiencies and optimize spending without compromising on quality or timelines.

When reviewing our on-call SCADA and IOR related contracts for more than 30 clients over the last 6 months, we found that **on average we have billed 76% of our fee budgets to date**. We take immense pride in our ability to consistently deliver projects under budget, providing our clients with peace of mind and tangible cost savings.

## Representative Experience

We are confident that our team will be able to provide excellent service to meet the City's project needs. CSNW's lead professionals have decades of experience supporting clients throughout the Pacific Northwest with similar efforts. We have included brief descriptions for several projects in the remainder of this section, and can provide additional information, upon request.



### Water System SCADA Improvements\*

#### City of Roseburg

**Project Team:** Eric Summers, Chris Roberts, PE, Casey Stribling, PE, Lee Tumbleson, PE, Derrick Elsner, Tim Eatherton, Kesang Sherpa, EIT

**Client Contact:** Daryn Anderson, PE, Project Manager, 541.492.6885, City of Roseburg, 900 SE Douglas Avenue, Roseburg, OR 97470

CSNW/RH2 was originally selected in 2014 to produce a SCADA master plan for the City of Roseburg's water distribution system and water treatment plant (WTP). The City's existing SCADA system was originally installed in the early 1990s and most of the SCADA system technology was based on obsolete Texas Instrument/Siemens technology that was no longer supported or readily available. There was virtually no local support in southern Oregon due to the age of the system and the proprietary nature of most of the equipment.

In 2017 and 2018, we designed and developed a new SCADA system for 17 water distribution system facilities. These facilities originally used RTU devices that were monitored and controlled by the City's WTP control system. The facilities had to be upgraded before the WTP control system could be replaced. The water distribution facilities were upgraded with the latest Allen-Bradley-based controllers, and they now communicate over a broadband 4.9GHz radio network. The SCADA computer system consists of a distributed redundant Allen-Bradley-based server system with a five-screen HMI workstation system located at the WTP. Three of the screens were set up on a control room desk and two additional 60-inch screens were added to the control room wall. The SCADA server system can withstand multiple system failures and continue to operate.

In 2019, the City decided the Winchester WTP control system needed to be replaced with a large Allen-Bradley-based control system. The design for this upgrade was completed in the winter of that year and construction was completed in February 2020. Because this facility is the only source of water for the City, the WTP could not be shut down during the upgrade process. The upgrade was accomplished without any plant down time by phasing treatment systems from the old control system to the new control system over a period of six weeks. CSNW is the current on-call integrator for the City.

#### Key Relevant Services

- On-Call Integrator
- Treatment Plant SCADA System Upgrades
- Peripheral Site Control Improvements
- Peripheral Site Communication Improvements
- SCADA System Replacement
- SCADA System Master Plan

\*Project performed under RH2 prime contract with CSNW employees.



## SCADA Services

### City of Grants Pass

**Project Team:** Eric Summers, Lee Tumbleson, PE, Casey Stribling, PE

**Client Contact:** Jason Canady, Public Works Director, 541.450.6110, City of Grants Pass, 101 NW A Street, Grants Pass, OR 97526

CSNW has been involved with the City of Grants Pass' water and wastewater systems since early 2015. Our team has completed multiple projects using a phased approach due to system constraints, availability of equipment, and ability to take systems offline. The City's water system is comprised of 8 reservoirs and 13 remote pump stations, while the wastewater system utilizes 5 lift stations and private network communication for delivery of wastewater to the restoration plant.

Recent water system improvements of a fault tolerant Stratus server provides the hardware platform for a Rockwell-based SCADA system used for control and monitoring of all remote sites. A phased approach to this project was required due to the existing SCADA system being replaced and the water system needing to remain operational. Other recent projects include seismic monitoring for operation of reservoir valves and system shutdown procedures and ongoing improvements to peripheral booster stations. Improvements to the peripheral sites and water/wastewater facilities are ongoing.

#### Key Relevant Services

- On-Call Services
- Emergency Services
- Consulting Services
- Design Services SCADA System Replacement
- Water and Wastewater Facility Controls Improvements



## On-Call Integrator Services

### City of Sutherlin

**Project Team:** Eric Summers, Casey Stribling, PE

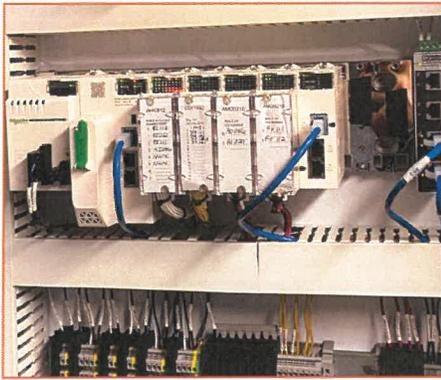
**Client Contact:** John Bachman, Wastewater Division Supervisor, 541.315.0354, City of Sutherlin, 126 E Central Avenue, Sutherlin, OR 97479

CSNW has provided on-call support to the City of Sutherlin since 2019. Our team has provided diagnostic services for existing equipment at the wastewater plant, was a subcontractor to provide SCADA interface development for the facility, managed and created a system network for communications between multiple vendor equipment, provided new non-potable water equipment and controls, and the commissioning of a new private network cellular communication system at multiple sites. We will continue providing ongoing support to the City and are contracted to provide control system software development, O&M manuals update assistance, training services for new systems, system updates, and equipment installed, cost estimating and budget assistance for upgrades, and on-call emergency response services.

#### Key Relevant Services

- On-Call Services
- Emergency Services
- Design Services
- Control System Upgrades
- Water and Wastewater Facility Controls Improvements
- Communication Network





## SCADA System Master Plan and Upgrades

### City of Tualatin

**Project Team:** Chris Roberts, PE, Eric Summers, Alex Braaksma, EIT, Kesang Sherpa, EIT, Lee Tumbleson, PE, Derrick Elsner

**Client Contact:** Nic Westendorf, Deputy Public Works Director, 503.691.3673, City of Tualatin, 18880 SW Martinazzi Avenue, Tualatin, OR 97092

In 2021, the City of Tualatin selected CSNW to help upgrade its existing SCADA system in several phases. Phase 1, involved identifying the existing SCADA system assets and working closely with the City on a plan to modernize the SCADA instrumentation, communications, controllers, computer systems, and operational processes. For Phase 2, CSNW performed the engineering design services required for the modernization of the SCADA sites as determined in Phase 1, including the design of the electrical installation of control system equipment and instrumentation, fabrication-level design drawings of the control panels, and a SCADA radio study for the 450 MHz radio system. Phase 2 will also involve installation of the electrical utility meters, including primary electrical service, electrical meter base and distribution panel installation, secondary electrical service, and conduit and wire between the new meter base and the new control panels.

Future phases will include equipment procurement, control panel fabrication, control panel shop testing, and control software development (Phase 3), and electrical and control system installation, startup, testing, commissioning, and training (Phase 4).

#### Key Relevant Services

- SCADA Master Planning
- Control System Upgrades
- Water Facility Controls Improvements
- Communication Network
- Identified Strengths and Weaknesses of the Existing SCADA System
- Led Workshops with City Staff
- Phase Approach to Upgrades and Development of CIP



## SCADA Services

### City of Cave Junction

**Project Team:** Eric Summers, Alex Braaksma, EIT, Kesang Sherpa, EIT, Casey Stribling, PE

**Client Contact:** Steven Bethke, Public Works Coordinator, 541.287.0040, City of Cave Junction, 222 Lister Street, Cave Junction, OR 97523

CSNW has been involved with the City of Cave Junction's water and wastewater facilities since 2017. Due to the size of the city and availability to take equipment offline, control system design utilizing phased approaches to projects allows us to be successful with modification and implementation of systems.

The City's water system is comprised of three reservoirs, a river intake, and one well. The wastewater system utilizes four lift stations for delivery of wastewater to the restoration plant. Recent water/wastewater system improvements consist of cellular private network communication to remote sites, server equipment and operating system improvements, Rockwell software migration for SCADA system, UV system improvements, digester aeration improvements, design of reservoir controls, and design of well system controls. Improvements to the peripheral sites and water/wastewater facilities are ongoing.

#### Key Relevant Services

- On-Call Support
- SCADA System Upgrades
- Network Communication Improvements
- Water and Wastewater Facility Controls Improvements

# Support Proximity and Availability

## Project Team Locations and Response Times

With our closest office in Lake Oswego, we will be able to respond in-person when project needs arise or for emergency situations, as needed. Our primary proposed professionals are located in Medford and Lake Oswego, OR, and Bothell, WA. Key personnel from our Lake Oswego office are an hour away from the City, and Eric Summers, our primary control on-call staff member is located in Grants Pass, OR. **Eric often travels through Oregon State to respond to client needs and prides himself on being highly responsive to in-person needs.** His preference is to feel as though he is an extension of your own staff, who you can count on to be there when situations call for an expert to be on site. One of our proposed team members, Tim Eatherton, recently relocated to the East Coast and we have found this to be an advantage for our clients when needing a response in the early morning hours in the Pacific Northwest. They can rely on Tim to be ready to answer questions or solving issues much earlier than our competitors by being in a different time zone.



CSNW's Oregon Office Locations

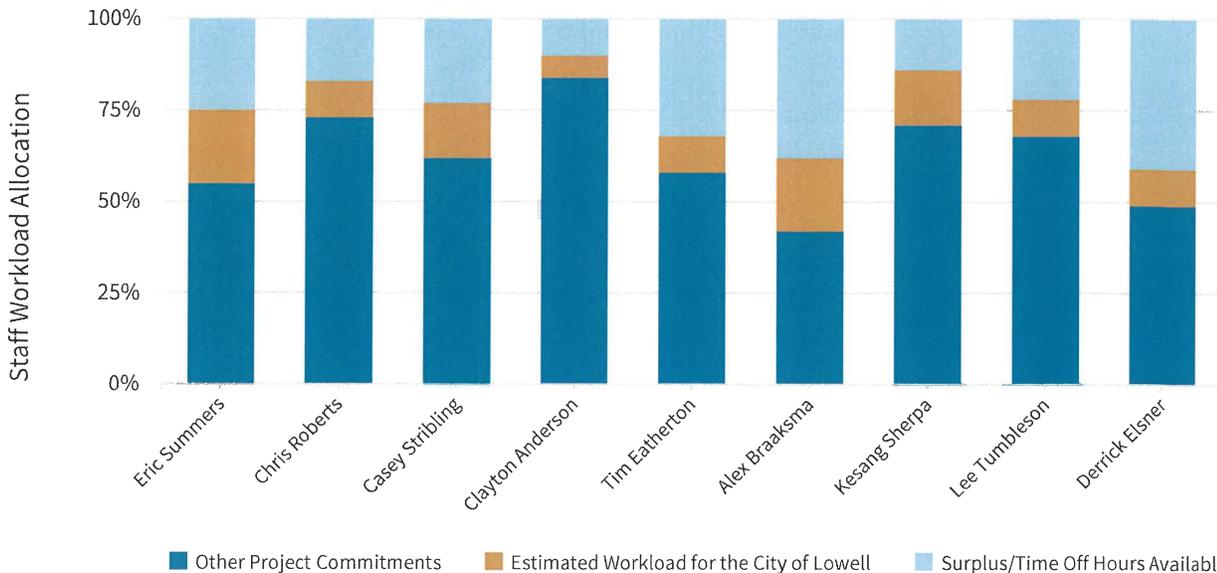
We take pride in our ability to be available to our clients in time sensitive situations. Being a virtual company, we have resources available to help facilitate remote access to systems for immediate service if needed or preferred by the City. Our clients count on us to be available on evenings, weekends, and holidays for emergency situations. We understand the immediate nature of this kind of work and pride ourselves on our ability to respond to these requests.

## Project Team Availability

With redundant resources throughout Oregon and Washington, we have the ability to assign key professionals, as needs arise. Our staff are available to assist the City with this work, as well as provide long-term support. The staff availability chart below shows our team's availability over the next year.

### Key Project Staff Availability

June 2023 to June 2024



# Ancillary Support Services Provided

CSNW provides a variety of services in support of SCADA system upgrades, operations, maintenance, and training for municipal utility infrastructure. The services listed in this section are typical of what we regularly provide for clients, and through **our strong relationships with manufacturers and vendors, we can skillfully provide the services needed by the City.** In addition to the CSNW services we can provide, RH2 Engineering's staff includes licensed experts in electrical, civil, mechanical, and structural engineering; geology, hydrogeology, and geotechnical engineering; and water rights, wetlands delineation, environmental assessments, and permitting. Together, our teams expertly support municipal utility infrastructure projects and can seamlessly provide many services in-house.



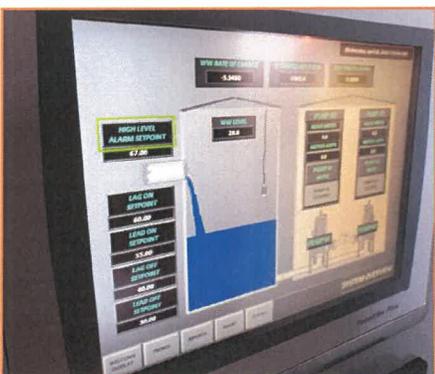
## Professional Electrical Engineering Services, Standby Power, Power Distribution, and Power Design

Our team's experience designing full electrical systems and standby power systems is second to none. With our team's knowledge of system requirements, national code compliance, and adverse effects of harmonics and transient voltages, we are able to design systems that are sized to last and grow with our client's needs. Our electrical engineering services include developing system one-line diagrams. In addition, our ability to analyze systems and troubleshoot to component level allows us to provide our clients with highly successful projects.



## General and Electrical Contractor Services

Many years of experience as both an engineering firm and contractor have allowed us to create the relationships needed to help our client's projects be efficient and are often completed on time and under budget. Our practice of making sure that we have the price points, special pricing agreements, and vendors helping us look out for the best interests of our clients is what allows us to provide a full-service team. By being an electrical contractor and having relationships with other contractors, we can perform tasks and address challenges that may arise throughout the duration of each project. Being able to troubleshoot with software, check electrical with required tools, and replace control components allows us to keep costs down and make our client's jobs easier.



## SCADA/Security Design and HMI Visualization

Our team has more than 75 years of combined experience with SCADA master planning, system design, review, analysis, and deployment. In addition to initial design and deployment, we have a team of individuals that specialize in Stratus fault tolerant servers, ThinManager RDS software, video monitoring, control system security access, and virtualization. With our team, we are able to design, develop, and deploy from the simplest workstation system to the most complex multi-display fault tolerant Stratus server systems.



## Control Systems Integration Services

With our industry-leading team and manufacturing collaboration as system integrators, implementation of control systems is seamless. Having a single firm that designs, purchases, programs, installs, and tests allows us to verify systems prior to implementation so that any unexpected challenges can be remedied prior to being on site. Our high level of testing ensures that systems are fully operational prior to shipment to site. This high level of testing is why we have such a great history of successful system startups.



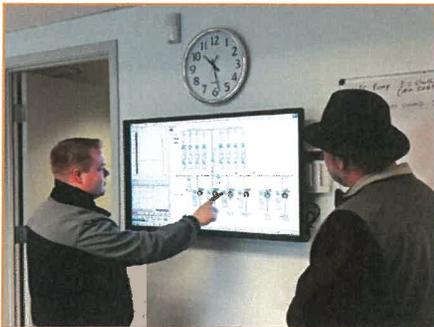
## Information Technology and Communications Design

Our team of industry leading experts has the knowledge necessary to design and deploy your custom control network whether using legacy networking or current networking standards. With our team's expertise, our projects are seamless from start to finish. Our relationships with numerous vendors allows us to be able to offer and support multiple platforms based on individual client needs. In addition, our knowledge with cellular private networks, security access equipment, and firewalls allows our systems to be intelligent and secure.



## Control System/VFD Services

From municipal water and wastewater systems to food and beverage, we have the experience and knowledge to design, maintain, or troubleshoot any control system for any application. Our talented engineers and specialists have years of experience in many industry types. This knowledge base allows us to provide high-quality services across a full spectrum of control systems. Having multiple team members who are certified to perform factory variable frequency drive startup allows us to increase manufacturer warranties under certain installations. Our ability to troubleshoot systems utilizing software, verify equipment at the component level, and provide and install new equipment makes any project with our team efficient and straightforward.



## Training Services

With our team's extensive experience and attention to detail with operation and maintenance manuals, we can provide manufacturer specific training services, ranging from a simple system startup to a complete plant standard. Examples could be programmable logic controller training on a specific manufacturer, system startup training for a booster station, or arc flash studies and facility standards.

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# **Attachments: Team Resumes**

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# Eric Summers

## Primary Project Manager and Control Systems Specialist



Eric has worked in the electrical power distribution and control field for more than 20 years. He has extensive knowledge of electrical design, controls, instrumentation, and process equipment, such as PLCs, HMIs, VFD systems, SCADA systems, servers, telemetry systems, and network interfacing. Additionally, Eric has more than ten years of experience with meter calibration, design of control systems, design of motor control, CAD design, pumping applications, design of server-based data control systems, thin client applications, and consultation of control systems.

With the knowledge that has been gained over the course of his career, Eric is able to take control system challenges and come up with working solutions that set clients up for success for years to come. Eric has the skills to help the team come up with the proper design and strategies early in the conception and design stages to allow for smooth transitioning of projects to fruition.

### Representative Project Experience

**City of Roseburg—Winchester WTP Control System Replacement (Existing Facility)**  
Roseburg, OR | \$900K | Networking, Control Tech, Long-Term Support.

**City of Cave Junction—Digester Control Improvements (Existing Facility)**  
Cave Junction, OR | \$130K | Control System Replacement Design, Control Software Development, Project Manager, Startup/Commissioning, Training, Long-Term Support.

**City of Grants Pass—Water System On-Call Services**  
Grants Pass, OR | \$30K | Control System Design, Control Software Development, Project Manager, Startup/Commissioning, Training, Long-Term Support.

**City of Ashland—BPS Control System Replacement (New and Existing Facilities)**  
Ashland, OR | \$217K | Control System Replacement Design, Control Software Development, Project Manager, Startup/Commissioning, Training, Long-Term Support.

**City of Grants Pass—Server and HMI System Improvement (Existing Facility)**  
Grants Pass, OR | \$200K | Control System Replacement Design, Control Software Development, Project Manager, Startup/Commissioning, Training, Long-Term Support.

**City of Grants Pass—Wastewater System On-Call Services**  
Grants Pass, OR | \$30K | Control System Design, Control Software Development, Project Manager, Startup/Commissioning, Training, Long-Term Support.

**City of Medford Public Works—Airport Lift Station Improvements**  
Medford, OR | \$96K | Pump Station Control System Replacement, Design, Control Software Development, Project Manager, Startup/Commissioning, Training, Support.

### Education

Electrical Trade School  
Central Point, OR  
2003

US Navy  
Electronics, Electrical  
Distribution, Calibration,  
Motor Control  
1998

### Certifications

General Supervising  
Electrical License  
6491S (OR)

Certified General  
Electrician 133869 (CA)

Certified General  
Electrician  
SUMMEEA803PL (WA)

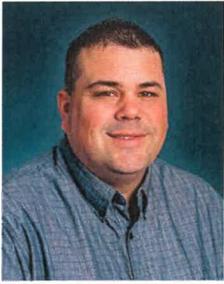
Certified Rockwell  
ControlLogix Programmer

Stratus FTServer Certified  
Solution Architect

Certified ThinManager  
Integrator

### Experience

25 years of experience



**Chris Roberts** PE  
**Senior Electrical and Control Engineer and Secondary PM**

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Chris is a senior electrical and control systems engineer and project manager who specializes in the design and implementation of electrical, control, and telemetry systems for water and wastewater facilities. He can quickly solve problems that arise during design, as well as during startup and testing.

His work involves performing load calculations, sizing electrical conductors, designing conduit and cable layouts using AutoCAD, designing stand-by emergency power and fuel storage systems, researching and selecting electrical equipment and instrumentation, detailing ladder control logic, designing SCADA systems, designing telemetry panels system communication, and programming telemetry systems. Chris also provides construction support services, including electrical and control system inspection, control system factory and field testing, telemetry software development and integration, and construction document review.

**Education**

BS Electrical Engineering  
 Seattle University 2001

**Registrations**

Professional Engineer  
 86610PE (OR)  
 45317 (WA)  
 E22517 (CA)

**Experience**

21 years of experience

**Representative Project Experience**

- Telemetry and Control Systems Upgrade, City of Roseburg
- Focused Water Treatment Planning Efforts Technical Memorandum, City of Powers
- On-Call Electrical and SCADA Improvements, City of Lynnwood
- SCADA Phase 3 Upgrade, Cedar River Water and Sewer District
- Security and SCADA System Improvements Project, Cascade Water Alliance
- On-Call Electrical Engineering and SCADA Consulting Services, Covington Water District
- Wells SCADA System Upgrades, Northeast Sammamish Sewer and Water District
- SCADA Improvements Project—Phase 2, Covington Water District



**Casey Stribling** PE  
**Control Systems Support**

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Casey is a project engineer in our Medford office. He has worked on various water and sewer system improvement projects, and his responsibilities have included AutoCAD design, ESRI ArcGIS, and Inventor. He utilizes his mechanical understanding to create operational strategies that work with the available technology. He is proficient in Finite Element Analysis and CAD software, and also has experience in metal fabrication and system integration. Casey has spent extensive time learning industry standards and finding ways to mold them to better fit the unique needs of our clients. He has been at the cutting edge of Industry 4.0 helping clients understand advanced control capabilities such as machine learning and predictive failure detection. With a passion for control and automation, his former "hobby" has transformed into a career.

**Education**

BS Mechanical Engineering  
 Oregon Institute of Technology 2018

**Registrations**

Professional Engineer  
 100710PE (OR)

**Experience**

6 years of experience

**Representative Project Experience**

- Water Treatment Plant SCADA System Upgrade, City of Canyonville
- SCADA HMI Programming and Implementation, City of Cave Junction
- HMI System Recovery and Server Improvement, City of Central Point
- Airport Lift Station Control Replacement, City of Medford
- SCADA Improvements, City of Jacksonville
- Lift Station No. 8 Improvements, City of Coos Bay
- Water Master Plan, City of Talent
- Lift Station No. 8 Improvements, City of Coos Bay
- Phase 1 – East and West Forks Raw Water Transmission Line Rehabilitation, City of Ashland



## Clayton Anderson PE\*

### QA/QC and Control Systems Engineer

Clayton utilizes his prior electrician work experience and National Electric Code (NEC) knowledge to aid in the design of electrical and control systems. Further, he has spent significant time computer programming in SCADA and Wonderware systems. This experience enables Clayton to work on all stages of a project from design and programming to inspection. This holistic approach allows our projects to come together smoothly as all aspects are considered from conception to construction. In addition, Clayton maintains and troubleshoots SCADA control systems.

#### Education

BS Electrical Engineering  
Brigham Young University 2010

#### Registrations

Professional Engineer  
54353 (WA)  
20197 (ID)

#### Experience

12 years of experience

\*Licensed outside of the State of Oregon

#### Representative Project Experience

- Domestic Water SCADA System Upgrades, City of Wenatchee
- West Pasco Water Treatment Plant Expansion, City of Pasco
- On-Call Engineering Services, Grant Public Utility District No. 2
- On-Call Electrical Engineering Services, City of Moses Lake
- Water and Wastewater Utility General Services, City of Renton
- SCADA Support Services, City of Goldendale
- Water/Wastewater Engineering Support, PUD No. 1 of Chelan County
- Domestic Water Telemetry Replacement Predesign, PUD No. 1 of Chelan County



## Tim Eatherton

### Senior Control Engineer and Remote Support

Tim has 20 years of experience in control system design and software development. Most of his background has been in manufacturing control, but he has recently transitioned into water and wastewater control software development. Since joining RH2, Tim has been responsible for PLC development of various lift stations, booster pump stations, and water and wastewater treatment plants. He is known for his strong attention to detail, excellent problem-solving skills, and being a collaborative team player. Tim's specific experience includes: PLC/PAC software development proficiency with Rockwell Automation/Allen Bradley, Schneider Electric, and Fanuc systems; operator interface software development proficiency in FactoryTalk View ME; and Windows application proficiency in .NET, Java, and C++.

#### Education

BS Electrical Engineering, Computer Science  
University of Wisconsin—Madison  
2003

#### Experience

20 years of experience

#### Representative Project Experience

- Water Reclamation Facility and North Well Field Water Treatment Facility Improvements, City of Snoqualmie
- Water System SCADA Improvements, City of Roseburg
- Phase 4—SCADA System Upgrades, City of Bonney Lake
- Misc. On-Call SCADA Services, City of Lynnwood
- SCADA Support and Programming Updates, City of Lynnwood
- On-Call SCADA Improvements Project, Covington Water District
- Water Treatment Plant Chlorination Improvements Services During Construction, City of Roseburg





## Alex Braaksma EIT\*

### Control Systems Support

Alex is an electrical staff engineer-in-training with 9 years of experience in municipal electrical and control design and industrial process automation. Located in CSNW's Portland office, he has prepared electrical and control designs, assisted with new facility instrumentation integration, and performed site visits to troubleshoot communication and network issues. He supports our team with design and services during construction.

#### Education

BS Electrical Engineering  
South Dakota State University 2014

#### Registrations

Engineering Intern  
E-11638 (SD)

#### Experience

9 years of experience

\*Licensed outside of the State of Oregon

His previous experience included working in the biofuel industry where he was responsible for the design, implementation, and support of the Distributed Control System (DCS) at ethanol plants across the Midwest. Since joining our team, Alex has assisted with SCADA system design, on-site control system support and electrical design of lift stations and other facilities.

#### Representative Project Experience

- On-Call Electrical Engineering Services, City of Moses Lake
- Hunter Booster Pump Station Electrical Upgrades Support, City of Oregon City
- Domestic Water and Wastewater SCADA Upgrades, City of Moses Lake
- General Sewer Plan and Wastewater Facilities Plan: SCADA Support Services, City of Goldendale
- SCADA HMI Programming and Implementation, City of Cave Junction
- Control System Upgrade, City of Cave Junction
- SCADA System Upgrade, City of Tualatin
- Water Treatment Plant SCADA System Upgrade, City of Canyonville
- Lift Station Improvements, City of Snoqualmie
- SCADA Redesign and Recovery, City of Longview



## Kesang Sherpa EIT\*

### Control Systems Support

Kesang is an electrical engineer-in-training and has assisted with the design of booster pump stations and reservoirs. While electrical design is her specialty, she also works with RH2's control systems group and assists with client support and troubleshooting. Additionally, she is currently receiving training to begin programming facility control systems. Kesang enjoys collaborating with larger project teams and learning from the wide range of knowledge our multidisciplinary teams bring to each endeavor. With her prior experience and aptitude for learning new skills, she is a welcome addition to our electrical group.

#### Education

BS Electrical Engineering  
Seattle University 2017

#### Registrations

Engineer-in-Training  
36315 (WA)

#### Experience

6 years of experience

\*Licensed outside of the State of Oregon

#### Representative Project Experience

- ShakeAlert Early Warning, City of Albany
- Water System SCADA Improvements, City of Roseburg
- Pelican City Booster Station, City of Klamath Falls
- Water Treatment Plant Standby Generator, City of Roseburg
- Lift Station No. 8 Replacement, City of Coos Bay
- SCADA Redesign and Recovery, City of Longview
- Water Reclamation Facility and North Well Field Water Treatment Facility Improvements, City of Snoqualmie
- Wastewater Pump Station Upgrades, City of Yakima
- Wisconsin Booster Pump Station Improvements, Coos Bay-North Bend Water Board



## Lee Tumbleson PE\*

### IT and Communications Specialist

Lee specializes in control system design for municipal water and wastewater systems. He is proficient in the installation and programming of state-of-the-art HMI systems using Wonderware InTouch software to provide an easy-to-use operator interface. Lee has 33 years of experience in the design and inspection of water storage facilities and pump stations, giving him the necessary background to understand the hydraulics of the systems to be controlled. He works with Visual Basic to create custom applications for control system applications. He is also skilled in the use of Excel, Access, SQL Server, and Windows Server for working with complex data sets and presenting this data in easy-to-understand formats.

#### Education

BS Mechanical Engineering  
Washington State University 1993

#### Registrations

Professional Engineer  
34776 (WA)

#### Experience

33 years of experience

\*Licensed outside of the State of Oregon

#### Representative Project Experience

- On-Call Integrator Services, City of Ashland
- Water System SCADA Improvements, City of Roseburg
- Water SCADA Hardware Replacement, City of Renton
- SCADA HMI Integration, Port of Vancouver
- SCADA Upgrade, West Sound Utility District
- Master SCADA Controller Replacement, NE Sammamish Sewer and Water District
- SCADA Redesign and Recovery, City of Longview
- Telemetry Upgrade Project Phase 3, Cedar River Water and Sewer District
- On-Call Electrical Engineering Services, Cascade Water Alliance



## Derrick Elsner

### Senior Control Systems Specialist

Derrick is a senior control systems engineer with 18 years of electrical, PLC, and operator interface experience in a variety of applications and industries. He has worked on Siemens electrical and control hardware (including older platforms), and Wonderware InTouch. With his prior experience working in various industries, Derrick has a unique ability to approach challenges from multiple angles and specializes in developing solutions to complex problems in non-standard applications.

#### Education

BS Electrical Engineering  
Northwestern University,  
Evanston, IL 2005

#### Experience

18 years of experience

During his time at CSNW/RH2, Derrick has been responsible for PLC development on Studio 5000, RSLogix 500, and Connected Components Workbench programming platforms, and operator interface development on FactoryTalk View ME. His programming experience includes integration with communication, HMIs, and SCADA systems. Derrick is also responsible for factory testing and site startups, involving testing, troubleshooting, and resolving problems on equipment. He also configures additional controls devices, including VFDs and communication equipment.

#### Representative Project Experience

- Water System SCADA Improvements, City of Roseburg
- SCADA System Upgrades Ongoing Services, Covington Water District
- General Sewer Plan and Wastewater Facilities Plan: SCADA Support Services, City of Goldendale
- Water-Wastewater Utility General Services, City of Renton
- Hunter Avenue Booster Pump Station Electrical and Control Upgrades, City of Oregon City

# Subcontractor Experience and Responsibilities

## US WEST CORPORATION

US West Corporation specializes in Industrial and Heavy Commercial Construction. US West is unique, in that they offer a specialty license for Electrical Construction. Their professional staff has more than 100 years of combined experience in the construction industry. Their focus has been in the industrial market with an emphasis on water and wastewater projects, power production facilities and private industry. US West's staffs portfolio includes work on gas fired power generation facilities, large solar fields, water desalinization facilities, pump stations, lift stations, glass production facilities, cement manufacturing, and the construction of various water treatment and purification facilities. US West provides the best customer experience while placing a strong emphasis on the safety of our workers and those around us.

### Representative Experience

- Rock Creek AWWTF PPS-1 Replacement, Clean Water Services
- Thompson Reservoir, Tualatin Valley Water District, Tualatin, Oregon
- Water Treatment Plant Emergency Power Generator, City of Grants Pass, Oregon
- Surface Water Improvement Project Water Filtration Facility, City of Bend, Oregon
- Water & Electrical System Upgrades, Oregon Parks and Recreation Department
- Columbia Boulevard WWTP Renewable Natural Gas Facility, City of Portland, Oregon
- Bend WWTP Capacity Improvements Project, City of Bend, Oregon
- Cougar Dam Spillway Rehabilitation, Army Corps of Engineers (Portland District)
- FEMA Temporary Housing Mill City (Oregon Wildfire Housing Relief), Army Corps of Engineers (Portland District)

## J&K Electrical

Located in Lowell, Oregon, J&K Electrical is a top tier Electrical company servicing the residential, commercial, industrial and all-around back-up power needs of Lane County. With Journeyman electricians and apprentices with backgrounds in most every aspect of Electrical construction they confidently and efficiently tackle any project with a professionalism and expertise rivaled by none. J&K's commitment to the community is as steadfast. They make leaps and bounds to ensure their clients will be nothing but thrilled with the fair priced services J&K provides.

Their foundation is built on serving the community as if it were family. The main dynamic within the company is that of trust and accomplishment, which J&K hopes to spread to the community members they serve.

Attachments: Team Resumes

### Services

- General Construction Services
- Electrical Construction Services
- Industrial and Commercial Construction
- Electrical and Mechanical Maintenance
- Medium Voltage Construction and Service
- Instrumentation and Control
- Motor and Valve Terminations
- Startup and Commissioning Services
- Electrical Design and Drafting Services

### Licenses/Certifications

**CAGE:** 72XZ5 DUNS: 079298150

**NAICS CODE:** 238210

**Oregon MWESB:** 9226

**Oregon CCB:** 202266 HUBZone: 71779

**Oregon BCD:** C1027

**8a:** Pending Certification

### Services

- Industrial Electrical Services
- Commercial Electrical Services
- Residential Electrical Services

### Licenses/Certifications

**License & Bonded:** CCB#200267

**Authorized Dealer:** Generac Generators



# Agenda Item Sheet

## City of Lowell City Council

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

Motion to approve Resolution 805, "A resolution accepting public dedications of improvements from McDougal Bros. Investments for the Crestview Estates Subdivision and establishing a value for the dedications." – Discussion/ Possible action

### Justification or background:

The City Engineer has informed staff that the developer of the Crestview Estates subdivision has completed public improvements for the subdivision in substantial conformance with the approved plans and city development standards. The city's "Agreement for improvements" with the developer requires the city to accept the public improvements. The City Engineer assigned a value to the improvements, as shown on the resolution. The city must assign a value to the public improvements so that they can be entered into the city's fixed assets records. Once City Council accepts the improvements, the developer's only remaining obligation under the "Agreement for improvements" is a 1-year warranty.

### Budget impact:

N/A

### Department or Council sponsor:

Administration

### Attachments:

Resolution 805

Meeting date:	06/20/2023
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**CITY OF LOWELL, OREGON**

**RESOLUTION 805**

**A RESOLUTION ACCEPTING PUBLIC DEDICATIONS OF IMPROVEMENTS FROM McDUGAL BROS. INVESTMENTS FOR THE CRESTVIEW ESTATES SUBDIVISION AND ESTBALISHING A VALUE FOR THE DEDICATION.**

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

1. The City Council’s “Final Decision” for land use application 2019-06, as approved on April 21, 2020, required McDougal Bros. Investments to construct certain public improvements for the Crestview Estates Subdivision.
2. An “Agreement for Improvements” between the city and McDougal Bros. Investments, dated June 9, 2020, established specific requirements for construction and public improvements associated with the Crestview Estates Subdivision.
3. McDougal Bros. Investments has completed all the public improvements to the city’s satisfaction, thereby meeting the requirements of the “Agreement for Improvements.”
4. Governmental Accounting Standards Board “Statement No. 34” requires cities to value all public improvements for fixed asset accounting purposes.

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

**Section 1.** That the City of Lowell accepts the public improvements that the “Agreement for Improvements” requires. The City Engineer’s estimate of the value of the public improvements is as follows:

**Infrastructure improvements detail**

System	Description	Est. Quantity	Unit	Unit Amount	Total
Road	6" A.C. over 12" crushed rock	1,217	TONS	\$135.00	\$164,295
Road	Typ. 6" Curb and Gutter	1,894	LF	\$80.00	\$151,520
Stormwater	12" PVC ASTM D3034 storm drain pipe	1,268	LF	\$130.00	\$164,840
Stormwater	18" PVC ASTM D3034 storm drain pipe	49	LF	\$140.00	\$6,860
Stormwater	21" PVC ASTM D3034 storm drain pipe	39	LF	\$150.00	\$5,850
Wastewater	8" PVC ASTM D3034 sanitary sewer pipe	1,300	LF	\$120.00	\$156,000

System	Description	Est. Quantity	Unit	Unit Amount	Total
Wastewater	4" PVC ASTM D3034 sanitary sewer pipe	662	LF	\$70.00	\$46,340
Water	8" C900 PVC water line	1,737	LF	\$80.00	\$138,960
Water	1" water service lateral	564	LF	\$40.00	\$22,560
Stormwater	Catch Basins	14	EA	\$3,000.00	\$42,000
Stormwater	Ditch Inlets	2	EA	\$2,500.00	\$5,000
Water	Hydrants w/thrust block	3	EA	\$2,000.00	\$6,000
Water	Gate Valve and Box	8	EA	\$1,800.00	\$14,400
Water	2" blowoff w/thrust block	3	EA	\$1,200.00	\$3,600
Road	Sidewalk	11,060	SF	\$12.00	\$132,720
Wastewater	Manholes	12	EA	\$4,000.00	\$48,000
Stormwater	Manholes	6	EA	\$4,000.00	\$24,000
Road	Signaged Pavement Markings	1	LS	\$10,000.00	\$10,000
				Total	\$1,142,945

**Infrastructure improvements summary by system**

System	Engineers estimate
Road	\$458,535
Stormwater	\$248,550
Water	\$185,520
Wastewater	\$250,340
Total	\$1,142,945

*[THIS SECTION LEFT INTENTIONALL BLANK. SIGNATURE PAGE TO FOLLOW.]*

**Adopted by the City Council of the City of Lowell on this 4<sup>th</sup> day of April 2023.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

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Don Bennett, Mayor

ATTEST:

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Jeremy Caudle, City Recorder

# Agenda Item Sheet

## City of Lowell City Council

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

Motion to approve an "Intergovernmental agreement" with Lane Council of Governments for information systems services and to authorize the City Administrator to sign. – Discussion/  
Possible action

### Justification or background:

This is a new agreement with LCOG for information systems services. LCOG current bills us on an hourly, as-needed basis for our information systems needs. This new agreement will allow LCOG staff to be proactive in maintaining our IT system, as opposed to responding when we request their assistance. This is important with our new server and network security system, which require frequent updates. The scope of services include: desktop and laptop computer support, server support, network support, database administration, and web updates (if needed). The costs of the agreement are factored into the FY 23/24 budget.

### Budget impact:

The city's share of the contract is \$8,387, which is factored into the FY 23/24 budget.

### Department or Council sponsor:

Administration

### Attachments:

Agreement with LCOG

Meeting date:	06/20/2023
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## INTERGOVERNMENTAL AGREEMENT

**BETWEEN:** Lane Council of Governments (LCOG), an organization of governments within Lane County, Oregon

**AND:** City of Lowell (AGENCY), a unit of local government of the State of Oregon

**EFFECTIVE DATE:** 7/1/2023

### RECITALS

- A. ORS 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers, or agents have the authority to perform.
- B. Provision of services for the remuneration specified in this agreement will mutually benefit the parties.
- C. AGENCY and LCOG desire to enter into an agreement where-in LCOG will provide the services described in this agreement and Attachment A (attached hereto and incorporated herein by reference).

### AGREEMENT

- 1. **Duration.** The agreement term shall take effect on the Effective Date and shall continue in place until June 30<sup>th</sup>, 2024, or until earlier terminated pursuant to Paragraph 4 of this agreement.
- 2. **Services to be Provided.** LCOG agrees to provide services to AGENCY as outlined in Attachment A, Work Program.
- 3. **Compensation.** AGENCY shall pay LCOG upon receipt of an invoice, which shall be issued quarterly unless otherwise agreed to by the parties in writing. The invoice will reflect hourly rates for LCOG personnel plus any direct expenses associated with the Work performed. The total cost of this agreement shall not exceed \$8,387.
- 4. **Termination.** Upon thirty days' prior written notice delivered to the persons designated in Paragraph 6 to receive notice, either party, without cause, may terminate its participation in this agreement.
- 5. **Amendments.** This agreement may be modified or extended by written amendment signed by both parties.
- 6. **Administration.** Each party designates the following person as its representative for purposes of administering this agreement. Either party may change its designated representative by giving written notice to the other as provided in paragraph 14.

For LCOG: Heidi Leyba  
859 Willamette St., Suite 500  
Eugene, OR 97401-2910  
Ph: 541-682-4452

City of Lowell: Jeremy Caudle  
107 E. 3rd Street  
PO Box 490  
City of Lowell, OR 97452  
Ph: 541-937-2157

- 7. **Records/Inspection.** AGENCY and LCOG shall each maintain records of its costs and expenses under this agreement for a period of not less than three full fiscal years following completion of this agreement. Upon reasonable advance notice, either party or its authorized representatives may from time to time inspect, audit, and make copies of the other party's records related to this agreement.
- 8. **Limitation of Liability.** AGENCY contracts separately with a company named TAG, which supplies and supports a separate network for its Waste Management environment. LCOG's services under this Agreement

do not include tech support (including but not limited to backup, monitoring, management, antivirus, updates) for this network and shall not be responsible in any way for the management or operation of that network.

- 9. Indemnification.** To the extent allowed by the Oregon Constitution and the Oregon Revised Statutes, each of the parties hereto agrees to indemnify, defend, and save the other harmless from any claims, liability or damages including attorney fees, at trial and on appeal, arising out of any error, omission or act of negligence on the part of the indemnifying party, its officers, agents, or employees in the performance of this agreement.
- 10. Dispute Resolution.** The parties shall exert every effort to cooperatively resolve any disagreements they may have under this Agreement. In the event that the parties alone are unable to resolve any conflict under this Agreement, they agree to present their disagreements to a mutually agreeable mediator for mediation. Each party shall bear its own costs for mediation and the parties shall share the cost of the mediator. This mediation procedure shall be followed to its conclusion prior to either party seeking relief from the court, except in the case of an emergency.
- If the dispute remains unresolved through mediation, the parties may agree in writing to submit the dispute to arbitration, using such arbitration process as they may choose at the time and which includes the following conditions:
- a. The location of the arbitration shall be in Eugene, Oregon;
  - b. Each party shall bear its own costs (except arbitration filing costs), witness fees, and attorney fees;
  - c. Arbitration filing costs and any arbitrator's fees will be divided equally between the parties; and
  - d. Judgment upon the award rendered by the arbitrator may be entered in the Circuit Court in Lane County, Oregon.
- 11. Insurance.** Each party working under this agreement is either a subject employer under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires each to provide Worker's Compensation coverage for all its subject workers or is an employer that is exempt under ORS 656.126.
- 12. Subcontracting.** LCOG shall not subcontract the Work under this agreement, in whole or in part, without the AGENCY's prior written approval. LCOG shall require any approved subcontractor to agree, as to the portion of the Work subcontracted, to comply with all obligations of LCOG specified in this agreement. Notwithstanding the AGENCY's approval of a subcontractor, LCOG shall remain obligated for full performance of this agreement and AGENCY shall incur no obligation to any sub-contractor.
- 13. Assignment.** Neither party shall assign this agreement in whole or in part, or any right or obligation hereunder, without the other party's written approval.
- 14. Compliance With Laws.** LCOG shall comply with all applicable federal, state, and local laws, rules, ordinances, and regulations at all times and in the performance of the Work, including all applicable State and local public contracting provisions.
- 15. Notices.** Any notices permitted or required by this agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to the representative designated in paragraph 6. Either party may change its address by notice given to the other in accordance with this paragraph.
- 16. Integration.** This agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either oral or written, between the parties.
- 17. Interpretation.** This agreement shall be governed by and interpreted in accordance with the laws of the State of Oregon.

**LANE COUNCIL OF GOVERNMENTS:**

**AGENCY: CITY OF LOWELL**

**By:** \_\_\_\_\_  
Brendalee S. Wilson, Executive Director

**By:** \_\_\_\_\_  
Jeremy Caudle, City Administrator

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

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



## IS MANAGED SERVICES FY24 PROGRAM Attachment A

### **Section 1: Introduction**

The purpose of this cooperative program is to share the costs of IS (Information Systems) services across a collective of local governments, in order to facilitate more efficient management of enterprise systems at a lower total cost for all participating agencies. Participation in the IS Managed Services Program includes the City of Coburg; the City of Lowell, the City of Veneta, and Lane Regional Air Protection Agency (LRAPA). Individual agency participation may change during the agreement period without need for amending the agreement.

The systems used by the agencies are complex. It is difficult to independently fund and arrange for the level of technical skill and support required to successfully operate and maintain the technical infrastructure within each agency. Currently, LCOG has on staff the following technical resources to make available to the IS Managed Services Program:

- Computer Support Technicians
- Database Administrators
- Network Administrators
- Mobile/Web Developers
- Server/Systems Administrators

### **Section 2: Scope of Services**

The IS Managed Services Program scope of services consists of basic break/fix services provided by LCOG staff, plus the following:

**Desktop & Laptop Computer Support:** LCOG will provide the labor to maintain the computer operating systems, Microsoft Office products, Adobe Acrobat, e-mail and virus scanning software, and your supported line of business applications. LCOG will provide the labor for hardware maintenance and repair for covered computers which are still under the manufacturer's warranty. Older computers will be repaired to the best of our ability to do so.

**Server Support:** LCOG will provide the labor to maintain server operating systems, e-mail and virus scanning software, and your line of business applications and databases, including Microsoft Exchange and SQL Server. LCOG will configure, maintain and, to the extent possible, monitor

approved backup solutions and applications.

**Network Support:** LCOG will provide all labor related to maintenance, configuration, and monitoring of network equipment, including routers, firewalls, switches, and wireless access points on the client's local area network. LCOG will troubleshoot and diagnose connectivity issues between devices on the client's LAN as well as connectivity to the internet. LCOG will configure, maintain, and diagnose connectivity related issues and settings on network printers and scanners. As requested, LCOG will assist with administering the agency's security plans, securing the network infrastructure, and regulatory initiatives. TAG provides a separate environment and network, and LCOG's agreement to provide services does not include any work related to the TAG network.

**Application Development/Database Administration:** LCOG will make available application development and database administration resources. Features of this service include any combination of the following provisions: software development and integration, database analysis and design, business process automation and user experience and usability testing. Programming Language: Microsoft .NET; Database Language: MS SQL Server.

**Web Updates:** Most participating agencies have local staff technically capable of performing their own agency's web updates. However, we also understand that this may not present the optimum situation for agencies that may be short-staffed and have more important tasks assigned to these roles, or who have employees with some of the necessary skillsets, but not enough to complete more advanced programming. As a result, LCOG will provide labor related to performing web updates, as requested by agencies that would like to take advantage of this service.

The items reflected in the IS Managed Services Plan cover overall activities. Not all functions, activities or projects apply to all agencies.

### **Section 3: Service Level Agreement Information**

The resources to perform the work assignments identified above are available to the IS Managed Services Agencies 8:00 AM-5:00 PM, Monday through Friday, except for LCOG holidays. In general, LCOG is not staffed to provide after-hours support. However, arrangements for after-hours assistance can be accommodated with an approved request when necessitated by business requirements.

#### **Contact Information for IS Managed Services Support:**

[service-desk@lcog.assist.com](mailto:service-desk@lcog.assist.com) or 541-682-2322

**Text Support (NEW): 541-682-HELP (4357) – Please include the following information in your text message and a ticket will be automatically generated:**

Your Name

Location

Preferred callback number

Brief summary of the problem

Clients will be responsible for submitting support requests based on their own internal processes. All services performed by LCOG are subject to mutually agreed upon maintenance windows. LCOG's technical support staff is familiar with a wide variety of hardware and software systems and will make all reasonable efforts to answer questions and resolve issues in a timely manner. In some cases,

referral to outside vendor support may become necessary. In these limited cases, LCOG staff will provide alternative recommendations.

As requested, LCOG will work together with each agency's staff and their vendor partners to develop backup and recovery options for business-critical applications and to configure those solutions. LCOG cannot guarantee an agency's ability to recover data. LCOG recommends data owners run tests to verify their application recovery plans work well.

Incoming project and services requests are triaged by LCOG IS support services, with priority given to critical emergencies and outages. Resources will be assigned in an equitable fashion based on time of request and business impact. Participating agencies will be provided the opportunity to attend meetings to review project status and resource allocation for the program.

Questions and concerns regarding priorities or services may be escalated to the following contacts at any time:

Heidi Leyba, Chief Technology Officer  
[hleyba@lcog.org](mailto:hleyba@lcog.org)  
541-682-4452

Michael Wisth, Government Services Director  
[mwisth@lcog.org](mailto:mwisth@lcog.org)  
541-682-4007

#### **Section 4: Program Budget**

<b><u>IS Managed Services Program FY24 Budget</u></b>	<b><u>Amount</u></b>
Personnel Services for IS Systems and Development Support	\$39,259
Indirect	\$8,713
Estimated Travel	\$1,000
Operating Reserve (3%)	\$1,350
<b><i>Total Program Costs in FY22</i></b>	<b><i>\$50,322</i></b>

#### **Direct Cost Technical Services Available Upon Request:**

Projects outside the scope of this agreement will be planned, billed, and executed at the relevant billable rate. Hourly rates are actualized and range from \$75-\$150/hr. At Member agency request, an LCOG Project Manager will provide a billable quote for the scope of work. Example supplemental technology services include, but are not limited to:

Broadband Services  
Cyber Security Assessments/Incident Response Services  
GIS Services  
Television/Video Production Services  
Telecommunications Support

## Section 5: Budget Allocation

Program Costs: FY24				
Agency/User	Service Level	Monthly Total	Quarterly Total	Total FY24
City of Coburg	Managed IS Services	\$1,398	<b>\$4,194</b>	\$16,774
City of Lowell	Managed IS Services	\$699	<b>\$2,096</b>	\$8,387
City of Veneta	Managed IS Services	\$1,398	<b>\$4,194</b>	\$16,774
LRAPA	Managed IS Services	\$1,398	<b>\$4,194</b>	\$16,774
			<b>\$ 14,676.50</b>	\$58,709

In this budget, formulas are used to allocate personnel services according to the amount of FTE dedicated to the IS Managed Services Program between July 1<sup>st</sup>, 2023, and June 30<sup>th</sup>, 2024. Costs are distributed based upon the total number of workstations in the program on July 1, and they will not be adjusted during the fiscal year regardless of changes to the agencies' workstation counts.

For the individual members participating in this cooperative agreement, differing amounts of LCOG staff time or labor hours may be available from month to month. LCOG will maintain service history records for the IS Managed Services Program, so that costs can be redistributed annually on July 1<sup>st</sup>.

# Agenda Item Sheet

City of Lowell City Council

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

Resolution #802, "A resolution declaring the city's election to receive state revenues for fiscal year 2023/2024."

**Justification or background:**

City Council held a hearing on this resolution at the previous meeting. This is now on the agenda for approval.

**Budget impact:**

The estimated total of state revenue sharing funds is \$38,660.

**Department or Council sponsor:**

Administration

**Attachments:**

Resolution 802

Meeting date:	06/20/2023
---------------	------------

**CITY OF LOWELL, OREGON**

**RESOLUTION 802**

**A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE  
STATE REVENUES FOR THE 2023-2024 FISCAL YEAR.**

---

**BE IT RESOVLED** by the City Council of the City of Lowell as follows:

**Section 1.** Pursuant to ORS 221.770, the City of Lowell hereby elects to receive state revenues for the 2023-2024 fiscal year.

**Adopted by the City Council of the City of Lowell this 20<sup>th</sup> day of June 2023.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

---

Don Bennett, Mayor

ATTEST:

---

Jeremy Caudle, City Recorder

I certify that a public hearing before the Budget Committee was held on May 17, 2023, and a public hearing before the City Council was held on June 6, 2023 to give citizens an opportunity to comment on use of State Revenue Sharing.

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Jeremy Caudle, City Recorder

# Agenda Item Sheet

## City of Lowell City Council

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

Resolution #804, "A resolution certifying services."

**Justification or background:**

Each year, the city must certify the services it provide to the state. This is a requirement for receiving state revenue sharing funds. City Council held a public hearing on this resolution at the previous meeting.

**Budget impact:**

Ability to receive state revenue sharing funds

**Department or Council sponsor:**

Administration

**Attachments:**

Resolution 804

Meeting date:	06/20/2023
---------------	------------

**CITY OF LOWELL, OREGON**

**RESOLUTION 804**

**A RESOLUTION CERTIFYING THE PROVISION OF MUNICIPAL SERVICES.**

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**RECITALS:**

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

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

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

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

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

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

*[This section left intentionally blank.]*

**Adopted by the City Council of the City of Lowell this 20<sup>th</sup> of June 2023.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

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Don Bennett, Mayor

ATTEST:

---

Jeremy Caudle, City Recorder

# Agenda Item Sheet

City of Lowell City Council

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

Motion to approve Resolution 807, "A resolution authorizing and adjustment to em-ployee pay and benefits for the 2023/2024 fiscal year." – Discussion/ Possible action

**Justification or background:**

This is the same resolution that was in the May 24, 2023 Budget Committee meeting packet. As described in the budget message, the proposed FY 23/24 budget includes a merit step increase for employees receiving a "meets" or "exceeds" expectations in their annual performance evaluation. Also included in the resolution is an authorization to increase the employer HSA contribution--also described in the budget message.

**Budget impact:**

See budget message for more information.

**Department or Council sponsor:**

Administration

**Attachments:**

Resolution 807

Meeting date:	06/20/2023
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**CITY OF LOWELL, OREGON**

**RESOLUTION 807**

**A RESOLUTION AUTHORIZING AN ADJUSTMENT TO THE EMPLOYEE PAY SCALE FOR THE 2023-2024 FISCAL YEAR.**

---

**BE IT RESOVLED** by the City Council of the City of Lowell as follows:

**Section 1.** Exhibit A is approved and sets forth the pay steps for city employees within the pay scale currently in effect.

**Section 2.** The city's health savings account contribution for employees on the city's health insurance plan is adjusted to \$1,700 for the individual plan and \$3,400 for the family plan. This contribution level will remain in effect until modified by future City Council action.

**Section 3.** This resolution is effective as of July 1, 2023 and supersedes Resolution 789.

**Adopted by the City Council of the City of Lowell this 20<sup>th</sup> day of June 2023.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

---

Don Bennett, Mayor

ATTEST:

---

Jeremy Caudle, City Recorder

**EXHIBIT A:  
CITY OF LOWELL EMPLOYEE PAY ADJUSTMENTS  
FISCAL YEAR BEGINNING JULY 1, 2023**

Emp No	Title	Employee Name	Current Step	Current Hourly Wage	Proposed Step	Proposed Hourly Wage
104	City Clerk	Samantha Dragt	3	22.2279	4	23.0058
101	Public Works Director	Max Baker	7	37.6159	8	38.9322
105	Utility Worker I	Nicholas Harris	2	21.9938	3	22.7635
106	Utility Worker I	Hunter Harris	2	21.9938	3	22.7635
103	Maintenance Worker	Bob Daigneault	3	17.1400	4	18.3606
920	Librarian Director	Peggy O'Kane	4	19.9567	5	20.6553
930	Temporary/Seasonal	VACANT	1	16.0000	1	16.0000

# Agenda Item Sheet

City of Lowell City Council

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

Review LaneACT "Member transportation priority needs assessment 2023." – Discussion

**Justification or background:**

LaneACT representatives contacted me about completing a survey on transportation priority needs for the Lowell community. That survey is included in the packet. This is on the agenda to receive City Council feedback on any items for staff to include in the survey response.

**Budget impact:**

N/A

**Department or Council sponsor:**

Administration

**Attachments:**

LaneACT survey

Meeting date:	06/20/2023
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# LaneACT Member Transportation Priority Needs Assessment 2023

[Sign in to Google](#) to save your progress. [Learn more](#)

\* Indicates required question

## Priority Need A

*Note: The order in which needs are listed does not matter.*

### Description of Priority Need \*

*Describe the priority need briefly (in a few sentences) but in sufficient detail for other LaneACT members to understand.*

Your answer

### Type of Priority Need \*

- Investment
- Policy / Authority
- Other:



### Entity Responsible for Implementation \*

*The responsible entity might not be the reporting jurisdiction or stakeholder area. For example, the City of Creswell might need ODOT to improve Highway 99.*

Your answer

### Total Cost \*

*A ballpark estimate, if known.*

- Not applicable
- \$100,000
- \$300,000
- \$1 million
- \$3 million
- \$10 million
- \$30 million
- \$100 million
- \$300 million
- \$1 billion
- Other:



### LaneACT Area Strategy Themes \*

*Which themes would this priority need advance?*

- Access
- Connectivity
- Efficiency
- Safety
- Security
- Health
- Equity
- Sustainability
- Resiliency

### Relevant Plan or Policy

*If the need is identified in a plan or other policy document, provide a reference.*

Your answer

### Additional Information

*Why is the need a priority? How does the need advance themes of the Area Strategy?  
Anything else other members of LaneACT should know?*

Your answer



Enter another priority need

Finished

Page 2 of 7

Back

Next

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