



Annual Operating Budget
Fiscal Year 2020 – 2021

Introduction and Overview

Budget Committee

City Council	Term Expires
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Gail Harris	December 31, 2020
Vacant	December 31, 2020
Tim Stratis	December 31, 2022
Samantha Dragt	December 31, 2020
Don Bennett	December 31, 2022

Appointed Members	Term Expires
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Lon Dragt	December 31, 2021
Vacant	December 31, 2022
Bill George	December 31, 2020
Maureen Weathers	December 31, 2022
John Myers	December 31, 2021

Fiscal Year 2020-21 Budget Calendar

April 1 (Send March 27)	Publish Notice of Budget Committee Meeting and Notice of Public Hearing Regarding City's Use of State Shared Revenue in The Bridge. Post the notices on the City Website and Facebook.
April 1	Budget Work Plan Instructions Submitted to Departments
April 8	Budget Work Plans Returned to Budget Officer
April 29	<p>First Budget Committee Meeting</p> <ul style="list-style-type: none"> • Elect Budget Committee Officers • Receive Budget Message and Proposed Budget • Public Comment on the Proposed Budget • Public Hearing on the Proposed Use of State Shared Revenues • Deliberations on the Proposed Budget • Recommendation of the Budget to the City Council
May 13	Second Budget Committee Meeting – If Necessary
June 1 (Send May 22)	Publish Notice of Budget Hearing and Notice of Public Hearing Regarding City's Use of State Shared Revenues in The Bridge. Post the notices on the City Website and Facebook.
June 16	<p>City Council Meeting</p> <ul style="list-style-type: none"> • Public Hearing on the Budget Approved by the Budget Committee • Public Hearing on the Proposed Use of State Shared Revenues • Discuss Budget Approved by the Budget Committee • Discuss Proposed Use of State Shared Revenues • Approve Resolution Certifying Services and Electing to Receive State Shared Revenues • Approve Resolution Adopting Budget, Imposing and Categorizing Tax
July 5	Submit Tax Certification Documents and Copy of All Budget Documents to the County Clerk

City Administrator's Budget Message

May 25, 2020

Dear Mayor, Council and Citizens of Lowell:

I am pleased to present the Fiscal Year 2020-21 Budget for the City of Lowell, Oregon. This budget has been thoughtfully prepared to facilitate the implementation of City Council priorities and the ongoing provision of services to Lowell residents. The total budget appropriations for 2020-21 are \$4,260,535, which represents a 2% increase from the 2019-20 Budget. An additional \$107,873 has been reserved for future expenditure or to meet debt obligation requirements.

Key Policy Issues

Staff identified several key policy issues to be addressed in the 2020-21 Budget. These were developed to take a broader look at the implications of the funding for the proposed and subsequent budget years. The following points summarize these issues:

- **Maintaining the current property tax rate.** The City of Lowell has a property tax rate of \$2.16 per \$1,000 in taxable value. This is the lowest property tax rate of any municipality in Lane County. Reducing the pressure on property taxes was a key consideration in developing the 2020-21 Budget.
- **Maintaining financial stability.** In April 2016, the City Council adopted Resolution 644, which established criteria to assess the financial health of the City. The policy sets a minimum reserve of 17% (3 months) of budgeted operating expenditures. For 2020-21, the General, Water, Sewer and Street funds are projected to exceed the minimum reserve requirement.
- **Emphasizing training and innovation.** A common theme that has emerged in recent years is that governments are going to have to find a way “to do more with less”. To make this happen requires well-trained employees that are engaged in their profession. This proposed budget increases our investment in employee training and development.
- **Investing in infrastructure.** The proposed budget includes significant investments in public infrastructure, including smart water meters; repaving Main Street from Pioneer Street to Moss Street; repaving Lakeview Avenue from Pioneer Street to Moss Street; replacement of two water mains; development of the Cannon Street Festival Area; development of the Maggie Osgood Library; development of Rolling Rock Park, Paul Fisher Park, and the Railroad Corridor Trail. Total investment is estimated at \$1,474,059, which is comprised of \$514,243 in grant funds and \$959,816 in City funds.

Economic Outlook

Certain assumptions are made when developing the budget. Chief among them is the broader economic outlook, which impacts projected revenues and expenditures. Typically, staff utilizes data and analysis from the Oregon Office of Economic Analysis and U.S. Bureau of Labor Statistics to develop an assessment for the following year. These analyses are not particularly useful in the year of COVID-19. The only certainty is that U.S. economy is in a recession and will be volatile until the virus is contained and/or there is a more predictable state and federal response.

Growth Indicators

There are several indicators of growth tracked by staff each year. These include population, assessed value, and housing starts:

Indicators	2015	2016	2017	2018	2019
Population	1,065	1,070	1,070	1,075	1,090
Assessed Value	62,765,290	64,476,416	66,927,562	69,015,734	71,684,509
Housing Starts	3	1	7	8	6

Opportunities and Challenges

As we look toward the next budget year there are several notable opportunities and challenges the City may experience:

- **Lowell School District enrollment.** In 2018, Lowell Junior/Senior High School was ranked a Top 20 high school in Oregon. Continued improvement in the classroom and facilities has led to a steady increase in enrollment. The success of the District has resulted in additional housing starts and staff anticipates growth will accelerate in FY 2020-21 as school capital projects are completed.
- **Housing Shortage.** The City continues to experience a housing shortage. The City Council approved an SDC deferral program to reduce upfront development costs. The Economic Development Committee will work to identify additional low-cost measures to accelerate housing development. A 26-lot development was approved on April 21, 2020 by the City Council, with an additional 17-lot subdivision in the application process.
- **Federal Grants.** There may be several federal grant opportunities over the next year to make up for revenue losses from COVID-19 and to fund infrastructure and stimulate the economy. The proposed budget includes match funding and adequate reserves to respond to grant opportunities as they arise.

Level of Service

Each year the goal during the budget process is to improve services within our budget constraints. For the 2020-21 year, the following service enhancements are proposed:

- **Library Operations.** The budget includes funding for a part-time (16 hours per week) Librarian to manage daily operations, recruit, and train volunteers. Additional funding is also provided for digital media and regular programming.
- **Parks Maintenance.** The City purchased a tractor with attachments in 2019 and a new commercial zero-turn mower in 2020. The proposed budget includes funding part-time/temporary help during the mowing season to improve turf and trail maintenance.
- **Street Maintenance.** An allocation of \$10,000 is included for crack and slurry sealing. This is in addition to the two street repaving projects. The tractor will also be used to maintain gravel streets and alleys.

Figure 1: Tractor purchased in 2019 for streets, parks, green waste and sewer plant maintenance.



Projected Revenues

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Revenues					
General Fund	297,048	1,201,979	1,400,708	393,397	1,070,242
Building Fund	-	-	-	-	66,882
Water Fund	308,565	328,354	533,355	355,247	717,512
Sewer Fund	385,396	364,210	408,160	374,939	403,216
Street Fund	73,636	80,743	500,980	78,818	627,513
Blackberry Jam Fund	20,818	17,327	26,481	14,289	23,833
SDC Fund	80,445	-	-	-	-
Parks SDC Fund	-	7,932	9,043	8,955	15,025
Streets SDC Fund	-	13,429	5,448	10,866	9,130
Water SDC Fund	-	69,210	36,627	47,573	63,850
Sewer SDC Fund	-	12,100	11,753	12,437	18,040
Stormwater SDC Fund	-	9,039	6,142	11,734	10,730
Water Reserve Fund	-	2	-	17	15
Sewer Reserve Fund	-	1	-	7	8
Equipment Fund	16,419	2	-	12	-
Debt Reserve Fund	75	115	150	33	-
Total Revenues	1,182,402	2,104,443	2,938,847	1,308,323	3,025,996

As shown in the table above, the 2020-21 Budget anticipates collecting \$3,025,996 in revenues, which excludes estimated beginning cash balances and transfers. This represents a \$87,149, or 3%, increase over the 2019-20 Budget. Major changes in revenue include the following:

- \$214,243 – Budgeted grant funding for Rolling Rock Park Improvements
- \$210,000 – Budgeted grant funding/donations for Maggie Osgood Library Improvements
- \$90,000 – Budgeted grant funding for smart water meters
- \$601,034 – Loan proceeds for Rolling Rock Park, Paul Fisher Park, water meters, Main Street and Lakeview Avenue, water main replacement, and Cannon Street Festival Area.

Figure 2: Rolling Rock Park looking east.



Projected Expenditures

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Requirements					
General Fund	253,735	1,127,869	1,606,752	470,285	1,188,894
Building Fund	-	-	-	-	86,940
Water Fund	323,063	321,197	613,221	345,455	771,452
Sewer Fund	293,209	321,852	504,743	411,360	445,590
Street Fund	70,224	112,196	511,212	112,120	629,798
Blackberry Jam Fund	22,970	20,310	26,390	18,329	25,798
SDC Fund	-	-	-	-	-
Parks SDC Fund	-	-	55,556	-	69,602
Streets SDC Fund	-	-	33,951	-	56,613
Water SDC Fund	-	-	276,087	-	383,877
Sewer SDC Fund	-	-	139,136	-	158,494
Stormwater SDC Fund	-	-	36,475	-	55,843
Water Reserve Fund	-	-	-	-	-
Sewer Reserve Fund	-	-	-	-	-
Equipment Fund	-	53,442	22,035	-	-
Debt Reserve Fund	-	-	-	-	-
Total Requirements	963,201	1,956,866	3,825,558	1,357,549	3,872,901

As shown in the table above, total expenditures for the 2020-21 Budget are slightly higher than the 2019-20 Budget. Expenditures are budgeted at \$3,872,901, for an increase of \$47,343, or just over 1%. This amount does not include transfers, reserves, or contingency. Major expenditures include the following:

- \$474,483 – Budgeted for Rolling Rock Park Improvements
- \$301,470 – Budgeted for Maggie Osgood Library Improvements
- \$310,291 – Budgeted for the Cannon Street Festival Area
- \$200,000 – Budgeted for an automated meter reading system
- \$300,000 – Budgeted for repaving Main Street and Lakeview Avenue

It important to note that, while funds may be appropriated and available for capital expenditure, the City does not plan to use the entire appropriations. These items are budgeted to provide capital project and equipment funding, including grant matching funds, and may only be expended on capital purchases with the prior approval of the City Council.

Capital Improvement Plan (CIP)

The CIP is a five-year plan designed to improve the City's buildings, infrastructure and equipment. Projects and equipment included in the plan have an acquisition cost more than \$5,000. Smaller equipment purchases are included in the budget as non-capitalized assets. The proposed 2020-21 CIP includes \$1,474,059 in projects and equipment.

Debt Management

All external debt issues have been compiled into an annual debt service schedule (see Appendix). For 2020-21, the City will have a debt service of \$154,986 of which \$40,348 will be paid from the General Fund, \$64,093 from the Water Fund, and \$50,545 from the Sewer Fund.

Conclusion

Over the last four years we have made notable improvements in our financial operations, parks maintenance, water and sewer treatment. This trend will follow into the 2020-21 Budget year. Staff will invest more time in training and remain engaged in our field-specific professional associations to learn new skills and techniques. Our budget document will continue to evolve as well, becoming more of a tool to evaluate the performance of departments and programs. Through this culture of innovation and, hard work, we will provide the highest level of service at the lowest possible cost to the citizens of Lowell.

Acknowledgements

The services we provide are only as good as the people we have working with us. We have a very dedicated and experienced workforce. On behalf of all our employees, we would like to express our appreciation and gratitude to the City Council for their service to the Lowell community. A special thank is also extended to our advisory boards and many volunteers for their dedication and support. We look forward to implementing the Fiscal Year 2020-21 Budget within the parameters herein established.

Respectfully submitted,

Jared Cobb
City Administrator

Financial Summaries

General Fund

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Resources					
Beginning Fund Balance	184,077	225,395	231,767	297,503	209,615
Taxes	140,307	147,569	148,061	145,897	150,274
Investment Earnings	6,398	9,438	6,130	5,657	5,826
Intergovernmental	35,418	33,690	37,485	35,865	36,936
Grant Revenues	10,761	16,639	1,061,832	75,887	423,846
Franchise Fees	52,721	52,206	57,392	63,139	97,756
Licenses & Permits	38,413	176,433	73,429	56,350	16,151
Charges for Service	4,457	6,251	4,550	4,716	7,225
SDC Revenue	425	376	387	423	735
Fines & Forfeitures	3,726	1,940	2,942	2,316	2,500
Loan Payments & Proceeds	-	530,000	-	-	240,743
Reimbursement Revenue	1,293	-	5,000	-	-
Other Revenue	500	-	1,000	885	76,000
Fundraising & Event Revenue	-	-	-	-	10,000
Misellaneous Revenue	2,629	227,437	2,500	2,262	2,250
Transfers In	-	-	-	-	6,051
Total Resources	481,125	1,427,374	1,632,475	690,900	1,285,908
Requirements					
Departmental					
Administration	92,904	403,112	182,988	128,675	91,143
Parks & Recreation	37,054	494,499	851,891	117,722	624,228
Police	30,200	27,300	35,561	33,124	29,530
Community Development	42,730	168,434	115,777	109,457	30,990
Library	7,790	3,908	339,929	8,176	333,763
Code Enforcement	10,174	11,863	14,738	11,930	14,080
Tourism	9,695	7,566	11,350	8,584	10,816
Municipal Court	10,293	11,187	14,170	12,269	13,996
Total Departmental	240,840	1,127,869	1,566,404	429,937	1,148,546
Non-Departmental					
Debt Service	12,895	-	40,348	40,348	40,348
Other Requirements	2,000	2,000	25,723	11,000	97,014
Total Non-Departmental	14,895	2,000	66,071	51,348	137,362
Total Requirements	255,735	1,129,869	1,632,475	481,285	1,285,908
Ending Balance	225,390	297,505	-	209,615	-

CITY OF LOWELL
GENERAL FUND RESOURCES
JULY 1, 2020 - JUNE 30, 2021

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	APPROVED	ADOPTED
	Fund Balance							
110-3100	Beginning Fund Balance	184,077	225,395	231,767	297,503	209,615	-	-
	Total Beginning Balance	184,077	225,395	231,767	297,503	209,615	-	-
	Revenues							
110-310-4112	Property Taxes - Current	137,867	142,083	142,768	142,768	147,051	-	-
110-310-4114	Property Taxes - Prior	2,440	5,486	5,293	3,129	3,223	-	-
110-315-4125	Interest Earned	6,398	9,438	6,130	5,657	5,826	-	-
110-320-4132	State Revenue Sharing	9,221	9,511	10,421	10,599	10,917	-	-
110-320-4134	Cigarette Tax	1,342	1,231	1,000	1,302	1,341	-	-
110-320-4136	Liquor Tax	17,188	17,359	20,564	19,701	20,292	-	-
110-320-4145	Transient Room Tax	260	-	300	5	-	-	-
110-320-4148	Marijuana Tax Distribution	7,407	5,589	5,200	4,259	4,386	-	-
110-325-4151	Grant Revenue	-	5,000	1,050,000	65,750	214,243	-	-
110-325-4152	Tourism Grant	8,761	9,639	9,832	10,137	7,603	-	-
110-325-4154	Summer Reading Grant	1,000	2,000	1,000	-	1,000	-	-
110-325-4155	Library Grant	-	-	-	-	200,000	-	-
110-325-4158	DLCD Grant	1,000	-	1,000	-	1,000	-	-
110-330-4310	Cable Franchise Fees	2,188	4,391	4,388	5,765	5,938	-	-
110-330-4312	Electric Franchise Fees	47,775	45,920	47,298	47,619	49,048	-	-
110-330-4314	Garbage Franchise Fees	300	-	4,000	300	4,000	-	-
110-330-4316	Telecom Franchise Fees	2,458	1,895	1,706	9,455	1,650	-	-
110-330-4318	Water Franchise Fees	-	-	-	-	17,776	-	-
110-330-4320	Sewer Franchise Fees	-	-	-	-	19,344	-	-
110-335-4352	Land Use & Development	1,044	5,354	13,500	6,502	15,000	-	-
110-335-4354	Misc Permits & Licenses	750	440	250	480	275	-	-
110-335-4356	Building Permit Fees	32,081	151,940	40,634	41,621	-	-	-
110-335-4358	Electrical Permit Fees	3,886	17,893	6,095	6,897	-	-	-
110-335-4360	Dog Licenses	652	806	700	850	876	-	-
110-340-4410	Copy, Fax, Notary & Research	-	332	100	1,000	1,030	-	-
110-340-4413	Library Memberships	-	-	1,250	-	1,250	-	-
110-340-4415	Library Business Services	1,094	339	500	-	250	-	-
110-340-4417	Lien Searches	500	740	350	500	515	-	-
110-340-4419	Election Filing Fees	25	50	50	-	50	-	-
110-340-4421	SDC/CET Admin Fee	2,756	4,790	2,200	3,000	4,005	-	-
110-340-4423	Pay Station Revenue	82	-	100	216	125	-	-
110-345-4511	Parks Reimbursement SDC	425	376	387	423	735	-	-
110-350-4625	Municipal Court Revenue	3,726	1,940	2,942	2,316	2,500	-	-
110-360-4225	Loan Proceeds	-	530,000	-	-	240,743	-	-
110-365-4752	Reimbursement Revenue	1,293	-	5,000	-	-	-	-
110-365-4790	SVDP Project Reimbursement	-	-	-	-	-	-	-
110-370-4822	BBJ Admin Fee	500	-	-	-	-	-	-
110-370-4824	Donations	-	-	-	85	-	-	-
110-370-4825	Library Donations	-	-	1,000	-	1,000	-	-
110-370-4849	Capital Asset Disposal	-	-	-	800	75,000	-	-
110-380-4865	Library Capital Campaign	-	-	-	-	10,000	-	-
110-385-4895	Miscellaneous Revenue	2,629	227,437	2,500	2,262	2,250	-	-
	Total Revenues	297,048	1,201,979	1,388,458	393,397	1,070,242	-	-
	Transfers In							
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	-	-	-	-	6,051	-	-
	Total Transfers In	-	-	-	-	6,051	-	-
	Total Resources General Fund	481,125	1,427,374	1,620,225	690,900	1,285,908	-	-

General Fund

Administration

Overview

The Administration Department is led by the City Administrator. This position is appointed by the City Council to receive and implement policy direction from the Council as established at Council meetings. The position is supported by the City Clerk and Public Works Director. Department services include general administration, finance, human resources, information technology, City Hall maintenance, utility billing, customer service, and City Council support.

EXPENDITURE SUMMARY					
DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Personal Services	34,557	36,371	36,384	34,269	37,849
Materials and Services	58,347	62,843	56,604	88,481	54,989
Capital Outlay	-	303,898	90,000	5,925	-
TOTAL REQUIREMENTS	92,904	403,112	182,988	128,675	92,838

2019-20 Accomplishments

- Received a clean audit report.
- Published a monthly status report of ongoing and future projects.
- Maintained an unrestricted cash balance of at least 17% in all operating funds.
- Provided monthly and quarterly financial reports consistent with the Financial Management Manual.

2020-21 Work Plan

- Record work orders to document staff workload and response time.
- Host at least one virtual public workshop/meeting to increase citizen engagement.
- Conduct an annual citizen survey of programs and services.
- Draft a new councilor orientation handbook.
- Draft a Governance Handbook to formally establish policies, procedures, and protocols.
- Consider an ordinance to ensure telecom providers are charged equitably for their use of public right-of-way.

PERSONAL SERVICES					
POSITION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 PROPOSED
City Administrator	0.15	0.15	0.20	0.20	0.20
City Clerk	0.10	0.10	0.10	0.10	0.10
Public Works Director	0.05	0.05	0.00	0.00	0.00
Utility Worker	0.10	0.10	0.00	0.00	0.00
Maintenance Worker	0.03	0.03	0.06	0.06	0.06
TOTAL FTE	0.43	0.43	0.36	0.36	0.36

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	APPROVED	ADOPTED
Administration								
Personal Services								
110-410-5110	City Administrator	11,355	12,826	17,305	17,263	18,000	-	-
110-410-5114	City Clerk	4,794	5,027	5,153	5,272	5,550	-	-
110-410-5150	Public Works Director	3,125	5,053	-	-	-	-	-
110-410-5152	Utility Worker I	1,552	-	-	-	-	-	-
110-410-5154	Utility Worker II	1,811	1,968	-	-	-	-	-
110-410-5156	Temporary/Seasonal	-	-	-	-	-	-	-
110-410-5158	Maintenance Worker I	800	938	1,824	1,611	1,991	-	-
110-410-5220	Overtime	671	1,169	193	41	80	-	-
110-410-5315	Social Security/Medicare	1,844	1,901	2,195	1,827	1,960	-	-
110-410-5320	Worker's Comp	567	491	179	171	455	-	-
110-410-5350	Unemployment	-	-	1,733	-	1,750	-	-
110-410-5410	Health Insurance	5,271	4,181	3,582	3,968	3,646	-	-
110-410-5450	Public Employees Retirement	2,767	2,814	4,220	4,117	4,417	-	-
110-410-5910	Wage Adjustment	-	3	-	-	-	-	-
	Total Personal Services	34,556	36,372	36,384	34,269	37,849	-	-
Materials and Services								
110-410-6110	Auditing	3,900	4,150	4,419	4,225	4,419	-	-
110-410-6112	Legal Services	2,170	5,997	5,000	2,484	2,500	-	-
110-410-6114	Financial Services	2,256	3,543	3,749	4,964	5,215	-	-
110-410-6122	IT Services	2,895	10,406	5,753	7,960	6,304	-	-
110-410-6124	Copier Contract	1,872	2,446	2,000	1,880	2,250	-	-
110-410-6128	Other Contract Services	99	6,587	2,371	38,982	2,500	-	-
110-410-6190	Computer Serv/Warr/Contracts	17,452	-	-	-	-	-	-
110-410-6210	Insurance & Bonds	5,731	5,643	6,115	5,968	6,426	-	-
110-410-6220	Publications, Printing & Dues	3,822	4,432	6,900	2,679	2,750	-	-
110-410-6222	Newsletter Expenditure	-	-	1,200	-	1,200	-	-
110-410-6226	Postage	261	623	750	422	800	-	-
110-410-6228	Public Notices	423	-	1,000	500	1,000	-	-
110-410-6230	Office Supplies/Equipment	991	1,485	1,000	1,802	1,500	-	-
110-410-6234	General Supplies	243	719	1,000	177	1,000	-	-
110-410-6238	Bank Service Charges	2,565	827	1,000	882	1,000	-	-
110-410-6240	Travel & Training	1,483	2,685	1,500	1,973	2,100	-	-
110-410-6290	Miscellaneous	479	165	500	500	500	-	-
110-410-6320	Building Repair & Maintenance	230	1,662	1,000	250	1,000	-	-
110-410-6324	Equipment Repair & Maintenance	-	57	100	100	100	-	-
110-410-6334	Non-Capitalized Assets	3,998	1,968	2,000	2,265	2,000	-	-
110-410-6420	Water Services	385	373	200	2,078	1,500	-	-
110-410-6425	Sewer Services	509	569	150	1,082	950	-	-
110-410-6430	Electricity Services	1,734	2,176	550	2,810	2,325	-	-
110-410-6435	Internet Services	930	930	315	1,077	780	-	-
110-410-6440	Telephone Services	2,508	2,580	342	2,463	2,100	-	-
110-410-6445	Refuse Services	86	119	90	111	120	-	-
110-410-6510	Council Expenditure	780	2,226	2,000	-	2,000	-	-
110-410-6512	State Ethics Commission	475	475	600	600	650	-	-
110-410-6514	League of Oregon Cities(LOC)	-	-	-	-	-	-	-
110-410-6792	Reimbursable Expenditure	70	-	5,000	250	-	-	-
	Total Materials and Services	58,344	62,844	56,604	88,481	54,989	-	-
Capital Outlay								
110-410-8225	Buildings & Facilities	-	297,073	90,000	-	-	-	-
110-410-8320	Software	-	6,825	-	5,925	-	-	-
110-410-8425	Vehicles & Rolling Stock	-	-	-	-	-	-	-
110-410-8335	Equipment & Furnishings	-	-	-	-	-	-	-
	Total Capital Outlay	-	303,897	90,000	5,925	-	-	-
	Total Administration	92,901	403,113	182,988	128,675	92,838	-	15

General Fund

Parks and Recreation

Overview

The Public Works Department is responsible for the management of the Parks and Recreation Division. Services include the development, construction, and maintenance of parks facilities, as well as recreation programming.

EXPENDITURE SUMMARY					
DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Personal Services	25,266	24,209	39,088	34,007	48,202
Materials and Services	11,788	49,420	22,803	30,980	21,040
Capital Outlay	-	420,870	790,000	52,735	554,986
TOTAL REQUIREMENTS	37,054	494,499	851,891	117,722	624,228

2019-20 Accomplishments

- Adopted the 2020 Parks and Recreation Master Plan.
- Hired landscape architect to design first phase of Rolling Rock Park Improvements.
- Cleared the Railroad Corridor Trail of trees and vegetative debris from the 2019 snowstorm.
- Submitted two grant applications for the first phase of Rolling Rock Park Improvements.
- Supported the Lowell School District Summer Recreation Program.
- Completed monthly safety inspections of parks and open spaces.

2020-21 Work Plan

- Develop green space connectivity network plan for pedestrian and bicycle pathways.
- Develop turf management plan to ensure turf is maintained at an acceptable standard.
- Consider disposition of property in Paul Fisher Park, Rolling Rock Park, and Hyland/N.Shore.
- Complete Paul Fisher Park Improvements, including regrading, irrigation, and turf.
- Complete Rolling Rock Park Improvements, including regrading, irrigation, turf and sidewalks.
- Complete Railroad Corridor Improvements, including tree thinning and trail construction.
- Host at least six community events that caters to residents and visitors of all ages.

PERSONAL SERVICES					
POSITION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 PROPOSED
City Administrator	0.05	0.05	0.05	0.05	0.05
Public Works Director	0.05	0.05	0.05	0.05	0.05
Utility Worker	0.10	0.10	0.20	0.20	0.20
Maintenance Worker	0.28	0.28	0.32	0.32	0.32
Temporary/Seasonal	0.00	0.00	0.00	0.00	0.12
TOTAL FTE	0.48	0.48	0.62	0.62	0.73

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Parks							
Personal Services							
110-420-5110 City Administrator	3,785	4,636	4,328	4,316	4,500	-	-
110-420-5150 Public Works Director	3,125	3,482	3,374	3,442	3,617	-	-
110-420-5152 Utility Worker I	1,552	-	3,276	7,285	8,256	-	-
110-420-5154 Utility Worker II	1,811	1,968	3,276	-	-	-	-
110-420-5156 Temporary/Seasonal	-	-	-	-	2,883	-	-
110-420-5158 Maintenance Worker I	7,198	7,273	9,118	8,054	9,955	-	-
110-420-5220 Overtime	611	824	1,351	326	1,027	-	-
110-420-5315 Social Security/Medicare	1,384	1,316	2,217	1,786	2,320	-	-
110-420-5320 Worker's Comp	1,113	856	1,709	672	660	-	-
110-420-5350 Unemployment	-	-	1,861	-	2,000	-	-
110-420-5410 Health Insurance	2,613	1,934	4,316	4,337	7,770	-	-
110-420-5450 Public Employees Retirement	2,074	1,920	4,262	3,789	5,214	-	-
110-420-5910 Wage Adjustment	-	-	-	-	-	-	-
Total Personal Services	25,265	24,210	39,088	34,007	48,202	-	-
Materials and Services							
110-420-6128 Other Contract Services	2,000	37,202	1,000	3,000	1,000	-	-
110-420-6234 General Supplies	590	1,499	2,000	6,705	2,000	-	-
110-420-6290 Miscellaneous	420	240	500	500	500	-	-
110-420-6320 Building Repair & Maintenance	395	1,513	2,500	2,500	2,500	-	-
110-420-6324 Equipment Repair & Maintenance	541	1,279	1,000	1,000	1,000	-	-
110-420-6328 Property Maintenance	-	-	-	-	1,000	-	-
110-420-6330 Other Repair & Maintenance	1,743	1,314	5,000	6,000	2,000	-	-
110-420-6334 Non-Capitalized Assets	2,007	1,597	2,000	1,500	1,000	-	-
110-420-6339 Maintenance - Nelson Land Dona	-	-	500	2,500	2,500	-	-
110-420-6420 Water Services	705	746	5,150	3,056	3,500	-	-
110-420-6425 Sewer Services	1,358	1,401	1,439	1,442	1,500	-	-
110-420-6430 Electricity Services	503	675	614	597	675	-	-
110-420-6445 Refuse Services	257	269	288	285	365	-	-
110-420-6710 Gas & Oil	1,269	1,685	812	1,896	1,500	-	-
Total Materials and Services	11,789	49,419	22,803	30,980	21,040	-	-
Capital Outlay							
110-420-8225 Buildings & Facilities	-	-	-	-	-	-	-
110-420-8335 Equipment & Furnishings	-	-	-	-	-	-	-
110-420-8425 Vehicles & Rolling Stock	-	-	-	6,777	-	-	-
110-420-8520 Parks Improvements	-	420,870	790,000	45,958	554,986	-	-
Total Capital Outlay	-	420,870	790,000	52,735	554,986	-	-
Total Parks	37,053	494,500	851,891	117,722	624,228	-	-

General Fund

Police

Overview

The primary law enforcement agency for the City of Lowell is the Lane County Sheriff's Office. To supplement these services, the City also contracts with the City of Oakridge for an additional 480 patrol hours per year.

EXPENDITURE SUMMARY					
DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Personal Services	-	-	-	-	-
Materials and Services	30,200	27,300	35,561	33,124	29,530
Capital Outlay	-	-	-	-	-
TOTAL REQUIREMENTS	30,200	27,300	35,561	33,124	29,530

2019-20 Accomplishments

- Installed mobile radar speed sign to raise awareness and discourage speeding.

2020-21 Work Plan

- Purchase vehicle to increase patrols, stage around town, and provide coverage at public events.
- Partner with the Fire Department and/or School District to conduct emergency preparedness exercises.
- Collaborate with the Lowell Fire Department and Lowell School District to develop a community emergency response plan.

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Police								
Materials and Services								
110-430-6118	Police Services	30,200	27,300	30,561	28,124	29,530	-	-
110-430-6334	Non-Capitalized Assets	-	-	5,000	5,000	-	-	-
	Total Materials and Services	30,200	27,300	35,561	33,124	29,530	-	-

General Fund

Community Development

Overview

The Community Development Division is part of the Administration Department and is led by the City Administrator. A contract City Planner and City Engineer offer support and technical assistance. Division services includes planning, economic development, subdivision review, and engineering.

EXPENDITURE SUMMARY					
DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Personal Services	14,051	14,734	10,670	10,246	6,465
Materials and Services	28,679	153,700	82,657	99,212	24,525
Capital Outlay	-	-	-	-	-
TOTAL REQUIREMENTS	42,730	168,434	93,327	109,457	30,990

2019-20 Accomplishments

- Adopted the Downtown Master Plan.
- Adopted the Community Facilities Study.
- Received a Code Assistance Grant to update the Land Development Code.
- Continued System Development Charges (SDC) deferment program to reduce upfront development costs.

2020-21 Work Plan

- Investigate broadband improvements for Downtown Lowell.
- Implement Caselle module to process and track planning permits.
- Review SDC deferment program and consider adopting permanent policy.
- Adopt recommendations from Oregon RAIN to improve the business environment.
- Add “parks and recreation” check for new residential subdivisions to ensure the level of service standard is met.
- Update the Land Development Code to incorporate policies and recommendations of the Downtown Master Plan.
- Consider recommendations of the Small Business Organizational Assistance Report.

PERSONAL SERVICES					
POSITION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 PROPOSED
City Administrator	0.10	0.10	0.05	0.05	0.05
City Clerk	0.05	0.05	0.05	0.05	0.00
TOTAL FTE	0.15	0.15	0.10	0.10	0.05

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Community Development							
Personal Services							
110-440-5110 City Administrator	7,570	8,374	4,325	4,316	4,500	-	-
110-440-5114 City Clerk	2,397	2,514	2,577	2,636	-	-	-
110-440-5220 Overtime	30	48	97	20	-	-	-
110-440-5315 Social Security/Medicare	765	785	628	528	350	-	-
110-440-5320 Worker's Comp	44	17	14	57	75	-	-
110-440-5350 Unemployment	-	-	508	-	250	-	-
110-440-5410 Health Insurance	2,095	1,816	1,314	1,501	495	-	-
110-440-5450 Public Employees Retirement	1,150	1,180	1,207	1,189	795	-	-
Total Personal Services	14,051	14,734	10,670	10,246	6,465	-	-
Materials and Services							
110-440-6116 Engineering Services	206	145	7,500	11,174	1,000	-	-
110-440-6128 Other Contract Services	33	23,936	20,500	19,000	7,500	-	-
110-440-6220 Publications, Printing & Dues	-	-	100	-	100	-	-
110-440-6226 Postage	-	-	250	-	175	-	-
110-440-6240 Travel & Training	-	414	500	-	500	-	-
110-440-6290 Miscellaneous	-	-	250	-	250	-	-
110-440-6522 Land Use & Development Costs	2,147	8,534	20,625	24,930	15,000	-	-
110-440-6524 Building Permit Costs	23,553	107,637	33,282	37,838	-	-	-
110-440-6525 Electrical Permit Costs	2,740	13,034	4,650	6,270	-	-	-
Total Materials and Services	28,679	153,699	87,657	99,212	24,525	-	-
Total Community Development	42,730	168,433	98,327	109,457	30,990	-	-

General Fund

Library

Overview

The Library provides a program of public library service which makes resources available to residents for lifelong learning, access to information, and leisure. This includes a print collection of over 10,000 books, audio books, DVDs, as well a computer lab and educational programming.

EXPENDITURE SUMMARY					
DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Personal Services	105	35	15,557	2,096	20,778
Materials and Services	7,685	3,873	22,372	6,080	11,515
Capital Outlay	-	-	302,000	-	301,470
TOTAL REQUIREMENTS	7,790	3,908	339,929	8,176	333,763

2019-20 Accomplishments

- Planned and implemented Maggie Osgood Library Capital Campaign to raise funds and support for the library renovation.

2020-21 Work Plan

- Complete building renovations and host grand opening for the Maggie Osgood Library.
- Hire a part-time Librarian to manage daily operations, recruit, and train volunteers.
- Develop regular programming for children, teens, and adults.
- Start a digital media collection.

PERSONAL SERVICES					
POSITION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 PROPOSED
Maintenance Worker	0.00	0.00	0.00	0.00	0.06
Librarian	0.00	0.00	0.40	0.00	0.40
TOTAL FTE	0.00	0.00	0.40	0.00	0.46

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Library							
Personal Services							
110-450-5130 Librarian/Special Events	-	-	11,700	-	12,480	-	-
110-450-5156 Temporary/ Seasonal	105	35	50	-	577	-	-
110-450-5158 Maintenance Worker I	-	-	-	1,611	1,991	-	-
110-450-5315 Social Security/Medicare	-	-	1,049	123	1,155	-	-
110-450-5320 Worker's Comp	105	35	50	84	230	-	-
110-450-5350 Unemployment	-	-	741	-	1,000	-	-
110-450-5410 Health Insurance	-	-	-	-	750	-	-
110-450-5450 Public Employees Retirement	-	-	2,017	278	2,595	-	-
Total Personal Services	209	70	15,607	2,096	20,778	-	-
Materials and Services							
110-450-6122 IT Services	1,049	600	7,440	973	1,460	-	-
110-450-6226 Postage	-	-	50	-	50	-	-
110-450-6230 Office Supplies/Equipment	380	156	500	-	500	-	-
110-450-6234 General Supplies	360	329	1,500	-	1,500	-	-
110-450-6290 Miscellaneous	282	-	250	-	250	-	-
110-450-6320 Building Repair & Maintenance	-	-	100	1,350	500	-	-
110-450-6334 Non-Capitalized Assets	2,672	-	1,000	-	-	-	-
110-450-6420 Water Services	128	106	1,200	693	950	-	-
110-450-6425 Sewer Services	170	190	732	360	750	-	-
110-450-6430 Electricity Services	578	725	3,600	938	2,400	-	-
110-450-6435 Internet Services	930	930	2,100	1,406	780	-	-
110-450-6445 Refuse Services	86	97	600	111	525	-	-
110-450-6530 Summer Reading Program	1,050	740	1,000	-	1,000	-	-
110-450-6128 Other Contract Services	-	-	2,000	250	500	-	-
110-450-6440 Telephone Services	-	-	300	-	350	-	-
Total Materials and Services	7,684	3,873	22,372	6,080	11,515	-	-
Capital Outlay							
110-450-8225 Buildings & Facilities	-	-	302,000	-	301,470	-	-
110-450-8335 Equipment & Furnishings	-	-	-	-	-	-	-
Total Capital Outlay	-	-	302,000	-	301,470	-	-

Total Library **7,893** **3,943** **339,979** **8,176** **333,763** - 23 -

General Fund

Code Enforcement

Overview

The Code Enforcement Division is part of the Public Works Department and is led by the Public Works Director. The Division is responsible for the administrative enforcement of technical codes, ordinances and regulations adopted by the City of Lowell. Services include quarterly code inspections and abatement.

EXPENDITURE SUMMARY					
DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Personal Services	9,835	11,200	12,038	11,330	12,530
Materials and Services	339	663	2,700	600	1,550
Capital Outlay	-	-	-	-	-
TOTAL REQUIREMENTS	10,174	11,863	14,738	11,930	14,080

2019-20 Accomplishments

- Coordinated Lowell Beautification Day, comprised of volunteer parks projects and a drop off site for household items and green waste.

2020-21 Work Plan

- Submit monthly status report of code enforcement actions.
- Implement Caselle module to process and track code enforcement complaints and violations.

PERSONAL SERVICES					
POSITION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 PROPOSED
City Administrator	0.05	0.05	0.05	0.05	0.05
Public Works Director	0.05	0.05	0.05	0.05	0.05
TOTAL FTE	0.10	0.10	0.10	0.10	0.10

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Code Enforcement							
Personal Services							
110-460-5110 City Administrator	3,785	4,311	4,326	4,316	4,500	-	-
110-460-5150 Public Works Director	3,125	3,482	3,374	3,442	3,617	-	-
110-460-5220 Overtime	67	505	-	127	313	-	-
110-460-5315 Social Security/Medicare	534	596	691	597	650	-	-
110-460-5320 Worker's Comp	204	174	307	57	135	-	-
110-460-5350 Unemployment	-	-	573	-	500	-	-
110-460-5410 Health Insurance	1,318	1,236	1,439	1,445	1,355	-	-
110-460-5450 Public Employees Retirement	802	896	1,328	1,347	1,460	-	-
Total Personal Services	9,834	11,200	12,038	11,330	12,530	-	-
Materials and Services							
110-460-6128 Other Contract Services	150	420	2,500	500	1,000	-	-
110-460-6234 General Supplies	-	-	100	100	100	-	-
110-460-6290 Miscellaneous	189	243	100	-	100	-	-
110-460-6445 Refuse Services	-	-	-	-	350	-	-
110-460-6540 Dog/Cat Control	-	-	-	-	-	-	-
Total Materials and Services	339	663	2,700	600	1,550	-	-

Total Code Enforcement	10,173	11,863	14,738	11,930	14,080	-	25	-
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General Fund

Tourism

Overview

The Tourism Division utilizes funds from the Rural Tourism Marketing Program and Transient Room Taxes to:

- Support marketing efforts.
- Increase transient room tax revenues.
- Improve attractiveness of rural communities.
- Develop, advertise, and package rural Lane County attractions and group tour businesses that encourage extended overnight visits.
- Assist with rural area tourism staffing needs.

EXPENDITURE SUMMARY					
DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Personal Services	-	-	-	-	-
Materials and Services	9,695	7,566	11,350	8,584	10,816
Capital Outlay	-	-	-	-	-
TOTAL REQUIREMENTS	9,695	7,566	11,350	8,584	10,816

2019-20 Accomplishments

- Community Grant Program provided funding to support the Pine Needlers Quilt Show, Dexter Lake Farmers Market, and Paddle Sports Day.
- Supported the Covered Bridge Holiday Tree Lighting event.

2020-21 Work Plan

- Continue to support the Covered Bridge Holiday Tree Lighting event.
- Continue the Community Grant Program to support beautification, tourism promotion and local events.

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Tourism							
Materials and Services							
110-470-6128 Other Contract Services	6,500	-	1,000	-	1,000	-	-
110-470-6224 Marketing	340	421	2,000	120	2,000	-	-
110-470-6226 Postage	-	-	100	-	100	-	-
110-470-6290 Miscellaneous	-	2,615	250	-	250	-	-
110-470-6326 Covered Bridge Maintenance	1,837	2,971	5,000	1,992	2,466	-	-
110-470-6327 Community Grant Program	1,018	1,559	3,000	6,472	3,000	-	-
110-470-6328 Matching Grant Funds	-	-	-	-	-	-	-
110-470-6550 Tourism Funded Projects	-	-	-	-	2,000	-	-
Total Materials and Services	9,695	7,566	11,350	8,584	10,816	-	-

General Fund

Municipal Court

Overview

The Lowell Municipal Court is part of the Administration Department. This division is staffed by the Court Clerk and supported by a contract Municipal Judge and Bailiff. The office administers court proceedings and docketing, coordinates court matters with the Defendant, Judge, Finance Department, Oakridge Police, and other criminal justice and state agencies.

EXPENDITURE SUMMARY					
DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Personal Services	9,052	9,434	10,670	10,246	10,996
Materials and Services	1,241	1,753	3,500	2,024	3,000
Capital Outlay	-	-	-	-	-
TOTAL REQUIREMENTS	10,293	11,187	14,170	12,269	13,996

2019-20 Accomplishments

- Court Clerk maintained membership in the Oregon Association for Court Administration.

2020-21 Work Plan

- Court Clerk to attend training provided the Oregon Association for Court Administration.

PERSONAL SERVICES					
POSITION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 PROPOSED
City Administrator	0.05	0.05	0.05	0.05	0.05
City Clerk	0.05	0.05	0.05	0.05	0.05
TOTAL FTE	0.10	0.10	0.10	0.10	0.10

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Court							
Personal Services							
110-480-5110 City Administrator	3,785	4,239	4,325	4,316	4,500	-	-
110-480-5114 City Clerk	2,397	2,514	2,577	2,636	2,775	-	-
110-480-5220 Overtime	30	48	97	20	40	-	-
110-480-5315 Social Security/Medicare	475	486	628	528	560	-	-
110-480-5320 Worker's Comp	28	11	14	57	120	-	-
110-480-5350 Unemployment	-	-	508	-	500	-	-
110-480-5410 Health Insurance	1,623	1,405	1,314	1,501	1,236	-	-
110-480-5450 Public Employees Retirement	714	731	1,207	1,189	1,265	-	-
110-480-5112 Finance Clerk	-	-	-	-	-	-	-
Total Personal Services	9,053	9,434	10,670	10,246	10,996	-	-
Materials and Services							
110-480-6120 Judge Contract	750	450	1,250	625	1,250	-	-
110-480-6121 Bailiff Contract	-	-	-	-	-	-	-
110-480-6128 Other Contract Services	362	882	1,500	944	1,000	-	-
110-480-6220 Publications, Printing & Dues	-	-	-	-	-	-	-
110-480-6226 Postage	-	-	50	50	50	-	-
110-480-6238 Bank Service Charges	84	196	200	-	200	-	-
110-480-6290 Miscellaneous	-	-	-	-	-	-	-
110-480-6560 State Assessments	45	225	500	405	500	-	-
Total Materials and Services	1,242	1,753	3,500	2,024	3,000	-	-
Total Court	10,294	11,186	14,170	12,269	13,996	-	29

General Fund

Non-Departmental

Overview

The Non-Departmental organizational unit is used to fund expenditures that are not allocated to a specific department, division, or program. This includes debt service, interfund transfers, contingency, and reserves for future expenditures. In certain circumstances, this organization unit may also be used to fund capital outlay expenditures.

EXPENDITURE SUMMARY					
DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Debt Service	12,895	-	32,269	40,348	40,348
Transfers Out	2,000	2,000	6,000	6,000	37,200
Contingency	-	-	30,502	-	57,314
Reserves	-	-	7,500	5,000	2,500
TOTAL REQUIREMENTS	14,895	2,000	76,271	51,348	137,362

- Debt Service – The City will make its first loan payment on the new Library in April 2020.
- Interfund Transfer – Transfers to the Equipment Fund were suspended in 2020. Shared vehicles and equipment will be allocated and charged directly to the operating funds.
- Contingency – This amount represents the projected cash carryover in the General Fund. Upon City Council approval, a transfer of up to 15% of General Fund expenditures is permissible during the budget year to cover unanticipated expenditures.
- Reserved – In 2015, property was donated to the City for a future public park. Funds were also donated for annual maintenance. Annually, the City expends approximately \$500 for mowing and trimming the property. The \$2,500 Reserve represents the funds held in reserve for future maintenance.

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	APPROVED	ADOPTED
	Non Departmental Debt Service							
110-800-7111	Loan Principal - Library/City	-	-	13,668	17,096	17,846	-	-
110-800-7120	Loan Principal - SDC Fund Loan	12,895	-	-	-	-	-	-
110-800-7511	Loan Interest - Library/City	-	-	18,601	23,252	22,502	-	-
110-800-7520	Loan Interest - SDC Fund Loan	-	-	-	-	-	-	-
	Total Debt Service	12,895	-	32,269	40,348	40,348	-	-
	Transfers Out							
110-900-9120	Transfer to Building Fund	-	-	-	-	37,200	-	-
110-900-9130	Transfer to Water Fund	-	-	-	-	-	-	-
110-900-9140	Transfer to Sewer Fund	-	-	-	-	-	-	-
110-900-9150	Transfer to Equipment Fund	2,000	2,000	6,000	6,000	-	-	-
	Total Transfers Out	2,000	2,000	6,000	6,000	37,200	-	-
	Contingency							
110-900-9590	Contingency	-	-	60,502	-	57,314	-	-
	Total Contingency	-	-	60,502	-	57,314	-	-
	Reserved for Future Expenditure							
110-900-9895	Reserved for future use - Park	-	-	7,500	5,000	2,500	-	-
110-900-9899	Unappropriated Ending Balance	-	-	-	-	-	-	-
	Total Reserved for Future Expenditure	-	-	7,500	5,000	2,500	-	-
	Total Non Departmental Requirements	14,895	2,000	106,271	51,348	137,362	-	-
	Total Requirements	255,834	1,129,870	1,655,225	316,977	1,285,908	-	-

Building Fund

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Resources					
Beginning Fund Balance	-	-	-	-	-
Investment Earnings	-	-	-	-	150
Licenses & Permits	-	-	-	-	66,632
Misellaneous Revenue	-	-	-	-	100
Transfers In	-	-	-	-	37,200
Total Resources	-	-	-	-	104,082
Requirements					
Personal Services	-	-	-	-	4,646
Materials & Services	-	-	-	-	73,769
Capital Outlay	-	-	-	-	8,525
Debt Service	-	-	-	-	-
Transfers Out	-	-	-	-	-
Contingency	-	-	-	-	17,142
Reserves	-	-	-	-	-
Total Requirements	-	-	-	-	104,082
Ending Balance	-	-	-	-	-

Building Fund

Building

Overview

The Building Division is part of the Administration Department and is led by the City Clerk. The Division is responsible for building plan review, inspections, and enforcement of the building code.

EXPENDITURE SUMMARY					
DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Personal Services	-	-	-	-	4,646
Materials and Services	-	-	-	-	73,769
Capital Outlay	-	-	-	-	8,525
Contingency	-	-	-	-	17,142
TOTAL REQUIREMENTS	-	-	-	-	104,082

2019-20 Accomplishments

- Building Fund was created to segregate restricted revenues for building and electrical permits from the General Fund.

2020-21 Work Plan

- Implement Caselle module to process and track building permits.

PERSONAL SERVICES					
POSITION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 PROPOSED
City Clerk	0.00	0.00	0.00	0.00	0.05
TOTAL FTE	0.00	0.00	0.00	0.00	0.05

CITY OF LOWELL
BUILDING FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	APPROVED	ADOPTED
	Personal Services							
220-490-5110	City Administrator	-	-	-	-	-	-	-
220-490-5114	City Clerk	-	-	-	-	2,775	-	-
220-490-5220	Overtime	-	-	-	-	40	-	-
220-490-5315	Social Security/Medicare	-	-	-	-	215	-	-
220-490-5320	Worker's Comp	-	-	-	-	50	-	-
220-490-5350	Unemployment	-	-	-	-	250	-	-
220-490-5410	Health Insurance	-	-	-	-	791	-	-
220-490-5450	Public Employees Retirement	-	-	-	-	525	-	-
	Total Personal Services	-	-	-	-	4,646	-	-
	Materials and Services							
220-490-6524	Building State Surcharge	-	-	-	-	11,432	-	-
220-490-6525	Electrical State Surcharge	-	-	-	-	1,894	-	-
220-490-6110	Auditing	-	-	-	-	500	-	-
220-490-6112	Legal Services	-	-	-	-	500	-	-
220-490-6122	IT Services	-	-	-	-	2,400	-	-
220-490-6128	Other Contract Services	-	-	-	-	500	-	-
220-490-6150	Building Inspection Services	-	-	-	-	45,470	-	-
220-490-6152	Electrical Inspection Services	-	-	-	-	8,803	-	-
220-490-6220	Publications, Printing & Dues	-	-	-	-	125	-	-
220-490-6226	Postage	-	-	-	-	75	-	-
220-490-6230	Office Supplies/Equipment	-	-	-	-	150	-	-
220-490-6238	Bank Service Charges	-	-	-	-	125	-	-
220-490-6240	Travel & Training	-	-	-	-	100	-	-
220-490-6290	Miscellaneous	-	-	-	-	100	-	-
220-490-6330	Other Repair & Maintenance	-	-	-	-	200	-	-
220-490-6334	Non-Capitalized Assets	-	-	-	-	500	-	-
220-490-6420	Water Services	-	-	-	-	175	-	-
220-490-6425	Sewer Services	-	-	-	-	125	-	-
220-490-6430	Electricity Services	-	-	-	-	225	-	-
220-490-6435	Internet Services	-	-	-	-	95	-	-
220-490-6440	Telephone Services	-	-	-	-	225	-	-
220-490-6445	Refuse Services	-	-	-	-	50	-	-
	Total Materials and Services	-	-	-	-	73,769	-	-
	Capital Outlay							
220-700-8320	Software	-	-	-	-	8,525	-	-
220-700-8335	Equipment & Furnishings	-	-	-	-	-	-	-
	Total Capital Outlay	-	-	-	-	8,525	-	-
	Contingency							
220-900-9590	Contingency	-	-	-	-	17,142	-	-
	Total Contingency	-	-	-	-	17,142	-	-
	Reserved for Future Expenditure							
220-900-9893	Reserved for future use - Bldg	-	-	-	-	-	-	-
	Total Reserved for Future Exp	-	-	-	-	-	-	-
	Total Building Department Fund	-	-	-	-	104,082	-	-

Water Fund

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Resources					
Beginning Fund Balance	151,833	139,109	145,115	140,328	140,181
Investment Earnings	153	248	2,902	2,532	2,200
Grant Revenues	-	-	-	-	90,000
Licenses & Permits	3,715	4,165	2,000	1,000	5,250
Charges for Service	291,336	305,083	339,885	341,532	358,537
SDC Revenue	6,653	13,410	8,568	9,183	11,175
Loan Payments & Proceeds	-	-	175,000	-	250,000
Reimbursement Revenue	274	35	-	-	-
Misellaneous Revenue	6,434	5,413	5,000	1,000	350
Transfers In	7,715	-	-	-	6,051
Total Resources	468,112	467,463	678,470	495,575	863,744
Requirements					
Personal Services	144,507	133,453	183,454	170,245	193,421
Materials & Services	89,688	109,107	187,456	105,202	173,938
Capital Outlay	24,790	14,558	175,000	5,925	340,000
Debt Service	64,080	64,080	67,311	64,084	64,093
Transfers Out	5,938	5,938	9,938	9,938	15,740
Contingency	-	-	55,311	-	76,552
Reserves	-	-	-	-	-
Total Requirements	329,003	327,136	678,470	355,393	863,744
Ending Balance	139,109	140,328	-	140,181	-

CITY OF LOWELL
WATER FUND RESOURCES
JULY 1, 2020 - JUNE 30, 2021

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	APPROVED	ADOPTED
	Fund Balance							
230-3100	Beginning Fund Balance	151,833	139,109	145,115	140,328	140,181	-	-
	Total Beginning Balance	151,833	139,109	145,115	140,328	140,181	-	-
	Revenues							
230-315-4125	Interest Earned	153	248	2,902	2,532	2,200	-	-
230-325-4151	Grant Revenue	153	248	2,902	-	90,000	-	-
230-325-4162	CDBG Grant	-	-	-	-	-	-	-
230-335-4370	Water/Sewer Connection Permit	3,715	4,165	2,000	1,000	5,250	-	-
230-340-4425	Water/Sewer Sales	284,832	300,281	333,048	334,723	350,275	-	-
230-340-4426	Bulk Water Sales	2,744	566	500	-	500	-	-
230-340-4430	Water/Sewer Connection Fees	-	-	2,000	-	-	-	-
230-340-4435	Fire Hydrant Fee	3,760	4,136	4,337	3,940	4,750	-	-
230-340-4450	Water/Sewer Penalties	-	100	-	2,869	3,012	-	-
230-345-4531	Water Reimbursement SDC	6,653	13,410	8,568	9,183	11,175	-	-
230-360-4210	Principal Payments Recieved	-	-	-	-	-	-	-
230-360-4220	Interim Financing Revenue	-	-	-	-	-	-	-
230-360-4225	Loan Proceeds	-	-	175,000	-	250,000	-	-
230-365-4752	Reimbursement Revenue	274	35	-	-	-	-	-
230-365-4790	SVDP Project Reimbursement	-	-	-	-	-	-	-
230-370-4849	Capital Asset Disposal	-	-	-	-	-	-	-
230-385-4895	Miscellaneous Revenue	6,434	5,413	5,000	1,000	350	-	-
	Total Revenues	308,718	328,603	536,257	355,247	717,512	-	-
	Transfers In							
230-390-4910	Transfer from General Fund	-	-	-	-	-	-	-
230-390-4917	Transfer from SDC Fund	-	-	-	-	-	-	-
230-390-4940	Transfer from Sewer Fund	-	-	-	-	-	-	-
230-390-4950	Transfer from Equipment Fund	-	-	-	-	6,051	-	-
230-390-4955	Transfer from Debt Reserve Fun	7,715	-	-	-	-	-	-
	Total Transfers In	7,715	-	-	-	6,051	-	-
	Total Water Fund	468,265	467,711	681,372	495,575	863,744	-	33

Water Fund

Water

Overview

The Water Division is part of the Public Works Department. It is staffed by the Public Works Director, two utility workers, and one maintenance worker. Division services includes water plant operation, water plant maintenance, maintenance and repair of the distribution system. In addition, this budget also includes the administration for water operations and utility billing.

EXPENDITURE SUMMARY					
DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Personal Services	144,507	133,453	183,454	170,245	193,421
Materials and Services	89,688	109,107	187,456	105,202	173,938
Capital Outlay	24,790	14,558	175,000	5,925	340,000
Debt Service	64,080	64,080	67,311	64,084	64,093
Transfers Out	5,938	5,938	9,938	9,938	15,740
Contingency	-	-	55,311	-	76,552
TOTAL REQUIREMENTS	329,003	327,136	678,470	355,393	863,744

2019-20 Accomplishments

- Completed the year without any major violations.
- Submitted annual water report to residents and businesses.

2020-21 Work Plan

- Meet or exceed water quality permit requirements.
- Submit annual water report to residents and businesses.
- Replace water meters and implement an automated meter reading system.
- Replace water mains on Main Street and Lakeview Avenue.
- Develop GIS for all water infrastructure, including water distribution lines, hydrants, meters, and the water plant.

PERSONAL SERVICES					
POSITION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 PROPOSED
City Administrator	0.25	0.25	0.28	0.28	0.28
City Clerk	0.40	0.40	0.40	0.40	0.40
Public Works Director	0.35	0.35	0.43	0.43	0.43
Utility Worker	0.80	0.80	0.85	0.85	0.85
Maintenance Worker	0.13	0.13	0.10	0.10	0.10
Temporary/Seasonal	0.00	0.00	0.00	0.00	0.02
TOTAL FTE	1.93	1.93	2.05	2.05	2.07

CITY OF LOWELL
WATER FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	APPROVED	ADOPTED
Personal Services								
230-490-5110	City Administrator	18,925	22,893	23,796	23,737	24,750	-	-
230-490-5112	Finance Clerk	-	839	-	-	-	-	-
230-490-5114	City Clerk	19,175	19,272	20,613	21,083	22,200	-	-
230-490-5150	Public Works Director	21,872	24,376	28,680	29,260	30,747	-	-
230-490-5152	Utility Worker I	12,417	-	13,923	30,961	35,500	-	-
230-490-5154	Utility Worker II	14,489	15,747	13,923	-	-	-	-
230-490-5156	Temporary/Seasonal	-	-	-	-	577	-	-
230-490-5158	Maintenance Worker I	3,199	3,233	2,735	2,417	2,987	-	-
230-490-5220	Overtime	5,059	6,474	6,516	2,088	6,020	-	-
230-490-5315	Social Security/Medicare	7,277	6,716	9,882	8,348	9,360	-	-
230-490-5320	Worker's Comp	3,359	2,922	5,934	3,267	1,880	-	-
230-490-5350	Unemployment	-	-	8,736	-	8,500	-	-
230-490-5410	Health Insurance	27,840	21,354	29,720	31,276	29,750	-	-
230-490-5450	Public Employees Retirement	10,895	9,627	18,996	17,808	21,150	-	-
	Total Personal Services	144,507	133,453	183,454	170,245	193,421	-	-
Materials and Services								
230-490-6110	Auditing	3,900	3,900	4,419	4,225	4,419	-	-
230-490-6112	Legal Services	-	-	500	-	500	-	-
230-490-6114	Financial Services	2,256	3,543	3,749	4,964	5,212	-	-
230-490-6116	Engineering Services	-	-	80,000	2,849	40,000	-	-
230-490-6122	IT Services	1,838	2,463	5,381	5,381	6,304	-	-
230-490-6128	Other Contract Services	3,565	3,828	2,000	1,000	2,000	-	-
230-490-6130	General Contract Services	-	-	-	-	-	-	-
230-490-6190	Computer Serv/Warr/Contracts	-	-	-	-	-	-	-
230-490-6210	Insurance & Bonds	5,731	5,643	6,115	5,968	6,427	-	-
230-490-6220	Publications, Printing & Dues	800	555	1,000	458	1,000	-	-
230-490-6226	Postage	1,163	1,544	1,707	1,650	2,100	-	-
230-490-6230	Office Supplies/Equipment	205	1,274	1,281	680	1,500	-	-
230-490-6234	General Supplies	2,549	8,995	2,699	5,847	2,750	-	-
230-490-6238	Bank Service Charges	3,876	4,089	2,825	3,426	3,850	-	-
230-490-6240	Travel & Training	148	1,113	1,500	729	1,500	-	-
230-490-6290	Miscellaneous	1,544	671	1,500	195	1,500	-	-
230-490-6320	Building Repair & Maintenance	459	1,913	2,500	1,892	2,500	-	-
230-490-6324	Equipment Repair & Maintenance	2,136	2,427	1,000	2,661	1,500	-	-
230-490-6330	Other Repair & Maintenance	12,776	16,962	15,329	10,929	15,000	-	-
230-490-6334	Non-Capitalized Assets	2,338	1,030	1,500	5,000	2,750	-	-
230-490-6420	Water Services	494	1,733	1,697	602	1,825	-	-
230-490-6425	Sewer Services	679	700	723	720	775	-	-
230-490-6430	Electricity Services	13,976	16,930	19,254	16,508	19,500	-	-
230-490-6435	Internet Services	840	840	865	840	875	-	-
230-490-6440	Telephone Services	3,485	3,552	3,886	3,063	3,950	-	-
230-490-6445	Refuse Services	232	226	233	248	275	-	-
230-490-6520	Permits	2,700	-	-	-	-	-	-
230-490-6710	Gas & Oil	892	1,981	1,602	641	1,600	-	-
230-490-6712	Operations & Supplies	-	27	-	2,300	1,675	-	-
230-490-6750	Chemicals & Lab Supplies	18,372	20,200	21,349	18,728	21,500	-	-
230-490-6755	Water/Sewer Analysis	2,733	2,967	2,842	4,418	3,375	-	-
230-490-6758	Water/Sewer Connection Expendi	-	-	-	134	-	-	-
230-490-6760	Franchise Fees	-	-	-	-	17,776	-	-
	Total Materials and Services	89,688	109,107	187,456	106,051	173,938	-	-
	Subtotal Water	234,196	242,560	370,910	276,295	367,359	-	35

CITY OF LOWELL
WATER FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Capital Outlay							
230-700-8320 Software	150	6,825	-	5,925	-	-	-
230-700-8895 Other Improvements	24,640	-	-	-	-	-	-
230-700-8425 Vehicles & Rolling Stock	-	7,733	-	-	-	-	-
230-700-8540 Water Systems Improvemts	-	-	175,000	-	340,000	-	-
230-700-8335 Equipment & Furnishings	-	-	-	-	-	-	-
Total Capital Outlay	24,790	14,558	175,000	5,925	340,000	-	-
Debt Service							
230-800-7110 Loan Principal	14,438	15,101	15,794	15,794	16,520	-	-
230-800-7122 Loan Principal - SPWF	3,856	4,056	4,265	4,265	4,486	-	-
230-800-7124 Loan Principal - RD	15,244	15,663	16,093	16,093	16,540	-	-
230-800-7510 Loan Interest	2,839	5,543	1,483	1,483	760	-	-
230-800-7522 Loan Interest - SPWF	3,566	-	3,157	3,157	2,937	-	-
230-800-7524 Loan Interest - RD	24,136	23,717	23,292	23,292	22,850	-	-
230-800-7111 Loan Principal - Library/City	-	-	1,367	-	-	-	-
230-800-7511 Loan Interest - Library/City	-	-	1,860	-	-	-	-
Total Debt Service	64,080	64,080	67,311	64,084	64,093	-	-
Transfers Out							
230-900-9117 Transfer to SDC Fund	-	-	-	-	-	-	-
230-900-9120 Transfer to Water Reserve Fund	3,938	3,938	3,938	3,938	15,740	-	-
230-900-9140 Transfer to Sewer Fund	-	-	-	-	-	-	-
230-900-9150 Transfer to Equipment Fund	2,000	2,000	6,000	6,000	-	-	-
Total Transfers Out	5,938	5,938	9,938	9,938	15,740	-	-
Contingency							
230-900-9590 Contingency	-	-	55,311	-	76,552	-	-
Total Contingency	-	-	55,311	-	76,552	-	-
Reserved for Future Expenditure							
230-900-9893 Reserved for future use - Wate	-	-	-	-	-	-	-
Total Reserved for Future Expenditure	-	-	-	-	-	-	-

CITY OF LOWELL
WATER FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Total Water	304,213	312,578	503,470	350,317	523,744	-	-

Sewer Fund

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Resources					
Beginning Fund Balance	17,265	121,619	182,029	176,148	132,151
Investment Earnings	3,112	4,655	3,640	2,424	2,150
Grant Revenues	-	-	-	-	-
Licenses & Permits	1,035	1,610	920	-	2,250
Charges for Service	330,589	342,952	394,156	366,607	389,196
SDC Revenue	5,533	6,891	4,944	5,807	9,270
Misellaneous Revenue	45,127	8,102	4,500	100	350
Transfers In	15,745	15,745	12,724	-	6,051
Total Resources	418,406	501,574	602,913	551,087	541,418
Requirements					
Personal Services	144,511	133,446	183,454	170,245	193,421
Materials & Services	95,986	121,939	225,003	143,721	201,624
Capital Outlay	150	14,558	42,000	46,162	-
Debt Service	52,564	51,908	54,286	51,233	50,545
Transfers Out	3,575	3,575	7,575	7,575	5,920
Contingency	-	-	90,595	-	89,908
Reserves	-	-	-	-	-
Total Requirements	296,787	325,426	602,913	418,935	541,418
Ending Balance	121,619	176,148	-	132,151	-

CITY OF LOWELL
SEWER FUND RESOURCES
JULY 1, 2020 - JUNE 30, 2021

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	APPROVED	ADOPTED
	Fund Balance							
240-3100	Beginning Fund Balance	17,265	121,619	182,029	176,148	132,151	-	-
	Total Beginning Balance	17,265	121,619	182,029	176,148	132,151	-	-
	Revenues							
240-315-4125	Interest Earned	3,112	4,655	3,640	2,424	2,150	-	-
240-325-4151	Grant Revenue	-	-	-	-	-	-	-
240-325-4162	CDBG Grant	-	-	-	-	-	-	-
240-360-4220	Interim Financing Revenue	-	-	-	-	-	-	-
240-360-4225	Loan Proceeds	-	-	-	-	-	-	-
240-335-4354	Misc Permits & Licenses	-	-	-	-	-	-	-
240-335-4370	Water/Sewer Connection Permit	1,035	1,610	920	-	2,250	-	-
240-340-4425	Water/Sewer Sales	330,589	342,844	394,156	364,613	386,875	-	-
240-340-4430	Water/Sewer Connection Fees	-	-	-	-	-	-	-
240-340-4450	Water/Sewer Penalties	-	108	-	1,994	2,321	-	-
240-345-4541	Sewer Reimbursement SDC	5,533	6,891	4,944	5,807	9,270	-	-
240-370-4824	Donations	-	-	-	-	-	-	-
240-370-4849	Capital Asset Disposal	-	-	-	-	-	-	-
240-385-4895	Miscellaneous Revenue	45,127	8,102	4,500	100	350	-	-
	Total Revenues	385,396	364,209	408,160	374,939	403,216	-	-
	Transfers In							
240-390-4910	Transfer from General Fund	-	-	-	-	-	-	-
240-390-4917	Transfer from SDC Fund	-	-	-	-	-	-	-
240-390-4921	Transfer from Sewer Reserve Fu	-	-	-	-	-	-	-
240-390-4930	Transfer from Water Fund	-	-	-	-	-	-	-
240-390-4950	Transfer from Equipment Fund	-	-	-	-	6,051	-	-
240-390-4955	Transfer from Debt Reserve Fun	15,745	15,745	12,724	-	-	-	-
	Total Transfers In	15,745	15,745	12,724	-	6,051	-	-
	Total Sewer Fund	418,406	501,574	602,913	551,087	541,418	-	39

Sewer Fund

Sewer

Overview

The Sewer Division is part of the Public Works Department. It is staffed by the Public Works Director, two utility workers, and one maintenance worker. Division services includes sewer plant operation, sewer plant maintenance, maintenance and repair of the collections system. In addition, this budget also includes the administration for sewer operations and utility billing.

EXPENDITURE SUMMARY					
DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Personal Services	144,511	133,446	183,454	170,245	193,421
Materials and Services	95,986	121,939	225,003	143,721	201,624
Capital Outlay	150	14,558	42,000	46,162	-
Debt Service	52,564	51,908	54,286	51,233	50,545
Transfers Out	3,575	3,575	7,575	7,575	5,920
Contingency	-	-	90,595	-	89,908
TOTAL REQUIREMENTS	296,787	325,426	602,913	418,935	541,418

2019-20 Accomplishments

- Completed the year without any major violations.
- Replaced the Alder Street lift station backup generator.
- Continued green waste program to provide a local option for disposal of yard waste.

2020-21 Work Plan

- Meet or exceed sewer discharge permit requirements.
- Develop GIS for all sewer infrastructure, including collection lines and sewer plant design.

PERSONAL SERVICES					
POSITION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 PROPOSED
City Administrator	0.25	0.25	0.28	0.28	0.28
City Clerk	0.40	0.40	0.40	0.40	0.40
Public Works Director	0.35	0.35	0.43	0.43	0.43
Utility Worker	0.80	0.80	0.85	0.85	0.85
Maintenance Worker	0.13	0.13	0.10	0.10	0.10
Temporary/Seasonal	0.00	0.00	0.00	0.00	0.02
TOTAL FTE	1.93	1.93	2.05	2.05	2.07

CITY OF LOWELL
SEWER FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	APPROVED	ADOPTED
Personal Services								
240-490-5110	City Administrator	18,926	22,894	23,796	23,738	24,750	-	-
240-490-5112	Finance Clerk	-	-	-	-	-	-	-
240-490-5114	City Clerk	19,175	20,110	20,613	21,083	22,200	-	-
240-490-5150	Public Works Director	21,872	24,376	28,680	29,259	30,747	-	-
240-490-5152	Utility Worker I	12,418	-	13,923	30,961	35,500	-	-
240-490-5154	Utility Worker II	14,489	15,746	13,923	-	-	-	-
240-490-5156	Temporary/Seasonal	-	-	-	-	577	-	-
240-490-5158	Maintenance Worker I	3,199	3,233	2,735	2,417	2,987	-	-
240-490-5220	Overtime	5,059	6,474	6,516	2,088	6,020	-	-
240-490-5315	Social Security/Medicare	7,278	6,716	9,882	8,348	9,360	-	-
240-490-5320	Worker's Comp	3,359	2,915	5,934	3,267	1,880	-	-
240-490-5350	Unemployment	-	-	8,736	-	8,500	-	-
240-490-5410	Health Insurance	27,840	21,354	29,720	31,276	29,750	-	-
240-490-5450	Public Employees Retirement	10,896	9,627	18,996	17,808	21,150	-	-
	Total Personal Services	144,511	133,446	183,454	170,245	193,421	-	-
Materials and Services								
240-490-6110	Auditing	3,900	3,900	4,419	4,225	4,419	-	-
240-490-6112	Legal Services	-	-	500	-	500	-	-
240-490-6114	Financial Services	2,256	3,543	3,749	4,964	5,212	-	-
240-490-6116	Engineering Services	-	2,950	100,000	4,000	40,000	-	-
240-490-6122	IT Services	1,838	2,324	3,881	4,058	6,304	-	-
240-490-6128	Other Contract Services	3,565	7,716	3,600	4,155	3,500	-	-
240-490-6130	General Contract Services	-	-	-	-	-	-	-
240-490-6190	Computer Serv/Warr/Contracts	-	-	-	-	-	-	-
240-490-6210	Insurance & Bonds	5,731	5,643	6,115	5,968	6,427	-	-
240-490-6220	Publications, Printing & Dues	1,250	430	600	500	600	-	-
240-490-6226	Postage	1,163	1,543	2,000	1,500	2,100	-	-
240-490-6230	Office Supplies/Equipment	164	336	500	500	500	-	-
240-490-6234	General Supplies	1,201	1,270	2,000	3,250	2,500	-	-
240-490-6238	Bank Service Charges	3,856	4,048	1,498	3,403	3,850	-	-
240-490-6240	Travel & Training	598	1,489	1,500	1,434	1,500	-	-
240-490-6290	Miscellaneous	316	685	500	-	500	-	-
240-490-6320	Building Repair & Maintenance	115	591	1,000	1,969	1,750	-	-
240-490-6324	Equipment Repair & Maintenance	3,556	9,724	5,000	4,000	5,000	-	-
240-490-6330	Other Repair & Maintenance	193	4,254	12,500	19,379	15,000	-	-
240-490-6334	Non-Capitalized Assets	2,478	1,000	1,000	1,452	1,200	-	-
240-490-6420	Water Services	7,053	12,656	11,457	24,295	21,250	-	-
240-490-6425	Sewer Services	6,111	6,304	6,620	6,666	6,750	-	-
240-490-6430	Electricity Services	23,720	19,710	25,068	18,763	19,889	-	-
240-490-6435	Internet Services	-	-	-	816	857	-	-
240-490-6440	Telephone Services	1,610	1,456	1,518	1,738	1,825	-	-
240-490-6445	Refuse Services	299	226	238	368	379	-	-
240-490-6520	Permits	2,635	2,812	3,100	3,100	3,193	-	-
240-490-6710	Gas & Oil	902	2,460	1,457	1,560	1,450	-	-
240-490-6712	Operations & Supplies	-	216	-	-	-	-	-
240-490-6750	Chemicals & Lab Supplies	11,090	14,122	14,700	11,252	15,250	-	-
240-490-6755	Water/Sewer Analysis	10,384	10,532	10,483	10,405	10,575	-	-
240-490-6758	Water/Sewer Connection Expendi	-	-	-	-	-	-	-
240-490-6760	Franchise Fees	-	-	-	-	19,344	-	-
240-490-6792	Reimbursable Expenditure	-	-	-	-	-	-	-
	Total Materials and Services	95,986	121,939	225,003	143,721	201,624	-	-
	Subtotal Sewer	240,498	255,385	408,457	313,965	395,045	-	41

CITY OF LOWELL
SEWER FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Capital Outlay							
240-700-8225 Buildings & Facilities	-	-	-	10,661	-	-	-
240-700-8320 Software	150	6,825	-	5,926	-	-	-
240-700-8335 Equipment & Furnishings	-	-	42,000	29,575	-	-	-
240-700-8425 Vehicles & Rolling Stock	-	7,733	-	-	-	-	-
240-700-8550 Sewer Systems	-	-	-	-	-	-	-
Total Capital Outlay	150	14,558	42,000	46,162	-	-	-
Debt Service							
240-800-7110 Loan Principal	18,038	18,171	18,313	18,313	18,466	-	-
240-800-7111 Loan Principal - Library/City	-	-	1,367	-	-	-	-
240-800-7122 Loan Principal - SPWF	3,856	4,056	4,056	4,265	4,486	-	-
240-800-7124 Loan Principal - RD	6,095	6,262	6,263	6,435	6,612	-	-
240-800-7510 Loan Interest	11,360	10,571	9,573	9,753	8,911	-	-
240-800-7511 Loan Interest - Library/City	-	-	1,860	-	-	-	-
240-800-7522 Loan Interest - SPWF	3,566	3,367	3,367	3,157	2,937	-	-
240-800-7524 Loan Interest - RD	9,649	9,482	9,487	9,310	9,133	-	-
Total Debt Service	52,564	51,908	54,286	51,233	50,545	-	-
Transfers Out							
240-900-9117 Transfer to SDC Fund	-	-	-	-	-	-	-
240-900-9121 Transfer to Sewer Reserve Fund	1,575	1,575	1,575	1,575	5,920	-	-
240-900-9150 Transfer to Equipment Fund	2,000	2,000	6,000	6,000	-	-	-
Total Transfers Out	3,575	3,575	7,575	7,575	5,920	-	-
Contingency							
240-900-9590 Contingency	-	-	90,595	-	89,908	-	-
Total Contingency	-	-	90,595	-	89,908	-	-
Reserved for Future Expenditure							
240-900-9893 Reserved for future use - Sewer	-	-	-	-	-	-	-
Total Reserved for Future Expenditure	-	-	-	-	-	-	-

CITY OF LOWELL
SEWER FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Total Sewer	296,637	310,868	560,913	372,773	541,418	-	-

Street Fund

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Resources					
Beginning Fund Balance	126,877	126,292	99,659	90,839	53,537
Investment Earnings	94	153	2,045	1,524	1,400
Intergovernmental	67,914	78,103	79,288	74,932	64,212
Grant Revenues	-	-	150,000	-	200,000
SDC Revenue	1,340	2,354	1,605	2,262	1,560
Loan Payments & Proceeds	-	-	268,042	-	360,291
Reimbursement Revenue	4,281	-	-	-	-
Other Revenue	-	-	-	-	-
Misellaneous Revenue	7	133	-	100	50
Transfers In	-	-	-	-	4,033
Total Resources	200,513	207,035	600,639	169,657	685,083
Requirements					
Personal Services	38,816	37,483	19,169	18,025	23,103
Materials & Services	31,405	64,705	52,388	42,420	46,404
Capital Outlay	-	10,008	438,042	51,675	560,291
Debt Service	-	-	1,613	-	-
Transfers Out	4,000	4,000	4,000	4,000	-
Contingency	-	-	85,427	-	55,285
Reserves	-	-	-	-	-
Total Requirements	74,222	116,196	600,639	116,120	685,083
Ending Balance	126,292	90,839	-	53,537	-

CITY OF LOWELL
STREET FUND RESOURCES
JULY 1, 2020 - JUNE 30, 2021

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	APPROVED	ADOPTED
	Fund Balance							
312-3100	Beginning Fund Balance	126,877	126,292	99,659	90,839	53,537	-	-
	Total Beginning Balance	126,877	126,292	99,659	90,839	53,537	-	-
	Revenues							
312-315-4125	Interest Earned	94	153	2,045	1,524	1,400	-	-
312-320-4140	Lane County Distributions	-	-	-	-	-	-	-
312-320-4142	State Distributions	67,914	78,103	79,288	74,932	64,212	-	-
312-325-4151	Grant Revenue	-	-	150,000	-	200,000	-	-
312-345-4513	Transportation Reimbursement S	1,340	2,354	1,605	2,262	1,560	-	-
312-360-4210	Principal Payments Received	-	-	-	-	-	-	-
312-360-4215	Interest Payments Received	-	-	-	-	-	-	-
312-360-4225	Loan Proceeds	-	-	268,042	-	360,291	-	-
312-365-4752	Reimbursement Revenue	4,281	-	-	-	-	-	-
312-365-4791	SVDP Project Revenue	-	-	-	-	-	-	-
312-370-4849	Capital Asset Disposal	-	-	-	-	-	-	-
312-385-4895	Miscellaneous Revenue	7	133	-	100	50	-	-
	Total Revenues	73,637	80,743	500,980	78,818	627,513	-	-
	Transfers In							
312-390-4950	Transfer from Equipment Fund	-	-	-	-	4,033	-	-
	Total Transfers In	-	-	-	-	4,033	-	-
	Total Street Fund	200,513	207,035	600,639	169,657	685,083	-	45

Street Fund

Street

Overview

The Streets Division is managed by the Public Works Department. This budget includes funds for the operation of streetlights; maintenance of roads, alleys, and storm drains; street signs; and the planning and development of new stormwater, streets, and sidewalk infrastructure.

EXPENDITURE SUMMARY					
DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Personal Services	38,816	37,483	19,169	18,025	23,103
Materials and Services	31,405	64,705	52,388	42,420	46,404
Capital Outlay	-	10,008	438,042	51,675	560,291
Debt Service	-	-	1,613	-	-
Transfers Out	4,000	4,000	4,000	4,000	-
Contingency	-	-	85,427	-	55,285
TOTAL REQUIREMENTS	74,222	116,196	600,639	116,120	685,083

2019-20 Accomplishments

- Performed annual storm drain cleaning projects.
- Received a \$100,000 grant to repave Lakeview Avenue from Pioneer Street to Moss Street.
- Completed design of Main Street and Lakeview Avenue repaving projects.

2020-21 Work Plan

- Plan North Shore and Pioneer Street improvements with Lane County.
- Complete Main Street repaving project.
- Complete Lakeview Avenue repaving project.
- Secure funding, design, and complete Cannon Street Festival Area.
- Meet or exceed stormwater quality requirements.
- Complete minor update of the Stormwater Master Plan, including policies and project list.
- Evaluate revenue options for the maintenance of streets, sidewalks, and stormwater.

PERSONAL SERVICES					
POSITION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 PROPOSED
City Administrator	0.10	0.10	0.05	0.05	0.05
City Clerk	0.00	0.00	0.00	0.00	0.00
Public Works Director	0.15	0.15	0.05	0.05	0.05
Utility Worker	0.20	0.20	0.10	0.10	0.10
Maintenance Worker	0.06	0.06	0.00	0.00	0.00
Temporary/Seasonal	0.00	0.00	0.00	0.00	0.05
TOTAL FTE	0.51	0.51	0.20	0.20	0.25

CITY OF LOWELL
STREET FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	APPROVED	ADOPTED
Personal Services								
312-490-5110	City Administrator	7,570	8,872	4,326	4,316	4,500	-	-
312-490-5150	Public Works Director	9,374	10,615	3,374	3,442	3,617	-	-
312-490-5152	Utility Worker I	3,104	-	1,638	3,642	4,128	-	-
312-490-5154	Utility Worker II	3,622	3,937	1,638	-	-	-	-
312-490-5156	Utility Worker III	-	-	-	-	1,153	-	-
312-490-5158	Maintenance Worker I	1,600	1,616	-	-	-	-	-
312-490-5220	Overtime	1,288	2,153	676	227	675	-	-
312-490-5315	Social Security/Medicare	2,032	1,960	1,045	884	1,085	-	-
312-490-5320	Worker's Comp	1,113	977	673	750	230	-	-
312-490-5350	Unemployment	-	-	913	-	1,000	-	-
312-490-5410	Health Insurance	6,071	4,524	2,877	2,891	4,195	-	-
312-490-5450	Public Employees Retirement	3,043	2,829	2,009	1,873	2,520	-	-
312-490-5910	Wage Adjustment	-	-	-	-	-	-	-
	Total Personal Services	38,816	37,483	19,169	18,025	23,103	-	-
Materials and Services								
312-490-6110	Auditing	1,300	1,300	1,473	1,325	1,473	-	-
312-490-6114	Financial Services	752	1,181	1,250	1,655	1,737	-	-
312-490-6116	Engineering Services	840	24,962	1,000	500	2,500	-	-
312-490-6122	IT Services	597	671	1,342	1,297	2,102	-	-
312-490-6128	Other Contract Services	9,077	12,607	12,772	3,576	8,500	-	-
312-490-6210	Insurance & Bonds	1,910	1,881	2,038	1,989	2,142	-	-
312-490-6234	General Supplies	144	34	150	200	200	-	-
312-490-6290	Miscellaneous	130	228	500	-	500	-	-
312-490-6324	Equipment Repair & Maintenance	-	49	500	150	500	-	-
312-490-6330	Other Repair & Maintenance	486	6,101	10,000	10,000	10,000	-	-
312-490-6334	Non-Capitalized Assets	671	-	500	4,998	2,500	-	-
312-490-6430	Electricity Services	13,402	15,379	20,363	12,500	13,250	-	-
312-490-6720	Storm Drain Maintenance	1,923	-	-	-	-	-	-
312-490-6724	Street Signs	175	312	500	4,230	1,000	-	-
	Total Materials and Services	31,405	64,705	52,388	42,420	46,404	-	-
Capital Outlay								
312-700-8320	Software	-	2,275	-	180	-	-	-
312-700-8335	Equipment & Furnishings	-	-	-	-	-	-	-
312-700-8425	Vehicles & Rolling Stock	-	7,733	-	-	-	-	-
312-700-8530	Street Improvements	-	-	438,042	26,359	560,291	-	-
312-700-8532	Signage	-	-	-	-	-	-	-
	Total Capital Outlay	-	10,008	438,042	26,539	560,291	-	-
Debt Service								
312-800-7111	Loan Principal - Library/City	-	-	683	-	-	-	-
312-800-7511	Loan Interest - Library/City	-	-	930	-	-	-	-
	Total Debt Service	-	-	1,613	-	-	-	-
Transfers Out								
312-900-9150	Transfer to Equipment Fund	4,000	4,000	4,000	4,000	-	-	-
	Total Transfers Out	4,000	4,000	4,000	4,000	-	-	-
Contingency								
312-900-9590	Contingency	-	-	85,427	-	55,285	-	-
	Total Contingency	-	-	85,427	-	55,285	-	-
Reserved for Future Expenditure								
312-900-9898	Reserved for future use - Stre	-	-	-	-	-	-	-
	Total Reserved for Future Expenditure	-	-	-	-	-	-	-
	Total Streets	74,222	116,196	600,639	90,984	685,083	-	47

Blackberry Jam Festival Fund

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Resources					
Beginning Fund Balance	21,526	19,374	14,522	16,392	12,352
Investment Earnings	12	7	291	10	8
Other Revenue	-	-	-	30	50
Fundraising & Event Revenue	20,806	16,992	25,690	14,148	23,700
Misellaneous Revenue	-	328	500	101	75
Total Resources	42,345	36,702	41,003	30,681	36,185
Requirements					
Materials & Services	22,970	20,309	26,390	18,329	25,798
Contingency	-	-	14,613	-	10,387
Reserves	-	-	-	-	-
Total Requirements	22,970	20,309	41,003	18,329	36,185
Ending Balance	19,374	16,392	-	12,352	-

Overview

The Blackberry Jam Festival is a family-friendly festival held each year the last full weekend in July. The purpose of the event is to provide exposure to Lowell’s many recreational opportunities and community spirit, a marketplace for local crafters and food vendors, a venue for local non-profit fundraising activities, and to increase tourism in the City of Lowell, surrounding communities, and Lane County.

2019-20 Accomplishments

- Increased footprint of main event area south to Main Street.
- Started accepting credit cards for BBJ activities at City Hall and at the event.
- Added beer and wine garden.

2020-21 Work Plan

- Research opportunities for improving Wi-Fi service at the event for vendors.
- Increase number and variety of food vendors.

CITY OF LOWELL
BBJ FESTIVAL FUND RESOURCES
JULY 1, 2020 - JUNE 30, 2021

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	APPROVED	ADOPTED
	Fund Balance							
314-3100	Beginning Fund Balance	21,526	19,374	14,522	16,392	12,352	-	-
	Total Beginning Balance	21,526	19,374	14,522	16,392	12,352	-	-
	Revenues							
314-315-4125	Interest Earned	12	7	291	10	8	-	-
314-370-4824	BBJ Donations	-	-	-	30	50	-	-
314-370-4849	Capital Asset Disposal	-	-	-	-	-	-	-
314-380-4861	Craft/Commercial Booth Sales	2,215	1,980	3,000	1,675	3,000	-	-
314-380-4862	Food Booth Sales	570	1,200	1,200	590	1,200	-	-
314-380-4863	Beer Garden	-	-	3,000	-	-	-	-
314-380-4864	Jam Sales	220	1,300	1,500	1,575	1,500	-	-
314-380-4866	Quilt Raffle Sales	1,386	3,280	4,000	3,373	4,000	-	-
314-380-4868	Program Ad Sales	2,670	1,480	2,750	1,545	2,750	-	-
314-380-4870	Sponsorship Revenue	1,750	1,500	4,000	750	4,000	-	-
314-380-4872	Pie Sales	-	194	-	-	225	-	-
314-380-4874	50/50 Raffle Sales	-	-	-	-	-	-	-
314-380-4876	5K Race Revenue	-	595	1,100	-	1,000	-	-
314-380-4878	Car Show Revenue	430	4,067	3,500	3,445	4,250	-	-
314-380-4880	Fishing Derby Revenue	200	440	440	200	450	-	-
314-380-4882	Horseshoe Tourney Revenue	-	100	100	145	175	-	-
314-380-4884	Kidz Korner Revenue	-	796	1,000	726	1,000	-	-
314-380-4886	Pie Eating Contest Revenue	-	-	100	124	150	-	-
314-380-4888	RC Flyers Revenue	-	60	-	-	-	-	-
314-380-4889	BBJ Festival Other Revenue	11,365	-	-	-	-	-	-
314-385-4895	Miscellaneous Revenue	-	328	500	101	75	-	-
	Total Revenues	20,818	17,327	26,481	14,289	23,833	-	-
	Total Street Fund	42,345	36,702	41,003	30,681	36,185	-	49

CITY OF LOWELL
BBJ FESTIVAL FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Materials and Services							
314-490-6118 Police Services	-	-	1,500	1,220	1,750	-	-
314-490-6122 IT Services	84	131	450	465	473	-	-
314-490-6220 Publications, Printing & Dues	-	1,079	1,200	-	1,000	-	-
314-490-6224 Festival Advertisement	169	535	1,500	1,377	1,500	-	-
314-490-6226 Postage	30	-	50	-	50	-	-
314-490-6238 Bank Service Charges	-	-	-	30	75	-	-
314-490-6290 Miscellaneous	32	2,241	2,000	2,290	2,000	-	-
314-490-6440 Telephone Services	65	144	200	-	250	-	-
314-490-6445 Refuse Services	-	812	1,000	-	1,150	-	-
314-490-6705 Rent	280	940	1,000	995	1,250	-	-
314-490-6714 Materials & Services	20,683	140	-	-	-	-	-
314-490-6810 Craft/Commercial Booth Exp	10	121	750	38	750	-	-
314-490-6812 Food Booth Exp	-	40	100	150	175	-	-
314-490-6813 Beer Garden	-	-	1,500	-	-	-	-
314-490-6814 Jam Sales Exp	434	1,143	750	486	825	-	-
314-490-6816 Quilt Raffle	498	3,726	4,000	2,905	4,000	-	-
314-490-6820 Sponsorship Exp	-	51	-	-	50	-	-
314-490-6822 Pie Sales Exp	-	187	-	-	-	-	-
314-490-6850 5K Race Exp	185	495	600	-	600	-	-
314-490-6852 Car Show Exp	500	3,555	4,000	3,749	4,000	-	-
314-490-6854 Fishing Derby Exp	-	500	440	200	450	-	-
314-490-6856 Horseshoe Tourney Exp	-	-	50	-	50	-	-
314-490-6858 Kidz Korner Exp	-	590	1,000	380	1,000	-	-
314-490-6860 Pie Eating Contest Exp	-	-	200	284	300	-	-
314-490-6862 RC Flyers Exp	-	100	100	-	100	-	-
314-490-6864 Entertainment Exp	-	3,780	4,000	3,760	4,000	-	-
Total Materials and Services	22,970	20,309	26,390	18,329	25,798	-	-
Contingency							
314-900-9590 Contingency	-	-	14,613	-	10,387	-	-
Total Contingency	-	-	14,613	-	10,387	-	-
Total BBJ Festival Fund	22,970	20,309	41,003	18,329	36,185	-	50

SDC Fund

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Resources					
Beginning Fund Balance	316,946	397,391	-	-	-
Investment Earnings	342	-	-	-	-
SDC Revenue	67,208	-	-	-	-
Loan Payments & Proceeds	12,895	-	-	-	-
Transfers In	-	-	-	-	-
Total Resources	397,391	397,391	-	-	-
Requirements					
Transfers Out	-	397,391	-	-	-
Total Requirements	-	397,391	-	-	-
Ending Balance	397,391	-	-	-	-

Overview

System Development Charges (SDCs) are assessed on new development to cover the public infrastructure costs to serve them.

The SDC Fund has been closed. All funds were segregated and transferred to specific SDC funds (Parks, Water, Sewer, Stormwater, Transportation) in 2018.

CITY OF LOWELL
SDC FUND RESOURCES
JULY 1, 2020 - JUNE 30, 2021

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	APPROVED	ADOPTED
Fund Balance								
417-3100	Beginning Fund Balance	316,946	397,391	-	-	-	-	-
	Total Beginning Balance	316,946	397,391	-	-	-	-	-
Revenues								
417-315-4125	Interest Earned	342	-	-	-	-	-	-
417-345-4510	Park SDC Fees	8,824	-	-	-	-	-	-
417-345-4511	Parks Reimbursement SDC	-	-	-	-	-	-	-
417-345-4512	Transportation SDC	7,682	-	-	-	-	-	-
417-345-4530	Water SDC	34,308	-	-	-	-	-	-
417-345-4540	Sewer SDC	9,594	-	-	-	-	-	-
417-345-4545	Storm Drainage SDC	6,800	-	-	-	-	-	-
417-360-4210	Interfund Loan Principle from	12,895	-	-	-	-	-	-
	Total Revenues	80,445	-	-	-	-	-	-
Transfers In								
417-390-4910	Transfer from General Fund	-	-	-	-	-	-	-
417-390-4912	Transfer from Street Fund	-	-	-	-	-	-	-
417-390-4930	Transfer from Water Fund	-	-	-	-	-	-	-
417-390-4940	Transfer from Sewer Fund	-	-	-	-	-	-	-
	Total Transfers In	-	-	-	-	-	-	-

CITY OF LOWELL
SDC FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Capital Outlay							
417-700-8520 Parks Improvements	-	-	-	-	-	-	-
417-700-8530 Street Improvements	-	-	-	-	-	-	-
417-700-8540 Water Systems Improvemts	-	-	-	-	-	-	-
417-700-8550 Sewer Systems	-	-	-	-	-	-	-
417-700-8560 Stormwater Improvements	-	-	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-	-	-
Transfers Out							
417-900-9110 Transfer to Parks SDC Fund	-	37,691	-	-	-	-	-
417-900-9112 Transfer to Streets SDC Fund	-	23,187	-	-	-	-	-
417-900-9130 Transfer to Water SDC Fund	-	196,255	-	-	-	-	-
417-900-9140 Transfer to Sewer SDC Fund	-	115,917	-	-	-	-	-
417-900-9145 Transfer to Stormwater SDC Fun	-	24,340	-	-	-	-	-
417-900-9155 Transfer to Debt Reserve Fund	-	-	-	-	-	-	-
Total Transfers Out	-	397,391	-	-	-	-	-
Reserved for Future Expenditure							
417-900-9893 Reserved for future use - Wate	37,691	-	-	-	-	-	-
417-900-9895 Reserved for future use - Park	23,187	-	-	-	-	-	-
417-900-9896 Reserved for future use - Stor	196,255	-	-	-	-	-	-
417-900-9897 Reserved for future use - Sewe	115,917	-	-	-	-	-	-
417-900-9898 Reserved for future use - Stre	24,340	-	-	-	-	-	-
Total Reserved for Future Expe	397,391	-	-	-	-	-	-

Parks SDC Fund

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Resources					
Beginning Fund Balance	-	-	46,513	45,622	54,577
Investment Earnings	-	52	1,163	1,075	250
SDC Revenue	-	7,880	7,880	7,880	14,775
Transfers In	-	37,691	-	-	-
Total Resources	-	45,622	55,556	54,577	69,602
Requirements					
Materials & Services	-	-	10,000	-	2,000
Capital Outlay	-	-	45,556	-	67,602
Total Requirements	-	-	55,556	-	69,602
Ending Balance	-	45,622	-	54,577	-

Overview

System Development Charges (SDCs) are assessed on new development to cover the public infrastructure costs to serve them. The Parks SDC Fund is used to expand capacity of parks and recreation facilities within the City of Lowell.

- Materials and Services – Funds are appropriated to revise the Parks SDC Methodology and Project list in accordance with the 2020 Parks and Recreation Master Plan.
- Capital Outlay – These funds are appropriated as capital outlay to provide grant match for projects, SDC eligible master plans and projects.

CITY OF LOWELL
PARKS SDC FUND RESOURCES
JULY 1, 2020 - JUNE 30, 2021

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	APPROVED	ADOPTED
	Fund Balance							
410-3100	Beginning Fund Balance	-	-	46,513	45,622	54,577	-	-
	Total Beginning Balance	-	-	46,513	45,622	54,577	-	-
	Revenues							
410-315-4125	Interest Earned	-	52	1,163	1,075	250	-	-
410-345-4510	Park SDC Fees	-	7,880	7,880	7,880	14,775	-	-
410-345-4511	Parks Reimbursement SDC	-	-	-	-	-	-	-
	Total Revenues	-	7,932	9,043	8,955	15,025	-	-
	Transfers In							
410-390-4917	Transfer from SDC Fund	-	37,691	-	-	-	-	-
	Total Transfers In	-	37,691	-	-	-	-	-

Total Parks SDC Fund	-	45,622	55,556	54,577	69,602	-	55	-
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CITY OF LOWELL
PARKS SDC FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	APPROVED	ADOPTED
	Materials and Services							
410-490-6714	Materials & Services	-	-	10,000	-	2,000	-	-
	Total Materials and Services	-	-	10,000	-	2,000	-	-
	Capital Outlay							
410-700-8520	Parks Improvements	-	-	45,556	-	67,602	-	-
	Total Capital Outlay	-	-	45,556	-	67,602	-	-
	Reserved for Future Expenditure							
410-900-9895	Reserved for future use - Park	-	-	-	-	-	-	-
	Total Reserved for Future Expenditure	-	-	-	-	-	-	-

Total Parks SDC Fund	-	-	55,556	-	69,602	-	56	-
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Streets SDC Fund

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Resources					
Beginning Fund Balance	-	-	28,503	36,617	47,483
Investment Earnings	-	32	712	802	250
SDC Revenue	-	13,397	4,736	10,064	8,880
Transfers In	-	23,187	-	-	-
Total Resources	-	36,617	33,951	47,483	56,613
Requirements					
Materials & Services	-	-	2,000	-	2,000
Capital Outlay	-	-	31,951	-	54,613
Total Requirements	-	-	33,951	-	56,613
Ending Balance	-	36,617	-	47,483	-

Overview

System Development Charges (SDCs) are assessed on new development to cover the public infrastructure costs to serve them. The Streets SDC Fund is used to expand capacity of streets and sidewalks within the City of Lowell.

- Materials and Services – Funds are appropriated to complete a minor update to the methodology.
- Capital Outlay – These funds are appropriated as capital outlay to provide grant match for projects, SDC eligible master plans and projects.

CITY OF LOWELL
TRANSPORTATION SDC FUND RESOURCES
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Fund Balance								
412-3100	Beginning Fund Balance	-	-	28,503	36,617	47,483	-	-
	Total Beginning Balance	-	-	28,503	36,617	47,483	-	-
Revenues								
412-315-4125	Interest Earned	-	32	712	802	250	-	-
412-345-4512	Transportation SDC	-	13,397	4,736	10,064	8,880	-	-
	Total Revenues	-	13,429	5,448	10,866	9,130	-	-
Transfers In								
412-390-4917	Transfer from SDC Fund	-	23,187	-	-	-	-	-
	Total Transfers In	-	23,187	-	-	-	-	-

Total Transportation SDC Fund	-	36,617	33,951	47,483	56,613	-	58	-
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CITY OF LOWELL
TRANSPORTATION SDC FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	APPROVED	ADOPTED
	Materials and Services							
412-490-6128	Other Contract Services	-	-	2,000	-	2,000	-	-
412-490-6714	Materials & Services	-	-	-	-	-	-	-
	Total Materials and Services	-	-	2,000	-	2,000	-	-
	Capital Outlay							
412-700-8530	Street Improvements	-	-	31,951	-	54,613	-	-
	Total Capital Outlay	-	-	31,951	-	54,613	-	-
	Reserved for Future Expenditure							
412-900-9898	Reserved for future use - Stre	-	-	-	-	-	-	-
	Total Reserved for Future Expi	-	-	-	-	-	-	-

Total Transportation SDC Fund	-	-	33,951	-	56,613	-	59	-
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Water SDC Fund

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Resources					
Beginning Fund Balance	-	-	239,460	265,465	320,027
Investment Earnings	-	270	5,987	7,358	6,400
SDC Revenue	-	68,940	30,640	40,215	57,450
Transfers In	-	196,255	-	-	-
Total Resources	-	265,465	276,087	313,038	383,877
Requirements					
Materials & Services	-	-	2,000	-	2,000
Capital Outlay	-	-	274,087	-	381,877
Total Requirements	-	-	276,087	-	383,877
Ending Balance	-	265,465	-	313,038	-

Overview

System Development Charges (SDCs) are assessed on new development to cover the public infrastructure costs to serve them. The Water SDC Fund is used to expand capacity of water facilities within the City of Lowell.

- Materials and Services – Funds are appropriated to complete a minor update to the methodology.
- Capital Outlay – These funds are appropriated as capital outlay to provide grant match for projects, SDC eligible master plans and projects.

CITY OF LOWELL
WATER SDC FUND RESOURCES
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Fund Balance								
430-3100	Beginning Fund Balance	-	-	239,460	265,465	320,027	-	-
	Total Beginning Balance	-	-	239,460	265,465	320,027	-	-
Revenues								
430-315-4125	Interest Earned	-	270	5,987	7,358	6,400	-	-
430-345-4530	Water SDC	-	68,940	30,640	40,215	57,450	-	-
	Total Revenues	-	69,210	36,627	47,573	63,850	-	-
Transfers In								
430-390-4917	Transfer from SDC Fund	-	196,255	-	-	-	-	-
	Total Transfers In	-	196,255	-	-	-	-	-

Total Water SDC Fund	-	265,465	276,087	313,038	383,877	-	61	-
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CITY OF LOWELL
WATER SDC FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Materials and Services								
430-490-6128	Other Contract Services	-	-	2,000	-	2,000	-	-
430-490-6714	Materials & Services	-	-	-	-	-	-	-
	Total Materials and Services	-	-	2,000	-	2,000	-	-
Capital Outlay								
430-700-8540	Water Systems Improvemts	-	-	274,087	-	381,877	-	-
	Total Capital Outlay	-	-	274,087	-	381,877	-	-
Reserved for Future Expenditure								
430-900-9893	Reserved for future use - Wate	-	-	-	-	-	-	-
	Total Reserved for Future Expi	-	-	-	-	-	-	-

Total Water SDC Fund	-	-	276,087	-	383,877	-	62	-
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Sewer SDC Fund

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Resources					
Beginning Fund Balance	-	-	127,383	128,017	140,454
Investment Earnings	-	158	3,185	3,355	1,975
SDC Revenue	-	11,942	8,568	9,082	16,065
Transfers In	-	115,917	-	-	-
Total Resources	-	128,017	139,136	140,454	158,494
Requirements					
Materials & Services	-	-	2,000	-	2,000
Capital Outlay	-	-	137,136	-	156,494
Total Requirements	-	-	139,136	-	158,494
Ending Balance	-	128,017	-	140,454	-

Overview

System Development Charges (SDCs) are assessed on new development to cover the public infrastructure costs to serve them. The Sewer SDC Fund is used to expand capacity of sanitary sewer facilities within the City of Lowell.

- Materials and Services – Funds are appropriated to complete a minor update to the methodology.
- Capital Outlay – These funds are appropriated as capital outlay to provide grant match for projects, SDC eligible master plans and projects.

CITY OF LOWELL
SEWER SDC FUND RESOURCES
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Fund Balance								
440-3100	Beginning Fund Balance	-	-	127,383	128,017	140,454	-	-
	Total Beginning Balance	-	-	127,383	128,017	140,454	-	-
Revenues								
440-315-4125	Interest Earned	-	158	3,185	3,355	1,975	-	-
440-345-4540	Sewer SDC	-	11,942	8,568	9,082	16,065	-	-
	Total Revenues	-	12,099	11,753	12,437	18,040	-	-
Transfers In								
440-390-4917	Transfer from SDC Fund	-	115,917	-	-	-	-	-
	Total Transfers In	-	115,917	-	-	-	-	-

Total Sewer SDC Fund	-	128,017	139,136	140,454	158,494	-	64	-
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CITY OF LOWELL
SEWER SDC FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	APPROVED	ADOPTED
	Materials and Services							
440-490-6128	Other Contract Services	-	-	2,000	-	2,000	-	-
440-490-6714	Materials & Services	-	-	-	-	-	-	-
	Total Materials and Services	-	-	2,000	-	2,000	-	-
	Capital Outlay							
440-700-8550	Sewer Systems	-	-	137,136	-	156,494	-	-
	Total Capital Outlay	-	-	137,136	-	156,494	-	-
	Reserved for Future Expenditure							
440-900-9897	Reserved for future use - Sewer	-	-	-	-	-	-	-
	Total Reserved for Future Expenditure	-	-	-	-	-	-	-

Total Transportation SDC Fund	-	-	139,136	-	158,494	-	65	-
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Stormwater SDC Fund

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Resources					
Beginning Fund Balance	-	-	30,333	33,379	45,113
Investment Earnings	-	34	758	720	635
SDC Revenue	-	9,005	5,384	11,014	10,095
Transfers In	-	24,340	-	-	-
Total Resources	-	33,379	36,475	45,113	55,843
Requirements					
Materials & Services	-	-	2,000	-	2,000
Capital Outlay	-	-	34,475	-	53,843
Total Requirements	-	-	36,475	-	55,843
Ending Balance	-	33,379	-	45,113	-

Overview

System Development Charges (SDCs) are assessed on new development to cover the public infrastructure costs to serve them. The Sewer SDC Fund is used to expand capacity of stormwater facilities within the City of Lowell.

- Materials and Services – Funds are appropriated to complete a minor update to the methodology.
- Capital Outlay – These funds are appropriated as capital outlay to provide grant match for projects, SDC eligible master plans and projects.

CITY OF LOWELL
 STORMWATER SDC FUND RESOURCES
 JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Fund Balance								
445-3100	Beginning Fund Balance	-	-	30,333	33,379	45,113	-	-
	Total Beginning Balance	-	-	30,333	33,379	45,113	-	-
Revenues								
445-315-4125	Interest Earned	-	34	758	720	635	-	-
445-345-4545	Storm Drainage SDC	-	9,005	5,384	11,014	10,095	-	-
	Total Revenues	-	9,039	6,142	11,734	10,730	-	-
Transfers In								
445-390-4917	Transfer from SDC Fund	-	24,340	-	-	-	-	-
	Total Transfers In	-	24,340	-	-	-	-	-

Total Stormwater SDC Fund	-	33,379	36,475	45,113	55,843	-	67	-
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CITY OF LOWELL
 STORMWATER SDC FUND REQUIREMENTS
 JULY 1, 2020 - JUNE 30, 2021

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	APPROVED	ADOPTED
	Materials and Services							
445-490-6128	Other Contract Services	-	-	2,000	-	2,000	-	-
445-490-6714	Materials & Services	-	-	-	-	-	-	-
	Total Materials and Services	-	-	2,000	-	2,000	-	-
	Capital Outlay							
445-700-8560	Stormwater Improvements	-	-	34,475	-	53,843	-	-
	Total Capital Outlay	-	-	34,475	-	53,843	-	-
	Reserved for Future Expenditure							
445-900-9897	Reserved for future use - Sewer	-	-	-	-	-	-	-
	Total Reserved for Future Expenditure	-	-	-	-	-	-	-

Total Stormwater SDC Fund	-	-	36,475	-	55,843	-	68	-
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Water Reserve Fund

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Fund Balance					
Beginning Fund Balance	11,814	15,752	19,690	19,692	23,647
Total Beginning Balance	11,814	15,752	19,690	19,692	23,647
Revenues					
Interest Earned	-	2	-	17	15
Total Revenues	-	2	-	17	15
Transfers In					
Transfer from Water Fund	3,938	3,938	3,938	3,938	15,740
Total Transfers In	3,938	3,938	3,938	3,938	15,740
Reserved for Future Expenditure					
Reserved for Water Bond Pymt	-	-	23,628	23,647	39,402
Total Reserved for Future Exp	-	-	23,628	23,647	39,402

Overview

Funds are held in the Water Reserve Fund in accordance with debt obligation requirements established by the USDA. The City is required to transfer \$3,938 annually from the Water Fund until one full debt payment of \$39,380 is held in reserve.

- Transfers In – The FY 2021 transfer fully funds the reserve requirement.

CITY OF LOWELL
WATER RESERVE FUND RESOURCES
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Fund Balance								
520-3100	Beginning Fund Balance	11,814	15,752	19,690	19,692	23,647	-	-
	Total Beginning Balance	11,814	15,752	19,690	19,692	23,647	-	-
Revenues								
520-315-4125	Interest Earned	-	2	-	17	15	-	-
	Total Revenues	-	2	-	17	15	-	-
Transfers In								
520-390-4930	Transfer from Water Fund	3,938	3,938	3,938	3,938	15,740	-	-
	Total Transfers In	3,938	3,938	3,938	3,938	15,740	-	-

Total Water Reserve Fund	15,752	19,692	23,628	23,647	39,402	-	70	-
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CITY OF LOWELL
WATER RESERVE FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Reserved for Future Expenditure								
520-900-9892	Reserved for Water Bond Pymt	-	-	23,628	23,647	39,402	-	-
	Total Reserved for Future Expenditure	-	-	23,628	23,647	39,402	-	-

Sewer Reserve Fund

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Fund Balance					
Beginning Fund Balance	5,095	6,670	8,245	8,245	9,828
Total Beginning Balance	5,095	6,670	8,245	8,245	9,828
Revenues					
Interest Earned	-	1	-	7	8
Total Revenues	-	1	-	7	8
Transfers In					
Transfer from Sewer Fund	1,575	1,575	1,575	1,575	5,920
Total Transfers In	1,575	1,575	1,575	1,575	5,920
Reserved for Future Expenditure					
Reserved for Sewer Bond Pymt	-	-	9,820	9,827	15,756
Total Reserved for Future Exp	-	-	9,820	9,827	15,756

Overview

Funds are held in the Sewer Reserve Fund in accordance with debt obligation requirements established by the USDA. The City is required to transfer \$1,575 annually from the Sewer Fund until one full debt payment of \$15,745 is held in reserve.

- Transfers In – The FY 2021 transfer fully funds the reserve requirement.

CITY OF LOWELL
SEWER RESERVE FUND RESOURCES
JULY 1, 2020 - JUNE 30, 2021

	DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
	Fund Balance							
521-3100	Beginning Fund Balance	5,095	6,670	8,245	8,245	9,828	-	-
	Total Beginning Balance	5,095	6,670	8,245	8,245	9,828	-	-
	Revenues							
521-315-4125	Interest Earned	-	1	-	7	8	-	-
	Total Revenues	-	1	-	7	8	-	-
	Transfers In							
521-390-4940	Transfer from Sewer Fund	1,575	1,575	1,575	1,575	5,920	-	-
	Total Transfers In	1,575	1,575	1,575	1,575	5,920	-	-

Total Sewer Reserve Fund	6,670	8,246	9,820	9,827	15,756	-	73	-
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CITY OF LOWELL
SEWER RESERVE FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Reserved for Future Expenditure							
521-900-9892 Reserved for Sewer Bond Pymt	-	-	9,820	9,827	15,756	-	-
Total Reserved for Future Expenditure	-	-	9,820	9,827	15,756	-	-

Equipment Fund

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Fund Balance					
Beginning Fund Balance	17,195	43,614	35	174	22,186
Total Beginning Balance	17,195	43,614	35	174	22,186
Revenues					
Interest Earned	-	2	-	12	-
Total Revenues	-	2	-	12	-
Transfers In					
Transfer from General Fund	2,000	2,000	6,000	6,000	-
Transfer from Street Fund	4,000	4,000	4,000	4,000	-
Transfer from Water Fund	2,000	2,000	6,000	6,000	-
Transfer from Sewer Fund	2,000	2,000	6,000	6,000	-
Total Transfers In	10,000	10,000	22,000	22,000	-
Capital Outlay					
Vehicles & Rolling Stock	-	53,442	22,035	-	-
Total Capital Outlay	-	53,442	22,035	-	-
Transfers Out					
Transfer to General Fund	-	-	-	-	6,051
Transfer to Street Fund	-	-	-	-	4,033
Transfer to Water Fund	-	-	-	-	6,051
Transfer to Sewer Fund	-	-	-	-	6,051
Total Transfers Out	-	-	-	-	22,186

Overview

Historically, this fund has been used cover expenditures for vehicles and equipment that are shared by multiple departments. To improve accounting for fixed assets, staff, in consultation with the auditor, decided to suspend purchases directly from the Equipment Fund in 2020. The remaining fund balance will be transferred to the funds where they originated – General Fund, Water Fund, Sewer Fund, and Street Fund.

CITY OF LOWELL
EQUIPMENT RESERVE FUND RESOURCES
JULY 1, 2020 - JUNE 30, 2021

		2017-18	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED	APPROVED	ADOPTED
	Fund Balance							
550-3100	Beginning Fund Balance	17,195	43,614	35	174	22,186	-	-
	Total Beginning Balance	17,195	43,614	35	174	22,186	-	-
	Revenues							
550-315-4125	Interest Earned	-	2	-	12	-	-	-
	Total Revenues	-	2	-	12	-	-	-
	Transfers In							
550-390-4910	Transfer from General Fund	2,000	2,000	6,000	6,000	-	-	-
550-390-4912	Transfer from Street Fund	4,000	4,000	4,000	4,000	-	-	-
550-390-4930	Transfer from Water Fund	2,000	2,000	6,000	6,000	-	-	-
550-390-4940	Transfer from Sewer Fund	2,000	2,000	6,000	6,000	-	-	-
	Total Transfers In	10,000	10,000	22,000	22,000	-	-	-

Total Sewer Reserve Fund	27,195	53,616	22,035	22,186	22,186	-	76	-
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CITY OF LOWELL
EQUIPMENT RESERVE FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Capital Outlay								
550-700-8425	Vehicles & Rolling Stock	-	53,442	22,035	-	-	-	-
	Total Capital Outlay	-	53,442	22,035	-	-	-	-
Transfers Out								
550-900-9110	Transfer to General Fund	-	-	-	-	6,051	-	-
550-900-9112	Transfer to Street Fund	-	-	-	-	4,033	-	-
550-900-9130	Transfer to Water Fund	-	-	-	-	6,051	-	-
550-900-9140	Transfer to Sewer Fund	-	-	-	-	6,051	-	-
	Total Transfers Out	-	-	-	-	22,186	-	-

Debt Reserve Fund

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Resources					
Beginning Fund Balance	51,854	28,469	12,724	12,839	-
Investment Earnings	75	115	-	33	-
Transfers In	-	-	-	-	-
Total Resources	51,928	28,584	12,724	12,872	-
Requirements					
Transfers Out	23,460	15,745	12,724	33	-
Reserves	-	-	-	-	-
Total Requirements	23,460	15,745	12,724	33	-
Ending Balance	28,469	12,839	-	12,839	-

Overview

The Debt Reserve Fund was setup to cover specific debt service payments for the Water Fund and Sewer Fund. The last transfer occurred in April 2020.

CITY OF LOWELL
DEBT RESERVE FUND RESOURCES
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Fund Balance								
555-3100	Beginning Fund Balance	51,854	28,469	12,724	12,839	-	-	-
	Total Beginning Balance	51,854	28,469	12,724	12,839	-	-	-
Revenues								
555-315-4125	Interest Earned	75	115	-	33	-	-	-
	Total Revenues	75	115	-	33	-	-	-
Transfers In								
555-390-4917	Transfer from SDC Fund	-	-	-	-	-	-	-
	Total Transfers In	-	-	-	-	-	-	-
Total Debt Reserve Fund		51,928	28,584	12,724	12,872	-	-	79

CITY OF LOWELL
DEBT RESERVE FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Transfers Out							
555-900-9130 Transfer to Water Fund	7,715	-	-	-	-	-	-
555-900-9140 Transfer to Sewer Fund	15,745	15,745	12,724	33	-	-	-
Total Transfers Out	23,460	15,745	12,724	33	-	-	-
Reserved for Future Expenditure							
555-900-9893 Reserved for future use - Wate	-	-	-	-	-	-	-
555-900-9897 Reserved for future use - Sewe	-	-	-	-	-	-	-
Total Reserved for Future Expenditure	-	-	-	-	-	-	-

Total Debt Reserve Fund	23,460	15,745	12,724	33	-	-	80	-
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**CITY OF LOWELL
APPROPRIATION SUMMARY
JULY 1, 2020 - JUNE 30, 2021**

GENERAL FUND	
ADMINISTRATION	91,143
PARKS AND RECREATION	624,228
POLICE	29,530
COMMUNITY DEVELOPMENT	30,990
LIBRARY	333,763
CODE ENFORCEMENT	14,080
TOURISM	10,816
MUNICIPAL COURT	13,996
NON-DEPARTMENTAL	
TRANSFERS	37,200
DEBT SERVICE	40,348
CONTINGENCY	57,314
TOTAL	1,283,408

BBJ FESTIVAL FUND	
BBJ FESTIVAL	25,798
CONTINGENCY	10,387
TOTAL	36,185

WATER FUND	
WATER	707,359
DEBT SERVICE	64,093
INTERFUND TRANSFERS	15,740
CONTINGENCY	76,552
TOTAL	863,744

SEWER FUND	
SEWER	395,045
DEBT SERVICE	50,545
INTERFUND TRANSFERS	5,920
CONTINGENCY	89,908
TOTAL	541,418

STREET FUND	
STREET	629,798
DEBT SERVICE	-
TRANSFERS	-
CONTINGENCY	55,285
TOTAL	685,083

WATER SDC FUND	
MATERIALS & SERVICES	2,000
CAPITAL OUTLAY	381,877
TOTAL	383,877

SEWER SDC FUND	
MATERIALS & SERVICES	2,000
CAPITAL OUTLAY	156,494
TOTAL	158,494

STORMWATER SDC FUND	
MATERIALS & SERVICES	2,000
CAPITAL OUTLAY	53,843
TOTAL	55,843

STREET SDC FUND	
MATERIALS & SERVICES	2,000
CAPITAL OUTLAY	54,613
TOTAL	56,613

PARKS SDC FUND	
MATERIALS & SERVICES	2,000
CAPITAL OUTLAY	67,602
TOTAL	69,602

EQUIPMENT FUND	
TRANSFERS	22,186
TOTAL	22,186

BUILDING FUND	
BUILDING	86,940
CONTINGENCY	17,142
TOTAL	104,082

APPROPRIATIONS BY DEPARTMENT OR PROGRAM	2,993,486
APPROPRIATIONS NOT ALLOCATED BY DEPARTMENT OR PROGRAM	1,267,049
TOTAL APPROPRIATIONS	4,260,535
UNAPPROPRIATED AND RESERVE AMOUNTS	57,658
	4,318,193

Capital and Debt

Title: Automated Meter Reading System

Details:

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Water</u>	Original CIP Year	<u>2020</u>

Description:

This project will implement an automated meter reading system. Manual meter readings would be replaced by a fixed base radio read network, whereby the City Clerk would be able to download meter reads and upload them directly into the utility billing software.

The City maintains 462 water meters. Of these, 56 have been replaced since 2006 with digital, radio-read capable meters. Depending on age and condition, meters would be retrofitted or replaced with AMI compatible equipment.

Justification:

This project aims to address two issues:

-The City has an aging stock of water meters. Approximately 75% of meters are over 30 years old or the age is unknown. Meters greater than 30 years old only measure approximately 80% of water consumption, whereas new meters capture over 99%.

-The project will save a considerable amount of staff time. Currently, it takes approximately 24 hours for staff to read meters, and an additional 5 hours to manually enter readings into the utility billing system.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>200,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>200,000</u>

Funding Sources:

General Fund	<u>-</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>-</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>110,000</u>
Grant	<u>90,000</u>
Other	<u>-</u>
Total:	\$ <u>200,000</u>

CIP Project Request Form**2021****Title:** Maggie Osgood Library Improvements**Details:**

Department	<u>Administration</u>	Contact Person	<u>Jared Cobb</u>
Division	<u>Library</u>	Original CIP Year	<u>2020</u>

Description:

The City purchased a 2,800 square foot building and 1.15 acres of property from the Lowell Congregation of Jehovahs Witnesses in 2019. This project will renovate the existing building to serve as the permanent home of the Maggie Osgood Library and temporary City Hall. A new City Hall is planned to be built on a section of the property fronting North Shore Drive.

Justification:

The existing City Hall and Library building is in poor condition. Approximately half of the building has been condemned due to structural damage. The facility also lacks HVAC and requires significant plumbing, electrical, and ADA improvements.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
ROW/Land Acquisition	<u>-</u>
Construction	<u>213,810</u>
Planning	<u>-</u>
Design/Engineering	<u>31,595</u>
Equipment	<u>38,960</u>
Contingency	<u>17,105</u>
Other	<u>-</u>
Total:	<u>\$ 301,470</u>

Funding Sources:

General Fund	<u>91,470</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>-</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>-</u>
Grant Multiple	<u>210,000</u>
Other	<u>-</u>
Total:	<u>\$ 301,470</u>

Title: Rolling Rock Park Improvements - Phase 1

Details:

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Parks & Recreation</u>	Original CIP Year	<u>2020</u>

Description:

The project will develop a central park for community activities and events. This includes the installation of irrigation, turf, playground, amphitheater seating, walking paths, large shelter, restrooms, and interpretive exhibits.

Phase 1 of the project includes the property grading and new irrigation system, sidewalks, playground, and parking.

Justification:

The project advances the vision and goals of the Downtown Master Plan to create a vibrant downtown district. This project was identified in the Parks and Recreation Master Plan as the highest priority.

Project Costs:

Administration	-
Legal	-
ROW/Land Acquisition	-
Construction	<u>382,788</u>
Planning	<u>19,139</u>
Design/Engineering	<u>38,279</u>
Equipment	-
Contingency	<u>38,280</u>
Other	-
Total:	\$ <u>478,486</u>

Funding Sources:

General Fund	-
Water Fund	-
Sewer Fund	-
Street Fund	-
Equipment Fund	-
SDC Fund	<u>50,000</u>
Bond/Loan	<u>214,243</u>
Grant OPRD/LWCF	<u>214,243</u>
Other	-
Total:	\$ <u>478,486</u>

Title: Paul Fisher Park Improvements - Phase 1

Details:

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Parks & Recreation</u>	Original CIP Year	<u>2021</u>

Description:

The Parks and Recreation Master Plan includes a basketball court, horseshoe pits, two shelters, two shade structures, enlarged playground area, sidewalks, parking area, security cameras, new landscaping and irrigation.

Phase 1 includes property grading, new irrigation system, new turf, and replacement of the playground perimeter wall.

Ph

Justification:

The amenities included in the master plan were drawn from the 2007 Parks & Open Space Master Plan, Parks and Recreation Committee meetings, and through the community meeting. These improvements will provide new activities for youth, space for neighborhood gatherings, playground safety improvements, and parking improvements.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>101,200</u>
Planning	<u>5,060</u>
Design/Engineering	<u>10,120</u>
Equipment	<u>-</u>
Contingency	<u>10,120</u>
Other	<u>-</u>
Total:	\$ <u>126,500</u>

Funding Sources:

General Fund	<u>100,000</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>-</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>26,500</u>
Grant	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>126,500</u>

CIP Project Request Form

2021

Title: Cannon Street Festival Area

Details:

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Streets</u>	Original CIP Year	<u>2020</u>

Description:

The project would extend Cannon Street from Main Street to North Shore Drive and include sidewalks, street trees, and lighting. During events, the street could be closed off with bollards or planters to provide additional space for vendors. This is particularly important for rolling vendors (i.e. food trucks) that may otherwise damage the turf in the park.

Justification:

The Downtown Master Plan identified the project as a priority. The extension of Cannon Street would separate the new "central park" from the eastern section of Rolling Rock Park and improve the infrastructure for existing and prospective downtown businesses.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>282,082</u>
Planning	<u>-</u>
Design/Engineering	<u>42,312</u>
Equipment	<u>-</u>
Contingency	<u>28,208</u>
Other	<u>-</u>
Total:	\$ <u>352,603</u>

Funding Sources:

General Fund	<u>-</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>42,312</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>50,000</u>
Bond/Loan	<u>260,291</u>
Grant	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>352,603</u>

Title: Railroad Park - Phase 1

Details:

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Parks</u>	Original CIP Year	<u>2018</u>

Description:

The project will construct a trail system and supporting facilities on a 7.73 acre parcel to the immediate south of the Sunridge Subdivision. The initial phase includes the development of construction documents, tree thinning, and rough grading of the primary trail.

Justification:

The project is included in the Parks and Recreation Master Plan. While the project as a whole is considered a lower priority, the property is currently unmaintained and considered a potential wildfire hazard. The initial phase of the project has been planned to address this hazard and make minor trail improvements to open the property for public use.

Project Costs:

Administration	-
Legal	-
Right-of-Way	-
Construction	10,000
Planning	-
Design/Engineering	3,000
Equipment	-
Contingency	2,000
Other	-
Total:	\$ 15,000

Funding Sources:

General Fund	-
Water Fund	-
Sewer Fund	-
Street Fund	-
Equipment Fund	-
SDC Fund	15,000
Bond/Loan	-
Grant	-
Other	-
Total:	\$ 15,000

CIP Project Request Form**2022****Title:** Tree Planting in 4th Street Swale**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Stormwater</u>	Original CIP Year	<u>2018</u>

Description:

Planting of native Oregon Ash and/or Oregon white oak trees along the existing drainage swale that lies between the parallel 60" pipes at Moss Street and 4th Street and the five 24" culverts that lie approximately 120 feet to the west.

Justification:

The 2008 Stormwater Master Plan recommended the planting to improve water quality in the drainage basin. Although this swale has adequate grass to provide filtering it has no protection from the sun. It is recommended that native trees be planted to provide shade.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>9,994</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>9,994</u>

Funding Sources:

General Fund	<u>-</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>9,994</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>9,994</u>

CIP Project Request Form

2022

Title: Gateway Signage

Details:

Department	<u>Administration</u>	Contact Person	<u>Jared Cobb</u>
Division	<u>Streets</u>	Original CIP Year	<u>2022</u>

Description:

Gateway signage, either as monument or pillar signs. Wayfinding signage would include a decorative pole with multiple blade signs showing the direction of points of interest.

Justification:

The Downtown Master Plan identified gateway and wayfinding signage as a Priority 1 project (Years 1-5). Gateway signage would identify and beautify the entrances into town. Wayfinding signage would assist visitors with navigating to key points of interest, such as boat/kayak launches, library, City Hall, and parks.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>80,000</u>
Planning	<u>2,500</u>
Design/Engineering	<u>9,500</u>
Equipment	<u>-</u>
Contingency	<u>8,000</u>
Other	<u>-</u>
Total:	\$ <u>100,000</u>

Funding Sources:

General Fund	<u>50,000</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>-</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>-</u>
Grant	<u>50,000</u>
Other	<u>-</u>
Total:	\$ <u>100,000</u>

CIP Project Request Form

2022

Title: Vehicle Replacement

Details:

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Equipment</u>	Original CIP Year	<u>2021</u>

Description:

Staff has prepared a vehicle replacement plan. This plan uses a ten year replacement schedule for vehicles, which requires approximately \$3,000 per year from each of the operating funds. This CIP request is to replace the 2001 Ford Ranger with a 3/4 ton crew cab.

Justification:

By 2022, the Ford Ranger will be 21 years old. The vehicle will need to be replaced to avoid costly repairs.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>28,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>28,000</u>

Funding Sources:

General Fund	<u>7,000</u>
Water Fund	<u>7,000</u>
Sewer Fund	<u>7,000</u>
Street Fund	<u>7,000</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>28,000</u>

CIP Project Request Form

2023

Title: Utility Vehicle

Details:

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Parks</u>	Original CIP Year	<u>2021</u>

Description:

Utility Vehicle (i.e. John Deere Gator) for parks and street maintenance.

Justification:

Small utility vehicle can be used with turf tires for regular parks maintenance, including removing litter from park property, refuse from trash receptacles, and cleaning restrooms. For parks maintenance, they offer the advantage of being able to traverse park property without damaging turf and irrigation systems. They may also be used for cleanup and litter control along City streets and right-of-ways.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>15,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>15,000</u>

Funding Sources:

General Fund	<u>3,750</u>
Water Fund	<u>3,750</u>
Sewer Fund	<u>3,750</u>
Street Fund	<u>3,750</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>15,000</u>

Title: Rolling Rock Park Improvements - Phase 2

Details:

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Parks & Recreation</u>	Original CIP Year	<u>2020</u>

Description:

The project will develop a central park for community activities and events. This includes the installation of irrigation, turf, playground, amphitheater seating, walking paths, large shelter, restrooms, and interpretive exhibits.

Phase 2 of the project includes the amphitheater seating, large shelter, interpretive exhibits, lighting, renovated and expanded restrooms.

Justification:

The project advances the vision and goals of the Downtown Master Plan to create a vibrant downtown district. This project was identified in the Parks and Recreation Master Plan as the highest priority.

Project Costs:

Administration	-
Legal	-
ROW/Land Acquisition	-
Construction	400,000
Planning	20,000
Design/Engineering	40,000
Equipment	-
Contingency	40,000
Other	-
Total:	\$ 500,000

Funding Sources:

General Fund	-
Water Fund	-
Sewer Fund	-
Street Fund	-
Equipment Fund	-
SDC Fund	-
Bond/Loan	425,000
Grant OPRD/LWCF	75,000
Other	-
Total:	\$ 500,000

Title: Paul Fisher Park Improvements - Phase 2

Details:

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Parks & Recreation</u>	Original CIP Year	<u>2019</u>

Description:

In 2016, the City contracted with a landscape architect to work with the Parks and Recreation Committee to develop a master plan for Paul Fisher Park. The contractor developed two concept plans with input from the Committee. Subsequently, a community meeting was held to solicit public comment. The input received from the meeting was incorporated into a new draft of the master plan, which was reviewed and recommended to the City Council.

Ph

ase 2 includes a basketball court, large shelter, two shade structures, enlarged playground area, additional playground equipment, new parking lot, and security cameras.

Justification:

The amenities included in the master plan were drawn from the 2007 Parks & Open Space Master Plan, Parks and Recreation Committee meetings, and through the community meeting. These improvements will provide new activities for youth, space for neighborhood gatherings, playground safety improvements, and parking improvements.

Project Costs:

Administration	-
Legal	-
Right-of-Way	-
Construction	388,749
Planning	19,437
Design/Engineering	38,875
Equipment	-
Contingency	38,875
Other	-
Total:	\$ 485,936

Funding Sources:

General Fund	-
Water Fund	-
Sewer Fund	-
Street Fund	-
Equipment Fund	-
SDC Fund	-
Bond/Loan	185,936
Grant	300,000
Other	-
Total:	\$ 485,936

Title: Everly Street Drainage Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Stormwater</u>	Original CIP Year	<u>2019</u>

Description:

Installation of curb inlets and piping to connect to the existing storm drainage system on Loftus Avenue or the 36" pipe within Moss Street. The preferred route will depend on the size and condition of piping within Loftus Avenue and the condition of the piping within Moss Street.

Justification:

At the intersection of Everly Street and East Main Street there is an existing low point which does not drain and causes large puddles within the roadway. The water becomes several inches deep and is in an area with curbs and sidewalk.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>101,501</u>
Planning	<u>-</u>
Design/Engineering	<u>15,225</u>
Equipment	<u>-</u>
Contingency	<u>15,225</u>
Other	<u>-</u>
Total:	\$ <u>131,951</u>

Funding Sources:

General Fund	<u>-</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>131,951</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>131,951</u>

Title: Sidewalk Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Streets</u>	Original CIP Year	<u>2022</u>

Description:

Installation of sidewalks on the south side of 4th Street from Hyland Lane to Moss Street, south side of 6th Street from Moss Street to D Street, west side of Hyland Lane from 4th Street to First Street, both sides of Cannon Street from 2nd to 3rd Street, and the south side of 2nd Street from Moss Street to the end of 2nd Street.

Justification:

These sidewalk projects were identified and prioritized in the 2001 Sidewalk Capital Improvement Plan. Projects have been combined to increase interest in the project and receive more competitive bids.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>132,454</u>
Planning	<u>-</u>
Design/Engineering	<u>13,245</u>
Equipment	<u>-</u>
Contingency	<u>13,245</u>
Other	<u>-</u>
Total:	\$ <u>158,945</u>

Funding Sources:

General Fund	<u>-</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>79,472</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>79,472</u>
Bond/Loan	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>158,945</u>

CIP Project Request Form

2025

Title: Western Drainage Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Stormwater</u>	Original CIP Year	<u>2021</u>

Description:

The project includes the acquisition of easements and/or open space along the western drainage creek that flows through Lowell State Park into Dexter Lake.

Justification:

Portions of the drainageway come within 20' of existing homes, providing little protection from flooding. As easements and/or opens space are obtained, consideration should be given to relocating the drainage away from existing homes where applicable.

Project Costs:

Administration	<u>4,073</u>
Legal	<u>-</u>
Right-of-Way	<u>43,045</u>
Construction	<u>113,148</u>
Planning	<u>18,448</u>
Design/Engineering	<u>27,155</u>
Equipment	<u>-</u>
Contingency	<u>22,629</u>
Other	<u>-</u>
Total:	\$ <u>228,498</u>

Funding Sources:

General Fund	<u>-</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>228,498</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>228,498</u>