

**Lowell City Council
Regular Meeting Agenda
Tuesday, June 18 at 7:00 P.M.
Maggie Osgood Library
70 North Pioneer Street, Lowell, OR 97452**

Call to Order/Roll Call/Pledge

Councilors: Mayor Bennett ____ Angelini ____ Harris ____ Stratis ____ Dragt ____

Approval of Agenda

Public Hearings

1. Ordinance 298 – Blackberry Jam Festival
2. Ordinance 299 – Downtown Master Plan
3. Resolution 719 – FY 2018-19 Supplemental Budget
4. Resolution 720 – Establishing Water and Sewer Rates
5. Resolution 722 – FY 2019-20 Proposed Uses of State Revenue Sharing
6. Resolution 723 – FY 2019-20 Budget and Imposing and Categorizing Tax

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

City Council Regular Meeting Minutes for May 21, 2019
City Council Work Session Minutes for June 4, 2019
Check Register for May 2019

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

Council Comments (three minutes per speaker)

All speakers are expected to be polite, courteous, and respectful when making their comments. Personal attacks, insults, profanity, and inflammatory comments will not be permitted.
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Staff Reports:

City Administrator Report
Public Works Report
Financial Report
Police Report

Business Meeting: Items Removed from Consent Agenda

Old Business: None

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

New Business:

1. Community Grant Program Application – Discussion/Possible Action
2. Ordinance 298 – Blackberry Jam Festival – Discussion/Possible First Reading
3. Ordinance 299 – Downtown Master Plan – Discussion/Possible First Reading
4. Resolution 719 – Supplemental Budget – Discussion/Possible Action
5. Resolution 720 – Establishing Water and Sewer Rates – Discussion/Possible Action
6. Resolution 721 – Certifying Services – Discussion/Possible Action
7. Resolution 722 – City’s Election to Receive State Revenues – Discussion/Possible Action
8. Resolution 723 – FY 2019-20 Budget/Imposing & Categorizing Tax – Discussion/Possible Action
9. Addendum No. 1 to Accounting Services Contract – Discussion/Possible Action
10. Caselle Software and Services Proposal – Discussion/Possible Action
11. City Hall Operating Hours – Discussion/Possible Action

Other Business

Mayor Comments

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

Adjourn

Future Meetings / Dates to Remember:

- | | |
|------------|---|
| 6-18-19 | Lowell School District Board Meeting at 7 PM at PDC in Lundy |
| 7-01-19 | Economic Development Committee Meeting at 7 PM at Maggie Osgood Library |
| 7-02-19 | City Council Work Session at 7 PM at Maggie Osgood Library |
| 7-09-19 | BBJ Meeting at 7 PM at Maggie Osgood Library |
| 7-09-19 | Lowell Fire District Board Meeting at 7 PM at Lowell Fire Hall |
| 7-10-19 | Planning Commission Meeting at 7 PM at Maggie Osgood Library |
| 7-11-19 | Parks & Recreation Meeting at 7 PM at Maggie Osgood Library |
| 7-16-19 | City Council Regular Meeting at 7 PM at Maggie Osgood Library |
| 7-23-19 | BBJ Meeting at 6 PM at Rolling Rock Park |
| 7/26-28/19 | BBJ Festival |

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

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: Ordinance 298 – BBJ Festival

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

The BBJ Festival Committee has recommended an amendment to the ordinance related to the policies and procedures of the festival. The recommended changes would 1) close the BBJ Festival bank account and make it financially feasible to accept credit cards, and 2) remove the alcohol prohibition to allow for the beer garden.

FISCAL IMPACT:

Small reduction in banking fees.

COURSES OF ACTION:

This item has been submitted for a Public Hearing.

RECOMMENDATION:

This item has been submitted for a Public Hearing.

ATTACHMENTS:

1. Ordinance 298 – Blackberry Jam Festival

CITY OF LOWELL, OREGON

ORDINANCE 298

AN ORDINANCE AMENDING PORTIONS OF THE LOWELL REVISED CODE SECTIONS 2.902 (c) (2), 2.902 (c) (4) AND 2.903 (b) (1) RELATED TO THE BLACKBERRY JAM FESTIVAL; AND DECLARING AN EMERGENCY.

THE CITY OF LOWELL ORDAINS AS FOLLOWS:

Section 1. The following sections of the Lowell Revised Code 2.902 (c) (2), 2.902 (c) (4), and 2.903 (b) (1), are hereby amended as follows:

2.902 Financial management policy and responsibilities established.

- (a) *General policy.* As an activity of a municipal corporation of the State of Oregon, all funds received and expended for the BBJ Festival are considered public funds and must be managed in accordance with established State law and the policy and procedures established in this section.
- (b) *Annual budget requirements.* The City shall establish a separate Fund within the City's annual budget to appropriate funds for BBJ Festival operations. Each year, before the last Friday in March, the Chairperson shall submit a proposed BBJ Festival Fund budget for the next fiscal year to the City Administrator for inclusion in the City proposed budget. The Chairperson is responsible for managing the Festival within the budget approved and adopted by the City, unless a supplemental budget is approved in accordance with State budget law.
- (c) *Accounting and cash control.* The Committee Treasurer is responsible for receiving and disbursing all BBJ Festival funds, for all accounting and cash control, and for complying with the procedures established below.
 - (1) The BBJ Festival Fund shall be established on a cash accounting basis consistent with the City's accounting basis.
 - (2) ~~All revenue received by the Committee shall be deposited into and expended from a separate City of Lowell BBJ Festival checking account. Three Executive Committee members and the City Administrator may be signatories on the account. The Treasurer shall not be a signatory. Two signatures shall be required on all checks.~~
 - (3) All expenditures of BBJ Festival funds shall be within annual budget authorizations and approved as provided for by the rules of the Committee. All single expenditures exceeding \$2,500.00 shall also be separately approved by the City Administrator.
 - (4) The Committee may establish a petty cash fund in an amount not to exceed \$200.00. Receipts shall be provided for all payments from the petty cash fund. The petty cash fund shall be replenished only by a check written from the BBJ Festival ~~account~~ funds. Checks written to replenish the petty cash fund shall be reported on the monthly expense report required by subparagraph (5) below and copies of all receipts submitted with that expense report.
 - (5) The Treasurer shall provide to the City Finance Clerk a monthly report of all BBJ Festival Fund revenue received and disbursements made not later than the 5th day of the month for the previous month. The revenue report shall consist of a listing of all revenue received, by source, amount, and payment method and have copies of all deposit receipts attached. The expense report shall consist of a listing of all payments made, by vendor, amount and check number and shall have copies of all paid invoices attached.
 - (6) The Treasurer shall reconcile the checking account statement within 5 days of receipt and provide a copy of the reconciled statement to the City's Finance Clerk.

- (7) Originals of all financial documents shall be maintained on file by the Treasurer throughout the fiscal year. These files, for the previous fiscal year shall be delivered to the City for review by the City's auditor and to be archived not later than August 30th of each year.

2.903 Security and public safety.

- (a) The Executive Committee will appoint a Public Safety and Security Coordinator. Prior to the festival being opened to the public and periodically during the Festival, the Safety and Security Coordinator will ensure that the Festival grounds have been inspected to identify significant potential hazards to the public. Such safety hazards must be corrected by the responsible party. Any hazard created by the operations of a vendor or concessionaire must be immediately corrected or the operation may be shut down. Failure to eliminate a hazard that is identified by the Safety and Security Coordinator or other public safety official will result in the vendor or concessionaire being removed from the Festival.
- (b) During the duration of the festival, in addition to all illegal activities as established by State Statute or Lowell Code, the following are prohibited in Rolling Rock Park or on other public or private property being used as a part of the festival event and/or under the control of the BBJ Festival Committee:
 - ~~(1) — Possession and/or consumption of alcohol.~~
 - (2) Dogs, excluding seeing eye and service dogs, and other domestic pets, regardless of level of owner control, unless approved in advance by the Committee for Festival participation.
 - (3) Use of bicycles, skateboards, motorized or unmotorized scooters and roller skates or roller blades, unless approved in advance by the Committee for Festival Participation.
- (c) *Penalty.* Violations of Section 2.903 (b) are Class D violations and offenders may be cited by the Safety and Security Coordinator, City Administrator or any law enforcement officer.

Section 2. Emergency. The City of Lowell Blackberry Jam Festival is scheduled for July 26-28, 2019. An emergency is declared to exist to ensure proper administration of the event rules and regulation, and this ordinance is effective upon its passage by the council.

Adopted by the City Council of the City of Lowell, this ____ day of _____, 2019.

Yea: _____

Nay: _____

Approved: _____
Don Bennett, Mayor

First Reading:

Second Reading:

Adopted:

Signed:

Effective Date:

Attest: _____
Jared Cobb, City Recorder

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: Ordinance 299 – Downtown Master Plan

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

Over the last year the City, Lane Council of Governments, The Urban Collaborative, and the nine (9) member Downtown Master Plan Steering Committee have worked with stakeholders to develop a Downtown Master Plan. The Steering Committee recommended approval to the Planning Commission, which held a public hearing on May 29 and subsequently recommended the plan to the City Council for approval.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

This item has been submitted for a Public Hearing.

RECOMMENDATION:

This item has been submitted for a Public Hearing.

ATTACHMENTS:

1. Ordinance 299 – Downtown Master Plan

CITY OF LOWELL, OREGON

ORDINANCE NO. 299

AN ORDINANCE ADOPTING THE LOWELL DOWNTOWN MASTER PLAN AS A REFINEMENT PLAN TO THE LOWELL COMPREHENSIVE PLAN AND AMENDING THE LOWELL COMPREHENSIVE PLAN MAP ACCORDINGLY AND ADOPTING ONE AMENDMENT TO THE LOWELL LAND DEVELOPMENT CODE TO REFERENCE THE LOWELL DOWNTOWN MASTER PLAN FOR SITE PLAN REVIEW.

WHEREAS, the City of Lowell City Council, through enactment of Ordinance 299, has adopted the Lowell Downtown Master Plan (Exhibit B); and

WHEREAS, the City of Lowell City Council, through enactment of Ordinance 299, has adopted one amendment to the Lowell Land Development Code ((Title 19) (Exhibit C); and

WHEREAS, the City of Lowell Planning Commission reviewed the proposal on May 29, 2019, at a Public Hearing, and recommended approval of the proposed Lowell Downtown Master Plan and amendment to the Lowell Land Development Code; and

WHEREAS, evidence exists within the record (Exhibit A) indicating that the proposal meets the requirements of the City of Lowell Comprehensive Plan, Land Development Code and the requirements of applicable state and local law, including consistency with Oregon’s Statewide Planning Goals; and

WHEREAS, the City of Lowell City Council has conducted public hearings and is now ready to take action; now therefore

THE CITY OF LOWELL ORDAINS AS FOLLOWS:

Section 1. The City of Lowell City Council adopts the Comprehensive Plan Map Amendment, as set forth in Exhibit B.

Section 2. The City of Lowell City Council adopts the Comprehensive Plan Map Amendment, as set forth in Exhibit C.

Section 3. The City of Lowell City Council adopts the Findings of Fact, attached as Exhibit A, which include findings addressing the consistency of the proposed amendments with the City of Lowell Comprehensive Plan, Land Development Code, and Oregon’s Statewide Planning Goals.

Section 4. Severability. If any phrase, clause, or part of this Ordinance is found to be invalid by a court of competent jurisdiction, the remaining phrases, clauses, and parts shall remain in full force and effect.

Adopted by the City Council of the City of Lowell, this ____ day of _____, 2019.

Yea: _____

Nay: _____

Approved: _____
Don Bennett, Mayor

First Reading:

Second Reading:

Adopted:

Signed:

Effective Date:

Attest: _____
Jared Cobb, City Recorder

EXHIBIT A

FINDINGS OF FACT

LOWELL DOWNTOWN MASTER PLAN COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE AMENDMENTS

I. APPLICABLE CRITERIA

The Lowell Downtown Master Plan is proposed to be adopted as a refinement plan of the Lowell Comprehensive Plan. The goals and policies of the Downtown Master Plan will provide policy direction for the area identified within the Downtown Master Plan. Section 9.253 *Amendments* of the Lowell Land Development Code (LDC) outlines the following key approval criteria for Comprehensive Plan Amendments:

LOWELL LAND DEVELOPMENT CODE, SECTION 9.303

(b) Decision Criteria.

All requests for an amendment to the text or map of this Code or the Comprehensive Plan may be permitted upon authorization by the City Council in accordance with following findings:

- (1) The proposed amendment does not conflict with the intent of the Comprehensive Plan.*
- (2) There is a need for the proposed amendment to comply with changing conditions, new laws or to correct existing deficiencies.*
- (3) The amendment will not have a significant adverse impact on adjacent properties.*
- (4) The amendment will not have a significant adverse impact on the air, water and land resources of the City*
- (5) The amendment will not have a significant adverse impact on public facilities, transportation, the economy, and on the housing needs of the City.*
- (6) The amendment does not conflict with the intent of Statewide Planning Goals.*

II. FINDINGS

LOWELL LAND DEVELOPMENT CODE: SECTION 9.253 AMENDMENTS

It is recognized that this Code or the Lowell Comprehensive Plan may require amendments to adjust to changing circumstances. An amendment may require either,

(a) Legislative Decision as defined in Section 9.303 ...

Amendments may be either Text Amendments or Map Amendments. The City utilizes a single land use map as a Comprehensive Plan Map and a Zoning Districts Map, therefore a

zone change map amendment is an amendment to the Lowell Comprehensive Plan and the Lowell Land Development Code.

(a) Amendment Application.

An Amendment to this Code may be initiated by the City Council, the Planning Commission or by application of a property owner....

FINDING: The City of Lowell initiated the Downtown Master Plan. The Plan proposes changes to the Lowell Comprehensive Plan Map and proposes policies applicable to a defined downtown area.

SECTION 9.303 (b) Decision Criteria.

These criteria (outlined above) are addressed individually within this findings document.

(c) Decision Process.

(1) Text amendments or zone change map amendments that affect a group or class of properties within the City requires a "Legislative Decision" by the City Council with recommendation by the Planning Commission in conformance with the Legislative Public Hearing procedures of Section 9.307.

FINDING: The procedures outlined in the Lowell Land Development Code for Legislative Public Hearing procedures and notice have been met, including proper DLCDC notice. All property owners impacted by the plan amendments have also been provided notice consistent with the requirements of Measure 56. The proposal is consistent with the Lowell Land Development Code.

LOWELL LDC SECTION 9.303 (b)(1)

The proposed amendment does not conflict with the intent of the Comprehensive Plan.

(COMPREHENSIVE PLAN SECTION 9.914 – COMPREHENSIVE PLANNING)

(d) Plan Amendments and Local Plan Changes

Plan Amendments should be made as needed to maintain the Plan as an up-to-date guideline for urban development in Lowell. Section 9.253 of the Land Development Code provides the procedures for Code or Plan Amendments.

Plan Amendments include text or land use map changes that have widespread and significant impact within the community. The Comprehensive Plan or Land Development Code should be revised as community needs change or when development occurs at a different rate than contemplated by the Plan. Major revisions should not be made more frequently than every five years unless changing conditions warrant this significant action.

...

City of Lowell

Comprehensive Plan Amendment – Downtown Master Plan --Findings of Fact

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Major Amendments and Local Changes to the Plan or Code must be adopted by the City Council following a recommendation by the Planning Commission based upon citizen involvement, and coordination with other governmental units and agencies. Citizens in the area and affected governmental units will be given an opportunity to review and comment prior to any proposed Plan or Code change.

FINDING: The need for attention to Lowell’s Downtown Area has been clear over decades of decline and local efforts to address it. The City, through outreach and coordination with other government agencies has established a clear need for amendment to the Lowell Comprehensive Plan. Such change has not occurred within the last five years. The proposed plan has been shared with affected government agencies, including Lane County, Lowell School District, and the Lowell Rural Fire Protection District. The public has also been given opportunities to review and comment.

f) City/County Coordination

The Lowell Urban Growth Boundary (UGB) and the City Limits are contiguous. That is, they are the same boundary. An “Area of Interest” (AOI) or area of mutual concern was established in 2000 in a “Joint Agreement for Planning Coordination Between Lane County and the City of Lowell”. The City has outright planning responsibility for the area within the City/UGB boundary. The County has planning responsibility for the AOI although it will submit proposed changes and development proposals to the City for review and comment prior to issuing a decision on specified Land Use Action

FINDING: The proposed Downtown Master Plan does not include any expansion into the County. The plan does involve concepts for Streets within the City of Lowell which are under Lane County jurisdiction. The County has been a participant in the planning process and has had the opportunity to review the Plan.

(g) Plan Implementation

Implementation measures are intended to assist in putting the Plan into effect. Generally, Plan implementation includes the enactment of regulatory measures pertaining to land development such as zoning and subdivision regulations that are contained in the Lowell Land Development Code, but also include other studies, reports, standards, plans and ordinances. Capital Improvement Programs or other management measures also assist in implementing Planning Goals and Policies. The Plan and implementing ordinances will be adopted by the Lowell City Council after review and recommendation by the Planning Commission and public participation and public hearings. Implementation ordinances will be reviewed and revised as needed. The Plan, supporting documents, and implementing ordinances will be maintained on file in the Lowell City Hall and are easily accessible to the public.

FINDING: Implementation of the proposed Lowell Downtown Master Plan will largely be enacted through amendments to the Lowell Land Development Code (through zoning). Included within this adoption package is one amendment to the Zoning Code which incorporates a change to the Site Plan review language to include as a Site Plan criteria – consistency of proposed development with Downtown Master Plan policies. Development Code changes are immediately planned following this adoption and will involve another public outreach process, coordination with affected government agencies and a hearing process.

(h) Plans

There are several specific plans and planning studies that are referenced in the Lowell Comprehensive Plan, but are not a part of the adopted plan. They are identified and referenced in the applicable topic section of the Plan.

FINDING: The Lowell Downtown Master Plan will be adopted as a “specific” or “refinement” plan of the Lowell Comprehensive Plan. The Comprehensive Plan will be amended in order to make appropriate reference to the Lowell Downtown Master Plan.

(j) Zoning and the Comprehensive Plan

The Comprehensive Plan, while a guide for zoning actions, is not a zoning regulation. Zoning regulations are detailed pieces of legislation that are intended to implement the proposals of the Comprehensive Plan by providing specific standards for use of land in various districts within the community. It is important that zone change proposals be considered in relation to the policies and aims of the Comprehensive Plan. Amendments to the Zoning provisions of this Code that are consistent with the Comprehensive Plan can proceed as provided in the Code. However, zoning amendments that are contrary to the intent of the Comprehensive Plan should be reviewed first as a potential Plan change. If the zoning amendment is deemed in the public interest, then the Comprehensive Plan should be so amended before action on the zoning amendment proceeds. This procedure should guarantee essential coordination between the two planning instruments.

FINDING: Implementation of the proposed Lowell Downtown Master Plan will largely be enacted through amendments to the Lowell Land Development Code (through zoning). Included within this adoption package is one amendment to the Zoning Code which incorporates a change to the Site Plan review language to include as a Site Plan criteria – consistency of proposed development with Downtown Master Plan policies. Development Code changes are immediately planned following this adoption and will involve another public outreach process, coordination with affected government agencies and a hearing process.

Section 9.919: Planning Goals and Policies

This section of the Lowell Comprehensive Plan addresses the first two Statewide Planning Goals, *Goal 1- Citizen Involvement and Goal 2 - Land Use Planning.*

The following goals were identified as applicable

Goal 1: “to encourage development in a planned and considered manner consistent with the community’s vision, general health, safety and welfare.”

Goal 5: “to achieve effective communication between city residents and city officials and to provide an ongoing opportunity for all persons to participate in all phases of the planning process.”

The following associated Policies were found to be applicable:

Policy 8: “An active and on-going citizen involvement program shall be maintained by the City to insure that all citizens have an opportunity to be informed and involved in the planning process”

Policy 9: “The City of Lowell shall reinforce the applicable Statewide Planning Goals as they apply to the community through specific goals, objectives and policies in response to community needs.”

FINDING: Consistent with the Lowell Comprehensive Plan, a Downtown Steering Committee has been formed as a part of the Lowell Downtown Master Planning process. The Steering Committee is made up of Lowell residents that represent a diverse range of backgrounds, and interests. The volunteer Committee is composed of existing members of the Planning Commission, Economic Development Committee, Parks and Recreation Committee, and at-large residents. It will be the Committee’s responsibility to guide progress, review deliverables, provide feedback, promote community involvement and provide direction to staff. Members of the Steering Committee included:

Lowell Downtown Master Plan Steering Committee:

Member	Affiliations
Aaron Graham	At-large resident, Parks and Recreation Committee
Pat Woodhurst	Parks and Recreation Committee
William George	Economic Development Committee
Michael Galvin	Lowell School Board, Economic Development Committee
Jerry Bjornstad	Planning Commission, Economic Development Committee
Lon Dragt	Lowell Rural Fire Protection District, Planning Commission
Lisa Bee-Wilson	Economic Development Committee
Don Swain	Planning Commission
Robert Burr	Economic Development Committee
Syd Singer	At-Large resident

Lowell, and other area residents, had numerous opportunities to become aware of, and engage in planning process related to the Downtown Master Plan. These opportunities included a survey to every resident in town, a booth at the Blackberry Jam Festival, several open houses and a design workshop. Page 12 of the Master Plan catalogues public outreach, and Technical Memorandum 3 (an appendix to the Downtown Master Plan) outlines public outreach in greater detail.

The proposed Lowell Downtown Master Plan is consistent with these Plan Goal and Policies.

Section 9.929: Environment

The following environmental goal is applicable to the proposal.

Goal 2 “The City shall encourage developments that reinforce the aesthetic appeal of the community’s natural setting.”

FINDING: The community and Steering Committee have identified Lowell’s natural assets as one of its key strengths. Maintaining Lowell’s environmental quality is essential to the livability of the community. All decisions were made considering how any future growth and development may impact the natural environment. This goal was particularly important in considering the development of street scape plans, and other landscape improvements. The proposal is consistent with this policy.

Section 9.939: Population and Economy

The following policies were found to be applicable to the proposal.

Policy 1: “The City of Lowell shall strive for continual and substantial progress toward improving the quality of life for area residents including livability and economic prosperity.”

Policy 2 “The City shall actively encourage young families with children to locate in Lowell to support and maintain the Lowell School District.”

FINDING: The proposed Downtown Master Plan promotes a balance of livability and economic prosperity. The Master Planning process was conducted in consultation with the Lowell School District and reflects feedback about ways that the downtown can support the school’s positive momentum and contribute to attracting young families. The proposal is consistent with these policies.

Policy 7 “The City recognizes the need to create a centralized downtown business district in Lowell and shall encourage new retail, office and service commercial developments to locate there.”

FINDING: Perhaps no Comprehensive Plan policy is more directly addressed by the Downtown Master Plan than Policy 7. Although a “centralized downtown business district”

exists in Lowell currently, the proposed Lowell Downtown Master Plan outlines a revitalized and more deliberate strategy for attracting retail, office and service commercial developments. The proposal is consistent with this policy

Goal 9.949: Housing Goals and Policies

The following goal was identified as applicable

Goal 1: "To increase opportunities for all citizens of Lowell to enjoy safe, decent, sanitary housing at affordable prices."

The following associated Policies were found to be applicable:

Policy 1: "The City shall strive to provide all citizens of the community with the opportunity to live in sound housing, adequate to their needs, at reasonable cost relative to their income."

Policy 9: "The City shall support a wide range of housing types and innovative residential design and planning concepts."

FINDING: The Downtown Master Planning process looked at existing and potential locations for affordable housing. The Comprehensive Plan addresses the future need of a diverse selection of housing units to meet all income levels of Lowell residents, including the desire to see a variety of mixed uses locating in the downtown core. The proposal is consistent with these policies.

Policy 6: "The City shall develop standards for mixed use housing and commercial use in its downtown commercial core as part of Downtown Development Plan."

FINDING: Lowell residents and the Downtown Steering Committee guided a concept promoting an active downtown core that involves mixed uses with ground floor commercial and residential above. These mixed uses have the ability to reignite a downtown core by bringing both commercial uses and people into downtown. The proposal is consistent with this policy.

Policy 5: "The City shall continue to support increased residential development while also encouraging business and commercial activities that support residential community needs."

Policy 14: "The City shall support orderly in-fill development of underdeveloped land in existing residential areas."

FINDING: The Downtown study area includes some residentially zoned/designated lands. The plan does introduce policy that would transition certain areas from housing to commercial or institutional use. In almost every case, this is already happening (through school ownership, for example). The Plan also introduces residential aspects into parts of downtown which do

City of Lowell

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not currently allow housing. It requires housing in some areas where uses have been limited, most recently, to commercial. The proposal is consistent with these policies.

Goal 9.959: Land Use Goals and Policies

The following goal was identified as applicable

Goal 4 “To provide an inviting Downtown Core Area enhanced with mixed uses, sidewalks, bike lanes, landscaping, distinctive lighting and underground facilities.”

The following associated Policies were found to be applicable:

Residential

Policy 3 “The City shall encourage the removal and rehabilitation of unused or abandoned/dilapidated buildings.”

Policy 7 “The City shall encourage in-fill development on over-sized lots.”

Policy 8 “The City shall consider mixed use developments within the downtown core area.”

FINDING: The Downtown Master Plan proposes or supports appropriate reuse of underutilized buildings within the downtown area and encourages mixed use development. The proposal is consistent with these policies.

Commercial

Policy 10 “The City shall complete a Downtown Development Plan to encourage commercial and public uses to locate within the Downtown Core Area.”

Policy 11 “The City shall encourage commercial facilities that will serve the needs of the community as well as those of the visiting tourists and recreational participants.”

Policy 12 “The City shall ensure that future commercial development will not have a significant adverse effect on surrounding land uses.”

Policy 13 “Vehicular and pedestrian efficiency and safety shall be required criteria for all commercial developments.”

Policy 14 “The City shall encourage redevelopment of existing commercial properties that are underutilized or those that have fallen into disuse.”

FINDING: The proposed Downtown Master Plan advances development concepts that promote downtown development in service of local residents, visitors, and adjacent land uses and property owners. The proposal is consistent with these policies.

Open Space

Policy 24 "The City shall require inclusion of landscaping as an integral part of site and street developments."

FINDING: The Downtown Master Plan provides a concept and policies which will promote landscaping improvements (including street trees) and robust street improvements. The proposal is consistent with these policies.

LOWELL LDC SECTION 9.303 (b))

(2) There is a need for the proposed amendment to comply with changing conditions, new laws or to correct existing deficiencies.

FINDING: The need for attention to Lowell's Downtown Area has been clear over decades of decline and local efforts to address it. The City, through outreach and coordination with other government agencies has established a clear need for amendment to the Lowell Comprehensive Plan to revitalize land uses within Lowell's downtown area. New laws and policies are need to address existing deficiencies. This criterion is met.

LOWELL LDC SECTION 9.303 (b))

(3) The amendment will not have a significant adverse impact on adjacent properties.

FINDING: The Lowell Downtown Master Planning process included numerous opportunities for public and other stakeholder feedback. The plan's concepts have also been iterative, taking into account potential adverse impacts on adjacent properties. The Downtown Master Plan Steering Committee was composed of existing members of the Planning Commission, Economic Development Committee, Fire Protection District, Parks and Recreation Committee, and at-large residents. The Committee's guides progress, reviewed deliverables, provided feedback and promoted community involvement and awareness. This criterion is met.

LOWELL LDC SECTION 9.303 (b))

(4) The amendment will not have a significant adverse impact on the air, water and land resources of the City

FINDING: The community and Steering Committee have identified Lowell's natural assets as one of its key strengths. Maintaining Lowell's environmental quality is essential to the livability of the community. All decisions were made considering how any future growth and development may impact the natural environment. This goal was particularly important in considering the development of street scape plans, and other landscape improvements. This criterion is met.

LOWELL LDC SECTION 9.303 (b))

(5) The amendment will not have a significant adverse impact on public facilities, transportation, the economy, and on the housing needs of the City.

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FINDING: The proposed Downtown Master Plan advances development concepts that promote downtown development in service of local residents, visitors, and adjacent land uses and property owners. The process considered major transportation routes and the mobility of people and commerce. The planning process also looked at existing and potential locations for affordable housing and considered the need for a diverse selection of housing units to meet all income levels of Lowell residents, including the desire to see a variety of mixed uses locating in the downtown core. The proposal is consistent with this criterion

LOWELL LDC SECTION 9.303 (b)

(6) The amendment does not conflict with the intent of Statewide Planning Goals.

OREGON STATEWIDE PLANNING GOALS

The proposal is consistent with the following applicable Statewide Planning Goals; Statewide Planning Goals not cited below are found to not be applicable to this amendment.

GOAL 1: CITIZEN INVOLVEMENT [OAR 660-015-000(1)]. *To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.*

FINDING: Consistent with the Lowell Comprehensive Plan, a Downtown Steering Committee has been formed as a part of the Lowell Downtown Master Planning process. The Steering Committee is made up of Lowell residents that represent a diverse range of backgrounds, and interests. The volunteer Committee is composed of existing members of the Planning Commission, Economic Development Committee, Parks and Recreation Committee, and at-large residents. It will be the Committee's responsibility to guide progress, review deliverables, provide feedback, promote community involvement and provide direction to staff.

Lowell, and other area residents, had numerous opportunities to become aware of, and engage in planning process related to the Downtown Master Plan. These opportunities included a survey to every resident in town, a booth at the Blackberry Jam Festival, several open houses and a design workshop. Page 12 of the Master Plan catalogues public outreach, and Technical Memorandum 3 (an appendix to the Downtown Master Plan) outlines public outreach in greater detail.

GOAL 2: LAND USE PLANNING [OAR 660-015-000(2)]

To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

All land-use plans and implementation ordinances shall be adopted by the governing body after public hearing and shall be reviewed and, as needed, revised on a periodic cycle to take

City of Lowell

Comprehensive Plan Amendment – Downtown Master Plan --Findings of Fact

Page 10 of 14

into account changing public policies and circumstances, in accord with a schedule set forth in the plan. Opportunities shall be provided for review and comment by citizens and affected governmental units during preparation, review and revision of plans and implementation ordinances.

FINDING: The proposal is consistent with Goal 2 because:

- **The Code and Comprehensive Plan amendments provide a factual basis for land use decisions based on technical analyses used to develop the amendments.**
- **The ordinance adopting the amendment to the Comprehensive Plan and development code, will be adopted by City Council after a public hearing.**
- **Opportunities have been and will be provided for review and comment by citizens and affected governmental units.**

GOAL 5: OPEN SPACES, SCENIC AND HISTORIC AREAS, AND NATURAL RESOURCES. *To conserve open space and protect natural and scenic resources.*

FINDING: These amendments do not create or amend the City’s list of Goal 5 resources, do not amend a code provision adopted in order to protect a significant Goal 5 resource or to address specific requirements of Goal 5, do not allow new uses that could be conflicting uses with a significant Goal 5 resource site and do not amend the acknowledged urban growth boundary. City owned parks are addressed under Goal 8. The proposal is consistent with Goal 5.

GOAL 6: AIR, WATER AND LAND RESOURCE QUALITY. *To maintain and improve the quality of air, water and land resources.*

FINDING: Goal 6 addresses waste and process discharges from development, and is aimed at protecting air, water, and land from impacts from those discharges. The amendments do not affect the City’s ability to provide for clean air, water, or land resources. In fact, one of the main objective of the amendments is to implement transportation infrastructure strategies that will have a net benefit on water and air quality. Goal 6 is satisfied.

GOAL 7: AREAS SUBJECT TO NATURAL DISASTERS AND HAZARDS. *To protect life and property from natural disasters and hazards.*

FINDING: Goal 7 requires that local government planning programs include provisions to protect people and property from natural hazards such as floods, landslides, earthquakes and related hazards, tsunamis and wildfires. The Goal prohibits development in natural hazard areas without appropriate safeguards. The amendments do not affect the City’s restrictions on development in areas subject to natural disasters and hazards. Further, the amendments

do not allow for new development that could result in a natural hazard. Accordingly, Goal 7 does not apply.

GOAL 8: RECREATIONAL NEEDS. *To satisfy the recreational needs of both citizens and visitors to the state.*

FINDING: Goal 8 ensures the provision of recreational facilities to Oregon citizens. The Lowell Downtown Master Planned proposes some reconfiguration of park areas in Downtown Lowell (consistent with the contemporary Lowell Parks and Open Space Master Planning process). The City has no net loss of public park land and has a configuration that will better accommodate park uses. Additionally, several regulations are designed to facilitate improved access to park areas and a safer park experience. Accordingly, the amendments are consistent with Goal 8.

GOAL 9: ECONOMIC DEVELOPMENT. *To provide adequate opportunities for a variety of economic activities vital to public health, welfare and prosperity.*

FINDING: The proposed Downtown Master Plan promotes a balance of livability and economic prosperity. The Master Planning process was conducted in consultation with the Lowell School District and reflects feedback about ways that the downtown can support the school's positive momentum and contribute to attracting young families. The proposal is consistent with Goal 9.

GOAL 10: HOUSING. *To provide for the housing needs of citizens of the state.*

FINDING: The Downtown Master Planning process looked at existing and potential locations for affordable housing. The Comprehensive Plan addresses the future need of a diverse selection of housing units to meet all income levels of Lowell residents, including the desire to see a variety of mixed uses locating in the downtown core. The proposal is consistent with these policies. Lowell residents and the Downtown Steering Committee guided a concept promoting an active downtown core that involves mixed uses with ground floor commercial and residential above. These mixed uses have the ability to reignite a downtown core by bringing both commercial uses and people into downtown. The proposal is consistent with this policy. The Downtown study area includes some residentially zoned/designated lands. The plan does introduce policy that would transition certain areas from housing to commercial or institutional use. In almost every case, this is already happening (through school ownership, for example). The Plan also introduces residential aspects into parts of downtown which do not currently allow housing. It requires housing in some areas where uses have been limited, most recently, to commercial. The proposal is consistent with these policies.

GOAL 11: PUBLIC FACILITY PLANNING. *To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.*

Urban Facilities and Services-Refers to key facilities and to appropriate types and levels of at least the following: police protection; sanitary facilities; storm drainage facilities; planning, zoning and subdivision control; health services; recreation facilities and services; energy and communication services; and community governmental services.

FINDING: The amendments provide prioritization and for deliberate anticipation of public improvements. Projects outlined within the Downtown Master Plan include planning level cost estimates, priorities reflective of public and decision maker feedback. It also outlines necessary and recommended partnerships for facility development. Statewide Planning Goal 11 is satisfied.

GOAL 12: TRANSPORTATION. *To provide of a safe, convenient and economic transportation system.*

The Transportation Planning Rule (OAR 660-012-0060), which implements Statewide Planning Goal 12, provides:

(1) If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:

(a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);

(b) Change standards implementing a functional classification system; or

(c) Result in any of the effects listed in paragraphs (A) through (C) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.

(A) Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;

(B) Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or

(C) Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.

FINDING: The amendments are aimed toward the provision and encouragement of a safe, convenient, and economic transportation system. A major aim of Goal 12 and the Transportation Planning Rule are to minimize the use of the automobile, vehicle miles travelled, and encourage multi-modal uses. The code amendments reduce the number of required parking spaces in the City encouraging more development (services) in the downtown core, consequently reducing the need for more distant travel. The amendments also encourage different modes of transportation through proposed improvements.

Regarding the TPR language quoted above, the amendments do not change the functional classification of a transportation facility or change the standards implementing a functional classification system. Therefore, the amendments do not have a significant effect under (a) or (b). In regards to (c), the amendments will not significantly increase the level of development beyond that allowed currently. Therefore, the amendments do not significantly affect any existing or future transportation facilities. Based on the above findings, the amendments are consistent with Statewide Planning Goal 12.

GOAL 13: ENERGY CONSERVATION. *Requires development and use of land that maximizes the conservation of energy based on sound economic principles.*

FINDING: To the extent the amendments impact energy conservation, they are consistent with Goal 13. All of the following elements, which are part of the proposed amendments, are utilized: building height, density of uses, and compatibility of and competition between competing land use activities.

CONCLUSION:

The Lowell Downtown Master Plan is consistent with the applicable criteria.

LOWELL

Downtown Master Plan



This project is partially funded by Oregon general fund dollars through the Department of Land Conservation and Development. The content of this document does not necessarily reflect the views or policies of the State of Oregon.

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LANE COUNTY + CITY OF LOWELL RESIDENTS

Thank you to the residents and stakeholders that participated in the online survey, gave interviews, submitted feedback and comments, and attended planning workshops and meetings!

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LETTER FROM YOUR CITY COUNCIL

The Lowell Downtown Master Plan is the product of research and participatory planning with community members and stakeholders. Through an extensive engagement process, survey, and workshop, the plan has been shaped by our community and represents our shared vision for the future of Downtown Lowell.

The Downtown Master Plan will be part of our city's daily efforts to help our community achieve its goals. This plan provides a roadmap and tools that City staff can use and follow for many years. It provides the groundwork for sustained economic and community development over time.

Included in the plan are strategies, policy recommendations, and projects to increase walkability, improve connectivity to our parks, encourage housing diversity, and link community benefits to all aspects of development.

One of the greatest strengths of our community is a population of residents that care deeply about each other and the place they have chosen to live. The City Council fully supports this plan and encourages the entire community to embrace and help implement the goals and objectives of the Lowell Downtown Master Plan.

Don Bennett
Mayor

Gail Harris
Council President

Patricia Jo Angelini
Councilor









PLANNING CONTEXT

BACKGROUND AND CONTEXT

Between the Summer of 2018 and the Spring of 2019, the community of Lowell, in partnership with City staff, a local steering committee, and a local team of planners and designers leveraged state grant dollars through the Oregon Department of Land Conservation and Development to create a Lowell Downtown Master Plan (Plan).

The Plan lays out the community’s vision for Lowell’s downtown and enumerates goals, patterns, and policies. It establishes a Regulating Plan which will guide the realization of the vision and goals through implementation tools like the Lowell’s Development Code. The Plan introduces an Illustrative Plan which provides one useful example of how the Plan can be realized. The Plan establishes specific projects for the City to focus attention on, and delineates initial priorities for those projects over a twenty-year period. Finally the Plan outlines recommendations and considerations for implementation, identifying practical steps and possible partnerships for realizing the Plan’s Vision and Goals.

The Plan was developed from a series of six technical memoranda which constitute the bulk of the Plan’s Appendix. The memos contain additional background and process detail not contained in this Plan. The Technical Memoranda address the following topics:

1. Background, Context and Plan Review
2. Physical Analysis of Downtown Study Area
3. Stakeholder Outreach
4. Vision, Goals, Concepts
5. Code and Policy Amendments
6. Implementation Projects, Partners and Funding

The Downtown Master Plan Planning Area

“Downtown” is not an objectively defined term. The Plan establishes a “planning area” that is a subset of the town as a whole. The area is depicted in Figure 1. Defining elements include city offices, public parks, schools, primary transportation corridors and commercial frontages. The planning area was vetted throughout the process. Although the intent of the planning area is to delineate areas supportive of downtown, some portions of the planning area are not contemplated for meaningful change. In 2019, the planning area includes approximately 100 tax lots, four schools, two public parks, and six operating commercial businesses.



Historic City of Lowell General Store and early town center

Figure 1. City of Lowell, Downtown Study Area



PUBLIC ENGAGEMENT

A Participatory Approach

Stakeholder outreach was an integral component of the Lowell Downtown Master Planning process. Consistent with the Oregon Statewide Planning Goal 1, Lane Council of Governments (LCOG), The Urban Collaborative, and the City of Lowell, in conjunction with the Department of Land Conservation and Development, engaged in numerous outreach events and methods.

Public Engagement Schedule

<i>Lowell Downtown Master Plan Steering Committee Meeting</i>	<i>June 4, 2018</i>
<i>Lowell Downtown Master Plan Steering Committee Meeting</i>	<i>July 16, 2018</i>
<i>Community Survey</i>	<i>July 4 – 31, 2018</i>
<i>Blackberry Jam Festival Booth</i>	<i>July 28, 2018</i>
<i>Focus Group (Recreation Providers)</i>	<i>September 19, 2018</i>
<i>Focus Group (Schools/Education)</i>	<i>September 19, 2018</i>
<i>Focus Group (Key Business and Land Owners)</i>	<i>September 20, 2018</i>
<i>Lowell Downtown Master Plan Steering Committee</i>	<i>September 25, 2018</i>
<i>All Day Public Design Workshop</i>	<i>September 29, 2018</i>
<i>Lowell Downtown Master Plan Steering Committee</i>	<i>November 5, 2018</i>
<i>Public Open House</i>	<i>November 14, 2018</i>
<i>Lowell Downtown Master Plan Steering Committee</i>	<i>February 5, 2019</i>
<i>Lowell Downtown Master Plan Steering Committee</i>	<i>March 18, 2019</i>
<i>Lowell Planning Commission Hearing</i>	<i>May 29, 2019</i>
<i>Lowell City Council Hearing</i>	<i>June 18, 2019</i>

Participants and the steering committee conducting site analysis



All events during the planning process were well promoted and generally well attended. Technical Memorandum 3 provides summary detail related to many key outreach efforts. Using multiple engagement tools helps to verify and confirm key elements underpinning the Plan development and final outcome.

All city residents received a community survey and the planning team conducted several focus groups. In addition, the steering committee and planning team hosted a booth at the Blackberry Jam Festival at Rolling Rock Park in Lowell to reach additional community members and stakeholder groups. Several key elements came through all of the feedback:

Top Strengths

- Natural setting
- Proximity to Eugene/Springfield
- Walkability

Top Opportunities

- Tourism associated with the lake
- Retail and restaurant development
- Residential development and improvement
- Tourism associated with hiking/biking
- School development closer to Main Street

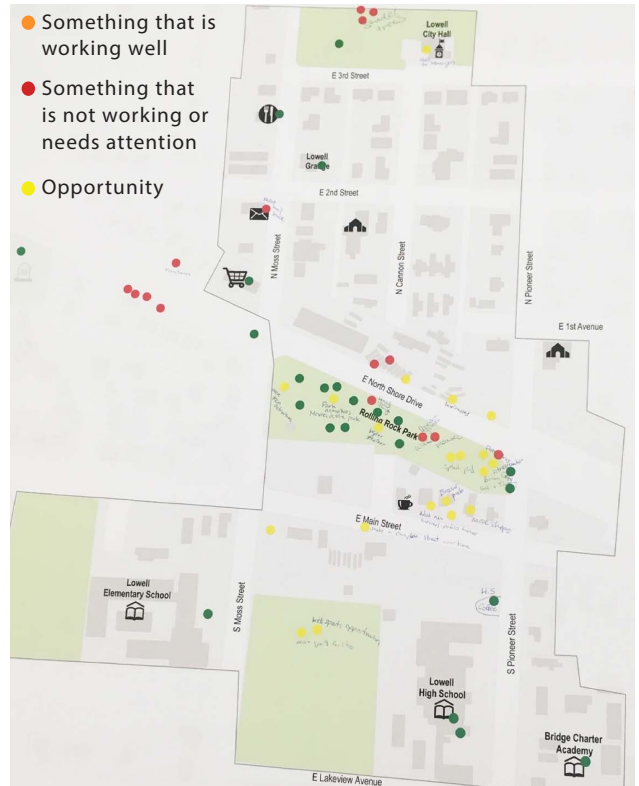
Challenges to Address

- Commercial/Retail services
- Clearly defined downtown
- Housing affordability
- Tourism

Priorities for Future Growth

- Preserve parks and open space
- Commercial retail growth
- Affordable residential options
- Relocation of City Hall to/near Rolling Rock Park

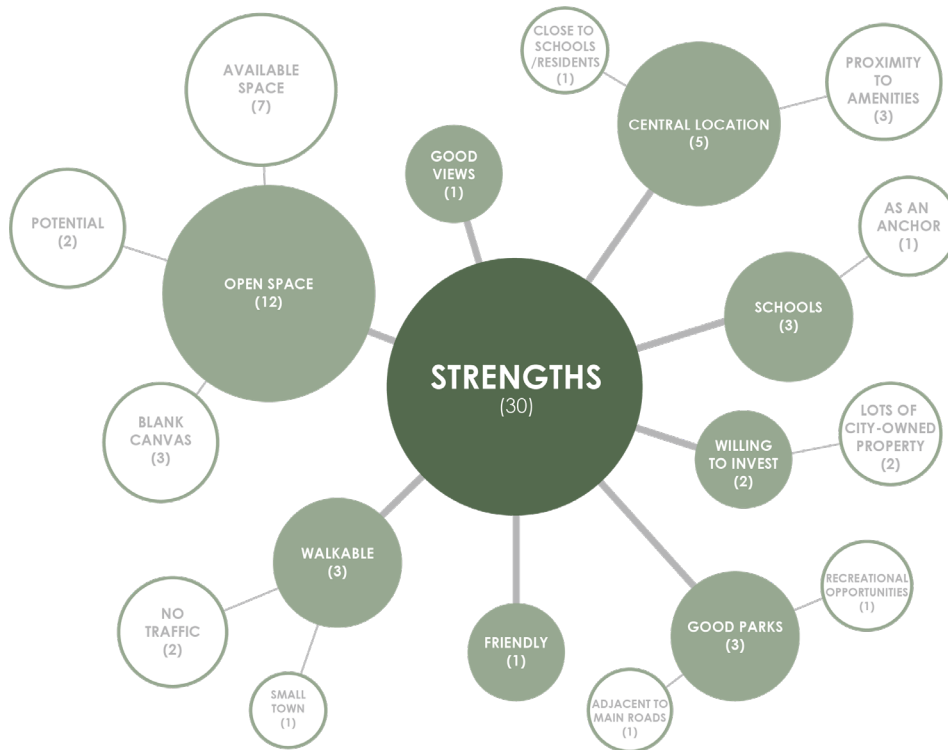
Community members giving feedback at the Blackberry Jam Festival; Map with stakeholder input



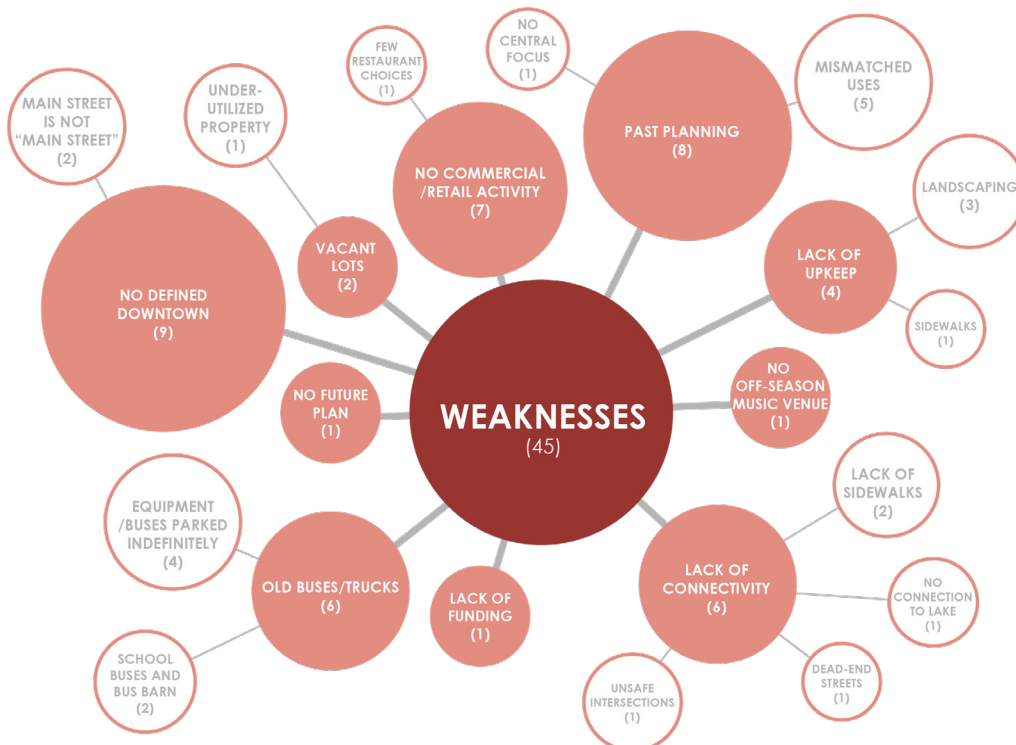
PUBLIC ENGAGEMENT

SWOT Exercise

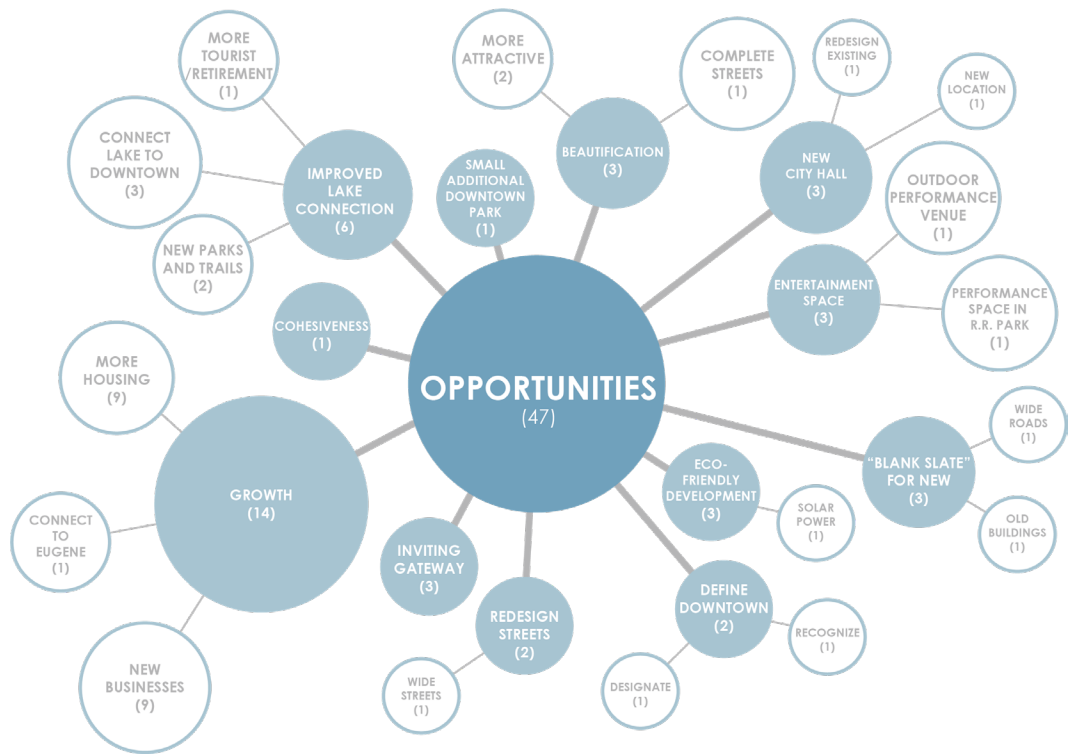
Survey respondents and workshop participants responded to a series of questions about downtown Lowell's strengths, weaknesses, opportunities, and threats (SWOT). Each person could put as many different answers as they wanted. Responses were then compiled in concept maps, below.



Lowell community members noted that open space was one of Lowell's greatest strengths, as well as being in a central location for the region.



Lowell will work to address the largest perceived weaknesses by defining a downtown area and incentivizing downtown commercial and retail activity.



Participants agreed that the biggest opportunity for Lowell is growth, both in new businesses as well as housing. Many people saw an opportunity to have a greater connection to Dexter Lake.



Stakeholders felt a threat to the future of Lowell from a general unwillingness to change. A lack of funding could also hinder future projects.



**WELCOME
TO LOWELL**



HOME OF THE RED DEVILS



WELCOME
PROJECT
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DOWNTOWN VISION

Rolling Rock Park

PLANNING VISION AND GOALS

Over the course of a six-month engagement process, the local community and regional stakeholders established a vision for Downtown Lowell. This vision and corresponding goals will guide future development in the downtown area.

Lowell Downtown Vision:

“A quaint downtown with a central park, multi-story mixed use buildings, a variety of homes, and wide sidewalks connecting to Dexter Lake’s recreational opportunities.”

1

GOAL: QUAIN T DOWNTOWN

Downtown Lowell will be defined by gateways, have its City Hall at the center, and streets will be walkable with slow traffic.

2

GOAL: CENTRAL PARK

A central park will be at the heart of downtown and provide a tree-lined, comfortable place for pedestrians.

3

GOAL: MULTI-STORY, MIXED-USE BUILDINGS

Buildings in the downtown area will be a mix of commercial and residential uses with a diversity of businesses.

4

GOAL: VARIETY OF HOMES

Homes in downtown will be a mix of sizes and be available to a wide range of income levels.

5

GOAL: CONNECTED, WIDE SIDEWALKS

Downtown Lowell will incorporate an interconnected system of sidewalks and multi-modal pathways to better connect greenspaces and amenities such as Dexter Lake.



PLANNING POLICIES

Achieving Your Goals

Planning policies, in conjunction with goals and objectives, serve as a tool to help guide and implement downtown development decisions. These policies were developed through a participatory planning process with the community where planning patterns were established and then formed into implementable policies. The planning policies should be reflected in the zoning regulations and inform future approval processes in the downtown area.

1 QUAIN T DOWNTOWN

Goal 1 Planning Policies

1.1 LINED STREET FRONTS

Buildings along main streets in downtown shall adhere to a consistent build-to line and have continuous or connected facades to form a single facade. Downtown setback requirements shall be standardized. Mixed-use buildings shall have consistent window sizes and clear glass storefront windows on the ground floors.

1.2 SAFE STREETS and TRAFFIC CALMING

To create safe, walkable streets in downtown, intersection crossings shall be clearly striped, helping to signal to cars and pedestrians where a designated crossing is. "Bulb-outs", or the narrowing of intersections by creating wider sidewalk areas and planting medians at corners, are also used to slow traffic and create a shorter crossing for pedestrians.

1.3 GATEWAYS

Visible gateways are located at entries to towns and districts and help to announce to people who are coming into town that they have arrived. Gateways lend a sense of place and are indicative of the town's character. They can be made of local stone, be a sign, banner, or include other identifying features. They are appropriately scaled for their context and the speed at which vehicles will be entering town. They are clear, prominent, concise, and should incorporate plantings and/or lighting. Consistent signage should be appropriately scaled and visible throughout Lowell.

Conceptual rendering of a gateway into downtown Lowell on Pioneer Street



Narrowing of intersections for traffic calming and safer crosswalks



1.4 ON-STREET PARKING

Place parallel parking spaces at least eight feet wide and 20 feet long along the edge of all streets in the downtown area.

1.5 OFF-STREET PARKING

Off-street parking in the downtown area shall be placed behind new commercial and residential development, with clear passages linking the parking to entries and the front of the buildings. Only where there is no ability for parking to be located behind the building, it shall be placed to the side of the building, setback ten feet from the public right of way and adjoining properties. Appropriate landscaping or seating should be placed on the street-facing side in order to shape the public realm.

1.6 PLANTING STRIPS

Place planting strips on both sides of the street to absorb stormwater between street curbs and sidewalks.

1.7 STREET TREES

Place deciduous canopy trees at regular intervals, approximately 25 feet on center, on both sides of a street in the space between the curb and sidewalk. Street trees shall align with local landscape standards and should be placed a minimum of 10 feet from fire hydrants and 20 feet from stop signs.

1.8 CITY HALL AT THE CENTER

A quaint and vibrant downtown has homes, businesses, schools, libraries, and local government close together, connected by safe, comfortable sidewalks. Lowell City Hall should relocate closer to the center of downtown to help define the area and promote community involvement and activity in downtown.

2 CENTRAL PARK

Goal 2 Planning Policies

2.1 CENTRAL PARK STREET-TO-STREET

Rolling Rock Park could become a vibrant heart of downtown by stretching between North Shore Drive and Main Street, allowing it to be framed by active streets and pedestrian paths. On-street parking around the square can serve the whole downtown.

2.2 FRAMED OPEN SPACES

Framed parks are bordered by public roads and perimeter trees to define space. The City of Lowell shall require that building fronts face parks in the downtown area, even from across the street. This provides a connection between the buildings and the park and increases safety by improving the opportunity for natural surveillance of the parks by building occupants.

2.3 ACTIVE SPACES

Downtown parks shall have programmed areas such as playgrounds, pavilions, and water features, as well as open spaces and places to sit and relax. Shoppers, employees, children, and seniors will have more reasons to walk and get exercise, promoting a healthier community.

2.4 CONNECTED PARKS

Further connection to downtown parks is achieved by connecting sidewalks to the park edges. Sidewalks connecting to parks should be on one side of the street, at a minimum.

Rolling Rock Park, looking east



3 MULTI-STORY, MIXED-USE BUILDINGS

Goal 3 Planning Policies

3.1 MIXED-USE BUILDINGS

A mix of commercial and residential uses should be encouraged in downtown. Mixed-use buildings support active town centers by allowing for a mix of uses in a small footprint. Buildings along main streets shall have ground floor commercial or retail uses with offices or residential units above. Ground-floor retail fronts that face the street shall have large, clear windows, especially around entries, to encourage transparency and a sense of place along the pedestrian realm.

3.2 FLEX-USE BUILDINGS

Lowell shall use the Downtown Regulating Plan and identified zones in downtown to allow for the flexible use of buildings. Building size, height, and lot coverage should remain consistent while allowing for a range of uses in the flex-use zone.

3.3 MULTI-STORY BUILDINGS

Plan for a minimum of two to three-story buildings along North Shore Drive in the downtown area to maximize land use efficiencies.

3.4 COVERED ENTRIES AND FRONTAGES

Buildings along main streets in downtown shall have covered front entries using canopies, awnings, roofs, or similar. Frontages facing the street should have awnings or overhangs to provide pedestrians protection from the elements.

Mixed-use main streets



4 VARIETY OF HOMES

Goal 4 Planning Policies

Townhomes and single-family residences



4.1 DIVERSITY OF HOMES

Residences in the downtown area shall include single-family homes, townhomes, and apartments or lofts. A connected townhome is an attached home of one to three levels with an individual entry, stoop, or porch from its connected neighbors. Garages can be on the first level, if accessed from the back of the home, or tucked under the first story, and may be a detached style if across an alley. Entryways shall face the street or adjacent greenspace.

Apartments and lofts should be a variety of sizes to provide for a range of affordability. In downtown, they should be in multi-story buildings, often above ground-floor retail.

4.2 PORCHES AND STOOPS

Homes with entrances on the ground floor shall have a porch or stoop that faces the street. Comfortable front porches are a minimum of 6' deep by 6' wide. They are elevated a minimum of 18" from the ground with a roof above. Porches and stoops help provide places for homeowners to sit and watch the neighborhood and allow for opportunities for social interaction.

4.3 BALCONIES

Homes entirely above the ground floor shall have a balcony at least four feet deep.

5 CONNECTED, WIDE SIDEWALKS

Goal 5 Planning Policies

5.1 SAFE STREETS

Streets in downtown shall have pedestrian crosswalks, planting strips between curbs and sidewalks, and on-street parallel parking. This provides a comfortable pedestrian environment that is buffered from moving traffic. Crosswalks should be well marked and “bulb-outs” should be used to narrow the walking distance across wide streets.

5.2 WIDE SIDEWALKS

Design sidewalks at least six feet in width on less traveled roads (local roads), such as Moss Street, and 15 feet in width in commercial areas, such as the north side of North Shore Drive. See the street sections of downtown for more detail.

5.3 CONNECTED SIDEWALKS

Continuous sidewalks should be on one or both sides of the street and connect to at least two adjacent sidewalks to form a pedestrian grid in downtown. Sidewalks shall be separated from the curb by planting strips on higher-traffic streets and boulevards.

5.4 CONNECTED GREENSPACES

Parks, open space, and recreation areas should be connected by pedestrian and/or multi-use paths. Trails can be designed as a soft surface (dirt, wood chips) or hard surface (concrete, asphalt, crushed stone) based on intended users and construction and maintenance costs. Lowell should prioritize connected pedestrian access to Dexter Lake from downtown. Additional connections to regional trail systems should be considered.

Poudre River Trail, Colorado



Benefits associated with a connected trail network include income generation from tourism on trails, increased public health and healthcare savings, more attractive and safe communities with increased property values, greater regional connectivity, community cohesion, and the preservation of open space.

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BLACKBERY
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MAKING IT HAPPEN

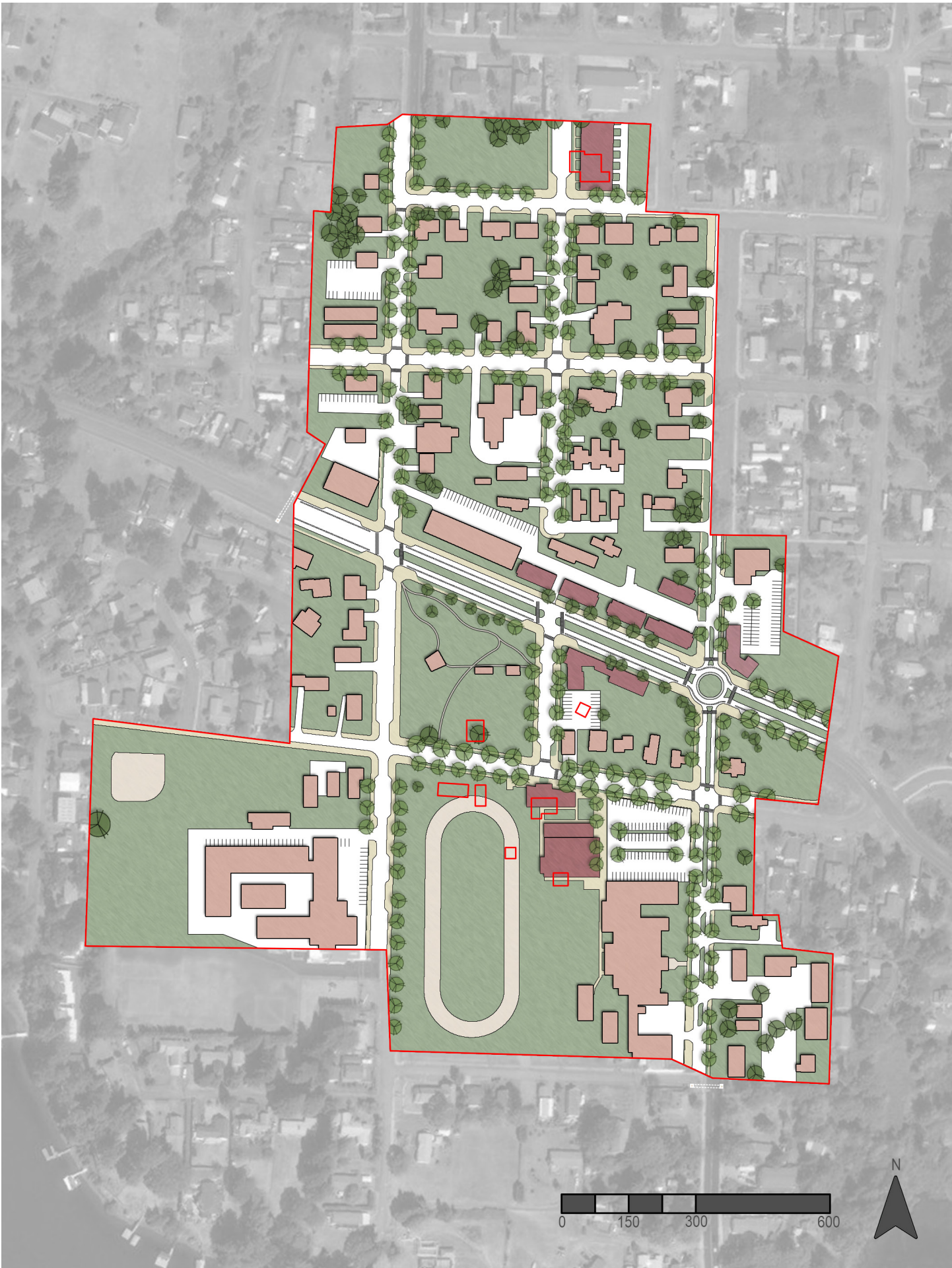
ILLUSTRATIVE PLAN

The Lowell Downtown Master Plan includes an Illustrative Plan. The Illustrative Plan is not intended to be overly prescriptive or strict. It conveys one example of development consistent with the Lowell Downtown Master Plan's policies and Regulating Plan. The Illustrative Plan is useful as a reference for communicating plan concepts, for cost estimation and as a possible starting place for plans to realize the vision and policies of the Master Plan. Individual property owners will establish their own development concepts for their properties in accordance with the Downtown Regulating Plan and Lowell Development Code which will be updated to implement the policies of the Downtown Master Plan. Updating the Lowell Development Code is included as a highest priority in the Implementation section of the Plan.

The Illustrative Plan (attached) provides a visual diagram for most implementation projects. Conceptual details presented in the Illustrative Plan that relate to development and construction within the right of way also provide the initial concepts necessary for planning-level cost estimates.

Lowell High School





REGULATING PLAN

The Downtown Master Plan proposes a simplification of the planning process for downtown by combining the land use map with the zoning map to minimize confusion and inconsistencies. This is referred to as the Regulating Plan since it flexibly regulates development consistent with the community's vision and planning policies.

What is a Regulating Plan?

A regulating plan can be viewed as an enhanced land use plan. At a basic level, this plan dictates building function within each area and also develops a land use typology for future growth. The regulating plan uses a standard land use and zoning methodology to ensure that there is proper separation between certain types of development, such as industrial and housing but also leaves flexibility for development to happen by designating building typology rather than use. In areas that are developed with housing already, the regulating plan does little more than indicate what type of housing may be developed there in the future.

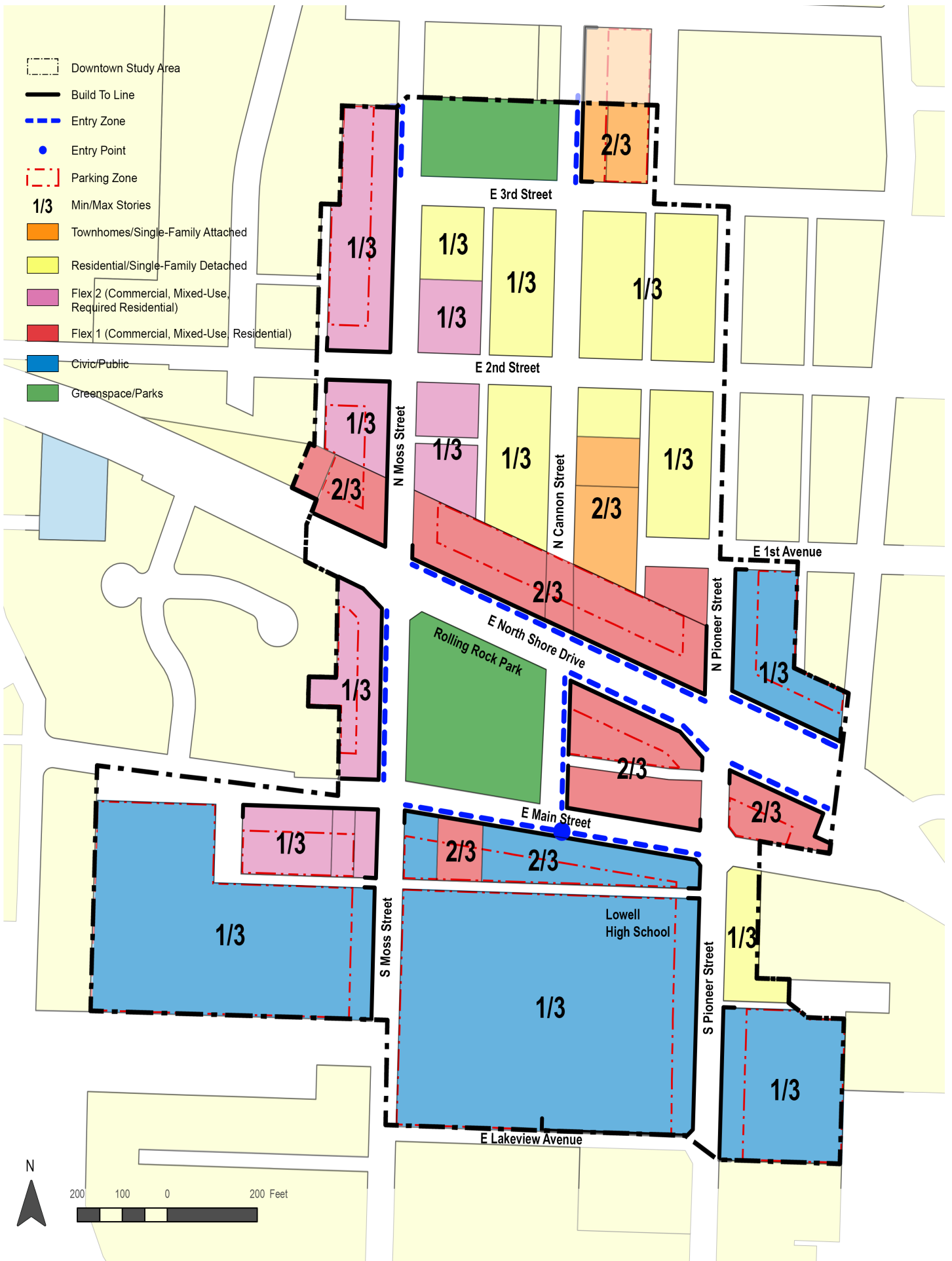
In areas identified appropriate for future growth, where there is no current development, the regulating plan indicates the layout of the area as well, providing specific street layouts and open space requirements to ensure that future growth adheres to the master plan and helps meet the community's goals and objectives for downtown.

The Regulating Plan refers to building types rather than land uses. This Plan focuses on allowable building types and the built form which makes up the public realm. This includes build-to lines, setbacks, and minimum and maximum building heights. The regulating plan also designates layout such as parking locations and required entry zones and locations. This will further coordinate land use and zoning, creating consistency for planning and development decisions.

A key strategy has been to define the public realm in downtown, mainly on North Shore Avenue and Main Street. The proposed changes occur in commercial areas, to allow more flexibility to support appropriate development. Existing uses are always allowed and need not change at all. The Regulating Plan pertains to future development in all areas and the default is to support current property owners and their rights with respect to the currently allowed uses of their properties.

Zoning Code Implications

Specific development types, building heights, and where build-to-lines, parking locations, and required entry zones are indicated on the Regulating Plan. Zoning regulations for the downtown area should be updated to reflect and further define aspects of the Downtown Regulating Plan as well as the planning policies established during the Master Plan process.



IMPLEMENTATION

Project Summary

Following is an overview of projects identified in support of the Lowell Downtown Master Plan. The Planning Team and Steering Committee developed a phased Implementation Strategy and cost estimates for the priority capital improvement projects. The planning team and Steering Committee prioritized projects based on need, impact, and feasibility. Phase I reflects projects that are estimated to be addressed within the first five years (2019-2024). Each of the following phases represent successive five year periods up to 20 years (2039). The Lowell Downtown Plan should be revisited and revised in the interim. As with all aspects of the Master Plan, projects and phasing should be reviewed annually to assess progress and remain a living document to change with the changing needs of the community.

Some elements presented within the Lowell Downtown Master Plan, including the Illustrative Plan, are not explicitly discussed within the prioritized projects or elsewhere within this Plan. Projects and details can be added if desired, but the Plan should not be assumed to address everything. Lowell decision makers will be required to interpret the Plan where it is not specific. Future iterations of the Plan will develop more detail as well.

Project phasing is a tool for resource allocation and planning; however, it should not be overly rigid. In all likelihood, over time, new opportunities, including funding sources will become available. It is important to monitor funding sources and be prepared to wisely take advantage of opportunities as they arise (potentially out of priority sequence). Potential funding opportunities and sources are outlined in an Implementation section of the Plan.



Train signals in Rolling Rock Park

Phase 1 (Years 1 – 5)

- 1A - Update downtown zoning regulations
- 1B - Establish design standards for signage and gateways
- 1C - Erect gateway on Pioneer Street
- 1D - Rolling Rock Park improvements
- 1E - City Hall and Library Concept Plan
- 1F - Sidewalk improvements along Moss and Main (adjacent to Rolling Rock Park)
- 1G - Paint parallel parking and bike lanes long North Shore (existing pavement)
- 1H - Plant street trees along North Shore Drive (adjacent to Rolling Rock Park)
- 1I - Investigate Improved Broadband Service for Lowell
- 1J - Develop a green space connectivity network and plan for pedestrian and bicycle pathways
- 1K - Street Section Improvements for new street connecting Main and North Shore

Phase 2 (Years 6 – 10)

- 2A – Street section improvements along North Shore Drive
- 2B - Sidewalk improvements along Moss and Main (unaddressed by 1F)
- 2C - Plant street trees along Moss and Main Streets (downtown segments)
- 2D - Expand pedestrian connectivity from downtown area to the covered bridge.
- 2E - Construct new city hall
- 2F - Detailed plans for a round-a-bout at North Shore and Pioneer Street.
- 2G - Expand pedestrian connectivity from the downtown to Lowell State Park.
- 2H - Paul Fisher Park Improvements

Phase 3 (Years 11 – 15)

- 3A - Street section Improvements along Main Street (not addressed previously)
- 3B - Street sections Improvements along Moss Street (not addressed previously)
- 3C - Sidewalk improvement along Pioneer Street
- 3D - Plant street trees along Pioneers Street

Phase 4 (Years 16 - 20)

- 4A - Street section improvements for Pioneer Street (not addressed previously)
- 4B - Round-about at North Shore and Pioneer

IMPLEMENTATION

Implementation Strategy

The most pivotal component of any plan is its implementation. This Plan presents some strategies for prioritizing, financing, and achieving the vision of Lowell Downtown Master Plan. The projects proposed within the previous section are organized by phases. These projects have additional implementation nuances that are critical to consider. These nuances include key partnerships, local leadership, as well as funding sources and allocations. The intent of the Downtown Master Plan is to be visionary but also financeable and practical. It will serve as a daily resource for citizens, decision makers and anyone with an interest in future public and private investments in Lowell.

Phase 1 Projects (Years 2019 – 2024)

1A - Update downtown zoning regulations

Summary: Development codes (including zoning ordinances) implement comprehensive plan policies. Development codes establish allowed, conditional and prohibited uses, development standards and other regulatory nuances enforceable by the City.

The City of Lowell should pursue these changes as the top priority. The City has begun coordinating an opportunity to accomplish this through the State of Oregon's Transportation and Growth Management (TGM) Code Assistance program, managed jointly by ODOT and DLCD. TGM Code Assistance provides financial and technical support to complete this type of work. Early indications suggest that this work could proceed as early as Summer 2019, which would be an excellent opportunity to maintain momentum for Downtown.

Key Partners: LCOG, TGM (DLCD and ODOT)

Next Steps: Submit application to TGM, obtain Council support, Support/complete project. Utilize code amendment recommendations from the Downtown Master Planning process.

Funding Sources: Local and/or TGM Code Assistance (DLCD and ODOT)

Local Lead: City Administrator & Planning Commission

Estimated Cost: \$50,000 - \$60,000

1B - Establish design standards for signage and gateways

Summary: Establishment of gateways and signage is a high prioritized project. The urban design consultants supporting the Downtown Master Plan created a concept for gateways and signage in Lowell. These and the signage needs established in the Parks Master Plan should be considered. If the City determines to go another direction, then they should establish standards with which to proceed.

Key Partners: A Design/Architecture Firm, LCOG

Next Steps: Determine if there is desire to pursue/refine existing designs. If not, establish concepts and standards and reach out to architectural/design firm(s) for help.

Funding Sources: Local and/or TGM Code Assistance (DLCD and ODOT)

Local Lead: City Administrator/Economic Development Committee

Estimated Cost: \$2,500-\$5,000

1C - Erect Gateway on Pioneer Street and/or Monument Sign at North Shore and Pioneer

Summary: With a design in place, the City can proceed with construction of a gateway

Key Partners: A Design/Architecture Firm, Contractor(s), Owners

Next Steps: Confirm design and/or standards

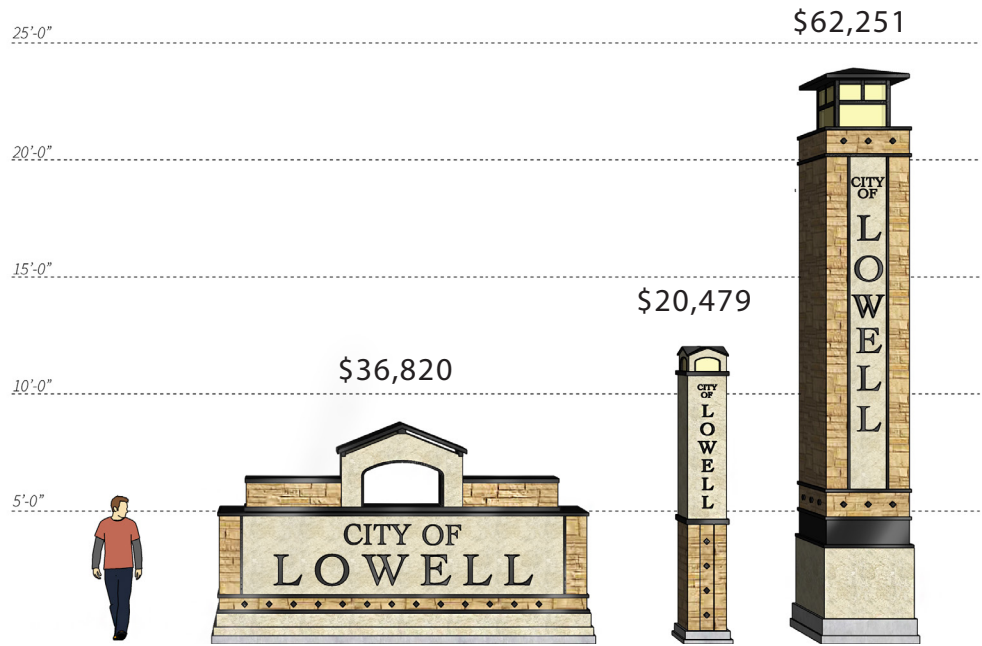
Funding Sources: Bonds, Oregon Tourism Commission, Urban Renewal

Local Lead: City Administrator/Economic Development Committee

Estimated Cost: \$124,502 (Large Tower x 2), \$36,820 (Monument Sign x 1)

1C - Gateway Project
Figure

Note: Gateways presented here provide one example of conceptualization and planning level cost estimates. Signage design will realize as decision-makers and the community see fit.



1D - Rolling Rock Park improvements

Summary: The City of Lowell is completing a Parks Master Plan concurrent with the Downtown Master Plan. Rolling Rock Park is proposed to be reconfigured to provide a larger, more centralized and versatile space in downtown. The Illustrative Plan conveys some Rolling Rock park concepts, but the Lowell Parks Master Plan should be consulted for specific park improvement details and concepts.

Key Partners: University of Oregon, Landscape Architecture Firm, Construction firm(s)

Next Steps: Secure funding

Funding Sources: OPRD Local Government Grants, Land and Water Conservation Fund

Local Lead: City Administrator/ Parks and Recreation Committee, Private

Estimated Cost: \$840,000 (Including Design, Contingency and Fees – does not include sidewalk or street trees within City right-of-way))

1E - City Hall and Library Concept Plan

Summary: Lowell's current City Hall is unsafe and under evaluation for reconstruction or relocation. This presents a significant opportunity for the City to anchor the Downtown vision with some alignment of necessary public investment. Investigation into these concepts has already begun as of March, 2019.

Key Partners: The Urban Collaborative

Next Steps: Complete initial analysis and concept planning

Funding Sources: Secured

Local Lead: City Administrator/ Library Committee

Estimated Cost: Pending

1F - Sidewalk improvements along Moss and Main (adjacent to Rolling Rock Park)

Summary: Rolling Rock Park is proposed to be reconfigured to provide a larger, more centralized and versatile space in downtown. Moss Street and Main Street also have longer term plans established for street sections improvements. Although street improvements may not be undertaken fully in the first five years (Phase 1), the nexus of these two projects presents the possibility for sidewalks along Moss Street and Main Street to be addressed.

Key Partners: University of Oregon, Landscape Architecture Firm, Construction firm(s)

Next Steps: Secure funding

Funding Sources:

Local Lead: City Administrator/ Parks and Recreation Committee/Pubic Works Director

Estimated Cost: \$239,400 (includes 20% engineering and 20% contingency)



IMPLEMENTATION



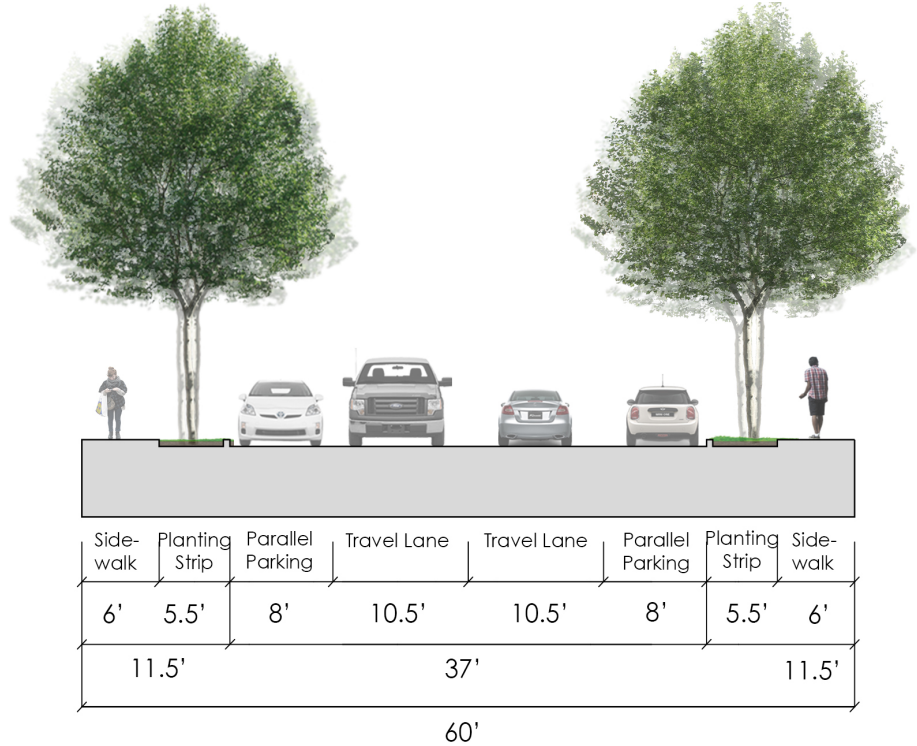
1D - Preliminary concept for Rolling Rock Park (from Draft parks Master Plan)



1E - Lowell City Hall & Library - Proposed Site - 70 Pioneer Street

-  Existing Building Footprint
-  Fence (Demarcates Building Property)
-  Lamppost

1F - Street Section for 60 foot right-of-way (Moss and Main)



1G - Paint parallel parking along North Shore (existing pavement)

Summary: The longer term vision for North Shore drive is for a widening of the pavement to utilize the entire 90 foot-right-of-way (between Moss and Pioneer Streets) In the meantime (shorter term), the existing pavement can be utilized to implement on-street parking for North Shore Drive.

Key Partners: Lane County Transportation, Owners

Next Steps: Secure funding and scope project further

Funding Sources: Local, Lane County, Lane County Road Improvement Assistance Fund

Local Lead: City Administrator, Public Works Director

Estimated Cost: \$166,320 (includes 20% engineering and 20% contingency)

1H - Plant street trees along North Shore Drive (adjacent to Rolling Rock Park)

Summary: The longer term vision for North Shore drive is for a widening of the pavement to utilize the entire 90 foot-right-of-way (between Moss and Pioneer Streets) established for street sections improvements. Planting street trees will need to be conducted in a way that accounts for and accommodates a City decision of whether to eventually expand the pavement of North Shore right-to-way to utilize all 90-feet.

Key Partners: Lane County Transportation, Owners

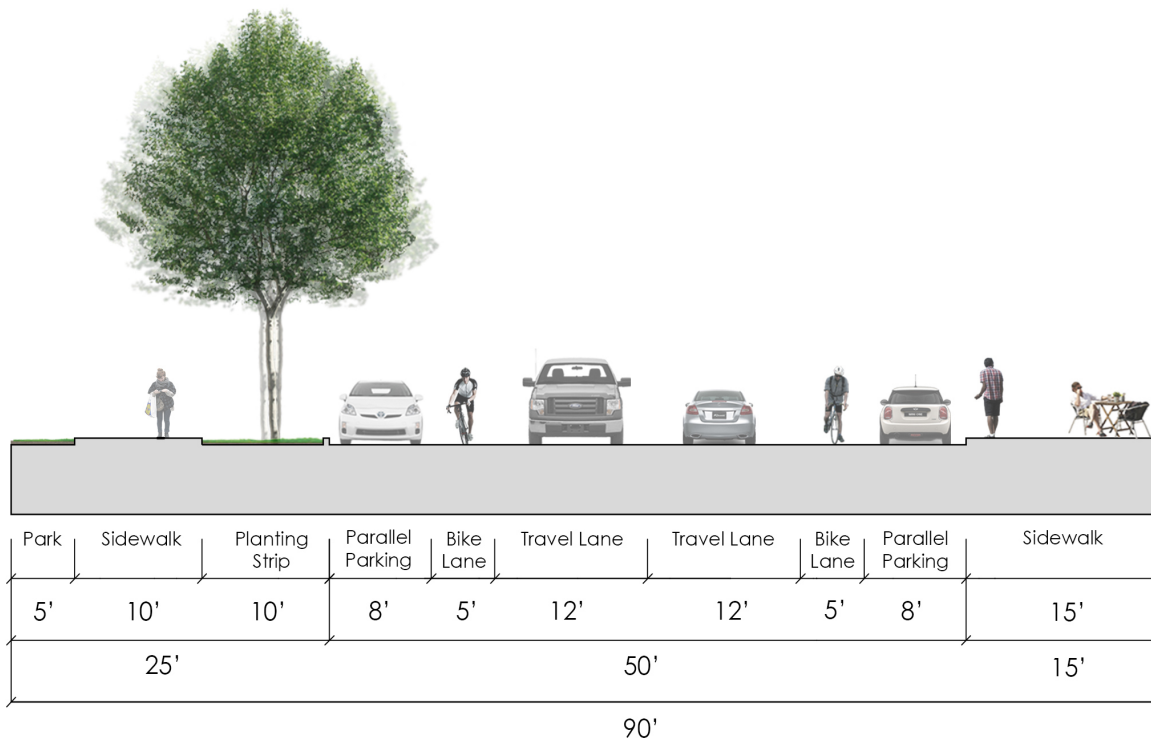
Next Steps: Continue to coordinate vision and concepts with Lane County, develop refined (construction level) costs, secure funding

Funding Sources: Urban Forestry Grants, Oregon Tourism, Private

Local Lead: City Administrator/Public Works Director/Economic Development Committee

Estimated Cost: \$12,320 (includes 20% engineering and 20% contingency)

1G; 1H - Street Section for 90 foot right-of-way (North Shore Drive)



IMPLEMENTATION

1I - Investigate Improved Broadband Service for Downtown Lowell

Summary: Access to high speed internet is crucial for economic activity. Lowell should investigate and pursue opportunities and partnerships for increasing access to broadband in downtown. Broadband is provided to rural areas in a number of ways, but most ideally through a physical fiber-optic cable connection. Lowell is fortunate (and unique) in having long haul fiber optic cable that runs through downtown (including to the school and other locations in town). Acquiring service through that existing fiber cable is complex, but the City should dedicate resources to pursuing the unique opportunity that exists to access it.

Key Partners: The Regional Fiber Consortium, LCOG, Lane County, Internet Service Provider(s)

Next Steps: Establish a clear desire for improved fiber connectivity, work with Regional Fiber Consortium staff (LCOG) to map out next steps and potential private and public partnerships.

Funding Sources: Regional Fiber Consortium grants, public/private partnerships

Local Lead: City Administrator/Economic Development Committee

Estimated Cost: \$1,000-\$25,000 (represents a range of only staff time to securing funding (including grants) to support broadband.

1J - Develop green space connectivity network plan for pedestrian and bicycle pathways

Summary: The community of Lowell recognizes its natural setting as one of its outstanding strengths. Preparing more deliberately for connections to this asset has been identified as a clear benefit for improving connections between Lowell's tourist amenities and its downtown.

Key Partners: Lane County Transportation, Lane County Parks, Army Corps of Engineers, Oregon Parks and Recreation Department, LCOG, Oregon Tourism Commission, Local Businesses, Owners

Next Steps: Find and encourage local champions (including the Parks and Recreation Committee) who can continue to emphasize the need and benefits of connectivity. Use prioritized projects as a starting place and to gain momentum for other opportunities.

Funding Sources: City of Lowell, OPDR, TGM (DLCD and ODOT)

Local Lead: City Administrator/Parks and Recreation Committee

Estimated Cost: \$25,000 - \$40,000

Local Lead: City Administrator/Economic Development Committee

Estimated Cost: \$1,000-\$25,000 (represents a range of only staff time to securing funding (including grants) to support broadband.

Key Partners: Lane County Transportation (though their jurisdiction ends west of Moss Street), Oregon Parks and Recreation Department.

Next Steps: Work with Oregon PRD to seek funding for and complete preliminary analysis and concept planning, seek funding for project.

Funding Sources: Oregon Parks and Recreation Department

Local Lead: City Administrator/Parks and Recreation Committee

Estimated Cost: Option - \$1,764,000, Option B – \$3,648,400 (includes 20% engineering and 20% contingency)

1K - Street Section Improvements for new Street connecting Main Street and North Shore Dr.

Summary: The Illustrative Plan calls for development of the right-of-way that connects Main Street to North Shore Drive through what is now Rolling Rock Park – and is proposed to be the east side of Rolling Rock Park. Street section improvement a reshown in the diagram below.

Key Partners: Lane County Transportation, Future owner/developer of property to the east

Next Steps: Continue to coordinate vision and concepts with Lane County, develop refined (construction level) costs, secure funding

Funding Sources: SCA (ODOT), Adjacent Development

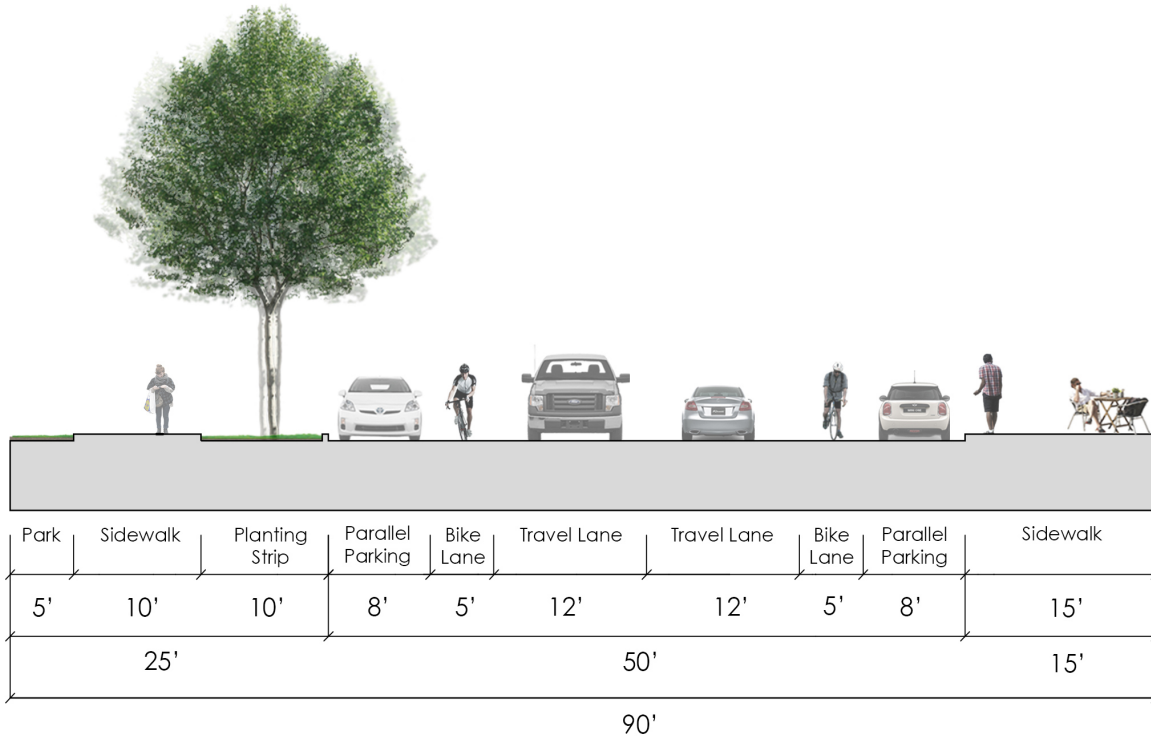
Local Lead: City Administrator/ Public Works Director/Economic Development Committee

Estimated Cost: \$391,108 (includes 20% engineering and 20% contingency)

Project Figure: *Street Section for 60-foot right-of-way (New Street)*

2A - Street Section for 90 foot right-of-way (North Shore Drive)

Note: Costs would decrease by an estimated \$400,000 to \$700,000 if the City determined not to utilize all of the City's right-of-way along North Shore drive. This is partly because there would be less square footage to pave, but also because bike lanes could not be constructed, sidewalks would likely be narrower, and drainage engineering would be less complex.



Phase 2 Projects (Years 2025-2030)

2A - Street Section Improvements along North Shore Drive (including pavement expansion)

Summary: The long term vision for North Shore drive is for a widening of the pavement to utilize the entire 90 foot-right-of-way, realizing the street section proposed below, complete with bike lanes, travel lanes, wide sidewalks, parallel parking, planting strip (and street trees for the north), striping, paving, curbs and gutters and a planting strip. It also includes the cost of bump outs and crosswalks including in the Illustrative Plan. A widening of the North Shore Drive pavement allows for a complete range of modes and amenities, including on street parking.

Key Partners: Lane County Transportation, Owners

Next Steps: Continue to coordinate vision and concepts with Lane County, develop refined (construction level) costs, secure funding

Funding Sources: Lane County Road Assistance, CDBG, STIP, SCA (ODOT), Adjacent Development

Local Lead: City Administrator/ Public Works Director/Economic Development Committee

Estimated Cost: \$2,366,100 (includes 20% engineering and 20% contingency)

2B - Sidewalk improvements along Moss and Main Street (not included with Project 1F)

Summary: Moss Street and Main Street also have long term plans established for street sections improvements. Street improvements may not be undertaken fully in the first five to ten years (Phases 1 and 2). Sidewalk improvements may be possible without larger scale street section improvements.

Key Partners: Lane County Transportation (for crossings), Owners

Next Steps: Continue to coordinate vision and concepts with Lane County, develop refined (construction level) costs, secure funding

Funding Sources: Lane County Transportation, SRTS, SCA (ODOT),

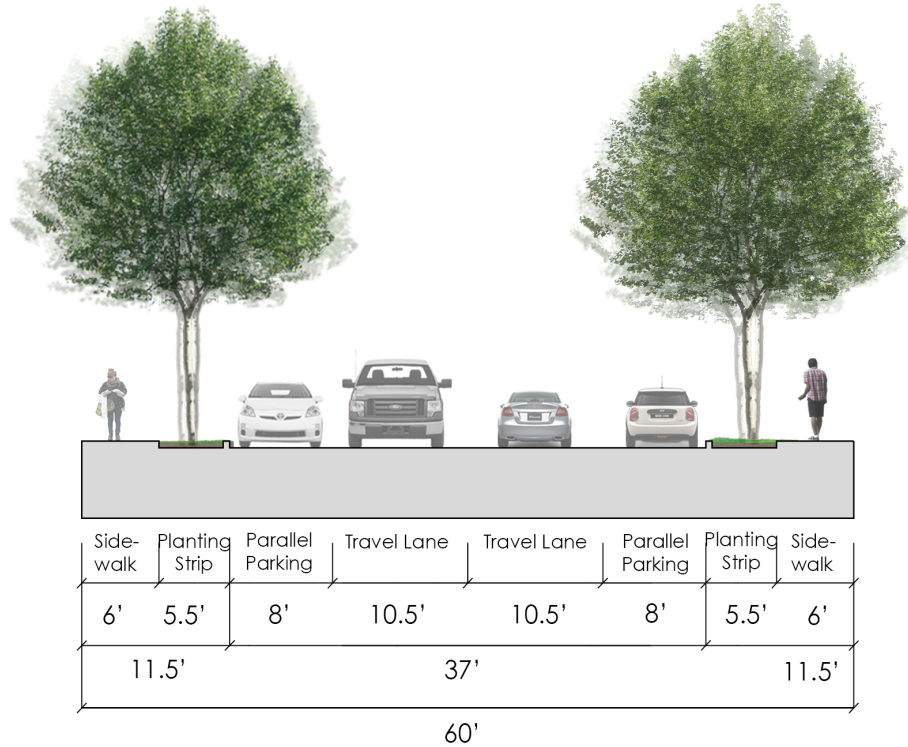
Local Lead: City Administrator/Public Works Director

Estimated Cost: \$878,724 (\$393,624 - Main Street, \$485,100 - Moss Street) (includes 20% engineering and 20% contingency)

IMPLEMENTATION

2C - Street Section for 60 foot right-of-way (Moss and Main)

Note: The remaining street section improvements for Moss and Main Streets should be addressed as soon as possible during Phase 2 or 3, if it is not possible to address them concurrent with Project 1F, 2B or 2C. These improvements are included in more detail under Project 3A and 3B.



2C - Planting street trees along Moss and Main Streets along all downtown segments

Summary: Moss Street and Main Street also have long term plans established for street sections improvements. Street tree installation may be possible without larger scale street section improvements. The remaining street section improvements for Moss and Main Streets should be addressed as soon as possible during Phase 2 or 3.

Key Partners: Lane County Transportation (for crossings), Owners

Next Steps: Continue to coordinate vision and concepts with Lane County, develop refined (construction level) costs, secure funding

Funding Sources: Lane County Transportation, SCA (ODOT),

Local Lead: City Administrator/Public Works Director

Estimated Cost: \$44,660 (\$13,860 - Main Street, \$30,800 - Moss Street - includes 20% engineering and 20% contingency)

2D - Expand pedestrian connectivity from the downtown area to the covered bridge

Summary: The community of Lowell has a long standing desire to connect the town to its parks and open spaces, including Dexter Lake and one of the amenities that the City is most widely known for, the Lowell Covered Bridge Interpretive Center (managed by Lane County). Bicycle and pedestrian connections to Interpretive Center along Pioneer Street are currently nonexistent. Addressing this lack of connectivity has been identified as a clear benefit for improving connections between Lowell’s tourist amenities and its downtown. Unfortunately, a safe path to the covered bridge requires either widening of the roadway or a covered bridge adjacent to the existing roadway at a significant cost.

Key Partners: Lane County Parks, Lane County Transportation, ODOT, Owners

Next Steps: Work with Lane County to seek funding for and complete preliminary analysis and concept planning, seek funding for project.

Funding Sources: State Bike/Ped Grants, STIP, Oregon Tourism Commission, Private

Local Lead: City Administrator/Parks and Recreation Committee

Estimated Cost: \$9,646,000 (includes 20% engineering and 20% contingency)

2E - Construct New City Hall

Summary: Wherever, it is located, Lowell’s new City Hall should be seized as an opportunity to serve as an anchor in Downtown.

Key Partners: Architectural/Design firm(s), Property Owners

Next Steps: Complete initial analysis and concept planning. Pursue any necessary land acquisition.

Funding Sources: Partially Secured/ City of Lowell/ Various

Local Lead: City Administrator/City Council

Estimated Cost: Pending

2F - Detailed plans for a round-a-bout at North Shore and Pioneer Street

Summary: Broad support was expressed for a round-about in the heart of downtown Lowell. A round-about would more effectively (and safely) manage east-west and north-south traffic at one of the City’s primary intersections (North Shore Drive and Pioneer Street).

Key Partners: Lane County Transportation, Land and Business Owners

Next Steps: Continue to coordinate with Lane County Transportation. Investigate opportunities together to scope and fund a round-about.

Funding Sources: Local, SCA (ODOT), Lane County Community Development Road Improvement Assistance, Transportation Safety Grants, CDBG

Local Lead: City Administrator/Public Works Director

Estimated Cost: \$70,000

2G - Expand pedestrian connectivity from downtown to Lowell State Park

Summary: The community of Lowell has a long standing desire to connect the town to its parks and open spaces, including Dexter Lake and one of the amenities that the City is most widely known for, Lowell State Park, managed by Oregon Parks and Recreation Department. Bicycle and pedestrian connections to the park along Northshore Drive are currently nonexistent. Addressing this lack of connectivity has been identified as a clear benefit for improving connections between Lowell’s tourist amenities and its downtown. There are two key alternatives for constructing such a connection. Option A would be to include a ten-foot wide concrete multiuse path along the existing edge of the travel lane. This would require curb and gutters to be installed. Option B would be an asphalt path constructed ten feet from the existing edge of the roadway. This would require more shoulder work and stabilization (including a retaining wall) but would not require curb and gutter.

2H - Paul Fischer Park Improvements

Summary: Lowell’s current City Hall may relocate. In any case, Paul Fischer presents great opportunities to promote options for activity and community near downtown. The Lowell Parks Master Plan did not include specific plans for Paul Fischer Park.

Key Partners: University of Oregon, Oregon Parks and Recreation Department

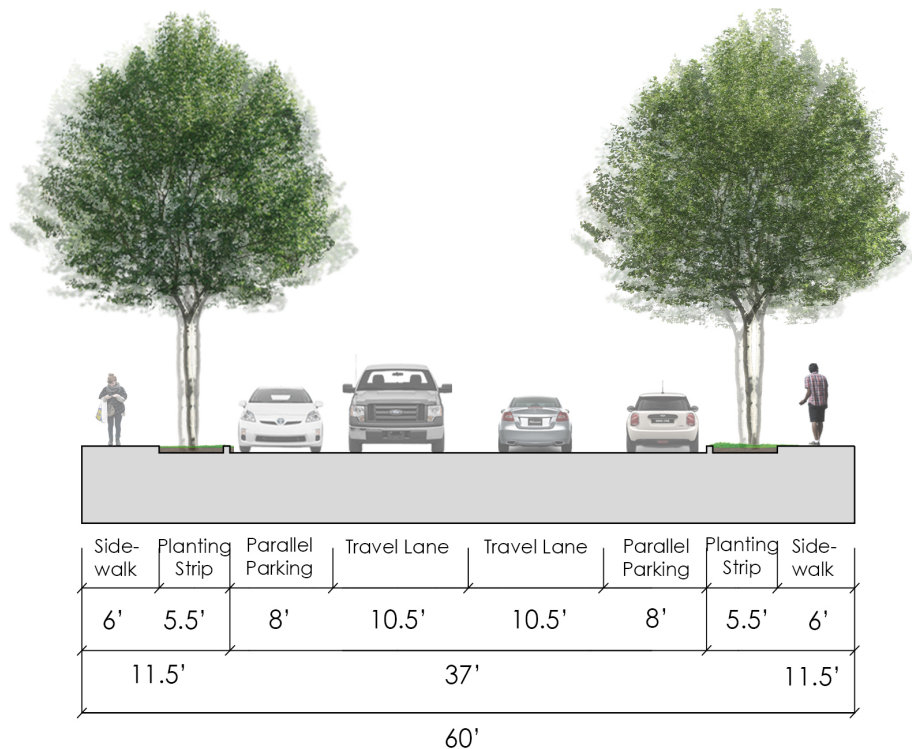
Next Steps: Use Lowell’s Parks Master Plan update (2019) as the launch point to complete initial analysis and concept planning/scoping for the Paul Fischer Park.

Funding Sources: City of Lowell, Oregon Parks and Recreation Department/Various Other

Local Lead: City Administrator/ Parks and Recreation Committee

Estimated Cost: N/A

2H - Street Section for 60 foot right-of-way (new street)



IMPLEMENTATION

Phase 3 Projects (Years 2031-2035)

3A – Street section improvements along Main Street (not addressed in Projects 1F, 2A)

Summary: Main Street also has a long term plan established for full street section improvements. Street improvements may not be undertaken fully in the first five to ten years (Phases 1 and 2). Project 3A realizes the street section proposed below, complete with travel lanes, wider sidewalks (if they have not been realized, striping, paving, curbs and gutters and a planting strip (if not already realized). It also includes the cost of bump outs and crosswalks including in the Illustrative Plan.

Key Partners: Lowell School District, Land/Business Owners

Next Steps: Develop refined (construction level) costs, secure funding

Funding Sources: Bond, SRTS, Lowell School District, SCA (ODOT), Adjacent Development, CDBG

Local Lead: City Administrator/Public Works Director

Estimated Cost: \$750,737 (includes 20% engineering and 20% contingency)

3B – Street Section improvements along Moss Street (not addressed in Projects 1F, 2B)

Summary: Moss Street also has a long term plan established for full street section improvements. Street improvements may not be undertaken fully in the first five to ten years (Phases 1 and 2). Project 3B realizes the street section proposed below, complete with travel lanes, wider sidewalks (if they have not been realized, striping, paving, curbs and gutters and a planting strip (if not already realized). It also includes the cost of bump outs and crosswalks including in the Illustrative Plan.

Key Partners: Land/Business Owners, Lowell School District, Lane County Transportation (crossings), Owners

Next Steps: Develop refined (construction level) costs, secure funding

Funding Sources: SRTS, Lowell School District, Lane County, SCA (ODOT), CDBG

Local Lead: City Administrator/Public Works Director

Estimated Cost: \$931,035 (includes 20% engineering and 20% contingency)

3C - Sidewalk improvements along Pioneer Street

Summary: Pioneer Street has long term plans established for street section improvements. The plan anticipates that street improvements for Pioneer Street may not be undertaken fully in the first ten years (Phases 1 and 2). The street section improvements for Pioneer Street should be addressed as soon as possible in any case.

Key Partners: Lane County Transportation, Owners

Next Steps: Continue to coordinate vision and concepts with Lane County, develop refined (construction level) costs, secure funding

Funding Sources: Lane County Road Improvement Assistance, STIP, State Bike/Ped, SCA (ODOT), SRTS, CDBG

Local Lead: City Administrator/Public Works Director

Estimated Cost: \$88,200 (includes 20% engineering and 20% contingency)

3D - Plant street trees along Pioneers Street

Summary: Pioneer Street has long term plans established for street section improvements. The plan anticipates that street improvements for Pioneer Street may not be undertaken fully in the first ten years (Phases 1 and 2). The street section improvements for Pioneer Street should be addressed as soon as possible in any case.

Key Partners: Lane County Transportation, Owners

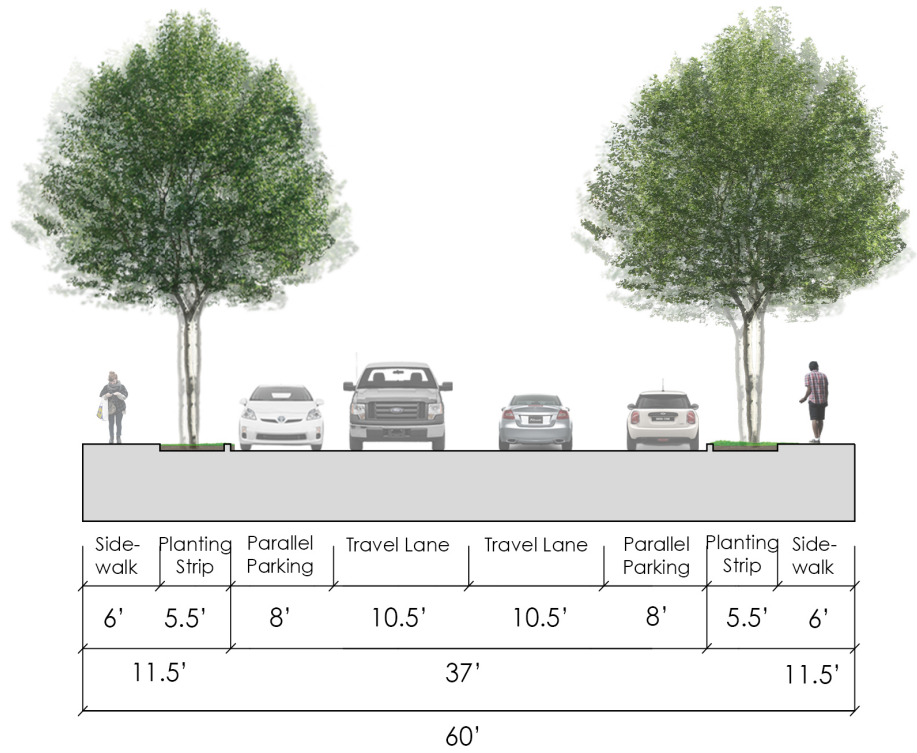
Next Steps: Continue to coordinate vision and concepts with Lane County, develop refined (construction level) costs, secure funding

Funding Sources: Local, Urban Forestry Grants, Private

Local Lead: City Administrator/Public Works Director

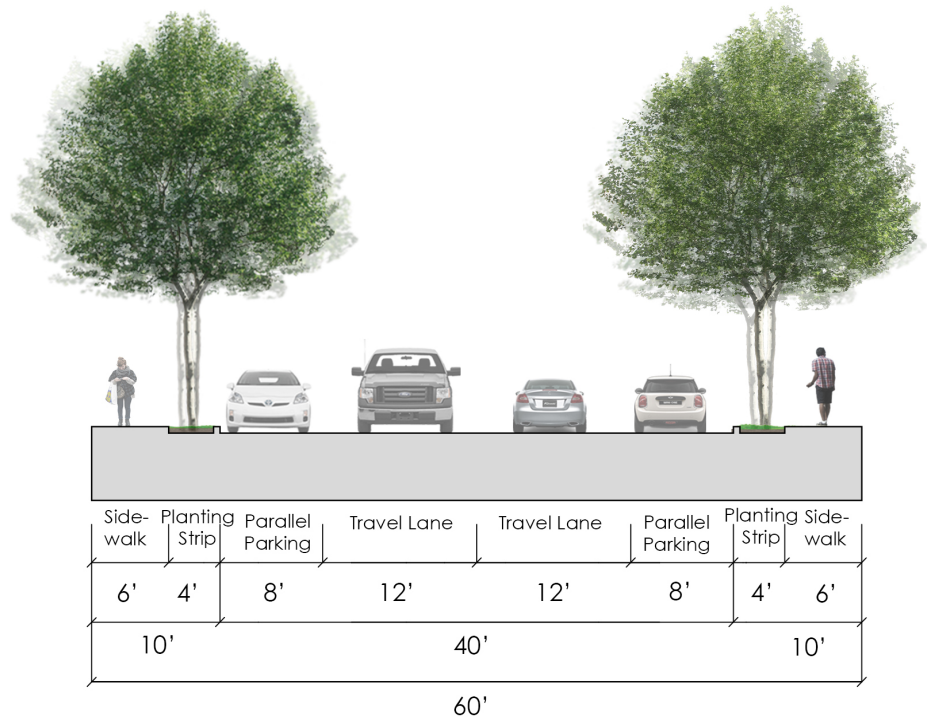
Estimated Cost: \$24,640 (includes 20% engineering and 20% contingency)

3B - Street Section for 60 foot right-of-way (*Moss and Main*)



3C; 3D - Street Section for 60 foot right-of-way (*Pioneer Street*)

Note: The 60-foot street section for Pioneer Street differs from other in Lowell because it is owned by Lane County, and the County requires a minimum 12 foot travel lane.



IMPLEMENTATION

Phase 4 Projects (Years 2036-2040)

4A – Street section improvements for Pioneer Street

Summary: Pioneer Street has long term plans established for street section improvements. The plan anticipates that street improvements for Pioneer Street may not be undertaken fully in the first fifteen years (Phases 1, 2 and 3). They are proposed for Phase 4, but should be addressed as soon as possible in any case.

Key Partners: Lane County Transportation, Lowell School District, Owners

Next Steps: Continue to coordinate vision and concepts with Lane County, develop refined (construction level) costs, secure funding

Funding Sources: Lane County Road Improvement Assistance, STIP, State Bike/Ped, SCA (ODOT), SRTS, CDBG

Local Lead: City Administrator/Public Works Director

Estimated Cost: \$541,625

4B - Round-about at Northshore Drive and Pioneer Street

Summary: A round-about would more effectively (and safely) manage east-west and north-south traffic at one of the City’s primary intersections (North Shore Drive and Pioneer Street).

Key Partners: Lane County Transportation, Land and Business Owners

Next Steps: Reference earlier scoping and planning documents for realization of round-about.

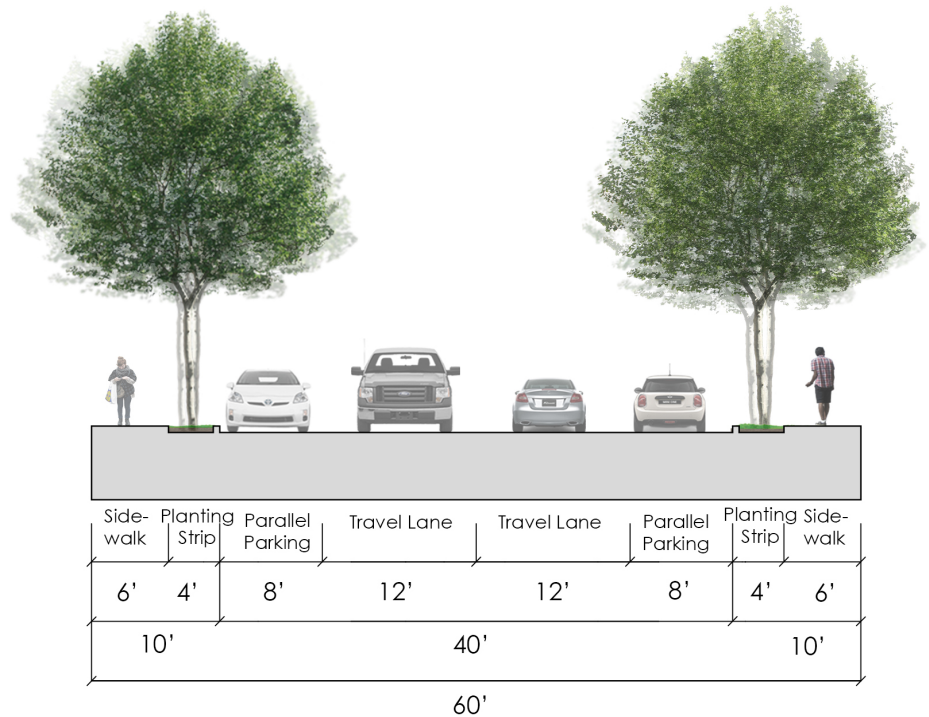
Funding Sources: Lane County Road Improvement Assistance, STIP, State Bike/Ped, SCA (ODOT), SRTS, CDBG

Local Lead: City Administrator/Public Works Director

Estimated Cost: \$420,000 (includes 20% contingency)

3C; 3D - Street Section for 60 foot right-of-way (Pioneer Street)

Note: The remaining street section improvements for Pioneer Street should be addressed as soon as possible during Phase 4, if it is not possible to address them concurrent with Projects 3C and 3D.





Current conditions looking south on Moss Street



Current conditions looking east on North Shore Drive; Rolling Rock Park on the right

IMPLEMENTATION

Implementation Projects Summary

Phase 1 (Years 1-5)	Key Partners	Local Lead(s)	Estimated Cost
1A - Update downtown zoning regulations	LCOG, TGM (DLCD/ODOT)	City Admin/PC	\$50-60,000
1B - Establish design standards for signage and gateways	A&D Firm, LCOG	City Admin/EDC	\$2,500-\$5,000
1C - Erect gateway on Pioneer Street	A&D Firm, Contractor(s)	City Admin/EDC	\$124 – \$160,000
1D - Rolling Rock Park improvements	UO, A&D Firm, Contractor(s)	City Admin/PRC	\$840,000
1E - City Hall and Library Concept Plan	The Urban Collaborative	City Admin/LC	Pending
1F - Sidewalk improvements along Moss and Main (adjacent to Rolling Rock Park)	UO, A&D Firm, Contractor(s)	City Admin/PRC	\$234,400
1G - Paint parallel parking and bike lanes long North Shore (existing pavement)	Lane County Transp.	City Admin	\$166,320
1H - Plant street trees along North Shore Drive (adjacent to Rolling Rock Park)	Lane County Transp.	City Admin	\$12,320
1I - Investigate Improved Broadband Service for Lowell	Reg. Fiber Consortium, LCOG,	City Admin/EDC	\$1,000-\$25,000
1J - Develop a green space connectivity network and plan for pedestrian and bicycle pathways	Lane County Transp., Lane County Parks, ACOE, OPRD	City Admin/PRC	\$25 – 40,000
1K - Street Section Improvements for new street connecting Main and North Shore	Lane County, Future Owner	City Admin/PRC	\$391,800

Rolling Rock Park



Phase 2 (Years 6-10)	Key Partners	Local Lead(s)	Estimated Cost
2A – Street section improvements along North Shore Drive	Lane County Transp.	City Admin/EDC/PW	\$2,346,800
2B - Sidewalk improvements along Moss and Main (unaddressed by 1F)	Lane County Transp.	City Admin/PW	\$878,724
2C - Plant street trees along Moss and Main Streets (downtown segments)	Lane County Transp.	City Admin/PW	\$44,660
2D - Expand pedestrian connectivity from downtown area to the covered bridge	Lane County Parks, Lane County	City Admin/PRC	\$9,646,000
2E - Construct new city hall	A&D Firm,	City Admin/CC	Pending
2F - Detailed plans for a round-a-bout at North Shore and Pioneer Street.	Lane County Transp./Owners	City Admin/PW	\$70,000
2G - Expand pedestrian connectivity from the downtown to Lowell State Park.	Lane County Transp., OPRD	City Admin/PRC	\$1.8 –3.6 Million
2H – Paul Fisher Park Improvements	UO, OPRD	City Admin/PRC	N/A
Phase 3 (Years 11-15)	Key Partners	Local Lead(s)	Estimated Cost
3A – Street section Improvements along Main Street (not addressed previously)	Lane County Transp.	City Admin/PW	\$750,737
3B – Street sections Improvements along Moss Street (not addressed previously)	Lane County Transp.	City Admin/PW	\$931,035
3C -Sidewalk improvement along Pioneer Street	Lane County Transp.	City Admin/PW	\$88,200
3D - Plant street trees along Pioneers Street	Lane County Transp.	City Admin/PW	\$24,640
Phase 4 (Years 16-20)	Key Partners	Local Lead(s)	Estimated Cost
4A – Street section improvements for Pioneer Street (not addressed previously)	Lane County Transp.	City Admin/PW	\$541,625
4B - Round-about at North Shore and Pioneer	Lane County Transp., Owners, A&D Firm, Contractors	City Admin/PW	\$420,000
Lowell Committees: Parks and Recreation Committee (PRC), Economic Development (EDC), Library (LC). (OPRD) - Oregon Parks and Recreation Department, (A&D) – Architecture and Design, (TGM) – Transportation and Growth Management, (ISP) – Internet Service Provider, (ACOE) Army Corps of Engineers, (DLCDD) – Dept. of Land Conservation and Development			

IMPLEMENTATION COORDINATION

Lane County

Lane County Parks is also a critical partner for realizing elements of the Downtown vision. Lane County owns and has jurisdiction over North Shore Drive (west to Moss Street) and Pioneer Street. The Master Plan should convey the County's support of the City's vision and the two agencies acknowledge that they will need to coordinate implementation efforts, including funding and design details related to North Shore and Pioneer Street improvements. Lane County Transportation has been an active contributor and partner in the Downtown Master Planning process.

The County is also a partner for park related improvements. The County manages the Covered Bridge Interpretive Center, which is widely recognized and serves as one gateway to Lowell. Working with Lowell fits within Lane County's recent Parks and Master Plan in terms of its goals (economic vitality, collaboration, connectivity, and vibrancy). Lowell and Lane County are interested in finding recreational activities that can connect County Parks to downtown Lowell, touching on the goals of increased tourism and vibrancy. In a focus group conversation with recreation providers, Lane County staff noted that they foresee Lowell as becoming a "hub" for trail connectivity between Eugene and the Cascades. The Eugene to Crest Trail goes through Lowell.

Connectivity is not limited to roads and trails. Lane County also sees water trails from Dexter Lake onto the Willamette down to Mt. Pisgah. Such an undertaking should be regionally advertised with Travel Lane County. Though limited in its ability to help financially, Lane County Parks is ready and willing to help out as an active partner.

State of Oregon

No State (Oregon Department of Transportation) facilities pass directly through the City of Lowell, however state Highway 58, the primary transportation facility supporting Lowell and significant portions of southern and eastern Oregon, is less than a quarter mile from the City.

Oregon Parks and Recreation Department (OPRD) is another key state partner for Lowell in implementation of the Downtown Master Plan. One key project is an improved pedestrian connection between Downtown Lowell and the premiere recreation facility on Dexter Lake, Lowell State Park. Lowell should continue to work with OPRD to secure Local Government grants for Park related infrastructure. The Downtown Master Plan provides a compelling and attractive foundation for grant funding in these areas. The City should continue to track OPRD grant cycles and connect with OPRD staff to communicate local plans, including sharing draft and adopted versions of the Downtown Master Plan.

Oregon Parks and Recreation Department also sponsors the Oregon Main Street, as part of the Oregon Heritage program. OMS is designed to assist with the revitalization of traditional downtowns and historic commercial districts, promote economic development, and encourage historic preservation. The program uses an approach that advocates a return to community self-reliance, local empowerment, and the rebuilding of central business districts based on their assets, unique architecture, personal service, local ownership and entrepreneurship, and a sense of community. The Oregon Main Street Handbook is a helpful reference for steps related to promoting Lowell's Downtown: <https://www.oregon.gov/oprd/HCD/SHPO/docs/2018OMSHandbook.pdf>

The Oregon Department of Land Conservation and Development (DLCD) works in partnership with local governments, and state and federal agencies, to address the land use needs of the public, communities, regions, and the state. The Land Conservation and Development Commission (LCDC) provides policy direction for the land use planning program and helps carry out the vision of managing urban growth; protects farm and forest lands, coastal areas, and natural resource lands; and provides for safe, livable communities in concert with the vision of the local community.

DLCD provided funding for the Downtown Master Plan through its Technical Assistance funding program. DLCD staff have also provided key support in its creation and adoption. The City should remain in close contact with its DLCD regional representative in efforts to realize the downtown vision.

Lowell Schools

The Lowell School District is experiencing unprecedented growth and support. The passage of local bonds and capital projects underway make Lowell schools a critical partner. All three schools are in very close proximity to the downtown core and overlapping interests are crucial to consider. LCOG and the City of Lowell met with representatives from Lowell Schools, including the Superintendent, Director of the Bridge Charter Academy, and Chairperson of the Lowell Education Foundation. They noted that their primary goal is to increase enrollment. Increased attractiveness of Lowell (including its Downtown) is viewed by education leadership as a mechanism to attract families (students) and teachers/staff. Lowell schools also recognize that activity in Downtown Lowell has immediate benefits to faculty, students and families. Some specific benefits noted in focus groups include the possibility of more and closer food options, and providing out-of-town family members with more to do while they wait for their children to attend special school programs.

The City must place a priority on continuing the partnership schools have with the City of Lowell. The school district and the City should be leveraging shared interests. The school district has expressed, for example, some longer term plans for facilities along its Main Street frontage (including a community fitness center). Opportunities to promote Main Street as a front facing and active space should be strongly encouraged and cultivated by the City. The school is a key partner in making Main Street a more ideal location for “downtown” investments. The City should continue to encourage school leadership participation on City Committees and decision making bodies.

IMPLEMENTATION COORDINATION

US Army Corps of Engineers

The City of Lowell's interests are directly tied to the Army Corps of Engineers due to their management of Dexter Lake and nearby Lookout Point and Fall Creek Reservoirs. In 2008, the US Army Corps of Engineers made a decision to update the Dexter Lake Shoreline Management Plan in response to dealing with a variety of controversial shoreline issues near that time. The scope of the SMP is along the Dexter Lake shoreline and does not have a focus on the downtown core of Lowell. However, if future development occurs along Dexter Lake shoreline, the SMP will be a document in need of consultation.

The City has also contemplated green connections between downtown and public lands nearby. The Corps has park property east of downtown, which could be part of a path corridor connecting recreation areas east and west of downtown. The Corps is an important partner in matters dealing with Dexter Lake. Any efforts at marketing and branding Lowell as a destination and tourism location should involve the Army Corps of Engineers.

Federal Public Land Management Agencies

The City of Lowell is in very close proximity to Bureau of Land Management & US Forest Service lands. Until the late 2000s, the Forest Service maintained station offices in downtown Lowell. Lowell is a gateway to a number of recreation areas, including the highly visited Fall Creek Recreation Area and the public recreation areas along Highway 58 (Willamette and Deschutes National Forests). BLM and USFS partnerships should focus on grant opportunities from those agencies promoting Lowell as a clear access/embarkation point for these important areas.

Neighboring Communities

There are a number of unincorporated areas near Lowell that provide partnership potential and should be considered in ongoing planning and implementation efforts. These areas include Dexter, Fall Creek and Pleasant Hill. These communities share social and economic cohesion with Lowell. Efforts to refine needs should consider outreach to these neighboring areas.

Business and Landowners

The successes of downtown Lowell will rely heavily on the participation and partnership of local businesses and landowners. Retail and service sector activity is an important part of the downtown's economic base; consequently, business owners have a vested interest in the success of downtown revitalization. Retailers are often most interested in, and the most valuable contributors to, downtown promotional activities, though their involvement in other downtown activities can also be beneficial.

Property owners literally own the downtown, and must have a direct interest in the success of the downtown vision. Owners should be active participants in the revitalization process. A focus group with Lowell Downtown business owners revealed an optimism for and commitment to the success of Downtown Lowell. Owners are hopeful that the community will recognize the risks that owners take and that the community can buy-in to concepts that may reflect a new type of downtown.

City of Lowell Decision Makers, Boards and Committees

The City of Lowell has a number of Boards and Committees that will need play a vital role in various elements identified within the Downtown Master Plan. These groups should be utilized for direction, support and implementation. Beyond City Council, these groups include the Planning Commission, Budget Committee, Economic Development Committee, Parks and Recreation Committee, Library Committee, and Blackberry Jam Festival Committee. This report recommends a number of projects where it is recommended that these groups be involved.

INCENTIVES

Revitalization of Lowell's Downtown requires actions and investments both by public agencies, such as the City of Lowell and Lane County, and from private property and business owners. Working together, these efforts will impact the physical streetscape as well as adjoining storefronts and properties.

While future private investment and development in properties in Downtown Lowell will play the most important role in transforming the built environment, there are some steps that the City, business organizations, and other stakeholders can take to help incentivize this private investment, attract new visitors, and reinforce the downtown as the heart of the community. The following are some recommended steps to aid in economic development.

Storefront Improvement Program

Storefront improvement programs provide assistance and financial incentive for commercial property owners to reinvest in the facade of their buildings. These programs are a common use of Urban Renewal funding that encourages investment in private property, while emphasizing the building's facade to ensure that there is an outward public impact and community benefit. For a revitalization program, improvements to storefronts work with public improvements to the streetscape to create an overall sense of investment in the area. Storefront improvements might range from simple paint and repair, to awnings, signage, lighting, or more major rehabilitation include structural and window renovations.

Programs can also aid in the design and planning for these projects. There are multiple ways to structure such programs including grants or loans, and many examples from across the region to serve as models.

Downtown Branding, Marketing, and Events

Throughout this planning process the community expressed a desire for a distinct sense of entry to downtown. This can be achieved many ways and will already be highly evident by the change in streetscape, landscape, and development character in the Downtown Core.

Gateway features at key entrances to downtown will provide a clear sense of distinction and arrival. The City has contemplated signage and monuments designating arrival in Lowell's downtown. In the Illustrative Plan, a gateway is proposed at the main south entrance of downtown Lowell along Pioneer Street. Another is proposed at the west entrance along North Shore Drive. Archways were contemplated for both, but Lane County, who own both streets prohibits archways on facilities that accommodate freight traffic. Figure X shows some examples of alternatives for these gateway locations. The examples reflect a covered bridge theme. A sign is also proposed as part of the Illustrative Plan. It is proposed to be located at the southwest corner of Pioneer Street and North Shore Drive. Again Figure X provides a conceptualization of what that sign might look like.

In conjunction with the Lowell Economic Development Committee, the City can pursue other tools and means to reinforce downtown Lowell as a unified district and destination. This means messaging and coordination among business owners, the City, and other stakeholders to brand the district and explicitly advertise events as taking place in "Downtown Lowell." Businesses can coordinate their approach to such events, such as keeping the same hours, agreeing on sidewalk activities, or creating marketing materials prior to events.

Marketing and branding efforts can be applied to existing events, such as the Blackberry Jam Festival, or new events made possible by the newly focused Downtown described in this Plan. The street redesign described in this Plan will create excellent new spaces for new events.

Other on-going messaging efforts might include physical improvements such as streetlight banners or signage in the downtown, or small handouts such as a guide to local businesses. The goal of these activities is to ensure that the community does not miss opportunities to brand "Downtown Lowell" as a distinct place in the community.

Leverage City Hall and Library Improvements to Strengthen Downtown

It is crucial to emphasize the degree to which public projects in the area can contribute to the success of downtown and can leverage and mutually reinforce each other. This planning process has made clear that the eventual redevelopment or likely relocation of the City Hall and Library will provide important underpinning to the revitalization of Downtown Lowell. A new City Hall and Library presents the opportunity to create model civic buildings in the Downtown Core, bringing customers and activity. Such development can be catalytic of other new development in the area. It has the potential to provide an example of good building design and aesthetics. The City has encountered two possible locations for City Hall and the Library in the Downtown Core area. Both locations present opportunities for the key intersection of North Shore Drive and Pioneer Street.

The volume and type of traffic these uses can bring to downtown will greatly enhance revitalization efforts by bringing greater awareness and more visitors to the area. It will also support existing, and create additional, marketing and event opportunities for local business and boosters.

Parking

There are current, and will be more, off-street spaces throughout downtown Lowell. Many of these spaces could be used by customers or employees of other, nearby businesses. To enable this, the City could initiate collaboration between private property owners to create shared-use agreements. The City may offer incentives for property owners that establish such agreements.

FUNDING MATRIX

Funding Source	Eligibility	Types of Projects	Criteria
<p>Transportation and Growth Management Program (TGM)</p>	<p>Cities; Counties; COGs; Indian Tribes.</p>	<p>Category 1 – Transportation System Planning intended to meet requirements of Oregon Transportation Planning Rule. Category 2 – Integrated Land Use and Transportation Planning. Projects should result in the development of an adoption-ready plan.</p>	<p>Project must demonstrate they are timely and reasonably achievable. Category 1 projects will result in a transportation decision. Category 2 projects will result in a land use decision.</p>
<p>Special Small City Allotment Program (SCA)</p>	<p>Cities < 5,000 in population.</p>	<p>Street projects not part of county road or state highway system. Surface projects (drainage, curbs, and sidewalks).</p>	<p>All previously funded SCA projects must be complete; Appropriate projects.</p>
<p>State Bicycle and Pedestrian Grants (All Roads Transportation Safety)</p>	<p>Cities; Counties.</p>	<p>Increase awareness of safety on all roads; Promote best practices for infrastructure safety; compliment behavioral safety efforts; limit serious crashes and fatalities.</p>	<p>Hotspot Method – identifies location with documented crash problems. Systemic Method – takes a broader view by looking at crash history and risks associated with roadway or corridor. Projects selected on a cost-benefit analysis; Projects that are data drive to show a need.</p>
<p>State Bicycle and Pedestrian Grants (Safe Routes to School)</p>	<p>Cities; Counties</p>	<p>Infrastructure programs focus on safety on existing routes/pedestrian crossings, bike lanes and flashing beacons. Non-infrastructure programs focus on education and outreach and safe use of walking and biking routes.</p>	<p>Project identification; consultant support; accountability; public outreach campaign; ability to provide adequate project management.</p>
<p>Connect Oregon (ODOT)</p>	<p>Public, private, and non-profit entities.</p>	<p>Construction; Physical improvements; Real estate; capital Infrastructure; Professional services; Other expenditures.</p>	<p>Cover up to 70% of project costs. Current on all state and local taxes, fees and assessment; Project must meet the definition of “Transportation Project”; Projects that are eligible for funding from revenues the Highway Trust Fund, are not eligible; The project will not require continued subsidies from ODOT.</p>
<p>Statewide Transportation Improvement Program (STIP)</p>	<p>Cities; Counties</p>	<p>Sidewalk infill; ADA upgrades; street crossings; intersection improvements; minor widening for bike lanes; landscaping and beautification.</p>	<p>Projects are selected using criteria that include response to identified problems, innovation, clear objectives, adequate evaluation plans, and cost-effective budgets. Proposals must already be adopted in local TSP.</p>

Required Forms/Documents	Matching Funds	Grant Amount	Contact
Complete application; Written statement that recipient can meet all obligations; Support of local officials.	12% of the total project cost.	Generally, between 100K-250K.	David Helton, ODOT Region 2, 541-726-2545, David.i.helton@odot.state.or.us Visit: https://www.oregon.gov/lcd/TGM/Pages/Planning-Grants.aspx
Managed by ODOT. Complete application.	Not required.	Maximum of \$50,000.	Deanna Edgar, SmallCityAllotments@odot.state.or.us , Visit: https://www.oregon.gov/ODOT/LocalGov/Pages/Funding.aspx
List of selected projects that identify as a Hotspot or Systemic Methods. Initial data analysis. Project estimates; Identified countermeasures; Complete application.	Approximately 7.78% of project cost.	2018 cycle awarded 133 potential projects at an estimate of \$126M.	Region 2: Angela Kargel, 503-986-2656, Angela.J.Kargel@odot.state.or.us Visit: https://www.oregon.gov/ODOT/Engineering/Pages/ARTS.aspx
Letter of Intent; Letters of Support from parties involved.	Voluntary match included in grading criteria (past awardees have all included a percentage match).	Maximum per project: \$200,000.	Non-infrastructure: Heidi Manlove, Program Manager, 503-986-4196, Heidi.MANLOVE@odot.state.or.us Infrastructure: LeeAnne Ferguson, Safe Routes to School Program Manager, 503-986-5808, LeeAnne.FERGASON@odot.state.or.us Visit: https://www.oregon.gov/ODOT/LocalGov/Pages/Funding.aspx
Tax declaration form; Department of Revenue Tax Certification; Racial and Ethical Impact Statement; Railroad Certification (if applicable)	30% cash match.	Largest: \$7.9M; smallest: \$16K; average: \$2M	John Boren, Freight Program Manager, 503-986-3703 John.Boren@odot.state.or.us Visit: https://www.oregon.gov/odot/programs/pages/connectoregon.aspx
Applicants are encouraged to contact program manager about specific grant applications.	Not specified.	Not specified.	Frannie Brindle, 541-757-4104, Frances.BRINDLE@odot.state.or.us Visit: https://www.oregon.gov/ODOT/STIP/Pages/About.aspx

FUNDING MATRIX

Funding Source	Eligibility	Types of Projects	Criteria
<p>Local Government Grant Program (Oregon Parks and Recreation Department)</p>	<p>Cities; Counties; Metropolitan service districts; Park and recreation districts; Port districts.</p>	<p>Acquisition; Development; Rehabilitation; Planning and feasibility studies.</p>	<p>Eligibility is limited to public outdoor park and recreation areas and facilities. These areas and facilities must be open and accessible to the public-at-large.</p>
<p>Urban Forestry Grants</p>	<p>Private land owners; cities; counties; Indian Tribes.</p>	<p>ODF offers several different grants and opportunities for land owners in: Bark Beetle Mitigation; Establishing community forests; converting private forest lands to a public use; assist land owners in conservation and protection of soil, water, fish and wildlife; wetland reservation; Fire protection.</p>	<p>Depends on specific grant. See contact.</p>
<p>Land and Water Conservation Fund (OPDR)</p>	<p>Cities; Counties; Park and Recreation Districts; METRO; Port District; Indian Tribes; Oregon State Agencies.</p>	<p>Acquiring land and water for public access, including new area or additions to existing parks, forests, wildlife areas, beaches or similar; Development Developing outdoor recreation activities and support facilities needed by the public for recreation activities.</p>	<p>Projects must be consistent with the outdoor recreation goals and objectives stated in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) and elements of your local comprehensive land use plans and park master plans. Projects must also comply with the Rehabilitation Act and the Americans with Disabilities Act.</p>

Required Forms/Documents	Matching Funds	Grant Amount	Contact
<p>Be prepared to submit the following attachments, if relevant: Vicinity map; Park boundary map; Site map; UGB; Environmental assessments/checklist; State agency review forms; Concept drawings or construction plans; Resolution to apply for a grant; Land use compatibility statement; Property deed/lease agreement; Photos; Letter(s) of support; Additional items if needed.</p>	<p>Depends on population. At least 20% match (from a variety of sources) for cities and districts under 5,000 population, and counties under 30,000 population.</p>	<p>Approximately \$5M funding available annually. Depends on size of project and request. Small grants - max of \$75K; large request - max of 750K (1M for land acquisition); small community planning grants - max of 40K.</p>	<p>Utilizes an online application through OPRD.</p> <p>Mark Cowan, Grant Program Coordinator, 503-986-0591, mark.cowan@oregon.gov</p> <p>Visit: https://www.oregon.gov/oprd/GRANTS/Pages/local.aspx</p>
<p>Depends on specific grant. See contact.</p>	<p>Depends on specific grant. See contact.</p>	<p>Depends on specific grant. See contact.</p>	<p>Ryan Gordon, Private Forest Division, Landowner Assistance Program, 503-945-7393, Ryan.P.Gordon@oregon.gov</p> <p>Tom Fields, Fire Protection Division, 503-945-7440, tom.fields@oregon.gov</p> <p>Visit: https://www.oregon.gov/ODF/AboutODF/Pages/GrantsIncentives.aspx</p>
<p>Proposal description and environmental screening form (for any proposal requiring federal action); Environmental assessment (if required); Public review; Environment impact statement (if required); Vicinity map; Project boundary map and site plan; Urban growth boundary map; Property deed/lease agreements; Permits; Construction plan and specification; Land use compatibility statement; Letters of support; Resolution to apply; Maintenance documentation; State natural resource agency review procedures and transmittal form.</p>	<p>50% match (from a variety of sources).</p>	<p>Not specified, but 2016 awardees ranged from 43K-265K.</p>	<p>Utilizes an online application through OPRD.</p> <p>Michele Scalise, Grants Manager, michele.scalise@oregon.gov, 503-986-0708</p> <p>Visit: https://www.oregon.gov/oprd/GRANTS/Pages/lwcf.aspx</p>

FUNDING MATRIX

Funding Source	Eligibility	Types of Projects	Criteria
<p>Recreational Trails Grant</p>	<p>Non-profits; Cities; Counties; State agencies; Federal government agencies; Other government entities; Tribal governments.</p>	<p>New trail construction; Heavy trail restoration; Trail head facilities; Purchase of tools to construct and/or renovate trail(s); Land acquisition for trail purposes; Safety and educational programs; Engineered trail design/maintenance documents; Water trails</p>	<p>An RTP project must be a distinct project with a distinct purpose. All project elements, including the project match, must be tied to the distinct purpose. RTP functions as a reimbursement grant program. Project sponsors must have the financial capacity to pay for project expenses prior to being reimbursed by grant funds.</p>
<p>Oregon Community Foundation - Community Grant</p>	<p>Public, and non-profit entities.</p>	<p>Health & wellbeing of vulnerable populations (30%-40% of grants); Educational opportunities, and achievement (30%-40% of grants); Arts and cultural organizations (15%-25% of grants); Community livability, environment, and civic engagement (10%-20%).</p>	<p>Must have 501(c)(3) status as a public entity (not a private foundation) or have a qualified fiscal sponsor; Cannot apply until previous grant funded project(s) have been completed and reports submitted; Cannot apply for the same project twice.</p>
<p>Oregon Community Foundation - The Oregon Parks Foundation Fund</p>	<p>private, non-profit, and public agencies within Oregon. Preference placed on small, rural communities.</p>	<p>Land protection and acquisition; Habitat restoration; Enhancement of the outdoor experience, e.g., trail construction and interpretive signage; Park-related ecological education programs</p>	<p>Strong connection to parks and/or publicly-accessible, native undeveloped land; Strong park-related educational component for youth and/or adults; Promotes connectivity; Strong community-based support ; Provides park opportunities and access for underserved communities; A grant from OPF will clearly make a difference (i.e. close the funding gap, leverage other sources of support)</p>

Required Forms/Documents	Matching Funds	Grant Amount	Contact
<p>Letter of intent (LOI); State historical preservation office (SHPO) approval; NEPA approval; Sponsor name; DUNS number (see application); Vicinity map; Site location/boundary map; Project/site plan(s); Proof of control of property; Approval from land manager; Land use compatibility statement; Environmental documentation; Trail accessibility assessment memo; Project timeline.</p>	<p>20% match (from a variety of sources).</p>	<p>Minimum grant amount: 10K; No maximum grant amount; Grant term: approximately two years, as specified in grant agreement; Project sponsors who request \$50K or more are required to make a brief presentation in front of the RTP Committee.</p>	<p>Utilizes an online application through OPRD. Jodi Bellefeuille 503-986-0716, jodi.bellefeuille@oregon.gov</p> <p>Visit: https://www.oregon.gov/oprd/GRANTS/Pages/trails.aspx</p>
<p>501(c)(3) tax-exempt status letter from the IRS; Board of directors list, including contact information, affiliations, plus the skills and experience each contributes to the organization; Organization budget for current year; Organization budget for past year; Most recent audited financial statements (if available); Multi-year project budget (if applicable); Project graphic, schematic or timeline (optional).</p>	<p>Not specified but must have some separate funding other than grant to be competitive.</p>	<p>Awards about 175 grants per cycle, twice a year. Average grant is 20K (range is typically 5K-50K).</p>	<p>Utilizes an online application through My OCF. For proposals in Benton, Douglas, Lane, Linn, Coos, and Curry counties, please contact: Damien Sands, program officer, Southern Willamette Valley: dsands@oregoncf.org Eugene Office: 541.431.7099</p> <p>Visit: https://www.oregoncf.org/grants-scholarships/grants</p>
<p>A project budget detailing both projected revenue and expenditures, along with the amount sought from the Oregon Parks Foundation Fund. A copy of the applicant's 501(c)(3) tax determination letter; A copy of the applicant's most recent full fiscal year's final financial statement ; The name that should appear on the check if the grant is awarded, and the mailing address for the check</p>	<p>Not specified.</p>	<p>Not specified, but based on past recipients, as low as \$1,250, and as high as \$6K.</p>	<p>Utilizes a paper application. Marcy Houle: 503-621-1018 Melissa Hansen, program officer, mhansen@oregoncf.org or 503-227-6846</p> <p>Visit: https://www.oregoncf.org/grants-scholarships/grants/ocf-funds/oregon-parks-foundation</p>

FUNDING MATRIX

Funding Source	Eligibility	Types of Projects	Criteria
<p>Travel Oregon - Competitive Small, Medium and Large Grants</p>	<p>Local government; Port Districts; Federally recognized tribes; Non-profit entities.</p>	<p>Sales; Marketing; Industry services; Development; Large Grants program must demonstrate statewide impact and is at the direction of the Oregon Tourism Commission.</p>	<p>Align with regional and/or local objectives; Address a need in the tourism industry and shows potential to generate significant regional and/or local impact; Community support; Applying entity has a track record of effective work, evident through strong support letters; Good planning is evident in the project timeline, budget and sustainability; Plans for evaluating impact are clear, appropriate and achievable; Promote diversity and inclusion; Showcase a public/private partnership with Oregon-based small businesses.</p>
<p>Community Development Block Grant (CDBG) Program</p>	<p>Non-metropolitan cities and counties in rural Oregon.</p>	<p>Development of viable (livable) urban communities; downtown revitalization; improvements to publicly owned facilities (curbs, gutters, storm water, sidewalks, street lights, landscaping, water and sewer).</p>	<p>All projects must meet one of three national objectives: 1. The proposed activities must benefit low and moderate and moderate – income individuals; 2) The activities must aid in the prevention or elimination of slums or blight; 3) There must be an urgent need that poses a serious and immediate threat to the health or welfare of the community.</p>
<p>Rural Business Development Grans (RBDG)</p>	<p>Towns; Communities; State agencies; Non-profit; Tribes; Universities; Rural cooperatives.</p>	<p>Acquisition or development of land; Project planning; renovations; Right-of-Way access; Parking areas; Utilities; Rural transportation improvement; Economic development (to include technology based); Rural business incubators.</p>	<p>RBDG is a competitive grant designed to support targeted technical assistance, training and other activities leading to the development or expansion of small and emerging private businesses in rural areas that have fewer than 50 employees and less than \$1 million in gross revenues. Programmatic activities are separated into enterprise or opportunity type grant activities.</p> <p>Outside the urbanized periphery of any city with a population of >50,000.</p>

Required Forms/Documents	Matching Funds	Grant Amount	Contact
<p>Proof of federal tax ID; Entity's federal W-9 form; Project budget; Project timeline; Project support letters (recommended); For signage: evidence of approval from all parties involved; For marketing: if producing collateral you must describe your distribution plan and associated budget costs; For infrastructure development: if your project involves construction you must include plan drawings and approval from permitting authorities if required locally.</p>	<p>10% for small grants; 25% for medium grants; 50% for large grants.</p>	<p>Small: up to 20K ask; Medium: 20K - 100K ask; Large: greater than 100K ask.</p>	<p>Jessica Otjen, Travel Oregon/Oregon Tourism Commission, 503-967-1560, jessica@traveloregon.com</p>
<p>Complete application; Environmental review; income data for applying jurisdiction(s); Letters of support where necessary.</p>	<p>Not required but allowed. Must be in the form of cash. In-kind services or costs are allowed as match.</p>	<p>Maximum possible for any individual project, by category: Microenterprise: 100K Public Works: 2.5M Community/Public Facilities: 1.5M Community Capacity/Technical Assistance: no specific maximum. Regional Housing Rehabilitation: 400K Emergency Projects: 500K.</p>	<p>Melissa Murphy, Regional Development Officer, 503-983-8857, Melissa.Murphy@oregon.gov Michelle Bilberry, Regional Project Manager, 503-986-0142, Michelle.Bilberry@oregon.gov</p>
<p>Complete application; Applicants are encouraged to work with their local office to fill out and submit and application. See Contact.</p>	<p>Not required</p>	<p>Generally, between 10K-500K. No specific maximum grant amount.</p>	<p>John Huffman, State Director, 503-414-330, john.huffman@or.usda.gov Visit: https://www.rd.usda.gov/programs-services/rural-business-development-grants/or</p>

FUNDING MATRIX

Funding Source	Eligibility	Types of Projects	Criteria
<p>Kodak American Greenways Grants</p>	<p>Non-profits; Public agencies; Community organizations.</p>	<p>Mapping; eco-logical assessments; Surveying; Conferences and design activities; Developing brochures; Interpretative displays; Audio-visual productions or public opinion surveys; Hiring consultants; Incorporating land trusts; and/or building footbridges; Planning bike paths or other creative projects.</p>	<p>Importance of the project to local greenway development efforts; Demonstrated community support for the project; Extent to which the grant will result in matching funds or other support; Likelihood of tangible results; and capacity of the organization to complete the project.</p>
<p>The Collins Foundation</p>	<p>Non-profits; Public agencies.</p>	<p>Diverse range of projects that support Foundation's goals and directly benefit the people of Oregon.</p>	<p>IRS recognized non-profit status, or have tax exemption as a governmental entity; Project or scope that directly benefits the residents of Oregon</p>
<p>Ford Family Foundation</p>	<p>Non-profits; Public agencies (particularly rural communities).</p>	<p>Land acquisition Purchase of buildings New construction and renovation; Fixtures, furnishings and equipment; Architecture, engineering and planning fees.</p>	<p>Central to the mission of the applying organization; A strong staff and project team overseeing the plan and a strong board commitment to the project; A clear timeline and project budget; Evidence of sustainability, including a clear and defensible budget; Organizational financial stability and evidence that the capital project will not have a negative effect on the sustainability of the applying organization; Evidence of strong community support and collaboration; Funding, including in-kind, committed from a variety of sources and a credible plan to raise remaining funds; Evidence of positive community impact and the means to evaluate that impact.</p>

Required Forms/Documents	Matching Funds	Grant Amount	Contact
Two letters of reference; 501(c)(3) status confirmation letter for non-profit organizations, documentation of public agency status for governmental organizations; one-page budget.	Not specified.	between \$500-\$2500K	Utilizes a paper application sent via mail. American Greenways Program Coordinator 1655 N. Fort Meyer Drive Suite 1300 Arlington, VA 22209-2156 Visit: http://www.rlch.org/funding/kodak-american-greenways-grants
501(c)(3) status confirmation letter for non-profit organizations, documentation of public agency status for governmental organizations; Cover letter; Executive summary; Proposal narrative; Budget and funding plan.	Not specified.	Not specified, but based on past recipients, as low as 8K, and as high as 150K.	Utilizes paper application sent via mail. Cynthia G. Addams, Chief Executive Officer, caddams@collinsfoundation.org Visit: https://www.collinsfoundation.org/submission-guidelines
501(c)(3) status confirmation letter for non-profit organizations, documentation of public agency status for governmental organizations; Budget form; Financial statements for past two fiscal years; Mission statement; Number of paid full-time staff, part time; Number of volunteers per year;	50% match (may include in-kind) for the total project budget committed before applying.	50K-250K. Funds requested may not exceed one-third of the project's total budget.	Utilizes an online application. Grants Management, 541-957-5574 GrantsManagement@tfff.org Visit: https://www.tfff.org/how-we-work/grants/current-funding-opportunities





4

APPENDICES

APPENDIX A

Development Code Amendment Recommendations

The following code amendment recommendations will help update the zoning code to implement the downtown master plan vision. Updating Lowell's zoning code is an essential next step to achieving the community's vision and planning policies for downtown. The recommendations are organized by development typology on the Regulating Plan.

Flex-Use 1

Use	Commercial, Mixed-use, Residential
Height	Minimum number of floors: 2 (or 30' in height) Maximum number of floors: 3 Finished ground floor level: 0 inches minimum above sidewalk
Placement	Front required build-to line (RBL): 0 feet, where RBL is indicated on the Regulating Plan Primary entries must occur where designated on the Regulating Plan along the RBL Side setbacks: 0 feet Rear setbacks: 0 feet
Coverage	Primary street façade built to RBL: 90% Lot coverage: 100% maximum
Façade Transparency	Percent of façade area (ground floor): 75% minimum along RBLs Percent of façade area (upper floors): 40% minimum
Parking	Parking shall occur in the parking envelop shown on the Regulating Plan

Flex-Use 2

Use	Commercial, Mixed-use, Required Residential Homes entirely above the ground floor should have a balcony at least four feet deep.
Height	Minimum number of floors: 1 Maximum number of floors: 3 Finished ground floor level: Refer to component building type
Placement	Front required build-to line (RBL): 0 to 10 feet, where RBL is indicated on the Regulating Plan Primary entries must occur where designated on the Regulating Plan along the RBL Side setbacks: 5 feet Rear setbacks: 20 feet
Coverage	Primary street façade built to RBL: 80% minimum Lot coverage: 70% maximum
Façade Transparency	Percent of façade area (ground floor): 70% minimum along RBLs Percent of façade area (upper floors): 40% minimum
Parking	Parking shall occur in the parking envelop shown on the Regulating Plan

Townhome / Single-Family Attached

Use	Residential
Height	Minimum number of floors: 2 Maximum number of floors: 3 Finished ground floor level: 18 inches minimum above sidewalk
Placement	Front required build-to line (RBL): 5 to 15 feet, where RBL is indicated on the Regulating Plan Primary entries must occur where designated on the Regulating Plan along the RBL Side setbacks: 5 feet Rear setbacks: 20 feet
Coverage	Primary street façade built to RBL: 80% Lot coverage: 60% maximum
Façade Transparency	Percent of façade area (ground floor): 40% minimum along RBLs Percent of façade area (upper floors): 40% minimum
Parking	Required two (2) spaces per unit and parking shall be accessed from the rear, using alleys; no front access garages
Porch	Required covered stoop or porch: minimum six feet by six feet (6'x6') for each entry that can be extended beyond the RBL provided it does not encroach on the public right-of-way

Residential / Single-Family Detached

Use	Residential
Height	Minimum number of floors: 1 Maximum number of floors: 3 Finished ground floor level: 18 inches minimum above sidewalk
Placement	Front setback: 10 to 30 feet Side setbacks: 5 feet Rear setbacks: 20 feet
Coverage	Lot coverage: 50% maximum
Façade Transparency	Percent of façade area (ground floor): 40% minimum Percent of façade area (upper floors): 40% minimum
Parking	Required two (2) spaces off-street and parking shall be accessed from the rear, using alleys
Porch	Required covered stoop or porch: minimum six feet by six feet (6'x6') for the primary entry that can extend beyond the front setback provided it does not encroach on the public right-of-way

APPENDIX A

Development Code Amendment Recommendations

Streets

1. Street trees shall be planted on the planting strip between 25' and 30' on-center
2. Place parallel parking spaces at least eight feet wide and 20 feet long along the edge of all streets in the downtown area
3. Street trees shall be placed a minimum of 10' from fire hydrants and 20' from stop signs
4. Design sidewalks at least six feet in width on secondary roads and 15 feet in width in commercial areas, such as the north side of North Shore Drive.
5. Sidewalks shall be on one or both sides of the street and connect to at least two adjacent sidewalks
6. Bike lanes shall be a minimum of 5 feet wide and shared bicycle/vehicular roads shall be indicated with a "sharrow" painted in the center of the travel lane.

APPENDIX B

Technical Memo 1: Project Background, Context, and Plan Review

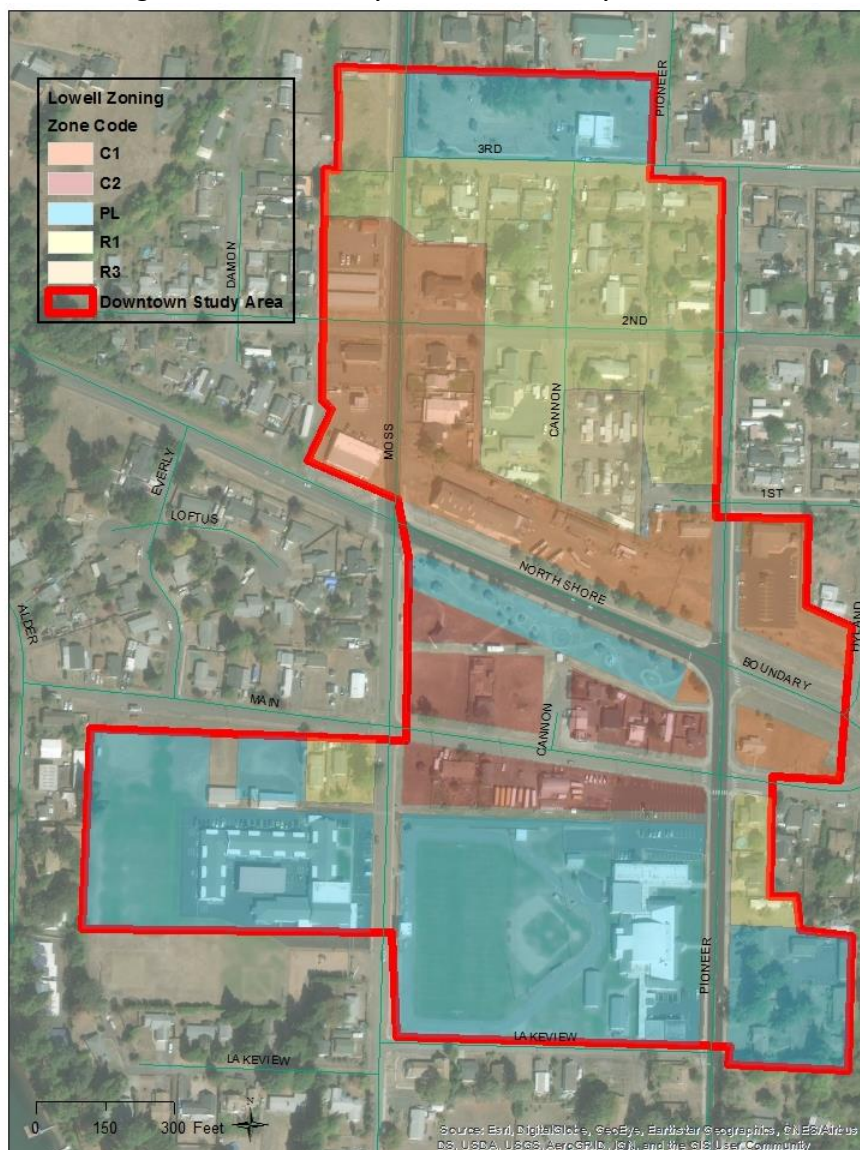
I. Introduction

The City of Lowell has secured grant funding through the Oregon Department of Land Conservation and Development (DLCD) to pursue a Downtown Master Plan. Lane Council of Governments (LCOG) has been contracted to work with local decision makers and stakeholders to prepare the Plan. The process is expected to be completed by June, 2019.

II. A Study Area for the Downtown Master Plan

LCOG and their subcontracted urban design firm, The Urban Collaborative, have conceptualized a preliminary study area for Lowell's Downtown Master Planning process. The draft study area is depicted in Figure 1. Included in the draft study area are: City Hall, approximately 100 tax lots, four schools, two public parks, and six operating commercial businesses.

Figure 1: Preliminary Downtown Study Area



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III. Historic Sketch of the City of Lowell

Lowell, also known as the Town of a Thousand Sunsets, is actually a fairly new city. Located only 20 miles southeast of Eugene, and surrounded by rich natural and recreational resources, Lowell is a highly livable community.

Originally settled in 1852, Lowell was initially named Cannon, after an early settler of that name. In 1882, Amos Hyland, who owned significant property in the area renamed the town Lowell after his hometown in Massachusetts. The City of Lowell was incorporated in 1952.



Construction of the dam at Lookout Point, 1952

The first sizable increase in population occurred in conjunction with the building of the Lookout Point Reservoir by the U.S. Army Corps of Engineers (Corps) in 1948. The dam ushered in a new era for the people who had settled on the Middle Fork of the Willamette River near Lowell. Much of the town of Lowell was relocated when the dam was built. Many of the houses had to be moved out of the river bottom east of town and new houses were built north of the town for the new employees hired to build the dam.

Over the years, the city has sought to maintain its viability as an attractive residential community with a limited local employment base. Lowell was a timber town until the late 1980s. The early industries in the area were hop raising, stock raising, and logging; the present town site of Lowell was once a huge hop yard.

Today, some timber-related industries, as well as public lands management and some agriculture, still operate in Lowell. The City's close proximity to Eugene-Springfield makes it easy for workers to commute to the metro area and nearby communities.

The Blackberry Jam Festival, which occurs every July, is a celebration of food and music that is celebrating its 24th year in 2018. Other events include a fishing derby, and the annual Columbia Speedboat Association Races, and other events associated with Dexter Lake.

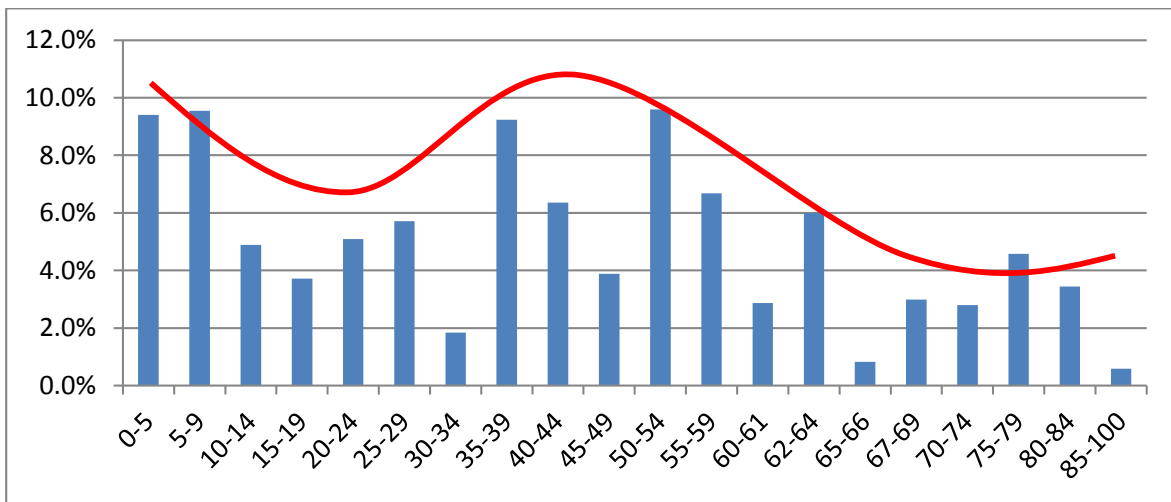
IV. Economic and Demographic Data.

An assessment of key economic and demographic data can help guide and inform the goals of the Lowell Downtown Plan and ensure that the Plan is reflective of all residents, and businesses located in Lowell.

Demographic

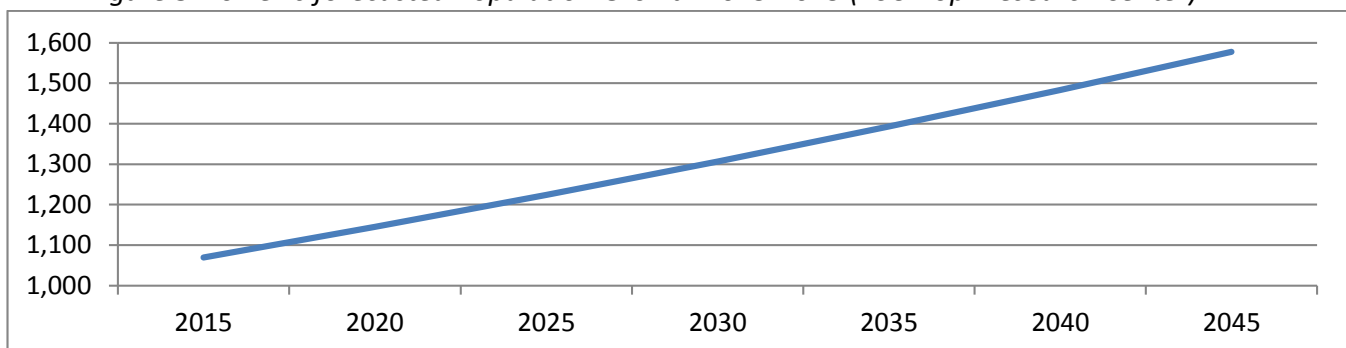
According to the 2012 -2016 American Communities Survey (ACS), Lowell has a total population of approximately 1,147. Figure 2, below depicts the percentage of Lowell’s population by age categories. The age ranges reveal a high percentage of elementary aged children. The data shows a relative dearth of the youngest adult category. According to the ACS data, Lowell is home to a large percentage of minors and middle aged residents and fewer young adults and retirement aged residents.

Figure 2: Population Pyramid for the City of Lowell, 2012-2016 ACS



Lowell has experienced an approximately 2.4% increase in population between 2000 and 2017. According to Oregon’s Population Research Center (housed at Portland State University), Lowell’s total population is estimated to reach 1,578 people by the year 2045. Based on the data, this represents an increase in population of 509 people from 2015 to 2045, or a 47% increase over that same time span, an annual growth rate of 1.5%. This growth rate is represented in Figure 3.

Figure 3: Lowell's forecasted Population Growth 2015-2045 (PSU Pop. Research Center)



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According to the 2016 American Community Survey, Lowell’s population is predominantly white. The second largest category in Lowell is Hispanics who represented 7.6% of the population in 2016.

Economic

According to Quarterly Census of Wage and Employment (QCEW) data from 2016 (the most current valid data), 35 businesses were listed as having a physical location within Lowell city limits. 20 of the 35 listed businesses report 0-2 employees. These are often home office businesses. This is confirmed by the geographic location of many of these businesses is; within residential neighborhoods. This is not a surprising finding in Lowell. Each business in the QCEW has an assigned North American Industry Classification (NAICS) Code. Because Lowell has a small number of businesses and employees, State confidentiality rules prohibit reporting specific employment by NAICS category. The NAICS categories with the most employees in Lowell are Education (39.3%), Construction (17.8%) and Transportation and Warehousing (7.3%). Manufacturing, Health Care & Social Services and “Other Services” all had 6.8%. Notably, Accommodation and Food Services made up less than 1% of the City’s employment in 2016.

Figure 4 below depicts median household income in Lowell in comparison to the county, state and nation according to the 2010 Census and 2009-2013 ACS. County income is lower than Lowell’s, but incomes are higher for Oregon and the United States.

Figure 4: Median Household Income and Poverty.

Area	Median Household Income	Individuals below the Poverty Level
US	\$53,046	15.1%
Oregon	\$50,229	15.7%
Lowell	\$45,300	8.0%
Lane County	\$42,931	19.7%

V. Existing Land Uses

The two primary controlling documents that guide planning and development in Lowell are the City’s Comprehensive Plan, and the Lowell Development Code (LDC). The purpose of comprehensive planning is to provide guidelines for conservation and development of community resources and to promote the public health, safety and general welfare of community residents. It is intended to ensure that the City’s livability will be enhanced rather than weakened when confronted with the pressures of growth and change.



Lowell’s downtown study area contains five of the City’s six distinct zoning districts, and one overlay district (see map on Page 1) . These districts determine and guide what types of development and activities are allowed in the area.

The purpose of the Single-Family Residential District (R-1) is to provide areas for low-density, urban, single-family residential use with provisions for associated residential or public service uses. Although the predominant zone in Lowell, the R-1 zone is understandably limited in the downtown study area.

The purpose of the Multi-Family Residential District (R-3) is to provide areas suitable and desirable for medium density multiple-family residential development. In the R-3 zone, the maximum dwelling units per acre is 15, unless approved as a conditional use. A relative concentration of multiple-family development has occurred along North Moss at the intersection with 4th Street. The southern part of this concentration of R-3 properties is located in the northern section of the downtown study area.



Street view of South Moss Street in the C-1 zone.

The purpose of the General Commercial District (C-1) is to provide areas appropriate for the full range of commercial activities to serve the needs of area residents and employees. Areas in the C-1 are should have good access to and from Lowell’s major thoroughfares and should be free from conflict with non-compatible land uses. In the C-1 zone, there is no minimum lot size, or maximum building height, except when abutting a residential zone. All development in the C-1 zone is subject to site plan review by the Planning Commission. The areas zoned C-1 in

Lowell are just north of the Downtown Commercial District, and are located along the northern edge of East North Shore Drive, near the intersection of West 2nd Street and North Moss, and the intersection of East 1st Street and North Pioneer.

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An existing commercial use across from Rolling Rock Park in the C-1 zone.

The Downtown Commercial District (C-2) purpose is to provide a central shopping center for the community to serve the needs of area residents and employees. The area should be Lowell's central feature of activity, supporting easy access, convenient pedestrian circulation and attractive amenities for all users. In the C-2 zone there is no set minimum lot size, a maximum building height of three stories, and all development is subject to site plan review by the Planning Commission. The areas zoned C-2 are along both sides of East Main Street, abutting Lowell High School to the south, and East North Shore Drive to the north. The Downtown Commercial District and adjacent properties will be the primary focus of the Lowell Downtown Master Plan.



Vacant lot in the C-2 zone on East Main Street.



The Gitty Goat, an existing commercial use in C-2 zone on East Main Street.

Comparison of Commercial Zones

The permitted and conditional uses in the two commercial zones in Lowell (C-1 and C-2) are similar with the main exception being in the C-1 zone residential care facilities, hotels or motels, and group child care facilities are allowed, but not allowed in the C-2 zone. In the C-2 zone

indoor commercial amusement and recreation uses are a permitted use, but not in the C-1 zone.

The purpose of the Light Industrial District (I-1) is to create, preserve and enhance areas for low intensity, light manufacturing and commercial development which create no obnoxious impact on abutting properties and are free from conflict with non-compatible uses. There is no I-1 zoning in the downtown study area. Presently, the only parcels zoned I-1 are in the northwest corner of Lowell along Seneca Street; this area is also known as the Lowell Industrial Park.

The purpose of the Public Land District (PL) is to establish development standards for public lands. Public lands are those owned by public entities, specifically, the Federal Government, State of Oregon, Lane County, and the City of Lowell, as well as special districts such as the Lowell Fire District and Lowell School District. Public parcels in the downtown study area are occupied by Lowell School District, Bridge Charter Academy, City Hall and Rolling Rock Park.

Non-conforming Land Uses in Downtown Lowell

Examination of the C-1 and C-2 zones identified non-conforming uses located in these zones. A non-conforming use is a use of property that was allowed under zoning regulations at the time the use was established, but which because of subsequent changes in those regulations, is no longer a permitted use. Non-conforming uses and structures are not illegal uses and structures; they are generally allowed to continue. There are currently six residences on parcels zoned for commercial use. Due to changes in the local land use regulations (including zoning), these uses would not be permitted today and are subject to regulations that discourage their perpetuation. What this means for Lowell is that over time, the City in a planning regulatory sense, is expecting the parcels zoned C-1 and C-2 to fully transition out of non-conforming uses and into commercial uses consistent with the purpose of the zone.

VI. Applicable Comprehensive Plan Goals and Policies

State Regulatory Framework

Since 1973, Oregon has maintained a strong statewide program for land use planning, and the foundation of that program is a set of 19 statewide planning goals. These goals express the state's policies on land use and on related topics, such as citizen involvement, economic development, housing, and urbanization.

Oregon's statewide goals are achieved through local comprehensive planning. State law requires each city and county to adopt a comprehensive plan, and the zoning and land-division ordinances needed to put the plan into effect. The local comprehensive plans must be consistent with the statewide planning goals. Plans are reviewed for such consistency by the State's Land Conservation and Development Commission (LCDC). Once acknowledged, the plan becomes the controlling document for land use in the area covered by that plan.

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A review of Lowell’s Comprehensive Plan, last updated in 2005, found several goals and policies that should guide the Downtown Plan planning process. Goals are statements of purpose and specify, on a general level, what the planning effort is intended to accomplish. The policies are The means by which the city will implement the plan; policies are official statements of strategy or principle that specify the intent concerning the future growth and development of the community.



Rolling Rock Park in the Center of Lowell



Outdoor amphitheater used for community events.

Planning

The first goal of the Oregon Statewide Planning Goals is citizen involvement. Lowell has adopted several goals and policies that ensure the public is informed of the planning process, and every opportunity is provided to include all residents to be involved during every step of the process.

- Goal 1: *“to encourage development in a planned and considered manner consistent with the community’s vision, general health, safety and welfare.”*
- Goal 5: *“to achieve effective communication between city residents and city officials and to provide an ongoing opportunity for all persons to participate in all phases of the planning process.”*

Relevant policies with respect to the planning process and the Downtown Plan include

- Policy 8: *“An active and on-going citizen involvement program shall be maintained by the City to insure that all citizens have an opportunity to be informed and involved in the planning process”*
- Policy 9: *“The City of Lowell shall reinforce the applicable Statewide Planning Goals as they apply to the community through specific goals, objectives and policies in response to community needs.”*

Consistent with the Statewide Planning Goals and the Lowell Comprehensive Plan, a Downtown Steering Committee has been formed as a part of the Lowell Downtown Master Planning process. The Steering Committee is made up of Lowell residents that represent a diverse range of backgrounds, and interests. The volunteer Committee is composed of existing members of

Committee, and at-large residents. It will be the Committee’s responsibility to guide progress, review deliverables, provide feedback, promote community involvement and provide direction to staff. Members of the Steering Committee include:

Lowell Downtown Master Plan Steering Committee:

Member	Affiliations
Aaron Graham	At-large resident, Parks and Recreation Committee
Pat Woodhurst	Parks and Recreation Committee
William George	Economic Development Committee
Michael Galvin	Lowell School Board, Economic Development Committee
Jerry Bjornstad	Planning Commission, Economic Development Committee
Lon Dragt	At-large resident
Lisa Bee-Wilson	Economic Development Committee
Don Swain	Planning Commission
Robert Burr	Economic Development Committee

Environment

Maintaining Lowell’s environmental quality is essential to the livability of the community. It’s important to consider how any future growth and development may impact the natural environment. The Downtown Steering Committee has made it evident that the community places a high value on the natural beauty and environmental resources Lowell has to offer.

- Goal 2 *“The City shall encourage developments that reinforce the aesthetic appeal of the community’s natural setting.”* This goal will be important to reflect on when developing street scape plans, and other landscape improvements for the downtown area.

Economy

Steering Committee members present a clear desire to realize what they view as Lowell’s potential to become more of a destination location. The Comprehensive Plan provides policies that are designed to strike this right balance between tourism and the needs of residents.

- Policy 1: *“The City of Lowell shall strive for continual and substantial progress toward improving the quality of life for area residents including livability and economic prosperity.”*
- Policy 2 *“The City shall actively encourage young families with children to locate in Lowell to support and maintain the Lowell School District.”*
- Policy 7 *“The City recognizes the need to create a centralized downtown business district in Lowell and shall encourage new retail, office and service commercial developments to locate there.”*

Housing

The Downtown Master Planning process includes looking at existing and potential locations for affordable housing. The Downtown Steering Committee has expressed interest in an active

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downtown core that involves mixed uses with ground floor commercial and residential above. These mixed uses have the ability to reignite a downtown core by bringing both commercial uses and people into downtown. The Comprehensive Plan addresses the future need of a diverse selection of housing units to meet all income levels of Lowell residents, including the desire to see a variety of mixed uses locating in the downtown core.

- Goal 1: *“To increase opportunities for all citizens of Lowell to enjoy safe, decent, sanitary housing at affordable prices.”*
- Policy 1: *“The City shall strive to provide all citizens of the community with the opportunity to live in sound housing, adequate to their needs, at reasonable cost relative to their income.”*
- Policy 5: *“The City shall continue to support increased residential development while also encouraging business and commercial activities that support residential community needs.”*
- Policy 6: *“The City shall develop standards for mixed use housing and commercial use in its downtown commercial core as part of Downtown Development Plan.”*
- Policy 9: *“The City shall support a wide range of housing types and innovative residential design and planning concepts.”*
- Policy 14: *“The City shall support orderly in-fill development of underdeveloped land in existing residential areas.”*

Land Use

Lowell’s commercial core is strongly impacted by the close proximity to retail and service centers in Eugene and Springfield. Outside influences may continue to limit commercial development in Lowell until a larger population is achieved. The goals and policies of the land use element of the Lowell Comprehensive Plan are divided into five sections: general land use, residential land use, commercial land use, industrial land use, and open space. In a way, the land use section of the Comprehensive Plan reiterates and combines most of the goals and policies found elsewhere in the plan. For the purpose of this section, the following goals and policies apply:

- Goal 4 *“To provide an inviting Downtown Core Area enhanced with mixed uses, sidewalks, bike lanes, landscaping, distinctive lighting and underground facilities.”*

Residential

- Policy 3 *“The City shall encourage the removal and rehabilitation of unused or abandoned/dilapidated buildings.”*
- Policy 7 *“The City shall encourage in-fill development on over-sized lots.”*
- Policy 8 *“The City shall consider mixed use developments within the downtown core area.”*

Commercial

- Policy 10 *“The City shall complete a Downtown Development Plan to encourage commercial and public uses to locate within the Downtown Core Area.”*
- Policy 11 *“The City shall encourage commercial facilities that will serve the needs of the community as well as those of the visiting tourists and recreational participants.”*
- Policy 12 *“The City shall ensure that future commercial development will not have a significant adverse effect on surrounding land uses.”*
- Policy 13 *“Vehicular and pedestrian efficiency and safety shall be required criteria for all commercial developments.”*
- Policy 14 *“The City shall encourage redevelopment of existing commercial properties that are underutilized or those that have fallen into disuse.”*

Open Space

- Policy 24 *“The City shall require inclusion of landscaping as an integral part of site and street developments.”*

It must be noted that the Comprehensive Plan, developed in 2005, incorporated a vision, goals and policies for the downtown core, which resonates with much of what City staff and the Steering Committee have expressed a desire for: open space, mixed use, economic development, and housing.

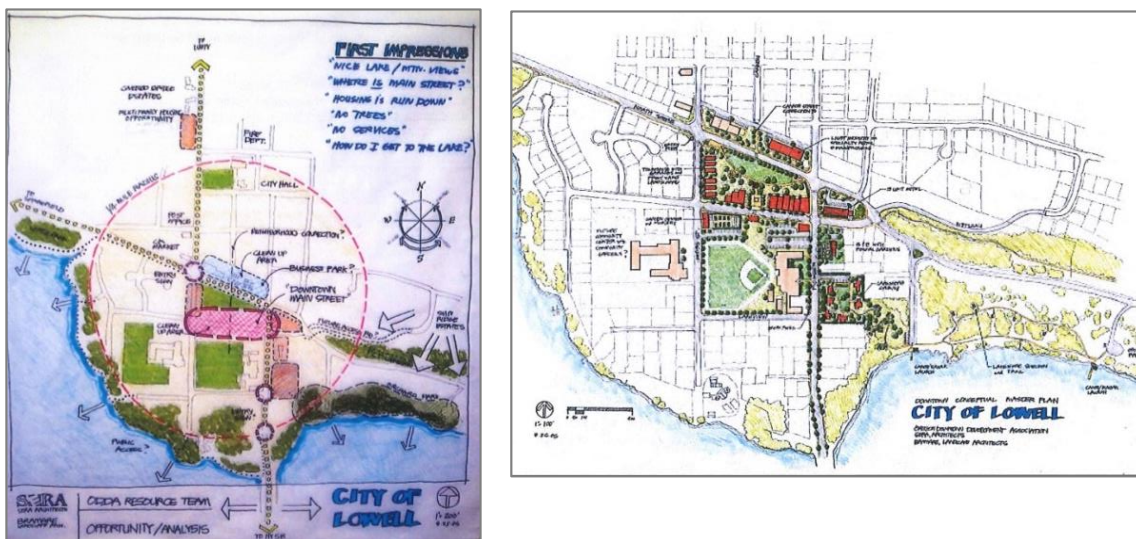
VI. Applicable Plans and Studies

Downtown Lowell Resource Team Report, 2005

Out of all existing plans and studies, the Downtown Lowell Resource Team Report completed in 2005, is the most applicable to the current Lowell Downtown Master Planning process. The goals of the resource team were to assist revitalization of a downtown business district, including exploration of mixed use. The Resource Team was on-site in Lowell for three days over which they collected information and feedback from residents through a series of public meetings. Among the recommendations that resulted from the plan were to enhance Rolling Rock Park and improve its relationship with downtown, and to focus new business development and expansions within the downtown commercial district. The plan also included several beautification projects that involved improvements being made in public areas and to rights-of-way near the town entrance and downtown core.

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Concept drawings from the 2005 Downtown Lowell Resource Team Report



Lowell Urban Renewal Plan, 2009

The Lowell Urban Renewal Plan was developed with the help of the Urban Renewal Advisory Committee. This committee is comprised of individuals representing varied interests in the Lowell community. The purpose of urban renewal is to improve specific areas of a city that are poorly developed or underdeveloped. These areas can have old or deteriorated buildings, public spaces that need improvements, streets and utilities in poor condition, a complete lack of streets and utilities altogether or other obstacles to development.

Urban renewal allows for the use of tax increment financing to fund urban renewal projects. Urban renewal is unique in that it brings its own financing: tax increment financing (TIF). Tax increment revenues, the amount of property taxes generated by the increase in total assessed values in the urban renewal area from the time the urban renewal area is first established, are used to repay borrowed funds.

The Urban Renewal Area in Lowell consists of approximately 138.6 acres of land including rights of way. Among the areas included are: Downtown adjacent to Main Street, Moss Street corridor, and the school districts properties.

Economic Development Strategic Plan, 2003

The plan is intended to assist the Lowell community in its economic development efforts and improve opportunities for long-term family-wage jobs in the Lowell area by identifying types of compatible employers that would most likely to be interested in locating in the Lowell area and be able to market itself to potential employers.

The plan provides relevant demographic and economic data that describes the community, its economic status, and workforce. As the plan is nearing two-decades in age, some of the economic and demographic data may have changed and will need to be updated for use in the Lowell Downtown Plan; the same level of analysis that was completed in the 2003 plan is

unlikely to be repeated in the Lowell Downtown Plan, though will contain relevant economic and demographic data.

City of Lowell Strategic Plan, 2018

The City of Lowell's Strategic Plan, adopted by the City Council, is the management plan for the City. The Strategic Plan is a political, compliance, and inspirational document that serves two main purposes. First, the plan provides the Council's political direction in addressing the City's vision, mission, goals prioritized objectives, and evaluation criteria. Second, the Strategic Plan, with action taken by the Council in the prioritizing of the objectives, provides clarity and inspiration to the City Administrator and staff in addressing the priorities of the Council and community.

The Strategic Plan calls for several goals and objectives to be met with respect to the Lowell Downtown Plan. Under the goal and objective of community development and economic vitality, objective 5.5 calls for a Downtown Master Plan steering committee shall submit a progress report to City Council by the end of 2018. A Downtown Master Plan steering committee was formed during the May Planning Commission meeting. Under the strategic goal of quality of life include several elements that will be a part of the Lowell Downtown Plan, including, but not limited to, parks and recreation opportunities and community beautification efforts. Lastly, under the objective of planning and zoning, call for the City Administrator to identify and apply for funding opportunities to complete a Transportation System Plan (TSP) or Local Street Network Plan (LSNP) that shall include design standards for street, lighting and sidewalks.

Pavement Preservation and Maintenance Plan, 2018

The City regularly undertakes projects to maintain or improve key streets within the community. This project has been developed to evaluate the existing roads within the City that are in need of repair, and assist the City in completing repairs in an efficient and timely manner.

Lowell School District 10-Year Facilities Planning, 2016

In 2016, the Lowell School District completed a 10-Year Master Planning process that culminated in an open house for residents to learn about the plan and the future of the Lowell School District. The goal of the plan was to review all Lowell School District facilities in the context of current needs, enrollment and projections for the next decade. With the location of the High School and Junior High School near the downtown core of Lowell, the planning and public involvement should take into consideration the relationship between the schools and downtown in terms of aesthetics and pedestrian access.

Dexter Lake Shoreline Management Plan (SMP), USACE, 2008

In 2008, the US Army Corps of Engineers made a decision to update its Dexter Lake Shoreline Management Plan in response to dealing with a variety of controversial shoreline issues during 2005. The Willamette Valley Project staff recognized that the 1995 SMP did not provide sufficient detail and guidance to resolve many of the issues. The purpose of the SMP is to provide guidance for managing the Dexter Lake shoreline. The SMP addresses rules and

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regulations, shoreline allocations, and requirements for permitting private facilities on public lands. The scope of the SMP is along the Dexter Lake shoreline and does not have a focus on the downtown core of Lowell. However, if future development occurs along Dexter Lake shoreline, the SMP will be a document in need of consultation.

APPENDIX C

Lowell Downtown Plan Update Technical Memorandum 2: *Physical Analysis of Downtown Study Area*

I. Introduction

The City of Lowell secured grant funding through the Oregon Department of Land Conservation and Development (DLCD) to pursue a Downtown Master Plan (Plan). As part of the planning process, LCOG and The Urban Collaborative conducted a physical analysis of existing conditions in the Lowell downtown study area.

II. Study Area for the Downtown Master Plan

The study area, defined in Technical Memorandum 1, is depicted in Figure 1, which is the base map for the physical analysis.

III. Methodology

The physical analysis was conducted through a guided site visit, measurements, field verification, photography, using data from Geographic Information Systems (GIS), and reviewing satellite maps of the area.

IV. Physical Analysis

a. Figure 2: Current Land Use

The current land use map differs from the Zoning Code map depicted in Technical Memorandum 1 in that it focuses on the current, specific uses of each tax lot. The tax lots in Lowell are primarily used for single-family housing, with some mobile homes. A small number of tax lots in the study area are used for multi-family housing.

Outside of residential uses, the majority of land within the downtown area is currently used for public and civic use, shown in blue. This includes public parks, religious property, Lowell Grange, and Lowell Elementary and High Schools. There is some light industrial use along North Shore Drive and Main Street as well as a small amount of commercial use mostly along N Moss Street, which includes Lowell's grocery market.

More intense land uses are focused around busier roads and intersections and there is ample opportunity for further development along these roads and intersections, especially commercial, retail, and other services, without disturbing residential areas.

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Figure 1
Downtown Lowell: Study Area

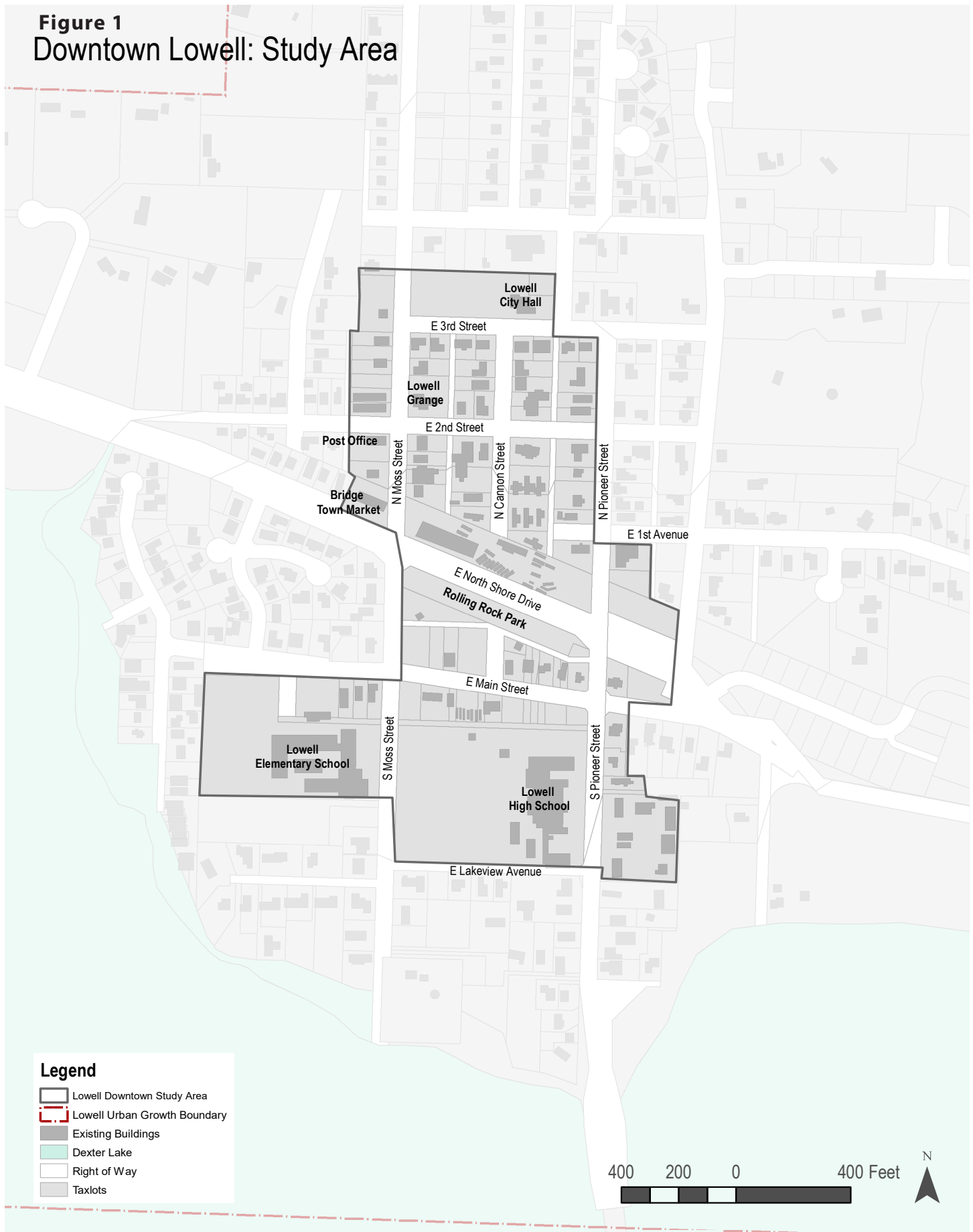
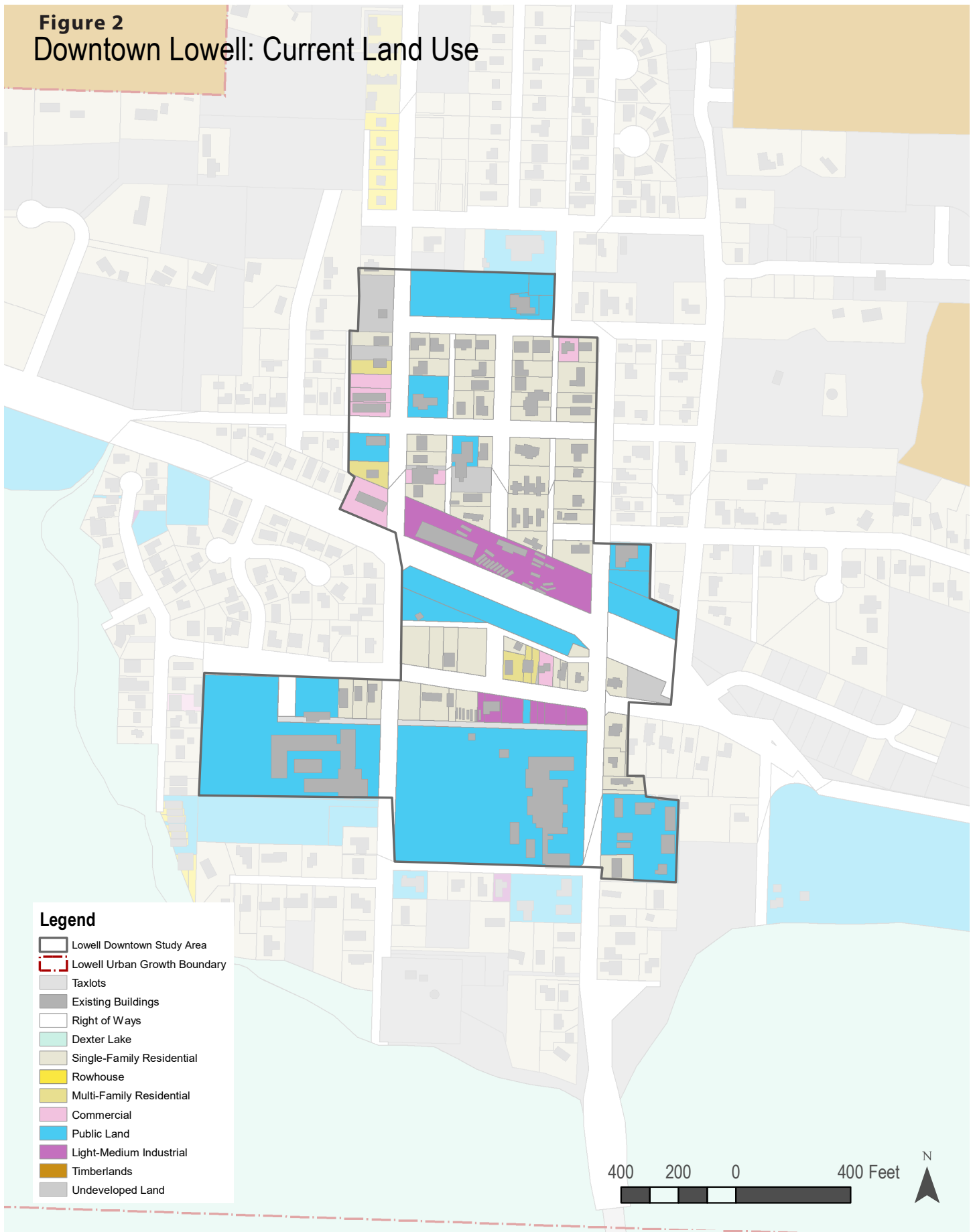


Figure 2
Downtown Lowell: Current Land Use



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b. Figure 3: Access to Public Amenities

The downtown study area is rich in public amenities and resources, all within a five-minute walk from Rolling Rock Park, which is often characterized as the center of the downtown area. The Walk Circles shown on the map indicate a quarter mile, or five-minute walk, from both Rolling Rock Park and City Hall. This illustrates that downtown Lowell is very walkable and public amenities are accessible to residents of all ages and abilities. Both the elementary and high schools are very close to downtown and Main Street, and community gathering places, such as the market, churches, and the grange all, are easily accessible throughout the surrounding neighborhood.

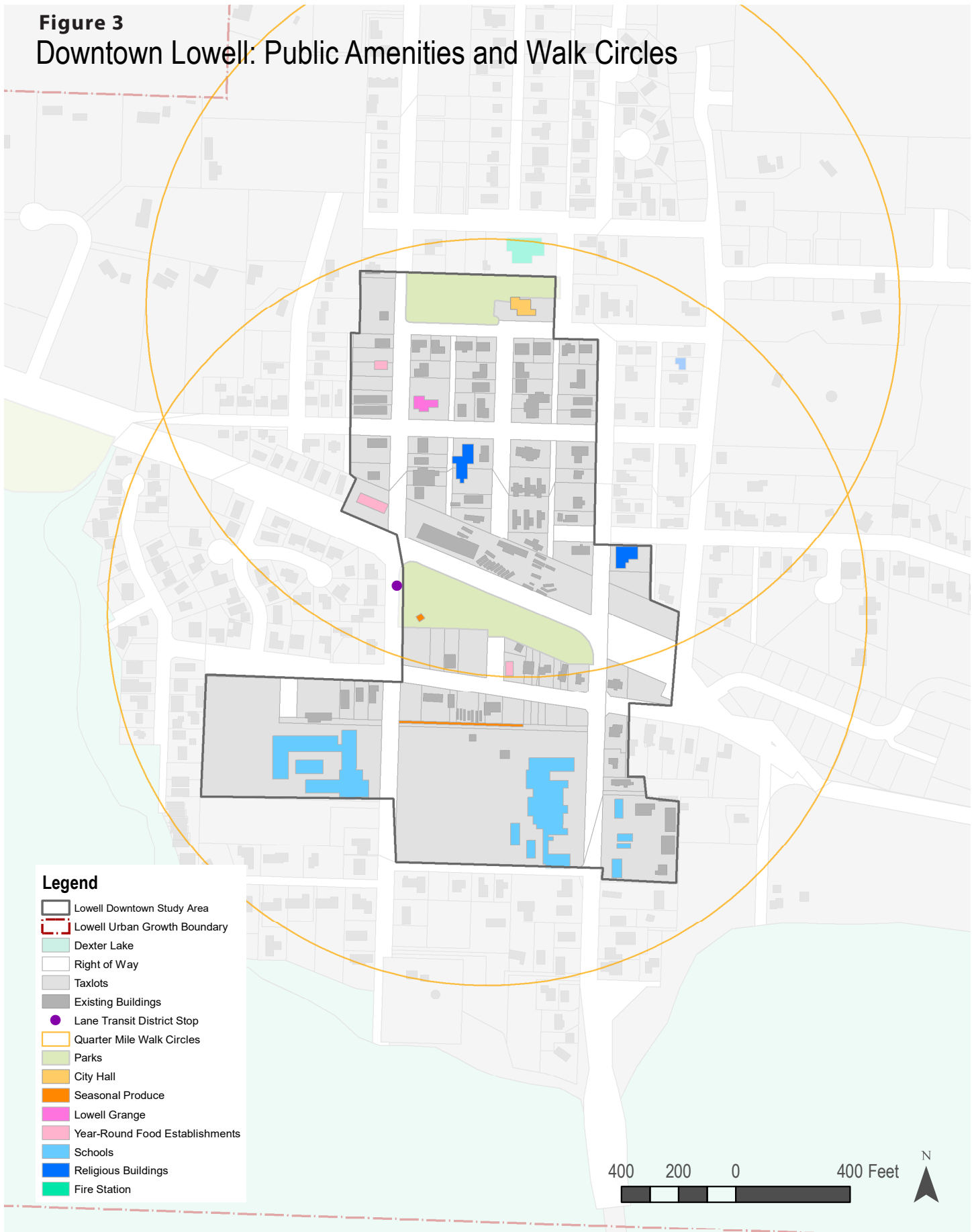
Access to food and beverage options are limited in the area. Year-round food establishments are few and spread out. Armando's Mexican Restaurant, shown below, stands out as a restaurant by itself on South Moss Street. The farmer's market offers an additional source of food items in downtown, but is only available once a week during summer months.



c. Figure 4: Existing Gateways and Markers

Distinct gateways help define an area and are an important way for a town to establish a sense of place. Currently, the only significant marker for downtown Lowell is the "Welcome to Lowell" sign placed at the northwest corner of Rolling Rock Park, shown below.

Figure 3
Downtown Lowell: Public Amenities and Walk Circles



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Figure 4
Downtown Lowell: Gateways and Markers



While the sign is a distinct marker when approached from the north, one of the main entrances to Lowell is from the south, as cars come across the bridge on Dexter Lake. Another marker or gateway along S Pioneer Street would help to define the southern entrance to Lowell and the downtown area.



d. Figure 5: Building Condition Analysis

All buildings, except residences, were rated for their physical condition. Buildings are judged to be of good condition if there is no sign of physical damage or aging on the façade. Buildings are judged to be of fair condition if there is a sign of slight ageing of the façade. No buildings within the study area are judged to be of poor condition. In general, nonresidential buildings in the downtown area are in good condition; however, more could be done to beautify the neighborhood.

e. Figure 6: Building Height Analysis

Buildings within the study area that are one story were indicated in orange; buildings that are two stories were indicated in green. The study area features primarily one-story buildings, indicating design pattern of low-rise buildings in Lowell.

f. Figure 7: Sidewalk Condition Analysis

The sidewalks were evaluated based on their quality. Sidewalks of good quality, indicated in green, feature accessible ramps and tactile paving for the visually impaired. The good quality sidewalks also have even paving. The sidewalk running through Rolling Rock Park, shown below, is an example of a good quality

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Figure 5
Downtown Lowell: Building Condition Analysis

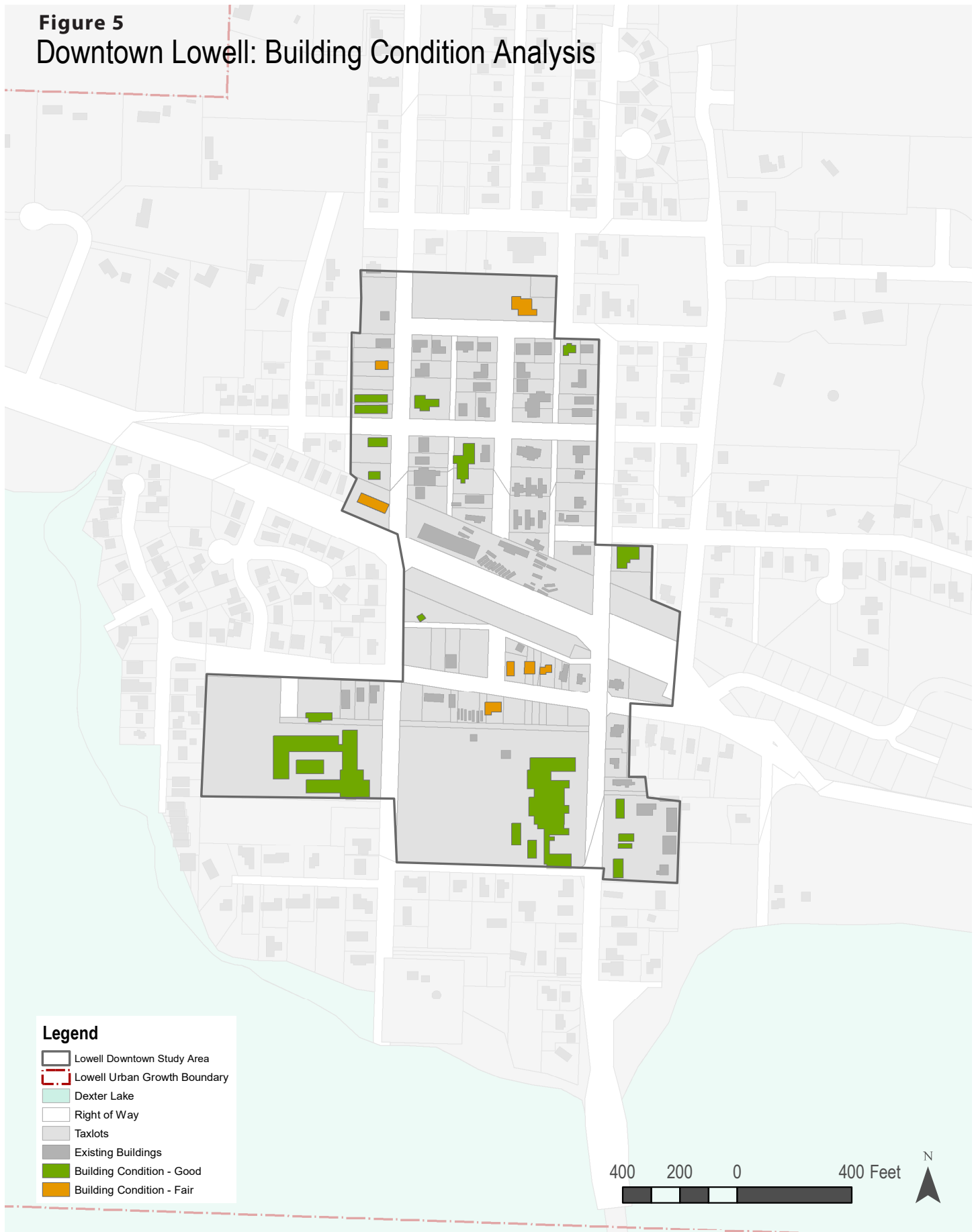
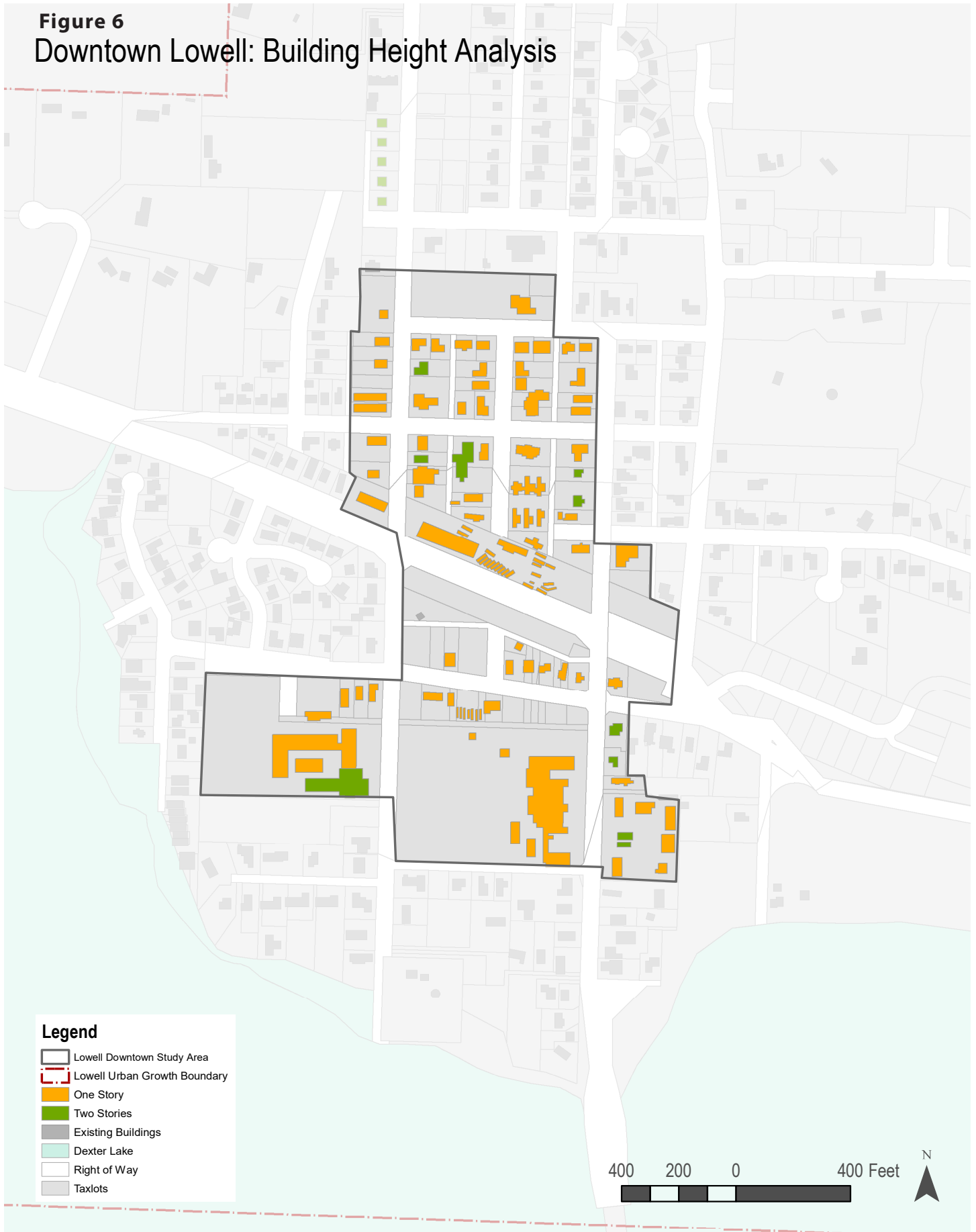
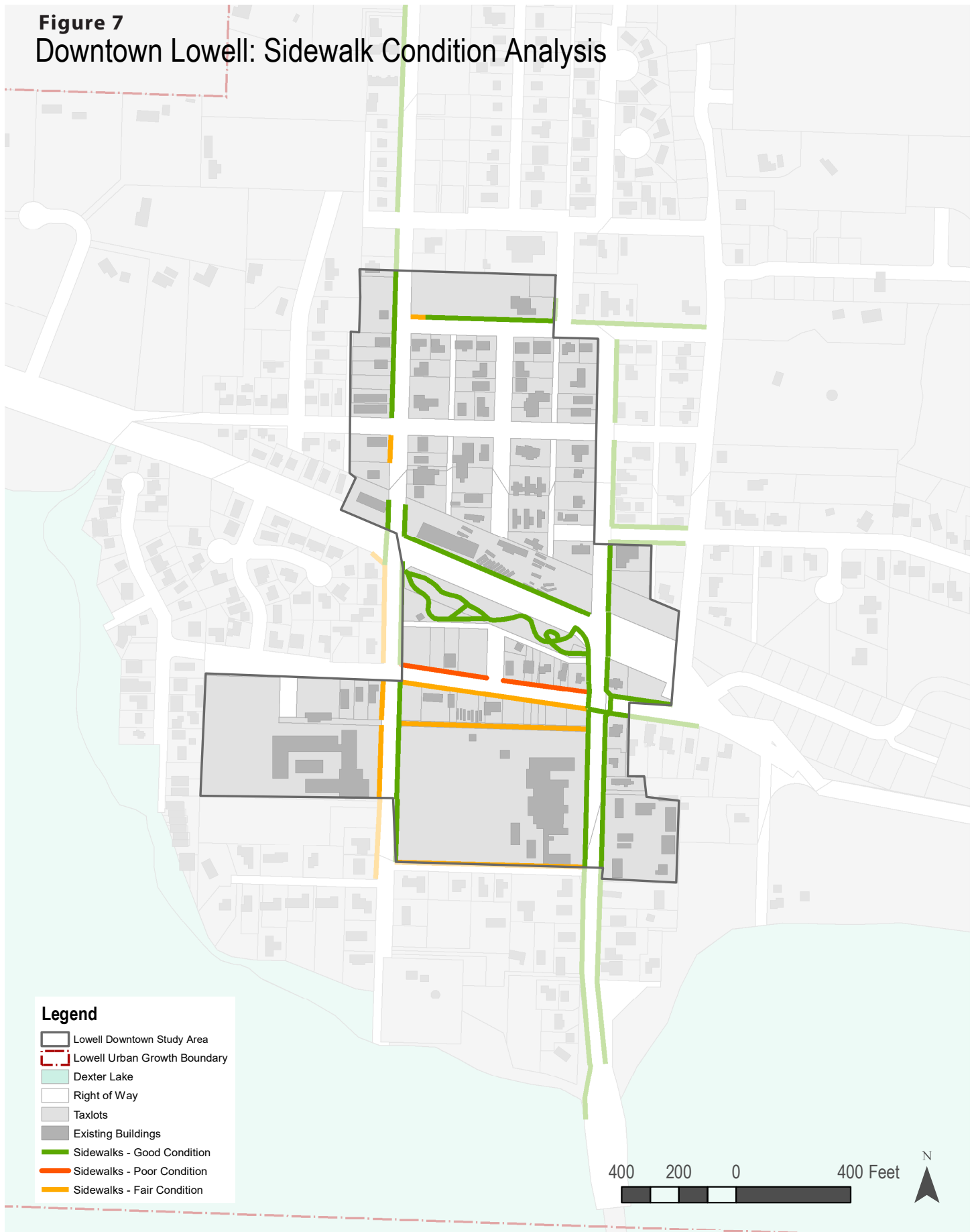


Figure 6
Downtown Lowell: Building Height Analysis



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Figure 7
Downtown Lowell: Sidewalk Condition Analysis



sidewalk in the downtown area. Fair quality sidewalks have rougher paving with no curb ramps on some intersections. Poor quality sidewalks have cracks, holes, and/or are slanted.



Sidewalk in Rolling Rock Park



Crossing at North Shore Drive and Moss Street

Walkability is essential to a successful downtown and sidewalk and road crossings are an important part of walkability.

Recently, Lowell has installed several new pedestrian road crossings which greatly improves pedestrian circulation. Over time, all of the sidewalks in the downtown area should be improved to good quality, connected sidewalks with accessible ramps.

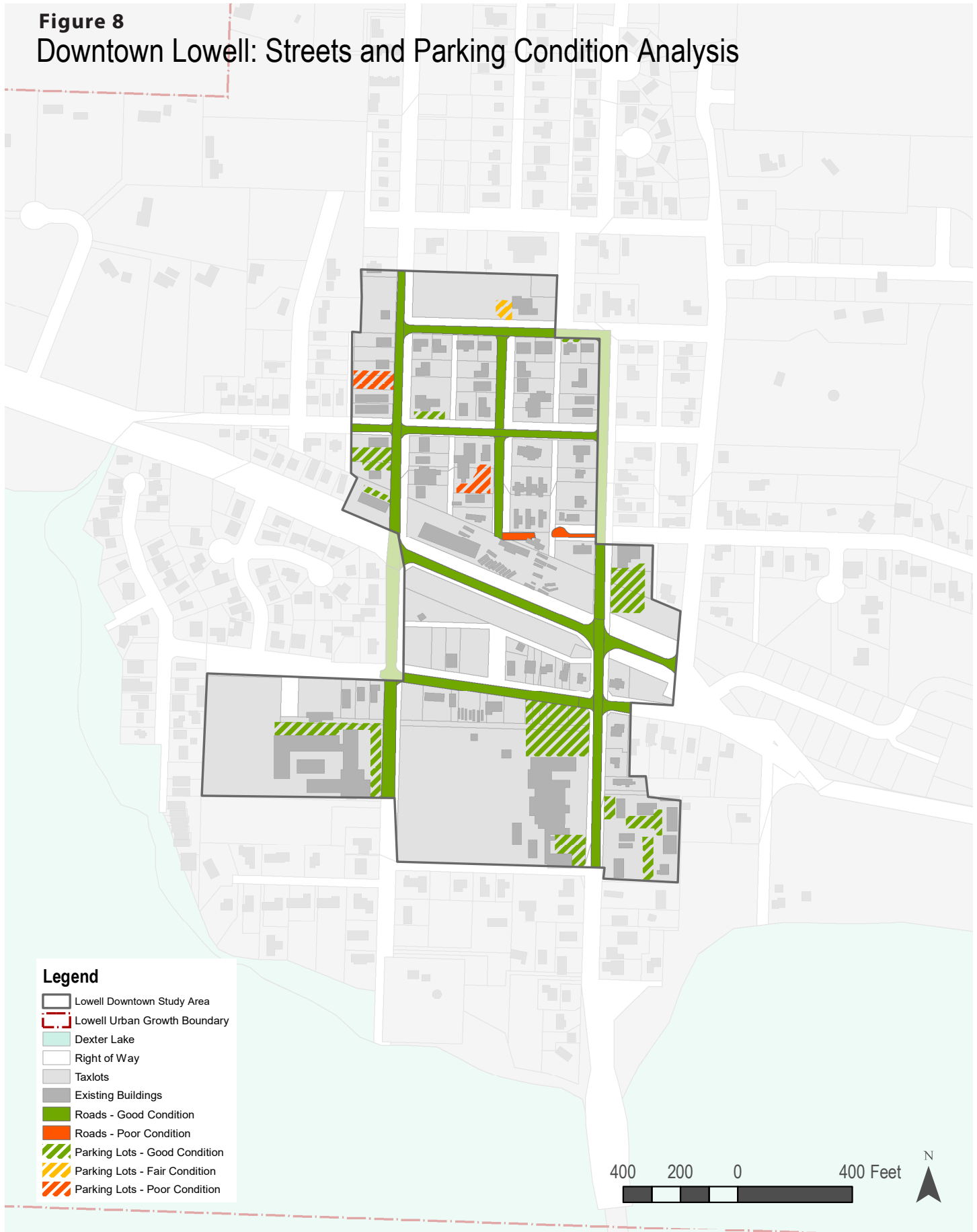
g. Figure 8: Streets and Parking Condition Analysis

The team analyzed street and parking lot condition in the downtown study area. Good quality streets and parking lots have even paving, crosswalks, and clear markings. The intersection of North Shore Drive and Moss Street is an example of a good quality street and crosswalk. There were no streets deemed fair quality. Gravel roads were designated poor quality; however, this does not necessarily mean they need to be changed. Figures 8-A through 8-G are street sections of specific streets in the study area, indicated on the Streets and Parking Condition map. These help to indicate the current streetscape in the downtown area and will help with future planning efforts. Please note the street width measurements still need site verification.

The majority of parking lots in the study area are in good condition, such as the parking lot in front of Bridge Town Market, shown below. While the parking lot next to City Hall is paved, it was determined to be of fair condition because it lacks parking lines to differentiate between parking spots. The parking lots in poor condition are gravel parking lots.

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Figure 8
Downtown Lowell: Streets and Parking Condition Analysis



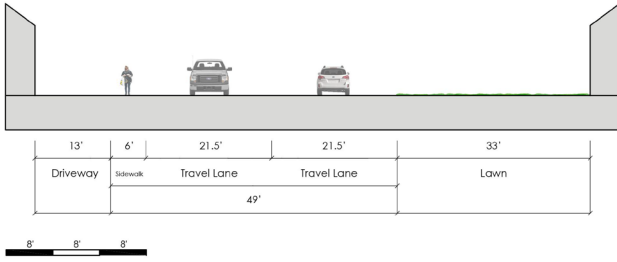


Figure 8-A: North Moss Street

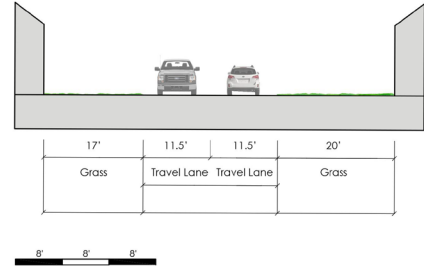


Figure 8-B: East 2nd Street

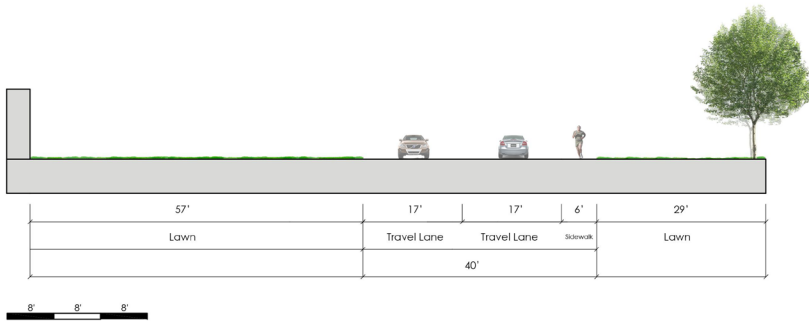


Figure 8-C: North Pioneer Street

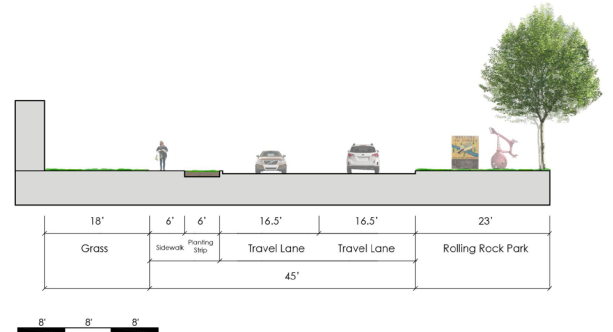


Figure 8-D: North Shore Drive

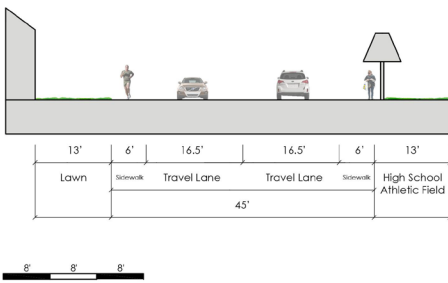


Figure 8-E: South Moss Street

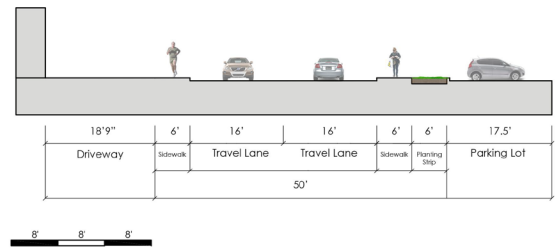


Figure 8-F: East Main Street

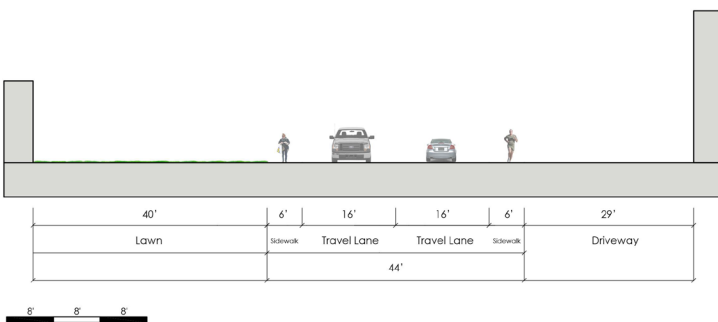


Figure 8-G: South Pioneer Street

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h. Figure 9: Undeveloped Land

This map highlights the tax lots within the study area on which there is no permanent development. There are several undeveloped parcels of land close to Main Street and North Shore Drive, the center of downtown Lowell, which indicates a great opportunity for future development to be centered in this area.



i. Figure 10: Redevelopment Potential

This map identifies the undeveloped land, as well as parking lots and open spaces as potential areas for redevelopment of some form. While there are no current plans to build on open spaces, the parks within the study area are highlighted because parks can be important areas that promote development in their surrounding context. The open spaces within the school tax lots are similarly highlighted because they are open to all members of the public during non-school hours, and therefore could be further enhanced to provide significant support to surrounding development in the downtown area. Parking lots are highlighted to indicate parcels of land that are easy to develop, as parking could be moved nearby or onto the street.

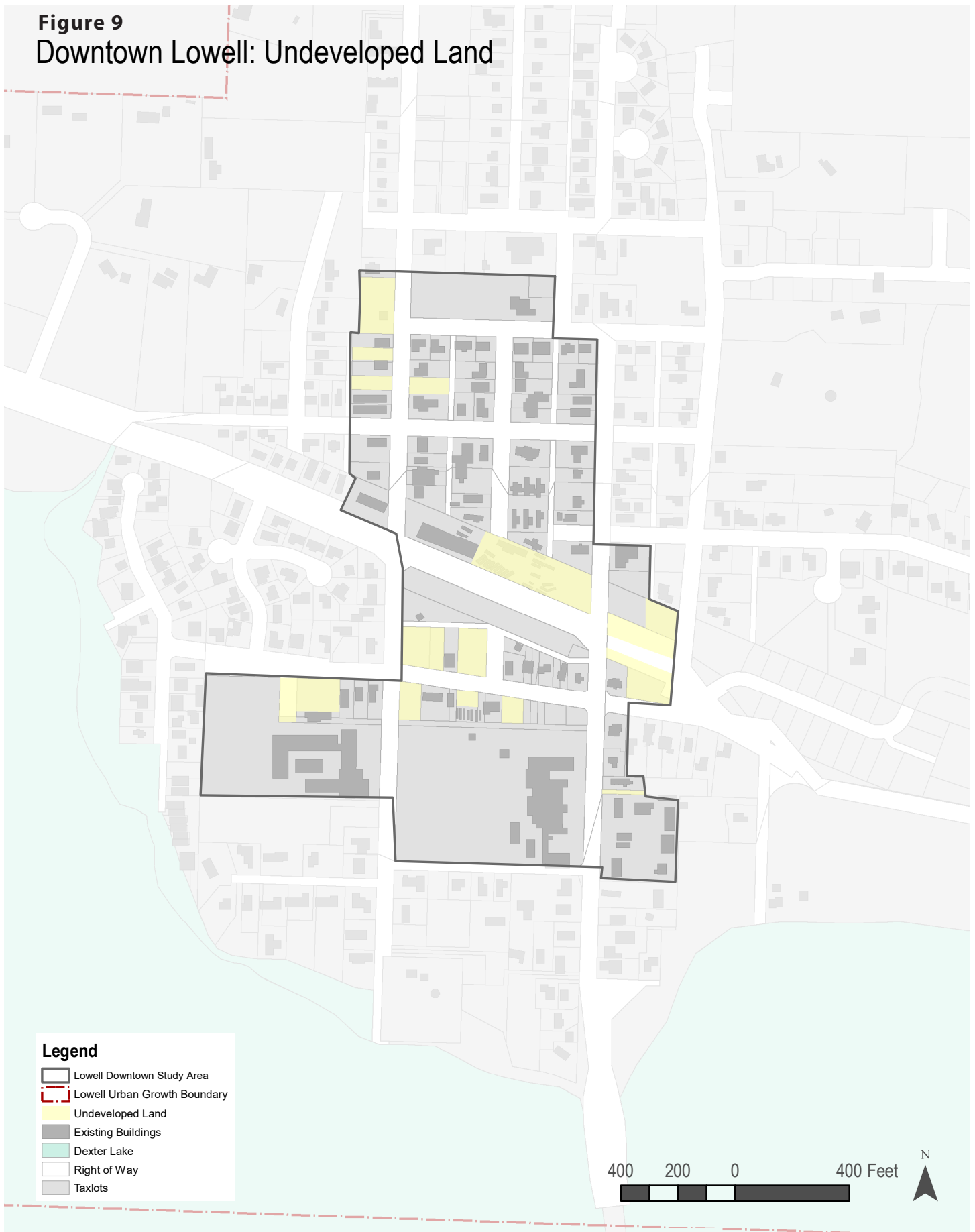
j. Bicycle Connectivity

In the study area and in surrounding areas of Lowell, there are no separate bicycle lanes or shared lane markings, “sharrows,” on roads. In general, road traffic is slow on most streets except North Shore Drive and South Pioneer Street, which explains the lack of bicycle-related infrastructure. However, as bicycle tourism increases throughout Oregon, especially on designated routes such as the covered bridge loop, it will be important to plan for bicycle infrastructure with future development and growth.

k. 100 Year Floodplain

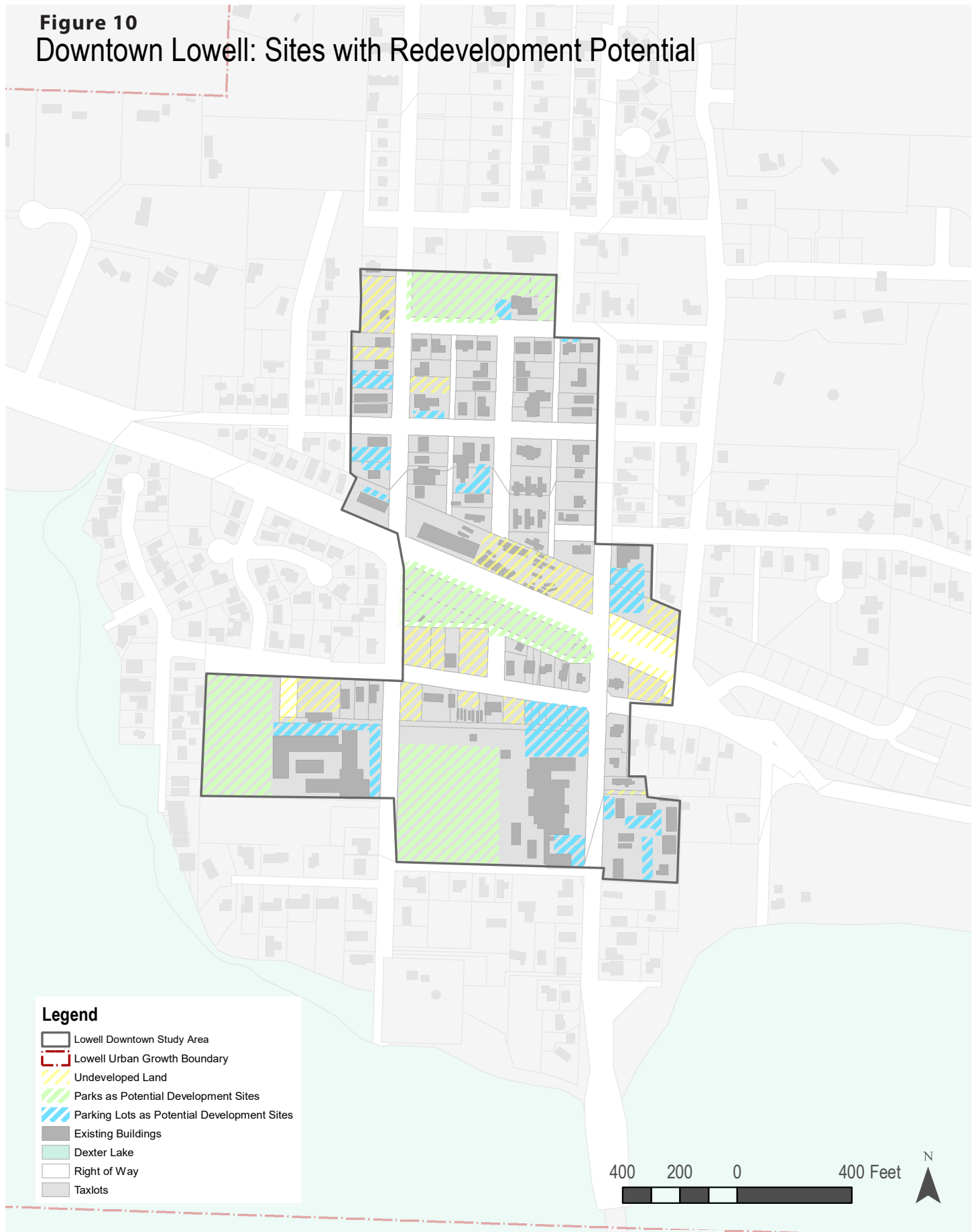
All of Lowell sits within the 100-year floodplain according to 2016 data from the Federal Emergency Management Agency (FEMA). This indicates that property within the downtown master plan site must have proper flood insurance for future development. Buildings built on this property should follow the building standards of the International Building Code (IBC) and meet standards indicated in the American Society of Civil Engineers (ASCE) reference ASCE 24.

Figure 9
Downtown Lowell: Undeveloped Land



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Figure 10
Downtown Lowell: Sites with Redevelopment Potential



APPENDIX D

Lowell Downtown Plan Update Technical Memorandum 3: *Stakeholder Outreach*

I. Introduction

Stakeholder outreach is an integral component of the Lowell Downtown Plan update. Consistent with the Oregon Statewide Planning Goal 1, Lane Council of Governments (LCOG), Urban Collaborative, and the City of Lowell, in conjunction with the Department of Land Conservation and Development, have engaged in several outreach events early in the process including: a booth at the Blackberry Jam Festival on July 28th from noon to 7:30 P.M., a survey (in cooperation with the University of Oregon’s parallel Parks and Recreation Master Plan update), and four stakeholder focus group meetings. This memorandum provides a summary of those outreach events and feedback collected.

II. Blackberry Jam Festival Feedback

The Downtown Plan Steering Committee along with representatives from LCOG and the Urban Collective sponsored and set up a booth at the Blackberry Jam Festival on July 28th, from Noon to 7:30 P.M. The goal of this outreach effort was to introduce the project and interact with community residents and visitors enjoying the festival. It provided an opportunity for those in attendance to provide feedback in an informal setting. Those in attendance were given summary information (See Attachment A) and were also encouraged to share their answers to the questions: “What do you want to see in Downtown?” and “What’s the future of Downtown Lowell?” Comments received are organized below. The number in parentheses indicates the number of identical (or very similar) responses received.

Business/Economic

- More options for food/reasonably priced (8)
- Brew Pub (3)
- More jobs and businesses located downtown.
- Drive in movie theater.
- Coffee shops/boutique shops
- Fitness center
- Laundromat

Housing

- Reduce System Development Charges (SDCs) for mixed use buildings (like Eugene/Springfield)
- Affordable housing



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Public/Community Spaces

- Music in the park (5); Movies (2)
- Water play features for kids(4)
- More shade in open spaces (3)
- Green grass in Rolling Rock Park (3)
- More activities for teenagers/skate park (2)
- Pool (2)
- Off-leash dog park (2)
- Movies in the Park (2)
- Interpretive signs (2)
- Interactive parks
- Friday night gut drive (“Dragging Main”)
- More pokestops
- Geo-caching (involving City Hall)
- More events
- Kid’s sports (fields/facilities)
- More mail service
- Senior center
- More places to hang
- Bring City Hall and Library to part of Rolling Rock Park
- Clear center
- Artist residency program

Accessibility

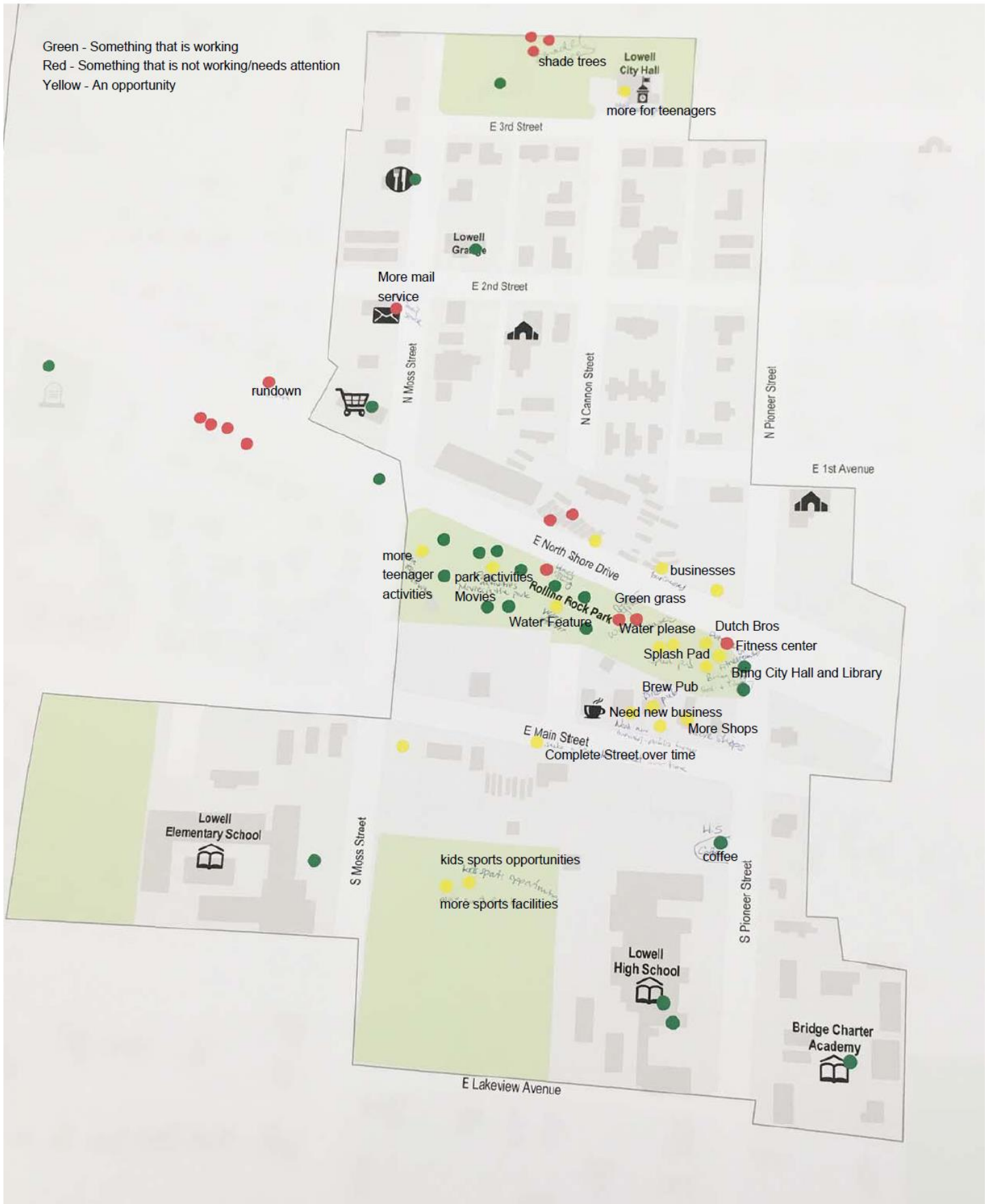
- Better and safer connection to lake (6)
- LTD bus service on weekends (5)
- Sidewalk access from North Shore to Third Streets
- Make Main Street a complete street over time

Other/Non-Downtown

- Paved trails around lake
- Docks

The booth also provided an opportunity for attendees to provide feedback on maps. Attendees were encouraged to look at a map of Lowell’s downtown area, and identify areas where good things were happening with a green dot, where bad things are happening with a red dot, and where there was particular potential with a yellow dot. Attendees frequently shared notes to narrate their feedback. This feedback is summarized in Figure 1 on Page 3. Figure 1 also serves as a map reference for some of the answers to the questions summarized above.

Figure 1: Scan of mapping exercise from project booth at Blackberry Jam Festival, July 28, 2018.



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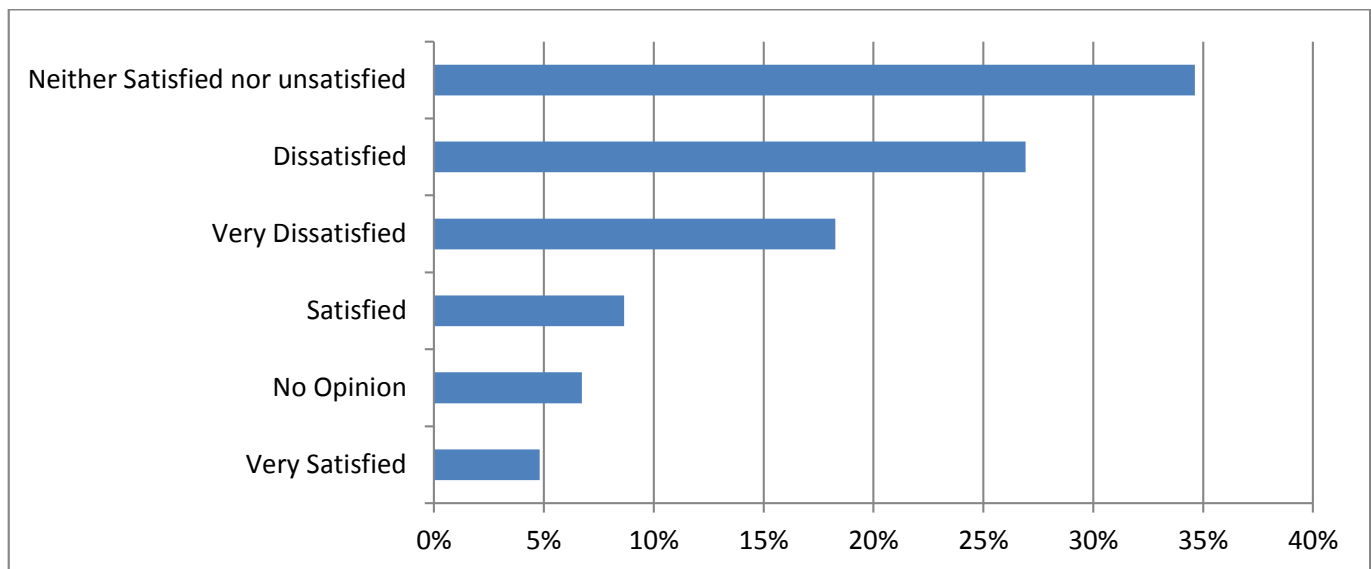
III. Survey Feedback

Project and City staff worked in coordination with the University of Oregon’s Institute for Policy Research and Engagement (IPRE), to seize an opportunity to gain valuable feedback from Lowell residents by piggy backing off IPRE’s Park Master Plan survey which was in development when the idea was first discussed. As a result, eight survey questions relating to Lowell’s Downtown were included on the survey. The survey was delivered to residents through the City’s utility billing process. An analysis and discussion of those results follows. Some surveys were also distributed at the Blackberry Jam Festival event.

Distribution of the survey included 412 being mailed, in which 117 responses were received (72 paper surveys returned; 45 online submissions.) At the end of the survey respondents were asked to list their zip code, of those zip codes listed, 100 out of 105 were located within Lowell or Fall Creek.

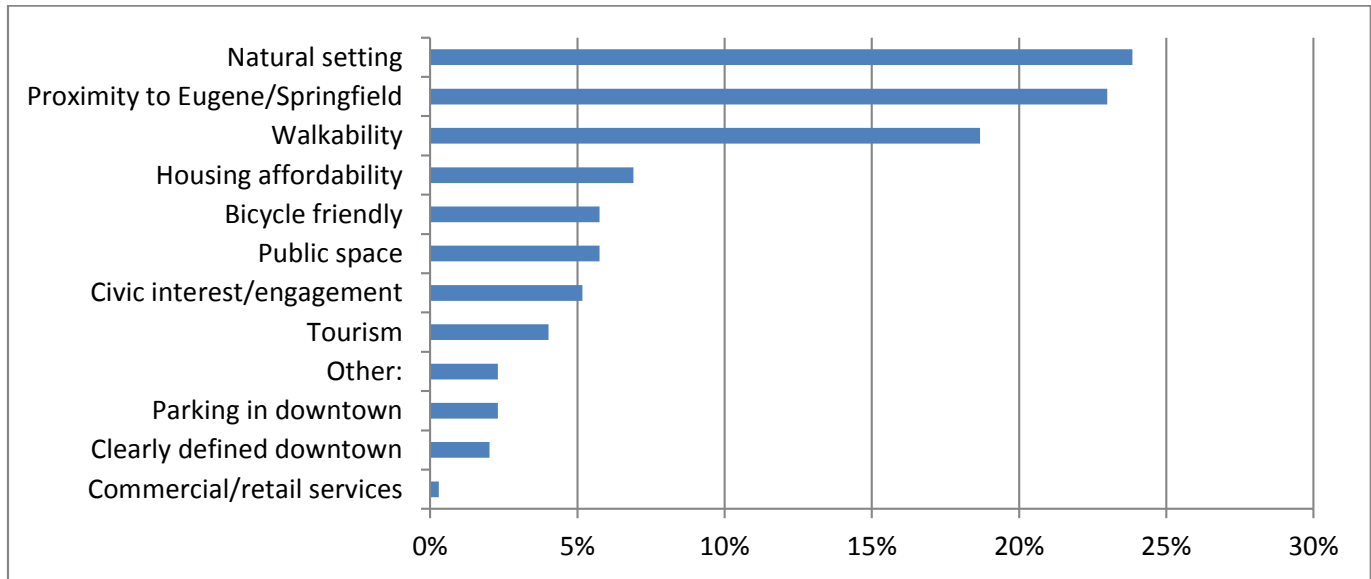
The survey and survey results are included in their entirety as Attachments B and C.

Question 19: How satisfied or dissatisfied are you with Downtown Lowell now as a destination and central gathering area for the City of Lowell?



Survey responses to this question are mixed. 27% of respondents responded they are dissatisfied with Downtown Lowell as a destination and central gathering place, while only 9% of residents indicated they were satisfied. The category that received the most responses was neutral (e.g. neither satisfied nor unsatisfied) identified by 35% of respondents. Several survey comments indicated that there is room for improvement in regards to making Downtown Lowell a primary destination and or gathering place that residents and visitors can identify.

Question 20: What are Lowell's current strengths and/or assets? (Select all that apply)



The survey results suggest that residents feel that proximity to the Eugene/Springfield Metro Area and Lowell's natural setting and natural resources are its biggest assets. The proximity allows residents to address their employment and service needs relatively close to their home, while living in and being able to enjoy the benefits of a more rural setting. Lowell is located adjacent to several natural resource recreational areas including: Dexter Lake, Fall Creek Lake, Lookout Point Lake and Elijah Bristow State Park. Lowell has also strongly identified with these, and more, natural resource recreation areas.

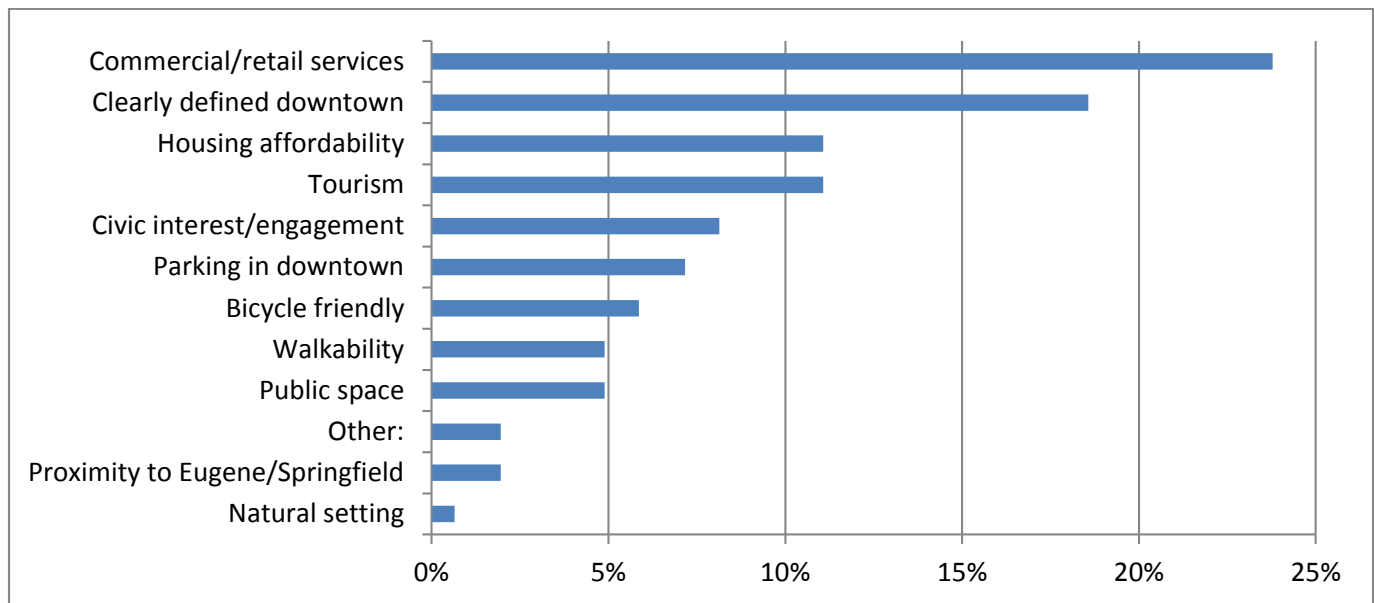
Other comments (summarized) received with respect to the above question include the following: (results are included in their entirety in Attachment C)

- *There is no downtown / downtown is not easily identifiable (5);*
- *Great schools and affordable housing make Lowell a desired destination(3);*
- *Lack of walking paths or safety concerns for pedestrians (5);*
- *Lack of connection between Rolling Rock Park, Downtown and the water(1);*
- *Natural resources / recreational opportunities are being under-utilized (6); and*
- *More walking/biking paths and the creation of a dog park (2).*

In summarizing the comments received to question 20, there is a reoccurring theme of respondents unable to identify what downtown Lowell actually is, or downtown is lacking an identity. Another reoccurring theme is the abundant natural resources Lowell possesses are being undersold or under-utilized. There seems to be room for improvement in making the natural resources of Lowell more of a main component of downtown.

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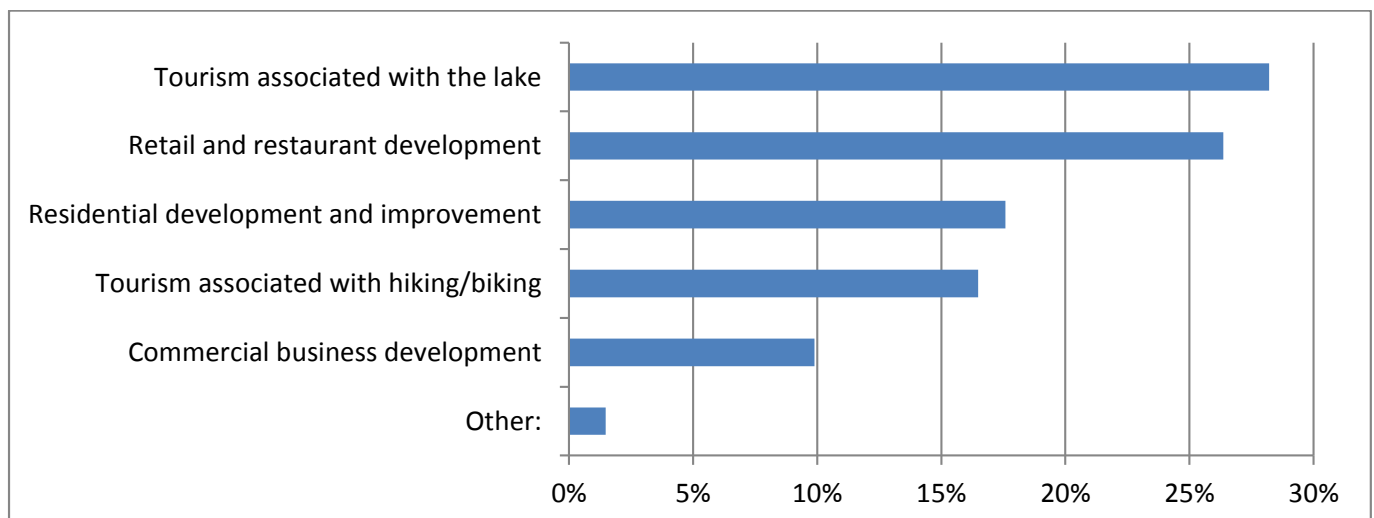
Question 21: What are Lowell's current challenges? (Select all that apply)



A lack of a clearly defined downtown and commercial and retail services continue to be the common theme among survey results that pertain to Downtown Lowell. Additional responses to the question include: (results are included in their entirety in Attachment C)

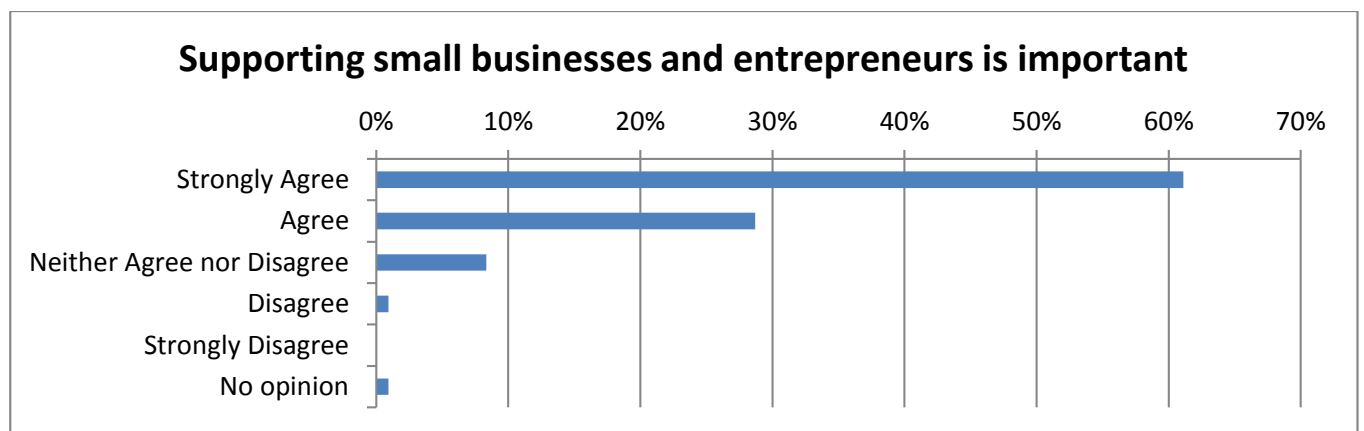
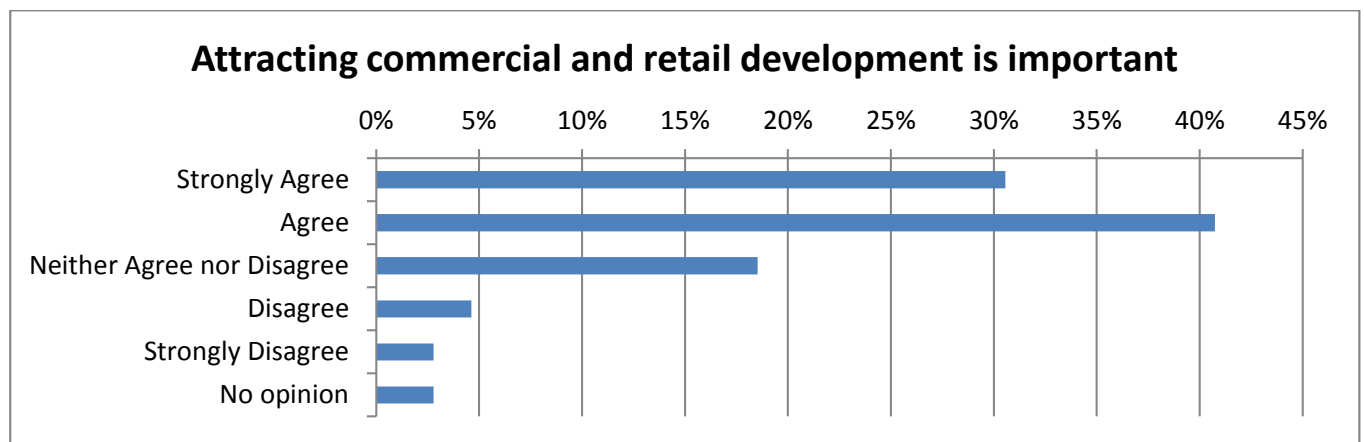
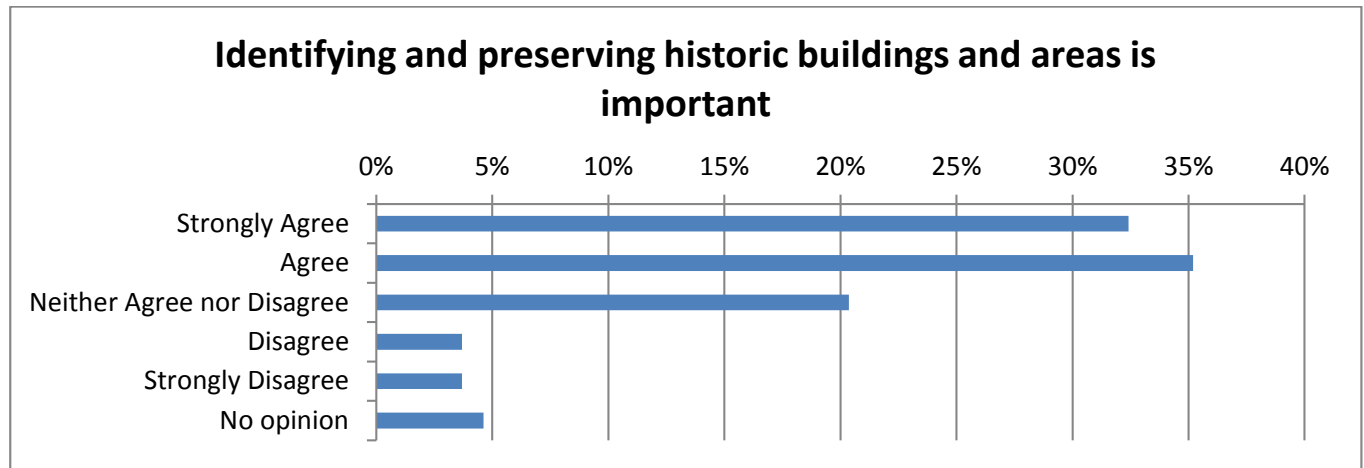
- *Needs to be more defined (3)*
- *Need more casual/outdoor food, coffee or brewery. (4)*
- *Need more local services (4)*
- *Need more tourism services (3)*
- *Need to clean up (3)*
- *Traffic Safety/Sidewalks/Walkability(3)*
- *Lake not fully being utilized.(2)*

Question 22: Where do you see Lowell's future opportunities?



The desire to add to Lowell’s commercial and recreational needs is apparent throughout the survey. Tourism associated with the lake and retail and restaurant development are among the leading responses to this question.

Question 23: Please indicate your level of agreement or disagreement with the statements below.

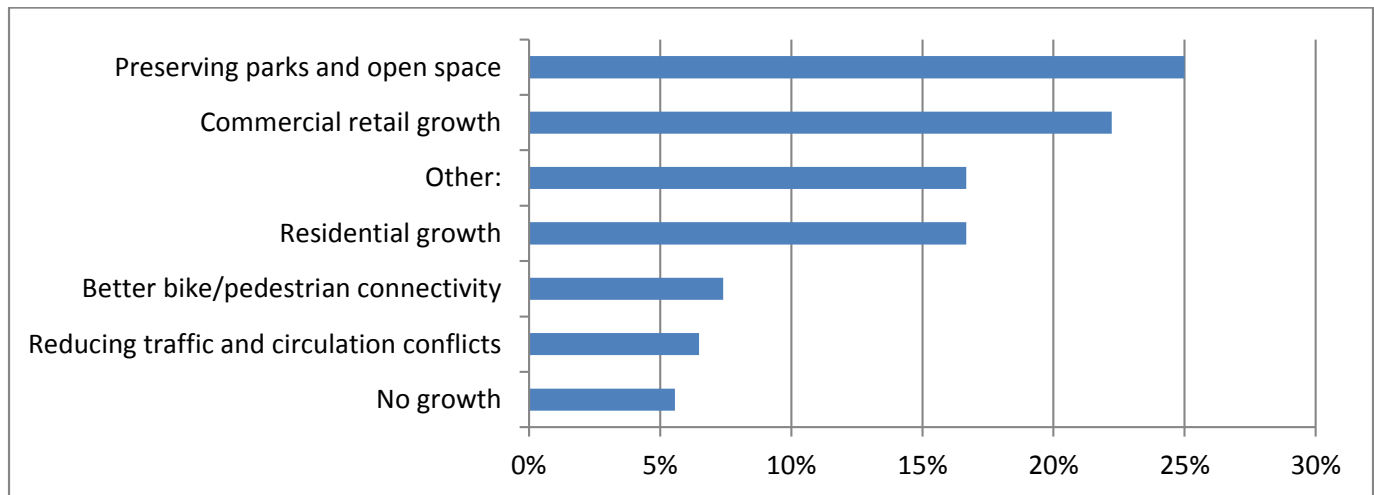


Most survey respondents indicated they agree or strongly agree that supporting small businesses and entrepreneurs, attracting commercial and retail development, and identifying

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and preserving historic buildings are all important to the long-term success and vitality of downtown Lowell.

**Question 24: What is your highest priority for the future growth of downtown Lowell?
(Choose only one)**

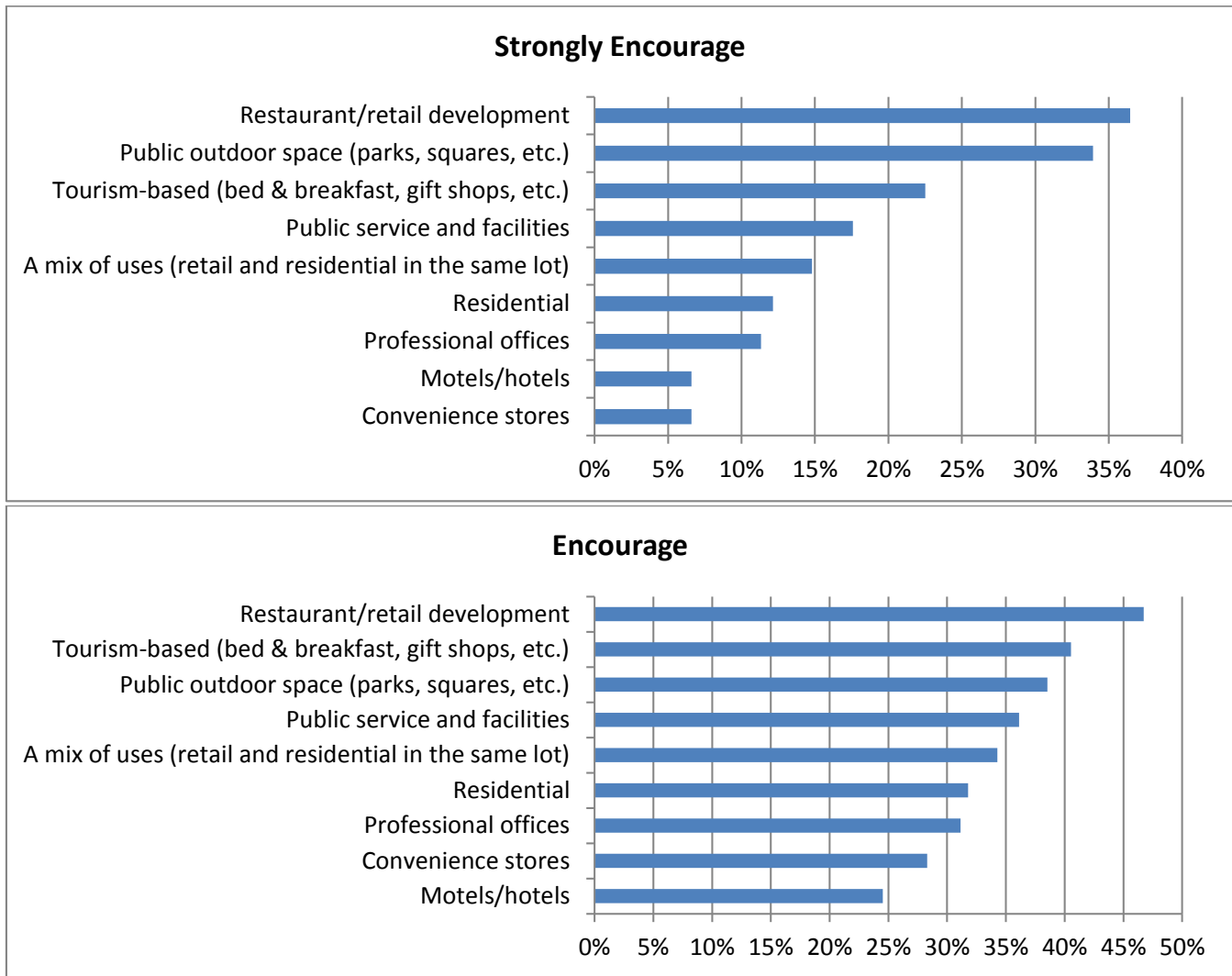


The top three categories receiving the most responses to this question are: “Preserving parks and open space,” “commercial/retail growth” and “residential growth.”

“Other” categories identified include the following:

- *Affordable housing and rental property*
- *Clean up town*
- *Cleaning up the buses that sit on our main street.*
- *Law enforcement and improving the appearance of the city/*
- *Safety and security*
- *Family friendly community*
- *Defining where downtown Lowell is*
- *Improving parks*
- *Increasing tourism*
- *It’s a fine line but we need to preserve our small town and its assets. It’s hard to enjoy the lakes when they are overrun with people not from here who don’t take care of them*
- *More bus routes, it would be nice to have a bus go to Springfield*
- *More gathering places like restaurant and brew pub, music venue*
- *More to do for people who live in Lowell*
- *Preserving parks and open space and reducing traffic and circulation conflicts equally*
- *Residential Growth and Commercial retail growth*
- *Restaurant development*
- *Restaurants and tourism*

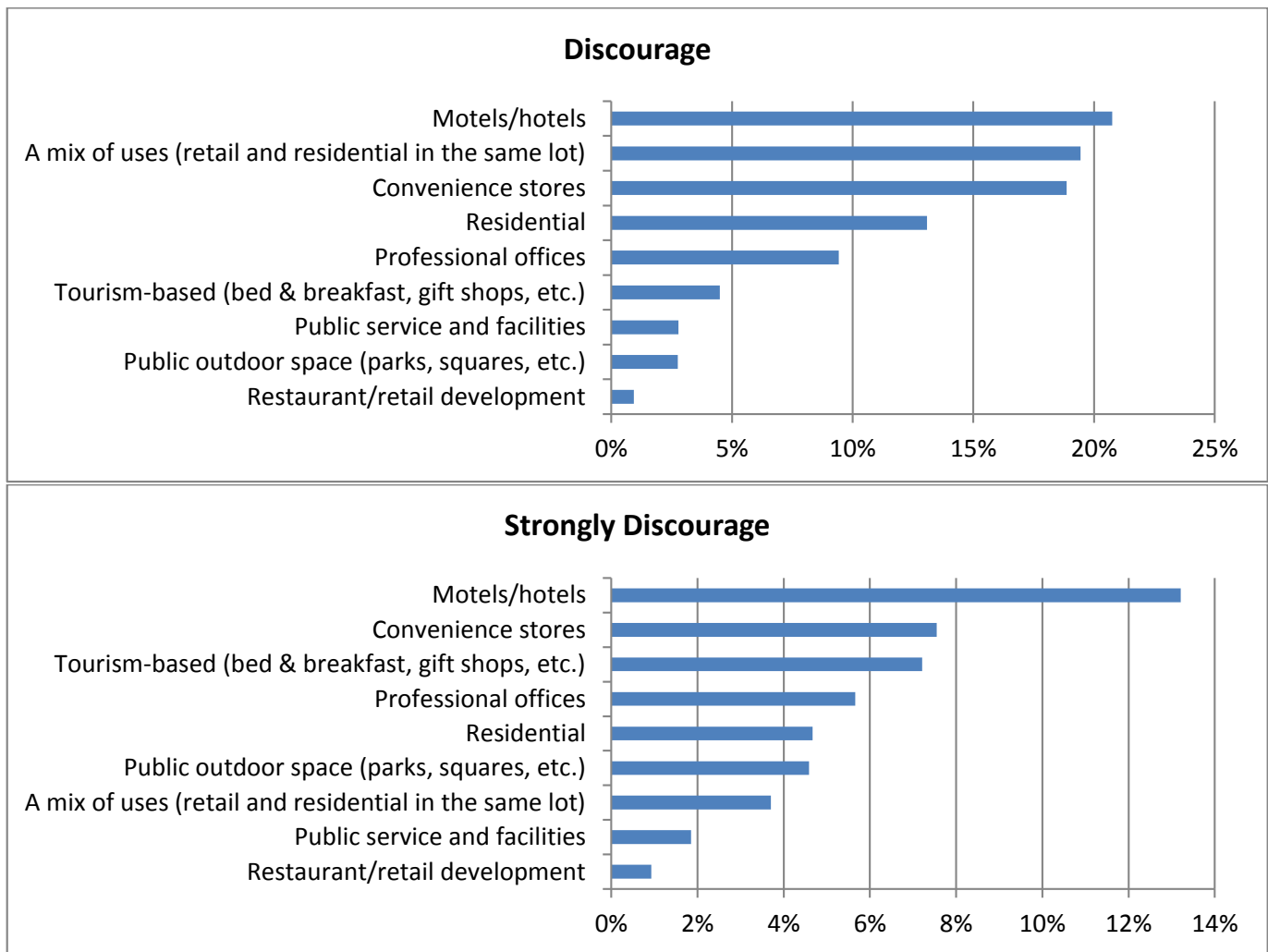
Question 25: To what extent would you encourage or discourage the following land uses in downtown Lowell?



The land uses that are most consistently identified in the survey as being “Strongly Encouraged” or “Encouraged” in the downtown area are “Restaurant/retail development.” “Public outdoor space (parks, squares, etc.),” “Tourism-based (bed breakfast, gift shops, etc.),” and “Public service and facilities.” Leading in both cases is the “Restaurant/Retail development” category.

The land uses that are most consistently identified in the survey as being “Strongly Discouraged” or “Discouraged” in the downtown area are “Motels/hotels” and “Convenience stores,” “Tourism-based (bed & breakfast, gift shops, etc.) and “A mix of uses (retail and residential in the same lot).” It’s important to note that the respondents were far less consistent with land uses they discouraged. For example, while “A mix of uses...” was strongly encouraged by nearly 15% or residents and encouraged by 34% of residents, it was strongly discouraged by 3% and discouraged by 19% (see the following page). It’s important to look at both summaries to draw conclusions. Most significant are those that seem to resound on both summaries (e.g. Motels/hotels is both generally encouraged a generally discouraged).

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Question 26: Do you have any additional comments or suggestions about how to improve Lowell's Parks or Downtown?

The comments that respondents shared that were related to the downtown (which includes some park focused comments) are thematically summarized below. The comments are included in their entirety in Attachment D.

- *I encourage positive downtown development as long as it doesn't impinge on the existing residential area nearby - possible problems would be traffic, noise, trash, and crime. It's easy to say will attract and build these restaurants, motels, and more people, cars, but they need to be in coordination with the people who live across the street, or in earshot of such activity.*
- *I really hate the boat races. They are loud, noise all day 2) closes use of the lake for the 3 nicest weekends of the summer 3) There is nobody who lives here I know that likes it.*
- *Too much is spent on parks. Reduce costs and reduce water bill it is outrageous.*
- *Need sidewalk along Moss Street to the parks*
- *I have a dog and three young children and we use the school yard at the elementary*

school and the high school multiple times a week, year around. They are not official "city parks" but are what can use.

- *Don't infringe on private property rights and the right to peaceful enjoyment of one's own property!!! most important*
- *Parks and cemetery are the first thing people see... keep them green!!*
- *Keep the parks green in the summer, clean up towns of old cars and RV in people's front yards.*
- *Stop trying to make our quiet quaint town bigger. The bigger it gets the more crime we see. We need more safety features like street lights and police presence than we do more tourist. Most of us dread summer when the "townies" come to town and wreak havoc on our community.*
- *Rolling Rock park needs to be better maintained and security added*
- *Lowell has a lot of good things going for it. Don't try to make it something it is not.*
- *The parks and downtown need to be more cohesive - sidewalks connecting most parks to the main city features - post office, library, parks, and markets to the schools and grange. Mostly, sidewalk on both sides of Moss Street!*
- *Lowell already has a solid base: we just need more people coming in to capitalize on it.*
- *More biking/hiking trails would be great, and better kayak / sailing / paddle board facilities.*
- *Commercial design cohesiveness - maybe covered bridge theme - lakeside theme - resort/Lodge etc. Not a mishmash of weirdly painted bldgs.*
- *As government offices create no income for the district (property taxes) I discourage any more publicly owned buildings*
- *Would love to see something fun/safe for our teens to enjoy. Not sure what that would be though. Bowling alley? :)*
- *A hotel and restaurant should be a priority.*
- *Define where downtown is. Main St. is deceiving. People think Main St. is downtown*
- *The city hall and fire dept. should be Downtown and not some side street in Lowell.*
- *Get rid of Rolling Rock Park, then rebuild in its place. Keep the music hall for evening and day events.*
- *Rolling Rock Park is sitting on some valuable land that could be better used for commercial purposes as it is highly visible to the road that runs by it. If we made the park smaller (half the size), and allow commercial buildings (offices, retail, restaurant) on the other half, that would be a start.*
- *Downtown - Small, traditional downtown feel with restaurants, retail, and services to meet needs of residents and visitors on North Shore Drive. Additional multifamily housing; first floor commercial, second floor condos or apartments. Preserve and improve the western half of Rolling Rock Park for special events. Wider sidewalks and street lighting. Design standards to encourage historic architecture, such as Lowell Junior/Senior High School and the Green Tortoise. Scale of any new development should fit Lowell.*

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- downtown... Encourage several blocks of business density*
- *The "Green Tortoise" building is sitting on valuable commercial land as well. If that lot could be divided and the remaining area be used for commercial use, that would be better.*
 - *We need to consider mixed used developments such as apartments above and commercial uses on the ground floor. Right now there is no downtown; the few shops and businesses we have are scattered about.*
 - *We love it here and encourage any growth!*
 - *We need to focus on building a vibrant downtown and a connection to the Marina. The covered bridge is overrated. Many more people use the Marina and we should focus on that connection. It would be great to get a restaurant back in there.*
 - *We need to promote businesses to coming in so others from surrounding areas are coming here to shop and supporting our community. We need to upgrade the parks so they aren't outdated and run down. The Lowell state park needs bathrooms closer to the lake and shade structures closer to the water. The whole city needs an upgrade. If an increase in utility costs the money should go to updates not to staff.*
 - *Increase tourism by developing the Lowell Marina waterfront (paddle boat rentals, cafe)*
 - *Adding or creating a splash pad area for kids*
 - *I think you are doing a great job by WANTING to improve our town in ways WE as citizens want it improved. It would be very easy for you all to use your power to do nothing, or only do what you as a governing group think should be done. I also appreciate this survey and your willingness for change!*
 - *Parks - Improved maintenance of existing parks with additional trees and larger shelters. For new parks, additional trails and more access to the lake with non-motorized recreational dock, kayak and paddle board rentals.*
 - *Traffic signals, speed limit enforcement.*

III. Focus Group Feedback

On September 19th and 20th, 2018, the City, with support from the Lane Council of Governments, hosted three stakeholder focus groups. Among the numerous stakeholder categories identified, the following were selected to pursue more focused conversations with.

- Recreation providers and users
- School/education
- Business Owners/Key Landowners

Recreational providers and users.

On the evening of September 19th, LCOG and the City of Lowell met with a representative from Lane County Parks, and Army Corps of Engineers (USACE), respectively. Absent from the stakeholder focus group was the rowing community that utilizes Dexter Lake for recreational uses. It's important all voices concerning recreational users and providers are heard, equally. If responses from the rowing community are returned, they will be added to a final version of this memorandum.

Following are key points from the recreation providers and users focus group:

- Working with Lowell fits within Lane County's recent Parks and Master Plan in terms of its goals (economic vitality, collaboration, connectivity, and vibrancy).
- Lowell and Lane County are interested in finding recreational activities that can connect County Parks to Downtown thus in turn creating a climate for economic development (restaurants, places for visitors to go) touching on the goals of increased tourism and vibrancy.
- Lane County foresees Lowell as possibly becoming a "hub" for trail connectivity between Eugene and the Cascades. The Eugene to Crest Trail goes through Lowell.
- Trail connectivity for not only roads and trails, but Lane County also sees water trails from Dexter Lake onto the Willamette down to Mt. Pisgah. Such a venture should be regionally advertised with Travel Lane County.
- Opportunities for RV camping and or cabins to be built along Dexter Lake as a tourism destination.
- Both Lane County and USACE are ready and willing to help out wherever possible (not financially though...)
- The City of Lowell has expressed interest in taking over jurisdiction of Orchard Park from the USACE. Orchard Park is located on the east end of town on West Boundary Road. Amenities include picnic tables, restrooms, a historic apple orchard and wetland viewing areas. Both the Corps and Lowell are interested in finding a way to connect Orchard Park to downtown.

Lowell Schools

On the evening of September 20th, LCOG and the City of Lowell met with representatives from Lowell School District, including the Superintendent, Director of the Bridge Charter Academy, and Chairperson of the Lowell Education Foundation. The Lowell School District is experiencing

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unprecedented growth and support. All three schools are in very close proximity to the core downtown area and overlapping interests are crucial to consider.

Following are key points from the Lowell Schools focus group:

- Goal of school district is to increase enrollment. Increase businesses that want to locate in Lowell, as a mechanism to attract families (students) and teachers/staff.
- The School district identifies itself as forward thinking and entrepreneurial.
- Would like to continue to attract students from inside Lowell and outside of Lowell.
- Continue to thrive off partnership schools have with the City of Lowell. The School district and the City should be leveraging shared interests.
- Lowell should be seen as a destination town.
- School District has no deliberate plans for its Main Street frontage. Both the High School and Elementary school have plans that include improvements that are closer to Main Street (and may include some additional access for the elementary school). These plans may make Main Street a less ideal location for “downtown” investments.
- A pressure point is housing for educators in Lowell. As soon as a property is available it is quickly snatched up by someone within the school community. For the district to hire new educators, one of the first things they have to think about is housing for them. There is a lack of housing for educators in Lowell.
- Parking at and around the school can get congested at times. The overflow parking lot is usually at 80 percent capacity.
- The Bridge Charter Director notes that they have not heard about inadequate food options for educators to choose from (in contrast to most comments regarding availability of food choices)
- Though the Charter school has a “Parent Center” focus group participants noted that many parents spend as much as three hours at the site, often with little to do and nowhere to go. More destination and food options could satisfy a real need for this group.
- District is looking at relocating bus barn off of Main Street to the industrial zoned area of Lowell

“Downtown” Key Business and Landowners

On the evening of September 20th, LCOG and the City of Lowell met with two Business and Landowners. Numerous others were invited, but unable to attend. The two business owners represent three businesses in town (including businesses on Main Street and Northshore Drive) and approximately 3 acres of key downtown property. It is crucial to understand business owner perspectives in any visioning efforts, and involve those business owners in the planning process.

Following are key points from the Key Business and Landowners focus group:

- Business owners shared their perspectives on downtown. Business owners at the focus group represent significant portions of the area on and around both Main Street and Northshore Drive.
- Business owners shared optimism about Lowell's future prospects, citing the schools recent successes with enrollment and bond measures and the areas availability and cost of land. One business owner asserted their perspective that the population forecast that was used in Technical Memorandum 1 does not accurately reflect the growth that Lowell should be expecting and planning for.
- Business Owners expressed appreciation for a process that aims to identify "downtown."
- Business Owners felt strongly that efforts to "clean-up" the main part of town will go far to improve interest from future businesses and future patrons.
- Business Owners expressed the importance of residents understanding the rights of property owners (e.g. that even in the face of the most highly supported ideas; they ultimately are responsible for what realizes on their property).
- Business Owners felt that improvements in the availability of housing will help vitalize Lowell. They note that Lowell does not have resources to help with more diverse and needed forms of housing (like tax incentives).
- Business Owners expressed a desire for the community to buy-in to the ideas and vision they articulate. One business owner pointed to the tax incentives that other communities use to encourage community objectives and offset individual property owner burden as an example. They pointed out that a developer has to pay around \$10,000 per new unit for System Development Charges. This could achieve a community goal, but can be cost prohibitive for the landowner. If the community is passionate about seeing something happen, they need to be willing to support in real terms (something like the reduction or waiving of SDUs, for example).
- One business owner presented conceptual plans for his large property in downtown and articulated his vision for his property, citing numerous benefits to the community, including diverse housing and basic services that the City desperately needs.
- Business Owners highlighted the fact that the City has a history of failing to optimize prime frontage. Key corridors in town (like Main and Northshore) are lined with back yards and fences, and underutilized space.
- Business Owners pointed out that the School District's plans include utilization of the north side of their property along Main Street. These SD improvements, which include relocation of the bus barn, stand to improve the area, but also mean Main Street as an economic opportunity is really limited to the north side.
- The Business Owners (representing both Main Street and North Shore Drive) conveyed a clear preference for activity to be focused on Northshore Drive. They indicated that, as the route that accommodates Lowell's through traffic, it should be the focal point for investment and increased opportunities.

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- Business Owners articulated two philosophies – “If you build it, they will come,” “if you clean it up, they will come.”
- A Business Owner noted that the City’s evaluation of its City Hall will likely result in the desire to relocate it. They noted that the obvious place for Lowell’s City Hall is in the area around Northshore and Main Street. It presents numerous clear benefits and opportunities. Moving City Hall would open up additional opportunities for park uses at the current City Hall site.
- Business Owners feel strongly that Rolling Rock Park could provide its current functions and still accommodate City Hall and/or other civic uses.
- Business Owners conveyed a sense of being perceived as “rich” and that perhaps perceptions of them and expectations of them from community members are not always accurate. They conveyed the pride they have in the work they do every day to maintain their businesses. They described the risks that they take in their pursuits. They expressed their genuine interest in Lowell’s long term well-being.
- Business Owners encouraged the installation of street lights, particularly at the corner of North Shore Drive and Moss Street.

Lowell Downtown Master Planning Project

Frequently Asked Questions

Q- What is the Lowell Downtown Master Planning project?

A- The City of Lowell City Council has identified Master Planning for the City's Downtown Area as a priority in its 2018 Strategic Plan. The Strategic Plan provides clarity and inspiration to the City Administrator and staff in addressing the priorities of the Council and community.

The Plan aims to improve quality of life in Lowell by addressing parks and recreation opportunities, economic development and community beautification efforts in Lowell's Downtown area. The result will be a Master Plan Document capturing the City's ideas and hopes and setting out a strategy for realizing the Plan, including potential funding sources and tools. The Strategic Plan calls for a Downtown Master Plan Steering Committee, which has been formed and includes all members of the Economic Development Committee and several other local representatives.

Q- Why is the City pursuing this project?

A- Decision makers in Lowell recognize opportunities for improvements in quality of life through a downtown that is better defined, utilizes space better, and realizes its intended (zoned) uses more effectively. These opportunities include momentum from the local school district and other local initiatives. A funding partner has seen that potential as well. The City Council is has secured funds to design a project which includes numerous opportunities for local feedback, an analysis of existing conditions, plans, goals and policies, and access to tools for envisioning and evaluating alternatives.

Q- Who is paying for it?

A- The City of Lowell was very fortunate to receive grant funding through the Oregon Department of Land Conservation and Development (DLCD) to pursue the Downtown Master Plan. The City is leveraging \$10,000 in local funds to receive an additional \$30,000 from DLCD. Competition for these funds was significant and Lowell was the only community in the region with a successful request.

Q- What is "Downtown" Lowell?

A- This is a question that is still open for some consideration. With input from the City, the LCOG team have conceptualized a preliminary study area for Lowell's Downtown Master Planning process (see map on the right). Defining an area is important for managing the scope of the project and establishing priorities. The study area is designed to include key transportation corridors, key facilities and also some influencing areas. Currently included in the draft study area are: City Hall, approximately 100 tax lots, four schools, two public parks, and six operating commercial businesses. Inclusion of a property in the preliminary and final downtown study area does not necessarily mean it will be addressed uniquely or experience direct impacts from the Plan.



Figure 1: Preliminary Downtown Study Area

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Q- Who is leading the project?

A- The project is being led by the City of Lowell’s City Manager. The Downtown Master Plan Steering Committee, made up of eight Lowell residents, is guiding the process. The Lane Council of Governments (LCOG) and The Urban Collaborative have been contracted to work with local decision makers and stakeholders to facilitate research and outreach and to prepare the Master Plan.

Q- How can I get involved and stay informed?

A- Any community wide planning project should reflect the broad range of voices and values within the community. The City Council has designed the project to include numerous opportunities for residents and other stakeholders to weigh in. Opportunities include a survey, public open houses, a design charrette and public hearings. All of these are designed with public input in mind. A project webpage has been developed for tracking progress: <https://www.ci.lowell.or.us/downtown-master-plan>. A tentative schedule of these opportunities is also included below.



If you have not completed a survey, and would like to, go here: <https://bit.ly/2tBputh>. You can also scan the QR code above to go directly to the survey, or ask how to obtain a hard copy. The survey will close on August 1st.

Q- What about all of the work that has been done in the past around Downtown planning?

A- There have been a number of historic efforts to improve downtown. Project staff have worked closely with the City to capture and characterize these efforts to build on the progress they represent. The Plan will acknowledge these efforts and the project will build on that progress.

Q- What is the Project Schedule?

A- The project schedule outlines tasks and subtasks the LCOG Team is contracted to complete for the City and their associated timeframes. Tasks and subtasks with public participation elements are highlighted in green. This is an estimated schedule and is subject to change. Any Interested should check the project website for updates: <https://www.ci.lowell.or.us/downtown-master-plan> -- Updates will also be provided through appropriate local facebook groups.

Tasks	2018							2019					
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Task 1: Project Background/ Plan Reviews													
Task 2: Physical Analysis of Downtown/Study Area													
Steering Committee #2 - July 16, 2018													
Task 3: Stakeholder Interviews and Community Engagement													
Blackberry Jam Festival -- July 28, 2018													
Survey/Survey Anlysis													
Stakeholder Group Interviews													
Steering Committee Meeting #3 Sept. 10 - Sept. 17													
Public Meeting #1 - Sept. 17 - Sept. 24, 2018													
Task 4: Downtown Concept Plan Development													
Design Charette - Sept. 29, 2018													
Development of Downtown Concept Plan													
Draft Downtown Concept Plan													
Steering Committee Meeting #4 - Nov. 5, 2018													
Public Meeting #2 - Nov. 14, 2018													
Task 5: Policy and Code Amendments Development													
Task 6: Prioritize Capital Improv. Plan and Implement.Strat.													
Task 7: Review of Draft Lowell Downtown Master Plan													
Task 8: Public Hearings and Adoption (Dates TBD)													

Lowell Downtown Master Plan

Stay Informed, Get Involved!



Lowell's City Council has established a priority to improve quality of life in the City by addressing parks and recreation, economic development, and community beautification opportunities in Lowell's Downtown area. This includes looking at:

- *Park and open spaces*
- *Commercial and retail activity*
- *Bike and pedestrian safety*
- *Gateways and identity*
- *Streetscapes*
- *Affordable housing*



Ongoing project updates can be obtained from:
www.ci.lowell.or.us/downtown-master-plan



An online survey addressing key questions can be accessed here: <https://bit.ly/2tBputh>

Lowell Downtown Master Plan

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Preliminary Project Schedule

The project schedule outlines tasks and subtasks and their associated timeframes. Tasks with public participation elements are highlighted in green. Watch the project webpage for updates.

Tasks	2018							2019					
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Task 1: Project Background/ Plan Reviews	█	█											
Task 2: Physical Analysis of Downtown/Study Area		█											
Steering Committee #2 - July 16, 2018		█											
Task 3: Stakeholder Interviews and Community Engagement		█	█	█									
Blackberry Jam Festival -- July 28, 2018		█											
Survey/Survey Anlysis		█	█										
Stakeholder Group Interviews			█	█									
Steering Committee Meeting #3 Sept. 10 - Sept. 17				█	█								
Public Meeting #1 - Sept. 17 - Sept. 24, 2018				█	█								
Task 4: Downtown Concept Plan Development				█	█	█							
Design Charette - Sept. 29, 2018				█	█								
Development of Downtown Concept Plan				█	█	█							
Draft Downtown Concept Plan						█							
Steering Committee Meeting #4 - Nov. 5, 2018						█							
Public Meeting #2 - Nov. 14, 2018						█							
Task 5: Policy and Code Amendments Development							█	█	█				
Task 6: Prioritize Capital Improv. Plan and Implement.Strat.					█	█	█	█	█	█			
Task 7: Review of Draft Lowell Downtown Master Plan									█	█	█		
Task 8: Public Hearings and Adoption (Dates TBD)											█	█	█

**This is an estimated schedule and is subject to change.*

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Tasks	2018							2019					
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Task 1: Project Background/ Plan Reviews	█	█											
Task 2: Physical Analysis of Downtown/Study Area		█											
Steering Committee #2 - July 16, 2018		█											
Task 3: Stakeholder Interviews and Community Engagement		█	█	█									
Blackberry Jam Festival -- July 28, 2018		█											
Survey/Survey Anlysis		█	█										
Stakeholder Group Interviews			█	█									
Steering Committee Meeting #3 Sept. 10 - Sept. 17				█	█								
Public Meeting #1 - Sept. 17 - Sept. 24, 2018				█	█								
Task 4: Downtown Concept Plan Development				█	█	█							
Design Charette - Sept. 29, 2018				█	█								
Development of Downtown Concept Plan				█	█	█							
Draft Downtown Concept Plan						█							
Steering Committee Meeting #4 - Nov. 5, 2018						█							
Public Meeting #2 - Nov. 14, 2018						█							
Task 5: Policy and Code Amendments Development							█	█	█				
Task 6: Prioritize Capital Improv. Plan and Implement.Strat.					█	█	█	█	█	█			
Task 7: Review of Draft Lowell Downtown Master Plan									█	█	█		
Task 8: Public Hearings and Adoption (Dates TBD)											█	█	█

**This is an estimated schedule and is subject to change.*



Greetings!

The City of Lowell is updating our Parks and Open Space Master Plan and our Downtown Master Plan. Parks and recreation facilities are key services that can enhance our community's overall quality of life and sense of place. Downtown areas play a central role in our community's social and economic vitality. This survey seeks your input on what existing features in Lowell's parks and open spaces are working well and what could be improved. We also want your input on identifying challenges, strengths, and opportunities in Lowell's downtown area.

Your input is critical to helping us build a more effective parks system and downtown! *Your answers are completely confidential and will not be connected to any personal information you provide.*

On behalf of the City of Lowell, I would like to thank you for your participation.

Jared Cobb, City Administrator

INSTRUCTIONS

This survey has four sections and should take you about 15 minutes to complete. There are two easy ways for you to take the survey. Please choose the method that is most convenient for you, *but only complete the survey once.*

There are two ways to provide feedback; choose the survey method that is most convenient to you.

1) Paper Mailer Survey Instructions:

- This survey should be filled out by an adult in the household (18 years or older).
- Carefully read each question and mark your responses.
- We will not publish or share any personally identifying information that you share with us.
- **Please complete the survey by July 27, 2018 and return by mail using the provided envelope or bring to City Hall (107 E 3rd Street).**

– OR –

2) Online Survey Instructions:

- Visit <https://bit.ly/2tBputh> or use the QR Code to the right:
- **Please complete the online survey by July 27, 2018.**



To thank you for your participation, you have the opportunity to enter into a special drawing for **1 of 4 \$25 gift certificates from local businesses!** To enter, fill out the enclosed raffle ticket and return in the envelope with your completed survey (an anonymous entry form will be available if you complete the survey online).

This survey was developed by the University of Oregon's Institute for Policy Research and Engagement (IPRE) in cooperation with the City of Lowell and the Lane Council of Governments. IPRE will be analyzing the results. Findings from the survey will be used to inform discussions and recommendations for the Parks and Open Space Master Plan and Downtown Master Plan. Look for announcements for several public workshops that the University of Oregon and Lane Council of Governments will conduct in the coming months. Please direct any questions about the survey to Michael Howard, IPRE Project Manager: mrhoward@uoregon.edu | 541-346-8413.



UNIVERSITY OF
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School of Planning, Public
Policy and Management

IPRE



CITY OF
Lowell

APPENDIX D

Part 1: Current parks and open space use.

The City of Lowell currently operates and maintains two parks: Rolling Rock Park and Paul Fisher Park. Additional parks in the area that are not owned or operated by the City include Orchard Park, the Covered Bridge Interpretive Center, and Lowell State Park. Please answer the following questions to the best of your ability about your use of these parks.

Q1. In your opinion, how important or unimportant are parks to Lowell's quality of life?

Very Important	Important	Neither Important nor Unimportant	Unimportant	Very Unimportant	No Opinion
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q2. How satisfied or dissatisfied are you with the overall quality of the following parks?

	Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied	No Opinion
Rolling Rock Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paul Fisher Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lowell State Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Covered Bridge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Orchard Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q3. How satisfied or dissatisfied are you with the level of maintenance in Lowell's parks system?

Very Satisfied	Satisfied	Neither Satisfied nor Unsatisfied	Dissatisfied	Very Dissatisfied	No Opinion
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q4. Have you visited a park in Lowell in the last 12 months?

- Yes → skip to Q6
- No

Q5. If you answered NO to Q4, what are the main reasons you DIDN'T use a park? Check all that apply and then skip ahead to Q9 on page 3.

- | | |
|--|---|
| <input type="checkbox"/> Inadequate facilities | <input type="checkbox"/> Don't know where parks are located |
| <input type="checkbox"/> Condition of facilities | <input type="checkbox"/> Too far away |
| <input type="checkbox"/> Feel unsafe | <input type="checkbox"/> Too crowded |
| <input type="checkbox"/> Not accessible | <input type="checkbox"/> Limited parking |
| <input type="checkbox"/> Don't have time | <input type="checkbox"/> Would rather do something else |
| | <input type="checkbox"/> Other: _____ |

Q6. In the past year, approximately how often did you visit the following park sites?

	At least once	A few times	Monthly	Weekly	Daily	Didn't use
Rolling Rock Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paul Fisher Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lowell State Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Covered Bridge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Orchard Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q7. What activities do you or your household use the parks for? (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Play with children | <input type="checkbox"/> Parties/group gatherings |
| <input type="checkbox"/> Sports (basketball, soccer, etc.) | <input type="checkbox"/> Entertainment (special events) |
| <input type="checkbox"/> Exercise (running, walking, etc.) | <input type="checkbox"/> Relaxation |
| <input type="checkbox"/> Picnic/BBQ | <input type="checkbox"/> Farmers market |
| <input type="checkbox"/> Dog-walking | <input type="checkbox"/> Other: _____ |

Q8. How do you most frequently get to the parks? (Choose one)

- Walk
 Bike
 Drive
 Other: _____

Q9. Check any and all populations you feel are underserved by Lowell's parks.

- | | | |
|--|--|---|
| <input type="checkbox"/> Children (0-5) | <input type="checkbox"/> Adults (20-64) | <input type="checkbox"/> People with disabilities |
| <input type="checkbox"/> Children (6-12) | <input type="checkbox"/> Seniors (65+) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Teenagers (13-19) | <input type="checkbox"/> Multi-generational groups | _____ |

Q10. Are there any parks that you feel are underutilized or need improvement? If so, which park(s)? (Check all that apply) If None → Skip to Q12

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Rolling Rock | Paul Fisher | Lowell State Park | Orchard Park | Covered Bridge |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Q11. If you answered yes to Q10, please provide information on what, if anything, is needed to improve the parks selected in Q10.

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Part 2: Parks and open space improvements.

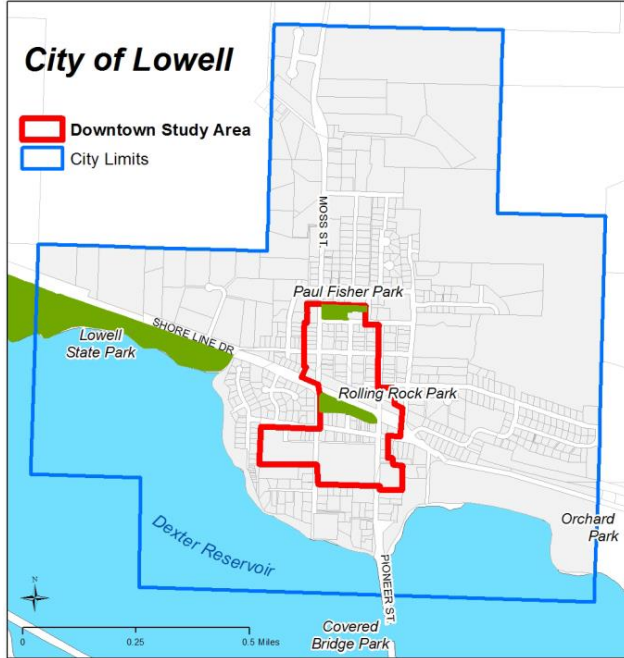
Q12. How important are the following park facilities to you or your household? Mark your preference for future investment in the improvement or addition of the following park facilities.

	High I feel improvement or addition of this type of facility should be a high priority.	Medium Some investment in this type of facility would be nice	Low I feel improvement or addition of this type of facility should be a low priority.	Don't Know
Playground equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Covered play areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nature-play playgrounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rock climbing features	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bicycle terrain tracks (BMX)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water, spray, or splash play features	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exercise equipment/stations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paved trails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unpaved trails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Green space or natural areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community vegetable garden	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Educational or interpretive signage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Amphitheater/performance venue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public art	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Picnic tables	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sheltered or covered areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooking facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dog park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Restrooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor Sports Areas				
Basketball	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tennis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pickle ball	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volleyball (sand)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Baseball/softball	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Football	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disc golf	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Soccer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Horseshoe pits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please write-in outdoor parks and recreation facilities important to you or your household that were not listed above):				
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q13. Do you think the City of Lowell needs additional parks or open space?

- Yes No → skip to Q16

Q14. Using the map below, please mark the location(s) where you would like to see new parks located. Consider areas that may be underserved by parks currently. Choose up to three locations.



Q15. Please tell us what kind of NEW parks or recreation facilities you would like.

Q16. Would you support a new fee on your utility bill to pay for park improvements, improved maintenance, and/or new parks? (Please explain your answer in the space provided below)

- Yes No It depends/I don't know

Q17. If you answered YES or IT DEPENDS to Q16, what monthly fee would you be willing to pay for a higher level of service? (The table below lists potential uses of the fee for reference.)

- Less than \$1 \$1 - \$3 \$4 - \$6 \$7 - \$9 \$10 or more
-

Assuming 450 rate payers, these fees could potentially allow		
Fee	Total Revenue	Potential Use
\$1	\$5,400	1-2 Seasonal staff
\$3	\$16,200	1 part-time maintenance staff
\$6	\$32,400	1 part-time maintenance staff plus <u>minor</u> improvements
\$10	\$54,000	1 part-time maintenance staff plus <u>major</u> improvements

APPENDIX D

Q18. If you were given \$100 to spend on parks how would you divide it among the following categories? You may put it all in one category or in any combination of categories, but the total must add to \$100.

Spending Category	
Improving existing facilities and equipment.	\$
Building new parks and new park facilities.	\$
Improving parking (cars and bikes).	\$
Park maintenance.	\$
Improving security.	\$
Improving recreational programming for children, adults, and seniors	\$
Other (<i>please specify</i>):	\$
Total \$100	

Part 3: Downtown Development and Master Plan.

The Lowell City Council and Downtown Master Plan Steering Committee are interested in perspectives on the strengths, challenges and opportunities associated with Lowell’s downtown. Information gathered from this survey will inform downtown planning efforts over the next year.

Q19. How satisfied or dissatisfied are you with Downtown Lowell now as a destination and central gathering area for the City of Lowell?

Very Satisfied	Satisfied	Neither Satisfied nor Unsatisfied	Dissatisfied	Very Dissatisfied	No Opinion
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q20. What are Lowell’s current strengths and/or assets? (Select all that apply)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Clearly defined downtown | <input type="checkbox"/> Tourism | <input type="checkbox"/> Bicycle friendly | <input type="checkbox"/> Walkability |
| <input type="checkbox"/> Proximity to Eugene/Springfield | <input type="checkbox"/> Parking in downtown | <input type="checkbox"/> Commercial/ retail services | <input type="checkbox"/> Housing affordability |
| <input type="checkbox"/> Natural Setting | <input type="checkbox"/> Public spaces | <input type="checkbox"/> Civic interest/ engagement | <input type="checkbox"/> Other: _____ |

Please use this space to provide additional comments for Q20:

Q21. What are Lowell’s current challenges? (Select all that apply)

- Clearly defined downtown
- Tourism
- Bicycle friendly
- Walkability
- Proximity to Eugene/Springfield
- Parking in downtown
- Commercial/ retail services
- Housing affordability
- Natural Setting
- Public spaces
- Civic interest/ engagement
- Other: _____

Please use this space to provide additional comments for Q21:

Q22. Where do you see Lowell’s future opportunities? (Select all that apply)

- Tourism associated with the lake
- Retail and restaurant development
- Tourism associated with hiking/biking
- Commercial business development
- Residential development and improvement
- Other: _____

Q23. Please indicate your level of agreement or disagreement with the statements below.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	No Opinion
Identifying and preserving historic buildings and areas is important.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attracting commercial and retail development is important.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supporting small businesses and entrepreneurs is important.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q24. What is your highest priority for the future growth of downtown Lowell? (Choose only one)

- Residential growth
- Commercial retail growth
- Better bike/pedestrian connectivity
- No growth
- Preserving parks and open space
- Reducing traffic and circulation conflicts
- Other: _____

APPENDIX D

Q25. To what extent would you encourage or discourage the following land uses in downtown Lowell?

Land Uses	Strongly Encourage	Encourage	Neither Encourage nor Discourage	Discourage	Strongly Discourage	No Opinion
Residential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A mix of uses (retail and residential in the same lot)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Restaurant/retail development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public outdoor space (parks, squares, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motels/hotels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Convenience stores	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tourism-based (bed & breakfasts, gift shops, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional offices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public services and facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q26. Do you have any additional comments about how to improve Lowell's Parks or Downtown?

Part 4: Household Information

Finally, we would appreciate any information you are willing to share with us about you and your household. This information will help us understand the characteristics of people who took the survey and will remain confidential.

Q27. How many people live in your household (including yourself)? _____

Q28. Are there children in your household?

- Yes No

Q29. What is your gender?

- Male Female Other

Q30. Do you identify as Hispanic or Latino?

- Yes No

Q31. What is your age? _____

Q32. What was the combined income for your entire household last year?

- Less than \$25,000 \$75,000 - \$99,999
 \$25,000 - \$49,999 \$100,000 or more
 \$50,000 - \$74,999

Q33. What is your zip code? _____

Thank you!

Survey Results for Downtown related Questions (19-26)

Q19. How satisfied or dissatisfied are you with Downtown Lowell now as a destination and central gathering area for the City of Lowell?

#	Field	Minimum	Maximum	Mean	Std Deviat	Variance	Count
1	Q19. How satisfied or dissatisfied are you with Do	1	6	3.65	1.21	1.46	104

#	Answer	%	Count
1	Very Satisfied	4.81%	5
2	Satisfied	8.65%	9
3	Neither Satisfied nor unsatisfied	34.62%	36
4	Dissatisfied	26.92%	28
5	Very Dissatisfied	18.27%	19
6	No Opinion	6.73%	7
	Total	100%	104

Q20. What are Lowell's current strengths and/or assets? (Select all that apply)

#	Answer	%	Count
1	Clearly defined downtown	2.01%	7
2	Proximity to Eugene/Springfield	22.99%	80
3	Natural setting	23.85%	83
7	Tourism	4.02%	14
8	Parking in downtown	2.30%	8
9	Public space	5.75%	20
4	Bicycle friendly	5.75%	20
5	Commercial/retail services	0.29%	1
6	Civic interest/engagement	5.17%	18
10	Walkability	18.68%	65
11	Housing affordability	6.90%	24
12	Other:	2.30%	8
	Total	100%	348

Other:

Other: - Text

pride and connection with each other

Regatta -(rowing and rag boat races)

Lake access

recreation nature

The lake is our biggest asset!

Schools

Small community

Q20 - Please use this space to provide additional comments for Q20:

Please use this space to provide additional comments for Q20:

It's quiet!!** Except on dragboat weekends - but they are OK - they generate \$.

This an area that gets lots of tourism in good weather, great natural setting, and an engaged public (though it is mostly the same people)

there really is no downtown

The school district has made amazing progress the past five years. Families with younger children and looking for good schools for children, paired with more affordable housing makes Lowell a desired destination lately!

Need walking path to covered bridgeneed better walking path to Lowell Marina State Park

Walkability is just ok. As I wrote, it would be nice to utalize the track when not in use. Maybe after school hours and weekends.

Parking town very small. Especially for water competition.

Giddy goat is the best part of downtown. But we need a neighboring business to support it being open. I wish that whole street could be boutique shops which people could access from Rolling Rock Park.

Dexter Lake is a valuable asset which is under utilized

The lakes are a huge strength and should be better utilized. Blackberry Jam this year was great!

No destination as Oakridge has for mtn. biking - Sisters example & Cohesive design and decor - shopping, dining, experiences a lake resort restaurant destination is not being taken advantage of.

Tourism help the store out

Where is downtown Lowell

Our lakes and a great school

The proximity to Eugene is key but we lack on everything listed above...

There is no way to tell when you are in downtown.

APPENDIX D

Lowell is perfectly situated to be a very desirable bedroom community for Eugene/Springfield. Most people I know who have moved to Lowell recently have done so because they can get more house and/or land for their money while still being within reasonable distance of Eugene/Springfield and having access to good schools. In my opinion, maintaining affordable housing and a quality schools is going to be absolutely essential to the continued growth and prosperity of Lowell. I also feel Lowell natural setting is an undersold asset both in terms of attracting residents/businesses and attracting tourism/events. Lowell is situated right on two reservoirs and very close to a third and is a 15 minute drive or less from state, BLM, National Forest and Army Corp of Engineers land. In an area where a lot of people are outdoors oriented, this can be attractive.

The lake is our most important asset. We need to tie downtown Lowell into the lake areas (bike or walking paths?) so create easy ways to get to the lake. And maybe a path around part of the lake that is marked.

Where is downtown?

Walking in the area of Bridgetown Market/Post Office can be terrifying! No sidewalks or designated areas. Too many driveways, no parking signs are not enforced.

I would love to see clean defined swimming areas that kids/families can access from walking or biking. I would like to see the City Hall Park utilized better. More money put into a well thought out plan for landscape/hardscape multigenerational use (splash park, skate park, play structure/ shade nature areas with benches, trees...). Orchard park would be perfect for a nature space and open safe parking/paths/exercise/dog area. The Marina needs a safe walking/biking path and clean swimming area for kids, float rentals and food area would also be beneficial and bring in money from town. The covered bridge by HWy 58 was such a great addition, but needs a safe path to walk/bike. Once parents load kids in the car, they are already driving to Thurston/town parks. Make more bike paths/walking trails/swimming areas please.

Lowell could gain so much if updates were done. We could be a destination for communities like Pleasant hill, Dexter and Oakridge

Lowell needs an upgrade and to make the parks especially Rolling Rock more family friendly. Plus some trees or covered pavilions near the water at the state park would be nice.

It is walkable, but the sidewalks/walking paths could use major improvement! The flashing crosswalks were a great improvement that we really appreciate! Way to go Lowell!

Lowell doesn't have an identity. We are the small town that is by the covered bridge or surrounded by the lakes, or better yet the place on your way to Fall Creek or Willamette Pass. The schools have done a great job of improving their buildings and graduation scores, the town has stayed the same, a little tired and vanilla. It looks like a place where people just pass through not stop and spend time. It would be great to have a reason for everyone to come out for the day, not just those with a boat. It would also be great to have a place for people to work. With the loss of the forest service compound Lowell lost a lot of support in outdoor maintenance, revenues and community support. The city and the FS partnered on many projects. We have the Corps in our back yard does the city partner with them?

Q21. What are Lowell's current challenges? (Select all that apply)

#	Answer	%	Count
1	Clearly defined downtown	18.57%	57
2	Proximity to Eugene/Springfield	1.95%	6
3	Natural setting	0.65%	2
7	Tourism	11.07%	34
8	Parking in downtown	7.17%	22
9	Public space	4.89%	15
4	Bicycle friendly	5.86%	18
5	Commercial/retail services	23.78%	73
6	Civic interest/engagement	8.14%	25
10	Walkability	4.89%	15
11	Housing affordability	11.07%	34
12	Other:	1.95%	6
	Total	100%	307

Other:

Other: - Text

city's spending on parks etc. civic services

Need Lane County Sheriff Patrols

Drinking water I fell good about drinking.

Cleaning up

Lack of money/drive

Need a dog park :)

Please use this space to provide additional comments for Q21:

Please use this space to provide additional comments for Q21:

It's really a short commute to Eugene - needs to be stressed!

there is no clearly defined downtown (except on paper) there are a few commercial/retail services. no real casual/outdoor food, coffee, or brew pub.

The only high quality restaurant about 8-10 years ago didn't survive. Would be nice to have one

The lake is not fully utilized

build street be scraping at least 6 ft. They ignored and built the road to high. This is only one example. City spends too much for parks. the administration had a scandal but no one was brought to justice many things go wrongly. When there is a conscientious voice they squish it. Very sick city. I am so glad this survey came out.

I'm actually not even sure what "downtown Lowell" is. Everyone who lives out here drives into Eugene/Springfield for commercial/retail services.
traffic law enforcement needed
only one place to eat in town

House affordability with utilities is highly overrated. The seats depend too highly on very few people.
The problem with blue green algae needs to be addressed. More people would be willing to come.
Answers need to protect our resources and more tourism aimed not only at boats but other lake related sports and on ground.
stop worrying about parks (we have natural beauty all around us) and enforce the laws about disabled vehicles and noxious weeds. Get rid of the feral cats.
Lowell needs a motel, retirement center, and RV park, also a hardware store
There is no downtown! Need to encourage businesses and tourism to Lowell
Nothing to draw people, other than the lakes and events like Blackberry Jam
Downtown not defined - where is downtown? Need a lakeside resort to get ppl. out here, I know ppl. in Eugene that never have been to Lowell! Need boat rentals, jet ski rental, docks, etc!
Tourism: they drive right on through Lowell to get to their destination.
Need more commercial enterprises like restaurants and beer tap halls
We need a restaurant and motel
The big ugly buses that sit right on our main street! I don't think this provides a very positive view of our city. I have noticed that it is being cleaned up somewhat.
Where is downtown Lowell?

If you want to draw people to Lowell and capitalize on it, you need to make the town attractive. Clean up the town pass rules on people keeping up their prop. ie remove trash, broke down cars/busses. Put more camp spaces in. Advertise events, kayakers ect. Bring vendors in - rent space, ect. We need to bring in more business - a good coffee shop. Have a lodge/restaurant ect. on the lake. Rental equipment ect.
there is no downtown
Get rid of old cars and RVs.

commercial/retail development. The many retail offerings of Eugene/Springfield are just too accessible for Lowell to compete with at a large scale, and it probably shouldn't even try although I think there is room for a few niche offerings in Lowell. Commercial development may be a bit more attractive due to land prices, but the city also needs to be careful what kinds of deals it makes so that it doesn't get left with an unattractive mess if places go out of business (think the old buses still sitting around downtown).

Lowell is small enough that all of town and some of the surrounding attractions (eg. Lowell State Park, Fall Creek Rec Area) are in theory easily accessible by non-motorized means. Instead, walking or biking to many locales, even within town, requires walking/biking on roads that are fairly busy. An increase in sidewalks, bike lanes and/or non-motorized trails to connect these existing features would increase safety and probably increase access and usage.
more food choices would be great

A nice cafe/espresso bar, perhaps a restaurant on the water, a wine bar or beer pub (small and perhaps only open 1-2 days a week to make it affordable for the purveyors), perhaps a vacant lot with food trucks once a week, a place to buy fresh flowers, a bakery. All of these businesses would have to have limited hours to keep COGS low and to survive with our small population. If the City were to subsidize these businesses until they could get on their feet, that might be an approach. It's a tough climate with such a small community. but a bakery, coffee bar, or pub could be a gathering spot for the community. Possibly look into unusual financing arrangements; for example, the citizens buy into a building which houses a restaurant or bakery and is able to reduce the rent so the business could survive until they became profitable. The local citizen who owns the building would have an incentive to patronize the business and the business would win by reducing initial costs. We are going to have to think out-of-the-box if we want to have any hopes of a retail or food business move into our small town!

Need more business
Need to improve the "look" of the town (eg. remove inoperable vehicle from public view) aren't there ordinance against this?
It seems not everyone knows where "downtown" is. Not much to do here in Lowell.

I've heard people talk about Lowell's potential and it would be nice to get people in the right positions to make things happen. We are so close to Eugene/Springfield and have all this nature and potential for tourism and improving local quality of life.

While I really liked events like the farmers market happening in our town, parking on both sides of the street in front of Rolling Rock in the green tortoise building makes for a dangerous situation for people parking, driving, pedestrians and bicyclists. A suggestion to alleviate that might be to make a notched in parking area on one side or the other of the street.

Easily walkable but not super safely. Good sidewalks where it's necessary but not the best sidewalks everywhere. Just a small criticism.

There really aren't enough sidewalks. Sidewalks randomly end all over town causing you to be walking in the road. Yes traffic is usually sparse and in most cases people give you space but that's not always the case. Would love paved walking paths somewhere. Possibly in the dog park? The dog parks in town have gravel tracks around them, paved would be one up them

APPENDIX D

I've live here my whole life where is "downtown" lowell?

It would be nice to see a few local shopping options and dining options. I'm tired of going into Springfield to go out to eat.

It's a hodge podge of areas. City Hall is in the middle of a residential area, there's a dentist office in the middle of residential. "Downtown" is vacant.

Q22. Where do you see Lowell's future opportunities? You can select more than one answer.

#	Answer	%	Count
1	Tourism associated with the lake	28.21%	77
2	Tourism associated with hiking/biking	16.48%	45
3	Residential development and improvement	17.58%	48
4	Retail and restaurant development	26.37%	72
5	Commercial business development	9.89%	27
6	Other:	1.47%	4
	Total	100%	273

Other:

Other: - Text

Water problem restricts some when commercial development comes there are opportunities personal favors

Eliminate low income/ghetto image

Community center and activities

Great Schools

Q23. Please indicate your level of agreement or disagreement with the statements below.

#	Field	Minimum	Maximum	Mean	Std Deviatii	Variance	Count
1	Identifying and preserving historic buildings and ai	1	6	2.25	1.3	1.69	108
2	Attracting commercial and retail development is ii	1	6	2.17	1.16	1.34	108
3	Supporting small businesses and entrepreneurs is	1	6	1.53	0.81	0.66	108
4	Other:	1	6	3.1	2.21	4.89	10

#	Question	Strongly Agree	Agree	Neither Agree nor Disa	Disagree	
1	Identifying and preserving historic buildings and ai	32.41%	35 35.19%	38 20.37%	22 3.70%	4
2	Attracting commercial and retail development is ii	30.56%	33 40.74%	44 18.52%	20 4.63%	5
3	Supporting small businesses and entrepreneurs is	61.11%	66 28.70%	31 8.33%	9 0.93%	1
4	Other:	40.00%	4 20.00%	2 0.00%	0 0.00%	0

	Strongly Disagree	No opinion	Total
	3.70%	4 4.63%	5 108
	2.78%	3 2.78%	3 108
	0.00%	0 0.93%	1 108
	10.00%	1 30.00%	3 10

Q24. What is your highest priority for the future growth of downtown Lowell (Choose only one)

#	Field	Minimum	Maximum	Mean	Std Deviat	Variance	Count
1	Q24. What is your highest priority for the future g	1	7	3.85	2.1	4.4	108

#	Answer	%	Count
1	Residential growth	16.67%	18
5	Preserving parks and open space	25.00%	27
2	Commercial retail growth	22.22%	24
3	Reducing traffic and circulation conflicts	6.48%	7
4	Better bike/pedestrian connectivity	7.41%	8
6	No growth	5.56%	6
7	Other:	16.67%	18
	Total	100%	108

Q25. To what extent would you encourage or discourage the following land uses in downtown Lowell?

#	Field	Minimum	Maximum	Mean	Std Deviat	Variance	Count
1	Residential	1	6	2.83	1.26	1.6	107
2	A mix of uses (retail and residential in the same lo	1	6	2.71	1.2	1.45	108
3	Restaurant/retail development	1	6	1.86	0.87	0.76	107
4	Public outdoor space (parks, squares, etc.)	1	6	2.08	1.09	1.2	109
5	Motels/hotels	1	6	3.24	1.27	1.61	106
6	Convenience stores	1	6	3.01	1.14	1.29	106
7	Tourism-based (bed & breakfast, gift shops, €	1	6	2.44	1.29	1.65	111
8	Professional offices	1	6	2.73	1.09	1.18	106
9	Public service and facilities	1	6	2.55	1.24	1.54	108
10	Other:	1	6	2.5	2.29	5.25	10

#	Question	Strongly Encourage	Encourage	Neither Encourage nor Discourage
1	Residential	12.15%	31.78%	32.71%
2	A mix of uses (retail and residential in the same lo	14.81%	34.26%	25.00%
3	Restaurant/retail development	36.45%	46.73%	14.02%
4	Public outdoor space (parks, squares, etc.)	33.94%	38.53%	19.27%
5	Motels/hotels	6.60%	24.53%	30.19%
6	Convenience stores	6.60%	28.30%	35.85%
7	Tourism-based (bed & breakfast, gift shops, etc.)	22.52%	40.54%	21.62%
8	Professional offices	11.32%	31.13%	40.57%
9	Public service and facilities	17.59%	36.11%	35.19%
10	Other:	70.00%	0.00%	0.00%

	Strongly Discourage	No Opinion	Total
	4.67%	5.61%	6
	3.70%	2.78%	3
	0.93%	0.93%	1
	4.59%	0.92%	1
	13.21%	4.72%	5
	7.55%	2.83%	3
	7.21%	3.60%	4
	5.66%	1.89%	2
	1.85%	6.48%	7
	0.00%	30.00%	3

APPENDIX D

Q26. Do you have any additional comments or suggestions about how to improve Lowell's Parks or Downtown?

I encourage positive downtown development as long as it doesn't impinge on the existing residential area nearby - possible problems would be traffic, I really hate the boat races. They are loud, noise all day 2) closes use of the lake for the 3 nicest weekends of the summer 3) There is nobody who lives here I know that likes it.

too much is spent on parks. Reduce costs and reduce water bill it is outrageous.

Need sidewalk along moss street to the parks

I have a dog and three young children and we use the school yard at the elementary school and the high school trade multiple times a week, year around. They are not official "city parks" but are what can use.

Don't infringe on private property rights and the right to peaceful enjoyment of ones own property!!! most important

Parks and cemetery are the first thing people see... keep them green!!

Water the grass! Rolling Rock, is the first thing people see when they drive in - it should be beautiful.

new library and a pioneer museum with historical information about Lowell and the surrounding area.

Define where downtown is. Main St. is deceiving. People think Main St. is downtown

The parks and downtown need to be more cohesive - sidewalks connecting most parks to the main city features - post office, library, parks, and markets to the schools and grange. Mostly, sidewalk on both sides of moss street!

This survey is a waste of money. 450 households, mostly low income, could have had a door to door volunteer sampling

Lowell already has a solid base: we just need more people coming in to capitalize on it. More biking/hiking trails would be great, and better kayak /

Commercial design cohesiveness - maybe covered bridge theme - lakeside theme - resort/Lodge etc. Not a mishmash of weirdly painted bldgs.

As government offices create no income for the district (property taxes) I discourage any more publicly owned buildings

Would love to see something fun/safe for our teens to enjoy. Not sure what that would be though. Bowling alley? :)

A hotel and restaurant should be a priority.

Green grass and where is downtown?

FYI, the city hall and fire dept should be Downtown and not some side street in Lowell. Get rid of Rolling Rock Park, then rebuild botu (not sure what this word is AS) in its place. Keep the music hall for evening and day events.

Keep the parks green in the summer, clean up towns of old cars and RV in peoples front yards.

Lowell has a lot of good things going for it. Don't try to make it something it is not.

No

Rolling Rock Park is sitting on some valuable land that could be better used for commercial purposes as it is highly visible to the road that runs by it. If we made the park smaller (half the size), and allowed commercial buildings (offices, retail, restaurant) on the other half, that would be a start. Also the "Green Tortoise" building is sitting on valuable commercial land as well. If that lot could be divided and the remaining area be used for commercial use, that would be better. We also need to consider mixed used developments such as apartments above and commercial uses on the ground floor. Right now there is no downtown; the few shops and businesses we have are scattered about.

We love ot here and encourage any growth!

We need to focus on building a vibrant downtown and a connection to the Marina. The covered bridge is overrated. Many more people use the Marina Parks have been continually improving, impressive for the size of city. Downtown continues to fragment, little economic growth, needs strong zoning to become a downtown... Encourage several blocks of business density

We need to promote businesses to coming in so others from surrounding areas are coming here to shop and supporting our community. We need to upgrade the parks so they aren't outdated and run down. The Lowell state park needs bathrooms closer to the lake and shade structures closer to the water. The whole city needs an upgrade. If an increase in utility costs the money should go to updates not to staff.

Good on ya for giving us a voice. Your doing good work for our community

Stop trying to make our quiet quaint town bigger. The bigger it gets the more crime we see. We need more safety features like street lights and police presence than we do more tourist. Most of us dread summer when the "townies" come to town and real havoc on our community.

Increase tourism by developing the Lowell Marina waterfront (paddle boat rentals, cafe)

Adding or creating a splash pad area for kids

Rolling Rock park needs to be better maintained and security added

I think you are doing a great job by WANTING to improve our town in ways WE as citizens want it improved. It would be very easy for you all to use your power to do nothing, or only do what you as a governing group think should be done. I also appreciate this survey and your willingness for change!

Parks - Improved maintenance of existing parks with additional trees and larger shelters. For new parks, additional trails and more access to the lake with nonmotorized recreational dock, kayak and paddle board rentals.

Downtown - Small, traditional downtown feel with restaurants, retail, and services to meet needs of residents and visitors on North Shore Drive.

Additional multifamily housing; first floor commercial, second floor condos or apartments. Preserve and improve the western half of Rolling Rock Park for special events. Wider sidewalks and street lighting. Design standards to encourage historic architecture, such as Lowell Junior/Senior High School and the Green Tortoise. Scale of any new development should fit Lowell.

Traffic signals, speed limit enforcement.

**Lowell Downtown Master Plan
2019**

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: Resolution 719
FY 2018/19 Supplemental Budget

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

The Lowell School District has started approximately \$9M in improvements, which has caused the City to increase the budget for revenues and expenditures related to building and electrical permits. All expenses are offset with building permit revenue.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

This item has been submitted for a Public Hearing.

RECOMMENDATION:

This item has been submitted for a Public Hearing.

ATTACHMENTS:

1. Resolution 719 - A Resolution Adopting a Supplemental Budget for Fiscal Year 2018/19 and Making Supplemental Appropriations.
2. FY 2018/19 Supplemental Budget Hearing Notice
3. Amended FY 2018/19 General Fund Line Item Budget

CITY OF LOWELL, OREGON**RESOLUTION 719****A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2018-2019 AND MAKING SUPPLEMENTAL APPROPRIATIONS**

WHEREAS, the City of Lowell budget for Fiscal Year 2018-2019 was adopted by the City Council on Tuesday, June 18, 2018; and

WHEREAS, an occurrence or condition which had not been ascertained at the time of the preparation of the budget for the current year requires a change in financial planning; and

WHEREAS, in order not to overspend appropriations, it is necessary to increase a program appropriation within the General Fund; and

WHEREAS, in accordance with local budget law, notice was published on June 12, 2019 of the public hearing that was held before the City Council on June 18, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOWELL AS FOLLOWS:

The City of Lowell amends the budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019 to include increases in revenues and appropriations within the following funds:

	Current Appropriations	Change in Appropriations	Amended Appropriations
General Fund			
Administration	512,767	0	512,767
Parks & Recreation	527,095	0	527,095
Police	29,106	0	29,106
Community Development	130,194	171,607	301,801
Library	7,679	0	7,679
Code Enforcement	16,560	0	16,560
Tourism	12,850	0	12,850
Municipal Court	13,682	0	13,682
Transfers	2000	0	2,000
Contingency	77,488	0	77,488
Total Appropriations	1,329,421	171,607	1,501,028

This resolution shall become effective immediately upon its passage by the City Council.

ADOPTED by the City Council of the City of Lowell this 18th day of June 2019.

Ayes _____

Nays _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Recorder

NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for City of Lowell, for the

current fiscal year 2018-19, will be held at the Maggie Osgood Library, 70 N. Pioneer Street, Lowell, OR 97452.

The hearing will take place on June 18, 2019 at 7:00 a.m. p.m..

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after June 7, 2019

(Date)
at City Hall, 107 E. 3rd Street, Lowell, OR 97452, between the hours of 9:00 a.m. p.m. and 5:30 a.m. p.m..

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: General

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1. Building Permit Fees	\$217,278	1. Community Dev., Materials/Services	\$285,593
2. Electrical Permit Fees	\$29,589	2.	
3.		3.	
Revised Total Fund Resources	\$1,509,027	Revised Total Fund Requirements	\$ 1,509,027

Lowell School District has started approximately \$9M in improvements, which has caused the City to increase the budget for revenues and expenditures related to building and electrical permits.

CITY OF LOWELL
GENERAL FUND RESOURCES
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
110-000-3100 BEGINNING BALANCE	94,227	123,608	147,607	184,077	179,407	179,407	179,407
SUBTOTAL FUND BALANCE	94,227	123,608	147,607	184,077	179,407	179,407	179,407
REVENUES							
110-310-4112 PROPERTY TAXES - CURRENT	128,375	132,671	133,941	134,573	138,610	138,610	138,610
110-310-4114 PROPERTY TAXES - PRIOR	2,730	2,310	2,140	2,439	2,512	2,512	2,512
110-315-4125 INTEREST EARNED	3,641	6,506	522	4,009	3,500	3,500	3,500
110-320-4132 STATE REVENUE SHARING	6,497	10,622	9,202	9,282	9,654	9,654	9,654
110-320-4134 CIGARETTE TAX	1,180	1,562	1,200	1,475	1,199	1,199	1,199
110-320-4135 MARIJUANA TAX	-	-	-	-	2,686	2,686	2,686
110-320-4136 LIQUOR TAX	15,366	16,082	16,055	16,982	18,280	18,280	18,280
110-320-4145 TRANSIENT ROOM TAX	-	497	-	322	332	332	332
110-320-4151 GRANT REVENUE	-	-	63,400	-	63,000	63,000	63,000
110-325-4152 TOURISM GRANT	7,729	8,021	8,739	8,761	9,024	9,024	9,024
110-325-4154 LIBRARY SUMMER READING	1,400	1,000	1,000	1,000	1,000	1,000	1,000
110-330-4310 CABLE FRANCHISE FEES	1,866	1,978	1,400	1,437	1,481	1,481	1,481
110-330-4312 ELECTRIC FRANCHISE FEES	40,324	43,591	44,026	47,775	50,164	50,164	50,164
110-330-4314 GARBAGE FRANCHISE FEES	3,000	-	600	300	300	300	300
110-330-4316 TELECOM FRANCHISE FEES	2,743	2,809	2,500	2,458	2,335	2,335	2,335
110-335-4352 LAND USE/DEVELOPMENT FEES	176	5,141	4,000	868	7,500	7,500	7,500
110-335-4354 PERMITS AND VARIANCES	-	80	100	530	100	100	100
110-335-4356 BUILDING PERMIT FEES	10,589	21,164	18,410	31,333	39,450	39,450	217,278
110-335-4358 ELECTRICAL PERMIT FEES	2,166	3,176	4,482	3,701	5,810	5,810	29,589
110-335-4360 DOG LICENSE	951	751	300	526	500	500	500
110-340-4415 LIBRARY REVENUE	625	790	1,000	511	500	500	500
110-340-4417 LIENS SEARCHES	300	590	400	410	200	200	200
110-340-4419 ELECTION FILING FEES	-	100	-	-	50	50	50
110-340-4421 SDC/CET ADMIN FEE	253	1,446	1,000	3,119	3,730	3,730	3,730
110-340-4423 PAY STATION REVENUE	-	97	-	100	100	100	100
110-345-4511 PARK REIMBURSEMENT SDC	52	101	343	527	735	735	735
110-350-4625 MUNICIPAL COURT REVENUE	3,042	4,273	3,000	2,040	2,000	2,000	2,000
110-360-4225 LOAN PROCEEDS	-	-	50,000	-	-	-	530,000

CITY OF LOWELL
GENERAL FUND RESOURCES
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
110-365-4752 REIMBURSEMENT REVENUE	7,139	230	5,000	1,293	5,000	5,000	5,000
110-370-4822 BBJ FUND PAYMENT	500	500	500	500	-	-	-
110-370-4824 DONATIONS	-	-	-	-	-	-	-
110-385-4895 MISCELLANEOUS	33,950	5,076	2,000	1,631	2,000	2,000	228,263
SUBTOTAL REVENUES	274,593	271,163	375,260	277,903	371,750	371,750	1,329,620
INTERFUND TRANSFERS							
XXX-XXX-XXXX TRANSFER FROM PERSONNEL LIABILITIES FUND	-	10,421	-	-	-	-	-
SUBTOTAL INTERFUND TRANSFERS	-	10,421	-	-	-	-	-
TOTAL - GENERAL FUND	368,820	405,191	522,867	461,980	551,157	551,157	1,509,027

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16	2016-17	2017-18	2017-18	2018-19		
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED	ADOPTED
ADMINISTRATION							
PERSONNEL SERVICES							
110-410-5110 CITY ADMINISTRATOR	33,506	9,198	11,243	11,141	12,300	12,300	12,300
110-410-5112 PUBLIC WORKS DIRECTOR	5,861	2,791	3,124	3,125	3,280	3,280	3,280
110-410-5114 CITY CLERK	7,810	4,245	4,772	4,793	5,010	5,010	5,010
110-410-5152 UTILITY WORKER 1	2,871	1,415	1,636	1,636	1,718	1,718	1,718
110-410-5154 UTILITY WORKER 2	4,457	1,578	1,804	1,814	1,895	1,895	1,895
110-410-5158 MAINTENANCE WORKER 1	6,696	719	804	781	844	844	844
110-410-5220 OVERTIME	-	713	1,028	618	1,079	1,079	1,079
110-410-5315 SOCIAL SECURITY/MEDICARE	5,313	1,727	2,042	1,829	2,228	2,228	2,228
110-410-5320 WORKERS COMPENSATION	171	1,204	861	701	891	891	891
110-410-5350 UNEMPLOYMENT INSURANCE	-	-	2,148	-	2,093	2,093	2,093
110-410-5410 HEALTH INSURANCE	26,583	6,590	6,031	6,027	6,411	6,411.44	6,411
110-410-5450 RETIREMENT	7,291	2,192	2,280	2,749	3,004	3,004	3,004
110-410-5150 FINANCE CLERK	10,898	-	-	-	-	-	-
110-410-5156 UTILITY WORKER 2-1	75	-	-	-	-	-	-
110-410-5910 WAGE ADJUSTMENT	-	-	-	-	-	-	-
SUBTOTAL PERSONNEL SERVICES	111,534	32,371	37,773	35,213	40,754	40,754	40,754
FULL-TIME EQUIVALENTS	1.39	0.43	0.43	0.43	0.43	0.43	0.43
MATERIALS AND SERVICES							
110-410-6110 AUDITING	7,138	3,934	3,900	3,900	4,290	4,290	4,290
110-410-6112 LEGAL SERVICES	2,592	4,881	5,000	2,310	5,000	5,000	5,000
110-410-6114 FINANCIAL SERVICES	-	3,795	3,408	3,408	3,570	3,570	3,570
110-410-6122 IT SERVICES	-	3,189	5,674	3,970	6,596	6,596	6,596
110-410-6124 COPIER CONTRACT	3,750	3,627	1,920	2,032	2,093	2,093	2,093
110-410-6128 OTHER CONTRACT SERVICES	-	708	2,000	566	1,000	1,000	1,000
110-410-6210 INSURANCE AND BONDS	16,245	7,786	6,413	6,413	6,594	6,594	6,594
110-410-6220 PUBLICATIONS, PRINTING, AND DUES	766	2,045	4,000	3,498	3,550	3,550	3,550
110-410-6222 NEWSLETTER EXPENDITURE	1,119	916	1,350	1,350	1,200	1,200	1,200
110-410-6226 POSTAGE	60	447	600	381	500	500	500
110-410-6228 PUBLIC NOTICES	315	759	500	1,063	1,000	1,000	1,000

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

110-410-6230	OFFICE SUPPLIES	2,793	998	950	948	1,000	1,000	1,000
110-410-6234	GENERAL SUPPLIES	-	1,043	1,500	634	750	750	750
110-410-6238	BANK SERVICE CHARGES	1,748	1,365	1,000	1,350	1,400	1,400	1,400
110-410-6240	TRAVEL AND TRAINING	640	549	1,500	1,270	1,500	1,500	1,500
110-410-6290	MISCELLANEOUS	1,491	538	500	427	500	500	500
110-410-6320	BUILDING REPAIR AND MAINTENANCE	1,351	15	1,000	234	1,000	1,000	1,000
110-410-6334	NON-CAPITALIZED ASSETS	-	1,014	2,000	4,730	2,000	2,000	2,000
110-410-6420	WATER SERVICES	-	292	300	401	413	413	413
110-410-6425	SEWER SERVICES	-	484	550	508	524	524	524
110-410-6430	ELECTRICITY SERVICES	2,293	2,289	2,200	1,896	2,010	2,010	2,010
110-410-6435	INTERNET SERVICES	-	819	900	930	985	985	985
110-410-6440	TELEPHONE SERVICES	2,926	3,161	2,400	2,480	2,629	2,629	2,629
110-410-6445	REFUSE SERVICES	-	72	100	86	91	91	91
110-410-6510	COUNCIL EXPENDITURE	5,240	1,224	2,000	1,280	2,000	2,000	2,000
110-410-6512	STATE ETHICS COMMISSION	317	317	600	600	600	600	600
110-410-6692	REIMBURSABLE EXPENDITURE	1,724	-	5,000	150	5,000	5,000	5,000
110-410-6132	LCOG	1,000	-	-	-	-	-	-
110-410-6190	COMPUTER SERV/WARR/CONTRACTS	4,580	-	-	-	-	-	-
110-410-6230	OFFICE SUPPLIES/EQUIPMENT	-	-	-	-	-	-	-
110-410-6514	LEAGUE OF OREGON CITIES (LOC)	817	-	-	-	-	-	-
XXX-XXX-XXXX	WATER/SEWER EXPENSE CITY HALL	1,032	-	-	-	-	-	-
XXX-XXX-XXXX	POSTAGE	609	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES		60,547	46,268	57,265	46,813	57,794	57,794	57,794
110-410-8000	CAPITAL OUTLAY							
110-410-8225	CAPITAL OUTLAY - BUILDINGS AND FACILITIES	-	2,578	50,000	9,726	43,802	25,000	406,263
110-410-8320	CAPITAL OUTLAY - SOFTWARE	-	6,754	7,955	150	7,955	7,955	7,955
SUBTOTAL CAPITAL OUTLAY		-	9,332	57,955	9,876	51,757	32,955	414,218
TOTAL - ADMINISTRATION		172,080	87,971	152,993	91,902	150,306	131,504	512,767

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
PARKS AND RECREATION							
PERSONNEL SERVICES							
110-420-5110 CITY ADMINISTRATOR	-	3,472	3,748	4,023	4,100	4,100	4,100
110-420-5150 PUBLIC WORKS DIRECTOR	-	2,960	3,124	3,385	3,280	3,280	3,280
110-420-5152 UTILITY WORKER 1	-	1,502	1,636	1,772	1,718	1,718	1,718
110-420-5154 UTILITY WORKER 2	-	1,693	1,804	1,965	1,895	1,895	1,895
110-420-5158 MAINTENANCE WORKER 1	-	5,308	7,236	7,610	7,598	7,598	7,598
110-420-5220 OVERTIME	-	683	849	627	891	891	891
110-420-5315 SOCIAL SECURITY	-	1,360	1,539	1,483	1,662	1,662	1,662
110-420-5320 WORKERS COMPENSATION	-	1,218	1,428	1,207	1,473	1,473	1,473
110-420-5350 UNEMPLOYMENT INSURANCE	-	-	1,558	-	1,558	1,558	1,558
110-420-5410 HEALTH INSURANCE	-	3,492	2,705	2,631	2,874	2,874	2,874
110-420-5450 RETIREMENT	-	1,778	1,718	2,229	2,240	2,240	2,240
SUBTOTAL PERSONNEL SERVICES	-	23,464	27,344	26,933	29,289	29,289	29,289
FULL-TIME EQUIVALENTS	0.42	0.48	0.48	0.48	0.48	0.48	0.48
MATERIALS AND SERVICES							
110-420-6128 OTHER CONTRACT SERVICES	-	5,082	37,000	3,083	44,268	44,268	44,268
110-420-6234 GENERAL SUPPLIES	-	1,660	1,000	670	1,000	1,000	1,000
110-420-6290 MISCELLANEOUS	-	263	250	204	500	500	500
110-420-6320 BUILDING REPAIR AND MAINTENANCE	-	59	1,000	927	2,500	2,500	2,500
110-420-6324 EQUIPMENT REPAIR AND MAINTENANCE	-	360	1,000	596	1,000	1,000	1,000
110-420-6330 OTHER REPAIR AND MAINTENANCE	-	2,999	3,000	1,495	3,000	3,000	3,000
110-420-6334 NON-CAPITALIZED ASSETS	-	3,828	2,000	4,007	2,000	2,000	2,000
110-420-6339 MAINTENANCE - NELSON LAND DONATION	-	-	500	1,000	500	500	500
110-420-6420 WATER SERVICES	-	649	5,000	714	5,000	5,000	5,000
110-420-6425 SEWER SERVICES	-	1,289	1,300	1,356	1,397	1,397	1,397
110-420-6430 ELECTRICITY SERVICES	-	493	750	547	579	579	579
110-420-6445 REFUSE SERVICES	-	193	200	257	272	272	272
110-420-6610 GAS AND OIL	-	912	600	730	789	789	789
XXX-XXX-XXXX WATER/SEWER EXPENSE PARKS	2,019	-	-	-	-	-	-
XXX-XXX-XXXX MAINTENANCE & SUPPLIES	5,317	-	-	-	-	-	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

SUBTOTAL MATERIALS AND SERVICES		7,336	17,785	53,600	15,586	62,805	62,805	62,805
CAPITAL OUTLAY								
110-420-8520	CAPITAL OUTLAY - PARKS IMPROVEMENTS	-	-	40,000	10,000	45,000	60,000	435,000
SUBTOTAL CAPITAL OUTLAY		-	-	40,000	10,000	45,000	60,000	435,000
TOTAL - PARKS AND RECREATION		7,336	41,250	120,944	52,519	137,095	152,095	527,095

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
POLICE							
MATERIALS AND SERVICES							
110-430-6118 POLICE SERVICES	-	21,000	31,920	30,630	29,106	29,106	29,106
XXX-XXX-XXXX CONTRACTED SERVICES/POLICE	30,380	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES	30,380	21,000	31,920	30,630	29,106	29,106	29,106
TOTAL - POLICE	30,380	21,000	31,920	30,630	29,106	29,106	29,106

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
COMMUNITY DEVELOPMENT							
PERSONNEL SERVICES							
110-440-5110 CITY ADMINISTRATOR	-	6,944	7,495	7,427	8,200	8,200	8,200
110-440-5114 CITY CLERK	-	2,230	2,386	2,397	2,505	2,505	2,505
110-440-5220 OVERTIME	-	15	89	20	94	94	94
110-440-5315 SOCIAL SECURITY	-	692	834	753	921	921	921
110-440-5320 WORKERS COMPENSATION	-	5	69	41	73	73	73
110-440-5350 UNEMPLOYMENT INSURANCE	-	-	877	-	894	894	894
110-440-5410 HEALTH INSURANCE	-	2,154	2,146	2,087	2,278	2,278	2,278
110-440-5450 RETIREMENT	-	858	931	1,132	1,242	1,242	1,242
SUBTOTAL PERSONNEL SERVICES	-	12,897	14,828	13,856	16,208	16,208	16,208
FULL-TIME EQUIVALENTS	-	0.15	0.15	0.15	0.15	0.15	0.15
MATERIALS AND SERVICES							
110-440-6116 ENGINEERING SERVICES	-	-	-	206	500	500	500
110-440-6128 OTHER CONTRACT SERVICES	-	-	31,500	33	40,000	40,000	40,000
110-440-6220 PUBLICATIONS, PRINTING, AND DUES	-	-	100	100	100	100	100
110-440-6226 POSTAGE	-	-	250	100	250	250	250
110-440-6240 TRAVEL & TRAINING	-	-	100	-	500	500	500
110-440-6290 MISCELLANEOUS	-	-	250	-	250	250	250
110-440-6522 LAND USE/DEVELOPMENT COSTS	2,727	3,458	4,000	3,597	7,500	7,500	7,500
110-440-6524 BUILDING PERMIT EXPENSES	10,721	16,187	30,303	30,303	30,371	30,371	208,147
110-440-6525 ELECTRICAL PERMIT COSTS	2,139	2,722	3,483	3,483	4,515	4,515	28,346
SUBTOTAL MATERIALS AND SERVICES	15,587	22,366	69,986	37,822	83,986	83,986	285,593
TOTAL - COMMUNITY DEVELOPMENT	15,587	35,264	84,814	51,679	100,194	100,194	301,801

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
LIBRARY							
PERSONNEL SERVICES							
110-450-5320 WORKERS COMPENSATION	-	18	45	36	50	50	50
SUBTOTAL PERSONNEL SERVICES	-	18	45	36	50	50	50
FULL-TIME EQUIVALENTS	-	-	-	-	-	-	-
MATERIALS AND SERVICES							
110-450-6122 IT SERVICES	-	564	329	794	1,529	1,529	1,529
110-450-6226 POSTAGE	-	6	-	-	-	-	-
110-450-6230 OFFICE SUPPLIES	-	58	-	369	500	500	500
110-450-6234 GENERAL SUPPLIES	-	866	1,250	480	1,250	1,250	1,250
110-450-6290 MISCELLANEOUS	-	-	100	250	250	250	250
110-450-6320 BUILDING REPAIR AND MAINTENANCE	-	-	200	-	100	100	100
110-450-6334 NON-CAPITALIZED ASSETS	-	385	2,900	2,672	500	500	500
110-450-6420 WATER SERVICES	-	97	150	134	150	150	150
110-450-6425 SEWER SERVICES	-	160	200	170	200	200	200
110-450-6430 ELECTRICITY SERVICES	-	726	800	632	800	800	800
110-450-6435 INTERNET SERVICES	-	819	1,000	930	1,000	1,000	1,000
110-450-6445 REFUSE SERVICES	-	58	90	86	100	100	100
110-450-6530 SUMMER READING PROGRAM	-	941	1,250	1,250	1,250	1,250	1,250
XXX-XXX-XXXX LIBRARY OPERATION EXPENSES	1,150	-	-	-	-	-	-
XXX-XXX-XXXX LIBRARY - SUMMER READING PROGRAM	1,128	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES	2,278	4,679	8,269	7,764	7,629	7,629	7,629
TOTAL - LIBRARY	2,278	4,697	8,315	7,800	7,679	7,679	7,679

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
CODE ENFORCEMENT							
PERSONNEL SERVICES							
110-460-5110 CITY ADMINISTRATOR	-	3,472	3,748	3,714	4,100	4,100	4,100
110-460-5150 PUBLIC WORKS DIRECTOR	-	2,960	3,124	3,125	3,280	3,280	3,280
110-460-5220 OVERTIME	-	226	117	51	123	123	123
110-460-5315 SOCIAL SECURITY	-	497	585	527	640	640	640
110-460-5320 WORKERS COMPENSATION	-	3	342	253	353	353	353
110-460-5350 UNEMPLOYMENT INSURANCE	-	-	610	-	617	617	617
110-460-5410 HEALTH INSURANCE	-	1,366	1,352	1,313	1,434	1,434	1,434
110-460-5450 RETIREMENT	-	616	653	792	863	863	863
SUBTOTAL PERSONNEL SERVICES	-	9,141	10,530	9,775	11,410	11,410	11,410
FULL-TIME EQUIVALENTS	-	0.10	0.10	0.10	0.10	0.10	0.10
MATERIALS AND SERVICES							
110-460-6128 OTHER CONTRACT SERVICES	-	-	2,500	-	2,500	4,500	4,500
110-460-6234 GENERAL SUPPLIES	-	-	100	300	300	300	300
110-460-6290 MISCELLANEOUS	-	-	100	-	100	100	100
110-460-6540 DOG/CAT CONTROL	106	-	-	-	250	250	250
SUBTOTAL MATERIALS AND SERVICES	106	-	2,700	300	3,150	5,150	5,150
TOTAL - CODE ENFORCEMENT	106	9,141	13,230	10,075	14,560	16,560	16,560

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
TOURISM							
MATERIALS AND SERVICES							
110-470-6224 MARKETING	120	672	2,000	373	2,000	2,000	2,000
110-470-6128 OTHER CONTRACT SERVICES	-	-	9,000	6,500	-	-	-
110-470-6226 POSTAGE	-	-	100	-	100	100	100
110-470-6326 COVERED BRIDGE EXPENSE	686	1,566	2,500	2,296	2,500	2,500	2,500
110-470-6327 COMMUNITY GRANT PROGRAM	-	858	3,000	2,823	3,000	3,000	3,000
110-470-6328 MATCHING GRANT FUNDS	-	-	5,000	-	5,000	5,000	5,000
110-470-6290 MISCELLANEOUS	-	-	250	-	250	250	250
XXX-XXX-XXXX TOURISM FUNDED PROJECTS	40	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES	846	3,096	21,850	11,992	12,850	12,850	12,850
TOTAL - TOURISM	846	3,096	21,850	11,992	12,850	12,850	12,850

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
MUNICIPAL COURT							
PERSONNEL SERVICES							
110-480-5110 CITY ADMINISTRATOR	-	3,472	3,748	3,714	4,100	4,100	4,100
110-480-5114 CITY CLERK	-	2,230	2,386	2,397	2,505	2,505	2,505
110-480-5220 OVERTIME	-	15	89	20	94	94	94
110-480-5315 SOCIAL SECURITY	-	433	521	469	571	571	571
110-480-5320 WORKERS COMPENSATION	-	3	43	34	45	45	45
110-480-5350 UNEMPLOYMENT INSURANCE	-	-	544	-	552	552	552
110-480-5410 HEALTH INSURANCE	-	1,636	1,663	1,616	1,769	1,769	1,769
110-480-5450 RETIREMENT	-	537	581	705	770	770	770
SUBTOTAL PERSONNEL SERVICES	-	8,327	9,575	8,954	10,407	10,407	10,407
FULL-TIME EQUIVALENTS	-	0.10	0.10	0.10	0.10	0.10	0.10
MATERIALS AND SERVICES							
110-480-6120 JUDGE CONTRACT	-	686	1,125	1,250	1,250	1,250	1,250
110-480-6121 BAILIFF CONTRACT	-	-	500	-	-	-	-
110-480-6128 OTHER CONTRACT SERVICES	-	4,496	1,000	612	1,000	1,000	1,000
110-480-6220 PUBLICATIONS, PRINTING, AND DUES	-	-	-	-	-	-	-
110-480-6226 POSTAGE	-	-	100	25	100	100	100
110-480-6238 BANK SERVICE CHARGES	-	134	-	150	150	150	150
110-480-6290 MISCELLANEOUS	-	20	100	-	100	100	100
110-480-6560 STATE ASSESSMENTS	90	604	675	90	675	675	675
XXX-XXX-XXXX MUNICIPAL COURT EXPENSE	2,081	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES	2,171	5,941	3,500	2,127	3,275	3,275	3,275
TOTAL - MUNICIPAL COURT	2,171	14,268	13,075	11,081	13,682	13,682	13,682

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19			
					PROPOSED	APPROVED	ADOPTED	
NONDEPARTMENTAL								
INTERFUND TRANSFERS								
110-900-9117	TRANSFER TO SDC FUND	3,428	3,428	12,895	12,895	-	-	-
110-900-9130	TRANSFER TO WATER FUND	-	-	-	-	-	-	-
110-900-9140	TRANSFER TO SEWER FUND	8,000	-	-	-	-	-	-
110-900-9150	TRANSFER TO EQUIPMENT FUND	1,000	1,000	2,000	2,000	2,000	2,000	2,000
XXX-XXX-XXXX	TRANSFER TO PERSONNEL LIABILITIES FUND	2,000	-	-	-	-	-	-
SUBTOTAL INTERFUND TRANSFERS		14,428	4,428	14,895	14,895	2,000	2,000	2,000
CONTINGENCY								
110-900-9590	OPERATING CONTINGENCY	-	-	52,330	-	75,686	77,488	77,488
SUBTOTAL CONTINGENCY		-	-	52,330	-	75,686	77,488	77,488
RESERVED FOR FUTURE EXPENDITURE								
110-900-9895	RESERVE FOR FUTURE USE - PARKS	-	-	8,500	9,000	8,000	8,000	8,000
XXX-XXX-XXXX	ROLLING ROCK IRRIGATION RESERVE	-	-	-	-	-	-	-
SUBTOTAL RESERVED FOR FUTURE EXPENDITURE		-	-	8,500	9,000	8,000	8,000	8,000
TOTAL - NONDEPARTMENTAL		14,428	4,428	75,725	23,895	85,686	87,488	87,488
TOTAL REQUIREMENTS - GENERAL FUND		245,212	221,114	522,867	291,573	551,157	551,157	1,509,027

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 16, 2019
SUBJECT: Resolution 720 - Establishing Water
and Sewer Rates

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

On April 29, 2019, the Lowell Budget Committee recommended approval of the water and sewer rates for Fiscal Year 2019-20. This rate schedule is included in Resolution 720 for review and consideration.

FISCAL IMPACT:

The recommended rate schedule will allow the City to balance the water and sewer funds for Fiscal Year 2019-20 and complete several needed capital projects.

COURSES OF ACTION:

This item has been submitted for a Public Hearing.

RECOMMENDATION:

This item has been submitted for a Public Hearing.

ATTACHMENTS:

1. Resolution 720: A Resolution Establishing Water and Sewer Rates to be Effective July 1, 2019

CITY OF LOWELL, OREGON

RESOLUTION 720

**ESTABLISHING WATER AND SEWER RATES
TO BE EFFECTIVE JULY 1, 2019**

BE IT RESOLVED, that:

1. The following rates are established for water service:

a. Basic Service Charge per EDU:		\$25.33 per month
b. Variable Water Rate:	0-5,000 gallons/EDU	\$5.08 per 1,000 gallons
	Over 5,000 gallons/EDU	\$6.40 per 1,000 gallons
c. Bulk Water Rate:	Service Charge	\$10.00 per day
	Variable Charge	\$9.45 per 1,000 gallons
d. Fire Hydrant Fee, w/o water service		\$11.91 per month

2. A monthly rate of \$60.27 per EDU is established for sewer service.

3. The above water and sewer service charges are effective on July 1, 2019.

This Resolution supersedes Resolution 697 dated June 5, 2018.

Adopted by the City Council of the City of Lowell, this 18th day of June 2019.

Yea: _____

Nay: _____

Approved: _____

Don Bennett, Mayor

Attest: _____

Jared Cobb, City Recorder

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: Resolution 722 - Declaring the City's
Election to Receive State Revenues for
Fiscal Year 2019-20

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

State Revenue Sharing Law, ORS 221.770, requires cities to annually pass an ordinance or resolution requesting state revenue sharing money. The law also mandates public hearings be held by the city, before the Budget Committee and City Council. A public hearing was held at the Budget Committee Meeting on April 29.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

This item has been submitted for a Public Hearing.

RECOMMENDATION:

This item has been submitted for a Public Hearing.

ATTACHMENTS:

1. Resolution 722: A Resolution Declaring the City's Election to Receive State Revenues for Fiscal Year 2019-20.

CITY OF LOWELL, OREGON

RESOLUTION 722

A RESOLUTION DECLARING THE CITY’S ELECTION TO RECEIVE STATE REVENUES FOR FISCAL YEAR 2019-2020

BE IT RESOLVED that pursuant to ORS 221.770, the City of Lowell hereby elects to receive state revenues for Fiscal Year 2019-2020.

Adopted by the City Council of the City of Lowell this 18th day of June 2019.

Yea: _____

Nay: _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Administrator

I certify that a public hearing before the Budget Committee was held on April 29, 2019, and a public hearing before the City Council was held on June 18, 2019, giving citizens an opportunity to comment on use of State Revenue Sharing.

Jared Cobb, City Recorder

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: Resolution 723 – Adopting the FY
2019/20 Budget and Imposing and
Categorizing Tax

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

On April 29, 2019, the Lowell Budget Committee recommended approval of the fiscal year 2019-20 Budget. A public hearing was held at the April 29, 2019 Budget Committee meeting.

FISCAL IMPACT:

The 2019-20 Approved Budget includes appropriations of \$4,111,714 and unappropriated and reserve amount of \$40,948. The property tax rate remains unchanged at \$2.1613 per \$1,000 of assessed value.

COURSES OF ACTION:

This item has been submitted for a Public Hearing.

RECOMMENDATION:

This item has been submitted for a Public Hearing.

ATTACHMENTS:

1. Resolution 723: A Resolution Adopting the City Budget for Fiscal Year 2019-20 and Imposing and Categorizing Tax.
2. Budget Hearing Notice

CITY OF LOWELL, OREGON

RESOLUTION 723

RESOLUTION ADOPTING THE CITY BUDGET FOR FISCAL YEAR 2019-2020
AND IMPOSING AND CATEGORIZING TAX

BE IT RESOLVED that the City Council of the City of Lowell, Oregon, hereby adopts the budget approved by the Budget Committee for the 2019-2020 fiscal year, with modifications, in the amount of \$4,152,662 of which \$40,948 is unappropriated and reserved, and,

BE IT FURTHER RESOLVED that the following amounts are hereby appropriated for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

General Fund		Sewer SDC Fund	
Administration	\$ 182,987	Materials & Services	\$ 2,000
Parks and Recreation	\$ 851,891	Capital Outlay	\$ <u>137,136</u>
Police	\$ 35,561	Total	\$ 139,136
Community Development	\$ 63,327		
Library	\$ 339,929	Stormwater SDC Fund	
Code Enforcement	\$ 14,738	Materials & Services	\$ 2,000
Tourism	\$ 11,350	Capital Outlay	\$ <u>34,475</u>
Municipal Court	\$ 14,170	Total	\$ 36,475
Transfers	\$ 6,000		
Debt Service	\$ 32,269	Transportation SDC Fund	
Contingency	\$ <u>60,502</u>	Materials & Services	\$ 2,000
Total	\$ 1,612,725	Capital Outlay	\$ <u>31,951</u>
		Total	\$ 33,951
Street Fund		Parks SDC Fund	
Street	\$ 509,599	Materials & Services	\$ 2,000
Debt Service	\$ 1,613	Capital Outlay	\$ <u>45,556</u>
Transfers	\$ 4,000	Total	\$ 47,556
Contingency	\$ <u>85,427</u>		
Total	\$ 600,639	Equipment Fund	
		Capital Outlay	\$ <u>22,035</u>
Water Fund		Total	\$ 22,035
Water	\$ 545,910		
Debt Service	\$ 67,311	BBJ Festival Fund	
Transfers	\$ 9,938	BBJ Festival	\$ 26,390
Contingency	\$ <u>55,311</u>	Contingency	\$ <u>14,613</u>
Total	\$ 678,470	Total	\$ 41,003
Sewer Fund		Debt Reserve Fund	
Sewer	\$ 433,458	Transfers	\$ <u>12,724</u>
Debt Service	\$ 54,286	Total	\$ 12,724
Transfers	\$ 7,575		
Contingency	\$ <u>107,595</u>	Total Appropriation	
Total	\$ 602,913	All Funds	\$ 4,111,714
Water SDC Fund			
Materials & Services	\$ 274,087		
Capital Outlay	\$ <u>2,000</u>		
Total	\$ 276,087		

BE IT FURTHER RESOLVED that the City Council of the City of Lowell, Oregon, hereby imposes the taxes provided for in the adopted budget:

(1) At the rate per \$1,000 of assessed value of \$2.1613 for operations;

And that these taxes are hereby imposed and categorized for tax year 2019-2020 upon the assessed value of all taxable property within the City as follows:

	General Government Limitation	Excluded from Limitation
General Fund	\$2.1613 / \$1,000	\$ 0.00

Adopted by the City Council of the City of Lowell this 18th day of June 2019.

Ayes _____

Nays _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Recorder

**CITY OF LOWELL
GENERAL FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020**

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
110-3100 BEGINNING FUND BALANCE	123,608	184,077	179,407	225,395	231,767	231,767	
SUBTOTAL FUND BALANCE	123,608	184,077	179,407	225,395	231,767	231,767	-
REVENUES							
110-310-4112 PROPERTY TAXES - CURRENT	132,671	137,867	138,610	138,610	142,768	142,768	
110-310-4114 PROPERTY TAXES - PRIOR	2,310	2,440	2,512	5,139	5,293	5,293	
110-315-4125 INTEREST EARNED	6,506	6,398	3,500	5,952	6,131	6,131	
110-320-4132 STATE REVENUE SHARING	10,622	9,221	9,654	10,117	10,421	10,421	
110-320-4134 CIGARETTE TAX	1,562	1,342	1,199	780	1,000	1,000	
110-320-4136 LIQUOR TAX	16,082	17,188	18,280	18,280	20,564	20,564	
110-320-4145 TRANSIENT ROOM TAX	497	260	332	-	300	300	
110-320-4148 MARIJUANA TAX DISTRIBUTION	-	7,407	2,686	4,225	5,200	5,200	
110-325-4151 GRANT REVENUE	-	-	63,000	67,000	1,050,000	1,050,000	
110-325-4152 TOURISM GRANT	8,021	8,761	9,024	9,639	9,832	9,832	
110-325-4154 SUMMER READING GRANT	1,000	1,000	1,000	1,000	1,000	1,000	
110-325-4158 DLCD GRANT	-	1,000	-	-	1,000	1,000	
110-330-4310 CABLE FRANCHISE FEES	1,978	2,188	1,481	4,260	4,388	4,388	
110-330-4312 ELECTRIC FRANCHISE FEES	43,591	47,775	50,163	45,920	47,298	47,298	
110-330-4314 GARBAGE FRANCHISE FEES	-	300	300	300	4,000	4,000	
110-330-4316 TELECOM FRANCHISE FEES	2,809	2,458	2,335	1,895	1,706	1,706	
110-335-4352 LAND USE & DEVELOPMENT	5,141	1,044	7,500	1,456	13,500	13,500	
110-335-4354 MISC PERMITS & LICENSES	80	750	100	220	250	250	
110-335-4356 BUILDING PERMIT FEES	21,164	32,081	59,450	39,450	40,634	40,634	
110-335-4358 ELECTRICAL PERMIT FEES	3,176	3,886	15,810	10,396	6,095	6,095	
110-335-4360 DOG LICENSES	751	652	500	700	700	700	
110-340-4410 COPY, FAX, NOTARY & RESEARCH	-	-	-	75	100	100	
110-340-4411 LIBRARY MEMBERSHIPS	-	-	-	-	1,250	1,250	
110-340-4413 LIBRARY DONATIONS	-	-	-	-	1,000	1,000	
110-340-4415 LIBRARY BUSINESS SERVICES	790	1,094	500	350	500	500	
110-340-4417 LIEN SEARCHES	590	500	200	339	350	350	
110-340-4419 ELECTION FILING FEES	100	25	50	50	50	50	
110-340-4421 SDC/CET ADMIN FEE	1,446	2,756	3,730	2,783	2,200	2,200	

**CITY OF LOWELL
GENERAL FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020**

DESCRIPTION	2016-17	2017-18	2018-19	2018-19	2019-20		
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED	ADOPTED
110-340-4423 PAY STATION REVENUE	97	82	100	100	100	100	
110-345-4511 PARKS REIMBURSEMENT SDC	101	425	735	376	387	387	
110-350-4625 MUNICIPAL COURT REVENUE	4,273	3,726	2,000	2,857	2,942	2,942	
110-360-4225 LOAN PROCEEDS	-	-	530,000	530,000	-	-	
110-365-4752 REIMBURSEMENT REVENUE	230	1,293	5,000	5,000	5,000	5,000	
110-370-4822 BBJ ADMIN FEE	500	500	-	-	-	-	
110-385-4895 MISCELLANEOUS REVENUE	5,076	2,629	228,263	226,943	2,500	2,500	
SUBTOTAL REVENUES	271,164	297,048	1,158,014	1,134,211	1,388,458	1,388,458	-
INTERFUND TRANSFERS							
110-390-4912 TRANSFER FROM STREET FUND	-	-	-	-	-	-	
110-390-4914 TRANSFER FROM BBJ FUND	-	-	-	-	-	-	
110-390-4916 TRANSFER FROM PERSONNEL FUND	10,421	-	-	-	-	-	
110-390-4917 TRANSFER FROM SDC FUND	-	-	-	-	-	-	
SUBTOTAL INTERFUND TRANSFERS	10,421	-	-	-	-	-	-
TOTAL RESOURCES - GENERAL FUND	405,193	481,125	1,337,421	1,359,606	1,620,225	1,620,225	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
ADMINISTRATION							
PERSONAL SERVICES							
110-410-5110 CITY ADMINISTRATOR	9,198	11,355	12,300	12,846	17,306	17,306	
110-410-5112 FINANCE CLERK	-	-	-	-	-	-	
110-410-5114 CITY CLERK	4,245	4,794	5,010	5,039	5,153	5,153	
110-410-5150 PUBLIC WORKS DIRECTOR	2,791	3,125	3,280	5,157	-	-	
110-410-5152 UTILITY WORKER I	1,415	1,552	1,718	430	-	-	
110-410-5154 UTILITY WORKER II	1,578	1,811	1,895	1,895	-	-	
110-410-5158 MAINTENANCE WORKER I	719	800	844	930	1,824	1,824	
110-410-5220 OVERTIME	713	671	1,079	1,716	193	193	
110-410-5315 SOCIAL SECURITY/MEDICARE	1,727	1,844	2,228	2,245	2,195	2,195	
110-410-5320 WORKER'S COMP	1,204	567	892	851	179	179	
110-410-5350 UNEMPLOYMENT	-	-	2,093	-	1,733	1,733	
110-410-5410 HEALTH INSURANCE	6,590	5,858	6,411	4,481	3,582	3,582	
110-410-5450 PUBLIC EMPLOYEES RETIREMENT	2,192	2,767	3,004	2,840	4,220	4,220	
SUBTOTAL PERSONAL SERVICES	32,372	35,143	40,754	38,429	36,384	36,384	-
FULL-TIME EQUIVALENTS	0.43	0.43	0.43	0.43	0.34	0.34	
MATERIALS AND SERVICES							
110-410-6110 AUDITING	3,934	3,900	4,290	4,150	4,419	4,419	
110-410-6112 LEGAL SERVICES	4,881	2,170	5,000	4,769	5,000	5,000	
110-410-6114 FINANCIAL SERVICES	3,795	2,256	3,570	2,378	3,749	3,749	
110-410-6122 IT SERVICES	3,189	2,895	6,596	5,753	5,753	5,753	
110-410-6124 COPIER CONTRACT	3,627	1,872	2,093	4,201	2,000	2,000	
110-410-6128 OTHER CONTRACT SERVICES	708	99	1,000	29,676	2,371	2,371	
110-410-6210 INSURANCE & BONDS	7,786	5,144	6,593	5,643	6,115	6,115	
110-410-6220 PUBLICATIONS, PRINTING & DUES	2,045	3,822	3,550	6,257	6,900	6,900	
110-410-6222 NEWSLETTER EXPENDITURE	916	-	1,200	-	1,200	1,200	
110-410-6226 POSTAGE	447	261	500	326	750	750	
110-410-6228 PUBLIC NOTICES	759	423	1,000	-	1,000	1,000	
110-410-6230 OFFICE SUPPLIES/EQUIPMENT	998	991	1,000	1,422	1,000	1,000	

**CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020**

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
110-410-6234 GENERAL SUPPLIES	1,043	243	750	739	1,000	1,000	
110-410-6238 TOTAL - LIBRARY	1,365	2,565	1,400	587	1,000	1,000	
110-410-6240 TRAVEL & TRAINING	549	1,483	1,500	2,517	1,500	1,500	
110-410-6290 MISCELLANEOUS	555	479	500	585	500	500	
110-410-6320 BUILDING REPAIR & MAINTENANCE	15	230	1,000	2,162	1,000	1,000	
110-410-6324 EQUIPMENT REPAIR & MAINTENANCE	-	-	-	57	100	100	
110-410-6334 NON-CAPITALIZED ASSETS	1,014	3,998	2,000	1,468	2,000	2,000	
110-410-6420 WATER SERVICES	292	385	413	313	200	200	
110-410-6425 SEWER SERVICES	484	509	525	526	150	150	
110-410-6430 ELECTRICITY SERVICES	2,289	1,734	2,010	2,830	550	550	
110-410-6435 INTERNET SERVICES	819	930	985	928	315	315	
110-410-6440 TELEPHONE SERVICES	3,161	2,508	2,629	2,412	342	342	
110-410-6445 REFUSE SERVICES	72	86	91	119	90	90	
110-410-6510 COUNCIL EXPENDITURE	1,224	780	2,000	2,226	2,000	2,000	
110-410-6512 STATE ETHICS COMMISSION	317	475	600	475	600	600	
110-410-6692 REIMBURSABLE EXPENDITURE	-	70	5,000	-	5,000	5,000	
SUBTOTAL MATERIALS AND SERVICES	46,284	40,305	57,795	82,518	56,603	56,603	-
CAPITAL OUTLAY							
110-410-8225 CAPITAL OUTLAY - BUILDINGS & F	2,578	17,302	406,263	302,137	90,000	90,000	
110-410-8320 CAPITAL OUTLAY - SOFTWARE	6,754	150	7,955	6,825	-	-	
SUBTOTAL CAPITAL OUTLAY	9,332	17,452	414,218	308,962	90,000	90,000	-
TOTAL - ADMINISTRATION	87,988	92,900	512,767	429,909	182,987	182,987	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20			
					PROPOSED	APPROVED	ADOPTED	
PARKS AND RECREATION								
PERSONAL SERVICES								
110-420-5110	CITY ADMINISTRATOR	3,472	3,785	4,100	4,643	4,326	4,326	
110-420-5150	PUBLIC WORKS DIRECTOR	2,960	3,125	3,280	3,587	3,374	3,374	
110-420-5152	UTILITY WORKER I	1,502	1,552	1,718	430	3,276	3,276	
110-420-5154	UTILITY WORKER II	1,693	1,811	1,895	1,736	3,276	3,276	
110-420-5158	MAINTENANCE WORKER I	5,308	7,198	7,598	7,210	9,118	9,118	
110-420-5220	OVERTIME	683	611	891	1,359	1,351	1,351	
110-420-5315	SOCIAL SECURITY/MEDICARE	1,360	1,384	1,662	1,570	2,217	2,217	
110-420-5320	WORKER'S COMP	1,218	1,113	1,473	1,489	1,709	1,709	
110-420-5350	UNEMPLOYMENT	-	-	1,558	-	1,861	1,861	
110-420-5410	HEALTH INSURANCE	3,492	2,613	2,874	1,640	4,316	4,316	
110-420-5450	PUBLIC EMPLOYEES RETIREMENT	1,778	2,074	2,240	1,950	4,262	4,262	
SUBTOTAL PERSONAL SERVICES		23,466	25,265	29,289	25,614	39,088	39,088	-
FULL-TIME EQUIVALENTS		0.48	0.48	0.48	0.48	0.61	0.61	
MATERIALS AND SERVICES								
110-420-6128	OTHER CONTRACT SERVICES	5,082	2,000	44,268	44,268	1,000	1,000	
110-420-6234	GENERAL SUPPLIES	1,660	590	1,000	1,560	2,000	2,000	
110-420-6290	MISCELLANEOUS	263	420	500	140	500	500	
110-420-6320	BUILDING REPAIR & MAINTENANCE	59	395	2,500	1,513	2,500	2,500	
110-420-6324	EQUIPMENT REPAIR & MAINTENANCE	360	541	1,000	1,223	1,000	1,000	
110-420-6330	OTHER REPAIR & MAINTENANCE	2,999	1,743	3,000	1,314	5,000	5,000	
110-420-6334	NON-CAPITALIZED ASSETS	3,828	2,007	2,000	1,597	2,000	2,000	
110-420-6339	MAINTENANCE - NELSON LAND DONA	-	-	500	500	500	500	
110-420-6420	WATER SERVICES	649	705	5,000	795	5,150	5,150	
110-420-6425	SEWER SERVICES	1,289	1,358	1,397	1,401	1,439	1,439	
110-420-6430	ELECTRICITY SERVICES	493	503	579	815	614	614	
110-420-6445	REFUSE SERVICES	193	257	272	270	288	288	
110-420-6610	GAS & OIL	912	1,269	790	488	812	812	
SUBTOTAL MATERIALS AND SERVICES		17,787	11,789	62,806	55,883	22,803	22,803	186

**CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020**

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
CAPITAL OUTLAY							
110-420-8520 PARKS IMPROVEMENTS		-	435,000	426,500	790,000	790,000	
SUBTOTAL CAPITAL OUTLAY	-	-	435,000	426,500	790,000	790,000	-
TOTAL - PARKS AND RECREATION	41,253	37,053	527,095	507,998	851,891	851,891	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
POLICE							
MATERIALS AND SERVICES							
110-430-6118 POLICE SERVICES	21,000	30,200	29,106	29,106	30,561	30,561	
110-430-6334 NON-CAPITALIZED ASSETS	-	-	-	-	5,000	5,000	
SUBTOTAL MATERIALS AND SERVICES	21,000	30,200	29,106	29,106	35,561	35,561	-
TOTAL - POLICE	21,000	30,200	29,106	29,106	35,561	35,561	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
COMMUNITY DEVELOPMENT							
PERSONAL SERVICES							
110-440-5110 CITY ADMINISTRATOR	6,944	7,570	8,200	8,386	4,326	4,326	
110-440-5114 CITY CLERK	2,230	2,397	2,505	2,519	2,577	2,577	
110-440-5220 OVERTIME	15	30	94	54	97	97	
110-440-5315 SOCIAL SECURITY/MEDICARE	692	765	921	786	628	628	
110-440-5320 WORKER'S COMP	5	44	74	28	14	14	
110-440-5350 UNEMPLOYMENT	-	-	894	-	508	508	
110-440-5410 HEALTH INSURANCE	2,154	2,095	2,278	1,679	1,314	1,314	
110-440-5450 PUBLIC EMPLOYEES RETIREMENT	858	1,150	1,242	1,183	1,207	1,207	
SUBTOTAL PERSONAL SERVICES	12,898	14,051	16,208	14,636	10,670	10,670	
FULL-TIME EQUIVALENTS	0.15	0.15	0.15	0.15	0.10	0.10	
MATERIALS AND SERVICES							
110-440-6116 ENGINEERING SERVICES	-	206	500	250	500	500	
110-440-6128 OTHER CONTRACT SERVICES	-	33	40,000	45,500	10,000	10,000	
110-440-6220 PUBLICATIONS, PRINTING & DUES	-	-	100	-	100	100	
110-440-6226 POSTAGE	-	-	250	-	250	250	
110-440-6240 TRAVEL & TRAINING	-	-	500	500	500	500	
110-440-6290 MISCELLANEOUS	-	-	250	-	250	250	
110-440-6522 LAND USE & DEVELOPMENT COSTS	3,458	2,147	7,500	7,500	10,125	10,125	
110-440-6524 BUILDING PERMIT COSTS	16,187	23,553	50,371	32,507	31,282	31,282	
110-440-6525 ELECTRICAL PERMIT COSTS	2,722	2,740	14,515	8,496	4,650	4,650	
SUBTOTAL MATERIALS AND SERVICES	22,367	28,679	113,986	94,753	57,657	57,657	-
TOTAL - COMMUNITY DEVELOPMENT	35,265	42,730	130,194	109,389	68,327	68,327	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
LIBRARY							
PERSONAL SERVICES							
110-450-5120 LIBRARIAN	-	-	-	-	11,700	11,700	
110-450-5315 SOCIAL SECURITY/MEDICARE	-	-	-	-	1,049	1,049	
110-450-5320 WORKER'S COMP	-	-	-	-	50	50	
110-450-5350 UNEMPLOYMENT	-	-	-	-	741	741	
110-450-5450 PUBLIC EMPLOYEES RETIREMENT	-	-	-	-	2,017	2,017	
SUBTOTAL PERSONAL SERVICES	-	-	-	-	15,557	15,557	-
FULL-TIME EQUIVALENTS	-	-	-	-	0.40	0.40	-
MATERIALS AND SERVICES							
110-450-6122 IT SERVICES	564	1,049	1,529	1,000	7,440	7,440	
110-450-6128 OTHER CONTRACT SERVICES	-	-	-	-	2,000	2,000	
110-450-6226 POSTAGE	6	-	50	-	50	50	
110-450-6230 OFFICE SUPPLIES/EQUIPMENT	58	380	500	500	500	500	
110-450-6234 GENERAL SUPPLIES	866	360	1,250	500	1,500	1,500	
110-450-6290 MISCELLANEOUS	-	387	250	-	250	250	
110-450-6320 BUILDING REPAIR & MAINTENANCE	-	-	100	-	100	100	
110-450-6334 NON-CAPITALIZED ASSETS	385	2,672	500	-	1,000	1,000	
110-450-6420 WATER SERVICES	97	128	150	150	1,200	1,200	
110-450-6425 SEWER SERVICES	160	170	200	200	732	732	
110-450-6430 ELECTRICITY SERVICES	726	578	800	800	3,600	3,600	
110-450-6435 INTERNET SERVICES	819	930	1,000	1,000	2,100	2,100	
110-450-6440 TELEPHONE SERVICES	-	-	-	-	300	300	
110-450-6445 REFUSE SERVICES	58	86	100	100	600	600	
110-450-6530 SUMMER READING PROGRAM	941	1,050	1,250	1,000	1,000	1,000	
SUBTOTAL MATERIALS AND SERVICES	4,680	7,789	7,679	5,250	22,372	22,372	-
CAPITAL OUTLAY							
110-450-8225 BUILDINGS AND FACILITIES	-	-	-	-	302,000	302,000	
SUBTOTAL CAPITAL OUTLAY	-	-	-	-	302,000	302,000	-

CITY OF LOWELL
 GENERAL FUND REQUIREMENTS
 JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
TOTAL - LIBRARY	4,680	7,789	7,679	5,250	339,929	339,929	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20			
					PROPOSED	APPROVED	ADOPTED	
CODE ENFORCEMENT								
PERSONAL SERVICES								
110-460-5110 CITY ADMINISTRATOR	3,472	3,785	4,100	4,319	4,326	4,326		
110-460-5150 PUBLIC WORKS DIRECTOR	2,960	3,125	3,280	3,587	3,374	3,374		
110-460-5220 OVERTIME	226	67	123	1,056	-	-		
110-460-5315 SOCIAL SECURITY/MEDICARE	497	534	640	646	691	691		
110-460-5320 WORKER'S COMP	3	204	353	302	307	307		
110-460-5350 UNEMPLOYMENT	-	-	617	-	573	573		
110-460-5410 HEALTH INSURANCE	1,366	1,318	1,434	1,042	1,439	1,439		
110-460-5450 PUBLIC EMPLOYEES RETIREMENT	616	802	863	971	1,328	1,328		
SUBTOTAL PERSONAL SERVICES	9,140	9,834	11,410	11,923	12,038	12,038		-
FULL-TIME EQUIVALENTS	0.10	0.10	0.10	0.10	0.10	0.10		-
MATERIALS AND SERVICES								
110-460-6128 OTHER CONTRACT SERVICES	-	150	4,500	500	2,500	2,500		
110-460-6234 GENERAL SUPPLIES	-	-	300	100	100	100		
110-460-6290 MISCELLANEOUS	-	189	100	100	100	100		
110-460-6445 REFUSE SERVICES	-	-	-	-	-	-		
110-460-6540 DOG/CAT CONTROL	-	-	250	-	-	-		-
SUBTOTAL MATERIALS AND SERVICES	-	339	5,150	700	2,700	2,700		-
TOTAL - CODE ENFORCEMENT	9,140	10,173	16,560	12,623	14,738	14,738		-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	ADOPTED	APPROVED
TOURISM							
MATERIALS AND SERVICES							
110-470-6128 OTHER CONTRACT SERVICES	-	6,500	-	-	1,000	1,000	
110-470-6224 MARKETING	672	340	2,000	-	2,000	2,000	
110-470-6226 POSTAGE	-	-	100	-	100	100	
110-470-6290 MISCELLANEOUS	-	-	250	-	250	250	
110-470-6326 COVERED BRIDGE MAINTENANCE	1,566	1,837	2,500	3,455	5,000	5,000	
110-470-6327 COMMUNITY GRANT PROGRAM	858	1,018	3,000	3,000	3,000	3,000	
110-470-6328 MATCHING GRANT FUNDS	-	-	5,000	-	-	-	
110-450-6334 NON-CAPITALIZED ASSETS	-	-	-	5,000	-	-	
SUBTOTAL MATERIALS AND SERVICES	3,096	9,695	12,850	11,455	11,350	11,350	-
TOTAL EXPENDITURES - TOURISM	3,096	9,695	12,850	11,455	11,350	11,350	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20			
					PROPOSED	APPROVED	ADOPTED	
MUNICIPAL COURT								
PERSONAL SERVICES								
110-480-5110	CITY ADMINISTRATOR	3,472	3,785	4,100	4,247	4,326	4,326	
110-480-5114	CITY CLERK	2,230	2,397	2,505	2,519	2,577	2,577	
110-480-5220	OVERTIME	15	30	94	54	97	97	
110-480-5315	SOCIAL SECURITY/MEDICARE	433	475	571	489	628	628	
110-480-5320	WORKER'S COMP	3	28	46	16	14	14	
110-480-5350	UNEMPLOYMENT	-	-	552	-	508	508	
110-480-5410	HEALTH INSURANCE	1,636	1,623	1,769	1,339	1,314	1,314	
110-480-5450	PUBLIC EMPLOYEES RETIREMENT	537	714	770	733	1,207	1,207	
SUBTOTAL PERSONAL SERVICES		8,326	9,053	10,407	9,396	10,670	10,670	-
FULL-TIME EQUIVALENTS		0.10	0.10	0.10	0.10	0.10	0.10	-
MATERIALS AND SERVICES								
110-480-6120	JUDGE CONTRACT	686	750	1,250	900	1,250	1,250	
110-480-6128	OTHER CONTRACT SERVICES	4,496	362	1,000	1,382	1,500	1,500	
110-480-6220	PUBLICATIONS, PRINTING & DUES	-	-	-	-	-	-	
110-480-6226	POSTAGE	-	-	100	-	50	50	
110-480-6238	BANK SERVICE CHARGES	134	84	150	182	200	200	
110-480-6290	MISCELLANEOUS	20	-	100	-	-	-	
110-480-6560	STATE ASSESSMENTS	604	45	675	250	500	500	
SUBTOTAL MATERIALS AND SERVICES		5,940	1,242	3,275	2,714	3,500	3,500	-
TOTAL - MUNICIPAL COURT		14,266	10,294	13,682	12,110	14,170	14,170	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
DEBT SERVICE							
110-900-7111 LOAN PRINCIPAL - CITY HALL/LIBRARY	-	-	-	-	13,668	13,668	
110-900-7511 LOAN INTEREST - CITY HALL/LIBRARY	-	-	-	-	18,601	18,601	
SUBTOTAL CONTINGENCY	-	-	-	-	32,269	32,269	-
INTERFUND TRANSFERS							
110-900-9117 TRANSFER TO SDC FUND	3,428	12,895	-	-	-	-	
110-900-9130 TRANSFER TO WATER FUND	-	-	-	-	-	-	
110-900-9140 TRANSFER TO SEWER FUND	-	-	-	-	-	-	
110-900-9150 TRANSFER TO EQUIPMENT FUND	1,000	2,000	2,000	2,000	6,000	6,000	
SUBTOTAL INTERFUND TRANSFERS	4,428	14,895	2,000	2,000	6,000	6,000	-
CONTINGENCY							
110-900-9590 CONTINGENCY	-	-	77,488	-	55,502	55,502	
SUBTOTAL CONTINGENCY	-	-	77,488	-	55,502	55,502	-
RESERVED FOR FUTURE EXPENDITURE							
110-900-9895 RESERVED FOR FUTURE USE - PARK	-	-	8,000	8,000	7,500	7,500	
SUBTOTAL RESERVED FOR FUTURE EXPENDI	-	-	8,000	8,000	7,500	7,500	-
TOTAL - NONDEPARTMENTAL	4,428	14,895	87,488	10,000	101,271	101,271	-
TOTAL REQUIREMENTS - GENERAL FUND	221,116	255,730	1,337,421	1,127,839	1,620,225	1,620,225	-
ENDING FUND BALANCE	184,077	225,395	-	231,767	(0)	(0)	-

CITY OF LOWELL
WATER FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
230-3100 BEGINNING FUND BALANCE	98,873	151,833	129,142	139,109	145,115	145,115	
SUBTOTAL FUND BALANCE	98,873	151,833	129,142	139,109	145,115	145,115	-
REVENUES							
230-315-4125 INTEREST EARNED	-	153	300	154	2,902	2,902	
230-360-4225 LOAN PROCEEDS	-	-	-	-	175,000	175,000	
230-335-4370 WATER/SEWER CONNECTION PERMIT	-	3,715	-	2,915	2,000	2,000	
230-340-4425 WATER/SEWER SALES	255,472	284,832	299,635	315,891	333,048	333,048	
230-340-4426 BULK WATER SALES	-	2,744	-	500	500	500	
230-340-4430 WATER/SEWER CONNECTION FEES	1,165	-	3,750	500	2,000	2,000	
230-340-4435 FIRE HYDRANT FEE	4,339	3,760	3,957	4,210	4,337	4,337	
230-345-4531 WATER REIMBURSEMENT SDC	3,759	6,653	10,395	10,058	8,568	8,568	
230-385-4895 MISCELLANEOUS REVENUE	10,031	6,707	5,001	3,389	5,000	5,000	
SUBTOTAL REVENUES	274,766	308,564	323,038	337,618	533,355	533,355	
INTERFUND TRANSFERS							
230-390-4940 TRANSFER FROM SEWER FUND	38,798	-	-	-	-	-	
230-390-4955 TRANSFER FROM DEBT RESERVE FUN	39,381	7,715	-	-	-	-	
SUBTOTAL INTERFUND TRANSFERS	78,179	7,715	-	-	-	-	-
TOTAL RESOURCES - WATER FUND	451,818	468,112	452,180	476,727	678,470	678,470	-

CITY OF LOWELL
WATER FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
WATER							
PERSONAL SERVICES							
230-490-5110 CITY ADMINISTRATOR	17,078	18,925	20,499	22,926	23,795	23,795	
230-490-5114 CITY CLERK	17,409	19,175	20,040	20,151	20,613	20,613	
230-490-5150 PUBLIC WORKS DIRECTOR	20,001	21,872	22,963	25,100	28,680	28,680	
230-490-5152 UTILITY WORKER I	11,647	12,417	13,742	3,436	13,923	13,923	
230-490-5154 UTILITY WORKER II	13,052	14,489	15,157	13,867	13,923	13,923	
230-490-5158 MAINTENANCE WORKER I	2,432	3,199	3,377	3,205	2,735	2,735	
230-490-5220 OVERTIME	5,357	5,059	7,759	10,257	6,516	6,516	
230-490-5315 SOCIAL SECURITY/MEDICARE	6,967	7,277	8,831	8,009	9,882	9,882	
230-490-5320 WORKER'S COMP	3,202	3,359	5,797	5,069	5,934	5,934	
230-490-5350 UNEMPLOYMENT	-	-	8,003	-	8,736	8,736	
230-490-5410 HEALTH INSURANCE	29,953	27,840	30,615	21,176	29,720	29,720	
230-490-5450 PUBLIC EMPLOYEES RETIREMENT	9,397	10,895	11,907	9,857	18,996	18,996	
SUBTOTAL PERSONAL SERVICES	136,495	144,507	168,690	143,053	183,454	183,454	-
FULL-TIME EQUIVALENTS	1.93	1.93	1.93	1.93	2.06	2.06	
MATERIALS AND SERVICES							
230-490-6110 AUDITING	4,350	3,900	4,290	4,290	4,419	4,419	
230-490-6112 LEGAL SERVICES	-	-	500	-	500	500	
230-490-6114 FINANCIAL SERVICES	4,197	2,256	3,570	3,570	3,749	3,749	
230-490-6116 ENGINEERING SERVICES	-	-	1,000	-	80,000	80,000	
230-490-6122 IT SERVICES	2,243	1,838	5,418	2,452	5,381	5,381	
230-490-6128 OTHER CONTRACT SERVICES	3,907	3,565	7,100	5,640	2,000	2,000	
230-490-6210 INSURANCE & BONDS	4,866	5,731	6,594	5,643	6,115	6,115	
230-490-6220 PUBLICATIONS, PRINTING & DUES	353	800	1,000	555	1,000	1,000	
230-490-6226 POSTAGE	1,240	1,163	1,516	1,552	1,707	1,707	
230-490-6230 OFFICE SUPPLIES/EQUIPMENT	187	205	250	1,165	1,281	1,281	
230-490-6234 GENERAL SUPPLIES	2,077	2,549	2,570	7,500	2,699	2,699	
230-490-6238 BANK SERVICE CHARGES	2,586	3,876	2,744	2,744	2,826	2,826	
230-490-6240 TRAVEL & TRAINING	502	148	1,000	956	1,500	1,500	

CITY OF LOWELL
WATER FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
230-490-6290 MISCELLANEOUS	-	4,243	200	1,716	1,500	1,500	
230-490-6320 TOTAL - LIBRARY	155	459	1,000	189	2,500	2,500	
230-490-6324 EQUIPMENT REPAIR & MAINTENANCE	1,483	2,136	2,000	980	1,000	1,000	
230-490-6330 OTHER REPAIR & MAINTENANCE	10,945	12,776	15,000	14,883	15,329	15,329	
230-490-6334 NON-CAPITALIZED ASSETS	5,119	2,338	3,500	30	1,500	1,500	
230-490-6420 WATER SERVICES	359	494	524	1,647	1,697	1,697	
230-490-6425 SEWER SERVICES	676	679	698	702	723	723	
230-490-6430 ELECTRICITY SERVICES	16,649	13,976	16,438	18,693	19,254	19,254	
230-490-6435 INTERNET SERVICES	140	840	865	840	865	865	
230-490-6440 TELEPHONE SERVICES	4,119	3,485	3,672	3,773	3,886	3,886	
230-490-6445 REFUSE SERVICES	196	232	-	226	233	233	
230-490-6692 REIMBURSABLE EXPENDITURE	120	-	-	-	-	-	
230-490-6710 GAS & OIL	845	892	1,000	1,456	1,602	1,602	
230-490-6750 CHEMICALS & LAB SUPPLIES	16,459	18,372	20,332	20,332	21,349	21,349	
230-490-6755 WATER/SEWER ANALYSIS	3,944	2,733	4,000	2,583	2,842	2,842	
SUBTOTAL MATERIALS AND SERVICES	87,717	89,687	106,781	104,117	187,456	187,456	-
CAPITAL OUTLAY							
230-700-8320 SOFTWARE	6,754	150	7,955	6,825	-	-	
230-700-8425 VEHICLES & ROLLING STOCK	-	-	-	7,599	-	-	
230-700-8540 WATER SYSTEMS	-	-	-	-	175,000	175,000	
230-700-8895 OTHER IMPROVEMENTS	-	24,640	28,000	-	-	-	
SUBTOTAL CAPITAL OUTLAY	6,754	24,790	35,955	14,424	175,000	175,000	-
TOTAL - WATER	230,966	258,985	311,426	261,593	545,910	545,910	-

CITY OF LOWELL
WATER FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ACTUAL
NONDEPARTMENTAL							
DEBT SERVICE							
230-800-7110 LOAN PRINCIPAL	13,805	14,438	15,102	15,101	15,794	15,794	
230-900-7111 LOAN PRINCIPAL - CITY HALL/LIBRARY	-	-	-	-	1,367	1,367	
230-800-7122 LOAN PRINCIPAL - SPWF	3,667	3,856	4,056	4,056	4,265	4,265	
230-800-7124 LOAN PRINCIPAL - RD	14,836	15,244	15,663	15,663	16,093	16,093	
230-800-7510 LOAN INTEREST	3,473	2,839	2,177	2,177	1,483	1,483	
230-900-7511 LOAN INTEREST - CITY HALL/LIBRARY	-	-	-	-	1,860	1,860	
230-800-7522 LOAN INTEREST - SPWF	3,756	3,566	3,367	3,367	3,157	3,157	
230-800-7524 LOAN INTEREST - RD	24,544	24,136	23,718	23,718	23,292	23,292	
SUBTOTAL DEBT SERVICE	64,081	64,080	64,083	64,082	67,311	67,311	-
INTERFUND TRANSFERS							
230-900-9150 TRANSFER TO EQUIPMENT FUND	1,000	2,000	2,000	2,000	6,000	6,000	
230-900-9120 TRANSFER TO WATER RESERVE FUND	3,938	3,938	3,938	3,938	3,938	3,938	
SUBTOTAL INTERFUND TRANSFERS	4,938	5,938	5,938	5,938	9,938	9,938	-
CONTINGENCY							
230-900-9590 CONTINGENCY	-	-	70,733	-	55,311	55,311	
SUBTOTAL CONTINGENCY	-	-	70,733	-	55,311	55,311	-
TOTAL - NONDEPARTMENTAL	69,019	70,018	140,754	70,020	132,560	132,560	-
TOTAL REQUIREMENTS - WATER FUND	299,985	329,003	452,180	331,613	678,470	678,470	-
ENDING FUND BALANCE	151,833	139,109	-	145,115	0	0	-

CITY OF LOWELL
SEWER FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
240-3100 BEGINNING FUND BALANCE	(22,887)	17,265	105,935	121,619	182,029	182,029	
SUBTOTAL FUND BALANCE	(22,887)	17,265	105,935	121,619	182,029	182,029	-
REVENUES							
240-315-4125 INTEREST EARNED	-	3,112	-	2,983	3,641	3,641	
240-335-4370 WATER/SEWER CONNECTION PERMIT	-	1,035	-	1,265	920	920	
240-340-4425 WATER/SEWER SALES	312,810	330,589	340,134	375,685	394,156	394,156	
240-340-4430 WATER/SEWER CONNECTION FEES	-	-	805	-	-	-	
240-345-4541 SEWER REIMBURSEMENT SDC	2,862	5,533	8,835	4,944	4,944	4,944	
240-385-4895 MISCELLANEOUS REVENUE	15,105	45,126	4,500	3,669	4,500	4,500	
SUBTOTAL REVENUES	330,777	385,395	354,274	388,546	408,160	408,160	-
INTERFUND TRANSFERS							
240-390-4955 TRANSFER FROM DEBT RESERVE FUN	15,745	15,745	15,745	15,745	12,724	12,724	-
SUBTOTAL INTERFUND TRANSFERS	15,745	15,745	15,745	15,745	12,724	12,724	-
TOTAL RESOURCES - SEWER FUND	323,635	418,405	475,954	525,910	602,913	602,913	-

**CITY OF LOWELL
SEWER FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020**

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
SEWER							
PERSONAL SERVICES							
240-490-5110 CITY ADMINISTRATOR	17,078	18,926	20,499	22,926	23,795	23,795	
240-490-5114 CITY CLERK	17,409	19,175	20,040	20,150	20,613	20,613	
240-490-5150 PUBLIC WORKS DIRECTOR	20,002	21,872	22,963	25,100	28,680	28,680	
240-490-5152 UTILITY WORKER I	11,647	12,418	13,742	3,436	13,923	13,923	
240-490-5154 UTILITY WORKER II	13,052	14,489	15,157	13,867	13,923	13,923	
240-490-5158 MAINTENANCE WORKER I	2,432	3,199	3,377	3,205	2,735	2,735	
240-490-5220 OVERTIME	5,356	5,059	7,759	10,257	6,516	6,516	
240-490-5315 SOCIAL SECURITY/MEDICARE	6,967	7,278	8,831	8,640	9,882	9,882	
240-490-5320 WORKER'S COMP	2,772	3,359	5,797	5,069	5,934	5,934	
240-490-5350 UNEMPLOYMENT	-	-	8,003	-	8,736	8,736	
240-490-5410 HEALTH INSURANCE	29,953	27,840	30,614	21,170	29,720	29,720	
240-490-5450 PUBLIC EMPLOYEES RETIREMENT	9,397	10,896	11,907	9,857	18,996	18,996	
SUBTOTAL PERSONAL SERVICES	136,065	144,511	168,689	143,677	183,454	183,454	-
FULL-TIME EQUIVALENTS	1.93	1.93	1.93	1.93	2.06	2.06	
MATERIALS AND SERVICES							
240-490-6110 AUDITING	5,462	3,900	4,290	4,290	4,419	4,419	
240-490-6112 LEGAL SERVICES	-	-	500	-	500	500	
240-490-6114 FINANCIAL SERVICES	5,268	2,256	3,570	3,570	3,749	3,749	
240-490-6116 ENGINEERING SERVICES	-	-	1,000	500	100,000	100,000	
240-490-6122 IT SERVICES	2,774	1,838	4,736	2,452	3,881	3,881	
240-490-6128 OTHER CONTRACT SERVICES	3,907	3,565	4,000	5,516	3,600	3,600	
240-490-6210 INSURANCE & BONDS	4,866	5,731	6,594	5,643	6,115	6,115	
240-490-6220 PUBLICATIONS, PRINTING & DUES	278	1,250	400	600	600	600	
240-490-6226 POSTAGE	1,240	1,163	1,500	1,551	2,000	2,000	
240-490-6230 OFFICE SUPPLIES/EQUIPMENT	65	164	250	250	500	500	
240-490-6234 GENERAL SUPPLIES	1,057	1,201	2,000	1,078	2,000	2,000	
240-490-6238 BANK SERVICE CHARGES	2,580	3,856	1,500	2,948	1,500	1,500	
240-490-6240 TRAVEL & TRAINING	308	598	1,000	1,250	1,500	1,500	

CITY OF LOWELL
SEWER FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
240-490-6290 MISCELLANEOUS	89	315	300	500	500	500	
240-490-6320 TOTAL - LIBRARY	379	115	1,000	1,000	1,000	1,000	
240-490-6324 EQUIPMENT REPAIR & MAINTENANCE	4,407	3,556	5,000	10,000	5,000	5,000	
240-490-6330 OTHER REPAIR & MAINTENANCE	10,401	193	12,500	1,000	12,500	12,500	
240-490-6334 NON-CAPITALIZED ASSETS	713	2,478	1,000	1,250	1,000	1,000	
240-490-6420 WATER SERVICES	3,285	7,053	6,794	10,911	11,457	11,457	
240-490-6425 SEWER SERVICES	4,869	6,111	6,469	6,305	6,620	6,620	
240-490-6430 ELECTRICITY SERVICES	28,654	23,720	28,619	23,874	25,068	25,068	
240-490-6440 TELEPHONE SERVICES	1,662	1,610	1,686	1,445	1,518	1,518	
240-490-6445 REFUSE SERVICES	196	299	324	226	238	238	
240-490-6520 PERMITS	2,561	2,635	3,100	3,100	3,100	3,100	
240-490-6692 REIMBURSABLE EXPENDITURE	37	-	-	-	-	-	
240-490-6710 GAS & OIL	975	902	1,388	1,388	1,457	1,457	
240-490-6750 CHEMICALS & LAB SUPPLIES	10,709	11,090	13,000	14,000	14,700	14,700	
240-490-6755 WATER/SEWER ANALYSIS	11,030	10,384	11,500	9,983	10,483	10,483	
SUBTOTAL MATERIALS AND SERVICES	107,772	95,985	124,020	114,632	225,003	225,003	-
CAPITAL OUTLAY							
240-700-8320 SOFTWARE	6,754	150	7,955	6,544	-	-	
230-700-8425 VEHICLES & ROLLING STOCK	-	-	-	6,544	-	-	
240-700-8335 EQUIPMENT & FURNISHINGS	-	-	16,000	15,000	42,000	42,000	
SUBTOTAL CAPITAL OUTLAY	6,754	150	23,955	28,088	42,000	42,000	-
TOTAL - SEWER	250,591	240,647	316,664	286,397	450,458	450,458	-

CITY OF LOWELL
SEWER FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20			
					PROPOSED	APPROVED	ADOPTED	
NONDEPARTMENTAL								
DEBT SERVICE								
240-800-7110	LOAN PRINCIPAL	17,914	18,038	18,171	18,171	18,313	18,313	
240-900-7111	LOAN PRINCIPAL - CITY HALL/LIBRARY	-	-	-	-	1,367	1,367	
240-800-7122	LOAN PRINCIPAL - SPWF	3,667	3,856	4,056	4,056	4,056	4,056	
240-800-7124	LOAN PRINCIPAL - RD	5,931	6,095	6,263	6,263	6,263	6,263	
240-800-7510	LOAN INTEREST	12,121	11,360	10,571	10,571	9,573	9,573	
230-900-7511	LOAN INTEREST - CITY HALL/LIBRARY	-	-	-	-	1,860	1,860	
240-800-7522	LOAN INTEREST - SPWF	3,756	3,566	3,367	3,367	3,367	3,367	
240-800-7524	LOAN INTEREST - RD	9,813	9,649	9,482	9,482	9,487	9,487	
SUBTOTAL DEBT SERVICE		53,202	52,564	51,910	51,910	54,286	54,286	-
INTERFUND TRANSFERS								
240-900-9121	TRANSFER TO SEWER RESERVE FUND	1,575	1,575	1,575	1,575	1,575	1,575	
240-900-9150	TRANSFER TO EQUIPMENT FUND	1,000	2,000	2,000	4,000	6,000	6,000	
SUBTOTAL INTERFUND TRANSFERS		2,575	3,575	3,575	5,575	7,575	7,575	-
CONTINGENCY								
240-900-9590	CONTINGENCY	-	-	103,805	-	90,595	90,595	
SUBTOTAL CONTINGENCY		-	-	103,805	-	90,595	90,595	-
TOTAL - NONDEPARTMENTAL		55,777	56,139	159,290	57,485	152,456	152,456	-
TOTAL REQUIREMENTS - SEWER FUND		306,368	296,786	475,954	343,882	602,913	602,913	-
ENDING FUND BALANCE		17,267	121,619	-	182,029	(0)	(0)	-

CITY OF LOWELL
STREET FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
312-3100 BEGINNING FUND BALANCE	123,466	126,877	119,452	126,292	99,659	99,659	
SUBTOTAL FUND BALANCE	123,466	126,877	119,452	126,292	99,659	99,659	-
REVENUES							
312-315-4125 INTEREST EARNED	-	94	500	96	2,045	2,045	
312-320-4142 STATE DISTRIBUTIONS	63,960	67,914	77,554	78,622	79,288	79,288	
312-320-4151 GRANT REVENUE	-	-	-	-	150,000	150,000	
312-345-4513 TRANSPORTATION REIMBURSEMENT SDCS	864	1,340	1,605	1,605	1,605	1,605	
312-360-4210 PRINCIPAL PAYMENTS RECEIVED	2,125	-	-	-	-	-	
312-360-4215 INTEREST PAYMENTS RECEIVED	1,264	-	-	-	-	-	
312-360-4225 LOAN PROCEEDS	-	-	-	-	268,042	268,042	
312-385-4895 MISCELLANEOUS REVENUE	2,220	4,288	-	-	-	-	
SUBTOTAL REVENUES	70,433	73,637	79,659	80,323	500,980	500,980	-
INTERFUND TRANSFERS							
312-390-4916 TRANSFER FROM PERSONNEL FUND	3,126	-	-	-	-	-	
SUBTOTAL INTERFUND TRANSFERS	3,126	-	-	-	-	-	-
TOTAL RESOURCES - STREET FUND	197,025	200,513	199,111	206,615	600,639	600,639	-

CITY OF LOWELL
STREET FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17	2017-18	2018-19	2018-19	2019-20		
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED	ADOPTED
STREET							
PERSONAL SERVICES							
312-490-5110 CITY ADMINISTRATOR	6,850	7,570	8,200	8,884	4,326	4,326	
312-490-5150 PUBLIC WORKS DIRECTOR	8,795	9,374	9,841	10,757	3,374	3,374	
312-490-5152 UTILITY WORKER I	2,960	3,104	3,435	859	1,638	1,638	
312-490-5154 UTILITY WORKER II	3,328	3,622	3,789	3,467	1,638	1,638	
312-490-5158 MAINTENANCE WORKER I	1,163	1,600	1,689	1,602	-	-	
312-490-5220 OVERTIME	1,592	1,288	1,377	3,775	676	676	
312-490-5315 SOCIAL SECURITY/MEDICARE	1,945	2,032	2,462	2,433	1,045	1,045	
312-490-5320 WORKER'S COMP	1,194	1,113	1,927	1,700	673	673	
312-490-5350 UNEMPLOYMENT	-	-	2,252	-	913	913	
312-490-5410 HEALTH INSURANCE	6,568	6,071	6,672	4,189	2,877	2,877	
312-490-5450 PUBLIC EMPLOYEES RETIREMENT	2,534	3,043	3,319	2,977	2,009	2,009	
SUBTOTAL PERSONAL SERVICES	36,929	38,816	44,963	40,643	19,169	19,169	-
FULL-TIME EQUIVALENTS	0.55	0.51	0.51	0.51	0.20	0.20	
MATERIALS AND SERVICES							
312-490-6110 AUDITING	549	1,300	1,430	1,300	1,473	1,473	
312-490-6114 FINANCIAL SERVICES	529	752	1,190	1,190	1,250	1,250	
312-490-6116 ENGINEERING SERVICES	744	840	19,094	19,802	1,000	1,000	
312-490-6122 IT SERVICES	263	597	1,198	1,198	1,342	1,342	
312-490-6128 OTHER CONTRACT SERVICES	3,655	9,077	12,400	12,400	12,772	12,772	
312-490-6210 INSURANCE & BONDS	1,947	1,910	2,198	2,198	2,038	2,038	
312-490-6234 GENERAL SUPPLIES	114	144	150	150	150	150	
312-490-6290 MISCELLANEOUS	502	80	500	500	500	500	
312-490-6324 EQUIPMENT REPAIR & MAINTENANCE	536	-	500	500	500	500	
312-490-6330 OTHER REPAIR & MAINTENANCE	1,010	486	1,000	1,000	10,000	10,000	
312-490-6334 NON-CAPITALIZED ASSETS	13	671	500	-	500	500	
312-490-6430 ELECTRICITY SERVICES	14,144	13,402	15,292	19,394	20,364	20,364	
312-490-6620 STORM DRAIN MAINTENANCE	1,250	1,923	2,000	-	-	-	
312-490-6624 STREET SIGNS	302	175	500	500	500	500	

CITY OF LOWELL
STREET FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17	2017-18	2018-19	2018-19	2019-20		
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED	ADOPTED
312-490-6626 STREET LIGHTS	2,411	-	10,000	-	-	-	
TOTAL - LIBRARY	27,969	31,355	67,952	60,132	52,388	52,388	
CAPITAL OUTLAY							
312-700-8320 SOFTWARE	2,251	50	2,651	2,181	-	-	
312-700-8530 STREET IMPROVEMENTS	-	-	60,350	-	438,042	438,042	
SUBTOTAL CAPITAL OUTLAY	2,251	50	63,001	2,181	438,042	438,042	-
TOTAL - STREET	67,149	70,222	175,916	102,956	509,599	509,599	-

**CITY OF LOWELL
STREET FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020**

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
DEBT SERVICE							
312-900-7111 LOAN PRINCIPAL - CITY HALL/LIBRARY	-	-	-	-	683	683	
312-900-7511 LOAN INTEREST - CITY HALL/LIBRARY	-	-	-	-	930	930	
SUBTOTAL CONTINGENCY	-	-	-	-	1,613	1,613	-
INTERFUND TRANSFERS							
312-900-9150 TRANSFER TO EQUIPMENT FUND	3,000	4,000	4,000	4,000	4,000	4,000	
SUBTOTAL INTERFUND TRANSFERS	3,000	4,000	4,000	4,000	4,000	4,000	-
CONTINGENCY							
312-900-9590 CONTINGENCY	-	-	19,195	-	85,427	85,427	
SUBTOTAL CONTINGENCY	-	-	19,195	-	85,427	85,427	-
TOTAL EXPENDITURES - NONDEPARTMENTAL	3,000	4,000	23,195	4,000	91,040	91,040	-
TOTAL REQUIREMENTS - STREET FUND	70,149	74,222	199,111	106,956	600,639	600,639	-
ENDING FUND BALANCE	126,876	126,292	-	99,659	(0)	(0)	-

CITY OF LOWELL
BBJ FESTIVAL FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
314-3100 BEGINNING FUND BALANCE	17,763	21,526	17,051	19,374	14,522	14,522	
SUBTOTAL FUND BALANCE	17,763	21,526	17,051	19,374	14,522	14,522	-
REVENUES							
314-315-4125 INTEREST EARNED	12	12	10	10	290	290	
314-380-4861 CRAFT/COMMERCIAL BOOTH SALES	-	2,215	3,000	2,400	3,000	3,000	
314-380-4862 FOOD BOOTH SALES	-	570	800	600	1,200	1,200	
314-380-4863 BEER GARDEN	-	-	-	-	3,000	3,000	
314-380-4864 JAM SALES	-	220	1,000	1,250	1,500	1,500	
314-380-4866 QUILT RAFFLE SALES	-	1,386	4,000	3,000	4,000	4,000	
314-380-4868 PROGRAM AD SALES	-	2,670	2,700	2,700	2,750	2,750	
314-380-4870 SPONSORSHIP REVENUE	-	1,750	2,250	2,000	4,000	4,000	
314-380-4876 5K RACE REVENUE	-	-	1,100	595	1,100	1,100	
314-380-4878 CAR SHOW REVENUE	-	430	4,000	3,207	3,500	3,500	
314-380-4880 FISHING DERBY REVENUE	-	200	350	440	440	440	
314-380-4882 HORSESHOE TOURNEY REVENUE	-	-	100	100	100	100	
314-380-4884 KIDZ KORNER REVENUE	-	-	1,000	796	1,000	1,000	
314-380-4886 PIE EATING CONTEST REVENUE	-	-	200	-	100	100	
314-380-4888 RC FLYERS REVENUE	-	-	400	-	-	-	
314-380-4889 BBJ FESTIVAL OTHER REVENUE	-	11,365	-	-	-	-	
314-385-4895 MISCELLANEOUS REVENUE	22,187	-	500	500	500	500	
SUBTOTAL REVENUES	22,199	20,818	21,410	17,598	26,480	26,480	-
TOTAL RESOURCES - BBJ FESTIVAL FUND	39,962	42,345	38,461	36,972	41,003	41,003	-

CITY OF LOWELL
BBJ FESTIVAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
BBJ FESTIVAL							
MATERIALS AND SERVICES							
314-490-6118 POLICE SERVICES	-	-	1,500	-	1,500	1,500	
314-490-6122 IT SERVICES	-	84	450	260	450	450	
314-490-6220 PUBLICATIONS, PRINTING & DUES	-	-	1,200	1,200	1,200	1,200	
314-490-6224 FESTIVAL ADVERTISEMENT	-	169	1,400	1,000	1,500	1,500	
314-490-6226 POSTAGE	-	30	50	50	50	50	
314-490-6290 MISCELLANEOUS	-	32	1,850	2,500	2,000	2,000	
314-490-6440 TELEPHONE SERVICES	-	65	-	200	200	200	
314-490-6445 REFUSE SERVICES	-	-	90	812	1,000	1,000	
314-490-6614 MATERIALS & SERVICES	18,436	20,683	-	-	-	-	
314-490-6705 RENT	-	280	500	940	1,000	1,000	
314-490-6810 CRAFT/COMMERCIAL BOOTH EXP	-	10	750	500	750	750	
314-490-6812 FOOD BOOTH EXP	-	-	-	100	100	100	
314-490-6813 BEER GARDEN	-	-	-	-	1,500	1,500	
314-490-6814 JAM SALES EXP	-	434	1,000	748	750	750	
314-490-6816 QUILT RAFFLE	-	498	4,000	4,000	4,000	4,000	
314-490-6850 5K RACE EXP	-	185	1,100	600	600	600	
314-490-6852 CAR SHOW EXP	-	500	4,000	4,000	4,000	4,000	
314-490-6854 FISHING DERBY EXP	-	-	350	440	440	440	
314-490-6856 HORSESHOE TOURNEY EXP	-	-	100	50	50	50	
314-490-6858 KIDZ KORNER EXP	-	-	1,000	1,000	1,000	1,000	
314-490-6860 PIE EATING CONTEST EXP	-	-	200	200	200	200	
314-490-6862 RC FLYERS EXP	-	-	400	-	100	100	
314-490-6864 ENTERTAINMENT EXP	-	-	3,850	3,850	4,000	4,000	
SUBTOTAL MATERIALS AND SERVICES	18,436	22,970	23,790	22,450	26,390	26,390	-
TOTAL - BBJ FESTIVAL	18,436	22,970	23,790	22,450	26,390	26,390	-

CITY OF LOWELL
BBJ FESTIVAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
CONTINGENCY							
314-900-9590 CONTINGENCY	-	-	14,671	-	14,613	14,613	-
SUBTOTAL CONTINGENCY	-	-	14,671	-	14,613	14,613	-
TOTAL - NONDEPARTMENTAL	-	-	14,671	-	14,613	14,613	-
TOTAL REQUIREMENTS - BBJ FESTIVAL FUND	18,436	22,970	38,461	22,450	41,003	41,003	-
ENDING FUND BALANCE	21,526	19,374	-	14,522	(0)	(0)	-

CITY OF LOWELL
SDC FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

		2016-17	2017-18	2018-19	2018-19	2019-20		
DESCRIPTION		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED	ADOPTED
FUND BALANCE								
417-3100	BEGINNING FUND BALANCE	279,526	316,946	411,247	397,391	-	-	-
SUBTOTAL FUND BALANCE		279,526	316,946	411,247	397,391	-	-	-
REVENUES								
417-315-4125	INTEREST EARNED	-	342	-	-	-	-	-
417-345-4510	PARK SDC FEES	928	8,824	-	-	-	-	-
417-345-4512	TRANSPORTATION SDC	558	7,682	-	-	-	-	-
417-345-4530	WATER SDC	3,607	34,308	-	-	-	-	-
417-345-4540	SEWER SDC	1,009	9,594	-	-	-	-	-
417-345-4545	STORM DRAINAGE SDC	635	6,800	-	-	-	-	-
SUBTOTAL REVENUES		6,737	67,550	-	-	-	-	-
INTERFUND TRANSFERS								
417-390-4910	TRANSFER FROM GENERAL FUND	3,428	12,895	-	-	-	-	-
SUBTOTAL INTERFUND TRANSFERS		3,428	12,895	-	-	-	-	-
TOTAL RESOURCES - SDC FUND		289,691	397,391	411,247	397,391	-	-	-

CITY OF LOWELL
SDC FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
SDC							
CAPITAL OUTLAY							
417-700-8520 PARKS IMPROVEMENTS	-	-	-	-	-	-	-
417-700-8530 STREET IMPROVEMENTS	-	-	-	-	-	-	-
417-700-8540 WATER SYSTEMS	-	-	-	-	-	-	-
417-700-8550 SEWER SYSTEMS	-	-	-	-	-	-	-
417-700-8560 STORMWATER IMPROVEMENTS	-	-	-	-	-	-	-
SUBTOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-
INTERFUND TRANSFERS							
417-900-9118 TRANSFER TO WATER SDC FUND	-	-	203,746	196,254	-	-	-
417-900-9119 TRANSFER TO PARKS SDC FUND	-	-	39,627	37,691	-	-	-
417-900-9120 TRANSFER TO STORMWATER SDC FUND	-	-	25,665	24,340	-	-	-
417-900-9121 TRANSFER TO SEWER SDC FUND	-	-	117,962	115,917	-	-	-
417-900-9122 TRANSFER TO STREETS SDC FUN	-	-	24,247	23,189	-	-	-
417-900-9155 TRANSFER TO DEBT RESERVE FUND	-	-	-	-	-	-	-
SUBTOTAL INTERFUND TRANSFERS	-	-	411,247	397,391	-	-	-
RESERVED FOR FUTURE EXPENDITURE							
417-900-9893 RESERVED FOR FUTURE USE - WATE	161,778	-	-	-	-	-	-
417-900-9895 RESERVED FOR FUTURE USE - PARK	28,833	-	-	-	-	-	-
417-900-9896 RESERVED FOR FUTURE USE - STOR	17,520	-	-	-	-	-	-
417-900-9897 RESERVED FOR FUTURE USE - SEWE	93,329	-	-	-	-	-	-
417-900-9898 RESERVED FOR FUTURE USE - STRE	15,485	-	-	-	-	-	-
SUBTOTAL RESERVED FOR FUTURE EXPENDI	316,944	-	-	-	-	-	-
TOTAL - NONDEPARTMENTAL	316,944	-	411,247	397,391	-	-	-
TOTAL REQUIREMENTS - SDC FUND	316,944	-	411,247	397,391	-	-	-
ENDING FUND BALANCE	-	-	-	-	-	-	-

CITY OF LOWELL
PARKS SDC FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
410-3100 BEGINNING FUND BALANCE	-	-	-	-	46,513	46,513	
SUBTOTAL FUND BALANCE	-	-	-	-	46,513	46,513	-
REVENUES							
410-315-4125 INTEREST EARNED	-	-	1,011	942	1,163	1,163	
410-345-4510 PARK SDC FEES	-	-	14,160	7,880	7,880	7,880	
SUBTOTAL REVENUES	-	-	15,171	8,822	9,043	9,043	-
INTERFUND TRANSFERS							
410-390-4917 TRANSFER FROM SDC FUND	-	-	39,627	37,691	-	-	
SUBTOTAL INTERFUND TRANSFERS	-	-	39,627	37,691	-	-	-
TOTAL RESOURCES - PARKS SDC FUND	-	-	54,798	46,513	55,556	55,556	-

CITY OF LOWELL
PARKS SDC FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
MATERIALS AND SERVICES							
410-490-6128 OTHER CONTRACT SERVICES	-	-	2,000	-	10,000	10,000	
SUBTOTAL INTERFUND TRANSFERS	-	-	2,000	-	10,000	10,000	-
CAPITAL OUTLAY							
410-700-8520 PARKS IMPROVEMENTS	-	-	-	-	45,556	45,556	
SUBTOTAL CAPITAL OUTLAY	-	-	-	-	45,556	45,556	-
RESERVED FOR FUTURE EXPENDITURE							
410-900-9895 RESERVED FOR FUTURE USE - PARK	-	-	52,798	46,513	-	-	
SUBTOTAL RESERVED FOR FUTURE EXPENDI	-	-	52,798	46,513	-	-	-
TOTAL - NONDEPARTMENTAL	-	-	54,798	46,513	55,556	55,556	-
TOTAL REQUIREMENTS - PARKS SDC FUND	-	-	54,798	46,513	55,556	55,556	-
ENDING FUND BALANCE	-	-	-	-	0	0	-

CITY OF LOWELL
TRANSPORTATION SDC FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
412-3100 BEGINNING FUND BALANCE	-	-	-	-	28,503	28,503	-
SUBTOTAL FUND BALANCE	-	-	-	-	28,503	28,503	-
REVENUES							
412-315-4125 INTEREST EARNED	-	-	655	580	713	713	-
412-345-4512 TRANSPORTATION SDC	-	-	8,505	4,736	4,736	4,736	-
SUBTOTAL REVENUES	-	-	9,160	5,316	5,449	5,449	-
INTERFUND TRANSFERS							
412-390-4917 TRANSFER FROM SDC FUND	-	-	24,247	23,187	-	-	-
SUBTOTAL INTERFUND TRANSFERS	-	-	24,247	23,187	-	-	-
TOTAL RESOURCES - TRANSPORTATION SDC	-	-	33,407	28,503	33,951	33,951	-

CITY OF LOWELL
TRANSPORTATION SDC FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
TRANSPORTATION SDCS							
MATERIALS AND SERVICES							
412-490-6128 OTHER CONTRACT SERVICES	-	-	2,000	-	2,000	2,000	
SUBTOTAL INTERFUND TRANSFERS	-	-	2,000	-	2,000	2,000	-
CAPITAL OUTLAY							
412-700-8530 STREET IMPROVEMENTS	-	-	-	-	31,951	31,951	
SUBTOTAL CAPITAL OUTLAY	-	-	-	-	31,951	31,951	-
RESERVED FOR FUTURE EXPENDITURE							
412-900-9898 RESERVED FOR FUTURE USE - STRE	-	-	31,407	28,503	-	-	
SUBTOTAL RESERVED FOR FUTURE EXPENDI	-	-	31,407	28,503	-	-	-
TOTAL - NONDEPARTMENTAL	-	-	33,407	28,503	33,951	33,951	-
TOTAL REQUIREMENTS - TRANSPORTATION	-	-	33,407	28,503	33,951	33,951	-
ENDING FUND BALANCE	-	-	-	-	0	0	-

CITY OF LOWELL
WATER SDC FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
430-3100 BEGINNING FUND BALANCE	-	-	-	-	239,460	239,460	
SUBTOTAL FUND BALANCE	-	-	-	-	239,460	239,460	-
REVENUES							
430-315-4125 INTEREST EARNED	-	-	3,768	4,906	5,987	5,987	
430-345-4530 WATER SDC	-	-	55,020	38,300	30,640	30,640	
SUBTOTAL REVENUES	-	-	58,788	43,206	36,627	36,627	-
INTERFUND TRANSFERS							
430-390-4917 TRANSFER FROM GENERAL FUND	-	-	203,746	196,254	-	-	
SUBTOTAL INTERFUND TRANSFERS	-	-	203,746	196,254	-	-	-
TOTAL RESOURCES - WATER SDC FUND	-	-	262,534	239,460	276,087	276,087	-

CITY OF LOWELL
WATER SDC FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
MATERIALS AND SERVICES							
430-490-6128 OTHER CONTRACT SERVICES	-	-	2,000	-	2,000	2,000	
SUBTOTAL INTERFUND TRANSFERS	-	-	2,000	-	2,000	2,000	-
CAPITAL OUTLAY							
430-700-8530 WATER SYSTEMS IMPROVEMENTS	-	-	-	-	274,087	274,087	
SUBTOTAL CAPITAL OUTLAY	-	-	-	-	274,087	274,087	-
RESERVED FOR FUTURE EXPENDITURE							
430-900-9893 RESERVED FOR FUTURE USE - WATE		-	260,534	239,460	-	-	
SUBTOTAL RESERVED FOR FUTURE EXPENDI	-	-	260,534	239,460	-	-	-
TOTAL - NONDEPARTMENTAL	-	-	262,534	239,460	276,087	276,087	-
TOTAL REQUIREMENTS - WATER SDC FUND	-	-	262,534	239,460	276,087	276,087	-
ENDING FUND BALANCE	-	-	-	0	-	-	-

CITY OF LOWELL
SEWER SDC FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
440-3100 BEGINNING FUND BALANCE	-	-	-	-	127,383	127,383	
SUBTOTAL FUND BALANCE	-	-	-	-	127,383	127,383	-
REVENUES							
440-315-4125 INTEREST EARNED	-	-	2,581	2,898	3,185	3,185	
440-345-4540 SEWER SDC	-	-	15,390	8,568	8,568	8,568	
SUBTOTAL REVENUES	-	-	17,971	11,466	11,753	11,753	-
INTERFUND TRANSFERS							
440-390-4917 TRANSFER FROM GENERAL FUND	-	-	117,962	115,917	-	-	
SUBTOTAL INTERFUND TRANSFERS	-	-	117,962	115,917	-	-	-
TOTAL RESOURCES - SEWER SDC FUND	-	-	135,933	127,383	139,136	139,136	-

CITY OF LOWELL
SEWER SDC FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
MATERIALS AND SERVICES							
440-490-6128 OTHER CONTRACT SERVICES	-	-	2,000	-	2,000	2,000	
SUBTOTAL INTERFUND TRANSFERS	-	-	2,000	-	2,000	2,000	-
CAPITAL OUTLAY							
440-700-8550 CAPITAL OUTLAY - SEWER SYSTEMS	-	-	-	-	137,136	137,136	
SUBTOTAL CAPITAL OUTLAY	-	-	-	-	137,136	137,136	-
RESERVED FOR FUTURE EXPENDITURE							
440-900-9897 RESERVED FOR FUTURE USE - SEWE		-	133,933	127,383	-	-	
SUBTOTAL RESERVED FOR FUTURE EXPENDI	-	-	133,933	127,383	-	-	-
TOTAL - NONDEPARTMENTAL	-	-	135,933	127,383	139,136	139,136	-
TOTAL REQUIREMENTS - SEWER SDC FUND	-	-	135,933	127,383	139,136	139,136	-
ENDING FUND BALANCE	-	-	-	(0)	(0)	(0)	-

CITY OF LOWELL
STORMWATER SDC FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
445-3100 BEGINNING FUND BALANCE	-	-	-	-	30,333	30,333	
SUBTOTAL FUND BALANCE	-	-	-	-	30,333	30,333	-
REVENUES							
445-315-4125 INTEREST EARNED	-	-	193	609	758	758	
445-345-4540 STORMWATER SDC	-	-	9,675	5,384	5,384	5,384	
SUBTOTAL REVENUES	-	-	9,868	5,993	6,142	6,142	-
INTERFUND TRANSFERS							
445-390-4917 TRANSFER FROM SDC FUND	-	-	25,665	24,340	-	-	
SUBTOTAL INTERFUND TRANSFERS	-	-	25,665	24,340	-	-	-
TOTAL RESOURCES - STORMWATER SDC FUND	-	-	35,533	30,333	36,475	36,475	-

CITY OF LOWELL
STORMWATER SDC FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
MATERIALS AND SERVICES							
445-490-6128 OTHER CONTRACT SERVICES	-	-	2,000	-	2,000	2,000	
SUBTOTAL MATERIALS AND SERVICES	-	-	2,000	-	2,000	2,000	-
CAPITAL OUTLAY							
445-700-8560 STORMWATER IMPROVEMENTS	-	-	-	-	34,475	34,475	
SUBTOTAL CAPITAL OUTLAY	-	-	-	-	34,475	34,475	-
RESERVED FOR FUTURE EXPENDITURE							
445-900-9896 RESERVED FOR FUTURE USE - STORMWATER	-	-	33,533	30,333	-	-	
SUBTOTAL RESERVED FOR FUTURE EXPENDI	-	-	33,533	30,333	-	-	-
TOTAL - NONDEPARTMENTAL	-	-	35,533	30,333	36,475	36,475	-
TOTAL REQUIREMENTS - STORMWATER SDC	-	-	35,533	30,333	36,475	36,475	-
ENDING FUND BALANCE	-	-	-	-	(0)	(0)	-

CITY OF LOWELL
WATER RESERVE FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
520-3100 BEGINNING FUND BALANCE	7,876	11,814	15,752	15,752	19,690	19,690	-
SUBTOTAL FUND BALANCE	7,876	11,814	15,752	15,752	19,690	19,690	-
INTERFUND TRANSFERS							
520-390-4930 TRANSFER FROM WATER FUND	3,938	3,938	3,938	3,938	3,938	3,938	-
SUBTOTAL INTERFUND TRANSFERS	3,938	3,938	3,938	3,938	3,938	3,938	-
TOTAL RESOURCES - WATER RESERVE FUND	11,814	15,752	19,690	19,690	23,628	23,628	-

CITY OF LOWELL
WATER RESERVE FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
RESERVED FOR FUTURE EXPENDITURE							
520-900-9892 RESERVED FOR WATER BOND PAYMEN	11,814	15,752	19,690	19,690	23,628	23,628	
SUBTOTAL RESERVED FOR FUTURE EXPENDI	11,814	15,752	19,690	19,690	23,628	23,628	-
TOTAL - NONDEPARTMENTAL	11,814	15,752	19,690	19,690	23,628	23,628	-
TOTAL REQUIREMENTS - WATER RESERVE F	11,814	15,752	19,690	19,690	23,628	23,628	-
ENDING FUND BALANCE	-	-	-	-	-	-	-

CITY OF LOWELL
SEWER RESERVE FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
521-3100 BEGINNING FUND BALANCE	3,520	5,095	6,670	6,670	8,245	8,245	-
SUBTOTAL FUND BALANCE	3,520	5,095	6,670	6,670	8,245	8,245	-
INTERFUND TRANSFERS							
521-390-4940 TRANSFER FROM SEWER FUND	1,575	1,575	1,575	1,575	1,575	1,575	-
SUBTOTAL INTERFUND TRANSFERS	1,575	1,575	1,575	1,575	1,575	1,575	-
TOTAL RESOURCES - SEWER RESERVE FUND	5,095	6,670	8,245	8,245	9,820	9,820	-

CITY OF LOWELL
SEWER RESERVE FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
RESERVED FOR FUTURE EXPENDITURE							
521-900-9891 RESERVED FOR SEWER BOND PAYMENT	5,095	6,670	8,245	8,245	9,820	9,820	
SUBTOTAL RESERVED FOR FUTURE EXPENDI	5,095	6,670	8,245	8,245	9,820	9,820	-
TOTAL - NONDEPARTMENTAL	-	-	-	8,245	9,820	9,820	-
TOTAL REQUIREMENTS - SEWER RESERVE FU	5,095	6,670	8,245	8,245	9,820	9,820	-
ENDING FUND BALANCE	-	(0)	(0)	-	-	-	-

CITY OF LOWELL
EQUIPMENT FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
550-3100 BEGINNING FUND BALANCE	30,188	17,195	43,579	43,614	35	35	
SUBTOTAL FUND BALANCE	30,188	17,195	43,579	43,614	35	35	-
REVENUES							
550-315-4125 INTEREST EARNED	-	300	-	-	-	-	
550-370-4849 CAPITAL ASSET DISPOSAL	-	16,384	-	-	-	-	
SUBTOTAL REVENUES	-	16,684	-	-	-	-	-
INTERFUND TRANSFERS							
550-390-4910 TRANSFER FROM GENERAL FUND	1,000	2,000	2,000	2,000	6,000	6,000	
550-390-4912 TRANSFER FROM STREET FUND	3,000	4,000	4,000	4,000	4,000	4,000	
550-390-4930 TRANSFER FROM WATER FUND	1,000	2,000	2,000	2,000	6,000	6,000	
550-390-4940 TRANSFER FROM SEWER FUND	1,000	2,000	2,000	2,000	6,000	6,000	
SUBTOTAL INTERFUND TRANSFERS	6,000	10,000	10,000	10,000	22,000	22,000	-
TOTAL RESOURCES - EQUIPMENT FUND	36,188	43,879	53,579	53,614	22,035	22,035	-

**CITY OF LOWELL
EQUIPMENT FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020**

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
EQUIPMENT							
CAPITAL OUTLAY							
550-700-8425 CAPITAL OUTLAY - VEHICLES & RO	18,993	-	53,579	53,579	22,035	22,035.00	
SUBTOTAL CAPITAL OUTLAY	18,993	-	53,579	53,579	22,035	22,035	-
TOTAL - NONDEPARTMENTAL	18,993	-	53,579	53,579	22,035	22,035	-
TOTAL REQUIREMENTS - EQUIPMENT FUND	18,993	-	53,579	53,579	22,035	22,035	-
ENDING FUND BALANCE	17,195	43,879	-	35	0	0	-

CITY OF LOWELL
DEBT RESERVE FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
555-3100 BEGINNING FUND BALANCE	106,980	51,854	28,395	28,469	12,724	12,724	-
SUBTOTAL FUND BALANCE	106,980	51,854	28,395	28,469	12,724	12,724	-
REVENUES							
555-315-4125 INTEREST EARNED	-	-	-	-	-	-	-
SUBTOTAL INTERFUND TRANSFERS	-	-	-	-	-	-	-
INTERFUND TRANSFERS							
555-390-4917 TRANSFER FROM SDC FUND	-	-	-	-	-	-	-
SUBTOTAL INTERFUND TRANSFERS	-	-	-	-	-	-	-
TOTAL RESOURCES - DEBT RESERVE FUND	106,980	51,854	28,395	28,469	12,724	12,724	-

CITY OF LOWELL
DEBT RESERVE FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
INTERFUND TRANSFERS							
555-900-9130 TRANSFER TO WATER FUND	39,381	7,715	-	-	-	-	-
555-900-9140 TRANSFER TO SEWER FUND	15,745	15,745	15,745	15,745	12,724	12,724	
SUBTOTAL INTERFUND TRANSFERS	55,126	23,460	15,745	15,745	12,724	12,724	-
RESERVED FOR FUTURE EXPENDITURE							
555-900-9893 RESERVED FOR FUTURE USE - WATE	7,714	-	-	-	-	-	-
555-900-9897 RESERVED FOR FUTURE USE - SEWE	44,140	28,395	12,650	12,724	-	-	-
SUBTOTAL RESERVED FOR FUTURE EXPENDI	51,854	28,395	12,650	12,724	-	-	-
TOTAL - NONDEPARTMENTAL	-	-	-	12,724	-	-	-
TOTAL REQUIREMENTS - DEBT RESERVE FUN	106,980	51,855	28,395	28,469	12,724	12,724	-
ENDING FUND BALANCE	-	(1)	-	-	-	-	-

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Lowell City Council will be held on June 18, 2019 at 7:00 pm at the Maggie Osgood Library, 70 N. Pioneer Street, Lowell, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2019 as approved by the City of Lowell Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Lowell City Hall, 107 East Third Street, Lowell, Oregon, between the hours of 9 a.m. and 5:30 p.m. or online at www.ci.lowell.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year. A public hearing to discuss the proposed uses of state revenue sharing will also be held at the same time and place noted above.

Contact: Jared Cobb

Telephone: 541-937-2157 Email: jcobb@ci.lowell.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2017-18	Adopted Budget This Year 2018-19	Approved Budget Next Year 2019-20
Beginning Fund Balance/Net Working Capital	904,482	1,056,630	1,185,978
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	816,591	937,720	961,425
Federal, State and all Other Grants, Gifts, Allocations and Donations	114,094	182,729	1,329,604
Revenue from Bonds and Other Debt	0	530,000	443,042
Interfund Transfers / Internal Service Reimbursements	52,368	442,505	40,237
All Other Resources Except Current Year Property Taxes	98,204	255,782	44,315
Current Year Property Taxes Estimated to be Received	140,307	141,122	148,061
Total Resources	2,126,045	3,546,488	4,152,662

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
	Actual Amount 2017-18	Adopted Budget This Year 2018-19	Approved Budget Next Year 2019-20
Personnel Services	421,180	490,410	510,485
Materials and Services	370,036	625,190	721,783
Capital Outlay	42,442	1,025,708	2,382,281
Debt Service	116,644	115,993	155,479
Interfund Transfers	51,868	442,505	40,237
Contingencies	0	285,892	301,448
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	1,123,875	560,790	40,948
Total Requirements	2,126,045	3,546,488	4,152,662

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program	Actual Amount 2017-18	Adopted Budget This Year 2018-19	Approved Budget Next Year 2019-20
Administration	92,900	512,767	182,987
FTE	0.43	0.43	0.34
Parks & Recreation	37,053	527,095	851,891
FTE	0.48	0.48	0.61
Police	30,200	29,106	35,561
FTE	0.00	0.00	0.00
Community Development	42,730	130,194	68,327
FTE	0.15	0.15	0.10
Library	7,789	7,679	339,929
FTE	0.00	0.00	0.40
Code Enforcement	10,173	16,560	14,738
FTE	0.10	0.10	0.10
Tourism	9,695	12,850	11,350
FTE	0.00	0.00	0.00
Municipal Court	10,294	13,682	14,170
FTE	0.10	0.10	0.10
Streets	70,222	175,916	509,599
FTE	0.51	0.51	0.20
Water	258,985	311,426	545,910
FTE	1.93	1.93	2.06
Sewer	240,647	316,664	450,458
FTE	1.93	1.93	2.06
Blackberry Jam Festival	22,970	23,790	26,390
FTE	0.00	0.00	0.00
Not Allocated to Organizational Unit or Program	1,292,387	1,468,759	1,101,351
FTE	0.00	0.00	0.00
Total Requirements	2,126,045	3,546,488	4,152,662
Total FTE	5.63	5.63	5.97

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *
 A 0.40 FTE Librarian position has been added to the General Fund. Several allocations were modified across funds to better reflect hours worked in each program. The City has budgeted for capital improvements, including \$392,000 for Library renovations, \$790,000 for Rolling Rock Park improvements, \$338,498 for development of the Cannon Street Festival Area, \$20,639 for the Railroad Corridor Trail development, \$175,000 for an automated meter reading system, \$9,000 for a sewer inspection camera, and \$8,000 for sewer plant equipment.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2017-18	Rate or Amount Imposed This Year 2018-19	Rate or Amount Approved Next Year 2019-20
Permanent Rate Levy (rate limit \$2.1613 per \$1,000)	\$2.1613	\$2.1613	\$2.1613
Local Option Levy			
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$1,545,857	\$0
Other Borrowings	\$30,000	\$0
Total	\$2,075,857	\$0

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: Consent Agenda

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

The Consent Agenda for the June 18, 2019 City Council meeting includes the City Council Meeting Minutes for May 21, 2019, June 4, 2019 and Check Register for May 2019.

FISCAL IMPACT:

1. City Council Meeting Minutes – May 21, 2019
2. City Council Work Session Minutes – June 4, 2019
3. Check Register – May 2019

COURSES OF ACTION:

1. Motion to approve the consent agenda as presented.
2. Motion to remove an item from the consent agenda and place on the Business Meeting for additional review, discussion or amendment.

RECOMMENDATION:

Motion to approve the consent agenda as presented.

ATTACHMENTS:

1. City Council Meeting Minutes – May 21, 2019
2. City Council Work Session Minutes – June 4, 2019
3. Check Register – May 2019

City of Lowell, Oregon
Minutes of the City Council Regular Session
May 21, 2019

The Regular Session was called to order at 7:08 PM by Mayor Bennett.

Members Present: Mayor Don Bennett, Gail Harris, Patricia Angelini, Samantha Dragt, Tim Stratis

Consent Agenda: Councilor Harris moved to approve the consent agenda, second by Councilor Stratis. PASS 5:0

Public Comments: None

Council Comments: None

City Administrator Report: CA Cobb reported on the following topics: RDI networking event at Bristow Ranch, where 16 business owners and stakeholders attended. All properties have been secured for the expansion of Rolling Rock Park, discussed supplemental budget requirement, taking applications for two open positions on the Planning Commission, a review of committee meetings: BBJ, Downtown Master Plan, Parks and Recreation Master Plan committees. Project updates: City Hall/Library building, community facilities study, Rolling Rock Park Improvements and LOC highlights PERS reform and Facilities Study.

Financial Report: Monthly Financial Report for April – provided in packet.

Police Report: No April report provided.

Old Business: None

New Business:

- **Resolution 717 – Code Assistance Grant Request** – CA Cobb presented information on the project to update the development code, working with LCOG, Planning Commission, and the Oregon Transportation Growth Management Program. **Councilor Stratis moved to approve Resolution 717 -The Resolution Supporting and Authorizing the City Administrator to Submit an Application to the Oregon Department of Transportation and Oregon Department of Land Conservation and Development’s Transportation Growth Management Code Assistance Program, second by Councilor Dragt. PASS 5:0**
- **Resolution 718 – Abatement 187 E 2nd Street** - CA Cobb provided information on Notice of Violation and proceedings to abate the property at 187 E 2nd Street. **Councilor Harris moved to approve Resolution 718 – A Resolution Approving Abatement of Property Located at 187 East Second Street by the City of Lowell, second by Councilor Stratis. PASS 5:0**
- **Memorandum of Understanding – Lowell Fire Department** – CA Cobb presented recommendation by the City/County Insurance Service provider requiring a certificate of insurance, an MOU outlining the scope and responsibilities regarding the live-burn exercise on Saturday, May 25 at 53 East Main Street. **Councilor Angelini moved to approve the**

Memorandum of Understanding with the Lowell Rural Fire Protection District, as presented, second by Councilor Dragt. PASS 5:0

- **Memorandum of Understanding – Lowell School District** – CA Cobb presented recommendation by the City/County Insurance Service provider requiring a certificate of insurance an MOU regarding the School’s transportation vehicles and equipment being parked at the Maggie Osgood Library during construction of the school gym. **Mayor Bennett moved to approve the Memorandum of Understanding with the Lowell School District, as presented, second by Councilor Angelini. PASS 5:0**

Other:

- **Utility Policy** – CA presented current Utility Policy, requested direction on the Door Hanger Penalty and possible removal of process. Item will be brought back to the Council Work Session on June 4, 2019.

Mayor Comments: None

Public Comments: Hall O’Regan 62 E 3rd Street, voiced a need to see the City become tougher on code enforcement. . Tim & Bernie Anderson, Fall Creek, Bernie is an Eagle Scout candidate looking for a community project, council provided possible activities.

Adjourn: 8:24 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jared Cobb, City Recorder

Date

City of Lowell, Oregon
Minutes of the City Council Work Session
June 4, 2019

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

Members Present: Mayor Don Bennett, Gail Harris, Patricia Angelini, Tim Stratis

Member Absent: Samantha Dragt

Work Session Topic(s)

1. **Downtown Master Plan:** CA introduced Jake Callister, Lane Council of Governments and Zoe Anton, Urban Collaborative. Jake was the manager of the Downtown Master Plan, he helped define and develop the plan. He provided an overview of how the project was created and Zoe presented how the goals and visions of the project were developed. They discussed how to use the plan and council presented questions. Council thanked Jake and Zoe for their time and job well done.
2. **Code Enforcement Procedures:** CA presented a boiler plate complaint form and policy adopted by City of Veneta. Discussion on developing a consistent process on handling code issues. CA provided information on software from Caselle to handle Code Enforcement and streamline the process. CA will bring item back to next work session.
3. **Oakridge Law Enforcement Contract:** CA presented information on the contract and details of service being provided. Options for possible changes were discussed.
4. **4th of July Fireworks Display:** CA was approached by gentleman who would like to put on a fireworks display in Lowell this July 4th. Council voiced concern do to time constraints it would be difficult to prepare for a show this year, but would be interested in working toward a plan for next year.

Adjourn: 9:56 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jared Cobb, City Recorder

Date

Report Criteria:

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

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
15310								
15310	City of Lowell	5/1/19	1	Water Service	110-410-6420	.00	22.25	22.25
15310	City of Lowell	5/1/19	2	Sewer Service	110-410-6425	.00	43.88	43.88
15310	City of Lowell	5/1/19	3	Water Service	110-410-6420	.00	53.81	53.81
15310	City of Lowell	5/1/19	4	Sewer Service	110-420-6425	.00	117.02	117.02
15310	City of Lowell	5/1/19	5	Water Service	110-450-6420	.00	7.42	7.42
15310	City of Lowell	5/1/19	6	Sewer Service	110-450-6425	.00	14.63	14.63
15310	City of Lowell	5/1/19	7	Water Service	230-490-6420	.00	38.32	38.32
15310	City of Lowell	5/1/19	8	Sewer Service	230-490-6425	.00	58.51	58.51
15310	City of Lowell	5/1/19	9	Water Service	240-490-6420	.00	1,633.02	1,633.02
15310	City of Lowell	5/1/19	10	Sewer Service	240-490-6425	.00	526.59	526.59
Total 15310:						.00		2,515.45
15311								
15311	Lane Council of Governme	71845	1	Legal Services	110-410-6112	.00	286.89	286.89
Total 15311:						.00		286.89
15312								
15312	Lane Electric Cooperative	4/23/19	1	Electricity	110-420-6430	.00	52.15	52.15
15312	Lane Electric Cooperative	4/23/19	2	Electricity	110-470-6326	.00	58.59	58.59
15312	Lane Electric Cooperative	4/23/19	3	Electricity	110-410-6430	.00	196.76	196.76
15312	Lane Electric Cooperative	4/23/19	4	Electricity	312-490-6430	.00	1,233.61	1,233.61
15312	Lane Electric Cooperative	4/23/19	5	Electricity	230-490-6430	.00	1,541.14	1,541.14
15312	Lane Electric Cooperative	4/23/19	6	Electricity	240-490-6430	.00	1,201.16	1,201.16
15312	Lane Electric Cooperative	4/23/19	7	Electricity	110-450-6430	.00	65.59	65.59
Total 15312:						.00		4,349.00
15313								
15313	Northwest Code Profession	2432	1	Building Permit Cost	110-440-6524	.00	3,675.68	3,675.68
15313	Northwest Code Profession	2432	2	Electrical Permit Cost	110-440-6525	.00	75.00	75.00
Total 15313:						.00		3,750.68
15314								
15314	Purchase Power	03032019	1	Postage	110-410-6226	.00	30.00	30.00
15314	Purchase Power	03032019	2	Postage	230-490-6226	.00	60.00	60.00
15314	Purchase Power	03032019	3	Postage	240-490-6226	.00	60.00	60.00
Total 15314:						.00		150.00
15315								
15315	The Automation Group Inc	4783	1	Install VPN for remote login	230-490-6330	.00	1,463.73	1,463.73
Total 15315:						.00		1,463.73
15316								
15316	Verizon Wireless	9828704822	1	Cell Phone	110-410-6440	.00	46.64	46.64
15316	Verizon Wireless	9828704822	2	Cell Phone	230-490-6440	.00	46.64	46.64

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
15316	Verizon Wireless	9828704822	3	Cell Phone	240-490-6440	.00	46.64	46.64
Total 15316:						.00		139.92
15317								
15317	Accurate Home Inspection	2131	1	Home Inspection	110-410-8225	.00	430.00	430.00
Total 15317:						.00		430.00
15318								
15318	ATEZ INC.	190405	1	Asbestos Removal	110-420-8520	.00	943.00	943.00
Total 15318:						.00		943.00
15319								
15319	Caselle	95094	1	Contract Support and Maintenanc	312-490-6122	.00	99.70	99.70
15319	Caselle	95094	2	Contract Support and Maintenanc	240-490-6122	.00	299.10	299.10
15319	Caselle	95094	3	Contract Support and Maintenanc	230-490-6122	.00	299.10	299.10
15319	Caselle	95094	4	Contract Support and Maintenanc	110-410-6122	.00	299.10	299.10
Total 15319:						.00		997.00
15320								
15320	Century Link	APRIL 2019	1	Telephone Service	240-490-6440	.00	78.35	78.35
15320	Century Link	APRIL 2019	2	Internet Service	230-490-6435	.00	70.00	70.00
15320	Century Link	APRIL 2019	3	Telephone Service	230-490-6440	.00	243.10	243.10
15320	Century Link	APRIL 2019	4	Telephone Service	110-410-6440	.00	150.86	150.86
Total 15320:						.00		542.31
15321								
15321	CenturyLink Business Serv	1467613049	1	Telephone Service	110-410-6440	.00	2.06	2.06
Total 15321:						.00		2.06
15322								
15322	City of Oakridge	4TH QTR FY	1	Police Service	110-430-6118	.00	6,825.00	6,825.00
Total 15322:						.00		6,825.00
15323								
15323	DEQ -Financial Services R	WQ20WSC-0	1	Annual Program Support Fee	240-490-6520	.00	100.00	100.00
Total 15323:						.00		100.00
15324								
15324	Gatehouse Eugene - Adver	53839	1	Public Notice	110-410-6220	.00	85.00	85.00
Total 15324:						.00		85.00
15325								
15325	HornButte Tree Service LL	5/9/19	1	Tree limb removal	312-490-6128	.00	350.00	350.00
Total 15325:						.00		350.00

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
15326								
15326	Hunter Communications	JUNE 2019	1	Internet Service	110-410-6435	.00	77.47	77.47
15326	Hunter Communications	JUNE 2019	2	Internet Service	110-450-6435	.00	77.47	77.47
Total 15326:						.00		154.94
15327								
15327	Lane Council of Governme	71863, 7215	1	Planning Service Downtown	110-440-6128	.00	10,858.19	10,858.19
15327	Lane Council of Governme	71863, 7215	2	Planning Service IGA	110-440-6522	.00	3,589.35	3,589.35
Total 15327:						.00		14,447.54
15328								
15328	Lane Forest Products	S1209370, 5	1	Green waste haul off fee	110-460-6128	.00	41.00	41.00
Total 15328:						.00		41.00
15329								
15329	Municipal Code Corporatio	00325366	1	Website Hosting	110-410-6122	.00	2,700.00	2,700.00
Total 15329:						.00		2,700.00
15330								
15330	NCL of Wisconsin, Inc.	404947	1	pH buffer	230-490-6750	.00	114.51	114.51
15330	NCL of Wisconsin, Inc.	404947	2	pH buffer	240-490-6750	.00	114.52	114.52
Total 15330:						.00		229.03
15331								
15331	Nichols Layli	APRIL 2019	1	Consulting Services	240-490-6114	.00	198.25	198.25
15331	Nichols Layli	APRIL 2019	2	Consulting Services	230-490-6114	.00	198.25	198.25
15331	Nichols Layli	APRIL 2019	3	Consulting Services	312-490-6114	.00	66.08	66.08
15331	Nichols Layli	APRIL 2019	4	Consulting Services	110-410-6114	.00	198.25	198.25
Total 15331:						.00		660.83
15332								
15332	Peterson	SW29000506	1	Generator Maintenance	240-490-6324	.00	1,118.33	1,118.33
Total 15332:						.00		1,118.33
15333								
15333	Renewable Resource Grou	114822,1146	1	Lab	240-490-6755	.00	604.80	604.80
15333	Renewable Resource Grou	114822,1146	2	Lab	230-490-6755	.00	36.00	36.00
Total 15333:						.00		640.80
15334								
15334	Sanders, Tim	56	1	Monthly DRC Fee for Collections	240-490-6128	.00	300.00	300.00
Total 15334:						.00		300.00
15335								
15335	SaniPac	3193963	1	Refuse Services	240-490-6445	.00	18.92	18.92
15335	SaniPac	3193963	2	Refuse Services	230-490-6445	.00	18.92	18.92
15335	SaniPac	3193963	3	Refuse Services	110-450-6445	.00	8.21	8.21

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
15335	SaniPac	3193963	4	Refuse Services	110-420-6445	.00	22.50	22.50
15335	SaniPac	3193963	5	Refuse Services	110-410-6445	.00	8.21	8.21
15335	SaniPac	3197344	1	Green Waste Dumpsters	110-460-6128	.00	333.00	333.00
Total 15335:						.00		409.76
15336								
15336	Springfield Rentals	168854,1689	1	Chipper, tractor rental	110-460-6128	.00	4,537.60	4,537.60
Total 15336:						.00		4,537.60
15337								
15337	Staples Credit Plan	APRIL 9,201	1	Office Supplies	110-410-6230	.00	189.98	189.98
15337	Staples Credit Plan	APRIL 9,201	2	General Supplies	110-410-6234	.00	75.99	75.99
Total 15337:						.00		265.97
15338								
15338	Sunbelt Rentals	87994433-00	1	20kw generator rental	240-490-6128	.00	1,894.08	1,894.08
Total 15338:						.00		1,894.08
15339								
15339	U.S. Equipment Finance	384270104	1	Copier Contract	110-410-6124	.00	147.98	147.98
Total 15339:						.00		147.98
15340								
15340	USA Blue Book	879219	1	Supplies	230-490-6750	.00	285.72	285.72
Total 15340:						.00		285.72
15341								
15341	Kubota Tractor Corporation	1315615	1	Tractor and Attachments	230-700-8425	.00	7,733.11	7,733.11
15341	Kubota Tractor Corporation	1315615	2	Tractor and attachments	240-700-8425	.00	7,733.11	7,733.11
15341	Kubota Tractor Corporation	1315615	3	Tractor and attachments	550-700-8425	.00	22,000.00	22,000.00
15341	Kubota Tractor Corporation	1315615	4	Tractor and attachments	312-700-8425	.00	7,733.11	7,733.11
Total 15341:						.00		45,199.33
15342								
15342	Lane Council of Governme	71948	1	IT Service	110-410-6122	.00	133.94	133.94
Total 15342:						.00		133.94
Grand Totals:						.00		96,096.89

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-2125	.00	36,480.47-	36,480.47-
110-410-6112	286.89	.00	286.89
110-410-6114	198.25	.00	198.25

GL Account	Debit	Credit	Proof
110-410-6122	3,133.04	.00	3,133.04
110-410-6124	147.98	.00	147.98
110-410-6220	85.00	.00	85.00
110-410-6226	30.00	.00	30.00
110-410-6230	189.98	.00	189.98
110-410-6234	75.99	.00	75.99
110-410-6420	76.06	.00	76.06
110-410-6425	43.88	.00	43.88
110-410-6430	196.76	.00	196.76
110-410-6435	77.47	.00	77.47
110-410-6440	199.56	.00	199.56
110-410-6445	8.21	.00	8.21
110-410-8225	430.00	.00	430.00
110-420-6425	117.02	.00	117.02
110-420-6430	52.15	.00	52.15
110-420-6445	22.50	.00	22.50
110-420-8520	943.00	.00	943.00
110-430-6118	6,825.00	.00	6,825.00
110-440-6128	10,858.19	.00	10,858.19
110-440-6522	3,589.35	.00	3,589.35
110-440-6524	3,675.68	.00	3,675.68
110-440-6525	75.00	.00	75.00
110-450-6420	7.42	.00	7.42
110-450-6425	14.63	.00	14.63
110-450-6430	65.59	.00	65.59
110-450-6435	77.47	.00	77.47
110-450-6445	8.21	.00	8.21
110-460-6128	4,911.60	.00	4,911.60
110-470-6326	58.59	.00	58.59
230-2125	.00	12,207.05-	12,207.05-
230-490-6114	198.25	.00	198.25
230-490-6122	299.10	.00	299.10
230-490-6226	60.00	.00	60.00
230-490-6330	1,463.73	.00	1,463.73
230-490-6420	38.32	.00	38.32
230-490-6425	58.51	.00	58.51
230-490-6430	1,541.14	.00	1,541.14
230-490-6435	70.00	.00	70.00
230-490-6440	289.74	.00	289.74
230-490-6445	18.92	.00	18.92
230-490-6750	400.23	.00	400.23
230-490-6755	36.00	.00	36.00
230-700-8425	7,733.11	.00	7,733.11
240-2125	.00	15,926.87-	15,926.87-
240-490-6114	198.25	.00	198.25
240-490-6122	299.10	.00	299.10
240-490-6128	2,194.08	.00	2,194.08
240-490-6226	60.00	.00	60.00
240-490-6324	1,118.33	.00	1,118.33
240-490-6420	1,633.02	.00	1,633.02
240-490-6425	526.59	.00	526.59
240-490-6430	1,201.16	.00	1,201.16
240-490-6440	124.99	.00	124.99
240-490-6445	18.92	.00	18.92
240-490-6520	100.00	.00	100.00
240-490-6750	114.52	.00	114.52
240-490-6755	604.80	.00	604.80

GL Account	Debit	Credit	Proof
240-700-8425	7,733.11	.00	7,733.11
312-2125	.00	9,482.50-	9,482.50-
312-490-6114	66.08	.00	66.08
312-490-6122	99.70	.00	99.70
312-490-6128	350.00	.00	350.00
312-490-6430	1,233.61	.00	1,233.61
312-700-8425	7,733.11	.00	7,733.11
550-2125	.00	22,000.00-	22,000.00-
550-700-8425	22,000.00	.00	22,000.00
Grand Totals:	96,096.89	96,096.89-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

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

Report Criteria:

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

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
1706								
1706	Lowell Mini Storage	JUNE, 2019	1	Storage Rental Unit #L029	314-490-6705	.00	80.00	80.00
Total 1706:						.00		80.00
1707								
1707	St. Cousair Oregon Orchar	05162019	1	Jam	314-490-6814	.00	324.00	324.00
Total 1707:						.00		324.00
Grand Totals:						.00		404.00

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
314-2125	.00	404.00-	404.00-
314-490-6705	80.00	.00	80.00
314-490-6814	324.00	.00	324.00
Grand Totals:	404.00	404.00-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

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

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total :						.00		.00
Grand Totals:						.00		.00

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
Grand Totals:	.00	.00	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: City Administrator Report

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

The attached City Administrator Report is for the period of May 19 – June 15. The report covers the following topics: Oregon Parks and Recreation Department Local Government Grant, FEMA Grant, Business Organization, Paddle Sports Demo Day, Committee Meetings, Project Updates, and League of Oregon Cities Highlights.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. City Administrator Report



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

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: City Administrator Report

Oregon Parks and Recreation Department Local Government Grant

Staff is scheduled to make a presentation to the grant advisory committee this Wednesday, June 19 in Salem for the Rolling Rock Park Grant request. The City requested \$750,000 for improvements to Rolling Rock Park, including turf, irrigation, large shelter, restrooms, playground, relocation of logging equipment, and amphitheater seating.

FEMA Grant

Staff is working to put together receipts and documentation to apply for disaster relief funding related to the February snowstorm.

Business Organization

A steering committee has been formed. A meeting was held on June 10 at the Pisgah Public Market in Pleasant Hill. Potential names for the organization were discussed. The Committee is developing a draft budget for the organization, including funds for a website. An additional meeting will be scheduled to review the budget, organization name, and discuss next steps. The first quarterly meeting will be planned for this fall.

Paddle Sports Demo Day

Just a reminder, the City has partnered with Oregon Paddle Sports to host a demo day at Lowell State Park on Saturday, June 29 from 11:00-4:00. Kayaks, paddleboards, and canoes will be available for the public to try out free of charge.

Committee Meetings

- *Blackberry Jam Festival Committee* – The Committee continues to plan for the 25th annual festival. Changes to the BBJ policies were recommended regarding closure of the bank account and removing the alcohol prohibition to accommodate the beer garden.
- *Downtown Master Plan* – The Downtown Master Plan Steering Committee recommended approval of the Downtown Master Plan to the Planning Commission.
- *Planning Commission* – The Commission reviewed the plan, conducted a public hearing, and recommended approval to the City Council.
- *Parks and Recreation Master Plan* – The Committee reviewed the draft master plan and recommended approval to the Planning Commission.

Project Updates

- *Community Facilities Study* – Staff has received draft floorplans for the new Library and City Hall. The plans have been reviewed and suggested modifications have been sent to the architects. A final meeting of the Downtown Master Plan Steering Committee will be scheduled to review the plans and develop a recommendation for City Council review.

League of Oregon Cities Highlights

Single-Use Bag Ban Passes Senate and Heads to Governor for Signature – Legislation that prohibits retail establishments, including grocery stores and restaurants, from providing single-use checkout bags to customers, passed on the Senate floor earlier this week. The bill is now headed to Governor Kate Brown for her signature. Several cities across the state have indicated support for HB 2509, which creates a statewide policy on single-use bags and requires a minimum fee of no less than 5 cents for each paper bag provided at retail establishments covered by the bill. The LOC has worked with proponents of HB 2509, including one of its chief sponsors, Representative Janeen Sollman, to ensure that the statewide legislation does not impact local ordinances already in place as of effective date of the bill. Local ordinances, charter provisions, and resolutions adopted or amended after the effective date of HB 2509 will need to include definition, requirements and restrictions that are identical to those established in the bill. Local governments can adopt, amend, and enforce penalties for violations of bag-ban provisions that differ from the enforcement provisions included in the bill and can require a restaurant or retail establishment to charge a fee of more than 5 cents.

In addition, HB 2509 requires the Oregon Department of Environmental Quality to report on collection of the recycled paper bag fee from establishments that primarily sell groceries, and assess customer use of recycled paper checkout bags, reusable fabric checkout bags and reusable plastic checkout bags.

House Passes PERS Reform – By the narrowest of margins, the House passed legislation Thursday that is projected to reduce Public Employee Retirement System (PERS) rates by 5.43% of payroll. SB 1049, sponsored by Senate President Peter Courtney (D-Salem) and House Speaker Tina Kotek (D-Portland), extends the amortization period for the PERS unfunded liability to 22 years, and shifts a portion of the employee deferred compensation contribution to fund pension costs.

The bill also provides \$100 million in state General Fund plus proceeds from the Oregon Lottery sports betting program to the Employer Incentive Fund. This fund will match cash contributions made by employers into their side accounts. Additionally, SB 1049 allows retired employees to return to work for an unlimited number of hours. However, employers will have to pay the PERS base rate on any retired employee they re-hire. The LOC will be providing additional information to cities on how they may participate in these programs after rules are finalized.

SB 1049 has numerous effective dates, but savings should be realized beginning in the 2021 PERS rate cycle. Rates scheduled to take effect on July 1, 2019 will not be impacted by this bill.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Max Baker, Public Works Director
DATE: June 15, 2019
SUBJECT: Public Works Report

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

The attached Public Works Report is for the period of May 21 – June 14. The report covers the following topics: Streets and Parks, Wastewater Treatment Plant, Water Treatment Plant, Training and Certification, and Code Enforcement.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. Public Works Report



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

TO: Mayor Bennett and Council
FROM: Max Baker, Public Works Director
DATE: June 18, 2019
SUBJECT: Public Works Report

Streets and Parks

Work continues on the Clean-up at 53 E Main to prepare for BBJ. The water service has been disconnected and sewer service has been removed and capped according to LDC requirements.

PW Staff has also been working on landscaping at the Maggie Osgood Library.

Wastewater Treatment Plant/Collections

The new Lift Station Generator is scheduled to be delivered the second week of July.

Water Treatment Plant/Distribution

A water leak was repaired on Cannon Street, the service saddle separated from the main. There was also a water leak repaired at the Bus Barn. A new meter was ordered for the Bus Barn.

Staff began sampling for Blue-green algae the first week of May. All samples collected thus far have been non-detects.

Code

Staff began abatement of 187 East Main.

Training and Certification

Both PW new hires are currently enrolled in the Ken Keri program through Sacramento State to prepare for their level I water and wastewater exams.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: Monthly Financial Report

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

The Monthly Financial Report for May is attached for your review.

FISCAL IMPACT:

None.

COURSES OF ACTION:

This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. May Revenue and Expenditure reports

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
110-310-4112	534.60	139,014.94	138,610.00	(404.94)	100.3
110-310-4114	104.73	5,333.23	2,512.00	(2,821.23)	212.3
TOTAL TAXES	639.33	144,348.17	141,122.00	(3,226.17)	102.3
<u>INVESTMENT EARNINGS</u>					
110-315-4125	17.91	6,223.39	3,500.00	(2,723.39)	177.8
TOTAL INVESTMENT EARNINGS	17.91	6,223.39	3,500.00	(2,723.39)	177.8
<u>INTERGOVERNMENTAL</u>					
110-320-4132	2,059.07	9,511.21	9,654.00	142.79	98.5
110-320-4134	362.51	1,142.55	1,199.00	56.45	95.3
110-320-4136	1,438.54	16,001.60	18,280.00	2,278.40	87.5
110-320-4145	.00	.00	332.00	332.00	.0
110-320-4148	.00	2,861.08	2,686.00	(175.08)	106.5
TOTAL INTERGOVERNMENTAL	3,860.12	29,516.44	32,151.00	2,634.56	91.8
<u>GRANT REVENUES</u>					
110-325-4151	.00	5,000.00	63,000.00	58,000.00	7.9
110-325-4152	.00	9,639.44	9,024.00	(615.44)	106.8
110-325-4154	1,000.00	2,000.00	1,000.00	(1,000.00)	200.0
TOTAL GRANT REVENUES	1,000.00	16,639.44	73,024.00	56,384.56	22.8
<u>FRANCHISE FEES</u>					
110-330-4310	1,302.24	4,391.43	1,481.00	(2,910.43)	296.5
110-330-4312	.00	45,919.53	50,163.00	4,243.47	91.5
110-330-4314	.00	.00	300.00	300.00	.0
110-330-4316	.00	1,895.13	2,335.00	439.87	81.2
TOTAL FRANCHISE FEES	1,302.24	52,206.09	54,279.00	2,072.91	96.2

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LICENSES & PERMITS</u>					
110-335-4352	.00	1,458.00	7,500.00	6,042.00	19.4
110-335-4354	220.00	440.00	100.00	(340.00)	440.0
110-335-4356	108,422.20	144,851.76	39,450.00	(105,401.76)	367.2
110-335-4358	6,448.10	16,991.77	5,810.00	(11,181.77)	292.5
110-335-4360	84.00	772.00	500.00	(272.00)	154.4
TOTAL LICENSES & PERMITS	115,174.30	164,513.53	53,360.00	(111,153.53)	308.3
<u>CHARGES FOR SERVICE</u>					
110-340-4410	64.65	253.70	.00	(253.70)	.0
110-340-4415	.00	338.98	500.00	161.02	67.8
110-340-4417	60.00	640.00	200.00	(440.00)	320.0
110-340-4419	.00	50.00	50.00	.00	100.0
110-340-4421	2,971.47	4,137.97	3,730.00	(407.97)	110.9
110-340-4423	.00	.00	100.00	100.00	.0
TOTAL CHARGES FOR SERVICE	3,096.12	5,420.65	4,580.00	(840.65)	118.4
<u>SDC REVENUE</u>					
110-345-4511	235.00	329.00	735.00	406.00	44.8
TOTAL SDC REVENUE	235.00	329.00	735.00	406.00	44.8
<u>FINES & FORFEITURES</u>					
110-350-4625	25.00	1,939.53	2,000.00	60.47	97.0
TOTAL FINES & FORFEITURES	25.00	1,939.53	2,000.00	60.47	97.0
<u>LOAN PAYMENTS & PROCEEDS</u>					
110-360-4225	.00	526,000.00	530,000.00	(4,000.00)	99.2
TOTAL LOAN PAYMENTS & PROCEEDS	.00	526,000.00	530,000.00	(4,000.00)	99.2
<u>REIMBURSEMENT REVENUE</u>					
110-365-4752	.00	.00	5,000.00	5,000.00	.0
TOTAL REIMBURSEMENT REVENUE	.00	.00	5,000.00	5,000.00	.0

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2019

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUE</u>						
110-385-4895	MISCELLANEOUS REVENUE	493.26	227,436.85	228,263.00	826.15	99.6
	TOTAL MISCELLANEOUS REVENUE	493.26	227,436.85	228,263.00	826.15	99.6
	TOTAL FUND REVENUE	125,843.28	1,174,573.09	1,128,014.00 (46,559.09)	104.1

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
110-410-5110 CITY ADMINISTRATOR	1,040.00	11,806.12	12,300.00	493.88	96.0
110-410-5114 CITY CLERK	419.50	4,618.00	5,010.00	392.00	92.2
110-410-5150 PUBLIC WORKS DIRECTOR	273.40	4,785.71	3,280.00	(1,505.71)	145.9
110-410-5152 UTILITY WORKER I	.00	.00	1,718.00	1,718.00	.0
110-410-5154 UTILITY WORKER II	309.52	1,738.39	1,895.00	156.61	91.7
110-410-5158 MAINTENANCE WORKER I	79.24	868.75	844.00	(24.75)	102.9
110-410-5220 OVERTIME	.00	1,131.46	1,079.00	(52.46)	104.9
110-410-5315 SOCIAL SECURITY/MEDICARE	162.33	1,745.68	2,228.00	482.32	78.4
110-410-5320 WORKER'S COMP	.85	489.65	892.00	402.35	54.9
110-410-5350 UNEMPLOYMENT	.00	.00	2,093.00	2,093.00	.0
110-410-5410 HEALTH INSURANCE	578.53	3,771.75	6,411.00	2,639.25	58.8
110-410-5450 PUBLIC EMPLOYEES RETIREMENT	228.12	2,573.75	3,004.00	430.25	85.7
110-410-5910 WAGE ADJUSTMENT	.00	3.40	.00	(3.40)	.0
110-410-6110 AUDITING	.00	4,150.00	4,290.00	140.00	96.7
110-410-6112 LEGAL SERVICES	286.89	2,116.02	5,000.00	2,883.98	42.3
110-410-6114 FINANCIAL SERVICES	198.25	2,180.75	3,570.00	1,389.25	61.1
110-410-6122 IT SERVICES	3,133.04	8,026.33	6,596.00	(1,430.33)	121.7
110-410-6124 COPIER CONTRACT	147.98	2,297.78	2,093.00	(204.78)	109.8
110-410-6128 OTHER CONTRACT SERVICES	.00	3,709.34	1,000.00	(2,709.34)	370.9
110-410-6210 INSURANCE & BONDS	.00	5,643.02	6,593.00	949.98	85.6
110-410-6220 PUBLICATIONS, PRINTING & DUES	85.00	4,432.29	3,550.00	(882.29)	124.9
110-410-6222 NEWSLETTER EXPENDITURE	.00	.00	1,200.00	1,200.00	.0
110-410-6226 POSTAGE	30.00	298.59	500.00	201.41	59.7
110-410-6228 PUBLIC NOTICES	.00	.00	1,000.00	1,000.00	.0
110-410-6230 OFFICE SUPPLIES/EQUIPMENT	189.98	1,157.55	1,000.00	(157.55)	115.8
110-410-6234 GENERAL SUPPLIES	75.99	583.69	750.00	166.31	77.8
110-410-6238 BANK SERVICE CHARGES	.00	742.57	1,400.00	657.43	53.0
110-410-6240 TRAVEL & TRAINING	.00	2,682.58	1,500.00	(1,182.58)	178.8
110-410-6290 MISCELLANEOUS	.00	164.95	500.00	335.05	33.0
110-410-6320 BUILDING REPAIR & MAINTENANCE	.00	1,662.28	1,000.00	(662.28)	166.2
110-410-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	57.00	.00	(57.00)	.0
110-410-6334 NON-CAPITALIZED ASSETS	.00	1,967.99	2,000.00	32.01	98.4
110-410-6420 WATER SERVICES	76.06	332.21	413.00	80.79	80.4
110-410-6425 SEWER SERVICES	43.88	481.40	525.00	43.60	91.7
110-410-6430 ELECTRICITY SERVICES	196.76	1,772.87	2,010.00	237.13	88.2
110-410-6435 INTERNET SERVICES	77.47	852.17	985.00	132.83	86.5
110-410-6440 TELEPHONE SERVICES	199.56	2,237.78	2,629.00	391.22	85.1
110-410-6445 REFUSE SERVICES	8.21	111.24	91.00	(20.24)	122.2
110-410-6510 COUNCIL EXPENDITURE	.00	2,226.03	2,000.00	(226.03)	111.3
110-410-6512 STATE ETHICS COMMISSION	.00	475.12	600.00	124.88	79.2
110-410-6692 REIMBURSABLE EXPENDITURE	.00	.00	5,000.00	5,000.00	.0
110-410-8225 BUILDINGS & FACILITIES	430.00	298,512.00	406,263.00	107,751.00	73.4
110-410-8320 SOFTWARE	.00	6,824.58	7,955.00	1,130.42	85.8
TOTAL ADMINISTRATION	8,270.56	389,230.79	512,767.00	123,536.21	75.9

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS & RECREATION</u>					
110-420-5110 CITY ADMINISTRATOR	346.66	4,295.76	4,100.00	(195.76)	104.8
110-420-5150 PUBLIC WORKS DIRECTOR	273.40	3,215.49	3,280.00	64.51	98.0
110-420-5152 UTILITY WORKER I	.00	.00	1,718.00	1,718.00	.0
110-420-5154 UTILITY WORKER II	309.52	1,738.39	1,895.00	156.61	91.7
110-420-5158 MAINTENANCE WORKER I	713.15	6,648.59	7,598.00	949.41	87.5
110-420-5220 OVERTIME	.00	786.36	891.00	104.64	88.3
110-420-5315 SOCIAL SECURITY/MEDICARE	125.67	1,201.67	1,662.00	460.33	72.3
110-420-5320 WORKER'S COMP	1.01	855.10	1,473.00	617.90	58.1
110-420-5350 UNEMPLOYMENT	.00	.00	1,558.00	1,558.00	.0
110-420-5410 HEALTH INSURANCE	328.75	1,781.76	2,874.00	1,092.24	62.0
110-420-5450 PUBLIC EMPLOYEES RETIREMENT	173.04	1,756.04	2,240.00	483.96	78.4
110-420-6128 OTHER CONTRACT SERVICES	.00	37,201.88	44,268.00	7,066.12	84.0
110-420-6234 GENERAL SUPPLIES	.00	1,253.70	1,000.00	(253.70)	125.4
110-420-6290 MISCELLANEOUS	.00	239.91	500.00	260.09	48.0
110-420-6320 BUILDING REPAIR & MAINTENANCE	.00	1,512.66	2,500.00	987.34	60.5
110-420-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	1,222.52	1,000.00	(222.52)	122.3
110-420-6330 OTHER REPAIR & MAINTENANCE	.00	1,313.65	3,000.00	1,686.35	43.8
110-420-6334 NON-CAPITALIZED ASSETS	.00	1,597.44	2,000.00	402.56	79.9
110-420-6339 MAINTENANCE - NELSON LAND DONA	.00	.00	500.00	500.00	.0
110-420-6420 WATER SERVICES	.00	686.29	5,000.00	4,313.71	13.7
110-420-6425 SEWER SERVICES	117.02	1,283.82	1,397.00	113.18	91.9
110-420-6430 ELECTRICITY SERVICES	52.15	561.54	579.00	17.46	97.0
110-420-6445 REFUSE SERVICES	22.50	246.42	272.00	25.58	90.6
110-420-6610 GAS & OIL	.00	1,173.80	790.00	(383.80)	148.6
110-420-8520 PARKS IMPROVEMENTS	923.00	413,998.00	435,000.00	21,002.00	95.1
TOTAL PARKS & RECREATION	3,385.87	484,570.79	527,095.00	42,524.21	91.9
<u>POLICE</u>					
110-430-6118 POLICE SERVICES	6,825.00	27,300.00	29,106.00	1,806.00	93.8
TOTAL POLICE	6,825.00	27,300.00	29,106.00	1,806.00	93.8

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
110-440-5110 CITY ADMINISTRATOR	693.34	7,693.79	8,200.00	506.21	93.8
110-440-5114 CITY CLERK	209.76	2,308.92	2,505.00	196.08	92.2
110-440-5220 OVERTIME	.00	48.06	94.00	45.94	51.1
110-440-5315 SOCIAL SECURITY/MEDICARE	69.08	717.55	921.00	203.45	77.9
110-440-5320 WORKER'S COMP	.29	16.64	74.00	57.36	22.5
110-440-5350 UNEMPLOYMENT	.00	.00	894.00	894.00	.0
110-440-5410 HEALTH INSURANCE	156.49	1,670.58	2,278.00	607.42	73.3
110-440-5450 PUBLIC EMPLOYEES RETIREMENT	103.86	1,078.70	1,242.00	163.30	86.9
110-440-6116 ENGINEERING SERVICES	.00	144.94	500.00	355.06	29.0
110-440-6128 OTHER CONTRACT SERVICES	10,858.19	21,282.16	40,000.00	18,717.84	53.2
110-440-6220 PUBLICATIONS, PRINTING & DUES	.00	.00	100.00	100.00	.0
110-440-6226 POSTAGE	.00	.00	250.00	250.00	.0
110-440-6240 TRAVEL & TRAINING	.00	413.75	500.00	86.25	82.8
110-440-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-440-6522 LAND USE & DEVELOPMENT COSTS	3,589.35	8,534.06	7,500.00	(1,034.06)	113.8
110-440-6524 BUILDING PERMIT COSTS	3,675.68	31,515.09	30,371.00	(1,144.09)	103.8
110-440-6525 ELECTRICAL PERMIT COSTS	75.00	8,688.40	4,515.00	(4,173.40)	192.4
TOTAL COMMUNITY DEVELOPMENT	19,431.04	84,112.64	100,194.00	16,081.36	84.0
<u>LIBRARY</u>					
110-450-5320 WORKER'S COMP	.00	35.20	50.00	14.80	70.4
110-450-6122 IT SERVICES	.00	593.10	1,529.00	935.90	38.8
110-450-6230 OFFICE SUPPLIES/EQUIPMENT	.00	156.33	500.00	343.67	31.3
110-450-6234 GENERAL SUPPLIES	.00	328.50	1,250.00	921.50	26.3
110-450-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-450-6320 BUILDING REPAIR & MAINTENANCE	.00	.00	100.00	100.00	.0
110-450-6334 NON-CAPITALIZED ASSETS	.00	.00	500.00	500.00	.0
110-450-6420 WATER SERVICES	7.42	92.80	150.00	57.20	61.9
110-450-6425 SEWER SERVICES	14.63	160.51	200.00	39.49	80.3
110-450-6430 ELECTRICITY SERVICES	65.59	590.97	800.00	209.03	73.9
110-450-6435 INTERNET SERVICES	77.47	852.17	1,000.00	147.83	85.2
110-450-6445 REFUSE SERVICES	8.21	89.24	100.00	10.76	89.2
110-450-6530 SUMMER READING PROGRAM	.00	739.56	1,250.00	510.44	59.2
TOTAL LIBRARY	173.32	3,638.38	7,679.00	4,040.62	47.4

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CODE ENFORCEMENT</u>					
110-460-5110 CITY ADMINISTRATOR	346.66	3,971.34	4,100.00	128.66	96.9
110-460-5150 PUBLIC WORKS DIRECTOR	273.40	3,215.49	3,280.00	64.51	98.0
110-460-5220 OVERTIME	.00	497.97	123.00 (374.97)	404.9
110-460-5315 SOCIAL SECURITY/MEDICARE	47.44	548.97	640.00	91.03	85.8
110-460-5320 WORKER'S COMP	.17	173.84	353.00	179.16	49.3
110-460-5350 UNEMPLOYMENT	.00	.00	617.00	617.00	.0
110-460-5410 HEALTH INSURANCE	97.38	1,145.26	1,434.00	288.74	79.9
110-460-5450 PUBLIC EMPLOYEES RETIREMENT	71.30	825.18	863.00	37.82	95.6
110-460-6128 OTHER CONTRACT SERVICES	4,911.60	5,331.90	4,500.00 (831.90)	118.5
110-460-6234 GENERAL SUPPLIES	.00	.00	300.00	300.00	.0
110-460-6290 MISCELLANEOUS	.00	.00	100.00	100.00	.0
110-460-6540 DOG/CAT CONTROL	.00	.00	250.00	250.00	.0
TOTAL CODE ENFORCEMENT	5,747.95	15,709.95	16,560.00	850.05	94.9
<u>TOURISM</u>					
110-470-6224 MARKETING	.00	420.80	2,000.00	1,579.20	21.0
110-470-6226 POSTAGE	.00	.00	100.00	100.00	.0
110-470-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-470-6326 COVERED BRIDGE MAINTENANCE	58.59	2,890.38	2,500.00 (390.38)	115.6
110-470-6327 COMMUNITY GRANT PROGRAM	.00	1,559.35	3,000.00	1,440.65	52.0
110-470-6328 MATCHING GRANT FUNDS	.00	.00	5,000.00	5,000.00	.0
TOTAL TOURISM	58.59	4,870.53	12,850.00	7,979.47	37.9
<u>MUNICIPAL COURT</u>					
110-480-5110 CITY ADMINISTRATOR	346.66	3,899.29	4,100.00	200.71	95.1
110-480-5114 CITY CLERK	209.76	2,308.92	2,505.00	196.08	92.2
110-480-5220 OVERTIME	.00	48.06	94.00	45.94	51.1
110-480-5315 SOCIAL SECURITY/MEDICARE	42.56	444.70	571.00	126.30	77.9
110-480-5320 WORKER'S COMP	.19	10.44	46.00	35.56	22.7
110-480-5350 UNEMPLOYMENT	.00	.00	552.00	552.00	.0
110-480-5410 HEALTH INSURANCE	124.87	1,288.49	1,769.00	480.51	72.8
110-480-5450 PUBLIC EMPLOYEES RETIREMENT	63.98	668.54	770.00	101.46	86.8
110-480-6120 JUDGE CONTRACT	.00	450.00	1,250.00	800.00	36.0
110-480-6128 OTHER CONTRACT SERVICES	.00	881.89	1,000.00	118.11	88.2
110-480-6226 POSTAGE	.00	.00	100.00	100.00	.0
110-480-6238 BANK SERVICE CHARGES	.00	195.82	150.00 (45.82)	130.6
110-480-6290 MISCELLANEOUS	.00	.00	100.00	100.00	.0
110-480-6560 STATE ASSESSMENTS	.00	225.00	675.00	450.00	33.3
TOTAL MUNICIPAL COURT	788.02	10,421.15	13,682.00	3,260.85	76.2

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
110-900-9150 TRANSFER TO EQUIPMENT FUND	.00	2,000.00	2,000.00	.00	100.0
110-900-9590 CONTINGENCY	.00	.00	77,488.00	77,488.00	.0
110-900-9895 RESERVED FOR FUTURE USE - PARK	.00	.00	8,000.00	8,000.00	.0
TOTAL OTHER REQUIREMENTS	.00	2,000.00	87,488.00	85,488.00	2.3
TOTAL FUND EXPENDITURES	44,680.35	1,021,854.23	1,307,421.00	285,566.77	78.1
NET REVENUE OVER EXPENDITURES	81,162.93	152,718.86	(179,407.00)	(332,125.86)	85.1

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
230-315-4125 INTEREST EARNED	.00	154.39	300.00	145.61	51.5
TOTAL INVESTMENT EARNINGS	.00	154.39	300.00	145.61	51.5
<u>LICENSES & PERMITS</u>					
230-335-4370 WATER/SEWER CONNECTION PERMIT	500.00	3,665.00	.00	(3,665.00)	.0
TOTAL LICENSES & PERMITS	500.00	3,665.00	.00	(3,665.00)	.0
<u>CHARGES FOR SERVICE</u>					
230-340-4425 WATER/SEWER SALES	24,978.38	301,709.69	299,635.00	(2,074.69)	100.7
230-340-4426 BULK WATER SALES	412.82	565.82	.00	(565.82)	.0
230-340-4430 WATER/SEWER CONNECTION FEES	.00	.00	3,750.00	3,750.00	.0
230-340-4435 FIRE HYDRANT FEE	333.48	4,078.44	3,957.00	(121.44)	103.1
230-340-4450 WATER/SEWER PENALTIES	.00	100.00	.00	(100.00)	.0
TOTAL CHARGES FOR SERVICE	25,724.68	306,453.95	307,342.00	888.05	99.7
<u>SDC REVENUE</u>					
230-345-4531 WATER REIMBURSEMENT SDC	9,685.00	12,665.00	10,395.00	(2,270.00)	121.8
TOTAL SDC REVENUE	9,685.00	12,665.00	10,395.00	(2,270.00)	121.8
<u>REIMBURSEMENT REVENUE</u>					
230-365-4752 REIMBURSEMENT REVENUE	.00	35.00	.00	(35.00)	.0
TOTAL REIMBURSEMENT REVENUE	.00	35.00	.00	(35.00)	.0
<u>MISCELLANEOUS REVENUE</u>					
230-385-4895 MISCELLANEOUS REVENUE	859.93	5,100.05	5,000.00	(100.05)	102.0
TOTAL MISCELLANEOUS REVENUE	859.93	5,100.05	5,000.00	(100.05)	102.0
TOTAL FUND REVENUE	36,769.61	328,073.39	323,037.00	(5,036.39)	101.6

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
230-490-5110 CITY ADMINISTRATOR	1,733.34	21,193.41	20,499.00	(694.41)	103.4
230-490-5114 CITY CLERK	1,678.02	18,472.76	20,040.00	1,567.24	92.2
230-490-5150 PUBLIC WORKS DIRECTOR	1,913.80	22,507.98	22,963.00	455.02	98.0
230-490-5152 UTILITY WORKER I	.00	.00	13,742.00	13,742.00	.0
230-490-5154 UTILITY WORKER II	2,476.00	13,907.48	15,157.00	1,249.52	91.8
230-490-5158 MAINTENANCE WORKER I	316.95	2,954.88	3,377.00	422.12	87.5
230-490-5220 OVERTIME	.00	6,177.30	7,759.00	1,581.70	79.6
230-490-5315 SOCIAL SECURITY/MEDICARE	621.03	6,133.25	8,831.00	2,697.75	69.5
230-490-5320 WORKER'S COMP	3.70	2,910.78	5,797.00	2,886.22	50.2
230-490-5350 UNEMPLOYMENT	.00	.00	8,003.00	8,003.00	.0
230-490-5410 HEALTH INSURANCE	3,215.60	19,595.15	30,614.00	11,018.85	64.0
230-490-5450 PUBLIC EMPLOYEES RETIREMENT	806.61	8,817.06	11,907.00	3,089.94	74.1
230-490-6110 AUDITING	.00	3,900.00	4,290.00	390.00	90.9
230-490-6112 LEGAL SERVICES	.00	.00	500.00	500.00	.0
230-490-6114 FINANCIAL SERVICES	198.25	2,180.75	3,570.00	1,389.25	61.1
230-490-6116 ENGINEERING SERVICES	.00	.00	1,000.00	1,000.00	.0
230-490-6122 IT SERVICES	299.10	2,149.78	5,418.00	3,268.22	39.7
230-490-6128 OTHER CONTRACT SERVICES	.00	2,881.95	7,100.00	4,218.05	40.6
230-490-6210 INSURANCE & BONDS	.00	5,643.03	6,594.00	950.97	85.6
230-490-6220 PUBLICATIONS, PRINTING & DUES	.00	555.00	1,000.00	445.00	55.5
230-490-6226 POSTAGE	60.00	1,333.13	1,516.00	182.87	87.9
230-490-6230 OFFICE SUPPLIES/EQUIPMENT	.00	1,178.53	250.00	(928.53)	471.4
230-490-6234 GENERAL SUPPLIES	.00	5,773.36	2,570.00	(3,203.36)	224.6
230-490-6238 BANK SERVICE CHARGES	.00	3,667.51	2,744.00	(923.51)	133.7
230-490-6240 TRAVEL & TRAINING	.00	956.25	1,000.00	43.75	95.6
230-490-6290 MISCELLANEOUS	.00	651.14	200.00	(451.14)	325.6
230-490-6320 BUILDING REPAIR & MAINTENANCE	.00	1,912.84	1,000.00	(912.84)	191.3
230-490-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	2,025.80	2,000.00	(25.80)	101.3
230-490-6330 OTHER REPAIR & MAINTENANCE	1,463.73	13,868.48	15,000.00	1,131.52	92.5
230-490-6334 NON-CAPITALIZED ASSETS	.00	1,029.99	3,500.00	2,470.01	29.4
230-490-6420 WATER SERVICES	38.32	1,597.59	524.00	(1,073.59)	304.9
230-490-6425 SEWER SERVICES	58.51	641.91	698.00	56.09	92.0
230-490-6430 ELECTRICITY SERVICES	1,541.14	14,056.91	16,438.00	2,381.09	85.5
230-490-6435 INTERNET SERVICES	70.00	770.00	865.00	95.00	89.0
230-490-6440 TELEPHONE SERVICES	289.74	3,262.29	3,672.00	409.71	88.8
230-490-6445 REFUSE SERVICES	18.92	207.05	.00	(207.05)	.0
230-490-6710 GAS & OIL	.00	1,763.91	1,000.00	(763.91)	176.4
230-490-6750 CHEMICALS & LAB SUPPLIES	400.23	17,957.40	20,332.00	2,374.60	88.3
230-490-6755 WATER/SEWER ANALYSIS	36.00	2,763.40	4,000.00	1,236.60	69.1
TOTAL NON-DEPARTMENTAL	17,238.99	215,398.05	275,470.00	60,071.95	78.2
<u>CAPITAL OUTLAY</u>					
230-700-8320 SOFTWARE	.00	6,824.58	7,955.00	1,130.42	85.8
230-700-8425 VEHICLES & ROLLING STOCK	7,733.11	7,733.11	.00	(7,733.11)	.0
230-700-8895 OTHER IMPROVEMENTS	.00	.00	28,000.00	28,000.00	.0
TOTAL CAPITAL OUTLAY	7,733.11	14,557.69	35,955.00	21,397.31	40.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
230-800-7110 LOAN PRINCIPAL	.00	15,101.01	15,102.00	.99	100.0
230-800-7122 LOAN PRINCIPAL - SPWF	.00	4,055.64	4,056.00	.36	100.0
230-800-7124 LOAN PRINCIPAL - RD	.00	15,662.75	15,663.00	.25	100.0
230-800-7510 LOAN INTEREST	.00	5,543.19	2,177.00	(3,366.19)	254.6
230-800-7522 LOAN INTEREST - SPWF	.00	.00	3,367.00	3,367.00	.0
230-800-7524 LOAN INTEREST - RD	.00	23,717.25	23,718.00	.75	100.0
TOTAL DEBT SERVICE	.00	64,079.84	64,083.00	3.16	100.0
<u>OTHER REQUIREMENTS</u>					
230-900-9120 TRANSFER TO WATER RESERVE FUND	.00	3,938.00	3,938.00	.00	100.0
230-900-9150 TRANSFER TO EQUIPMENT FUND	.00	2,000.00	2,000.00	.00	100.0
230-900-9590 CONTINGENCY	.00	.00	70,733.00	70,733.00	.0
TOTAL OTHER REQUIREMENTS	.00	5,938.00	76,671.00	70,733.00	7.7
TOTAL FUND EXPENDITURES	24,972.10	299,973.58	452,179.00	152,205.42	66.3
NET REVENUE OVER EXPENDITURES	11,797.51	28,099.81	(129,142.00)	(157,241.81)	21.8

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
240-315-4125 INTEREST EARNED	.00	2,982.93	.00	(2,982.93)	.0
TOTAL INVESTMENT EARNINGS	.00	2,982.93	.00	(2,982.93)	.0
<u>LICENSES & PERMITS</u>					
240-335-4370 WATER/SEWER CONNECTION PERMIT	230.00	1,380.00	.00	(1,380.00)	.0
TOTAL LICENSES & PERMITS	230.00	1,380.00	.00	(1,380.00)	.0
<u>CHARGES FOR SERVICE</u>					
240-340-4425 WATER/SEWER SALES	29,127.62	344,891.25	340,134.00	(4,757.25)	101.4
240-340-4430 WATER/SEWER CONNECTION FEES	.00	.00	805.00	805.00	.0
240-340-4450 WATER/SEWER PENALTIES	.00	105.16	.00	(105.16)	.0
TOTAL CHARGES FOR SERVICE	29,127.62	344,996.41	340,939.00	(4,057.41)	101.2
<u>SDC REVENUE</u>					
240-345-4541 SEWER REIMBURSEMENT SDC	5,036.70	6,272.70	8,835.00	2,562.30	71.0
TOTAL SDC REVENUE	5,036.70	6,272.70	8,835.00	2,562.30	71.0
<u>MISCELLANEOUS REVENUE</u>					
240-385-4895 MISCELLANEOUS REVENUE	849.93	7,828.49	4,500.00	(3,328.49)	174.0
TOTAL MISCELLANEOUS REVENUE	849.93	7,828.49	4,500.00	(3,328.49)	174.0
<u>TRANSFERS IN</u>					
240-390-4955 TRANSFER FROM DEBT RESERVE FUN	.00	15,745.00	15,745.00	.00	100.0
TOTAL TRANSFERS IN	.00	15,745.00	15,745.00	.00	100.0
TOTAL FUND REVENUE	35,244.25	379,205.53	370,019.00	(9,186.53)	102.5

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
240-490-5110 CITY ADMINISTRATOR	1,733.34	21,193.80	20,499.00	(694.80)	103.4
240-490-5114 CITY CLERK	1,678.00	18,472.25	20,040.00	1,567.75	92.2
240-490-5150 PUBLIC WORKS DIRECTOR	1,913.80	22,508.13	22,963.00	454.87	98.0
240-490-5152 UTILITY WORKER I	.00	.00	13,742.00	13,742.00	.0
240-490-5154 UTILITY WORKER II	2,475.96	13,907.29	15,157.00	1,249.71	91.8
240-490-5158 MAINTENANCE WORKER I	316.95	2,954.96	3,377.00	422.04	87.5
240-490-5220 OVERTIME	.00	6,177.31	7,759.00	1,581.69	79.6
240-490-5315 SOCIAL SECURITY/MEDICARE	621.05	6,133.23	8,831.00	2,697.77	69.5
240-490-5320 WORKER'S COMP	3.71	2,910.89	5,797.00	2,886.11	50.2
240-490-5350 UNEMPLOYMENT	.00	.00	8,003.00	8,003.00	.0
240-490-5410 HEALTH INSURANCE	3,215.61	19,594.73	30,614.00	11,019.27	64.0
240-490-5450 PUBLIC EMPLOYEES RETIREMENT	806.63	8,817.14	11,907.00	3,089.86	74.1
240-490-6110 AUDITING	.00	3,900.00	4,290.00	390.00	90.9
240-490-6112 LEGAL SERVICES	.00	.00	500.00	500.00	.0
240-490-6114 FINANCIAL SERVICES	198.25	2,180.75	3,570.00	1,389.25	61.1
240-490-6116 ENGINEERING SERVICES	.00	280.00	1,000.00	720.00	28.0
240-490-6122 IT SERVICES	299.10	2,010.17	4,736.00	2,725.83	42.4
240-490-6128 OTHER CONTRACT SERVICES	2,194.08	7,176.03	4,000.00	(3,176.03)	179.4
240-490-6210 INSURANCE & BONDS	.00	5,643.03	6,594.00	950.97	85.6
240-490-6220 PUBLICATIONS, PRINTING & DUES	.00	430.00	400.00	(30.00)	107.5
240-490-6226 POSTAGE	60.00	1,331.62	1,500.00	168.38	88.8
240-490-6230 OFFICE SUPPLIES/EQUIPMENT	.00	259.56	250.00	(9.56)	103.8
240-490-6234 GENERAL SUPPLIES	.00	1,092.94	2,000.00	907.06	54.7
240-490-6238 BANK SERVICE CHARGES	.00	3,626.19	1,500.00	(2,126.19)	241.8
240-490-6240 TRAVEL & TRAINING	.00	1,014.36	1,000.00	(14.36)	101.4
240-490-6290 MISCELLANEOUS	.00	684.58	300.00	(384.58)	228.2
240-490-6320 BUILDING REPAIR & MAINTENANCE	.00	591.44	1,000.00	408.56	59.1
240-490-6324 EQUIPMENT REPAIR & MAINTENANCE	1,118.33	8,963.76	5,000.00	(3,963.76)	179.3
240-490-6330 OTHER REPAIR & MAINTENANCE	.00	2,360.35	12,500.00	10,139.65	18.9
240-490-6334 NON-CAPITALIZED ASSETS	.00	1,000.00	1,000.00	.00	100.0
240-490-6420 WATER SERVICES	1,633.02	11,298.80	6,794.00	(4,504.80)	166.3
240-490-6425 SEWER SERVICES	526.59	5,777.19	6,469.00	691.81	89.3
240-490-6430 ELECTRICITY SERVICES	1,201.16	17,758.38	28,619.00	10,860.62	62.1
240-490-6440 TELEPHONE SERVICES	124.99	1,331.11	1,686.00	354.89	79.0
240-490-6445 REFUSE SERVICES	18.92	207.05	324.00	116.95	63.9
240-490-6520 PERMITS	100.00	2,812.00	3,100.00	288.00	90.7
240-490-6710 GAS & OIL	.00	2,268.77	1,388.00	(880.77)	163.5
240-490-6712 OPERATIONS & SUPPLIES	.00	179.70	.00	(179.70)	.0
240-490-6750 CHEMICALS & LAB SUPPLIES	114.52	12,771.61	13,000.00	228.39	98.2
240-490-6755 WATER/SEWER ANALYSIS	604.80	9,322.20	11,500.00	2,177.80	81.1
TOTAL NON-DEPARTMENTAL	20,958.81	228,941.32	292,709.00	63,767.68	78.2

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
240-700-8320	SOFTWARE	.00	6,824.58	7,955.00	1,130.42 85.8
240-700-8335	EQUIPMENT & FURNISHINGS	.00	.00	16,000.00	16,000.00 .0
240-700-8425	VEHICLES & ROLLING STOCK	7,733.11	7,733.11	.00 (7,733.11)	.0
	TOTAL CAPITAL OUTLAY	7,733.11	14,557.69	23,955.00	9,397.31 60.8
<u>DEBT SERVICE</u>					
240-800-7110	LOAN PRINCIPAL	.00	18,171.00	18,171.00	.00 100.0
240-800-7122	LOAN PRINCIPAL - SPWF	.00	4,055.63	4,056.00	.37 100.0
240-800-7124	LOAN PRINCIPAL - RD	.00	6,262.18	6,263.00	.82 100.0
240-800-7510	LOAN INTEREST	.00	10,570.60	10,571.00	.40 100.0
240-800-7522	LOAN INTEREST - SPWF	.00	3,366.86	3,367.00	.14 100.0
240-800-7524	LOAN INTEREST - RD	.00	9,481.82	9,482.00	.18 100.0
	TOTAL DEBT SERVICE	.00	51,908.09	51,910.00	1.91 100.0
<u>OTHER REQUIREMENTS</u>					
240-900-9121	TRANSFER TO SEWER RESERVE FUND	.00	1,575.00	1,575.00	.00 100.0
240-900-9150	TRANSFER TO EQUIPMENT FUND	.00	2,000.00	2,000.00	.00 100.0
240-900-9590	CONTINGENCY	.00	.00	103,805.00	103,805.00 .0
	TOTAL OTHER REQUIREMENTS	.00	3,575.00	107,380.00	103,805.00 3.3
	TOTAL FUND EXPENDITURES	28,691.92	298,982.10	475,954.00	176,971.90 62.8
	NET REVENUE OVER EXPENDITURES	6,552.33	80,223.43	(105,935.00)	(186,158.43) 75.7

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
312-315-4125 INTEREST EARNED	.00	95.61	500.00	404.39	19.1
TOTAL INVESTMENT EARNINGS	.00	95.61	500.00	404.39	19.1
<u>INTERGOVERNMENTAL</u>					
312-320-4142 STATE DISTRIBUTIONS	6,893.17	71,833.05	77,554.00	5,720.95	92.6
TOTAL INTERGOVERNMENTAL	6,893.17	71,833.05	77,554.00	5,720.95	92.6
<u>SDC REVENUE</u>					
312-345-4513 TRANSPORTATION REIMBURSEMENT S	2,041.52	2,249.52	1,605.00	(644.52)	140.2
TOTAL SDC REVENUE	2,041.52	2,249.52	1,605.00	(644.52)	140.2
<u>MISCELLANEOUS REVENUE</u>					
312-385-4895 MISCELLANEOUS REVENUE	133.22	133.22	.00	(133.22)	.0
TOTAL MISCELLANEOUS REVENUE	133.22	133.22	.00	(133.22)	.0
TOTAL FUND REVENUE	9,067.91	74,311.40	79,659.00	5,347.60	93.3

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
312-490-5110 CITY ADMINISTRATOR	693.34	8,191.77	8,200.00	8.23	99.9
312-490-5150 PUBLIC WORKS DIRECTOR	987.70	9,814.04	9,841.00	26.96	99.7
312-490-5152 UTILITY WORKER I	.00	.00	3,435.00	3,435.00	.0
312-490-5154 UTILITY WORKER II	619.00	3,476.82	3,789.00	312.18	91.8
312-490-5158 MAINTENANCE WORKER I	158.49	1,477.49	1,689.00	211.51	87.5
312-490-5220 OVERTIME	.00	2,070.61	1,377.00	(693.61)	150.4
312-490-5315 SOCIAL SECURITY/MEDICARE	175.24	1,794.60	2,462.00	667.40	72.9
312-490-5320 WORKER'S COMP	.95	976.14	1,927.00	950.86	50.7
312-490-5350 UNEMPLOYMENT	.00	.00	2,252.00	2,252.00	.0
312-490-5410 HEALTH INSURANCE	555.78	4,159.21	6,672.00	2,512.79	62.3
312-490-5450 PUBLIC EMPLOYEES RETIREMENT	231.74	2,597.14	3,319.00	721.86	78.3
312-490-6110 AUDITING	.00	1,300.00	1,430.00	130.00	90.9
312-490-6114 FINANCIAL SERVICES	66.08	726.88	1,190.00	463.12	61.1
312-490-6116 ENGINEERING SERVICES	.00	20,011.56	19,094.00	(917.56)	104.8
312-490-6122 IT SERVICES	99.70	571.64	1,198.00	626.36	47.7
312-490-6128 OTHER CONTRACT SERVICES	350.00	12,606.83	12,400.00	(206.83)	101.7
312-490-6210 INSURANCE & BONDS	.00	1,881.00	2,198.00	317.00	85.6
312-490-6234 GENERAL SUPPLIES	.00	33.93	150.00	116.07	22.6
312-490-6290 MISCELLANEOUS	.00	227.98	500.00	272.02	45.6
312-490-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	48.99	500.00	451.01	9.8
312-490-6330 OTHER REPAIR & MAINTENANCE	.00	654.40	1,000.00	345.60	65.4
312-490-6334 NON-CAPITALIZED ASSETS	.00	.00	500.00	500.00	.0
312-490-6430 ELECTRICITY SERVICES	1,233.61	13,004.91	15,292.00	2,287.09	85.0
312-490-6620 STORM DRAIN MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
312-490-6624 STREET SIGNS	.00	312.00	500.00	188.00	62.4
312-490-6626 STREET LIGHTS	.00	.00	10,000.00	10,000.00	.0
TOTAL NON-DEPARTMENTAL	5,171.63	85,937.94	112,915.00	26,977.06	76.1
<u>CAPITAL OUTLAY</u>					
312-700-8320 SOFTWARE	.00	2,274.85	2,651.00	376.15	85.8
312-700-8425 VEHICLES & ROLLING STOCK	7,733.11	7,733.11	.00	(7,733.11)	.0
312-700-8530 STREET IMPROVEMENTS	.00	4,950.00	60,350.00	55,400.00	8.2
TOTAL CAPITAL OUTLAY	7,733.11	14,957.96	63,001.00	48,043.04	23.7
<u>OTHER REQUIREMENTS</u>					
312-900-9150 TRANSFER TO EQUIPMENT FUND	.00	4,000.00	4,000.00	.00	100.0
312-900-9590 CONTINGENCY	.00	.00	19,195.00	19,195.00	.0
TOTAL OTHER REQUIREMENTS	.00	4,000.00	23,195.00	19,195.00	17.3
TOTAL FUND EXPENDITURES	12,904.74	104,895.90	199,111.00	94,215.10	52.7

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2019

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(3,836.83)	(30,584.50)	(119,452.00)	(88,867.50)	(25.6)

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
314-315-4125 INTEREST EARNED	.00	6.14	10.00	3.86	61.4
TOTAL INVESTMENT EARNINGS	.00	6.14	10.00	3.86	61.4
<u>FUNDRAISING & EVENT REVENUE</u>					
314-380-4861 CRAFT/COMMERCIAL BOOTH SALES	580.00	1,590.00	3,000.00	1,410.00	53.0
314-380-4862 FOOD BOOTH SALES	50.00	1,050.00	800.00	(250.00)	131.3
314-380-4864 JAM SALES	5.00	1,230.00	1,000.00	(230.00)	123.0
314-380-4866 QUILT RAFFLE SALES	357.00	2,745.02	4,000.00	1,254.98	68.6
314-380-4868 PROGRAM AD SALES	510.00	730.00	2,700.00	1,970.00	27.0
314-380-4870 SPONSORSHIP REVENUE	250.00	1,000.00	2,250.00	1,250.00	44.4
314-380-4872 PIE SALES	.00	194.00	.00	(194.00)	.0
314-380-4876 5K RACE REVENUE	.00	595.00	1,100.00	505.00	54.1
314-380-4878 CAR SHOW REVENUE	60.00	3,267.00	4,000.00	733.00	81.7
314-380-4880 FISHING DERBY REVENUE	.00	440.00	350.00	(90.00)	125.7
314-380-4882 HORSESHOE TOURNEY REVENUE	.00	100.00	100.00	.00	100.0
314-380-4884 KIDZ KORNER REVENUE	.00	796.00	1,000.00	204.00	79.6
314-380-4886 PIE EATING CONTEST REVENUE	.00	.00	200.00	200.00	.0
314-380-4888 RC FLYERS REVENUE	.00	60.00	400.00	340.00	15.0
TOTAL FUNDRAISING & EVENT REVENUE	1,812.00	13,797.02	20,900.00	7,102.98	66.0
<u>MISCELLANEOUS REVENUE</u>					
314-385-4895 MISCELLANEOUS REVENUE	.00	328.00	500.00	172.00	65.6
TOTAL MISCELLANEOUS REVENUE	.00	328.00	500.00	172.00	65.6
TOTAL FUND REVENUE	1,812.00	14,131.16	21,410.00	7,278.84	66.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
314-490-6118	.00	.00	1,500.00	1,500.00	.0
314-490-6122	.00	77.01	450.00	372.99	17.1
314-490-6220	.00	1,079.27	1,200.00	120.73	89.9
314-490-6224	.00	534.93	1,400.00	865.07	38.2
314-490-6226	.00	.00	50.00	50.00	.0
314-490-6290	.00	2,192.67	1,850.00	(342.67)	118.5
314-490-6440	.00	144.20	.00	(144.20)	.0
314-490-6445	.00	812.00	90.00	(722.00)	902.2
314-490-6614	.00	139.70	.00	(139.70)	.0
314-490-6705	80.00	860.00	500.00	(360.00)	172.0
314-490-6810	.00	111.08	750.00	638.92	14.8
314-490-6812	.00	40.00	.00	(40.00)	.0
314-490-6814	324.00	698.00	1,000.00	302.00	69.8
314-490-6816	.00	3,546.02	4,000.00	453.98	88.7
314-490-6820	.00	50.51	.00	(50.51)	.0
314-490-6822	.00	186.80	.00	(186.80)	.0
314-490-6850	.00	495.00	1,100.00	605.00	45.0
314-490-6852	.00	3,555.07	4,000.00	444.93	88.9
314-490-6854	.00	500.00	350.00	(150.00)	142.9
314-490-6856	.00	.00	100.00	100.00	.0
314-490-6858	.00	290.00	1,000.00	710.00	29.0
314-490-6860	.00	.00	200.00	200.00	.0
314-490-6862	.00	100.00	400.00	300.00	25.0
314-490-6864	.00	3,780.32	3,850.00	69.68	98.2
TOTAL NON-DEPARTMENTAL	404.00	19,192.58	23,790.00	4,597.42	80.7
<u>OTHER REQUIREMENTS</u>					
314-900-9590	.00	.00	14,671.00	14,671.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	14,671.00	14,671.00	.0
TOTAL FUND EXPENDITURES	404.00	19,192.58	38,461.00	19,268.42	49.9
NET REVENUE OVER EXPENDITURES	1,408.00	(5,061.42)	(17,051.00)	(11,989.58)	(29.7)

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
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410-315-4125 INTEREST EARNED	.00	.00	1,011.00	1,011.00	.0
TOTAL SOURCE 315	.00	.00	1,011.00	1,011.00	.0
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410-345-4510 PARK SDC FEES	4,925.00	6,895.00	14,160.00	7,265.00	48.7
TOTAL SOURCE 345	4,925.00	6,895.00	14,160.00	7,265.00	48.7
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SOURCE 390					
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410-390-4917 TRANSFER FROM SDC FUND	.00	37,690.79	39,627.00	1,936.21	95.1
TOTAL SOURCE 390	.00	37,690.79	39,627.00	1,936.21	95.1
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TOTAL FUND REVENUE	4,925.00	44,585.79	54,798.00	10,212.21	81.4

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
410-490-6714 MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
<u>DEPARTMENT 900</u>					
410-900-9895 RESERVED FOR FUTURE USE - PARK	.00	.00	52,798.00	52,798.00	.0
TOTAL DEPARTMENT 900	.00	.00	52,798.00	52,798.00	.0
TOTAL FUND EXPENDITURES	.00	.00	54,798.00	54,798.00	.0
NET REVENUE OVER EXPENDITURES	4,925.00	44,585.79	.00	(44,585.79)	.0

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
412-315-4125 INTEREST EARNED	.00	.00	655.00	655.00	.0
TOTAL SOURCE 315	.00	.00	655.00	655.00	.0
412-345-4512 TRANSPORTATION SDC	11,620.96	12,804.96	8,505.00	(4,299.96)	150.6
TOTAL SOURCE 345	11,620.96	12,804.96	8,505.00	(4,299.96)	150.6
<u>SOURCE 390</u>					
412-390-4917 TRANSFER FROM SDC FUND	.00	23,187.40	24,247.00	1,059.60	95.6
TOTAL SOURCE 390	.00	23,187.40	24,247.00	1,059.60	95.6
TOTAL FUND REVENUE	11,620.96	35,992.36	33,407.00	(2,585.36)	107.7

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
412-490-6714 MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
<u>DEPARTMENT 900</u>					
412-900-9898 RESERVED FOR FUTURE USE - STRE	.00	.00	31,407.00	31,407.00	.0
TOTAL DEPARTMENT 900	.00	.00	31,407.00	31,407.00	.0
TOTAL FUND EXPENDITURES	.00	.00	33,407.00	33,407.00	.0
NET REVENUE OVER EXPENDITURES	11,620.96	35,992.36	.00	(35,992.36)	.0

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2019

SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>						
417-315-4125	INTEREST EARNED	.00	345.57	.00	(345.57)	.0
	TOTAL INVESTMENT EARNINGS	.00	345.57	.00	(345.57)	.0
	TOTAL FUND REVENUE	.00	345.57	.00	(345.57)	.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
417-900-9110 TRANSFER TO PARKS SDC FUND	.00	37,690.79	39,627.00	1,936.21	95.1
417-900-9112 TRANSFER TO STREETS SDC FUND	.00	23,187.40	24,247.00	1,059.60	95.6
417-900-9118 TRANSFER TO WATER SDC FUND	.00	196,253.72	.00	(196,253.72)	.0
417-900-9120 TRANSFER TO STORMWATER SDC	.00	24,339.91	.00	(24,339.91)	.0
417-900-9121 TRANSFER TO SEWER SDC FUND	.00	115,917.24	.00	(115,917.24)	.0
417-900-9130 TRANSFER TO WATER SDC FUND	.00	.00	203,746.00	203,746.00	.0
417-900-9140 TRANSFER TO SEWER FUND	.00	.00	117,962.00	117,962.00	.0
417-900-9145 TRANSFER TO STORMWATER SDC FUN	.00	.00	25,665.00	25,665.00	.0
TOTAL OTHER REQUIREMENTS	.00	397,389.06	411,247.00	13,857.94	96.6
TOTAL FUND EXPENDITURES	.00	397,389.06	411,247.00	13,857.94	96.6
NET REVENUE OVER EXPENDITURES	.00	(397,043.49)	(411,247.00)	(14,203.51)	(96.6)

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
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430-315-4125 INTEREST EARNED	.00	.00	3,768.00	3,768.00	.0
TOTAL SOURCE 315	.00	.00	3,768.00	3,768.00	.0
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430-345-4530 WATER SDC	49,790.00	65,110.00	55,020.00	(10,090.00)	118.3
TOTAL SOURCE 345	49,790.00	65,110.00	55,020.00	(10,090.00)	118.3
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SOURCE 390					
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430-390-4917 TRANSFER FROM SDC FUND	.00	196,253.72	203,746.00	7,492.28	96.3
TOTAL SOURCE 390	.00	196,253.72	203,746.00	7,492.28	96.3
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TOTAL FUND REVENUE	49,790.00	261,363.72	262,534.00	1,170.28	99.6

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
430-490-6714 MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
<u>DEPARTMENT 900</u>					
430-900-9893 RESERVED FOR FUTURE USE - WATE	.00	.00	260,534.00	260,534.00	.0
TOTAL DEPARTMENT 900	.00	.00	260,534.00	260,534.00	.0
TOTAL FUND EXPENDITURES	.00	.00	262,534.00	262,534.00	.0
NET REVENUE OVER EXPENDITURES	49,790.00	261,363.72	.00	(261,363.72)	.0

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
440-315-4125 INTEREST EARNED	.00	.00	2,581.00	2,581.00	.0
TOTAL SOURCE 315	.00	.00	2,581.00	2,581.00	.0
440-345-4530 SEWER SDC	.00	.00	15,390.00	15,390.00	.0
440-345-4540 SEWER SDC	8,728.65	10,870.65	.00	(10,870.65)	.0
TOTAL SOURCE 345	8,728.65	10,870.65	15,390.00	4,519.35	70.6
<u>SOURCE 390</u>					
440-390-4917 TRANSFER FROM SDC FUND	.00	115,917.24	117,962.00	2,044.76	98.3
TOTAL SOURCE 390	.00	115,917.24	117,962.00	2,044.76	98.3
TOTAL FUND REVENUE	8,728.65	126,787.89	135,933.00	9,145.11	93.3

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
440-490-6714 MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
<u>DEPARTMENT 900</u>					
440-900-9897 RESERVED FOR FUTURE USE - SEWE	.00	.00	133,933.00	133,933.00	.0
TOTAL DEPARTMENT 900	.00	.00	133,933.00	133,933.00	.0
TOTAL FUND EXPENDITURES	.00	.00	135,933.00	135,933.00	.0
NET REVENUE OVER EXPENDITURES	8,728.65	126,787.89	.00	(126,787.89)	.0

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
445-315-4125 INTEREST EARNED	.00	.00	193.00	193.00	.0
TOTAL SOURCE 315	.00	.00	193.00	193.00	.0
445-345-4545 STORM DRAINAGE SDC	6,986.12	8,332.12	9,675.00	1,342.88	86.1
TOTAL SOURCE 345	6,986.12	8,332.12	9,675.00	1,342.88	86.1
<u>SOURCE 390</u>					
445-390-4917 TRANSFER FROM SDC FUND	.00	24,339.91	25,665.00	1,325.09	94.8
TOTAL SOURCE 390	.00	24,339.91	25,665.00	1,325.09	94.8
TOTAL FUND REVENUE	6,986.12	32,672.03	35,533.00	2,860.97	92.0

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2019

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
445-490-6714 MATERIALS & SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
<u>DEPARTMENT 900</u>					
445-900-9897 RESERVED FOR FUTURE USE - SEWE	.00	.00	33,533.00	33,533.00	.0
TOTAL DEPARTMENT 900	.00	.00	33,533.00	33,533.00	.0
TOTAL FUND EXPENDITURES	.00	.00	35,533.00	35,533.00	.0
NET REVENUE OVER EXPENDITURES	6,986.12	32,672.03	.00	(32,672.03)	.0

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2019

WATER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>						
520-315-4125	INTEREST EARNED	.00	.72	.00	(.72)	.0
	TOTAL INVESTMENT EARNINGS	.00	.72	.00	(.72)	.0
<u>TRANSFERS IN</u>						
520-390-4930	TRANSFER FROM WATER FUND	.00	3,938.00	3,938.00	.00	100.0
	TOTAL TRANSFERS IN	.00	3,938.00	3,938.00	.00	100.0
	TOTAL FUND REVENUE	.00	3,938.72	3,938.00	(.72)	100.0

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2019

WATER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
520-900-9892 RESERVED FOR WATER BOND PAYMEN	.00	.00	19,690.00	19,690.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	19,690.00	19,690.00	.0
TOTAL FUND EXPENDITURES	.00	.00	19,690.00	19,690.00	.0
NET REVENUE OVER EXPENDITURES	.00	3,938.72	(15,752.00)	(19,690.72)	25.0

CITY OF LOWELL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2019

SEWER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>						
521-315-4125	INTEREST EARNED	.00	.31	.00	(.31)	.0
	TOTAL INVESTMENT EARNINGS	.00	.31	.00	(.31)	.0
<u>TRANSFERS IN</u>						
521-390-4940	TRANSFER FROM SEWER FUND	.00	1,575.00	1,575.00	.00	100.0
	TOTAL TRANSFERS IN	.00	1,575.00	1,575.00	.00	100.0
	TOTAL FUND REVENUE	.00	1,575.31	1,575.00	(.31)	100.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

SEWER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
521-900-9892 RESERVED FOR SEWER BOND PAYMEN	.00	.00	8,245.00	8,245.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	8,245.00	8,245.00	.0
TOTAL FUND EXPENDITURES	.00	.00	8,245.00	8,245.00	.0
NET REVENUE OVER EXPENDITURES	.00	1,575.31	(6,670.00)	(8,245.31)	23.6

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

EQUIPMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>						
550-315-4125	INTEREST EARNED	.00	2.01	.00	(2.01)	.0
	TOTAL INVESTMENT EARNINGS	.00	2.01	.00	(2.01)	.0
<u>TRANSFERS IN</u>						
550-390-4910	TRANSFER FROM GENERAL FUND	.00	2,000.00	2,000.00	.00	100.0
550-390-4912	TRANSFER FROM STREET FUND	.00	4,000.00	4,000.00	.00	100.0
550-390-4930	TRANSFER FROM WATER FUND	.00	2,000.00	2,000.00	.00	100.0
550-390-4940	TRANSFER FROM SEWER FUND	.00	2,000.00	2,000.00	.00	100.0
	TOTAL TRANSFERS IN	.00	10,000.00	10,000.00	.00	100.0
	TOTAL FUND REVENUE	.00	10,002.01	10,000.00	(2.01)	100.0

CITY OF LOWELL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2019

EQUIPMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>						
550-700-8425	VEHICLES & ROLLING STOCK	22,000.00	53,442.17	53,579.00	136.83	99.7
	TOTAL CAPITAL OUTLAY	22,000.00	53,442.17	53,579.00	136.83	99.7
	TOTAL FUND EXPENDITURES	22,000.00	53,442.17	53,579.00	136.83	99.7
	NET REVENUE OVER EXPENDITURES	(22,000.00)	(43,440.16)	(43,579.00)	(138.84)	(99.7)

CITY OF LOWELL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

DEBT RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>						
555-315-4125	INTEREST EARNED	.00	72.56	.00	(72.56)	.0
	TOTAL INVESTMENT EARNINGS	.00	72.56	.00	(72.56)	.0
	TOTAL FUND REVENUE	.00	72.56	.00	(72.56)	.0

CITY OF LOWELL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

DEBT RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
555-900-9140 TRANSFER TO SEWER FUND	.00	15,745.00	15,745.00	.00	100.0
555-900-9897 RESERVED FOR FUTURE USE - SEWE	.00	.00	12,650.00	12,650.00	.0
TOTAL OTHER REQUIREMENTS	.00	15,745.00	28,395.00	12,650.00	55.5
TOTAL FUND EXPENDITURES	.00	15,745.00	28,395.00	12,650.00	55.5
NET REVENUE OVER EXPENDITURES	.00	(15,672.44)	(28,395.00)	(12,722.56)	(55.2)

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: Monthly Police Report

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

The Monthly Police Report for May is presented for your review and discussion.

FISCAL IMPACT:

None.

COURSES OF ACTION:

This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. May Police Report

LOWELL PATROL LOG May 2019

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
1-May	406	0:00	1:30	1:30						
1-May	407	22:00	23:30	1:30						
2-May	401	14:45	16:15	1:30						
2-May	407	22:00	23:30	1:30						
4-May	406	0:30	2:00	1:30						
6-May	406	0:30	2:00	1:30						
6-May	406	22:00	23:00	1:00						
7-May	401			1.5						
8-May	407	19:15	20:45	1:30						
11-May	406	0:30	2:00	1:30						
11-May	406	21:30	22:30	1:00						
13-May	406	0:30	2:00	1:30						
13-May	406	17:00	18:00	1:00						
15-May	407	0:00	1:30	1:30						
16-May	421	12:45	13:15	0:30						
18-May	406	0:30	2:00	1:30						
19-May	406	0:30	2:00	1:30						
20-May	406	1:00	2:30	1:30						
23-May	407	22:00	23:30	1:30						
25-May	406	0:30	2:00	1:30						
26-May	406	0:30	2:00	1:30						
27-May	406	0:30	2:00	1:30						
29-May	407	23:00	0:00	1:00						
30-May	420	9:15	14:15	5:00						
30-May	407	23:30	0:30	1:00						
31-May	407	23:30	0:30	1:00						
TOTAL HOURS				38.5	0	0	0	0	0	0

TRAFFIC VIOLATIONS	CITATION	WARNING
SPEED		
DWS		
FAIL TO SIGNAL		
STOP VIOLATIONS		
OTHER MOVING		
NON-MOVING		
DEFECTIVE EQUIPMENT		
SEAT BELT		
NO LICENSE		
REGISTRATION VIOLATIONS		
NO INSURANCE		
ALCOHOL/MARIJUANA		
NO PROOF INSURANCE		
TOTAL	0	0

DATE	TIME	DESCRIPTION
------	------	-------------

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: Community Grant Program
Application

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

An application for the FY 2018-19 Community Grant Program was received from the Dexter Laker Farmers Market. The Economic Development Committee reviewed and recommended the application for approval in the amount of \$1,249.

FISCAL IMPACT:

The FY 2018-19 Budget includes \$3,000 for the Community Grant Program. The Pine Needlers were awarded \$1,200 earlier this year, leaving \$1,800 available for award.

COURSES OF ACTION:

1. Motion to approve the FY 2018-19 Community Grant Program request in the amount of \$1,249 to the Dexter Lake Farmers Market.
2. No action.

RECOMMENDATION:

Motion to approve the FY 2018-19 Community Grant Program request in the amount of \$1,249 to the Dexter Lake Farmers Market.

ATTACHMENTS:

1. Community Grant Program Application

Community Grant Program

The Community Grant Program (CGP) exists to stimulate and assist local non-profit organizations and businesses with community projects, economic development activities, and special events in Lowell. The objective is to help organizations and agencies undertake activities that would not be considered without special funding. It is specifically designed to provide “seed” funding and invest in activities, projects, and events that have the potential for growth and self-sufficiency.

Program funds are derived from the Lane County Rural Tourism Marketing Program (RTMP) and the City’s share of transient room taxes. These funds are invested back into the community through designated projects and events that will enhance visitor appeal, increase local business activity, and encourage overnight stays.

Eligibility Criteria

The program provides non-profit organizations and businesses resources for the following activities:

- Beautification of public property (i.e. benches, bike racks, planters, in public right-of-way)
- Tourism promotion and tourism related facilities
- Special events

Priorities

The City of Lowell is interested in funding organizations that demonstrate they have planned their projects with respect to the community’s overall needs. Grant applications should keep in mind that priority is given to projects that:

- Attract visitors from outside the community
- Create additional overnight stays within the Lowell area
- Includes or involves multiple community and tourism partners
- Leverages additional dollars or resources
- Self-sustaining, have growth potential, or builds capacity
- Measurable or attainable Return on Investment (ROI)

Maximum Grant Request

The program has been allocated \$3,000.00 for Fiscal Year 2018-19. Organizations may request up to \$2,000.00 per eligible project. The maximum allowable grant award is reviewed on an annual basis by the Economic Development Committee and may be adjusted, as necessary.

Application Process

Grants are made on a rolling basis throughout the fiscal year until funding is exhausted. Applications are reviewed, scored and recommended by the Economic Development Committee at their monthly meeting. To be considered, applications must be submitted at least one week prior to their scheduled meeting, which is the first Wednesday of every month. Final review and approval is provided by the City Council at the following regularly scheduled meeting.

One hard copy of the grant application should be submitted for review. Applicants are required to present their request in person to the Economic Development Committee.

Distribution of Funds

Grants are paid to the applicant, not to vendors of products or services. Reimbursements are made only for those expenses itemized in the "Project Budget" upon receipt of paid invoices to the vendor by the applicant. Any changes to the approved budget must be approved by the Economic Development Committee. Decisions are general made within one month of review. Granting period is twelve (12) months from the date of award, with extensions granted upon written request and approved by the City Administrator. Unused funds shall be returned to the Community Grant Program. The City reserves the right to withhold any or all funding if the city determines the project is not proceeding according to the project outline.

Final Report

A final written report is required upon project completion. The report should include any reportable information, such as revenue, event attendance, or lodging rentals. When available, photographs should also be provided. Failure to submit a final report may impact future eligibility for program funds.

Community Grant Program Application

Project Sponsor Information

Name:	Marion McLean	PO BOX 561	Organization:	Dexter Lake Farmers Market LLC
Phone:	(541) 937-3034	Lowell	Email:	topplemcleam@gmail.com
Address:	38574 Dexter Rd		Website:	in process
	Dexter			

Project Details

Request (\$): \$1280 Match (\$): >500 volunteer hours

Description: In our third season at Rolling Rock Park DLFM requests continuing city tourism dollars for marketing support to produce special events & attract visitors to Lowell, with a Jobs Fair & an Outdoor Recreation Expo- and to fulfill the promise of our new listing on the South Willamette Valley Food Trail.

Project Budget

Request (\$): ~~\$1280~~ \$1290 Match (\$): 500+ volunteer hours

Line Item Description: Line Item Amount (\$):

- | | | |
|----|--|------------------------------|
| 1. | 3 Big Fiddlin' Sue bookings @ \$150 | \$450 |
| 2. | licenses, permits - salad bar | \$130 <u>\$89</u> |
| 3. | Inserts for Bridge - printing | \$150 |
| 4. | website consultant | \$150 |
| 5. | trifold brochure | \$250 |
| 6. | social media assistance (\$10/wk) | \$160 |
| | | <u>\$1290</u> <u>\$1299</u> |
- Website Renewal

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: Ordinance 298 – BBJ Festival

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

The BBJ Festival Committee has recommended an amendment to the ordinance related to the policies and procedures of the festival. The recommended changes would 1) close the BBJ Festival bank account and make it financially feasible to accept credit cards, and 2) remove the alcohol prohibition to allow for the beer garden.

FISCAL IMPACT:

Small reduction in banking fees.

COURSES OF ACTION:

1. Motion to approve First Reading of Ordinance 298, as written.
2. Motion to approve First Reading of Ordinance 298, as amended.
3. No action.

RECOMMENDATION:

Motion to approve First Reading of Ordinance 298, as written.
If approved, Ordinance 298 should be read by the Mayor and submitted for consideration of a second reading and potential adoption at the July 16 City Council meeting.

ATTACHMENTS:

1. Ordinance 298 – Blackberry Jam Festival

CITY OF LOWELL, OREGON

ORDINANCE 298

AN ORDINANCE AMENDING PORTIONS OF THE LOWELL REVISED CODE SECTIONS 2.902 (c) (2), 2.902 (c) (4) AND 2.903 (b) (1) RELATED TO THE BLACKBERRY JAM FESTIVAL; AND DECLARING AN EMERGENCY.

THE CITY OF LOWELL ORDAINS AS FOLLOWS:

Section 1. The following sections of the Lowell Revised Code 2.902 (c) (2), 2.902 (c) (4), and 2.903 (b) (1), are hereby amended as follows:

2.902 Financial management policy and responsibilities established.

- (a) *General policy.* As an activity of a municipal corporation of the State of Oregon, all funds received and expended for the BBJ Festival are considered public funds and must be managed in accordance with established State law and the policy and procedures established in this section.
- (b) *Annual budget requirements.* The City shall establish a separate Fund within the City's annual budget to appropriate funds for BBJ Festival operations. Each year, before the last Friday in March, the Chairperson shall submit a proposed BBJ Festival Fund budget for the next fiscal year to the City Administrator for inclusion in the City proposed budget. The Chairperson is responsible for managing the Festival within the budget approved and adopted by the City, unless a supplemental budget is approved in accordance with State budget law.
- (c) *Accounting and cash control.* The Committee Treasurer is responsible for receiving and disbursing all BBJ Festival funds, for all accounting and cash control, and for complying with the procedures established below.
 - (1) The BBJ Festival Fund shall be established on a cash accounting basis consistent with the City's accounting basis.
 - (2) ~~All revenue received by the Committee shall be deposited into and expended from a separate City of Lowell BBJ Festival checking account. Three Executive Committee members and the City Administrator may be signatories on the account. The Treasurer shall not be a signatory. Two signatures shall be required on all checks.~~
 - (3) All expenditures of BBJ Festival funds shall be within annual budget authorizations and approved as provided for by the rules of the Committee. All single expenditures exceeding \$2,500.00 shall also be separately approved by the City Administrator.
 - (4) The Committee may establish a petty cash fund in an amount not to exceed \$200.00. Receipts shall be provided for all payments from the petty cash fund. The petty cash fund shall be replenished only by a check written from the BBJ Festival ~~account~~ funds. Checks written to replenish the petty cash fund shall be reported on the monthly expense report required by subparagraph (5) below and copies of all receipts submitted with that expense report.
 - (5) The Treasurer shall provide to the City Finance Clerk a monthly report of all BBJ Festival Fund revenue received and disbursements made not later than the 5th day of the month for the previous month. The revenue report shall consist of a listing of all revenue received, by source, amount, and payment method and have copies of all deposit receipts attached. The expense report shall consist of a listing of all payments made, by vendor, amount and check number and shall have copies of all paid invoices attached.
 - (6) The Treasurer shall reconcile the checking account statement within 5 days of receipt and provide a copy of the reconciled statement to the City's Finance Clerk.

- (7) Originals of all financial documents shall be maintained on file by the Treasurer throughout the fiscal year. These files, for the previous fiscal year shall be delivered to the City for review by the City's auditor and to be archived not later than August 30th of each year.

2.903 Security and public safety.

- (a) The Executive Committee will appoint a Public Safety and Security Coordinator. Prior to the festival being opened to the public and periodically during the Festival, the Safety and Security Coordinator will ensure that the Festival grounds have been inspected to identify significant potential hazards to the public. Such safety hazards must be corrected by the responsible party. Any hazard created by the operations of a vendor or concessionaire must be immediately corrected or the operation may be shut down. Failure to eliminate a hazard that is identified by the Safety and Security Coordinator or other public safety official will result in the vendor or concessionaire being removed from the Festival.
- (b) During the duration of the festival, in addition to all illegal activities as established by State Statute or Lowell Code, the following are prohibited in Rolling Rock Park or on other public or private property being used as a part of the festival event and/or under the control of the BBJ Festival Committee:
- (1) ~~Possession and/or consumption of alcohol.~~
 - (2) Dogs, excluding seeing eye and service dogs, and other domestic pets, regardless of level of owner control, unless approved in advance by the Committee for Festival participation.
 - (3) Use of bicycles, skateboards, motorized or unmotorized scooters and roller skates or roller blades, unless approved in advance by the Committee for Festival Participation.
- (c) *Penalty.* Violations of Section 2.903 (b) are Class D violations and offenders may be cited by the Safety and Security Coordinator, City Administrator or any law enforcement officer.

Section 2. Emergency. The City of Lowell Blackberry Jam Festival is scheduled for July 26-28, 2019. An emergency is declared to exist to ensure proper administration of the event rules and regulation, and this ordinance is effective upon its passage by the council.

Adopted by the City Council of the City of Lowell, this ____ day of _____, 2019.

Yea: _____

Nay: _____

Approved: _____
Don Bennett, Mayor

First Reading:

Second Reading:

Adopted:

Signed:

Effective Date:

Attest: _____
Jared Cobb, City Recorder

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: Ordinance 299 – Downtown Master Plan

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

Over the last year the City, Lane Council of Governments, The Urban Collaborative, and the nine (9) member Downtown Master Plan Steering Committee have worked with stakeholders to develop a Downtown Master Plan. The Steering Committee recommended approval to the Planning Commission, which held a public hearing on May 29 and subsequently recommended the plan to the City Council for approval.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

1. Motion to approve First Reading of Ordinance 299, as written.
2. Motion to approve First Reading of Ordinance 299, as amended.
3. No action.

RECOMMENDATION:

Motion to approve First Reading of Ordinance 299, as written.
If approved, Ordinance 299 should be read by the Mayor and submitted for consideration of a second reading and potential adoption at the July 16 City Council meeting.

ATTACHMENTS:

1. Ordinance 299 – Downtown Master Plan

CITY OF LOWELL, OREGON

ORDINANCE NO. 299

AN ORDINANCE ADOPTING THE LOWELL DOWNTOWN MASTER PLAN AS A REFINEMENT PLAN TO THE LOWELL COMPREHENSIVE PLAN AND AMENDING THE LOWELL COMPREHENSIVE PLAN MAP ACCORDINGLY AND ADOPTING ONE AMENDMENT TO THE LOWELL LAND DEVELOPMENT CODE TO REFERENCE THE LOWELL DOWNTOWN MASTER PLAN FOR SITE PLAN REVIEW.

WHEREAS, the City of Lowell City Council, through enactment of Ordinance 299, has adopted the Lowell Downtown Master Plan (Exhibit B); and

WHEREAS, the City of Lowell City Council, through enactment of Ordinance 299, has adopted one amendment to the Lowell Land Development Code ((Title 19) (Exhibit C); and

WHEREAS, the City of Lowell Planning Commission reviewed the proposal on May 29, 2019, at a Public Hearing, and recommended approval of the proposed Lowell Downtown Master Plan and amendment to the Lowell Land Development Code; and

WHEREAS, evidence exists within the record (Exhibit A) indicating that the proposal meets the requirements of the City of Lowell Comprehensive Plan, Land Development Code and the requirements of applicable state and local law, including consistency with Oregon’s Statewide Planning Goals; and

WHEREAS, the City of Lowell City Council has conducted public hearings and is now ready to take action; now therefore

THE CITY OF LOWELL ORDAINS AS FOLLOWS:

Section 1. The City of Lowell City Council adopts the Comprehensive Plan Map Amendment, as set forth in Exhibit B.

Section 2. The City of Lowell City Council adopts the Comprehensive Plan Map Amendment, as set forth in Exhibit C.

Section 3. The City of Lowell City Council adopts the Findings of Fact, attached as Exhibit A, which include findings addressing the consistency of the proposed amendments with the City of Lowell Comprehensive Plan, Land Development Code, and Oregon’s Statewide Planning Goals.

Section 4. Severability. If any phrase, clause, or part of this Ordinance is found to be invalid by a court of competent jurisdiction, the remaining phrases, clauses, and parts shall remain in full force and effect.

Adopted by the City Council of the City of Lowell, this ____ day of _____, 2019.

Yea: _____

Nay: _____

Approved: _____
Don Bennett, Mayor

First Reading:

Second Reading:

Adopted:

Signed:

Effective Date:

Attest: _____
Jared Cobb, City Recorder

EXHIBIT A

FINDINGS OF FACT

LOWELL DOWNTOWN MASTER PLAN COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE AMENDMENTS

I. APPLICABLE CRITERIA

The Lowell Downtown Master Plan is proposed to be adopted as a refinement plan of the Lowell Comprehensive Plan. The goals and policies of the Downtown Master Plan will provide policy direction for the area identified within the Downtown Master Plan. Section 9.253 *Amendments* of the Lowell Land Development Code (LDC) outlines the following key approval criteria for Comprehensive Plan Amendments:

LOWELL LAND DEVELOPMENT CODE, SECTION 9.303

(b) Decision Criteria.

All requests for an amendment to the text or map of this Code or the Comprehensive Plan may be permitted upon authorization by the City Council in accordance with following findings:

- (1) The proposed amendment does not conflict with the intent of the Comprehensive Plan.*
- (2) There is a need for the proposed amendment to comply with changing conditions, new laws or to correct existing deficiencies.*
- (3) The amendment will not have a significant adverse impact on adjacent properties.*
- (4) The amendment will not have a significant adverse impact on the air, water and land resources of the City*
- (5) The amendment will not have a significant adverse impact on public facilities, transportation, the economy, and on the housing needs of the City.*
- (6) The amendment does not conflict with the intent of Statewide Planning Goals.*

II. FINDINGS

LOWELL LAND DEVELOPMENT CODE: SECTION 9.253 AMENDMENTS

It is recognized that this Code or the Lowell Comprehensive Plan may require amendments to adjust to changing circumstances. An amendment may require either,

(a) Legislative Decision as defined in Section 9.303 ...

Amendments may be either Text Amendments or Map Amendments. The City utilizes a single land use map as a Comprehensive Plan Map and a Zoning Districts Map, therefore a

zone change map amendment is an amendment to the Lowell Comprehensive Plan and the Lowell Land Development Code.

(a) Amendment Application.

An Amendment to this Code may be initiated by the City Council, the Planning Commission or by application of a property owner....

FINDING: The City of Lowell initiated the Downtown Master Plan. The Plan proposes changes to the Lowell Comprehensive Plan Map and proposes policies applicable to a defined downtown area.

SECTION 9.303 (b) Decision Criteria.

These criteria (outlined above) are addressed individually within this findings document.

(c) Decision Process.

(1) Text amendments or zone change map amendments that affect a group or class of properties within the City requires a "Legislative Decision" by the City Council with recommendation by the Planning Commission in conformance with the Legislative Public Hearing procedures of Section 9.307.

FINDING: The procedures outlined in the Lowell Land Development Code for Legislative Public Hearing procedures and notice have been met, including proper DLCDC notice. All property owners impacted by the plan amendments have also been provided notice consistent with the requirements of Measure 56. The proposal is consistent with the Lowell Land Development Code.

LOWELL LDC SECTION 9.303 (b)(1)

The proposed amendment does not conflict with the intent of the Comprehensive Plan.

(COMPREHENSIVE PLAN SECTION 9.914 – COMPREHENSIVE PLANNING)

(d) Plan Amendments and Local Plan Changes

Plan Amendments should be made as needed to maintain the Plan as an up-to-date guideline for urban development in Lowell. Section 9.253 of the Land Development Code provides the procedures for Code or Plan Amendments.

Plan Amendments include text or land use map changes that have widespread and significant impact within the community. The Comprehensive Plan or Land Development Code should be revised as community needs change or when development occurs at a different rate than contemplated by the Plan. Major revisions should not be made more frequently than every five years unless changing conditions warrant this significant action.

...

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Major Amendments and Local Changes to the Plan or Code must be adopted by the City Council following a recommendation by the Planning Commission based upon citizen involvement, and coordination with other governmental units and agencies. Citizens in the area and affected governmental units will be given an opportunity to review and comment prior to any proposed Plan or Code change.

FINDING: The need for attention to Lowell’s Downtown Area has been clear over decades of decline and local efforts to address it. The City, through outreach and coordination with other government agencies has established a clear need for amendment to the Lowell Comprehensive Plan. Such change has not occurred within the last five years. The proposed plan has been shared with affected government agencies, including Lane County, Lowell School District, and the Lowell Rural Fire Protection District. The public has also been given opportunities to review and comment.

f) City/County Coordination

The Lowell Urban Growth Boundary (UGB) and the City Limits are contiguous. That is, they are the same boundary. An “Area of Interest” (AOI) or area of mutual concern was established in 2000 in a “Joint Agreement for Planning Coordination Between Lane County and the City of Lowell”. The City has outright planning responsibility for the area within the City/UGB boundary. The County has planning responsibility for the AOI although it will submit proposed changes and development proposals to the City for review and comment prior to issuing a decision on specified Land Use Action

FINDING: The proposed Downtown Master Plan does not include any expansion into the County. The plan does involve concepts for Streets within the City of Lowell which are under Lane County jurisdiction. The County has been a participant in the planning process and has had the opportunity to review the Plan.

(g) Plan Implementation

Implementation measures are intended to assist in putting the Plan into effect. Generally, Plan implementation includes the enactment of regulatory measures pertaining to land development such as zoning and subdivision regulations that are contained in the Lowell Land Development Code, but also include other studies, reports, standards, plans and ordinances. Capital Improvement Programs or other management measures also assist in implementing Planning Goals and Policies. The Plan and implementing ordinances will be adopted by the Lowell City Council after review and recommendation by the Planning Commission and public participation and public hearings. Implementation ordinances will be reviewed and revised as needed. The Plan, supporting documents, and implementing ordinances will be maintained on file in the Lowell City Hall and are easily accessible to the public.

FINDING: Implementation of the proposed Lowell Downtown Master Plan will largely be enacted through amendments to the Lowell Land Development Code (through zoning). Included within this adoption package is one amendment to the Zoning Code which incorporates a change to the Site Plan review language to include as a Site Plan criteria – consistency of proposed development with Downtown Master Plan policies. Development Code changes are immediately planned following this adoption and will involve another public outreach process, coordination with affected government agencies and a hearing process.

(h) Plans

There are several specific plans and planning studies that are referenced in the Lowell Comprehensive Plan, but are not a part of the adopted plan. They are identified and referenced in the applicable topic section of the Plan.

FINDING: The Lowell Downtown Master Plan will be adopted as a “specific” or “refinement” plan of the Lowell Comprehensive Plan. The Comprehensive Plan will be amended in order to make appropriate reference to the Lowell Downtown Master Plan.

(j) Zoning and the Comprehensive Plan

The Comprehensive Plan, while a guide for zoning actions, is not a zoning regulation. Zoning regulations are detailed pieces of legislation that are intended to implement the proposals of the Comprehensive Plan by providing specific standards for use of land in various districts within the community. It is important that zone change proposals be considered in relation to the policies and aims of the Comprehensive Plan. Amendments to the Zoning provisions of this Code that are consistent with the Comprehensive Plan can proceed as provided in the Code. However, zoning amendments that are contrary to the intent of the Comprehensive Plan should be reviewed first as a potential Plan change. If the zoning amendment is deemed in the public interest, then the Comprehensive Plan should be so amended before action on the zoning amendment proceeds. This procedure should guarantee essential coordination between the two planning instruments.

FINDING: Implementation of the proposed Lowell Downtown Master Plan will largely be enacted through amendments to the Lowell Land Development Code (through zoning). Included within this adoption package is one amendment to the Zoning Code which incorporates a change to the Site Plan review language to include as a Site Plan criteria – consistency of proposed development with Downtown Master Plan policies. Development Code changes are immediately planned following this adoption and will involve another public outreach process, coordination with affected government agencies and a hearing process.

Section 9.919: Planning Goals and Policies

This section of the Lowell Comprehensive Plan addresses the first two Statewide Planning Goals, *Goal 1- Citizen Involvement and Goal 2 - Land Use Planning.*

The following goals were identified as applicable

Goal 1: “to encourage development in a planned and considered manner consistent with the community’s vision, general health, safety and welfare.”

Goal 5: “to achieve effective communication between city residents and city officials and to provide an ongoing opportunity for all persons to participate in all phases of the planning process.”

The following associated Policies were found to be applicable:

Policy 8: “An active and on-going citizen involvement program shall be maintained by the City to insure that all citizens have an opportunity to be informed and involved in the planning process”

Policy 9: “The City of Lowell shall reinforce the applicable Statewide Planning Goals as they apply to the community through specific goals, objectives and policies in response to community needs.”

FINDING: Consistent with the Lowell Comprehensive Plan, a Downtown Steering Committee has been formed as a part of the Lowell Downtown Master Planning process. The Steering Committee is made up of Lowell residents that represent a diverse range of backgrounds, and interests. The volunteer Committee is composed of existing members of the Planning Commission, Economic Development Committee, Parks and Recreation Committee, and at-large residents. It will be the Committee’s responsibility to guide progress, review deliverables, provide feedback, promote community involvement and provide direction to staff. Members of the Steering Committee included:

Lowell Downtown Master Plan Steering Committee:

Member	Affiliations
Aaron Graham	At-large resident, Parks and Recreation Committee
Pat Woodhurst	Parks and Recreation Committee
William George	Economic Development Committee
Michael Galvin	Lowell School Board, Economic Development Committee
Jerry Bjornstad	Planning Commission, Economic Development Committee
Lon Dragt	Lowell Rural Fire Protection District, Planning Commission
Lisa Bee-Wilson	Economic Development Committee
Don Swain	Planning Commission
Robert Burr	Economic Development Committee
Syd Singer	At-Large resident

Lowell, and other area residents, had numerous opportunities to become aware of, and engage in planning process related to the Downtown Master Plan. These opportunities included a survey to every resident in town, a booth at the Blackberry Jam Festival, several open houses and a design workshop. Page 12 of the Master Plan catalogues public outreach, and Technical Memorandum 3 (an appendix to the Downtown Master Plan) outlines public outreach in greater detail.

The proposed Lowell Downtown Master Plan is consistent with these Plan Goal and Policies.

Section 9.929: Environment

The following environmental goal is applicable to the proposal.

Goal 2 “The City shall encourage developments that reinforce the aesthetic appeal of the community’s natural setting.”

FINDING: The community and Steering Committee have identified Lowell’s natural assets as one of its key strengths. Maintaining Lowell’s environmental quality is essential to the livability of the community. All decisions were made considering how any future growth and development may impact the natural environment. This goal was particularly important in considering the development of street scape plans, and other landscape improvements. The proposal is consistent with this policy.

Section 9.939: Population and Economy

The following policies were found to be applicable to the proposal.

Policy 1: “The City of Lowell shall strive for continual and substantial progress toward improving the quality of life for area residents including livability and economic prosperity.”

Policy 2 “The City shall actively encourage young families with children to locate in Lowell to support and maintain the Lowell School District.”

FINDING: The proposed Downtown Master Plan promotes a balance of livability and economic prosperity. The Master Planning process was conducted in consultation with the Lowell School District and reflects feedback about ways that the downtown can support the school’s positive momentum and contribute to attracting young families. The proposal is consistent with these policies.

Policy 7 “The City recognizes the need to create a centralized downtown business district in Lowell and shall encourage new retail, office and service commercial developments to locate there.”

FINDING: Perhaps no Comprehensive Plan policy is more directly addressed by the Downtown Master Plan than Policy 7. Although a “centralized downtown business district”

exists in Lowell currently, the proposed Lowell Downtown Master Plan outlines a revitalized and more deliberate strategy for attracting retail, office and service commercial developments. The proposal is consistent with this policy

Goal 9.949: Housing Goals and Policies

The following goal was identified as applicable

Goal 1: "To increase opportunities for all citizens of Lowell to enjoy safe, decent, sanitary housing at affordable prices."

The following associated Policies were found to be applicable:

Policy 1: "The City shall strive to provide all citizens of the community with the opportunity to live in sound housing, adequate to their needs, at reasonable cost relative to their income."

Policy 9: "The City shall support a wide range of housing types and innovative residential design and planning concepts."

FINDING: The Downtown Master Planning process looked at existing and potential locations for affordable housing. The Comprehensive Plan addresses the future need of a diverse selection of housing units to meet all income levels of Lowell residents, including the desire to see a variety of mixed uses locating in the downtown core. The proposal is consistent with these policies.

Policy 6: "The City shall develop standards for mixed use housing and commercial use in its downtown commercial core as part of Downtown Development Plan."

FINDING: Lowell residents and the Downtown Steering Committee guided a concept promoting an active downtown core that involves mixed uses with ground floor commercial and residential above. These mixed uses have the ability to reignite a downtown core by bringing both commercial uses and people into downtown. The proposal is consistent with this policy.

Policy 5: "The City shall continue to support increased residential development while also encouraging business and commercial activities that support residential community needs."

Policy 14: "The City shall support orderly in-fill development of underdeveloped land in existing residential areas."

FINDING: The Downtown study area includes some residentially zoned/designated lands. The plan does introduce policy that would transition certain areas from housing to commercial or institutional use. In almost every case, this is already happening (through school ownership, for example). The Plan also introduces residential aspects into parts of downtown which do

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not currently allow housing. It requires housing in some areas where uses have been limited, most recently, to commercial. The proposal is consistent with these policies.

Goal 9.959: Land Use Goals and Policies

The following goal was identified as applicable

Goal 4 “To provide an inviting Downtown Core Area enhanced with mixed uses, sidewalks, bike lanes, landscaping, distinctive lighting and underground facilities.”

The following associated Policies were found to be applicable:

Residential

Policy 3 “The City shall encourage the removal and rehabilitation of unused or abandoned/dilapidated buildings.”

Policy 7 “The City shall encourage in-fill development on over-sized lots.”

Policy 8 “The City shall consider mixed use developments within the downtown core area.”

FINDING: The Downtown Master Plan proposes or supports appropriate reuse of underutilized buildings within the downtown area and encourages mixed use development. The proposal is consistent with these policies.

Commercial

Policy 10 “The City shall complete a Downtown Development Plan to encourage commercial and public uses to locate within the Downtown Core Area.”

Policy 11 “The City shall encourage commercial facilities that will serve the needs of the community as well as those of the visiting tourists and recreational participants.”

Policy 12 “The City shall ensure that future commercial development will not have a significant adverse effect on surrounding land uses.”

Policy 13 “Vehicular and pedestrian efficiency and safety shall be required criteria for all commercial developments.”

Policy 14 “The City shall encourage redevelopment of existing commercial properties that are underutilized or those that have fallen into disuse.”

FINDING: The proposed Downtown Master Plan advances development concepts that promote downtown development in service of local residents, visitors, and adjacent land uses and property owners. The proposal is consistent with these policies.

Open Space

Policy 24 "The City shall require inclusion of landscaping as an integral part of site and street developments."

FINDING: The Downtown Master Plan provides a concept and policies which will promote landscaping improvements (including street trees) and robust street improvements. The proposal is consistent with these policies.

LOWELL LDC SECTION 9.303 (b)

(2) There is a need for the proposed amendment to comply with changing conditions, new laws or to correct existing deficiencies.

FINDING: The need for attention to Lowell's Downtown Area has been clear over decades of decline and local efforts to address it. The City, through outreach and coordination with other government agencies has established a clear need for amendment to the Lowell Comprehensive Plan to revitalize land uses within Lowell's downtown area. New laws and policies are need to address existing deficiencies. This criterion is met.

LOWELL LDC SECTION 9.303 (b)

(3) The amendment will not have a significant adverse impact on adjacent properties.

FINDING: The Lowell Downtown Master Planning process included numerous opportunities for public and other stakeholder feedback. The plan's concepts have also been iterative, taking into account potential adverse impacts on adjacent properties. The Downtown Master Plan Steering Committee was composed of existing members of the Planning Commission, Economic Development Committee, Fire Protection District, Parks and Recreation Committee, and at-large residents. The Committee's guides progress, reviewed deliverables, provided feedback and promoted community involvement and awareness. This criterion is met.

LOWELL LDC SECTION 9.303 (b)

(4) The amendment will not have a significant adverse impact on the air, water and land resources of the City

FINDING: The community and Steering Committee have identified Lowell's natural assets as one of its key strengths. Maintaining Lowell's environmental quality is essential to the livability of the community. All decisions were made considering how any future growth and development may impact the natural environment. This goal was particularly important in considering the development of street scape plans, and other landscape improvements. This criterion is met.

LOWELL LDC SECTION 9.303 (b)

(5) The amendment will not have a significant adverse impact on public facilities, transportation, the economy, and on the housing needs of the City.

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FINDING: The proposed Downtown Master Plan advances development concepts that promote downtown development in service of local residents, visitors, and adjacent land uses and property owners. The process considered major transportation routes and the mobility of people and commerce. The planning process also looked at existing and potential locations for affordable housing and considered the need for a diverse selection of housing units to meet all income levels of Lowell residents, including the desire to see a variety of mixed uses locating in the downtown core. The proposal is consistent with this criterion

LOWELL LDC SECTION 9.303 (b)

(6) The amendment does not conflict with the intent of Statewide Planning Goals.

OREGON STATEWIDE PLANNING GOALS

The proposal is consistent with the following applicable Statewide Planning Goals; Statewide Planning Goals not cited below are found to not be applicable to this amendment.

GOAL 1: CITIZEN INVOLVEMENT [OAR 660-015-000(1)]. *To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.*

FINDING: Consistent with the Lowell Comprehensive Plan, a Downtown Steering Committee has been formed as a part of the Lowell Downtown Master Planning process. The Steering Committee is made up of Lowell residents that represent a diverse range of backgrounds, and interests. The volunteer Committee is composed of existing members of the Planning Commission, Economic Development Committee, Parks and Recreation Committee, and at-large residents. It will be the Committee's responsibility to guide progress, review deliverables, provide feedback, promote community involvement and provide direction to staff.

Lowell, and other area residents, had numerous opportunities to become aware of, and engage in planning process related to the Downtown Master Plan. These opportunities included a survey to every resident in town, a booth at the Blackberry Jam Festival, several open houses and a design workshop. Page 12 of the Master Plan catalogues public outreach, and Technical Memorandum 3 (an appendix to the Downtown Master Plan) outlines public outreach in greater detail.

GOAL 2: LAND USE PLANNING [OAR 660-015-000(2)]

To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

All land-use plans and implementation ordinances shall be adopted by the governing body after public hearing and shall be reviewed and, as needed, revised on a periodic cycle to take

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into account changing public policies and circumstances, in accord with a schedule set forth in the plan. Opportunities shall be provided for review and comment by citizens and affected governmental units during preparation, review and revision of plans and implementation ordinances.

FINDING: The proposal is consistent with Goal 2 because:

- **The Code and Comprehensive Plan amendments provide a factual basis for land use decisions based on technical analyses used to develop the amendments.**
- **The ordinance adopting the amendment to the Comprehensive Plan and development code, will be adopted by City Council after a public hearing.**
- **Opportunities have been and will be provided for review and comment by citizens and affected governmental units.**

GOAL 5: OPEN SPACES, SCENIC AND HISTORIC AREAS, AND NATURAL RESOURCES. *To conserve open space and protect natural and scenic resources.*

FINDING: These amendments do not create or amend the City’s list of Goal 5 resources, do not amend a code provision adopted in order to protect a significant Goal 5 resource or to address specific requirements of Goal 5, do not allow new uses that could be conflicting uses with a significant Goal 5 resource site and do not amend the acknowledged urban growth boundary. City owned parks are addressed under Goal 8. The proposal is consistent with Goal 5.

GOAL 6: AIR, WATER AND LAND RESOURCE QUALITY. *To maintain and improve the quality of air, water and land resources.*

FINDING: Goal 6 addresses waste and process discharges from development, and is aimed at protecting air, water, and land from impacts from those discharges. The amendments do not affect the City’s ability to provide for clean air, water, or land resources. In fact, one of the main objective of the amendments is to implement transportation infrastructure strategies that will have a net benefit on water and air quality. Goal 6 is satisfied.

GOAL 7: AREAS SUBJECT TO NATURAL DISASTERS AND HAZARDS. *To protect life and property from natural disasters and hazards.*

FINDING: Goal 7 requires that local government planning programs include provisions to protect people and property from natural hazards such as floods, landslides, earthquakes and related hazards, tsunamis and wildfires. The Goal prohibits development in natural hazard areas without appropriate safeguards. The amendments do not affect the City’s restrictions on development in areas subject to natural disasters and hazards. Further, the amendments

do not allow for new development that could result in a natural hazard. Accordingly, Goal 7 does not apply.

GOAL 8: RECREATIONAL NEEDS. *To satisfy the recreational needs of both citizens and visitors to the state.*

FINDING: Goal 8 ensures the provision of recreational facilities to Oregon citizens. The Lowell Downtown Master Planned proposes some reconfiguration of park areas in Downtown Lowell (consistent with the contemporary Lowell Parks and Open Space Master Planning process). The City has no net loss of public park land and has a configuration that will better accommodate park uses. Additionally, several regulations are designed to facilitate improved access to park areas and a safer park experience. Accordingly, the amendments are consistent with Goal 8.

GOAL 9: ECONOMIC DEVELOPMENT. *To provide adequate opportunities for a variety of economic activities vital to public health, welfare and prosperity.*

FINDING: The proposed Downtown Master Plan promotes a balance of livability and economic prosperity. The Master Planning process was conducted in consultation with the Lowell School District and reflects feedback about ways that the downtown can support the school's positive momentum and contribute to attracting young families. The proposal is consistent with Goal 9.

GOAL 10: HOUSING. *To provide for the housing needs of citizens of the state.*

FINDING: The Downtown Master Planning process looked at existing and potential locations for affordable housing. The Comprehensive Plan addresses the future need of a diverse selection of housing units to meet all income levels of Lowell residents, including the desire to see a variety of mixed uses locating in the downtown core. The proposal is consistent with these policies. Lowell residents and the Downtown Steering Committee guided a concept promoting an active downtown core that involves mixed uses with ground floor commercial and residential above. These mixed uses have the ability to reignite a downtown core by bringing both commercial uses and people into downtown. The proposal is consistent with this policy. The Downtown study area includes some residentially zoned/designated lands. The plan does introduce policy that would transition certain areas from housing to commercial or institutional use. In almost every case, this is already happening (through school ownership, for example). The Plan also introduces residential aspects into parts of downtown which do not currently allow housing. It requires housing in some areas where uses have been limited, most recently, to commercial. The proposal is consistent with these policies.

GOAL 11: PUBLIC FACILITY PLANNING. *To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.*

Urban Facilities and Services-Refers to key facilities and to appropriate types and levels of at least the following: police protection; sanitary facilities; storm drainage facilities; planning, zoning and subdivision control; health services; recreation facilities and services; energy and communication services; and community governmental services.

FINDING: The amendments provide prioritization and for deliberate anticipation of public improvements. Projects outlined within the Downtown Master Plan include planning level cost estimates, priorities reflective of public and decision maker feedback. It also outlines necessary and recommended partnerships for facility development. Statewide Planning Goal 11 is satisfied.

GOAL 12: TRANSPORTATION. *To provide of a safe, convenient and economic transportation system.*

The Transportation Planning Rule (OAR 660-012-0060), which implements Statewide Planning Goal 12, provides:

(1) If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:

(a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);

(b) Change standards implementing a functional classification system; or

(c) Result in any of the effects listed in paragraphs (A) through (C) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.

(A) Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;

(B) Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or

(C) Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.

FINDING: The amendments are aimed toward the provision and encouragement of a safe, convenient, and economic transportation system. A major aim of Goal 12 and the Transportation Planning Rule are to minimize the use of the automobile, vehicle miles travelled, and encourage multi-modal uses. The code amendments reduce the number of required parking spaces in the City encouraging more development (services) in the downtown core, consequently reducing the need for more distant travel. The amendments also encourage different modes of transportation through proposed improvements.

Regarding the TPR language quoted above, the amendments do not change the functional classification of a transportation facility or change the standards implementing a functional classification system. Therefore, the amendments do not have a significant effect under (a) or (b). In regards to (c), the amendments will not significantly increase the level of development beyond that allowed currently. Therefore, the amendments do not significantly affect any existing or future transportation facilities. Based on the above findings, the amendments are consistent with Statewide Planning Goal 12.

GOAL 13: ENERGY CONSERVATION. *Requires development and use of land that maximizes the conservation of energy based on sound economic principles.*

FINDING: To the extent the amendments impact energy conservation, they are consistent with Goal 13. All of the following elements, which are part of the proposed amendments, are utilized: building height, density of uses, and compatibility of and competition between competing land use activities.

CONCLUSION:

The Lowell Downtown Master Plan is consistent with the applicable criteria.

LOWELL

Downtown Master Plan



This project is partially funded by Oregon general fund dollars through the Department of Land Conservation and Development. The content of this document does not necessarily reflect the views or policies of the State of Oregon.

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Lon Dragt

John Myers

Mary Wallace

LANE COUNTY + CITY OF LOWELL RESIDENTS

Thank you to the residents and stakeholders that participated in the online survey, gave interviews, submitted feedback and comments, and attended planning workshops and meetings!

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LETTER FROM YOUR CITY COUNCIL

The Lowell Downtown Master Plan is the product of research and participatory planning with community members and stakeholders. Through an extensive engagement process, survey, and workshop, the plan has been shaped by our community and represents our shared vision for the future of Downtown Lowell.

The Downtown Master Plan will be part of our city's daily efforts to help our community achieve its goals. This plan provides a roadmap and tools that City staff can use and follow for many years. It provides the groundwork for sustained economic and community development over time.

Included in the plan are strategies, policy recommendations, and projects to increase walkability, improve connectivity to our parks, encourage housing diversity, and link community benefits to all aspects of development.

One of the greatest strengths of our community is a population of residents that care deeply about each other and the place they have chosen to live. The City Council fully supports this plan and encourages the entire community to embrace and help implement the goals and objectives of the Lowell Downtown Master Plan.

Don Bennett
Mayor

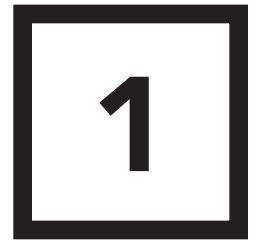
Gail Harris
Council President

Patricia Jo Angelini
Councilor









PLANNING CONTEXT

BACKGROUND AND CONTEXT

Between the Summer of 2018 and the Spring of 2019, the community of Lowell, in partnership with City staff, a local steering committee, and a local team of planners and designers leveraged state grant dollars through the Oregon Department of Land Conservation and Development to create a Lowell Downtown Master Plan (Plan).

The Plan lays out the community’s vision for Lowell’s downtown and enumerates goals, patterns, and policies. It establishes a Regulating Plan which will guide the realization of the vision and goals through implementation tools like the Lowell’s Development Code. The Plan introduces an Illustrative Plan which provides one useful example of how the Plan can be realized. The Plan establishes specific projects for the City to focus attention on, and delineates initial priorities for those projects over a twenty-year period. Finally the Plan outlines recommendations and considerations for implementation, identifying practical steps and possible partnerships for realizing the Plan’s Vision and Goals.

The Plan was developed from a series of six technical memoranda which constitute the bulk of the Plan’s Appendix. The memos contain additional background and process detail not contained in this Plan. The Technical Memoranda address the following topics:

1. Background, Context and Plan Review
2. Physical Analysis of Downtown Study Area
3. Stakeholder Outreach
4. Vision, Goals, Concepts
5. Code and Policy Amendments
6. Implementation Projects, Partners and Funding

The Downtown Master Plan Planning Area

“Downtown” is not an objectively defined term. The Plan establishes a “planning area” that is a subset of the town as a whole. The area is depicted in Figure 1. Defining elements include city offices, public parks, schools, primary transportation corridors and commercial frontages. The planning area was vetted throughout the process. Although the intent of the planning area is to delineate areas supportive of downtown, some portions of the planning area are not contemplated for meaningful change. In 2019, the planning area includes approximately 100 tax lots, four schools, two public parks, and six operating commercial businesses.

Historic City of Lowell General Store and early town center



Figure 1. City of Lowell, Downtown Study Area



PUBLIC ENGAGEMENT

A Participatory Approach

Stakeholder outreach was an integral component of the Lowell Downtown Master Planning process. Consistent with the Oregon Statewide Planning Goal 1, Lane Council of Governments (LCOG), The Urban Collaborative, and the City of Lowell, in conjunction with the Department of Land Conservation and Development, engaged in numerous outreach events and methods.

Public Engagement Schedule

<i>Lowell Downtown Master Plan Steering Committee Meeting</i>	<i>June 4, 2018</i>
<i>Lowell Downtown Master Plan Steering Committee Meeting</i>	<i>July 16, 2018</i>
<i>Community Survey</i>	<i>July 4 – 31, 2018</i>
<i>Blackberry Jam Festival Booth</i>	<i>July 28, 2018</i>
<i>Focus Group (Recreation Providers)</i>	<i>September 19, 2018</i>
<i>Focus Group (Schools/Education)</i>	<i>September 19, 2018</i>
<i>Focus Group (Key Business and Land Owners)</i>	<i>September 20, 2018</i>
<i>Lowell Downtown Master Plan Steering Committee</i>	<i>September 25, 2018</i>
<i>All Day Public Design Workshop</i>	<i>September 29, 2018</i>
<i>Lowell Downtown Master Plan Steering Committee</i>	<i>November 5, 2018</i>
<i>Public Open House</i>	<i>November 14, 2018</i>
<i>Lowell Downtown Master Plan Steering Committee</i>	<i>February 5, 2019</i>
<i>Lowell Downtown Master Plan Steering Committee</i>	<i>March 18, 2019</i>
<i>Lowell Planning Commission Hearing</i>	<i>May 29, 2019</i>
<i>Lowell City Council Hearing</i>	<i>June 18, 2019</i>

Participants and the steering committee conducting site analysis



All events during the planning process were well promoted and generally well attended. Technical Memorandum 3 provides summary detail related to many key outreach efforts. Using multiple engagement tools helps to verify and confirm key elements underpinning the Plan development and final outcome.

All city residents received a community survey and the planning team conducted several focus groups. In addition, the steering committee and planning team hosted a booth at the Blackberry Jam Festival at Rolling Rock Park in Lowell to reach additional community members and stakeholder groups. Several key elements came through all of the feedback:

Top Strengths

- Natural setting
- Proximity to Eugene/Springfield
- Walkability

Top Opportunities

- Tourism associated with the lake
- Retail and restaurant development
- Residential development and improvement
- Tourism associated with hiking/biking
- School development closer to Main Street

Challenges to Address

- Commercial/Retail services
- Clearly defined downtown
- Housing affordability
- Tourism

Priorities for Future Growth

- Preserve parks and open space
- Commercial retail growth
- Affordable residential options
- Relocation of City Hall to/near Rolling Rock Park

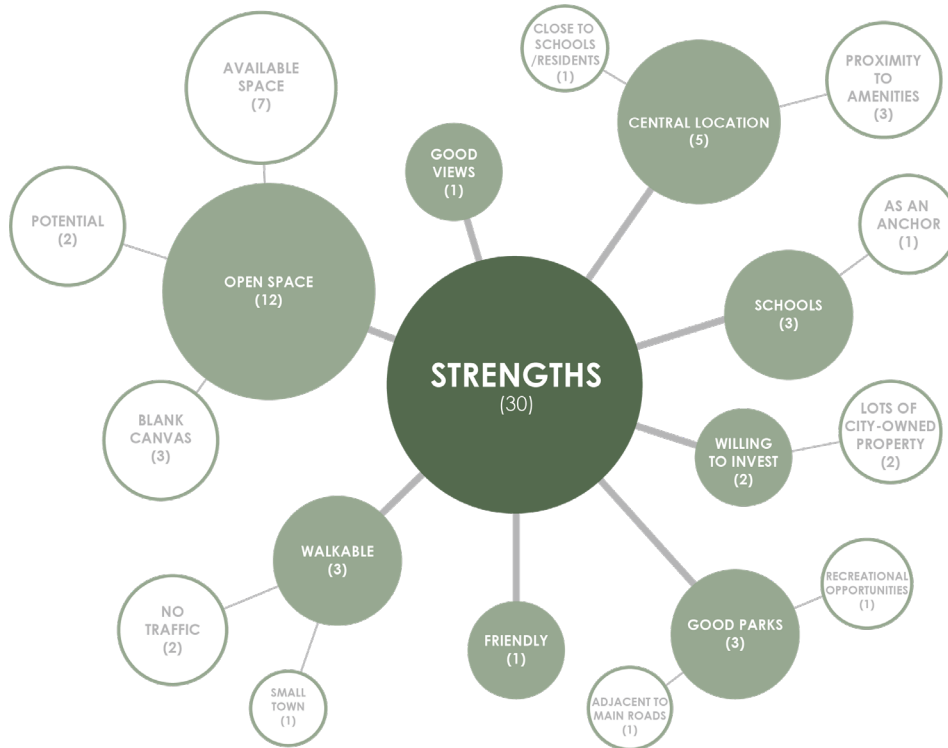
Community members giving feedback at the Blackberry Jam Festival; Map with stakeholder input



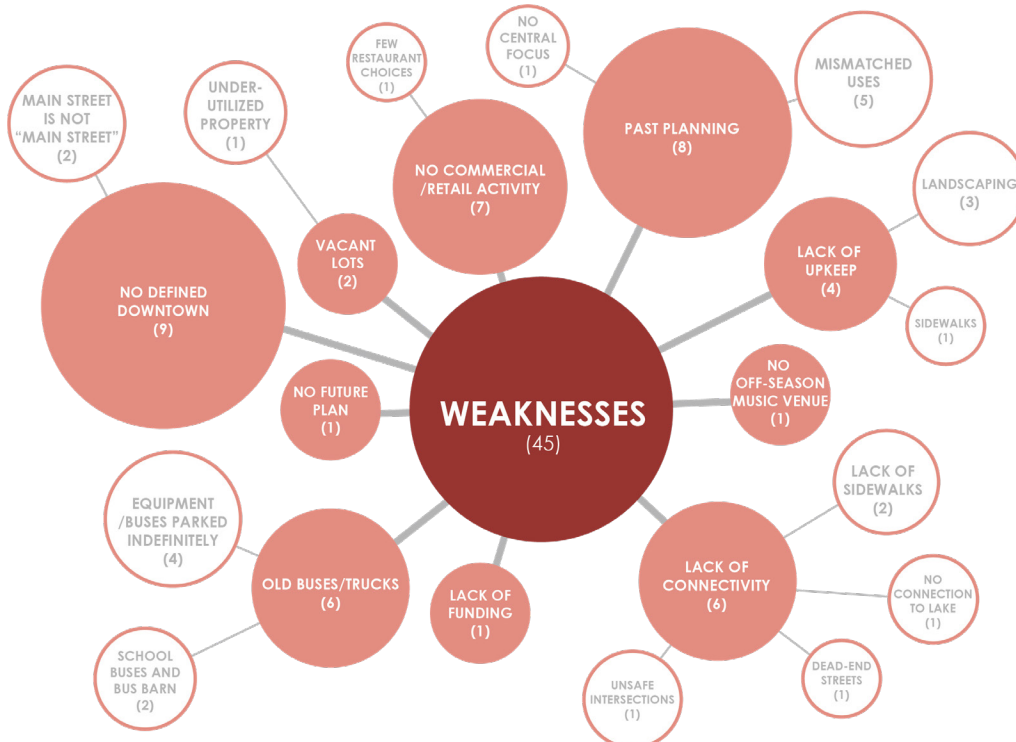
PUBLIC ENGAGEMENT

SWOT Exercise

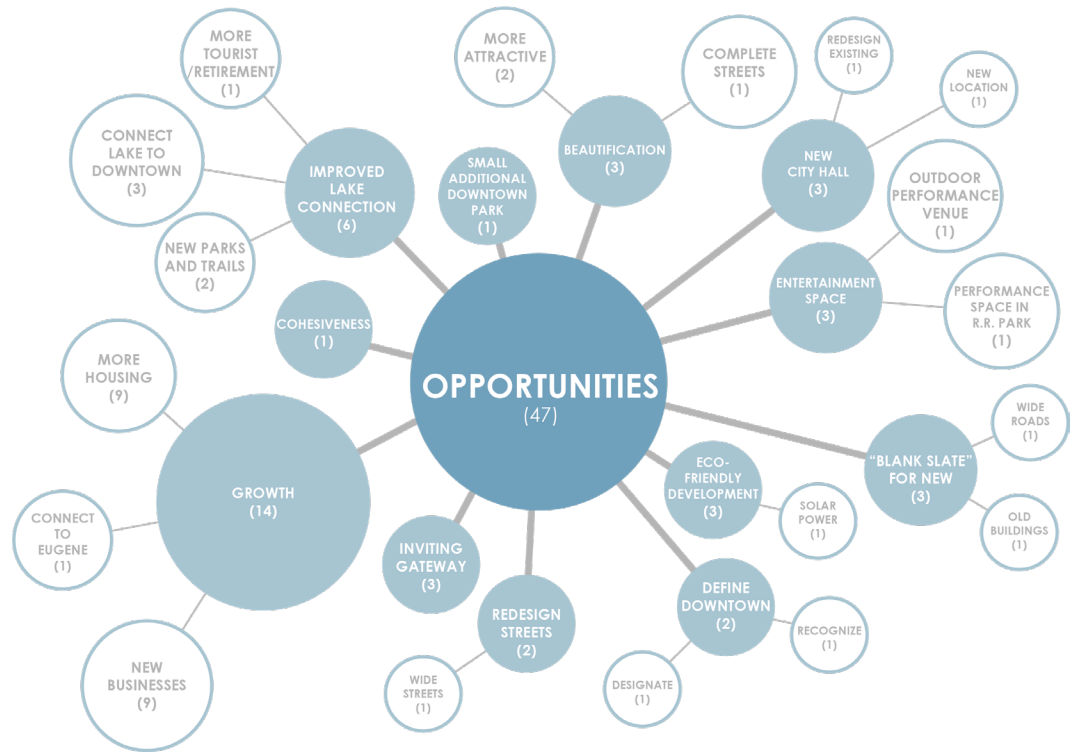
Survey respondents and workshop participants responded to a series of questions about downtown Lowell's strengths, weaknesses, opportunities, and threats (SWOT). Each person could put as many different answers as they wanted. Responses were then compiled in concept maps, below.



Lowell community members noted that open space was one of Lowell's greatest strengths, as well as being in a central location for the region.



Lowell will work to address the largest perceived weaknesses by defining a downtown area and incentivizing downtown commercial and retail activity.



Participants agreed that the biggest opportunity for Lowell is growth, both in new businesses as well as housing. Many people saw an opportunity to have a greater connection to Dexter Lake.



Stakeholders felt a threat to the future of Lowell from a general unwillingness to change. A lack of funding could also hinder future projects.

PUBLIC ENGAGEMENT

Design Workshop and Process

The day-long design charrette was an opportunity for all stakeholders to work together with the City and the planning team to develop ideas and a clear road map for the future. The charrette was held at the Fire Department Community Room where the team set up a working studio and workshop setting. Twenty-one members of the public were able to attend throughout the day and provide input.

ACTIVITIES

Visual Preference Survey + Principle Development

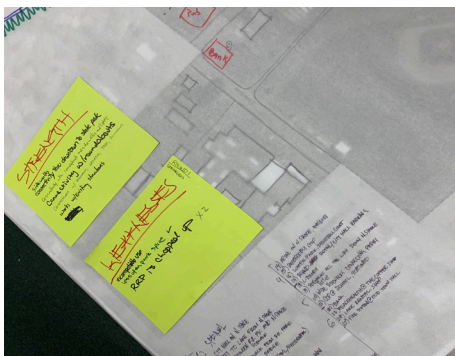
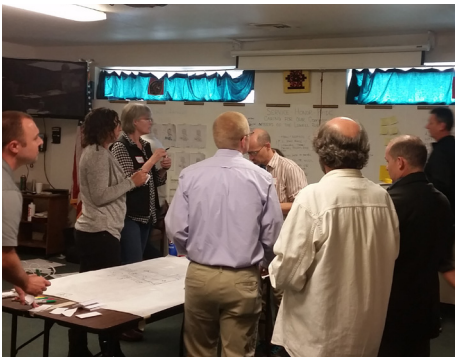
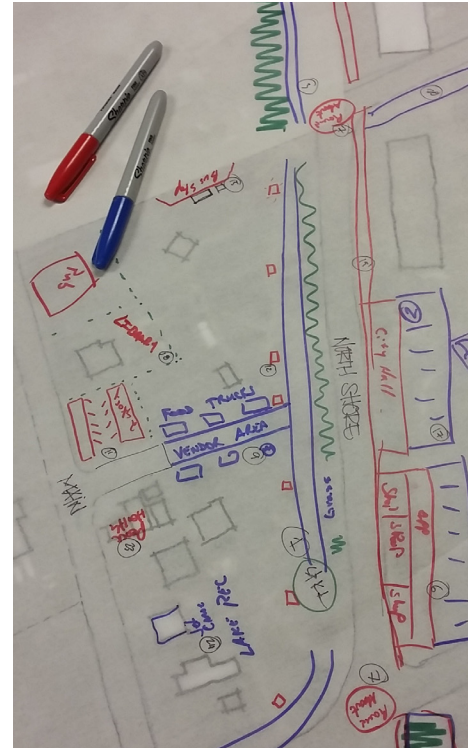
Site Analysis + Verification

Vision Development

Design Game + Analysis

Preferred Alternative Development

Regulating Plan Development







HOME OF THE **RED DEVILS**



DOWNTOWN VISION

Rolling Rock Park

PLANNING VISION AND GOALS

Over the course of a six-month engagement process, the local community and regional stakeholders established a vision for Downtown Lowell. This vision and corresponding goals will guide future development in the downtown area.

Lowell Downtown Vision:

“A quaint downtown with a central park, multi-story mixed use buildings, a variety of homes, and wide sidewalks connecting to Dexter Lake’s recreational opportunities.”

1

GOAL: QUAIN T DOWNTOWN

Downtown Lowell will be defined by gateways, have its City Hall at the center, and streets will be walkable with slow traffic.

2

GOAL: CENTRAL PARK

A central park will be at the heart of downtown and provide a tree-lined, comfortable place for pedestrians.

3

GOAL: MULTI-STORY, MIXED-USE BUILDINGS

Buildings in the downtown area will be a mix of commercial and residential uses with a diversity of businesses.

4

GOAL: VARIETY OF HOMES

Homes in downtown will be a mix of sizes and be available to a wide range of income levels.

5

GOAL: CONNECTED, WIDE SIDEWALKS

Downtown Lowell will incorporate an interconnected system of sidewalks and multi-modal pathways to better connect greenspaces and amenities such as Dexter Lake.



335

PLANNING POLICIES

Achieving Your Goals

Planning policies, in conjunction with goals and objectives, serve as a tool to help guide and implement downtown development decisions. These policies were developed through a participatory planning process with the community where planning patterns were established and then formed into implementable policies. The planning policies should be reflected in the zoning regulations and inform future approval processes in the downtown area.

1 QUAIN T DOWNTOWN

Goal 1 Planning Policies

1.1 LINED STREET FRONTS

Buildings along main streets in downtown shall adhere to a consistent build-to line and have continuous or connected facades to form a single facade. Downtown setback requirements shall be standardized. Mixed-use buildings shall have consistent window sizes and clear glass storefront windows on the ground floors.

1.2 SAFE STREETS and TRAFFIC CALMING

To create safe, walkable streets in downtown, intersection crossings shall be clearly striped, helping to signal to cars and pedestrians where a designated crossing is. "Bulb-outs", or the narrowing of intersections by creating wider sidewalk areas and planting medians at corners, are also used to slow traffic and create a shorter crossing for pedestrians.

1.3 GATEWAYS

Visible gateways are located at entries to towns and districts and help to announce to people who are coming into town that they have arrived. Gateways lend a sense of place and are indicative of the town's character. They can be made of local stone, be a sign, banner, or include other identifying features. They are appropriately scaled for their context and the speed at which vehicles will be entering town. They are clear, prominent, concise, and should incorporate plantings and/or lighting. Consistent signage should be appropriately scaled and visible throughout Lowell.

Conceptual rendering of a gateway into downtown Lowell on Pioneer Street



Narrowing of intersections for traffic calming and safer crosswalks



1.4 ON-STREET PARKING

Place parallel parking spaces at least eight feet wide and 20 feet long along the edge of all streets in the downtown area.

1.5 OFF-STREET PARKING

Off-street parking in the downtown area shall be placed behind new commercial and residential development, with clear passages linking the parking to entries and the front of the buildings. Only where there is no ability for parking to be located behind the building, it shall be placed to the side of the building, setback ten feet from the public right of way and adjoining properties. Appropriate landscaping or seating should be placed on the street-facing side in order to shape the public realm.

1.6 PLANTING STRIPS

Place planting strips on both sides of the street to absorb stormwater between street curbs and sidewalks.

1.7 STREET TREES

Place deciduous canopy trees at regular intervals, approximately 25 feet on center, on both sides of a street in the space between the curb and sidewalk. Street trees shall align with local landscape standards and should be placed a minimum of 10 feet from fire hydrants and 20 feet from stop signs.

1.8 CITY HALL AT THE CENTER

A quaint and vibrant downtown has homes, businesses, schools, libraries, and local government close together, connected by safe, comfortable sidewalks. Lowell City Hall should relocate closer to the center of downtown to help define the area and promote community involvement and activity in downtown.

2 CENTRAL PARK

Goal 2 Planning Policies

2.1 CENTRAL PARK STREET-TO-STREET

Rolling Rock Park could become a vibrant heart of downtown by stretching between North Shore Drive and Main Street, allowing it to be framed by active streets and pedestrian paths. On-street parking around the square can serve the whole downtown.

2.2 FRAMED OPEN SPACES

Framed parks are bordered by public roads and perimeter trees to define space. The City of Lowell shall require that building fronts face parks in the downtown area, even from across the street. This provides a connection between the buildings and the park and increases safety by improving the opportunity for natural surveillance of the parks by building occupants.

2.3 ACTIVE SPACES

Downtown parks shall have programmed areas such as playgrounds, pavilions, and water features, as well as open spaces and places to sit and relax. Shoppers, employees, children, and seniors will have more reasons to walk and get exercise, promoting a healthier community.

2.4 CONNECTED PARKS

Further connection to downtown parks is achieved by connecting sidewalks to the park edges. Sidewalks connecting to parks should be on one side of the street, at a minimum.

Rolling Rock Park, looking east



3 MULTI-STORY, MIXED-USE BUILDINGS

Goal 3 Planning Policies

3.1 MIXED-USE BUILDINGS

A mix of commercial and residential uses should be encouraged in downtown. Mixed-use buildings support active town centers by allowing for a mix of uses in a small footprint. Buildings along main streets shall have ground floor commercial or retail uses with offices or residential units above. Ground-floor retail fronts that face the street shall have large, clear windows, especially around entries, to encourage transparency and a sense of place along the pedestrian realm.

3.2 FLEX-USE BUILDINGS

Lowell shall use the Downtown Regulating Plan and identified zones in downtown to allow for the flexible use of buildings. Building size, height, and lot coverage should remain consistent while allowing for a range of uses in the flex-use zone.

3.3 MULTI-STORY BUILDINGS

Plan for a minimum of two to three-story buildings along North Shore Drive in the downtown area to maximize land use efficiencies.

3.4 COVERED ENTRIES AND FRONTAGES

Buildings along main streets in downtown shall have covered front entries using canopies, awnings, roofs, or similar. Frontages facing the street should have awnings or overhangs to provide pedestrians protection from the elements.

Mixed-use main streets



4 VARIETY OF HOMES

Goal 4 Planning Policies

Townhomes and single-family residences



4.1 DIVERSITY OF HOMES

Residences in the downtown area shall include single-family homes, townhomes, and apartments or lofts. A connected townhome is an attached home of one to three levels with an individual entry, stoop, or porch from its connected neighbors. Garages can be on the first level, if accessed from the back of the home, or tucked under the first story, and may be a detached style if across an alley. Entryways shall face the street or adjacent greenspace.

Apartments and lofts should be a variety of sizes to provide for a range of affordability. In downtown, they should be in multi-story buildings, often above ground-floor retail.

4.2 PORCHES AND STOOPS

Homes with entrances on the ground floor shall have a porch or stoop that faces the street. Comfortable front porches are a minimum of 6' deep by 6' wide. They are elevated a minimum of 18" from the ground with a roof above. Porches and stoops help provide places for homeowners to sit and watch the neighborhood and allow for opportunities for social interaction.

4.3 BALCONIES

Homes entirely above the ground floor shall have a balcony at least four feet deep.

5 CONNECTED, WIDE SIDEWALKS

Goal 5 Planning Policies

5.1 SAFE STREETS

Streets in downtown shall have pedestrian crosswalks, planting strips between curbs and sidewalks, and on-street parallel parking. This provides a comfortable pedestrian environment that is buffered from moving traffic. Crosswalks should be well marked and “bulb-outs” should be used to narrow the walking distance across wide streets.

5.2 WIDE SIDEWALKS

Design sidewalks at least six feet in width on less traveled roads (local roads), such as Moss Street, and 15 feet in width in commercial areas, such as the north side of North Shore Drive. See the street sections of downtown for more detail.

5.3 CONNECTED SIDEWALKS

Continuous sidewalks should be on one or both sides of the street and connect to at least two adjacent sidewalks to form a pedestrian grid in downtown. Sidewalks shall be separated from the curb by planting strips on higher-traffic streets and boulevards.

5.4 CONNECTED GREENSPACES

Parks, open space, and recreation areas should be connected by pedestrian and/or multi-use paths. Trails can be designed as a soft surface (dirt, wood chips) or hard surface (concrete, asphalt, crushed stone) based on intended users and construction and maintenance costs. Lowell should prioritize connected pedestrian access to Dexter Lake from downtown. Additional connections to regional trail systems should be considered.

Poudre River Trail, Colorado



Benefits associated with a connected trail network include income generation from tourism on trails, increased public health and healthcare savings, more attractive and safe communities with increased property values, greater regional connectivity, community cohesion, and the preservation of open space.

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3

MAKING IT HAPPEN

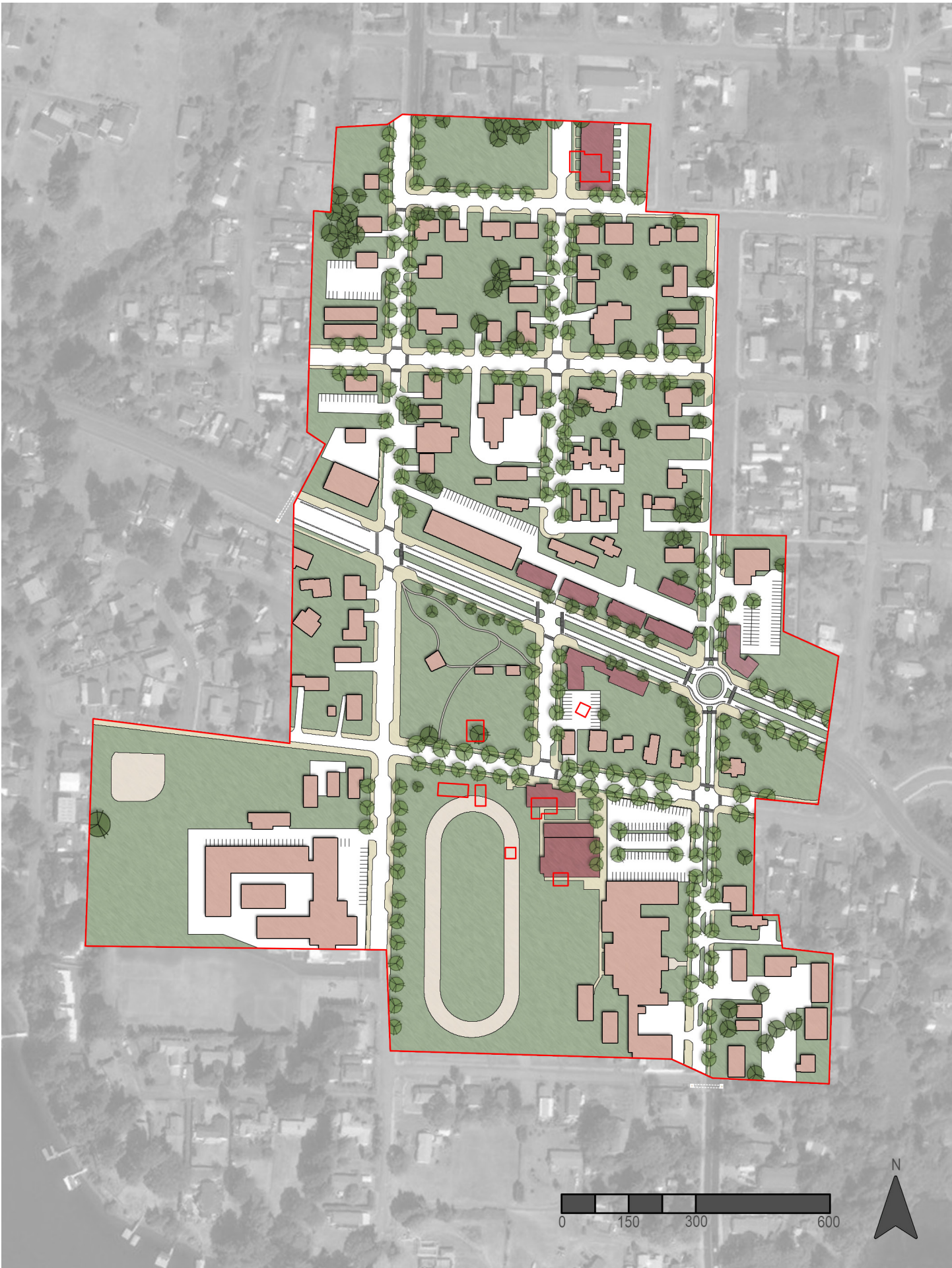
ILLUSTRATIVE PLAN

The Lowell Downtown Master Plan includes an Illustrative Plan. The Illustrative Plan is not intended to be overly prescriptive or strict. It conveys one example of development consistent with the Lowell Downtown Master Plan's policies and Regulating Plan. The Illustrative Plan is useful as a reference for communicating plan concepts, for cost estimation and as a possible starting place for plans to realize the vision and policies of the Master Plan. Individual property owners will establish their own development concepts for their properties in accordance with the Downtown Regulating Plan and Lowell Development Code which will be updated to implement the policies of the Downtown Master Plan. Updating the Lowell Development Code is included as a highest priority in the Implementation section of the Plan.

The Illustrative Plan (attached) provides a visual diagram for most implementation projects. Conceptual details presented in the Illustrative Plan that relate to development and construction within the right of way also provide the initial concepts necessary for planning-level cost estimates.

Lowell High School





REGULATING PLAN

The Downtown Master Plan proposes a simplification of the planning process for downtown by combining the land use map with the zoning map to minimize confusion and inconsistencies. This is referred to as the Regulating Plan since it flexibly regulates development consistent with the community's vision and planning policies.

What is a Regulating Plan?

A regulating plan can be viewed as an enhanced land use plan. At a basic level, this plan dictates building function within each area and also develops a land use typology for future growth. The regulating plan uses a standard land use and zoning methodology to ensure that there is proper separation between certain types of development, such as industrial and housing but also leaves flexibility for development to happen by designating building typology rather than use. In areas that are developed with housing already, the regulating plan does little more than indicate what type of housing may be developed there in the future.

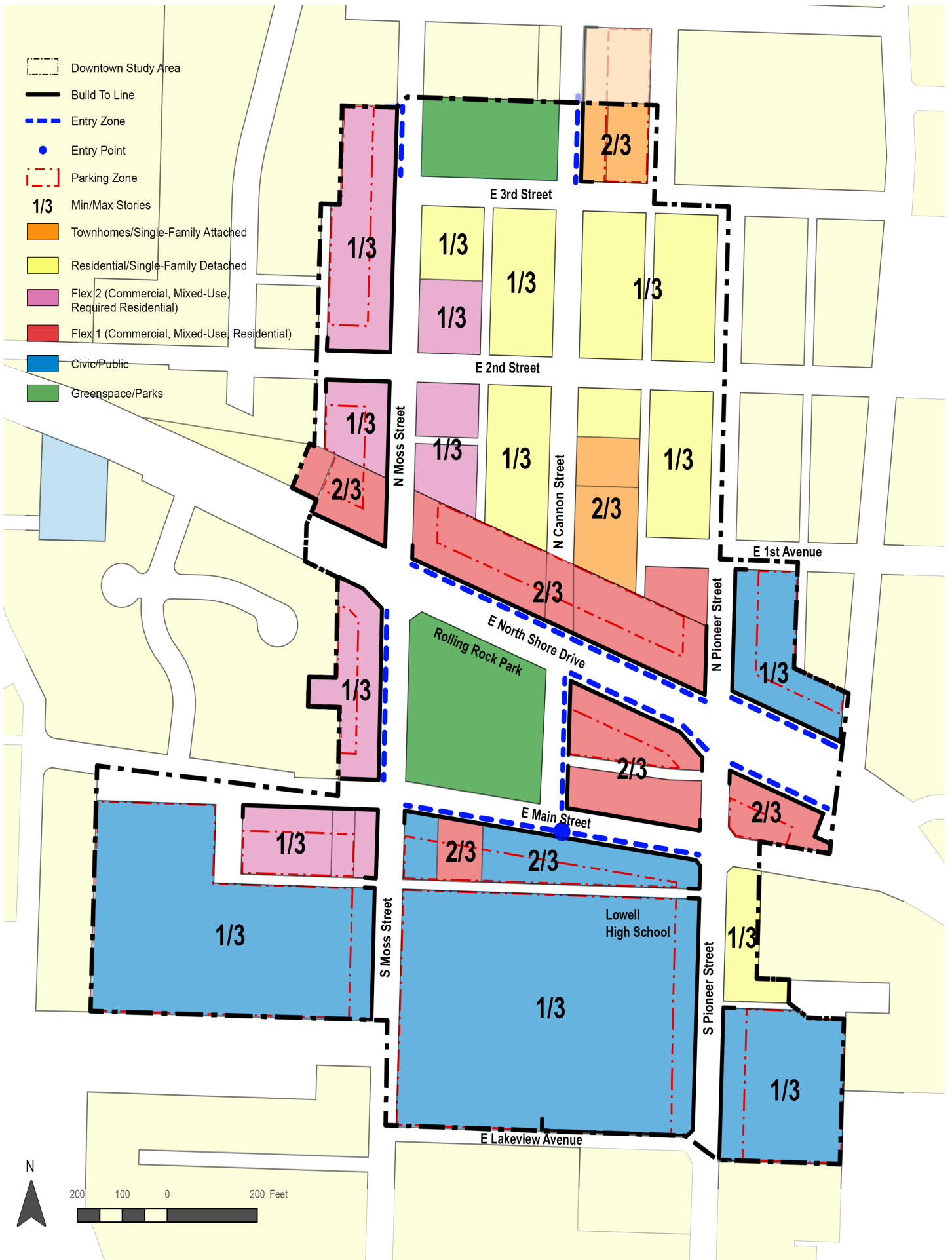
In areas identified appropriate for future growth, where there is no current development, the regulating plan indicates the layout of the area as well, providing specific street layouts and open space requirements to ensure that future growth adheres to the master plan and helps meet the community's goals and objectives for downtown.

The Regulating Plan refers to building types rather than land uses. This Plan focuses on allowable building types and the built form which makes up the public realm. This includes build-to lines, setbacks, and minimum and maximum building heights. The regulating plan also designates layout such as parking locations and required entry zones and locations. This will further coordinate land use and zoning, creating consistency for planning and development decisions.

A key strategy has been to define the public realm in downtown, mainly on North Shore Avenue and Main Street. The proposed changes occur in commercial areas, to allow more flexibility to support appropriate development. Existing uses are always allowed and need not change at all. The Regulating Plan pertains to future development in all areas and the default is to support current property owners and their rights with respect to the currently allowed uses of their properties.

Zoning Code Implications

Specific development types, building heights, and where build-to-lines, parking locations, and required entry zones are indicated on the Regulating Plan. Zoning regulations for the downtown area should be updated to reflect and further define aspects of the Downtown Regulating Plan as well as the planning policies established during the Master Plan process.



IMPLEMENTATION

Project Summary

Following is an overview of projects identified in support of the Lowell Downtown Master Plan. The Planning Team and Steering Committee developed a phased Implementation Strategy and cost estimates for the priority capital improvement projects. The planning team and Steering Committee prioritized projects based on need, impact, and feasibility. Phase I reflects projects that are estimated to be addressed within the first five years (2019-2024). Each of the following phases represent successive five year periods up to 20 years (2039). The Lowell Downtown Plan should be revisited and revised in the interim. As with all aspects of the Master Plan, projects and phasing should be reviewed annually to assess progress and remain a living document to change with the changing needs of the community.

Some elements presented within the Lowell Downtown Master Plan, including the Illustrative Plan, are not explicitly discussed within the prioritized projects or elsewhere within this Plan. Projects and details can be added if desired, but the Plan should not be assumed to address everything. Lowell decision makers will be required to interpret the Plan where it is not specific. Future iterations of the Plan will develop more detail as well.

Project phasing is a tool for resource allocation and planning; however, it should not be overly rigid. In all likelihood, over time, new opportunities, including funding sources will become available. It is important to monitor funding sources and be prepared to wisely take advantage of opportunities as they arise (potentially out of priority sequence). Potential funding opportunities and sources are outlined in an Implementation section of the Plan.



Train signals in Rolling Rock Park

Phase 1 (Years 1 – 5)

- 1A - Update downtown zoning regulations
- 1B - Establish design standards for signage and gateways
- 1C - Erect gateway on Pioneer Street
- 1D - Rolling Rock Park improvements
- 1E - City Hall and Library Concept Plan
- 1F - Sidewalk improvements along Moss and Main (adjacent to Rolling Rock Park)
- 1G - Paint parallel parking and bike lanes long North Shore (existing pavement)
- 1H - Plant street trees along North Shore Drive (adjacent to Rolling Rock Park)
- 1I - Investigate Improved Broadband Service for Lowell
- 1J - Develop a green space connectivity network and plan for pedestrian and bicycle pathways
- 1K - Street Section Improvements for new street connecting Main and North Shore

Phase 2 (Years 6 – 10)

- 2A – Street section improvements along North Shore Drive
- 2B - Sidewalk improvements along Moss and Main (unaddressed by 1F)
- 2C - Plant street trees along Moss and Main Streets (downtown segments)
- 2D - Expand pedestrian connectivity from downtown area to the covered bridge.
- 2E - Construct new city hall
- 2F - Detailed plans for a round-a-bout at North Shore and Pioneer Street.
- 2G - Expand pedestrian connectivity from the downtown to Lowell State Park.
- 2H - Paul Fisher Park Improvements

Phase 3 (Years 11 – 15)

- 3A - Street section Improvements along Main Street (not addressed previously)
- 3B - Street sections Improvements along Moss Street (not addressed previously)
- 3C - Sidewalk improvement along Pioneer Street
- 3D - Plant street trees along Pioneers Street

Phase 4 (Years 16 - 20)

- 4A - Street section improvements for Pioneer Street (not addressed previously)
- 4B - Round-about at North Shore and Pioneer

IMPLEMENTATION

Implementation Strategy

The most pivotal component of any plan is its implementation. This Plan presents some strategies for prioritizing, financing, and achieving the vision of Lowell Downtown Master Plan. The projects proposed within the previous section are organized by phases. These projects have additional implementation nuances that are critical to consider. These nuances include key partnerships, local leadership, as well as funding sources and allocations. The intent of the Downtown Master Plan is to be visionary but also financeable and practical. It will serve as a daily resource for citizens, decision makers and anyone with an interest in future public and private investments in Lowell.

Phase 1 Projects (Years 2019 – 2024)

1A - Update downtown zoning regulations

Summary: Development codes (including zoning ordinances) implement comprehensive plan policies. Development codes establish allowed, conditional and prohibited uses, development standards and other regulatory nuances enforceable by the City.

The City of Lowell should pursue these changes as the top priority. The City has begun coordinating an opportunity to accomplish this through the State of Oregon's Transportation and Growth Management (TGM) Code Assistance program, managed jointly by ODOT and DLCD. TGM Code Assistance provides financial and technical support to complete this type of work. Early indications suggest that this work could proceed as early as Summer 2019, which would be an excellent opportunity to maintain momentum for Downtown.

Key Partners: LCOG, TGM (DLCD and ODOT)

Next Steps: Submit application to TGM, obtain Council support, Support/complete project. Utilize code amendment recommendations from the Downtown Master Planning process.

Funding Sources: Local and/or TGM Code Assistance (DLCD and ODOT)

Local Lead: City Administrator & Planning Commission

Estimated Cost: \$50,000 - \$60,000

1B - Establish design standards for signage and gateways

Summary: Establishment of gateways and signage is a high prioritized project. The urban design consultants supporting the Downtown Master Plan created a concept for gateways and signage in Lowell. These and the signage needs established in the Parks Master Plan should be considered. If the City determines to go another direction, then they should establish standards with which to proceed.

Key Partners: A Design/Architecture Firm, LCOG

Next Steps: Determine if there is desire to pursue/refine existing designs. If not, establish concepts and standards and reach out to architectural/design firm(s) for help.

Funding Sources: Local and/or TGM Code Assistance (DLCD and ODOT)

Local Lead: City Administrator/Economic Development Committee

Estimated Cost: \$2,500-\$5,000

1C - Erect Gateway on Pioneer Street and/or Monument Sign at North Shore and Pioneer

Summary: With a design in place, the City can proceed with construction of a gateway

Key Partners: A Design/Architecture Firm, Contractor(s), Owners

Next Steps: Confirm design and/or standards

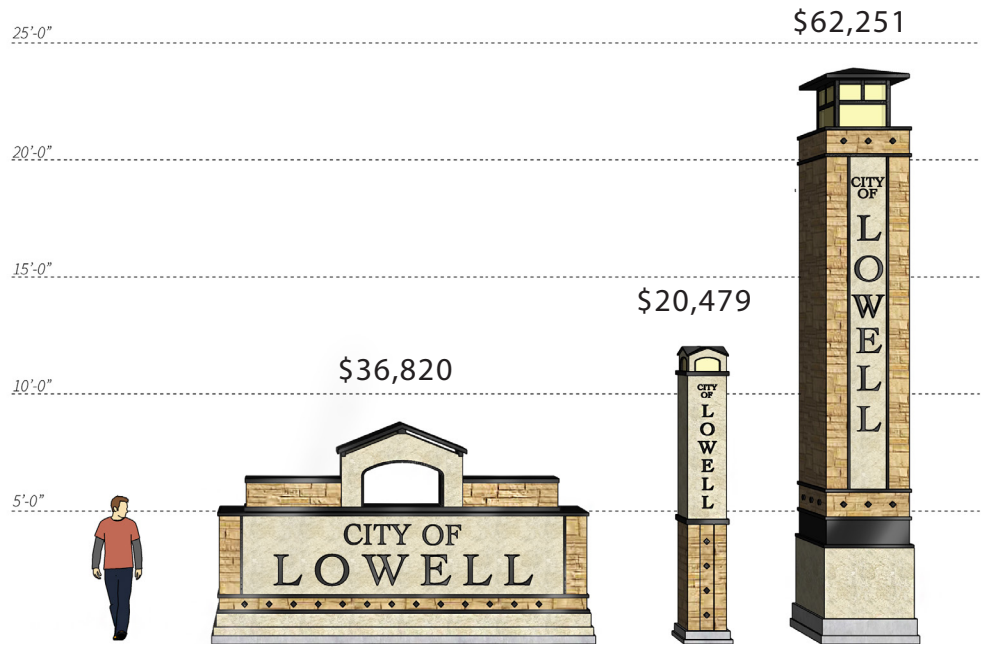
Funding Sources: Bonds, Oregon Tourism Commission, Urban Renewal

Local Lead: City Administrator/Economic Development Committee

Estimated Cost: \$124,502 (Large Tower x 2), \$36,820 (Monument Sign x 1)

1C - Gateway Project
Figure

Note: Gateways presented here provide one example of conceptualization and planning level cost estimates. Signage design will realize as decision-makers and the community see fit.



1D - Rolling Rock Park improvements

Summary: The City of Lowell is completing a Parks Master Plan concurrent with the Downtown Master Plan. Rolling Rock Park is proposed to be reconfigured to provide a larger, more centralized and versatile space in downtown. The Illustrative Plan conveys some Rolling Rock park concepts, but the Lowell Parks Master Plan should be consulted for specific park improvement details and concepts.

Key Partners: University of Oregon, Landscape Architecture Firm, Construction firm(s)

Next Steps: Secure funding

Funding Sources: OPRD Local Government Grants, Land and Water Conservation Fund

Local Lead: City Administrator/ Parks and Recreation Committee, Private

Estimated Cost: \$840,000 (Including Design, Contingency and Fees – does not include sidewalk or street trees within City right-of-way))

1E - City Hall and Library Concept Plan

Summary: Lowell's current City Hall is unsafe and under evaluation for reconstruction or relocation. This presents a significant opportunity for the City to anchor the Downtown vision with some alignment of necessary public investment. Investigation into these concepts has already begun as of March, 2019.

Key Partners: The Urban Collaborative

Next Steps: Complete initial analysis and concept planning

Funding Sources: Secured

Local Lead: City Administrator/ Library Committee

Estimated Cost: Pending

1F - Sidewalk improvements along Moss and Main (adjacent to Rolling Rock Park)

Summary: Rolling Rock Park is proposed to be reconfigured to provide a larger, more centralized and versatile space in downtown. Moss Street and Main Street also have longer term plans established for street sections improvements. Although street improvements may not be undertaken fully in the first five years (Phase 1), the nexus of these two projects presents the possibility for sidewalks along Moss Street and Main Street to be addressed.

Key Partners: University of Oregon, Landscape Architecture Firm, Construction firm(s)

Next Steps: Secure funding

Funding Sources:

Local Lead: City Administrator/ Parks and Recreation Committee/Pubic Works Director

Estimated Cost: \$239,400 (includes 20% engineering and 20% contingency)




IMPLEMENTATION



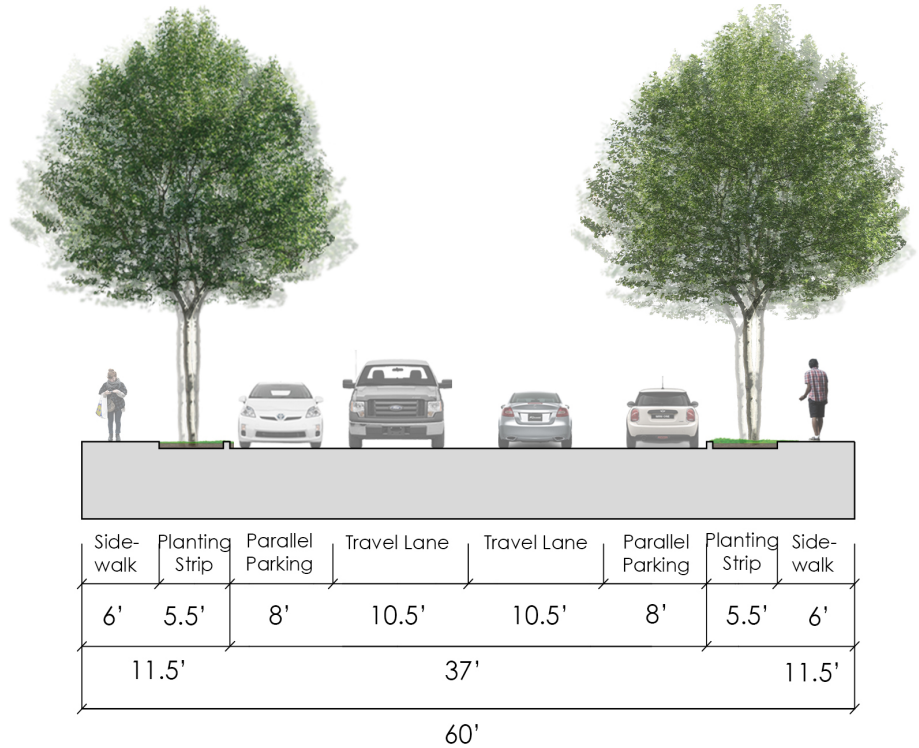
1D - Preliminary concept for Rolling Rock Park (from Draft parks Master Plan)



1E - Lowell City Hall & Library - Proposed Site - 70 Pioneer Street

-  Existing Building Footprint
-  Fence (Demarcates Building Property)
-  Lamppost

1F - Street Section for 60 foot right-of-way (Moss and Main)



1G - Paint parallel parking along North Shore (existing pavement)

Summary: The longer term vision for North Shore drive is for a widening of the pavement to utilize the entire 90 foot-right-of-way (between Moss and Pioneer Streets) In the meantime (shorter term), the existing pavement can be utilized to implement on-street parking for North Shore Drive.

Key Partners: Lane County Transportation, Owners

Next Steps: Secure funding and scope project further

Funding Sources: Local, Lane County, Lane County Road Improvement Assistance Fund

Local Lead: City Administrator, Public Works Director

Estimated Cost: \$166,320 (includes 20% engineering and 20% contingency)

1H - Plant street trees along North Shore Drive (adjacent to Rolling Rock Park)

Summary: The longer term vision for North Shore drive is for a widening of the pavement to utilize the entire 90 foot-right-of-way (between Moss and Pioneer Streets) established for street sections improvements. Planting street trees will need to be conducted in a way that accounts for and accommodates a City decision of whether to eventually expand the pavement of North Shore right-to-way to utilize all 90-feet.

Key Partners: Lane County Transportation, Owners

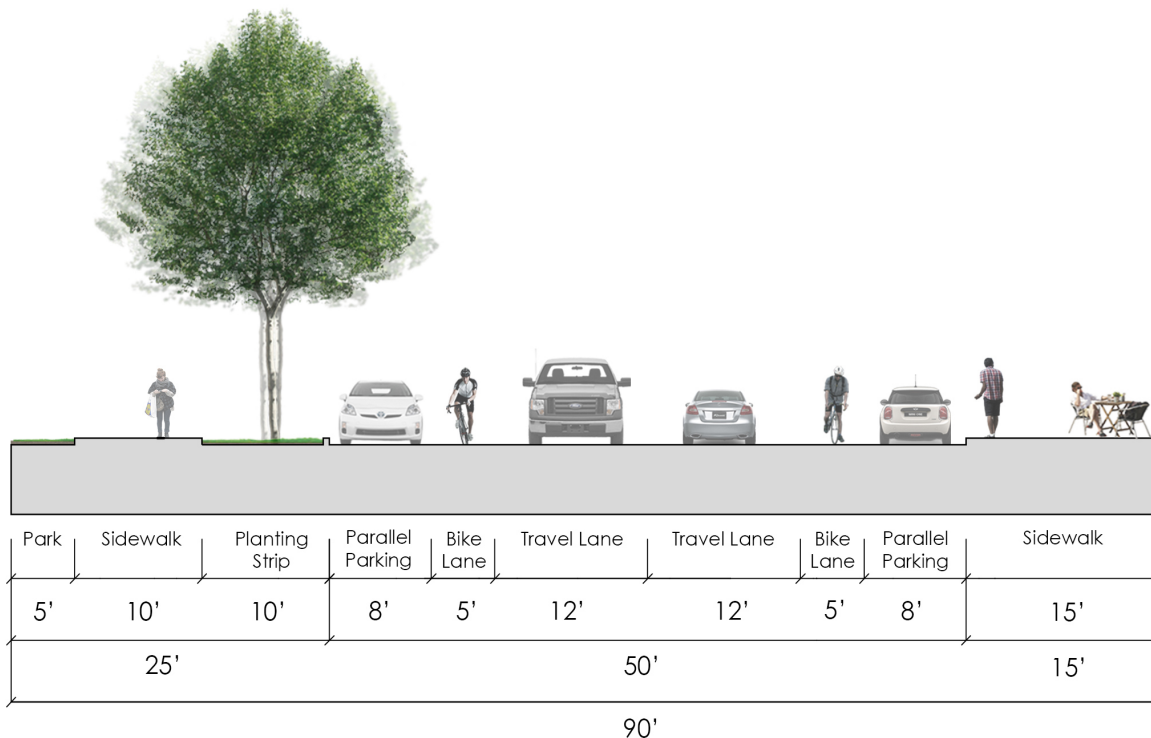
Next Steps: Continue to coordinate vision and concepts with Lane County, develop refined (construction level) costs, secure funding

Funding Sources: Urban Forestry Grants, Oregon Tourism, Private

Local Lead: City Administrator/Public Works Director/Economic Development Committee

Estimated Cost: \$12,320 (includes 20% engineering and 20% contingency)

1G; 1H - Street Section for 90 foot right-of-way (North Shore Drive)



IMPLEMENTATION

1I - Investigate Improved Broadband Service for Downtown Lowell

Summary: Access to high speed internet is crucial for economic activity. Lowell should investigate and pursue opportunities and partnerships for increasing access to broadband in downtown. Broadband is provided to rural areas in a number of ways, but most ideally through a physical fiber-optic cable connection. Lowell is fortunate (and unique) in having long haul fiber optic cable that runs through downtown (including to the school and other locations in town). Acquiring service through that existing fiber cable is complex, but the City should dedicate resources to pursuing the unique opportunity that exists to access it.

Key Partners: The Regional Fiber Consortium, LCOG, Lane County, Internet Service Provider(s)

Next Steps: Establish a clear desire for improved fiber connectivity, work with Regional Fiber Consortium staff (LCOG) to map out next steps and potential private and public partnerships.

Funding Sources: Regional Fiber Consortium grants, public/private partnerships

Local Lead: City Administrator/Economic Development Committee

Estimated Cost: \$1,000-\$25,000 (represents a range of only staff time to securing funding (including grants) to support broadband.

1J - Develop green space connectivity network plan for pedestrian and bicycle pathways

Summary: The community of Lowell recognizes its natural setting as one of its outstanding strengths. Preparing more deliberately for connections to this asset has been identified as a clear benefit for improving connections between Lowell's tourist amenities and its downtown.

Key Partners: Lane County Transportation, Lane County Parks, Army Corps of Engineers, Oregon Parks and Recreation Department, LCOG, Oregon Tourism Commission, Local Businesses, Owners

Next Steps: Find and encourage local champions (including the Parks and Recreation Committee) who can continue to emphasize the need and benefits of connectivity. Use prioritized projects as a starting place and to gain momentum for other opportunities.

Funding Sources: City of Lowell, OPDR, TGM (DLCD and ODOT)

Local Lead: City Administrator/Parks and Recreation Committee

Estimated Cost: \$25,000 - \$40,000

Local Lead: City Administrator/Economic Development Committee

Estimated Cost: \$1,000-\$25,000 (represents a range of only staff time to securing funding (including grants) to support broadband.

Key Partners: Lane County Transportation (though their jurisdiction ends west of Moss Street), Oregon Parks and Recreation Department.

Next Steps: Work with Oregon PRD to seek funding for and complete preliminary analysis and concept planning, seek funding for project.

Funding Sources: Oregon Parks and Recreation Department

Local Lead: City Administrator/Parks and Recreation Committee

Estimated Cost: Option - \$1,764,000, Option B – \$3,648,400 (includes 20% engineering and 20% contingency)

1K - Street Section Improvements for new Street connecting Main Street and North Shore Dr.

Summary: The Illustrative Plan calls for development of the right-of-way that connects Main Street to North Shore Drive through what is now Rolling Rock Park – and is proposed to be the east side of Rolling Rock Park. Street section improvement a reshown in the diagram below.

Key Partners: Lane County Transportation, Future owner/developer of property to the east

Next Steps: Continue to coordinate vision and concepts with Lane County, develop refined (construction level) costs, secure funding

Funding Sources: SCA (ODOT), Adjacent Development

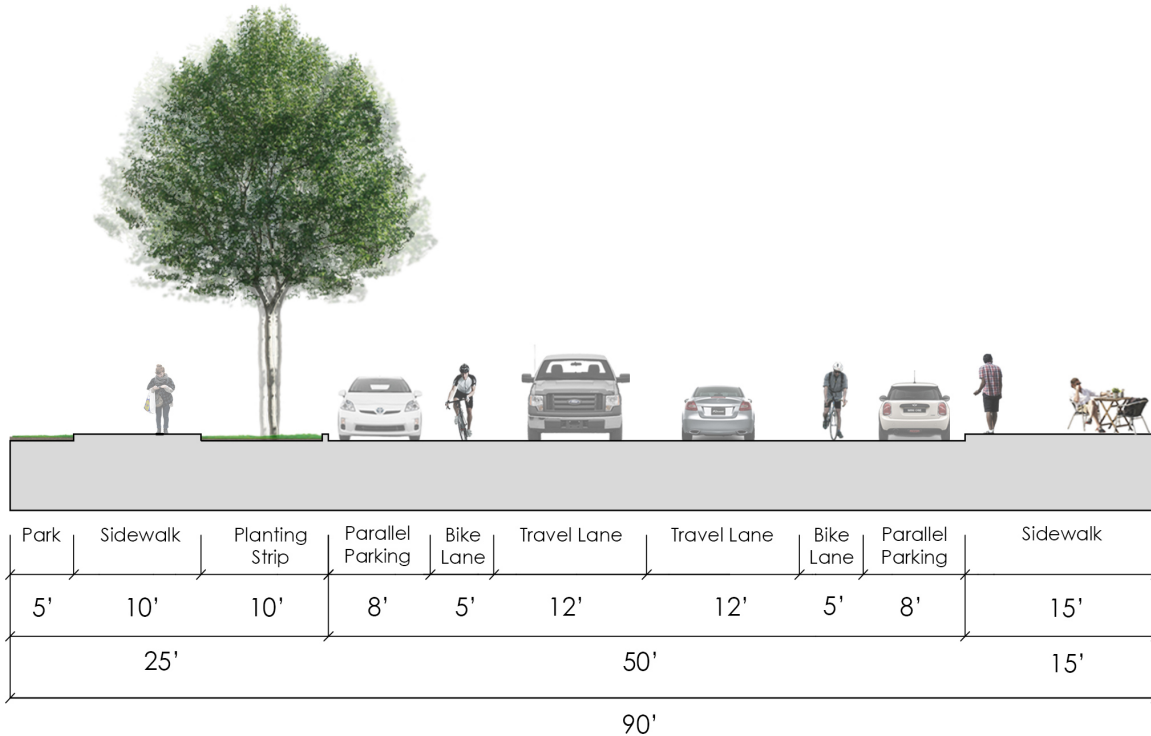
Local Lead: City Administrator/ Public Works Director/Economic Development Committee

Estimated Cost: \$391,108 (includes 20% engineering and 20% contingency)

Project Figure: *Street Section for 60-foot right-of-way (New Street)*

2A - Street Section for 90 foot right-of-way (North Shore Drive)

Note: Costs would decrease by an estimated \$400,000 to \$700,000 if the City determined not to utilize all of the City's right-of-way along North Shore drive. This is partly because there would be less square footage to pave, but also because bike lanes could not be constructed, sidewalks would likely be narrower, and drainage engineering would be less complex.



Phase 2 Projects (Years 2025-2030)

2A - Street Section Improvements along North Shore Drive (including pavement expansion)

Summary: The long term vision for North Shore drive is for a widening of the pavement to utilize the entire 90 foot-right-of-way, realizing the street section proposed below, complete with bike lanes, travel lanes, wide sidewalks, parallel parking, planting strip (and street trees for the north), striping, paving, curbs and gutters and a planting strip. It also includes the cost of bump outs and crosswalks including in the Illustrative Plan. A widening of the North Shore Drive pavement allows for a complete range of modes and amenities, including on street parking.

Key Partners: Lane County Transportation, Owners

Next Steps: Continue to coordinate vision and concepts with Lane County, develop refined (construction level) costs, secure funding

Funding Sources: Lane County Road Assistance, CDBG, STIP, SCA (ODOT), Adjacent Development

Local Lead: City Administrator/ Public Works Director/Economic Development Committee

Estimated Cost: \$2,366,100 (includes 20% engineering and 20% contingency)

2B - Sidewalk improvements along Moss and Main Street (not included with Project 1F)

Summary: Moss Street and Main Street also have long term plans established for street sections improvements. Street improvements may not be undertaken fully in the first five to ten years (Phases 1 and 2). Sidewalk improvements may be possible without larger scale street section improvements.

Key Partners: Lane County Transportation (for crossings), Owners

Next Steps: Continue to coordinate vision and concepts with Lane County, develop refined (construction level) costs, secure funding

Funding Sources: Lane County Transportation, SRTS, SCA (ODOT),

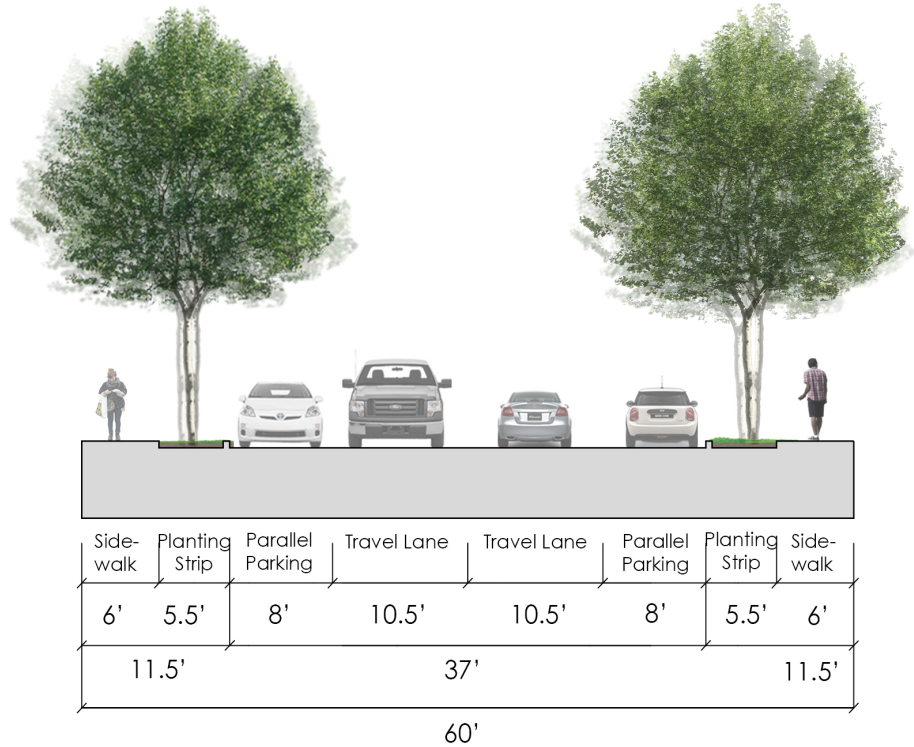
Local Lead: City Administrator/Public Works Director

Estimated Cost: \$878,724 (\$393,624 - Main Street, \$485,100 - Moss Street) (includes 20% engineering and 20% contingency)

IMPLEMENTATION

2C - Street Section for 60 foot right-of-way (Moss and Main)

Note: The remaining street section improvements for Moss and Main Streets should be addressed as soon as possible during Phase 2 or 3, if it is not possible to address them concurrent with Project 1F, 2B or 2C. These improvements are included in more detail under Project 3A and 3B.



2C - Planting street trees along Moss and Main Streets along all downtown segments

Summary: Moss Street and Main Street also have long term plans established for street sections improvements. Street tree installation may be possible without larger scale street section improvements. The remaining street section improvements for Moss and Main Streets should be addressed as soon as possible during Phase 2 or 3.

Key Partners: Lane County Transportation (for crossings), Owners

Next Steps: Continue to coordinate vision and concepts with Lane County, develop refined (construction level) costs, secure funding

Funding Sources: Lane County Transportation, SCA (ODOT),

Local Lead: City Administrator/Public Works Director

Estimated Cost: \$44,660 (\$13,860 - Main Street, \$30,800 - Moss Street - includes 20% engineering and 20% contingency)

2D - Expand pedestrian connectivity from the downtown area to the covered bridge

Summary: The community of Lowell has a long standing desire to connect the town to its parks and open spaces, including Dexter Lake and one of the amenities that the City is most widely known for, the Lowell Covered Bridge Interpretive Center (managed by Lane County). Bicycle and pedestrian connections to Interpretive Center along Pioneer Street are currently nonexistent. Addressing this lack of connectivity has been identified as a clear benefit for improving connections between Lowell's tourist amenities and its downtown. Unfortunately, a safe path to the covered bridge requires either widening of the roadway or a covered bridge adjacent to the existing roadway at a significant cost.

Key Partners: Lane County Parks, Lane County Transportation, ODOT, Owners

Next Steps: Work with Lane County to seek funding for and complete preliminary analysis and concept planning, seek funding for project.

Funding Sources: State Bike/Ped Grants, STIP, Oregon Tourism Commission, Private

Local Lead: City Administrator/Parks and Recreation Committee

Estimated Cost: \$9,646,000 (includes 20% engineering and 20% contingency)

2E - Construct New City Hall

Summary: Wherever, it is located, Lowell's new City Hall should be seized as an opportunity to serve as an anchor in Downtown.

Key Partners: Architectural/Design firm(s), Property Owners

Next Steps: Complete initial analysis and concept planning. Pursue any necessary land acquisition.

Funding Sources: Partially Secured/ City of Lowell/ Various

Local Lead: City Administrator/City Council

Estimated Cost: Pending

2F - Detailed plans for a round-a-bout at North Shore and Pioneer Street

Summary: Broad support was expressed for a round-about in the heart of downtown Lowell. A round-about would more effectively (and safely) manage east-west and north-south traffic at one of the City’s primary intersections (North Shore Drive and Pioneer Street).

Key Partners: Lane County Transportation, Land and Business Owners

Next Steps: Continue to coordinate with Lane County Transportation. Investigate opportunities together to scope and fund a round-about.

Funding Sources: Local, SCA (ODOT), Lane County Community Development Road Improvement Assistance, Transportation Safety Grants, CDBG

Local Lead: City Administrator/Public Works Director

Estimated Cost: \$70,000

2G - Expand pedestrian connectivity from downtown to Lowell State Park

Summary: The community of Lowell has a long standing desire to connect the town to its parks and open spaces, including Dexter Lake and one of the amenities that the City is most widely known for, Lowell State Park, managed by Oregon Parks and Recreation Department. Bicycle and pedestrian connections to the park along Northshore Drive are currently nonexistent. Addressing this lack of connectivity has been identified as a clear benefit for improving connections between Lowell’s tourist amenities and its downtown. There are two key alternatives for constructing such a connection. Option A would be to include a ten-foot wide concrete multiuse path along the existing edge of the travel lane. This would require curb and gutters to be installed. Option B would be an asphalt path constructed ten feet from the existing edge of the roadway. This would require more shoulder work and stabilization (including a retaining wall) but would not require curb and gutter.

2H - Paul Fischer Park Improvements

Summary: Lowell’s current City Hall may relocate. In any case, Paul Fischer presents great opportunities to promote options for activity and community near downtown. The Lowell Parks Master Plan did not include specific plans for Paul Fischer Park.

Key Partners: University of Oregon, Oregon Parks and Recreation Department

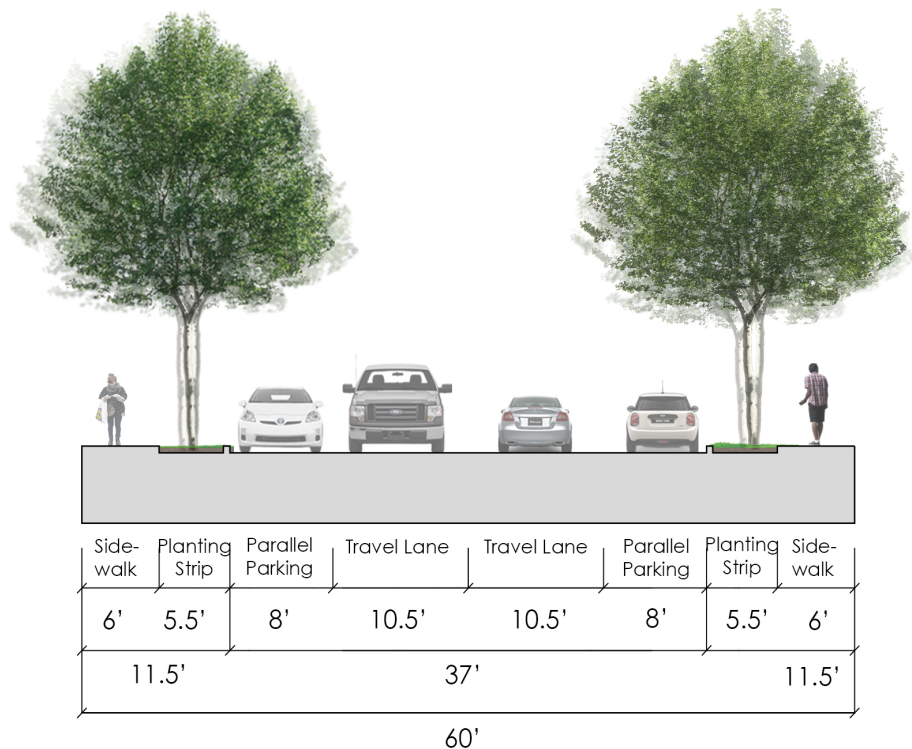
Next Steps: Use Lowell’s Parks Master Plan update (2019) as the launch point to complete initial analysis and concept planning/scoping for the Paul Fischer Park.

Funding Sources: City of Lowell, Oregon Parks and Recreation Department/Various Other

Local Lead: City Administrator/ Parks and Recreation Committee

Estimated Cost: N/A

2H - Street Section for 60 foot right-of-way (new street)



IMPLEMENTATION

Phase 3 Projects (Years 2031-2035)

3A – Street section improvements along Main Street (not addressed in Projects 1F, 2A)

Summary: Main Street also has a long term plan established for full street section improvements. Street improvements may not be undertaken fully in the first five to ten years (Phases 1 and 2). Project 3A realizes the street section proposed below, complete with travel lanes, wider sidewalks (if they have not been realized, striping, paving, curbs and gutters and a planting strip (if not already realized). It also includes the cost of bump outs and crosswalks including in the Illustrative Plan.

Key Partners: Lowell School District, Land/Business Owners

Next Steps: Develop refined (construction level) costs, secure funding

Funding Sources: Bond, SRTS, Lowell School District, SCA (ODOT), Adjacent Development, CDBG

Local Lead: City Administrator/Public Works Director

Estimated Cost: \$750,737 (includes 20% engineering and 20% contingency)

3B – Street Section improvements along Moss Street (not addressed in Projects 1F, 2B)

Summary: Moss Street also has a long term plan established for full street section improvements. Street improvements may not be undertaken fully in the first five to ten years (Phases 1 and 2). Project 3B realizes the street section proposed below, complete with travel lanes, wider sidewalks (if they have not been realized, striping, paving, curbs and gutters and a planting strip (if not already realized). It also includes the cost of bump outs and crosswalks including in the Illustrative Plan.

Key Partners: Land/Business Owners, Lowell School District, Lane County Transportation (crossings), Owners

Next Steps: Develop refined (construction level) costs, secure funding

Funding Sources: SRTS, Lowell School District, Lane County, SCA (ODOT), CDBG

Local Lead: City Administrator/Public Works Director

Estimated Cost: \$931,035 (includes 20% engineering and 20% contingency)

3C - Sidewalk improvements along Pioneer Street

Summary: Pioneer Street has long term plans established for street section improvements. The plan anticipates that street improvements for Pioneer Street may not be undertaken fully in the first ten years (Phases 1 and 2). The street section improvements for Pioneer Street should be addressed as soon as possible in any case.

Key Partners: Lane County Transportation, Owners

Next Steps: Continue to coordinate vision and concepts with Lane County, develop refined (construction level) costs, secure funding

Funding Sources: Lane County Road Improvement Assistance, STIP, State Bike/Ped, SCA (ODOT), SRTS, CDBG

Local Lead: City Administrator/Public Works Director

Estimated Cost: \$88,200 (includes 20% engineering and 20% contingency)

3D - Plant street trees along Pioneers Street

Summary: Pioneer Street has long term plans established for street section improvements. The plan anticipates that street improvements for Pioneer Street may not be undertaken fully in the first ten years (Phases 1 and 2). The street section improvements for Pioneer Street should be addressed as soon as possible in any case.

Key Partners: Lane County Transportation, Owners

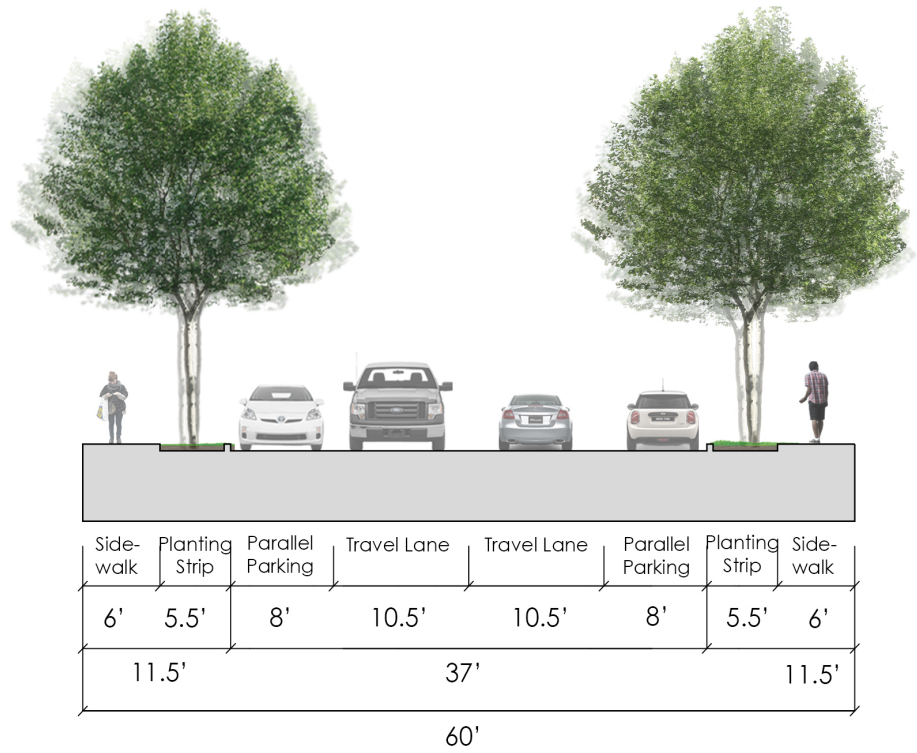
Next Steps: Continue to coordinate vision and concepts with Lane County, develop refined (construction level) costs, secure funding

Funding Sources: Local, Urban Forestry Grants, Private

Local Lead: City Administrator/Public Works Director

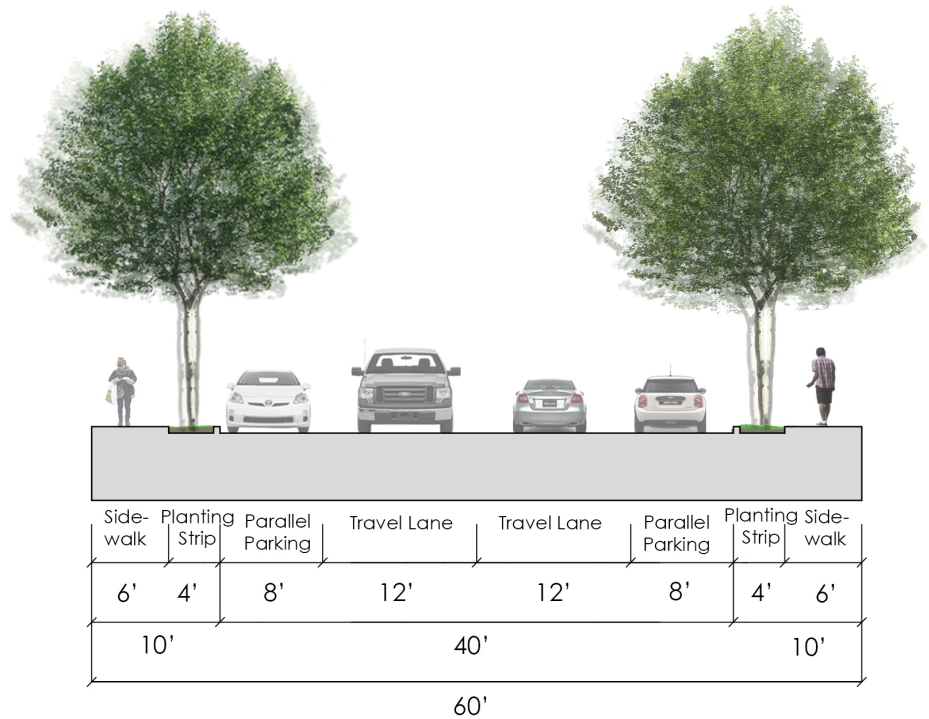
Estimated Cost: \$24,640 (includes 20% engineering and 20% contingency)

3B - Street Section for 60 foot right-of-way (*Moss and Main*)



3C; 3D - Street Section for 60 foot right-of-way (*Pioneer Street*)

Note: The 60-foot street section for Pioneer Street differs from other in Lowell because it is owned by Lane County, and the County requires a minimum 12 foot travel lane.



IMPLEMENTATION

Phase 4 Projects (Years 2036-2040)

4A – Street section improvements for Pioneer Street

Summary: Pioneer Street has long term plans established for street section improvements. The plan anticipates that street improvements for Pioneer Street may not be undertaken fully in the first fifteen years (Phases 1, 2 and 3). They are proposed for Phase 4, but should be addressed as soon as possible in any case.

Key Partners: Lane County Transportation, Lowell School District, Owners

Next Steps: Continue to coordinate vision and concepts with Lane County, develop refined (construction level) costs, secure funding

Funding Sources: Lane County Road Improvement Assistance, STIP, State Bike/Ped, SCA (ODOT), SRTS, CDBG

Local Lead: City Administrator/Public Works Director

Estimated Cost: \$541,625

4B - Round-about at Northshore Drive and Pioneer Street

Summary: A round-about would more effectively (and safely) manage east-west and north-south traffic at one of the City’s primary intersections (North Shore Drive and Pioneer Street).

Key Partners: Lane County Transportation, Land and Business Owners

Next Steps: Reference earlier scoping and planning documents for realization of round-about.

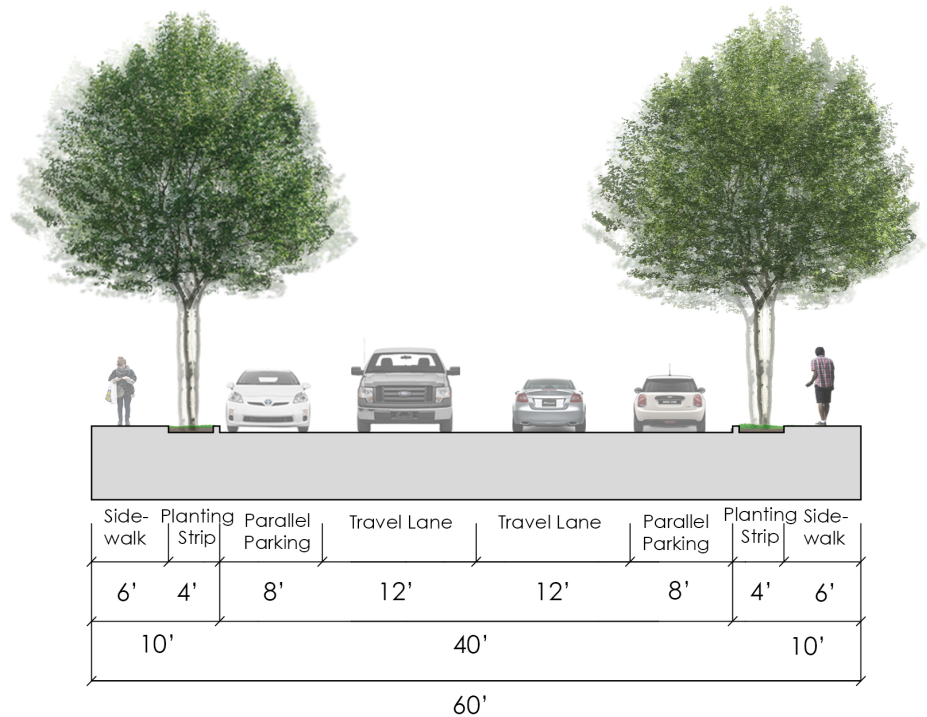
Funding Sources: Lane County Road Improvement Assistance, STIP, State Bike/Ped, SCA (ODOT), SRTS, CDBG

Local Lead: City Administrator/Public Works Director

Estimated Cost: \$420,000 (includes 20% contingency)

3C; 3D - Street Section for 60 foot right-of-way (Pioneer Street)

Note: The remaining street section improvements for Pioneer Street should be addressed as soon as possible during Phase 4, if it is not possible to address them concurrent with Projects 3C and 3D.





Current conditions looking south on Moss Street



Current conditions looking east on North Shore Drive; Rolling Rock Park on the right

IMPLEMENTATION

Implementation Projects Summary

Phase 1 (Years 1-5)	Key Partners	Local Lead(s)	Estimated Cost
1A - Update downtown zoning regulations	LCOG, TGM (DLCD/ODOT)	City Admin/PC	\$50-60,000
1B - Establish design standards for signage and gateways	A&D Firm, LCOG	City Admin/EDC	\$2,500-\$5,000
1C - Erect gateway on Pioneer Street	A&D Firm, Contractor(s)	City Admin/EDC	\$124 – \$160,000
1D - Rolling Rock Park improvements	UO, A&D Firm, Contractor(s)	City Admin/PRC	\$840,000
1E - City Hall and Library Concept Plan	The Urban Collaborative	City Admin/LC	Pending
1F - Sidewalk improvements along Moss and Main (adjacent to Rolling Rock Park)	UO, A&D Firm, Contractor(s)	City Admin/PRC	\$234,400
1G - Paint parallel parking and bike lanes long North Shore (existing pavement)	Lane County Transp.	City Admin	\$166,320
1H - Plant street trees along North Shore Drive (adjacent to Rolling Rock Park)	Lane County Transp.	City Admin	\$12,320
1I - Investigate Improved Broadband Service for Lowell	Reg. Fiber Consortium, LCOG,	City Admin/EDC	\$1,000-\$25,000
1J - Develop a green space connectivity network and plan for pedestrian and bicycle pathways	Lane County Transp., Lane County Parks, ACOE, OPRD	City Admin/PRC	\$25 – 40,000
1K - Street Section Improvements for new street connecting Main and North Shore	Lane County, Future Owner	City Admin/PRC	\$391,800

Rolling Rock Park



Phase 2 (Years 6-10)	Key Partners	Local Lead(s)	Estimated Cost
2A – Street section improvements along North Shore Drive	Lane County Transp.	City Admin/EDC/PW	\$2,346,800
2B - Sidewalk improvements along Moss and Main (unaddressed by 1F)	Lane County Transp.	City Admin/PW	\$878,724
2C - Plant street trees along Moss and Main Streets (downtown segments)	Lane County Transp.	City Admin/PW	\$44,660
2D - Expand pedestrian connectivity from downtown area to the covered bridge	Lane County Parks, Lane County	City Admin/PRC	\$9,646,000
2E - Construct new city hall	A&D Firm,	City Admin/CC	Pending
2F - Detailed plans for a round-a-bout at North Shore and Pioneer Street.	Lane County Transp./Owners	City Admin/PW	\$70,000
2G - Expand pedestrian connectivity from the downtown to Lowell State Park.	Lane County Transp., OPRD	City Admin/PRC	\$1.8 –3.6 Million
2H – Paul Fisher Park Improvements	UO, OPRD	City Admin/PRC	N/A
Phase 3 (Years 11-15)	Key Partners	Local Lead(s)	Estimated Cost
3A – Street section Improvements along Main Street (not addressed previously)	Lane County Transp.	City Admin/PW	\$750,737
3B – Street sections Improvements along Moss Street (not addressed previously)	Lane County Transp.	City Admin/PW	\$931,035
3C -Sidewalk improvement along Pioneer Street	Lane County Transp.	City Admin/PW	\$88,200
3D - Plant street trees along Pioneers Street	Lane County Transp.	City Admin/PW	\$24,640
Phase 4 (Years 16-20)	Key Partners	Local Lead(s)	Estimated Cost
4A – Street section improvements for Pioneer Street (not addressed previously)	Lane County Transp.	City Admin/PW	\$541,625
4B - Round-about at North Shore and Pioneer	Lane County Transp., Owners, A&D Firm, Contractors	City Admin/PW	\$420,000
Lowell Committees: Parks and Recreation Committee (PRC), Economic Development (EDC), Library (LC). (OPRD) - Oregon Parks and Recreation Department, (A&D) – Architecture and Design, (TGM) – Transportation and Growth Management, (ISP) – Internet Service Provider, (ACOE) Army Corps of Engineers, (DLCDD) – Dept. of Land Conservation and Development			

IMPLEMENTATION COORDINATION

Lane County

Lane County Parks is also a critical partner for realizing elements of the Downtown vision. Lane County owns and has jurisdiction over North Shore Drive (west to Moss Street) and Pioneer Street. The Master Plan should convey the County's support of the City's vision and the two agencies acknowledge that they will need to coordinate implementation efforts, including funding and design details related to North Shore and Pioneer Street improvements. Lane County Transportation has been an active contributor and partner in the Downtown Master Planning process.

The County is also a partner for park related improvements. The County manages the Covered Bridge Interpretive Center, which is widely recognized and serves as one gateway to Lowell. Working with Lowell fits within Lane County's recent Parks and Master Plan in terms of its goals (economic vitality, collaboration, connectivity, and vibrancy). Lowell and Lane County are interested in finding recreational activities that can connect County Parks to downtown Lowell, touching on the goals of increased tourism and vibrancy. In a focus group conversation with recreation providers, Lane County staff noted that they foresee Lowell as becoming a "hub" for trail connectivity between Eugene and the Cascades. The Eugene to Crest Trail goes through Lowell.

Connectivity is not limited to roads and trails. Lane County also sees water trails from Dexter Lake onto the Willamette down to Mt. Pisgah. Such an undertaking should be regionally advertised with Travel Lane County. Though limited in its ability to help financially, Lane County Parks is ready and willing to help out as an active partner.

State of Oregon

No State (Oregon Department of Transportation) facilities pass directly through the City of Lowell, however state Highway 58, the primary transportation facility supporting Lowell and significant portions of southern and eastern Oregon, is less than a quarter mile from the City.

Oregon Parks and Recreation Department (OPRD) is another key state partner for Lowell in implementation of the Downtown Master Plan. One key project is an improved pedestrian connection between Downtown Lowell and the premiere recreation facility on Dexter Lake, Lowell State Park. Lowell should continue to work with OPRD to secure Local Government grants for Park related infrastructure. The Downtown Master Plan provides a compelling and attractive foundation for grant funding in these areas. The City should continue to track OPRD grant cycles and connect with OPRD staff to communicate local plans, including sharing draft and adopted versions of the Downtown Master Plan.

Oregon Parks and Recreation Department also sponsors the Oregon Main Street, as part of the Oregon Heritage program. OMS is designed to assist with the revitalization of traditional downtowns and historic commercial districts, promote economic development, and encourage historic preservation. The program uses an approach that advocates a return to community self-reliance, local empowerment, and the rebuilding of central business districts based on their assets, unique architecture, personal service, local ownership and entrepreneurship, and a sense of community. The Oregon Main Street Handbook is a helpful reference for steps related to promoting Lowell's Downtown: <https://www.oregon.gov/oprd/HCD/SHPO/docs/2018OMSHandbook.pdf>

The Oregon Department of Land Conservation and Development (DLCD) works in partnership with local governments, and state and federal agencies, to address the land use needs of the public, communities, regions, and the state. The Land Conservation and Development Commission (LCDC) provides policy direction for the land use planning program and helps carry out the vision of managing urban growth; protects farm and forest lands, coastal areas, and natural resource lands; and provides for safe, livable communities in concert with the vision of the local community.

DLCD provided funding for the Downtown Master Plan through its Technical Assistance funding program. DLCD staff have also provided key support in its creation and adoption. The City should remain in close contact with its DLCD regional representative in efforts to realize the downtown vision.

Lowell Schools

The Lowell School District is experiencing unprecedented growth and support. The passage of local bonds and capital projects underway make Lowell schools a critical partner. All three schools are in very close proximity to the downtown core and overlapping interests are crucial to consider. LCOG and the City of Lowell met with representatives from Lowell Schools, including the Superintendent, Director of the Bridge Charter Academy, and Chairperson of the Lowell Education Foundation. They noted that their primary goal is to increase enrollment. Increased attractiveness of Lowell (including its Downtown) is viewed by education leadership as a mechanism to attract families (students) and teachers/staff. Lowell schools also recognize that activity in Downtown Lowell has immediate benefits to faculty, students and families. Some specific benefits noted in focus groups include the possibility of more and closer food options, and providing out-of-town family members with more to do while they wait for their children to attend special school programs.

The City must place a priority on continuing the partnership schools have with the City of Lowell. The school district and the City should be leveraging shared interests. The school district has expressed, for example, some longer term plans for facilities along its Main Street frontage (including a community fitness center). Opportunities to promote Main Street as a front facing and active space should be strongly encouraged and cultivated by the City. The school is a key partner in making Main Street a more ideal location for “downtown” investments. The City should continue to encourage school leadership participation on City Committees and decision making bodies.

IMPLEMENTATION COORDINATION

US Army Corps of Engineers

The City of Lowell's interests are directly tied to the Army Corps of Engineers due to their management of Dexter Lake and nearby Lookout Point and Fall Creek Reservoirs. In 2008, the US Army Corps of Engineers made a decision to update the Dexter Lake Shoreline Management Plan in response to dealing with a variety of controversial shoreline issues near that time. The scope of the SMP is along the Dexter Lake shoreline and does not have a focus on the downtown core of Lowell. However, if future development occurs along Dexter Lake shoreline, the SMP will be a document in need of consultation.

The City has also contemplated green connections between downtown and public lands nearby. The Corps has park property east of downtown, which could be part of a path corridor connecting recreation areas east and west of downtown. The Corps is an important partner in matters dealing with Dexter Lake. Any efforts at marketing and branding Lowell as a destination and tourism location should involve the Army Corps of Engineers.

Federal Public Land Management Agencies

The City of Lowell is in very close proximity to Bureau of Land Management & US Forest Service lands. Until the late 2000s, the Forest Service maintained station offices in downtown Lowell. Lowell is a gateway to a number of recreation areas, including the highly visited Fall Creek Recreation Area and the public recreation areas along Highway 58 (Willamette and Deschutes National Forests). BLM and USFS partnerships should focus on grant opportunities from those agencies promoting Lowell as a clear access/embarkation point for these important areas.

Neighboring Communities

There are a number of unincorporated areas near Lowell that provide partnership potential and should be considered in ongoing planning and implementation efforts. These areas include Dexter, Fall Creek and Pleasant Hill. These communities share social and economic cohesion with Lowell. Efforts to refine needs should consider outreach to these neighboring areas.

Business and Landowners

The successes of downtown Lowell will rely heavily on the participation and partnership of local businesses and landowners. Retail and service sector activity is an important part of the downtown's economic base; consequently, business owners have a vested interest in the success of downtown revitalization. Retailers are often most interested in, and the most valuable contributors to, downtown promotional activities, though their involvement in other downtown activities can also be beneficial.

Property owners literally own the downtown, and must have a direct interest in the success of the downtown vision. Owners should be active participants in the revitalization process. A focus group with Lowell Downtown business owners revealed an optimism for and commitment to the success of Downtown Lowell. Owners are hopeful that the community will recognize the risks that owners take and that the community can buy-in to concepts that may reflect a new type of downtown.

City of Lowell Decision Makers, Boards and Committees

The City of Lowell has a number of Boards and Committees that will need play a vital role in various elements identified within the Downtown Master Plan. These groups should be utilized for direction, support and implementation. Beyond City Council, these groups include the Planning Commission, Budget Committee, Economic Development Committee, Parks and Recreation Committee, Library Committee, and Blackberry Jam Festival Committee. This report recommends a number of projects where it is recommended that these groups be involved.

INCENTIVES

Revitalization of Lowell's Downtown requires actions and investments both by public agencies, such as the City of Lowell and Lane County, and from private property and business owners. Working together, these efforts will impact the physical streetscape as well as adjoining storefronts and properties.

While future private investment and development in properties in Downtown Lowell will play the most important role in transforming the built environment, there are some steps that the City, business organizations, and other stakeholders can take to help incentivize this private investment, attract new visitors, and reinforce the downtown as the heart of the community. The following are some recommended steps to aid in economic development.

Storefront Improvement Program

Storefront improvement programs provide assistance and financial incentive for commercial property owners to reinvest in the facade of their buildings. These programs are a common use of Urban Renewal funding that encourages investment in private property, while emphasizing the building's facade to ensure that there is an outward public impact and community benefit. For a revitalization program, improvements to storefronts work with public improvements to the streetscape to create an overall sense of investment in the area. Storefront improvements might range from simple paint and repair, to awnings, signage, lighting, or more major rehabilitation include structural and window renovations.

Programs can also aid in the design and planning for these projects. There are multiple ways to structure such programs including grants or loans, and many examples from across the region to serve as models.

Downtown Branding, Marketing, and Events

Throughout this planning process the community expressed a desire for a distinct sense of entry to downtown. This can be achieved many ways and will already be highly evident by the change in streetscape, landscape, and development character in the Downtown Core.

Gateway features at key entrances to downtown will provide a clear sense of distinction and arrival. The City has contemplated signage and monuments designating arrival in Lowell's downtown. In the Illustrative Plan, a gateway is proposed at the main south entrance of downtown Lowell along Pioneer Street. Another is proposed at the west entrance along North Shore Drive. Archways were contemplated for both, but Lane County, who own both streets prohibits archways on facilities that accommodate freight traffic. Figure X shows some examples of alternatives for these gateway locations. The examples reflect a covered bridge theme. A sign is also proposed as part of the Illustrative Plan. It is proposed to be located at the southwest corner of Pioneer Street and North Shore Drive. Again Figure X provides a conceptualization of what that sign might look like.

In conjunction with the Lowell Economic Development Committee, the City can pursue other tools and means to reinforce downtown Lowell as a unified district and destination. This means messaging and coordination among business owners, the City, and other stakeholders to brand the district and explicitly advertise events as taking place in "Downtown Lowell." Businesses can coordinate their approach to such events, such as keeping the same hours, agreeing on sidewalk activities, or creating marketing materials prior to events.

Marketing and branding efforts can be applied to existing events, such as the Blackberry Jam Festival, or new events made possible by the newly focused Downtown described in this Plan. The street redesign described in this Plan will create excellent new spaces for new events.

Other on-going messaging efforts might include physical improvements such as streetlight banners or signage in the downtown, or small handouts such as a guide to local businesses. The goal of these activities is to ensure that the community does not miss opportunities to brand "Downtown Lowell" as a distinct place in the community.

Leverage City Hall and Library Improvements to Strengthen Downtown

It is crucial to emphasize the degree to which public projects in the area can contribute to the success of downtown and can leverage and mutually reinforce each other. This planning process has made clear that the eventual redevelopment or likely relocation of the City Hall and Library will provide important underpinning to the revitalization of Downtown Lowell. A new City Hall and Library presents the opportunity to create model civic buildings in the Downtown Core, bringing customers and activity. Such development can be catalytic of other new development in the area. It has the potential to provide an example of good building design and aesthetics. The City has encountered two possible locations for City Hall and the Library in the Downtown Core area. Both locations present opportunities for the key intersection of North Shore Drive and Pioneer Street.

The volume and type of traffic these uses can bring to downtown will greatly enhance revitalization efforts by bringing greater awareness and more visitors to the area. It will also support existing, and create additional, marketing and event opportunities for local business and boosters.

Parking

There are current, and will be more, off-street spaces throughout downtown Lowell. Many of these spaces could be used by customers or employees of other, nearby businesses. To enable this, the City could initiate collaboration between private property owners to create shared-use agreements. The City may offer incentives for property owners that establish such agreements.

FUNDING MATRIX

Funding Source	Eligibility	Types of Projects	Criteria
<p>Transportation and Growth Management Program (TGM)</p>	<p>Cities; Counties; COGs; Indian Tribes.</p>	<p>Category 1 – Transportation System Planning intended to meet requirements of Oregon Transportation Planning Rule. Category 2 – Integrated Land Use and Transportation Planning. Projects should result in the development of an adoption-ready plan.</p>	<p>Project must demonstrate they are timely and reasonably achievable. Category 1 projects will result in a transportation decision. Category 2 projects will result in a land use decision.</p>
<p>Special Small City Allotment Program (SCA)</p>	<p>Cities < 5,000 in population.</p>	<p>Street projects not part of county road or state highway system. Surface projects (drainage, curbs, and sidewalks).</p>	<p>All previously funded SCA projects must be complete; Appropriate projects.</p>
<p>State Bicycle and Pedestrian Grants (All Roads Transportation Safety)</p>	<p>Cities; Counties.</p>	<p>Increase awareness of safety on all roads; Promote best practices for infrastructure safety; compliment behavioral safety efforts; limit serious crashes and fatalities.</p>	<p>Hotspot Method – identifies location with documented crash problems. Systemic Method – takes a broader view by looking at crash history and risks associated with roadway or corridor. Projects selected on a cost-benefit analysis; Projects that are data drive to show a need.</p>
<p>State Bicycle and Pedestrian Grants (Safe Routes to School)</p>	<p>Cities; Counties</p>	<p>Infrastructure programs focus on safety on existing routes/pedestrian crossings, bike lanes and flashing beacons. Non-infrastructure programs focus on education and outreach and safe use of walking and biking routes.</p>	<p>Project identification; consultant support; accountability; public outreach campaign; ability to provide adequate project management.</p>
<p>Connect Oregon (ODOT)</p>	<p>Public, private, and non-profit entities.</p>	<p>Construction; Physical improvements; Real estate; capital Infrastructure; Professional services; Other expenditures.</p>	<p>Cover up to 70% of project costs. Current on all state and local taxes, fees and assessment; Project must meet the definition of “Transportation Project”; Projects that are eligible for funding from revenues the Highway Trust Fund, are not eligible; The project will not require continued subsidies from ODOT.</p>
<p>Statewide Transportation Improvement Program (STIP)</p>	<p>Cities; Counties</p>	<p>Sidewalk infill; ADA upgrades; street crossings; intersection improvements; minor widening for bike lanes; landscaping and beautification.</p>	<p>Projects are selected using criteria that include response to identified problems, innovation, clear objectives, adequate evaluation plans, and cost-effective budgets. Proposals must already be adopted in local TSP.</p>

Required Forms/Documents	Matching Funds	Grant Amount	Contact
Complete application; Written statement that recipient can meet all obligations; Support of local officials.	12% of the total project cost.	Generally, between 100K-250K.	David Helton, ODOT Region 2, 541-726-2545, David.i.helton@odot.state.or.us Visit: https://www.oregon.gov/lcd/TGM/Pages/Planning-Grants.aspx
Managed by ODOT. Complete application.	Not required.	Maximum of \$50,000.	Deanna Edgar, SmallCityAllotments@odot.state.or.us , Visit: https://www.oregon.gov/ODOT/LocalGov/Pages/Funding.aspx
List of selected projects that identify as a Hotspot or Systemic Methods. Initial data analysis. Project estimates; Identified countermeasures; Complete application.	Approximately 7.78% of project cost.	2018 cycle awarded 133 potential projects at an estimate of \$126M.	Region 2: Angela Kargel, 503-986-2656, Angela.J.Kargel@odot.state.or.us Visit: https://www.oregon.gov/ODOT/Engineering/Pages/ARTS.aspx
Letter of Intent; Letters of Support from parties involved.	Voluntary match included in grading criteria (past awardees have all included a percentage match).	Maximum per project: \$200,000.	Non-infrastructure: Heidi Manlove, Program Manager, 503-986-4196, Heidi.MANLOVE@odot.state.or.us Infrastructure: LeeAnne Ferguson, Safe Routes to School Program Manager, 503-986-5808, LeeAnne.FERGASON@odot.state.or.us Visit: https://www.oregon.gov/ODOT/LocalGov/Pages/Funding.aspx
Tax declaration form; Department of Revenue Tax Certification; Racial and Ethical Impact Statement; Railroad Certification (if applicable)	30% cash match.	Largest: \$7.9M; smallest: \$16K; average: \$2M	John Boren, Freight Program Manager, 503-986-3703 John.Boren@odot.state.or.us Visit: https://www.oregon.gov/odot/programs/pages/connectoregon.aspx
Applicants are encouraged to contact program manager about specific grant applications.	Not specified.	Not specified.	Frannie Brindle, 541-757-4104, Frances.BRINDLE@odot.state.or.us Visit: https://www.oregon.gov/ODOT/STIP/Pages/About.aspx

FUNDING MATRIX

Funding Source	Eligibility	Types of Projects	Criteria
<p>Local Government Grant Program (Oregon Parks and Recreation Department)</p>	<p>Cities; Counties; Metropolitan service districts; Park and recreation districts; Port districts.</p>	<p>Acquisition; Development; Rehabilitation; Planning and feasibility studies.</p>	<p>Eligibility is limited to public outdoor park and recreation areas and facilities. These areas and facilities must be open and accessible to the public-at-large.</p>
<p>Urban Forestry Grants</p>	<p>Private land owners; cities; counties; Indian Tribes.</p>	<p>ODF offers several different grants and opportunities for land owners in: Bark Beetle Mitigation; Establishing community forests; converting private forest lands to a public use; assist land owners in conservation and protection of soil, water, fish and wildlife; wetland reservation; Fire protection.</p>	<p>Depends on specific grant. See contact.</p>
<p>Land and Water Conservation Fund (OPDR)</p>	<p>Cities; Counties; Park and Recreation Districts; METRO; Port District; Indian Tribes; Oregon State Agencies.</p>	<p>Acquiring land and water for public access, including new area or additions to existing parks, forests, wildlife areas, beaches or similar; Development Developing outdoor recreation activities and support facilities needed by the public for recreation activities.</p>	<p>Projects must be consistent with the outdoor recreation goals and objectives stated in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) and elements of your local comprehensive land use plans and park master plans. Projects must also comply with the Rehabilitation Act and the Americans with Disabilities Act.</p>

Required Forms/Documents	Matching Funds	Grant Amount	Contact
<p>Be prepared to submit the following attachments, if relevant: Vicinity map; Park boundary map; Site map; UGB; Environmental assessments/checklist; State agency review forms; Concept drawings or construction plans; Resolution to apply for a grant; Land use compatibility statement; Property deed/lease agreement; Photos; Letter(s) of support; Additional items if needed.</p>	<p>Depends on population. At least 20% match (from a variety of sources) for cities and districts under 5,000 population, and counties under 30,000 population.</p>	<p>Approximately \$5M funding available annually. Depends on size of project and request. Small grants - max of \$75K; large request - max of 750K (1M for land acquisition); small community planning grants - max of 40K.</p>	<p>Utilizes an online application through OPRD.</p> <p>Mark Cowan, Grant Program Coordinator, 503-986-0591, mark.cowan@oregon.gov</p> <p>Visit: https://www.oregon.gov/oprd/GRANTS/Pages/local.aspx</p>
<p>Depends on specific grant. See contact.</p>	<p>Depends on specific grant. See contact.</p>	<p>Depends on specific grant. See contact.</p>	<p>Ryan Gordon, Private Forest Division, Landowner Assistance Program, 503-945-7393, Ryan.P.Gordon@oregon.gov</p> <p>Tom Fields, Fire Protection Division, 503-945-7440, tom.fields@oregon.gov</p> <p>Visit: https://www.oregon.gov/ODF/AboutODF/Pages/GrantsIncentives.aspx</p>
<p>Proposal description and environmental screening form (for any proposal requiring federal action); Environmental assessment (if required); Public review; Environment impact statement (if required); Vicinity map; Project boundary map and site plan; Urban growth boundary map; Property deed/lease agreements; Permits; Construction plan and specification; Land use compatibility statement; Letters of support; Resolution to apply; Maintenance documentation; State natural resource agency review procedures and transmittal form.</p>	<p>50% match (from a variety of sources).</p>	<p>Not specified, but 2016 awardees ranged from 43K-265K.</p>	<p>Utilizes an online application through OPRD.</p> <p>Michele Scalise, Grants Manager, michele.scalise@oregon.gov, 503-986-0708</p> <p>Visit: https://www.oregon.gov/oprd/GRANTS/Pages/lwcf.aspx</p>

FUNDING MATRIX

Funding Source	Eligibility	Types of Projects	Criteria
<p>Recreational Trails Grant</p>	<p>Non-profits; Cities; Counties; State agencies; Federal government agencies; Other government entities; Tribal governments.</p>	<p>New trail construction; Heavy trail restoration; Trail head facilities; Purchase of tools to construct and/or renovate trail(s); Land acquisition for trail purposes; Safety and educational programs; Engineered trail design/maintenance documents; Water trails</p>	<p>An RTP project must be a distinct project with a distinct purpose. All project elements, including the project match, must be tied to the distinct purpose. RTP functions as a reimbursement grant program. Project sponsors must have the financial capacity to pay for project expenses prior to being reimbursed by grant funds.</p>
<p>Oregon Community Foundation - Community Grant</p>	<p>Public, and non-profit entities.</p>	<p>Health & wellbeing of vulnerable populations (30%-40% of grants); Educational opportunities, and achievement (30%-40% of grants); Arts and cultural organizations (15%-25% of grants); Community livability, environment, and civic engagement (10%-20%).</p>	<p>Must have 501(c)(3) status as a public entity (not a private foundation) or have a qualified fiscal sponsor; Cannot apply until previous grant funded project(s) have been completed and reports submitted; Cannot apply for the same project twice.</p>
<p>Oregon Community Foundation - The Oregon Parks Foundation Fund</p>	<p>private, non-profit, and public agencies within Oregon. Preference placed on small, rural communities.</p>	<p>Land protection and acquisition; Habitat restoration; Enhancement of the outdoor experience, e.g., trail construction and interpretive signage; Park-related ecological education programs</p>	<p>Strong connection to parks and/or publicly-accessible, native undeveloped land; Strong park-related educational component for youth and/or adults; Promotes connectivity; Strong community-based support ; Provides park opportunities and access for underserved communities; A grant from OPF will clearly make a difference (i.e. close the funding gap, leverage other sources of support)</p>

Required Forms/Documents	Matching Funds	Grant Amount	Contact
<p>Letter of intent (LOI); State historical preservation office (SHPO) approval; NEPA approval; Sponsor name; DUNS number (see application); Vicinity map; Site location/boundary map; Project/site plan(s); Proof of control of property; Approval from land manager; Land use compatibility statement; Environmental documentation; Trail accessibility assessment memo; Project timeline.</p>	<p>20% match (from a variety of sources).</p>	<p>Minimum grant amount: 10K; No maximum grant amount; Grant term: approximately two years, as specified in grant agreement; Project sponsors who request \$50K or more are required to make a brief presentation in front of the RTP Committee.</p>	<p>Utilizes an online application through OPRD. Jodi Bellefeuille 503-986-0716, jodi.bellefeuille@oregon.gov</p> <p>Visit: https://www.oregon.gov/oprd/GRANTS/Pages/trails.aspx</p>
<p>501(c)(3) tax-exempt status letter from the IRS; Board of directors list, including contact information, affiliations, plus the skills and experience each contributes to the organization; Organization budget for current year; Organization budget for past year; Most recent audited financial statements (if available); Multi-year project budget (if applicable); Project graphic, schematic or timeline (optional).</p>	<p>Not specified but must have some separate funding other than grant to be competitive.</p>	<p>Awards about 175 grants per cycle, twice a year. Average grant is 20K (range is typically 5K-50K).</p>	<p>Utilizes an online application through My OCF. For proposals in Benton, Douglas, Lane, Linn, Coos, and Curry counties, please contact: Damien Sands, program officer, Southern Willamette Valley: dsands@oregoncf.org Eugene Office: 541.431.7099</p> <p>Visit: https://www.oregoncf.org/grants-scholarships/grants</p>
<p>A project budget detailing both projected revenue and expenditures, along with the amount sought from the Oregon Parks Foundation Fund. A copy of the applicant's 501(c)(3) tax determination letter; A copy of the applicant's most recent full fiscal year's final financial statement ; The name that should appear on the check if the grant is awarded, and the mailing address for the check</p>	<p>Not specified.</p>	<p>Not specified, but based on past recipients, as low as \$1,250, and as high as \$6K.</p>	<p>Utilizes a paper application. Marcy Houle: 503-621-1018 Melissa Hansen, program officer, mhansen@oregoncf.org or 503-227-6846</p> <p>Visit: https://www.oregoncf.org/grants-scholarships/grants/ocf-funds/oregon-parks-foundation</p>

FUNDING MATRIX

Funding Source	Eligibility	Types of Projects	Criteria
<p>Travel Oregon - Competitive Small, Medium and Large Grants</p>	<p>Local government; Port Districts; Federally recognized tribes; Non-profit entities.</p>	<p>Sales; Marketing; Industry services; Development; Large Grants program must demonstrate statewide impact and is at the direction of the Oregon Tourism Commission.</p>	<p>Align with regional and/or local objectives; Address a need in the tourism industry and shows potential to generate significant regional and/or local impact; Community support; Applying entity has a track record of effective work, evident through strong support letters; Good planning is evident in the project timeline, budget and sustainability; Plans for evaluating impact are clear, appropriate and achievable; Promote diversity and inclusion; Showcase a public/private partnership with Oregon-based small businesses.</p>
<p>Community Development Block Grant (CDBG) Program</p>	<p>Non-metropolitan cities and counties in rural Oregon.</p>	<p>Development of viable (livable) urban communities; downtown revitalization; improvements to publicly owned facilities (curbs, gutters, storm water, sidewalks, street lights, landscaping, water and sewer).</p>	<p>All projects must meet one of three national objectives: 1. The proposed activities must benefit low and moderate and moderate – income individuals; 2) The activities must aid in the prevention or elimination of slums or blight; 3) There must be an urgent need that poses a serious and immediate threat to the health or welfare of the community.</p>
<p>Rural Business Development Grans (RBDG)</p>	<p>Towns; Communities; State agencies; Non-profit; Tribes; Universities; Rural cooperatives.</p>	<p>Acquisition or development of land; Project planning; renovations; Right-of-Way access; Parking areas; Utilities; Rural transportation improvement; Economic development (to include technology based); Rural business incubators.</p>	<p>RBDG is a competitive grant designed to support targeted technical assistance, training and other activities leading to the development or expansion of small and emerging private businesses in rural areas that have fewer than 50 employees and less than \$1 million in gross revenues. Programmatic activities are separated into enterprise or opportunity type grant activities.</p> <p>Outside the urbanized periphery of any city with a population of >50,000.</p>

Required Forms/Documents	Matching Funds	Grant Amount	Contact
<p>Proof of federal tax ID; Entity's federal W-9 form; Project budget; Project timeline; Project support letters (recommended); For signage: evidence of approval from all parties involved; For marketing: if producing collateral you must describe your distribution plan and associated budget costs; For infrastructure development: if your project involves construction you must include plan drawings and approval from permitting authorities if required locally.</p>	<p>10% for small grants; 25% for medium grants; 50% for large grants.</p>	<p>Small: up to 20K ask; Medium: 20K - 100K ask; Large: greater than 100K ask.</p>	<p>Jessica Otjen, Travel Oregon/Oregon Tourism Commission, 503-967-1560, jessica@traveloregon.com</p>
<p>Complete application; Environmental review; income data for applying jurisdiction(s); Letters of support where necessary.</p>	<p>Not required but allowed. Must be in the form of cash. In-kind services or costs are allowed as match.</p>	<p>Maximum possible for any individual project, by category: Microenterprise: 100K Public Works: 2.5M Community/Public Facilities: 1.5M Community Capacity/Technical Assistance: no specific maximum. Regional Housing Rehabilitation: 400K Emergency Projects: 500K.</p>	<p>Melissa Murphy, Regional Development Officer, 503-983-8857, Melissa.Murphy@oregon.gov Michelle Bilberry, Regional Project Manager, 503-986-0142, Michelle.Bilberry@oregon.gov</p>
<p>Complete application; Applicants are encouraged to work with their local office to fill out and submit and application. See Contact.</p>	<p>Not required</p>	<p>Generally, between 10K-500K. No specific maximum grant amount.</p>	<p>John Huffman, State Director, 503-414-330, john.huffman@or.usda.gov Visit: https://www.rd.usda.gov/programs-services/rural-business-development-grants/or</p>

FUNDING MATRIX

Funding Source	Eligibility	Types of Projects	Criteria
<p>Kodak American Greenways Grants</p>	<p>Non-profits; Public agencies; Community organizations.</p>	<p>Mapping; eco-logical assessments; Surveying; Conferences and design activities; Developing brochures; Interpretative displays; Audio-visual productions or public opinion surveys; Hiring consultants; Incorporating land trusts; and/or building footbridges; Planning bike paths or other creative projects.</p>	<p>Importance of the project to local greenway development efforts; Demonstrated community support for the project; Extent to which the grant will result in matching funds or other support; Likelihood of tangible results; and capacity of the organization to complete the project.</p>
<p>The Collins Foundation</p>	<p>Non-profits; Public agencies.</p>	<p>Diverse range of projects that support Foundation's goals and directly benefit the people of Oregon.</p>	<p>IRS recognized non-profit status, or have tax exemption as a governmental entity; Project or scope that directly benefits the residents of Oregon</p>
<p>Ford Family Foundation</p>	<p>Non-profits; Public agencies (particularly rural communities).</p>	<p>Land acquisition Purchase of buildings New construction and renovation; Fixtures, furnishings and equipment; Architecture, engineering and planning fees.</p>	<p>Central to the mission of the applying organization; A strong staff and project team overseeing the plan and a strong board commitment to the project; A clear timeline and project budget; Evidence of sustainability, including a clear and defensible budget; Organizational financial stability and evidence that the capital project will not have a negative effect on the sustainability of the applying organization; Evidence of strong community support and collaboration; Funding, including in-kind, committed from a variety of sources and a credible plan to raise remaining funds; Evidence of positive community impact and the means to evaluate that impact.</p>

Required Forms/Documents	Matching Funds	Grant Amount	Contact
Two letters of reference; 501(c)(3) status confirmation letter for non-profit organizations, documentation of public agency status for governmental organizations; one-page budget.	Not specified.	between \$500-\$2500K	Utilizes a paper application sent via mail. American Greenways Program Coordinator 1655 N. Fort Meyer Drive Suite 1300 Arlington, VA 22209-2156 Visit: http://www.rlch.org/funding/kodak-american-greenways-grants
501(c)(3) status confirmation letter for non-profit organizations, documentation of public agency status for governmental organizations; Cover letter; Executive summary; Proposal narrative; Budget and funding plan.	Not specified.	Not specified, but based on past recipients, as low as 8K, and as high as 150K.	Utilizes paper application sent via mail. Cynthia G. Addams, Chief Executive Officer, caddams@collinsfoundation.org Visit: https://www.collinsfoundation.org/submission-guidelines
501(c)(3) status confirmation letter for non-profit organizations, documentation of public agency status for governmental organizations; Budget form; Financial statements for past two fiscal years; Mission statement; Number of paid full-time staff, part time; Number of volunteers per year;	50% match (may include in-kind) for the total project budget committed before applying.	50K-250K. Funds requested may not exceed one-third of the project's total budget.	Utilizes an online application. Grants Management, 541-957-5574 GrantsManagement@tfff.org Visit: https://www.tfff.org/how-we-work/grants/current-funding-opportunities





4

APPENDICES

APPENDIX A

Development Code Amendment Recommendations

The following code amendment recommendations will help update the zoning code to implement the downtown master plan vision. Updating Lowell's zoning code is an essential next step to achieving the community's vision and planning policies for downtown. The recommendations are organized by development typology on the Regulating Plan.

Flex-Use 1

Use	Commercial, Mixed-use, Residential
Height	Minimum number of floors: 2 (or 30' in height) Maximum number of floors: 3 Finished ground floor level: 0 inches minimum above sidewalk
Placement	Front required build-to line (RBL): 0 feet, where RBL is indicated on the Regulating Plan Primary entries must occur where designated on the Regulating Plan along the RBL Side setbacks: 0 feet Rear setbacks: 0 feet
Coverage	Primary street façade built to RBL: 90% Lot coverage: 100% maximum
Façade Transparency	Percent of façade area (ground floor): 75% minimum along RBLs Percent of façade area (upper floors): 40% minimum
Parking	Parking shall occur in the parking envelop shown on the Regulating Plan

Flex-Use 2

Use	Commercial, Mixed-use, Required Residential Homes entirely above the ground floor should have a balcony at least four feet deep.
Height	Minimum number of floors: 1 Maximum number of floors: 3 Finished ground floor level: Refer to component building type
Placement	Front required build-to line (RBL): 0 to 10 feet, where RBL is indicated on the Regulating Plan Primary entries must occur where designated on the Regulating Plan along the RBL Side setbacks: 5 feet Rear setbacks: 20 feet
Coverage	Primary street façade built to RBL: 80% minimum Lot coverage: 70% maximum
Façade Transparency	Percent of façade area (ground floor): 70% minimum along RBLs Percent of façade area (upper floors): 40% minimum
Parking	Parking shall occur in the parking envelop shown on the Regulating Plan

Townhome / Single-Family Attached

Use	Residential
Height	Minimum number of floors: 2 Maximum number of floors: 3 Finished ground floor level: 18 inches minimum above sidewalk
Placement	Front required build-to line (RBL): 5 to 15 feet, where RBL is indicated on the Regulating Plan Primary entries must occur where designated on the Regulating Plan along the RBL Side setbacks: 5 feet Rear setbacks: 20 feet
Coverage	Primary street façade built to RBL: 80% Lot coverage: 60% maximum
Façade Transparency	Percent of façade area (ground floor): 40% minimum along RBLs Percent of façade area (upper floors): 40% minimum
Parking	Required two (2) spaces per unit and parking shall be accessed from the rear, using alleys; no front access garages
Porch	Required covered stoop or porch: minimum six feet by six feet (6'x6') for each entry that can be extended beyond the RBL provided it does not encroach on the public right-of-way

Residential / Single-Family Detached

Use	Residential
Height	Minimum number of floors: 1 Maximum number of floors: 3 Finished ground floor level: 18 inches minimum above sidewalk
Placement	Front setback: 10 to 30 feet Side setbacks: 5 feet Rear setbacks: 20 feet
Coverage	Lot coverage: 50% maximum
Façade Transparency	Percent of façade area (ground floor): 40% minimum Percent of façade area (upper floors): 40% minimum
Parking	Required two (2) spaces off-street and parking shall be accessed from the rear, using alleys
Porch	Required covered stoop or porch: minimum six feet by six feet (6'x6') for the primary entry that can extend beyond the front setback provided it does not encroach on the public right-of-way

APPENDIX A

Development Code Amendment Recommendations

Streets

1. Street trees shall be planted on the planting strip between 25' and 30' on-center
2. Place parallel parking spaces at least eight feet wide and 20 feet long along the edge of all streets in the downtown area
3. Street trees shall be placed a minimum of 10' from fire hydrants and 20' from stop signs
4. Design sidewalks at least six feet in width on secondary roads and 15 feet in width in commercial areas, such as the north side of North Shore Drive.
5. Sidewalks shall be on one or both sides of the street and connect to at least two adjacent sidewalks
6. Bike lanes shall be a minimum of 5 feet wide and shared bicycle/vehicular roads shall be indicated with a "sharrow" painted in the center of the travel lane.

APPENDIX B

Technical Memo 1: Project Background, Context, and Plan Review

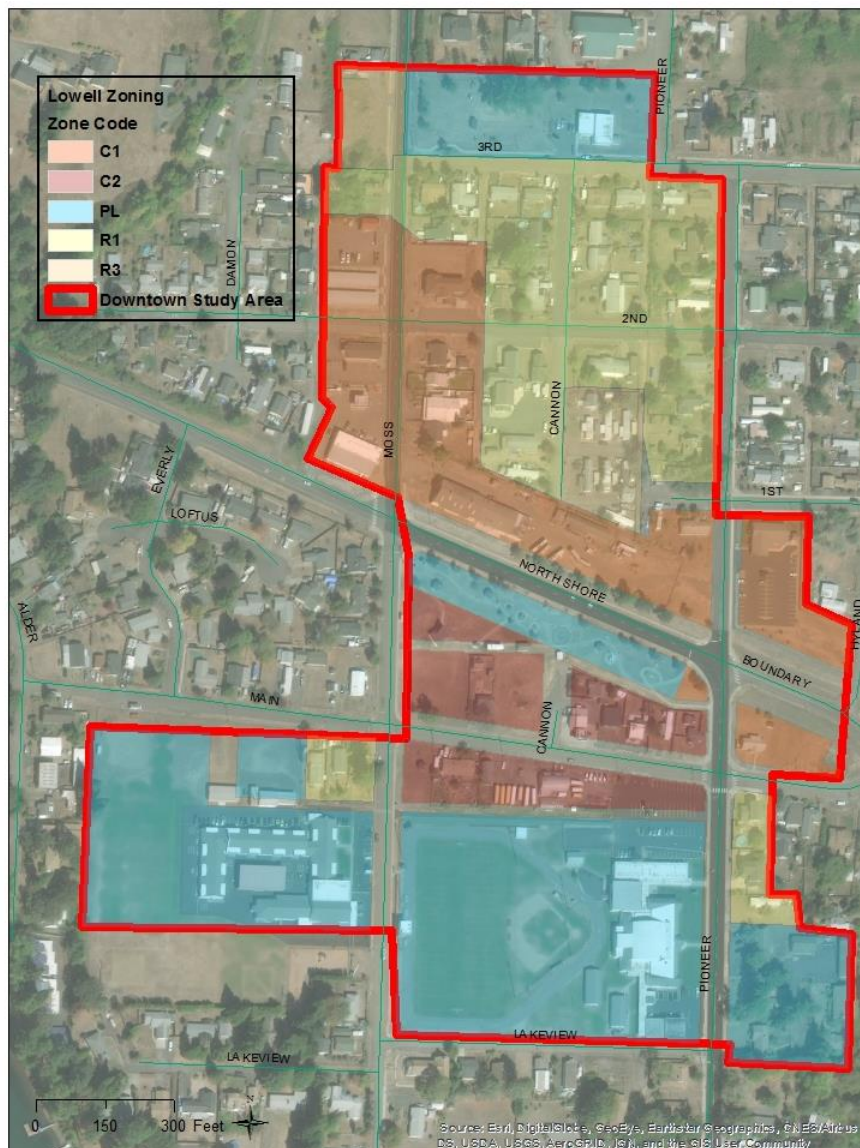
I. Introduction

The City of Lowell has secured grant funding through the Oregon Department of Land Conservation and Development (DLCD) to pursue a Downtown Master Plan. Lane Council of Governments (LCOG) has been contracted to work with local decision makers and stakeholders to prepare the Plan. The process is expected to be completed by June, 2019.

II. A Study Area for the Downtown Master Plan

LCOG and their subcontracted urban design firm, The Urban Collaborative, have conceptualized a preliminary study area for Lowell's Downtown Master Planning process. The draft study area is depicted in Figure 1. Included in the draft study area are: City Hall, approximately 100 tax lots, four schools, two public parks, and six operating commercial businesses.

Figure 1: Preliminary Downtown Study Area



APPENDIX B

III. Historic Sketch of the City of Lowell

Lowell, also known as the Town of a Thousand Sunsets, is actually a fairly new city. Located only 20 miles southeast of Eugene, and surrounded by rich natural and recreational resources, Lowell is a highly livable community.

Originally settled in 1852, Lowell was initially named Cannon, after an early settler of that name. In 1882, Amos Hyland, who owned significant property in the area renamed the town Lowell after his hometown in Massachusetts. The City of Lowell was incorporated in 1952.



Construction of the dam at Lookout Point, 1952

The first sizable increase in population occurred in conjunction with the building of the Lookout Point Reservoir by the U.S. Army Corps of Engineers (Corps) in 1948. The dam ushered in a new era for the people who had settled on the Middle Fork of the Willamette River near Lowell. Much of the town of Lowell was relocated when the dam was built. Many of the houses had to be moved out of the river bottom east of town and new houses were built north of the town for the new employees hired to build the dam.

Over the years, the city has sought to maintain its viability as an attractive residential community with a limited local employment base. Lowell was a timber town until the late 1980s. The early industries in the area were hop raising, stock raising, and logging; the present town site of Lowell was once a huge hop yard.

Today, some timber-related industries, as well as public lands management and some agriculture, still operate in Lowell. The City's close proximity to Eugene-Springfield makes it easy for workers to commute to the metro area and nearby communities.

The Blackberry Jam Festival, which occurs every July, is a celebration of food and music that is celebrating its 24th year in 2018. Other events include a fishing derby, and the annual Columbia Speedboat Association Races, and other events associated with Dexter Lake.

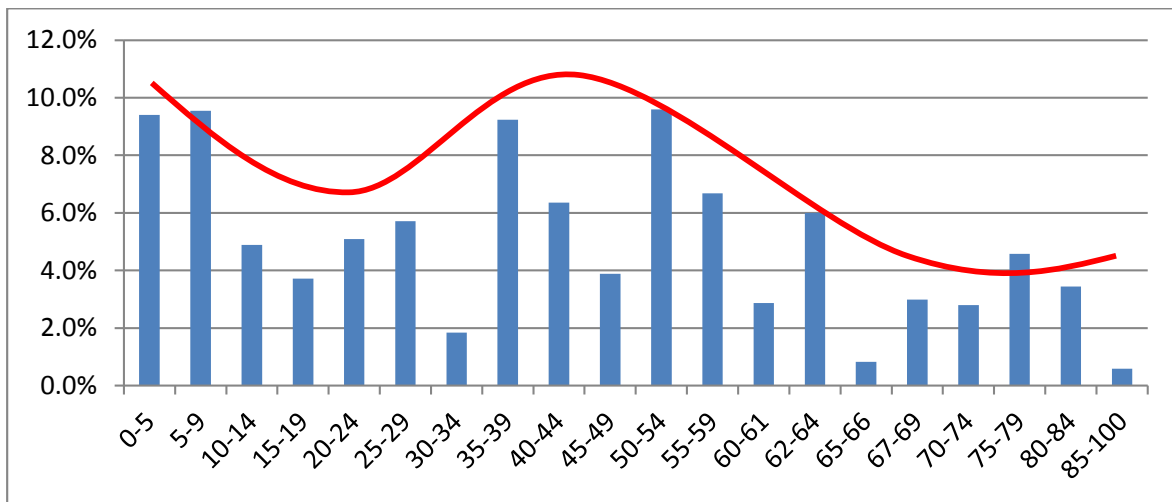
IV. Economic and Demographic Data.

An assessment of key economic and demographic data can help guide and inform the goals of the Lowell Downtown Plan and ensure that the Plan is reflective of all residents, and businesses located in Lowell.

Demographic

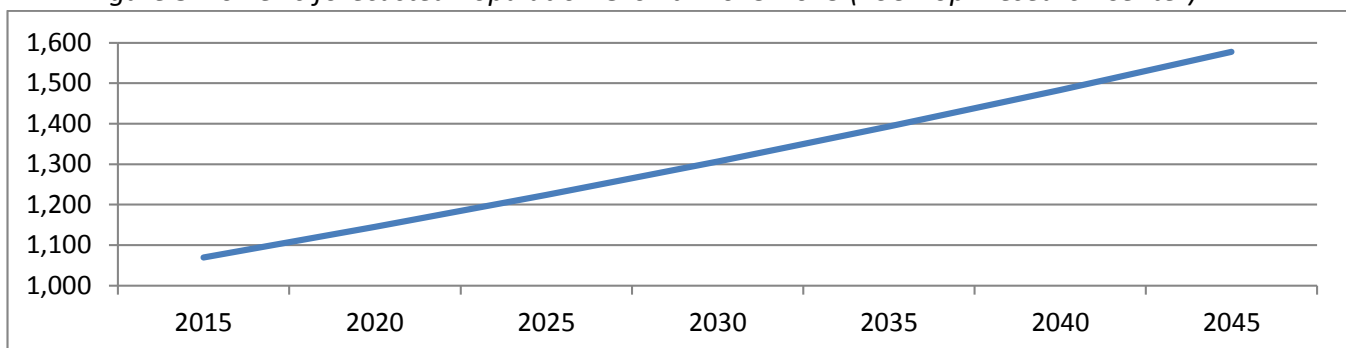
According to the 2012 -2016 American Communities Survey (ACS), Lowell has a total population of approximately 1,147. Figure 2, below depicts the percentage of Lowell’s population by age categories. The age ranges reveal a high percentage of elementary aged children. The data shows a relative dearth of the youngest adult category. According to the ACS data, Lowell is home to a large percentage of minors and middle aged residents and fewer young adults and retirement aged residents.

Figure 2: Population Pyramid for the City of Lowell, 2012-2016 ACS



Lowell has experienced an approximately 2.4% increase in population between 2000 and 2017. According to Oregon’s Population Research Center (housed at Portland State University), Lowell’s total population is estimated to reach 1,578 people by the year 2045. Based on the data, this represents an increase in population of 509 people from 2015 to 2045, or a 47% increase over that same time span, an annual growth rate of 1.5%. This growth rate is represented in Figure 3.

Figure 3: Lowell's forecasted Population Growth 2015-2045 (PSU Pop. Research Center)



APPENDIX B

According to the 2016 American Community Survey, Lowell’s population is predominantly white. The second largest category in Lowell is Hispanics who represented 7.6% of the population in 2016.

Economic

According to Quarterly Census of Wage and Employment (QCEW) data from 2016 (the most current valid data), 35 businesses were listed as having a physical location within Lowell city limits. 20 of the 35 listed businesses report 0-2 employees. These are often home office businesses. This is confirmed by the geographic location of many of these businesses is; within residential neighborhoods. This is not a surprising finding in Lowell. Each business in the QCEW has an assigned North American Industry Classification (NAICS) Code. Because Lowell has a small number of businesses and employees, State confidentiality rules prohibit reporting specific employment by NAICS category. The NAICS categories with the most employees in Lowell are Education (39.3%), Construction (17.8%) and Transportation and Warehousing (7.3%). Manufacturing, Health Care & Social Services and “Other Services” all had 6.8%. Notably, Accommodation and Food Services made up less than 1% of the City’s employment in 2016.

Figure 4 below depicts median household income in Lowell in comparison to the county, state and nation according to the 2010 Census and 2009-2013 ACS. County income is lower than Lowell’s, but incomes are higher for Oregon and the United States.

Figure 4: Median Household Income and Poverty.

Area	Median Household Income	Individuals below the Poverty Level
US	\$53,046	15.1%
Oregon	\$50,229	15.7%
Lowell	\$45,300	8.0%
Lane County	\$42,931	19.7%

V. Existing Land Uses

The two primary controlling documents that guide planning and development in Lowell are the City’s Comprehensive Plan, and the Lowell Development Code (LDC). The purpose of comprehensive planning is to provide guidelines for conservation and development of community resources and to promote the public health, safety and general welfare of community residents. It is intended to ensure that the City’s livability will be enhanced rather than weakened when confronted with the pressures of growth and change.



Lowell’s downtown study area contains five of the City’s six distinct zoning districts, and one overlay district (see map on Page 1) . These districts determine and guide what types of development and activities are allowed in the area.

The purpose of the Single-Family Residential District (R-1) is to provide areas for low-density, urban, single-family residential use with provisions for associated residential or public service uses. Although the predominant zone in Lowell, the R-1 zone is understandably limited in the downtown study area.

The purpose of the Multi-Family Residential District (R-3) is to provide areas suitable and desirable for medium density multiple-family residential development. In the R-3 zone, the maximum dwelling units per acre is 15, unless approved as a conditional use. A relative concentration of multiple-family development has occurred along North Moss at the intersection with 4th Street. The southern part of this concentration of R-3 properties is located in the northern section of the downtown study area.



Street view of South Moss Street in the C-1 zone.

The purpose of the General Commercial District (C-1) is to provide areas appropriate for the full range of commercial activities to serve the needs of area residents and employees. Areas in the C-1 are should have good access to and from Lowell’s major thoroughfares and should be free from conflict with non-compatible land uses. In the C-1 zone, there is no minimum lot size, or maximum building height, except when abutting a residential zone. All development in the C-1 zone is subject to site plan review by the Planning Commission. The areas zoned C-1 in

Lowell are just north of the Downtown Commercial District, and are located along the northern edge of East North Shore Drive, near the intersection of West 2nd Street and North Moss, and the intersection of East 1st Street and North Pioneer.

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An existing commercial use across from Rolling Rock Park in the C-1 zone.

The Downtown Commercial District (C-2) purpose is to provide a central shopping center for the community to serve the needs of area residents and employees. The area should be Lowell's central feature of activity, supporting easy access, convenient pedestrian circulation and attractive amenities for all users. In the C-2 zone there is no set minimum lot size, a maximum building height of three stories, and all development is subject to site plan review by the Planning Commission. The areas zoned C-2 are along both sides of East Main Street, abutting Lowell High School to the south, and East North Shore Drive to the north. The Downtown Commercial District and adjacent properties will be the primary focus of the Lowell Downtown Master Plan.



Vacant lot in the C-2 zone on East Main Street.



The Gitty Goat, an existing commercial use in C-2 zone on East Main Street.

Comparison of Commercial Zones

The permitted and conditional uses in the two commercial zones in Lowell (C-1 and C-2) are similar with the main exception being in the C-1 zone residential care facilities, hotels or motels, and group child care facilities are allowed, but not allowed in the C-2 zone. In the C-2 zone

indoor commercial amusement and recreation uses are a permitted use, but not in the C-1 zone.

The purpose of the Light Industrial District (I-1) is to create, preserve and enhance areas for low intensity, light manufacturing and commercial development which create no obnoxious impact on abutting properties and are free from conflict with non-compatible uses. There is no I-1 zoning in the downtown study area. Presently, the only parcels zoned I-1 are in the northwest corner of Lowell along Seneca Street; this area is also known as the Lowell Industrial Park.

The purpose of the Public Land District (PL) is to establish development standards for public lands. Public lands are those owned by public entities, specifically, the Federal Government, State of Oregon, Lane County, and the City of Lowell, as well as special districts such as the Lowell Fire District and Lowell School District. Public parcels in the downtown study area are occupied by Lowell School District, Bridge Charter Academy, City Hall and Rolling Rock Park.

Non-conforming Land Uses in Downtown Lowell

Examination of the C-1 and C-2 zones identified non-conforming uses located in these zones. A non-conforming use is a use of property that was allowed under zoning regulations at the time the use was established, but which because of subsequent changes in those regulations, is no longer a permitted use. Non-conforming uses and structures are not illegal uses and structures; they are generally allowed to continue. There are currently six residences on parcels zoned for commercial use. Due to changes in the local land use regulations (including zoning), these uses would not be permitted today and are subject to regulations that discourage their perpetuation. What this means for Lowell is that over time, the City in a planning regulatory sense, is expecting the parcels zoned C-1 and C-2 to fully transition out of non-conforming uses and into commercial uses consistent with the purpose of the zone.

VI. Applicable Comprehensive Plan Goals and Policies

State Regulatory Framework

Since 1973, Oregon has maintained a strong statewide program for land use planning, and the foundation of that program is a set of 19 statewide planning goals. These goals express the state's policies on land use and on related topics, such as citizen involvement, economic development, housing, and urbanization.

Oregon's statewide goals are achieved through local comprehensive planning. State law requires each city and county to adopt a comprehensive plan, and the zoning and land-division ordinances needed to put the plan into effect. The local comprehensive plans must be consistent with the statewide planning goals. Plans are reviewed for such consistency by the State's Land Conservation and Development Commission (LCDC). Once acknowledged, the plan becomes the controlling document for land use in the area covered by that plan.

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A review of Lowell’s Comprehensive Plan, last updated in 2005, found several goals and policies that should guide the Downtown Plan planning process. Goals are statements of purpose and specify, on a general level, what the planning effort is intended to accomplish. The policies are The means by which the city will implement the plan; policies are official statements of strategy or principle that specify the intent concerning the future growth and development of the community.



Rolling Rock Park in the Center of Lowell



Outdoor amphitheater used for community events.

Planning

The first goal of the Oregon Statewide Planning Goals is citizen involvement. Lowell has adopted several goals and policies that ensure the public is informed of the planning process, and every opportunity is provided to include all residents to be involved during every step of the process.

- Goal 1: *“to encourage development in a planned and considered manner consistent with the community’s vision, general health, safety and welfare.”*
- Goal 5: *“to achieve effective communication between city residents and city officials and to provide an ongoing opportunity for all persons to participate in all phases of the planning process.”*

Relevant policies with respect to the planning process and the Downtown Plan include

- Policy 8: *“An active and on-going citizen involvement program shall be maintained by the City to insure that all citizens have an opportunity to be informed and involved in the planning process”*
- Policy 9: *“The City of Lowell shall reinforce the applicable Statewide Planning Goals as they apply to the community through specific goals, objectives and policies in response to community needs.”*

Consistent with the Statewide Planning Goals and the Lowell Comprehensive Plan, a Downtown Steering Committee has been formed as a part of the Lowell Downtown Master Planning process. The Steering Committee is made up of Lowell residents that represent a diverse range of backgrounds, and interests. The volunteer Committee is composed of existing members of

Committee, and at-large residents. It will be the Committee’s responsibility to guide progress, review deliverables, provide feedback, promote community involvement and provide direction to staff. Members of the Steering Committee include:

Lowell Downtown Master Plan Steering Committee:

Member	Affiliations
Aaron Graham	At-large resident, Parks and Recreation Committee
Pat Woodhurst	Parks and Recreation Committee
William George	Economic Development Committee
Michael Galvin	Lowell School Board, Economic Development Committee
Jerry Bjornstad	Planning Commission, Economic Development Committee
Lon Dragt	At-large resident
Lisa Bee-Wilson	Economic Development Committee
Don Swain	Planning Commission
Robert Burr	Economic Development Committee

Environment

Maintaining Lowell’s environmental quality is essential to the livability of the community. It’s important to consider how any future growth and development may impact the natural environment. The Downtown Steering Committee has made it evident that the community places a high value on the natural beauty and environmental resources Lowell has to offer.

- Goal 2 *“The City shall encourage developments that reinforce the aesthetic appeal of the community’s natural setting.”* This goal will be important to reflect on when developing street scape plans, and other landscape improvements for the downtown area.

Economy

Steering Committee members present a clear desire to realize what they view as Lowell’s potential to become more of a destination location. The Comprehensive Plan provides policies that are designed to strike this right balance between tourism and the needs of residents.

- Policy 1: *“The City of Lowell shall strive for continual and substantial progress toward improving the quality of life for area residents including livability and economic prosperity.”*
- Policy 2 *“The City shall actively encourage young families with children to locate in Lowell to support and maintain the Lowell School District.”*
- Policy 7 *“The City recognizes the need to create a centralized downtown business district in Lowell and shall encourage new retail, office and service commercial developments to locate there.”*

Housing

The Downtown Master Planning process includes looking at existing and potential locations for affordable housing. The Downtown Steering Committee has expressed interest in an active

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downtown core that involves mixed uses with ground floor commercial and residential above. These mixed uses have the ability to reignite a downtown core by bringing both commercial uses and people into downtown. The Comprehensive Plan addresses the future need of a diverse selection of housing units to meet all income levels of Lowell residents, including the desire to see a variety of mixed uses locating in the downtown core.

- Goal 1: *“To increase opportunities for all citizens of Lowell to enjoy safe, decent, sanitary housing at affordable prices.”*
- Policy 1: *“The City shall strive to provide all citizens of the community with the opportunity to live in sound housing, adequate to their needs, at reasonable cost relative to their income.”*
- Policy 5: *“The City shall continue to support increased residential development while also encouraging business and commercial activities that support residential community needs.”*
- Policy 6: *“The City shall develop standards for mixed use housing and commercial use in its downtown commercial core as part of Downtown Development Plan.”*
- Policy 9: *“The City shall support a wide range of housing types and innovative residential design and planning concepts.”*
- Policy 14: *“The City shall support orderly in-fill development of underdeveloped land in existing residential areas.”*

Land Use

Lowell’s commercial core is strongly impacted by the close proximity to retail and service centers in Eugene and Springfield. Outside influences may continue to limit commercial development in Lowell until a larger population is achieved. The goals and policies of the land use element of the Lowell Comprehensive Plan are divided into five sections: general land use, residential land use, commercial land use, industrial land use, and open space. In a way, the land use section of the Comprehensive Plan reiterates and combines most of the goals and policies found elsewhere in the plan. For the purpose of this section, the following goals and policies apply:

- Goal 4 *“To provide an inviting Downtown Core Area enhanced with mixed uses, sidewalks, bike lanes, landscaping, distinctive lighting and underground facilities.”*

Residential

- Policy 3 *“The City shall encourage the removal and rehabilitation of unused or abandoned/dilapidated buildings.”*
- Policy 7 *“The City shall encourage in-fill development on over-sized lots.”*
- Policy 8 *“The City shall consider mixed use developments within the downtown core area.”*

Commercial

- Policy 10 *“The City shall complete a Downtown Development Plan to encourage commercial and public uses to locate within the Downtown Core Area.”*
- Policy 11 *“The City shall encourage commercial facilities that will serve the needs of the community as well as those of the visiting tourists and recreational participants.”*
- Policy 12 *“The City shall ensure that future commercial development will not have a significant adverse effect on surrounding land uses.”*
- Policy 13 *“Vehicular and pedestrian efficiency and safety shall be required criteria for all commercial developments.”*
- Policy 14 *“The City shall encourage redevelopment of existing commercial properties that are underutilized or those that have fallen into disuse.”*

Open Space

- Policy 24 *“The City shall require inclusion of landscaping as an integral part of site and street developments.”*

It must be noted that the Comprehensive Plan, developed in 2005, incorporated a vision, goals and policies for the downtown core, which resonates with much of what City staff and the Steering Committee have expressed a desire for: open space, mixed use, economic development, and housing.

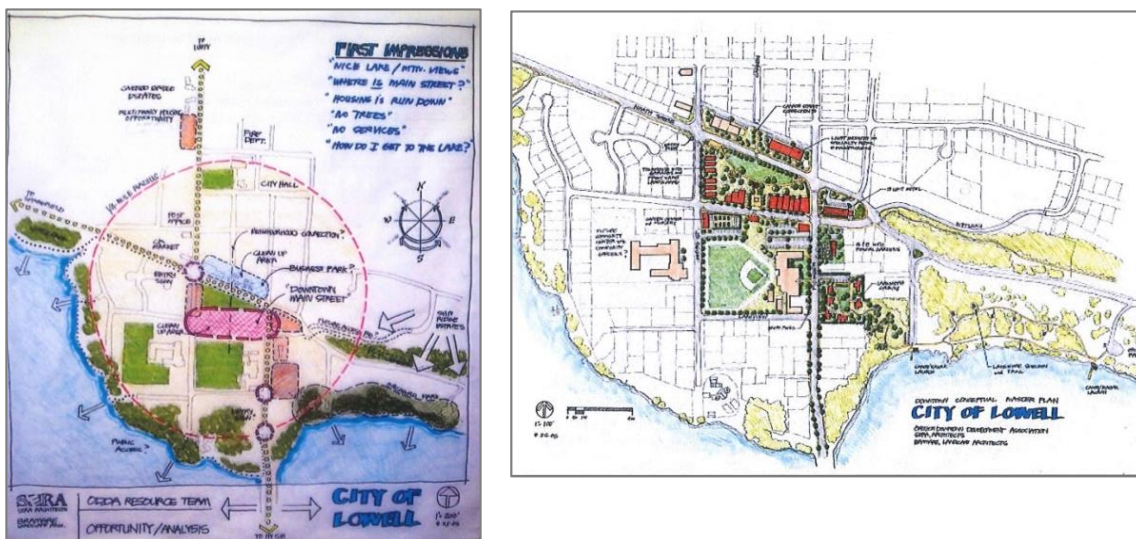
VI. Applicable Plans and Studies

Downtown Lowell Resource Team Report, 2005

Out of all existing plans and studies, the Downtown Lowell Resource Team Report completed in 2005, is the most applicable to the current Lowell Downtown Master Planning process. The goals of the resource team were to assist revitalization of a downtown business district, including exploration of mixed use. The Resource Team was on-site in Lowell for three days over which they collected information and feedback from residents through a series of public meetings. Among the recommendations that resulted from the plan were to enhance Rolling Rock Park and improve its relationship with downtown, and to focus new business development and expansions within the downtown commercial district. The plan also included several beautification projects that involved improvements being made in public areas and to rights-of-way near the town entrance and downtown core.

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Concept drawings from the 2005 Downtown Lowell Resource Team Report



Lowell Urban Renewal Plan, 2009

The Lowell Urban Renewal Plan was developed with the help of the Urban Renewal Advisory Committee. This committee is comprised of individuals representing varied interests in the Lowell community. The purpose of urban renewal is to improve specific areas of a city that are poorly developed or underdeveloped. These areas can have old or deteriorated buildings, public spaces that need improvements, streets and utilities in poor condition, a complete lack of streets and utilities altogether or other obstacles to development.

Urban renewal allows for the use of tax increment financing to fund urban renewal projects. Urban renewal is unique in that it brings its own financing: tax increment financing (TIF). Tax increment revenues, the amount of property taxes generated by the increase in total assessed values in the urban renewal area from the time the urban renewal area is first established, are used to repay borrowed funds.

The Urban Renewal Area in Lowell consists of approximately 138.6 acres of land including rights of way. Among the areas included are: Downtown adjacent to Main Street, Moss Street corridor, and the school districts properties.

Economic Development Strategic Plan, 2003

The plan is intended to assist the Lowell community in its economic development efforts and improve opportunities for long-term family-wage jobs in the Lowell area by identifying types of compatible employers that would most likely to be interested in locating in the Lowell area and be able to market itself to potential employers.

The plan provides relevant demographic and economic data that describes the community, its economic status, and workforce. As the plan is nearing two-decades in age, some of the economic and demographic data may have changed and will need to be updated for use in the Lowell Downtown Plan; the same level of analysis that was completed in the 2003 plan is

unlikely to be repeated in the Lowell Downtown Plan, though will contain relevant economic and demographic data.

City of Lowell Strategic Plan, 2018

The City of Lowell's Strategic Plan, adopted by the City Council, is the management plan for the City. The Strategic Plan is a political, compliance, and inspirational document that serves two main purposes. First, the plan provides the Council's political direction in addressing the City's vision, mission, goals prioritized objectives, and evaluation criteria. Second, the Strategic Plan, with action taken by the Council in the prioritizing of the objectives, provides clarity and inspiration to the City Administrator and staff in addressing the priorities of the Council and community.

The Strategic Plan calls for several goals and objectives to be met with respect to the Lowell Downtown Plan. Under the goal and objective of community development and economic vitality, objective 5.5 calls for a Downtown Master Plan steering committee shall submit a progress report to City Council by the end of 2018. A Downtown Master Plan steering committee was formed during the May Planning Commission meeting. Under the strategic goal of quality of life include several elements that will be a part of the Lowell Downtown Plan, including, but not limited to, parks and recreation opportunities and community beautification efforts. Lastly, under the objective of planning and zoning, call for the City Administrator to identify and apply for funding opportunities to complete a Transportation System Plan (TSP) or Local Street Network Plan (LSNP) that shall include design standards for street, lighting and sidewalks.

Pavement Preservation and Maintenance Plan, 2018

The City regularly undertakes projects to maintain or improve key streets within the community. This project has been developed to evaluate the existing roads within the City that are in need of repair, and assist the City in completing repairs in an efficient and timely manner.

Lowell School District 10-Year Facilities Planning, 2016

In 2016, the Lowell School District completed a 10-Year Master Planning process that culminated in an open house for residents to learn about the plan and the future of the Lowell School District. The goal of the plan was to review all Lowell School District facilities in the context of current needs, enrollment and projections for the next decade. With the location of the High School and Junior High School near the downtown core of Lowell, the planning and public involvement should take into consideration the relationship between the schools and downtown in terms of aesthetics and pedestrian access.

Dexter Lake Shoreline Management Plan (SMP), USACE, 2008

In 2008, the US Army Corps of Engineers made a decision to update its Dexter Lake Shoreline Management Plan in response to dealing with a variety of controversial shoreline issues during 2005. The Willamette Valley Project staff recognized that the 1995 SMP did not provide sufficient detail and guidance to resolve many of the issues. The purpose of the SMP is to provide guidance for managing the Dexter Lake shoreline. The SMP addresses rules and

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regulations, shoreline allocations, and requirements for permitting private facilities on public lands. The scope of the SMP is along the Dexter Lake shoreline and does not have a focus on the downtown core of Lowell. However, if future development occurs along Dexter Lake shoreline, the SMP will be a document in need of consultation.

APPENDIX C

Lowell Downtown Plan Update Technical Memorandum 2: *Physical Analysis of Downtown Study Area*

I. Introduction

The City of Lowell secured grant funding through the Oregon Department of Land Conservation and Development (DLCD) to pursue a Downtown Master Plan (Plan). As part of the planning process, LCOG and The Urban Collaborative conducted a physical analysis of existing conditions in the Lowell downtown study area.

II. Study Area for the Downtown Master Plan

The study area, defined in Technical Memorandum 1, is depicted in Figure 1, which is the base map for the physical analysis.

III. Methodology

The physical analysis was conducted through a guided site visit, measurements, field verification, photography, using data from Geographic Information Systems (GIS), and reviewing satellite maps of the area.

IV. Physical Analysis

a. Figure 2: Current Land Use

The current land use map differs from the Zoning Code map depicted in Technical Memorandum 1 in that it focuses on the current, specific uses of each tax lot. The tax lots in Lowell are primarily used for single-family housing, with some mobile homes. A small number of tax lots in the study area are used for multi-family housing.

Outside of residential uses, the majority of land within the downtown area is currently used for public and civic use, shown in blue. This includes public parks, religious property, Lowell Grange, and Lowell Elementary and High Schools. There is some light industrial use along North Shore Drive and Main Street as well as a small amount of commercial use mostly along N Moss Street, which includes Lowell's grocery market.

More intense land uses are focused around busier roads and intersections and there is ample opportunity for further development along these roads and intersections, especially commercial, retail, and other services, without disturbing residential areas.

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Figure 1
Downtown Lowell: Study Area

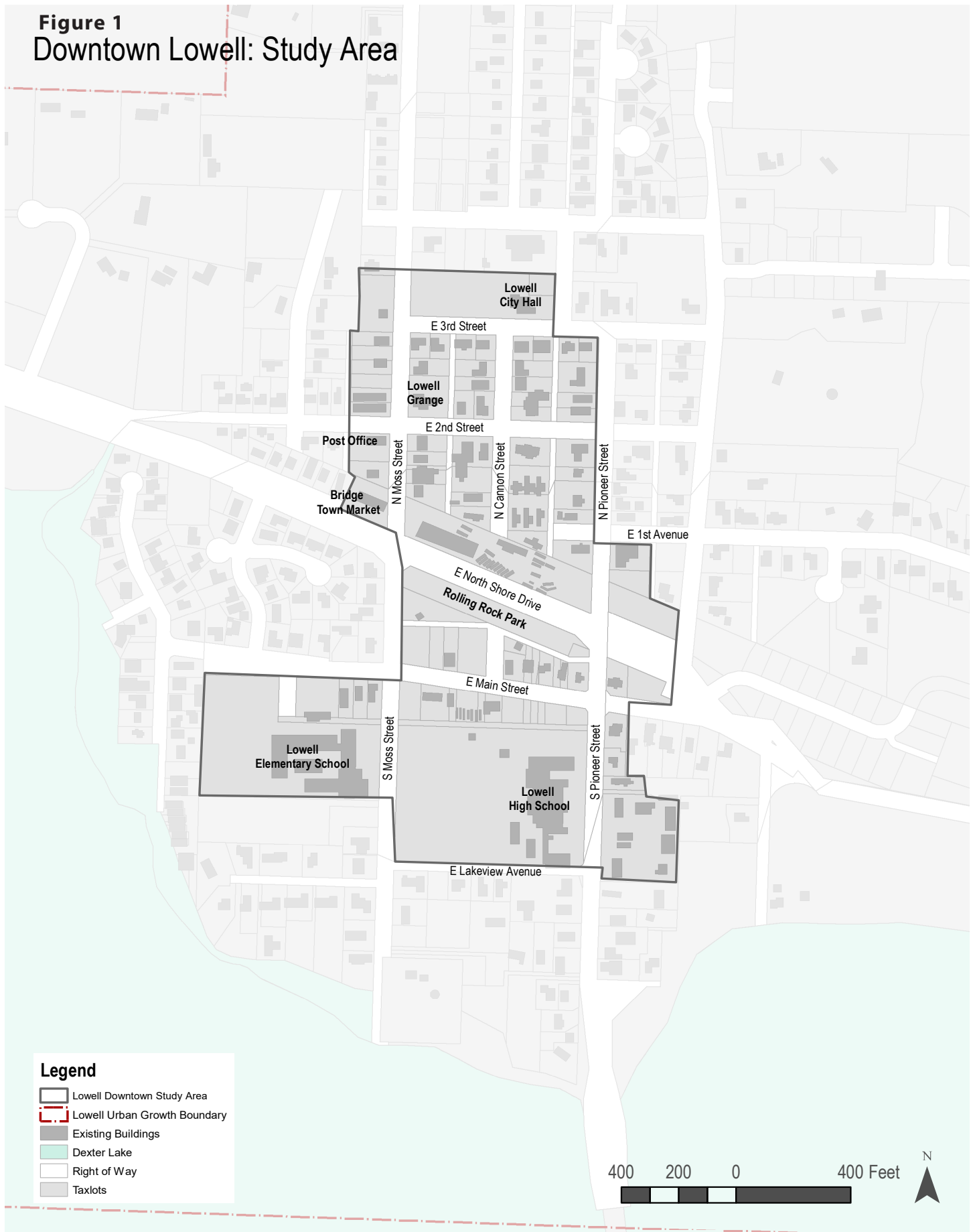
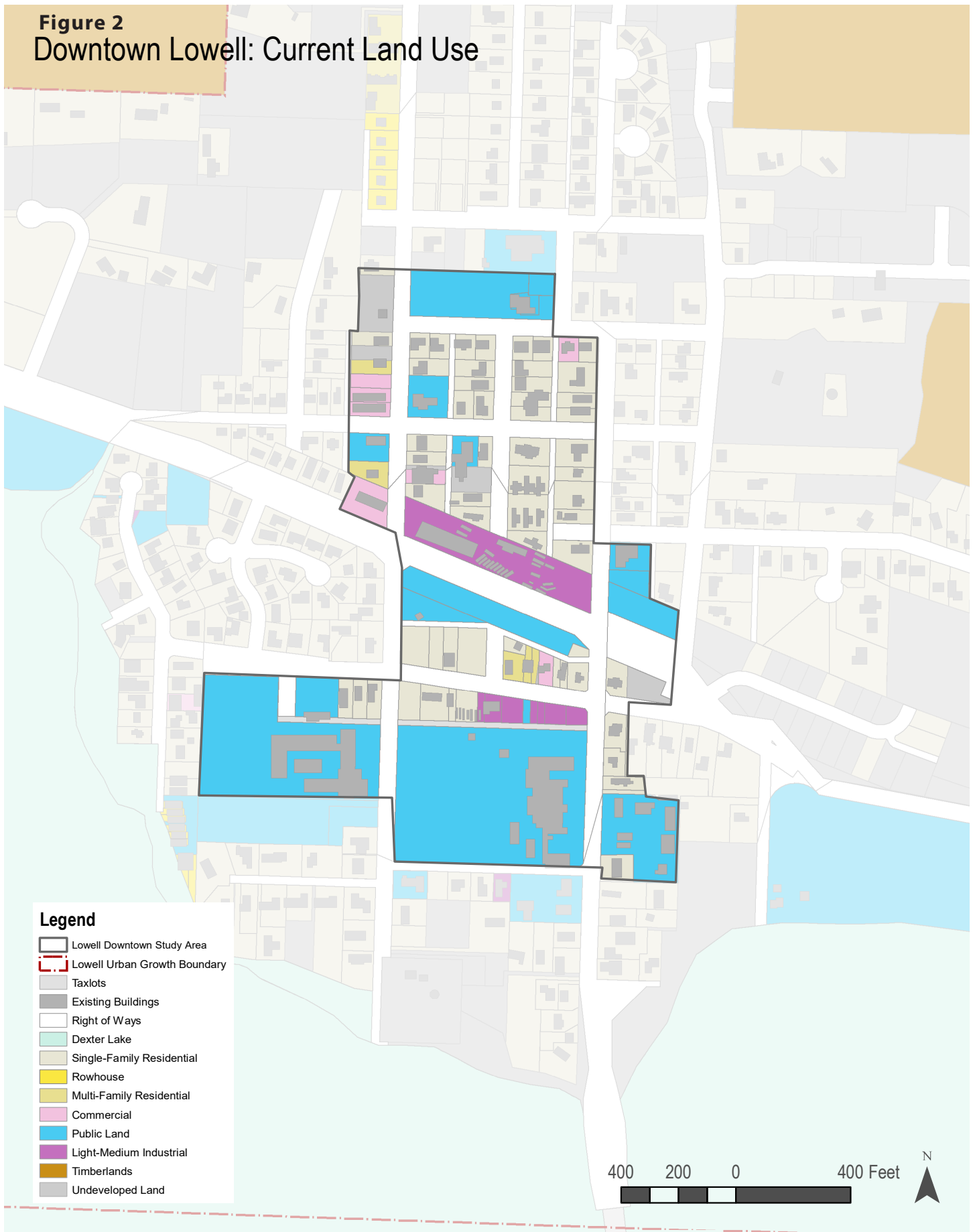


Figure 2
Downtown Lowell: Current Land Use



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b. Figure 3: Access to Public Amenities

The downtown study area is rich in public amenities and resources, all within a five-minute walk from Rolling Rock Park, which is often characterized as the center of the downtown area. The Walk Circles shown on the map indicate a quarter mile, or five-minute walk, from both Rolling Rock Park and City Hall. This illustrates that downtown Lowell is very walkable and public amenities are accessible to residents of all ages and abilities. Both the elementary and high schools are very close to downtown and Main Street, and community gathering places, such as the market, churches, and the grange all, are easily accessible throughout the surrounding neighborhood.

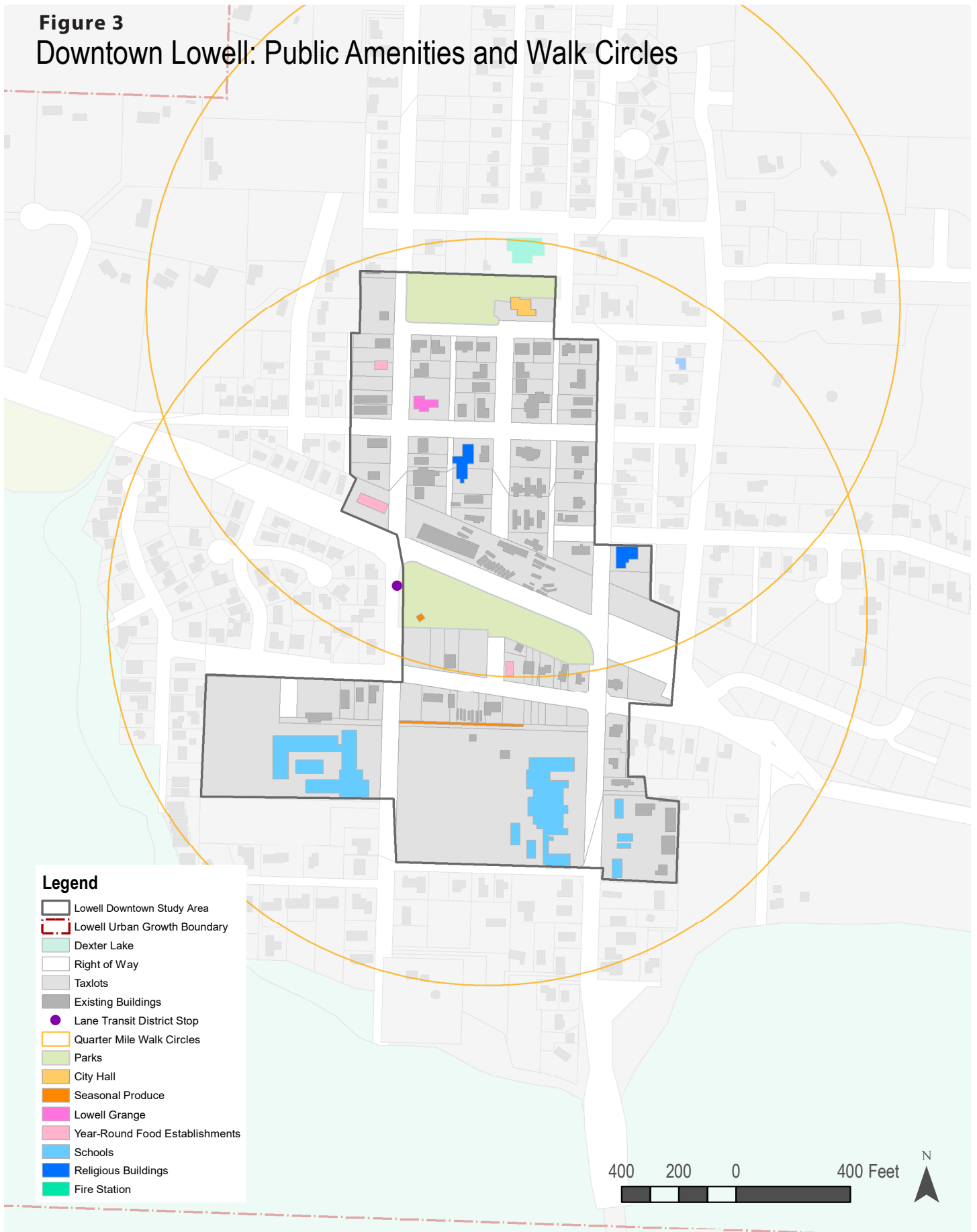
Access to food and beverage options are limited in the area. Year-round food establishments are few and spread out. Armando's Mexican Restaurant, shown below, stands out as a restaurant by itself on South Moss Street. The farmer's market offers an additional source of food items in downtown, but is only available once a week during summer months.



c. Figure 4: Existing Gateways and Markers

Distinct gateways help define an area and are an important way for a town to establish a sense of place. Currently, the only significant marker for downtown Lowell is the "Welcome to Lowell" sign placed at the northwest corner of Rolling Rock Park, shown below.

Figure 3
Downtown Lowell: Public Amenities and Walk Circles



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Figure 4
Downtown Lowell: Gateways and Markers



While the sign is a distinct marker when approached from the north, one of the main entrances to Lowell is from the south, as cars come across the bridge on Dexter Lake. Another marker or gateway along S Pioneer Street would help to define the southern entrance to Lowell and the downtown area.



d. Figure 5: Building Condition Analysis

All buildings, except residences, were rated for their physical condition. Buildings are judged to be of good condition if there is no sign of physical damage or aging on the façade. Buildings are judged to be of fair condition if there is a sign of slight ageing of the façade. No buildings within the study area are judged to be of poor condition. In general, nonresidential buildings in the downtown area are in good condition; however, more could be done to beautify the neighborhood.

e. Figure 6: Building Height Analysis

Buildings within the study area that are one story were indicated in orange; buildings that are two stories were indicated in green. The study area features primarily one-story buildings, indicating design pattern of low-rise buildings in Lowell.

f. Figure 7: Sidewalk Condition Analysis

The sidewalks were evaluated based on their quality. Sidewalks of good quality, indicated in green, feature accessible ramps and tactile paving for the visually impaired. The good quality sidewalks also have even paving. The sidewalk running through Rolling Rock Park, shown below, is an example of a good quality

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Figure 5
Downtown Lowell: Building Condition Analysis

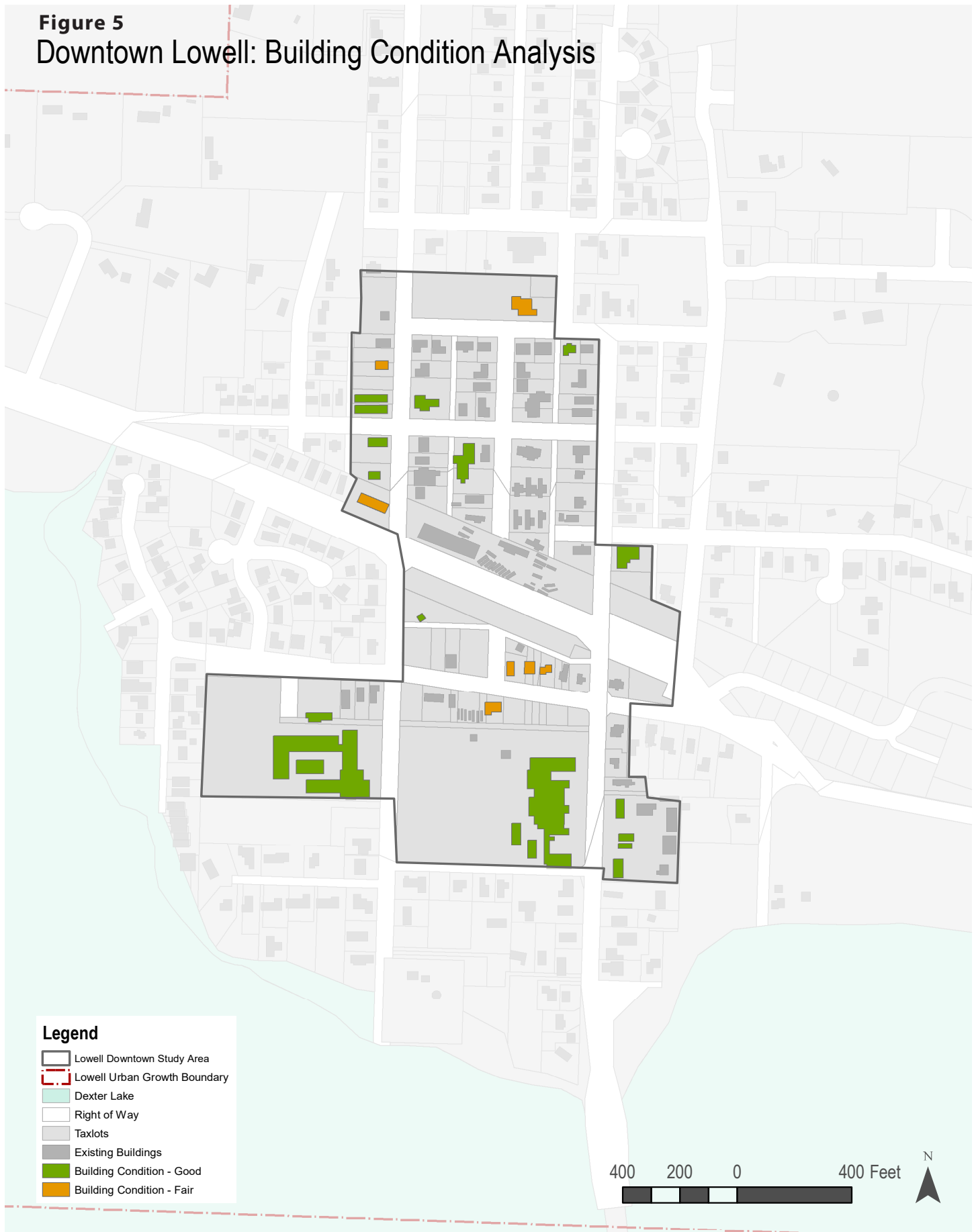
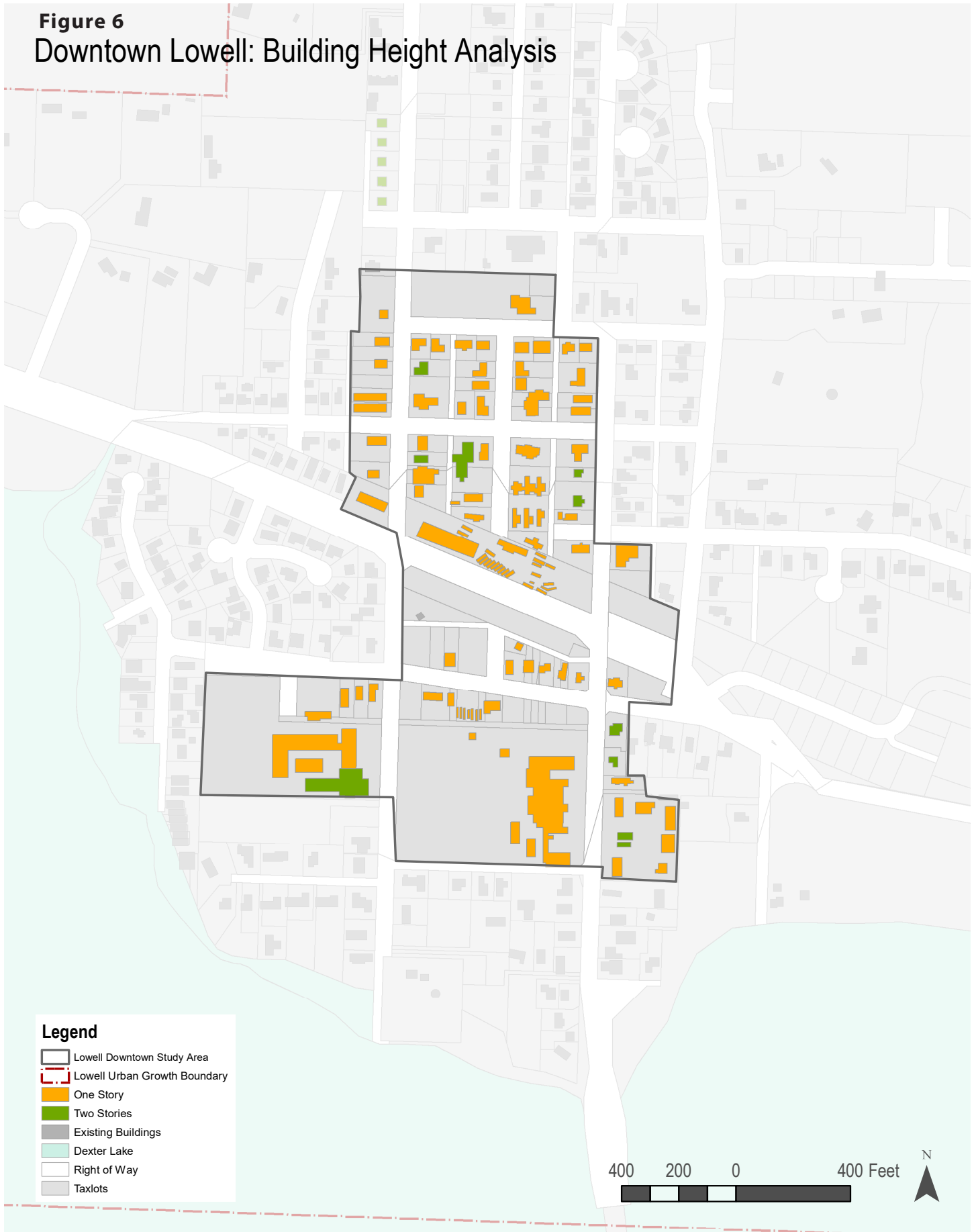
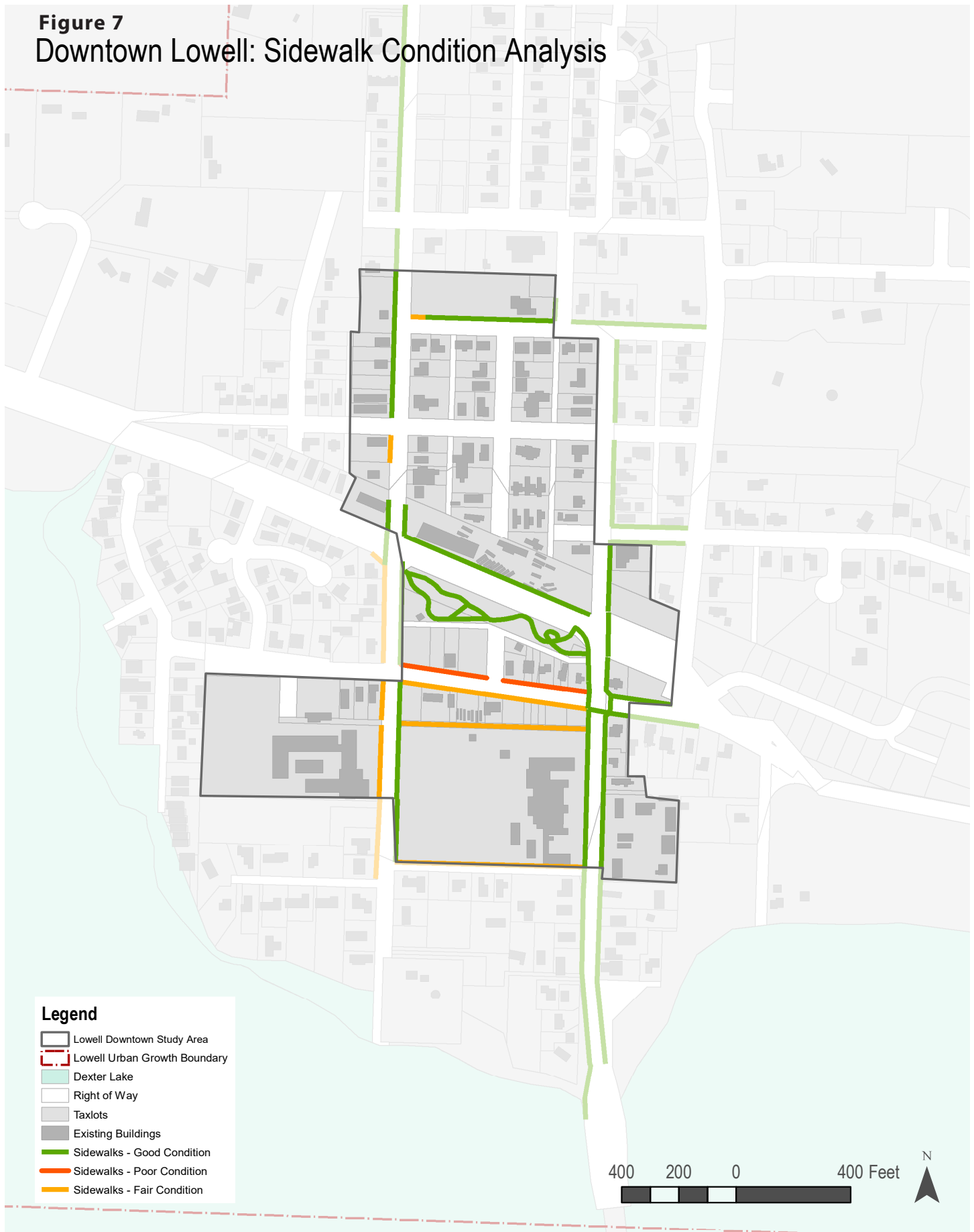


Figure 6
Downtown Lowell: Building Height Analysis



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Figure 7
Downtown Lowell: Sidewalk Condition Analysis



sidewalk in the downtown area. Fair quality sidewalks have rougher paving with no curb ramps on some intersections. Poor quality sidewalks have cracks, holes, and/or are slanted.



Sidewalk in Rolling Rock Park



Crossing at North Shore Drive and Moss Street

Walkability is essential to a successful downtown and sidewalk and road crossings are an important part of walkability.

Recently, Lowell has installed several new pedestrian road crossings which greatly improves pedestrian circulation. Over time, all of the sidewalks in the downtown area should be improved to good quality, connected sidewalks with accessible ramps.

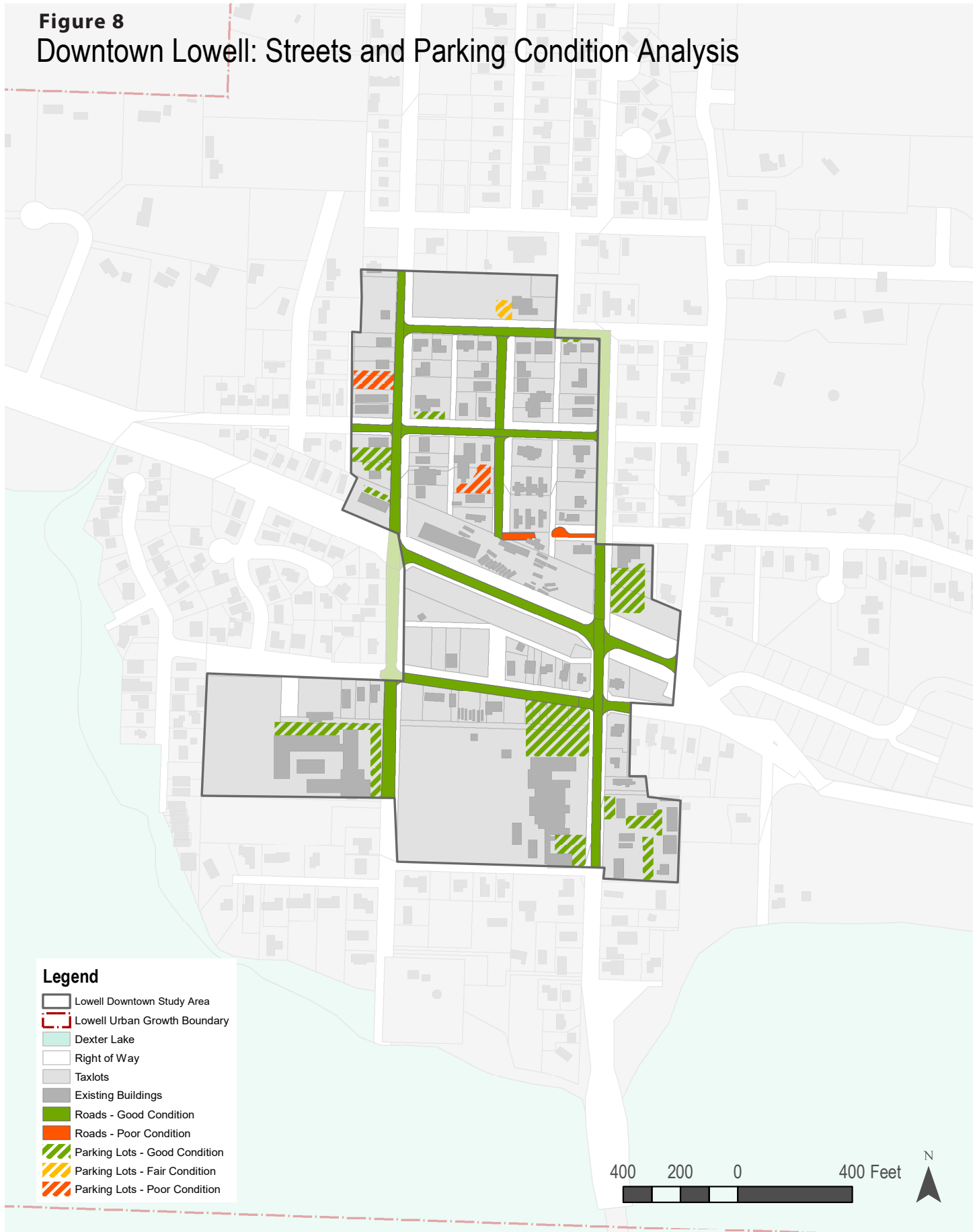
g. Figure 8: Streets and Parking Condition Analysis

The team analyzed street and parking lot condition in the downtown study area. Good quality streets and parking lots have even paving, crosswalks, and clear markings. The intersection of North Shore Drive and Moss Street is an example of a good quality street and crosswalk. There were no streets deemed fair quality. Gravel roads were designated poor quality; however, this does not necessarily mean they need to be changed. Figures 8-A through 8-G are street sections of specific streets in the study area, indicated on the Streets and Parking Condition map. These help to indicate the current streetscape in the downtown area and will help with future planning efforts. Please note the street width measurements still need site verification.

The majority of parking lots in the study area are in good condition, such as the parking lot in front of Bridge Town Market, shown below. While the parking lot next to City Hall is paved, it was determined to be of fair condition because it lacks parking lines to differentiate between parking spots. The parking lots in poor condition are gravel parking lots.

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Figure 8
Downtown Lowell: Streets and Parking Condition Analysis



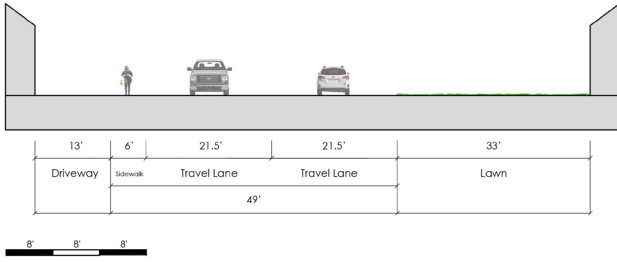


Figure 8-A: North Moss Street

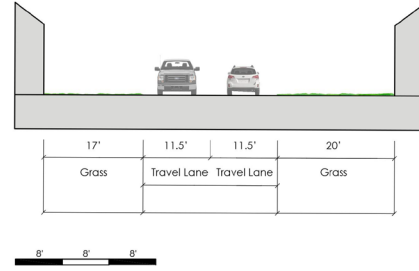


Figure 8-B: East 2nd Street

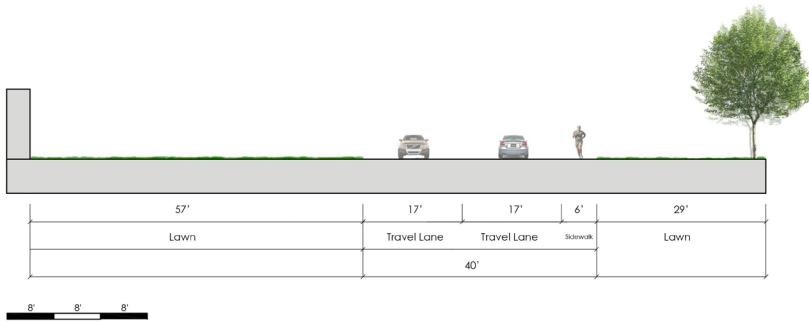


Figure 8-C: North Pioneer Street

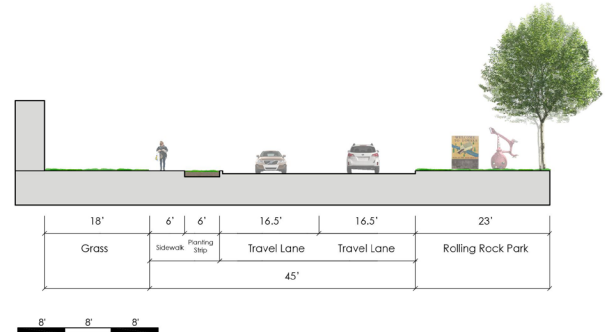


Figure 8-D: North Shore Drive

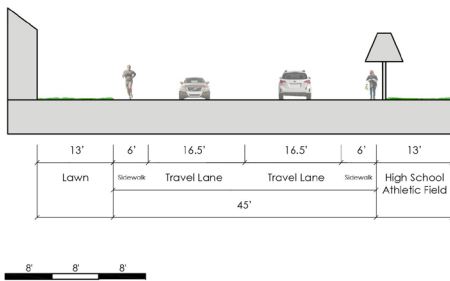


Figure 8-E: South Moss Street

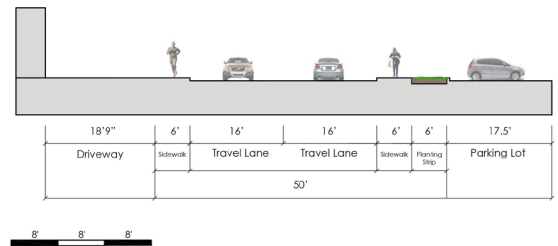


Figure 8-F: East Main Street

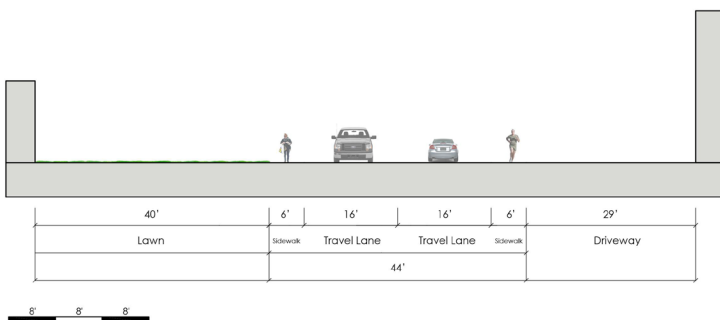


Figure 8-G: South Pioneer Street

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h. Figure 9: Undeveloped Land

This map highlights the tax lots within the study area on which there is no permanent development. There are several undeveloped parcels of land close to Main Street and North Shore Drive, the center of downtown Lowell, which indicates a great opportunity for future development to be centered in this area.



i. Figure 10: Redevelopment Potential

This map identifies the undeveloped land, as well as parking lots and open spaces as potential areas for redevelopment of some form. While there are no current plans to build on open spaces, the parks within the study area are highlighted because parks can be important areas that promote development in their surrounding context. The open spaces within the school tax lots are similarly highlighted because they are open to all members of the public during non-school hours, and therefore could be further enhanced to provide significant support to surrounding development in the downtown area. Parking lots are highlighted to indicate parcels of land that are easy to develop, as parking could be moved nearby or onto the street.

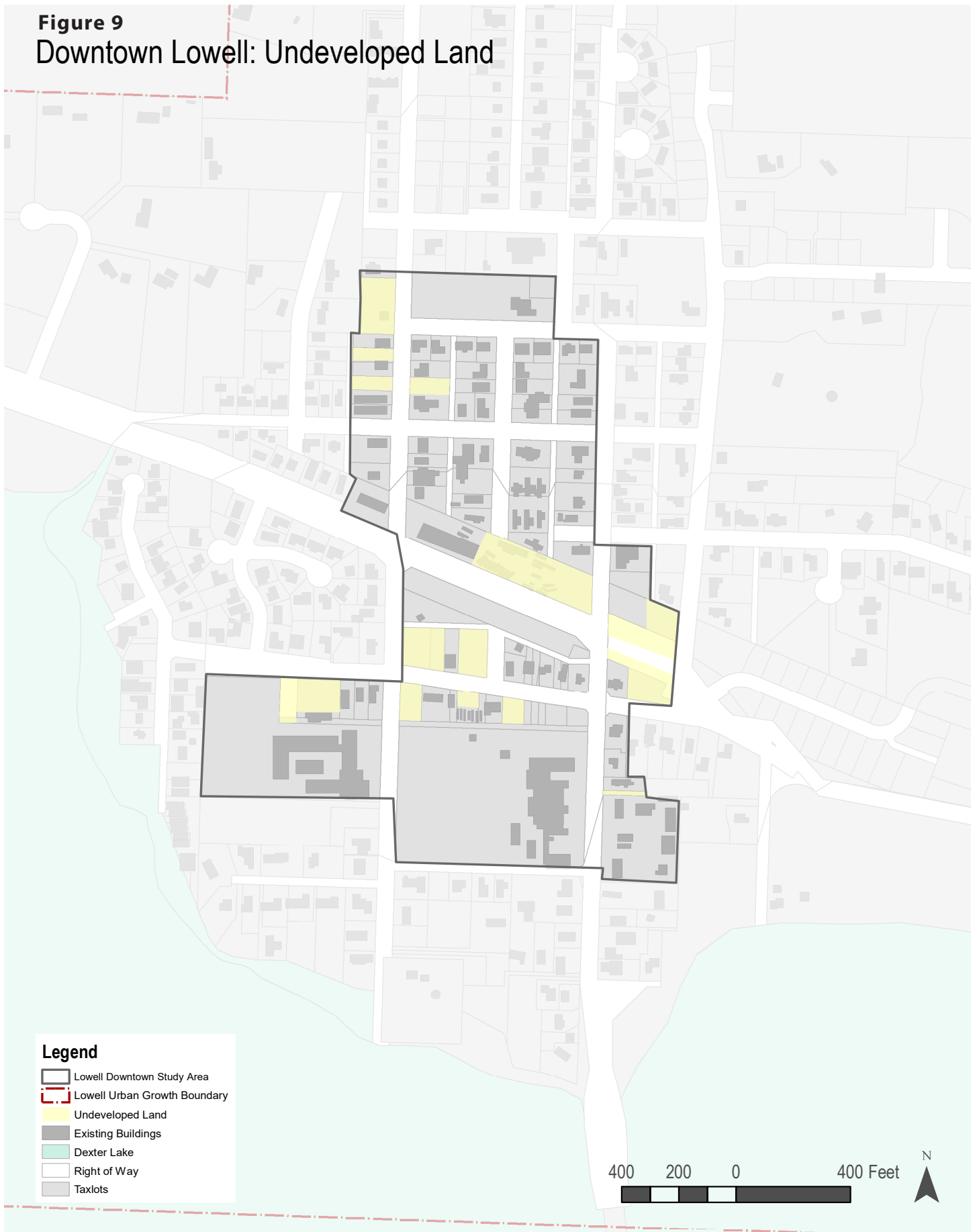
j. Bicycle Connectivity

In the study area and in surrounding areas of Lowell, there are no separate bicycle lanes or shared lane markings, “sharrows,” on roads. In general, road traffic is slow on most streets except North Shore Drive and South Pioneer Street, which explains the lack of bicycle-related infrastructure. However, as bicycle tourism increases throughout Oregon, especially on designated routes such as the covered bridge loop, it will be important to plan for bicycle infrastructure with future development and growth.

k. 100 Year Floodplain

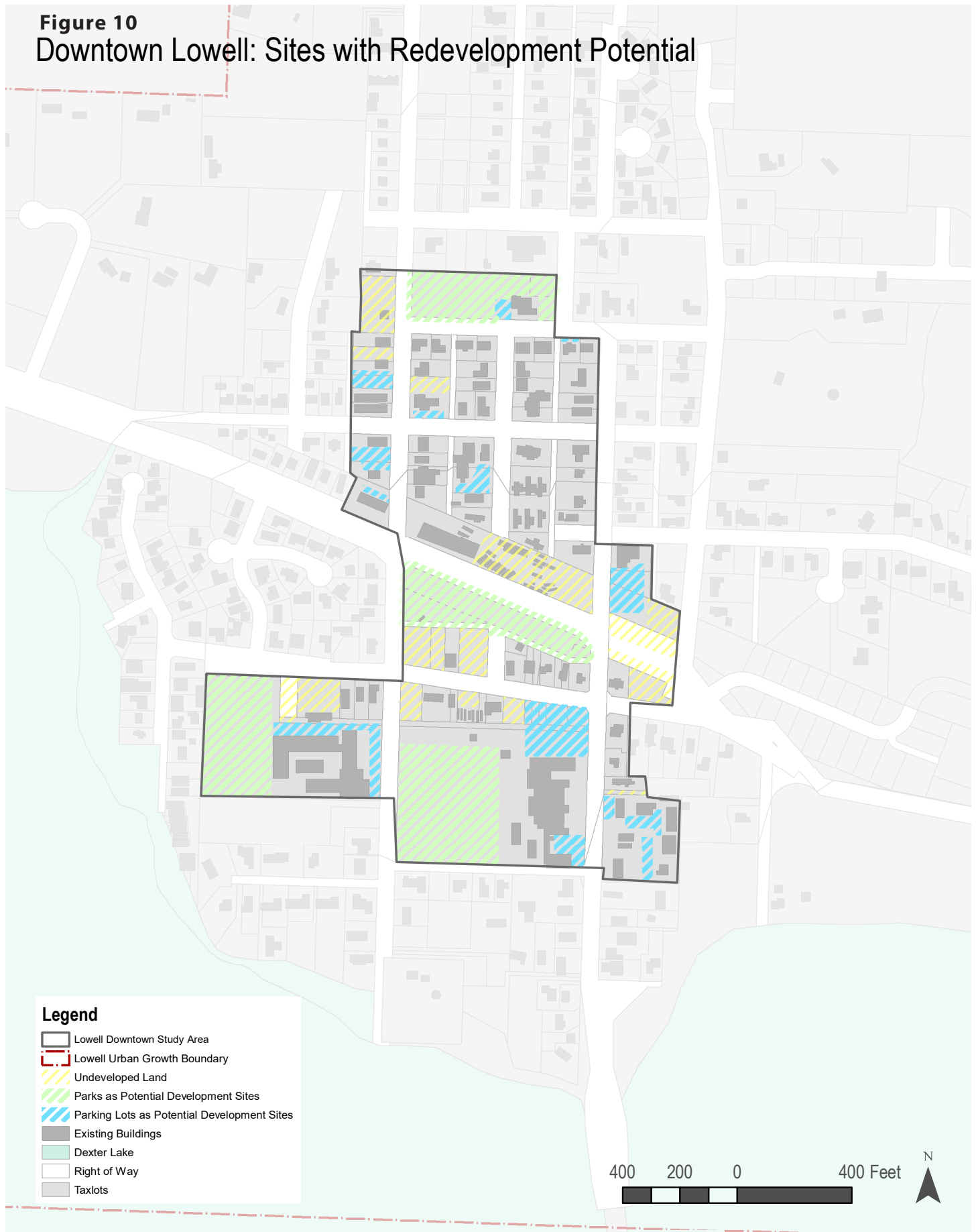
All of Lowell sits within the 100-year floodplain according to 2016 data from the Federal Emergency Management Agency (FEMA). This indicates that property within the downtown master plan site must have proper flood insurance for future development. Buildings built on this property should follow the building standards of the International Building Code (IBC) and meet standards indicated in the American Society of Civil Engineers (ASCE) reference ASCE 24.

Figure 9
Downtown Lowell: Undeveloped Land



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Figure 10
Downtown Lowell: Sites with Redevelopment Potential



APPENDIX D

Lowell Downtown Plan Update Technical Memorandum 3: *Stakeholder Outreach*

I. Introduction

Stakeholder outreach is an integral component of the Lowell Downtown Plan update. Consistent with the Oregon Statewide Planning Goal 1, Lane Council of Governments (LCOG), Urban Collaborative, and the City of Lowell, in conjunction with the Department of Land Conservation and Development, have engaged in several outreach events early in the process including: a booth at the Blackberry Jam Festival on July 28th from noon to 7:30 P.M., a survey (in cooperation with the University of Oregon’s parallel Parks and Recreation Master Plan update), and four stakeholder focus group meetings. This memorandum provides a summary of those outreach events and feedback collected.

II. Blackberry Jam Festival Feedback

The Downtown Plan Steering Committee along with representatives from LCOG and the Urban Collective sponsored and set up a booth at the Blackberry Jam Festival on July 28th, from Noon to 7:30 P.M. The goal of this outreach effort was to introduce the project and interact with community residents and visitors enjoying the festival. It provided an opportunity for those in attendance to provide feedback in an informal setting. Those in attendance were given summary information (See Attachment A) and were also encouraged to share their answers to the questions: “What do you want to see in Downtown?” and “What’s the future of Downtown Lowell?” Comments received are organized below. The number in parentheses indicates the number of identical (or very similar) responses received.

Business/Economic

- More options for food/reasonably priced (8)
- Brew Pub (3)
- More jobs and businesses located downtown.
- Drive in movie theater.
- Coffee shops/boutique shops
- Fitness center
- Laundromat

Housing

- Reduce System Development Charges (SDCs) for mixed use buildings (like Eugene/Springfield)
- Affordable housing



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Public/Community Spaces

- Music in the park (5); Movies (2)
- Water play features for kids(4)
- More shade in open spaces (3)
- Green grass in Rolling Rock Park (3)
- More activities for teenagers/skate park (2)
- Pool (2)
- Off-leash dog park (2)
- Movies in the Park (2)
- Interpretive signs (2)
- Interactive parks
- Friday night gut drive (“Dragging Main”)
- More pokestops
- Geo-caching (involving City Hall)
- More events
- Kid’s sports (fields/facilities)
- More mail service
- Senior center
- More places to hang
- Bring City Hall and Library to part of Rolling Rock Park
- Clear center
- Artist residency program

Accessibility

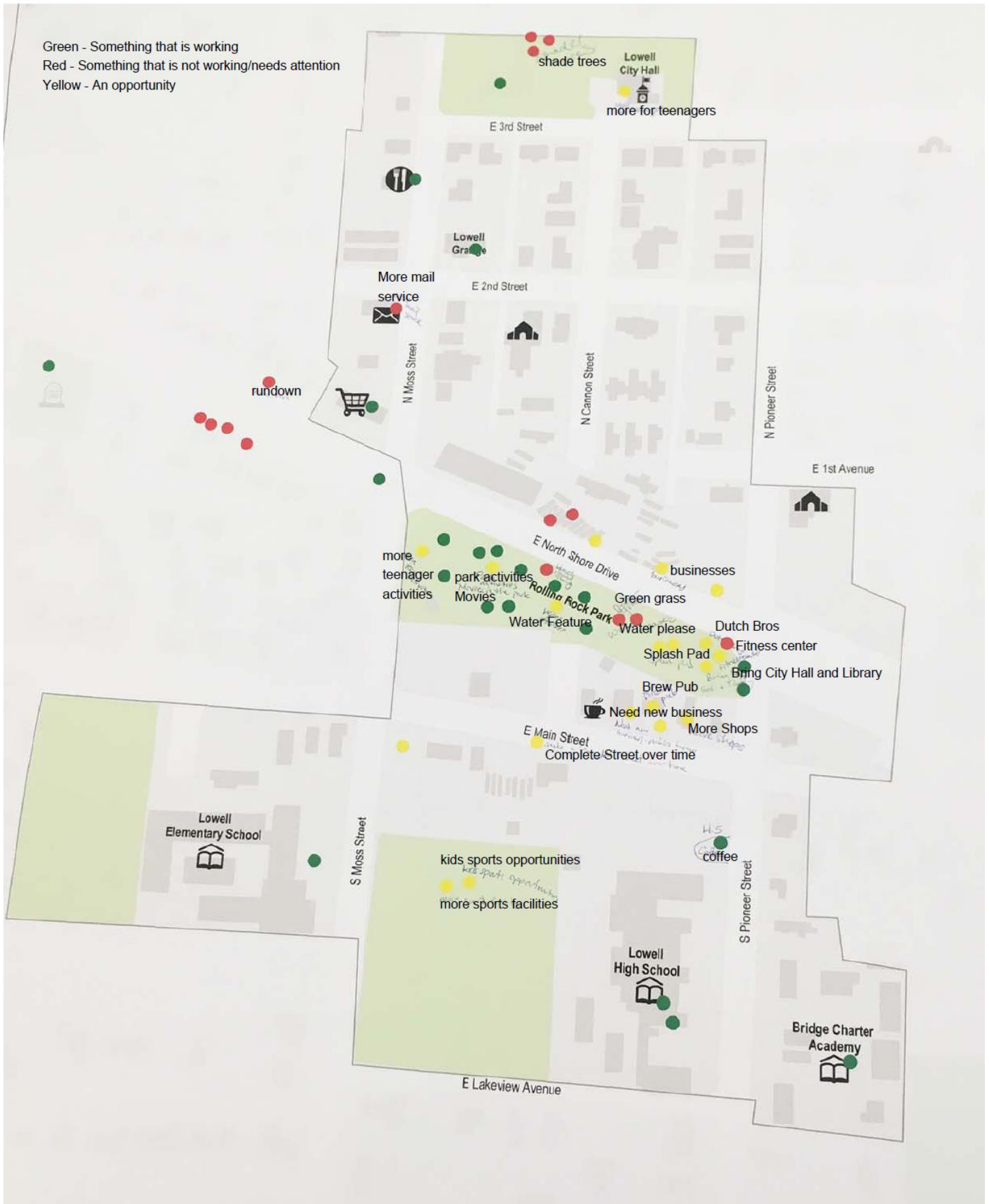
- Better and safer connection to lake (6)
- LTD bus service on weekends (5)
- Sidewalk access from North Shore to Third Streets
- Make Main Street a complete street over time

Other/Non-Downtown

- Paved trails around lake
- Docks

The booth also provided an opportunity for attendees to provide feedback on maps. Attendees were encouraged to look at a map of Lowell’s downtown area, and identify areas where good things were happening with a green dot, where bad things are happening with a red dot, and where there was particular potential with a yellow dot. Attendees frequently shared notes to narrate their feedback. This feedback is summarized in Figure 1 on Page 3. Figure 1 also serves as a map reference for some of the answers to the questions summarized above.

Figure 1: Scan of mapping exercise from project booth at Blackberry Jam Festival, July 28, 2018.



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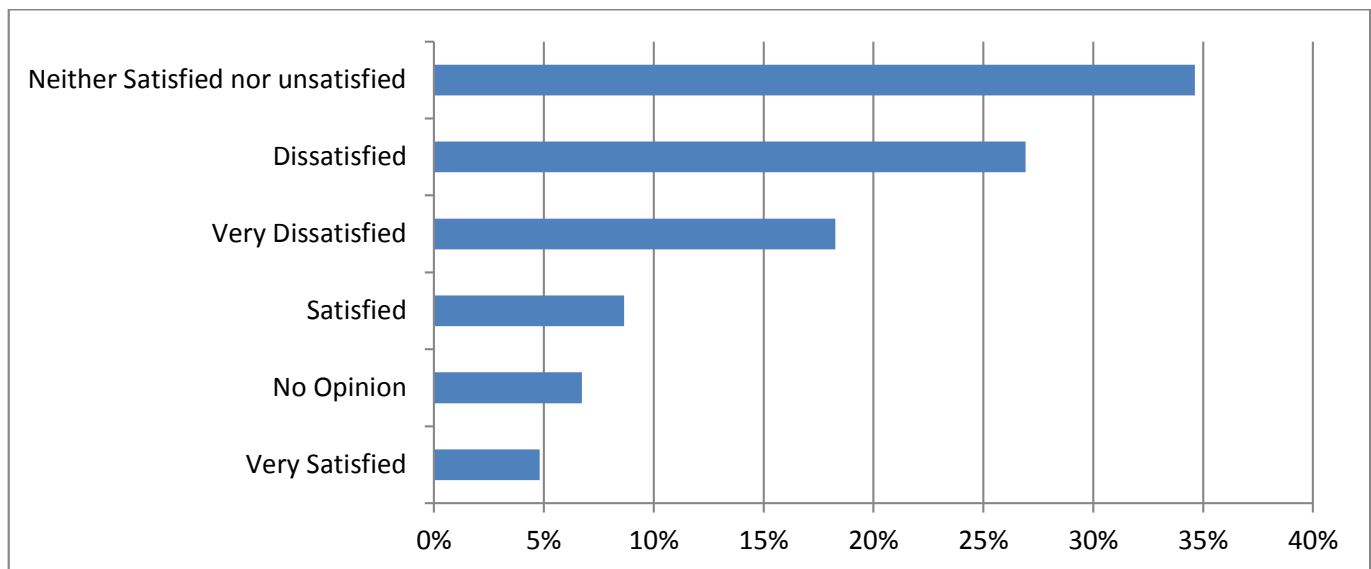
III. Survey Feedback

Project and City staff worked in coordination with the University of Oregon’s Institute for Policy Research and Engagement (IPRE), to seize an opportunity to gain valuable feedback from Lowell residents by piggy backing off IPRE’s Park Master Plan survey which was in development when the idea was first discussed. As a result, eight survey questions relating to Lowell’s Downtown were included on the survey. The survey was delivered to residents through the City’s utility billing process. An analysis and discussion of those results follows. Some surveys were also distributed at the Blackberry Jam Festival event.

Distribution of the survey included 412 being mailed, in which 117 responses were received (72 paper surveys returned; 45 online submissions.) At the end of the survey respondents were asked to list their zip code, of those zip codes listed, 100 out of 105 were located within Lowell or Fall Creek.

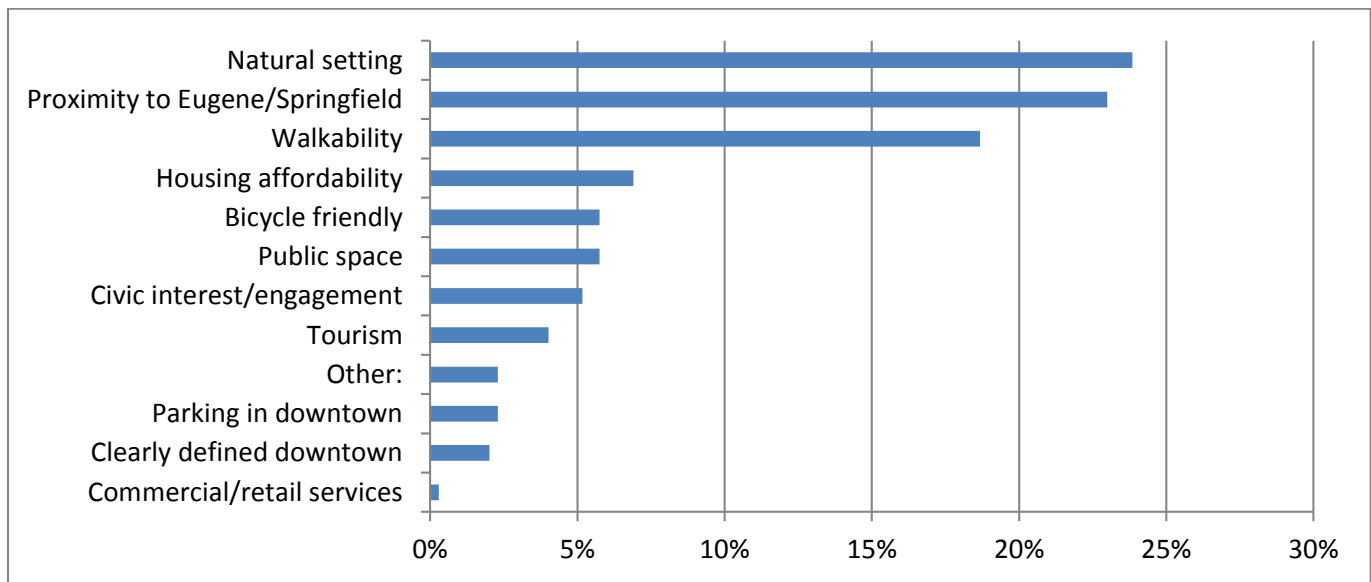
The survey and survey results are included in their entirety as Attachments B and C.

Question 19: How satisfied or dissatisfied are you with Downtown Lowell now as a destination and central gathering area for the City of Lowell?



Survey responses to this question are mixed. 27% of respondents responded they are dissatisfied with Downtown Lowell as a destination and central gathering place, while only 9% of residents indicated they were satisfied. The category that received the most responses was neutral (e.g. neither satisfied nor unsatisfied) identified by 35% of respondents. Several survey comments indicated that there is room for improvement in regards to making Downtown Lowell a primary destination and or gathering place that residents and visitors can identify.

Question 20: What are Lowell's current strengths and/or assets? (Select all that apply)



The survey results suggest that residents feel that proximity to the Eugene/Springfield Metro Area and Lowell's natural setting and natural resources are its biggest assets. The proximity allows residents to address their employment and service needs relatively close to their home, while living in and being able to enjoy the benefits of a more rural setting. Lowell is located adjacent to several natural resource recreational areas including: Dexter Lake, Fall Creek Lake, Lookout Point Lake and Elijah Bristow State Park. Lowell has also strongly identified with these, and more, natural resource recreation areas.

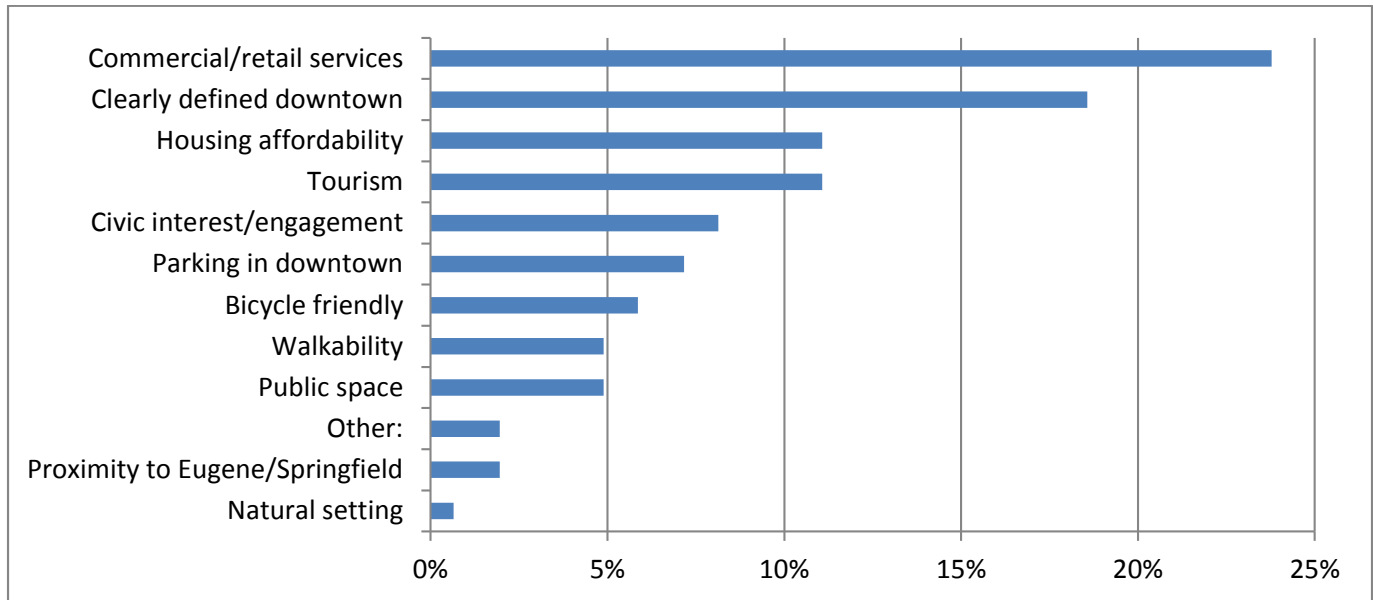
Other comments (summarized) received with respect to the above question include the following: (results are included in their entirety in Attachment C)

- *There is no downtown / downtown is not easily identifiable (5);*
- *Great schools and affordable housing make Lowell a desired destination(3);*
- *Lack of walking paths or safety concerns for pedestrians (5);*
- *Lack of connection between Rolling Rock Park, Downtown and the water(1);*
- *Natural resources / recreational opportunities are being under-utilized (6); and*
- *More walking/biking paths and the creation of a dog park (2).*

In summarizing the comments received to question 20, there is a reoccurring theme of respondents unable to identify what downtown Lowell actually is, or downtown is lacking an identity. Another reoccurring theme is the abundant natural resources Lowell possesses are being undersold or under-utilized. There seems to be room for improvement in making the natural resources of Lowell more of a main component of downtown.

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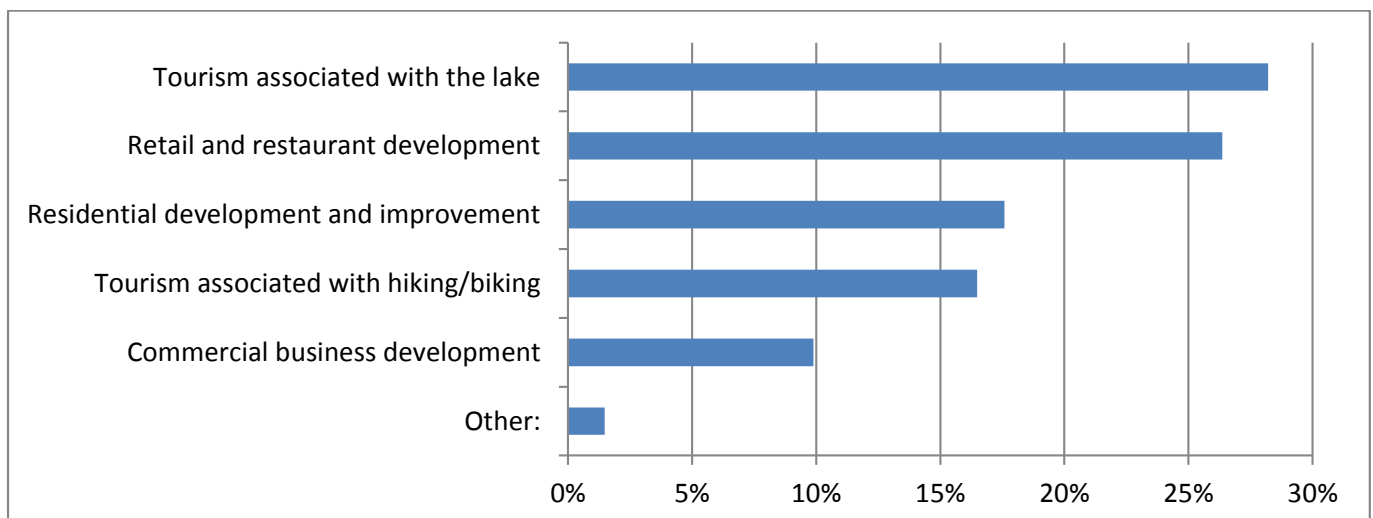
Question 21: What are Lowell's current challenges? (Select all that apply)



A lack of a clearly defined downtown and commercial and retail services continue to be the common theme among survey results that pertain to Downtown Lowell. Additional responses to the question include: (results are included in their entirety in Attachment C)

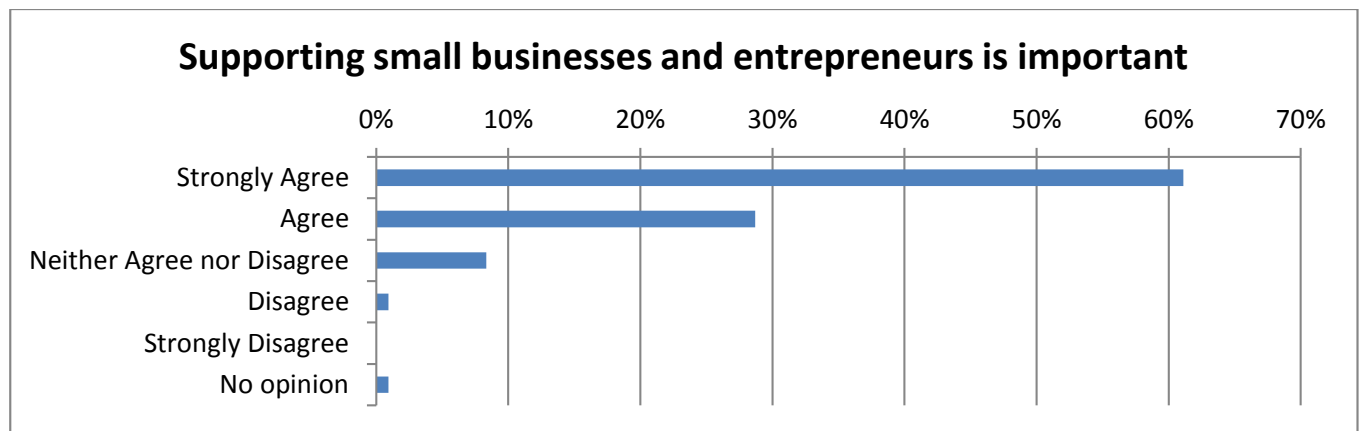
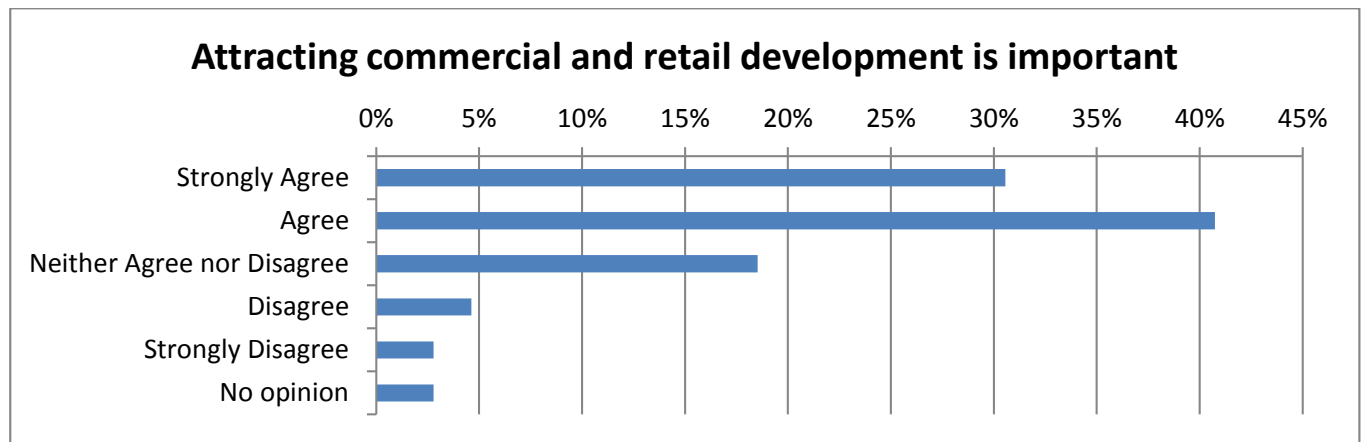
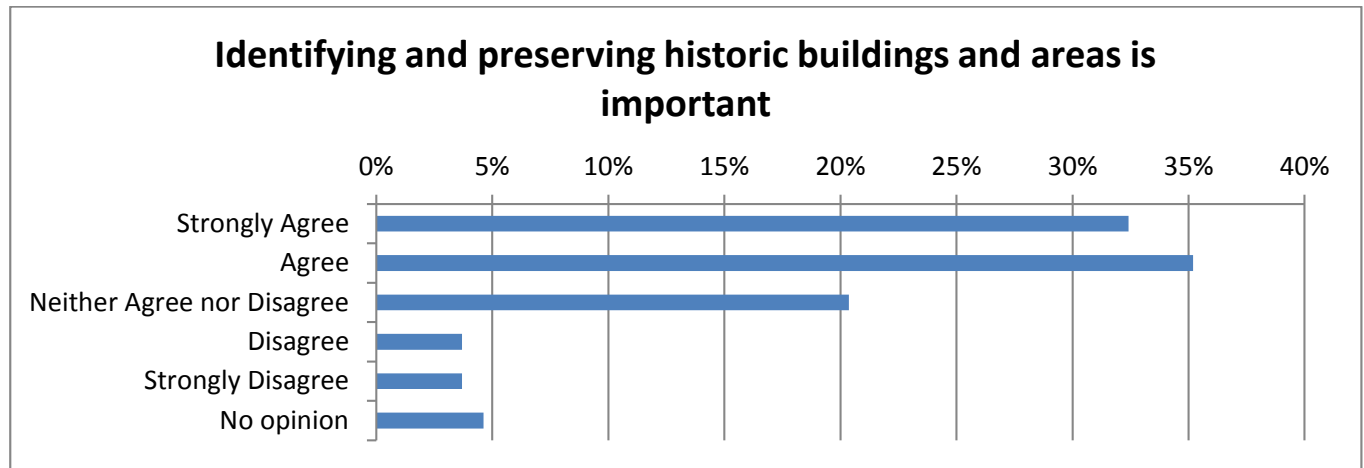
- Needs to be more defined (3)
- Need more casual/outdoor food, coffee or brewery. (4)
- Need more local services (4)
- Need more tourism services (3)
- Need to clean up (3)
- Traffic Safety/Sidewalks/Walkability(3)
- Lake not fully being utilized.(2)

Question 22: Where do you see Lowell's future opportunities?



The desire to add to Lowell’s commercial and recreational needs is apparent throughout the survey. Tourism associated with the lake and retail and restaurant development are among the leading responses to this question.

Question 23: Please indicate your level of agreement or disagreement with the statements below.

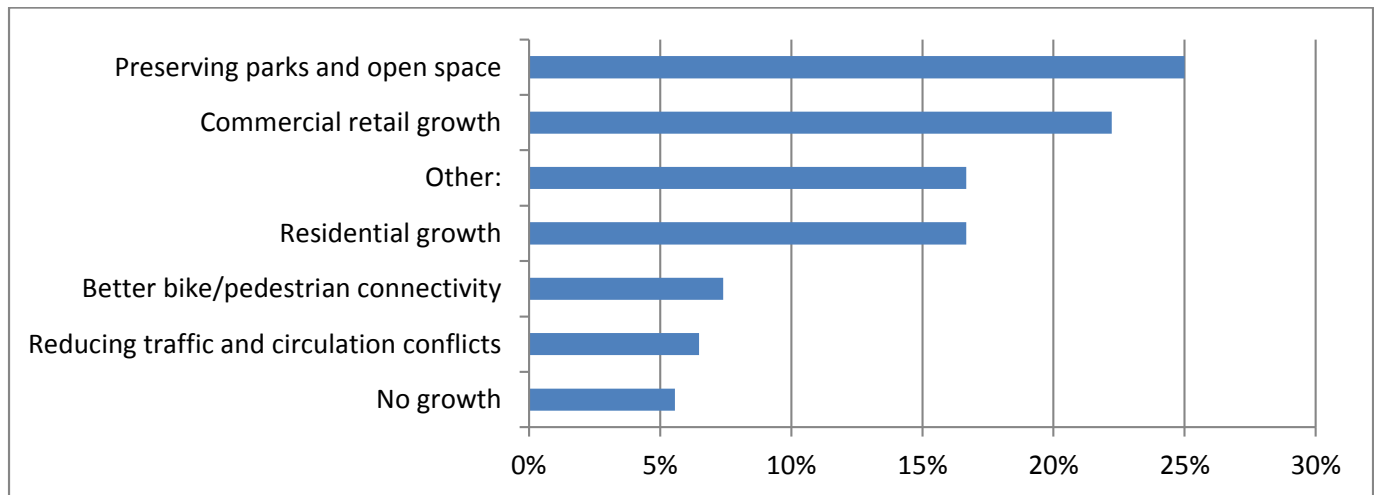


Most survey respondents indicated they agree or strongly agree that supporting small businesses and entrepreneurs, attracting commercial and retail development, and identifying

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and preserving historic buildings are all important to the long-term success and vitality of downtown Lowell.

**Question 24: What is your highest priority for the future growth of downtown Lowell?
(Choose only one)**

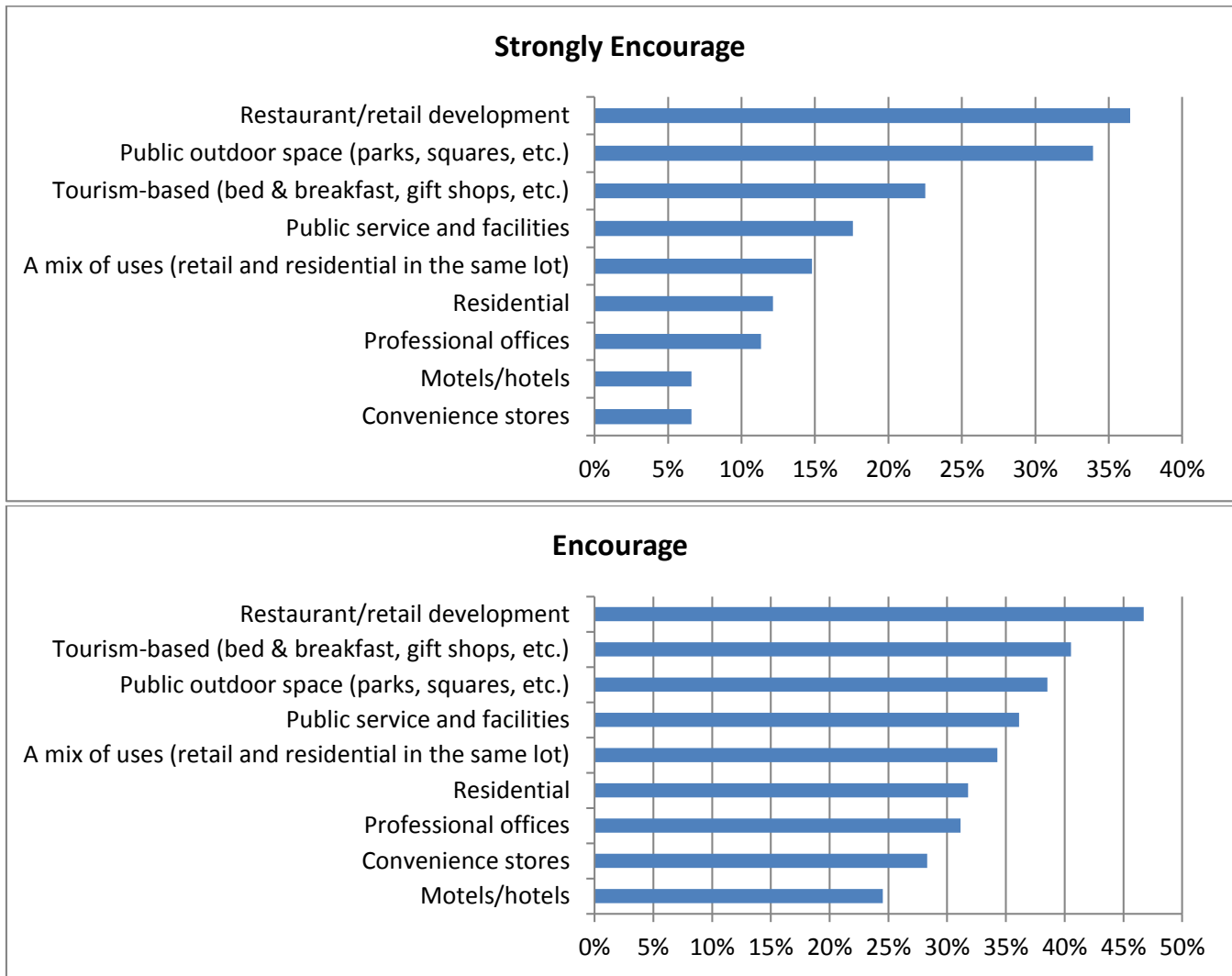


The top three categories receiving the most responses to this question are: “Preserving parks and open space,” “commercial/retail growth” and “residential growth.”

“Other” categories identified include the following:

- *Affordable housing and rental property*
- *Clean up town*
- *Cleaning up the busses that sit on our main street.*
- *Law enforcement and improving the appearance of the city/*
- *Safety and security*
- *Family friendly community*
- *Defining where downtown Lowell is*
- *Improving parks*
- *Increasing tourism*
- *It’s a fine line but we need to preserve our small town and its assets. It’s hard to enjoy the lakes when they are overrun with people not from here who don’t take care of them*
- *More bus routes, it would be nice to have a bus go to Springfield*
- *More gathering places like restaurant and brew pub, music venue*
- *More to do for people who live in Lowell*
- *Preserving parks and open space and reducing traffic and circulation conflicts equally*
- *Residential Growth and Commercial retail growth*
- *Restaurant development*
- *Restaurants and tourism*

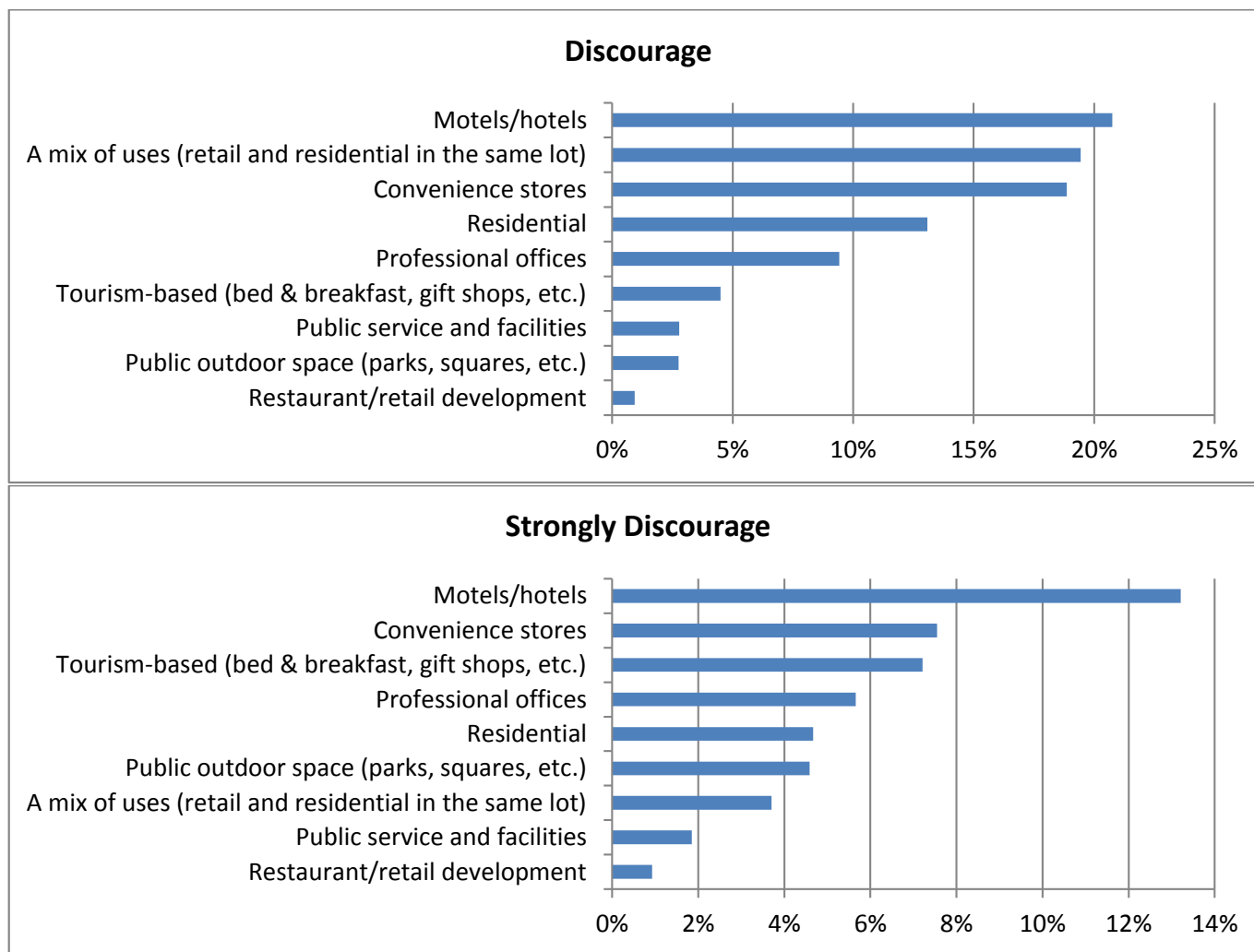
Question 25: To what extent would you encourage or discourage the following land uses in downtown Lowell?



The land uses that are most consistently identified in the survey as being “Strongly Encouraged” or “Encouraged” in the downtown area are “Restaurant/retail development.” “Public outdoor space (parks, squares, etc.),” “Tourism-based (bed breakfast, gift shops, etc.),” and “Public service and facilities.” Leading in both cases is the “Restaurant/Retail development” category.

The land uses that are most consistently identified in the survey as being “Strongly Discouraged” or “Discouraged” in the downtown area are “Motels/hotels” and “Convenience stores,” “Tourism-based (bed & breakfast, gift shops, etc.) and “A mix of uses (retail and residential in the same lot).” It’s important to note that the respondents were far less consistent with land uses they discouraged. For example, while “A mix of uses...” was strongly encouraged by nearly 15% or residents and encouraged by 34% of residents, it was strongly discouraged by 3% and discouraged by 19% (see the following page). It’s important to look at both summaries to draw conclusions. Most significant are those that seem to resound on both summaries (e.g. Motels/hotels is both generally encouraged a generally discouraged).

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Question 26: Do you have any additional comments or suggestions about how to improve Lowell's Parks or Downtown?

The comments that respondents shared that were related to the downtown (which includes some park focused comments) are thematically summarized below. The comments are included in their entirety in Attachment D.

- *I encourage positive downtown development as long as it doesn't impinge on the existing residential area nearby - possible problems would be traffic, noise, trash, and crime. It's easy to say will attract and build these restaurants, motels, and more people, cars, but they need to be in coordination with the people who live across the street, or in earshot of such activity.*
- *I really hate the boat races. They are loud, noise all day 2) closes use of the lake for the 3 nicest weekends of the summer 3) There is nobody who lives here I know that likes it.*
- *Too much is spent on parks. Reduce costs and reduce water bill it is outrageous.*
- *Need sidewalk along Moss Street to the parks*
- *I have a dog and three young children and we use the school yard at the elementary*

school and the high school multiple times a week, year around. They are not official "city parks" but are what can use.

- *Don't infringe on private property rights and the right to peaceful enjoyment of one's own property!!! most important*
- *Parks and cemetery are the first thing people see... keep them green!!*
- *Keep the parks green in the summer, clean up towns of old cars and RV in people's front yards.*
- *Stop trying to make our quiet quaint town bigger. The bigger it gets the more crime we see. We need more safety features like street lights and police presence than we do more tourist. Most of us dread summer when the "townies" come to town and wreak havoc on our community.*
- *Rolling Rock park needs to be better maintained and security added*
- *Lowell has a lot of good things going for it. Don't try to make it something it is not.*
- *The parks and downtown need to be more cohesive - sidewalks connecting most parks to the main city features - post office, library, parks, and markets to the schools and grange. Mostly, sidewalk on both sides of Moss Street!*
- *Lowell already has a solid base: we just need more people coming in to capitalize on it.*
- *More biking/hiking trails would be great, and better kayak / sailing / paddle board facilities.*
- *Commercial design cohesiveness - maybe covered bridge theme - lakeside theme - resort/Lodge etc. Not a mishmash of weirdly painted bldgs.*
- *As government offices create no income for the district (property taxes) I discourage any more publicly owned buildings*
- *Would love to see something fun/safe for our teens to enjoy. Not sure what that would be though. Bowling alley? :)*
- *A hotel and restaurant should be a priority.*
- *Define where downtown is. Main St. is deceiving. People think Main St. is downtown*
- *The city hall and fire dept. should be Downtown and not some side street in Lowell.*
- *Get rid of Rolling Rock Park, then rebuild in its place. Keep the music hall for evening and day events.*
- *Rolling Rock Park is sitting on some valuable land that could be better used for commercial purposes as it is highly visible to the road that runs by it. If we made the park smaller (half the size), and allow commercial buildings (offices, retail, restaurant) on the other half, that would be a start.*
- *Downtown - Small, traditional downtown feel with restaurants, retail, and services to meet needs of residents and visitors on North Shore Drive. Additional multifamily housing; first floor commercial, second floor condos or apartments. Preserve and improve the western half of Rolling Rock Park for special events. Wider sidewalks and street lighting. Design standards to encourage historic architecture, such as Lowell Junior/Senior High School and the Green Tortoise. Scale of any new development should fit Lowell.*

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downtown... Encourage several blocks of business density

- *The "Green Tortoise" building is sitting on valuable commercial land as well. If that lot could be divided and the remaining area be used for commercial use, that would be better.*
- *We need to consider mixed used developments such as apartments above and commercial uses on the ground floor. Right now there is no downtown; the few shops and businesses we have are scattered about.*
- *We love it here and encourage any growth!*
- *We need to focus on building a vibrant downtown and a connection to the Marina. The covered bridge is overrated. Many more people use the Marina and we should focus on that connection. It would be great to get a restaurant back in there.*
- *We need to promote businesses to coming in so others from surrounding areas are coming here to shop and supporting our community. We need to upgrade the parks so they aren't outdated and run down. The Lowell state park needs bathrooms closer to the lake and shade structures closer to the water. The whole city needs an upgrade. If an increase in utility costs the money should go to updates not to staff.*
- *Increase tourism by developing the Lowell Marina waterfront (paddle boat rentals, cafe)*
- *Adding or creating a splash pad area for kids*
- *I think you are doing a great job by WANTING to improve our town in ways WE as citizens want it improved. It would be very easy for you all to use your power to do nothing, or only do what you as a governing group think should be done. I also appreciate this survey and your willingness for change!*
- *Parks - Improved maintenance of existing parks with additional trees and larger shelters. For new parks, additional trails and more access to the lake with non-motorized recreational dock, kayak and paddle board rentals.*
- *Traffic signals, speed limit enforcement.*

III. Focus Group Feedback

On September 19th and 20th, 2018, the City, with support from the Lane Council of Governments, hosted three stakeholder focus groups. Among the numerous stakeholder categories identified, the following were selected to pursue more focused conversations with.

- Recreation providers and users
- School/education
- Business Owners/Key Landowners

Recreational providers and users.

On the evening of September 19th, LCOG and the City of Lowell met with a representative from Lane County Parks, and Army Corps of Engineers (USACE), respectively. Absent from the stakeholder focus group was the rowing community that utilizes Dexter Lake for recreational uses. It's important all voices concerning recreational users and providers are heard, equally. If responses from the rowing community are returned, they will be added to a final version of this memorandum.

Following are key points from the recreation providers and users focus group:

- Working with Lowell fits within Lane County's recent Parks and Master Plan in terms of its goals (economic vitality, collaboration, connectivity, and vibrancy).
- Lowell and Lane County are interested in finding recreational activities that can connect County Parks to Downtown thus in turn creating a climate for economic development (restaurants, places for visitors to go) touching on the goals of increased tourism and vibrancy.
- Lane County foresees Lowell as possibly becoming a "hub" for trail connectivity between Eugene and the Cascades. The Eugene to Crest Trail goes through Lowell.
- Trail connectivity for not only roads and trails, but Lane County also sees water trails from Dexter Lake onto the Willamette down to Mt. Pisgah. Such a venture should be regionally advertised with Travel Lane County.
- Opportunities for RV camping and or cabins to be built along Dexter Lake as a tourism destination.
- Both Lane County and USACE are ready and willing to help out wherever possible (not financially though...)
- The City of Lowell has expressed interest in taking over jurisdiction of Orchard Park from the USACE. Orchard Park is located on the east end of town on West Boundary Road. Amenities include picnic tables, restrooms, a historic apple orchard and wetland viewing areas. Both the Corps and Lowell are interested in finding a way to connect Orchard Park to downtown.

Lowell Schools

On the evening of September 20th, LCOG and the City of Lowell met with representatives from Lowell School District, including the Superintendent, Director of the Bridge Charter Academy, and Chairperson of the Lowell Education Foundation. The Lowell School District is experiencing

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unprecedented growth and support. All three schools are in very close proximity to the core downtown area and overlapping interests are crucial to consider.

Following are key points from the Lowell Schools focus group:

- Goal of school district is to increase enrollment. Increase businesses that want to locate in Lowell, as a mechanism to attract families (students) and teachers/staff.
- The School district identifies itself as forward thinking and entrepreneurial.
- Would like to continue to attract students from inside Lowell and outside of Lowell.
- Continue to thrive off partnership schools have with the City of Lowell. The School district and the City should be leveraging shared interests.
- Lowell should be seen as a destination town.
- School District has no deliberate plans for its Main Street frontage. Both the High School and Elementary school have plans that include improvements that are closer to Main Street (and may include some additional access for the elementary school). These plans may make Main Street a less ideal location for “downtown” investments.
- A pressure point is housing for educators in Lowell. As soon as a property is available it is quickly snatched up by someone within the school community. For the district to hire new educators, one of the first things they have to think about is housing for them. There is a lack of housing for educators in Lowell.
- Parking at and around the school can get congested at times. The overflow parking lot is usually at 80 percent capacity.
- The Bridge Charter Director notes that they have not heard about inadequate food options for educators to choose from (in contrast to most comments regarding availability of food choices)
- Though the Charter school has a “Parent Center” focus group participants noted that many parents spend as much as three hours at the site, often with little to do and nowhere to go. More destination and food options could satisfy a real need for this group.
- District is looking at relocating bus barn off of Main Street to the industrial zoned area of Lowell

“Downtown” Key Business and Landowners

On the evening of September 20th, LCOG and the City of Lowell met with two Business and Landowners. Numerous others were invited, but unable to attend. The two business owners represent three businesses in town (including businesses on Main Street and Northshore Drive) and approximately 3 acres of key downtown property. It is crucial to understand business owner perspectives in any visioning efforts, and involve those business owners in the planning process.

Following are key points from the Key Business and Landowners focus group:

- Business owners shared their perspectives on downtown. Business owners at the focus group represent significant portions of the area on and around both Main Street and Northshore Drive.
- Business owners shared optimism about Lowell's future prospects, citing the schools recent successes with enrollment and bond measures and the areas availability and cost of land. One business owner asserted their perspective that the population forecast that was used in Technical Memorandum 1 does not accurately reflect the growth that Lowell should be expecting and planning for.
- Business Owners expressed appreciation for a process that aims to identify "downtown."
- Business Owners felt strongly that efforts to "clean-up" the main part of town will go far to improve interest from future businesses and future patrons.
- Business Owners expressed the importance of residents understanding the rights of property owners (e.g. that even in the face of the most highly supported ideas; they ultimately are responsible for what realizes on their property).
- Business Owners felt that improvements in the availability of housing will help vitalize Lowell. They note that Lowell does not have resources to help with more diverse and needed forms of housing (like tax incentives).
- Business Owners expressed a desire for the community to buy-in to the ideas and vision they articulate. One business owner pointed to the tax incentives that other communities use to encourage community objectives and offset individual property owner burden as an example. They pointed out that a developer has to pay around \$10,000 per new unit for System Development Charges. This could achieve a community goal, but can be cost prohibitive for the landowner. If the community is passionate about seeing something happen, they need to be willing to support in real terms (something like the reduction or waiving of SDUs, for example).
- One business owner presented conceptual plans for his large property in downtown and articulated his vision for his property, citing numerous benefits to the community, including diverse housing and basic services that the City desperately needs.
- Business Owners highlighted the fact that the City has a history of failing to optimize prime frontage. Key corridors in town (like Main and Northshore) are lined with back yards and fences, and underutilized space.
- Business Owners pointed out that the School District's plans include utilization of the north side of their property along Main Street. These SD improvements, which include relocation of the bus barn, stand to improve the area, but also mean Main Street as an economic opportunity is really limited to the north side.
- The Business Owners (representing both Main Street and North Shore Drive) conveyed a clear preference for activity to be focused on Northshore Drive. They indicated that, as the route that accommodates Lowell's through traffic, it should be the focal point for investment and increased opportunities.

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- Business Owners articulated two philosophies – “If you build it, they will come,” “if you clean it up, they will come.”
- A Business Owner noted that the City’s evaluation of its City Hall will likely result in the desire to relocate it. They noted that the obvious place for Lowell’s City Hall is in the area around Northshore and Main Street. It presents numerous clear benefits and opportunities. Moving City Hall would open up additional opportunities for park uses at the current City Hall site.
- Business Owners feel strongly that Rolling Rock Park could provide its current functions and still accommodate City Hall and/or other civic uses.
- Business Owners conveyed a sense of being perceived as “rich” and that perhaps perceptions of them and expectations of them from community members are not always accurate. They conveyed the pride they have in the work they do every day to maintain their businesses. They described the risks that they take in their pursuits. They expressed their genuine interest in Lowell’s long term well-being.
- Business Owners encouraged the installation of street lights, particularly at the corner of North Shore Drive and Moss Street.

Lowell Downtown Master Planning Project

Frequently Asked Questions

Q- What is the Lowell Downtown Master Planning project?

A- The City of Lowell City Council has identified Master Planning for the City's Downtown Area as a priority in its 2018 Strategic Plan. The Strategic Plan provides clarity and inspiration to the City Administrator and staff in addressing the priorities of the Council and community.

The Plan aims to improve quality of life in Lowell by addressing parks and recreation opportunities, economic development and community beautification efforts in Lowell's Downtown area. The result will be a Master Plan Document capturing the City's ideas and hopes and setting out a strategy for realizing the Plan, including potential funding sources and tools. The Strategic Plan calls for a Downtown Master Plan Steering Committee, which has been formed and includes all members of the Economic Development Committee and several other local representatives.

Q- Why is the City pursuing this project?

A- Decision makers in Lowell recognize opportunities for improvements in quality of life through a downtown that is better defined, utilizes space better, and realizes its intended (zoned) uses more effectively. These opportunities include momentum from the local school district and other local initiatives. A funding partner has seen that potential as well. The City Council is has secured funds to design a project which includes numerous opportunities for local feedback, an analysis of existing conditions, plans, goals and policies, and access to tools for envisioning and evaluating alternatives.

Q- Who is paying for it?

A- The City of Lowell was very fortunate to receive grant funding through the Oregon Department of Land Conservation and Development (DLCD) to pursue the Downtown Master Plan. The City is leveraging \$10,000 in local funds to receive an additional \$30,000 from DLCD. Competition for these funds was significant and Lowell was the only community in the region with a successful request.

Q- What is "Downtown" Lowell?

A- This is a question that is still open for some consideration. With input from the City, the LCOG team have conceptualized a preliminary study area for Lowell's Downtown Master Planning process (see map on the right). Defining an area is important for managing the scope of the project and establishing priorities. The study area is designed to include key transportation corridors, key facilities and also some influencing areas. Currently included in the draft study area are: City Hall, approximately 100 tax lots, four schools, two public parks, and six operating commercial businesses. Inclusion of a property in the preliminary and final downtown study area does not necessarily mean it will be addressed uniquely or experience direct impacts from the Plan.



Figure 1: Preliminary Downtown Study Area

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Q- Who is leading the project?

A- The project is being led by the City of Lowell’s City Manager. The Downtown Master Plan Steering Committee, made up of eight Lowell residents, is guiding the process. The Lane Council of Governments (LCOG) and The Urban Collaborative have been contracted to work with local decision makers and stakeholders to facilitate research and outreach and to prepare the Master Plan.

Q- How can I get involved and stay informed?

A- Any community wide planning project should reflect the broad range of voices and values within the community. The City Council has designed the project to include numerous opportunities for residents and other stakeholders to weigh in. Opportunities include a survey, public open houses, a design charrette and public hearings. All of these are designed with public input in mind. A project webpage has been developed for tracking progress: <https://www.ci.lowell.or.us/downtown-master-plan>. A tentative schedule of these opportunities is also included below.



If you have not completed a survey, and would like to, go here: <https://bit.ly/2tBputh>. You can also scan the QR code above to go directly to the survey, or ask how to obtain a hard copy. The survey will close on August 1st.

Q- What about all of the work that has been done in the past around Downtown planning?

A- There have been a number of historic efforts to improve downtown. Project staff have worked closely with the City to capture and characterize these efforts to build on the progress they represent. The Plan will acknowledge these efforts and the project will build on that progress.

Q- What is the Project Schedule?

A- The project schedule outlines tasks and subtasks the LCOG Team is contracted to complete for the City and their associated timeframes. Tasks and subtasks with public participation elements are highlighted in green. This is an estimated schedule and is subject to change. Any Interested should check the project website for updates: <https://www.ci.lowell.or.us/downtown-master-plan> -- Updates will also be provided through appropriate local facebook groups.

Tasks	2018							2019					
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Task 1: Project Background/ Plan Reviews	█												
Task 2: Physical Analysis of Downtown/Study Area													
Steering Committee #2 - July 16, 2018		█											
Task 3: Stakeholder Interviews and Community Engagement													
Blackberry Jam Festival -- July 28, 2018		█											
Survey/Survey Anlysis		█	█										
Stakeholder Group Interviews			█	█									
Steering Committee Meeting #3 Sept. 10 - Sept. 17				█	█								
Public Meeting #1 - Sept. 17 - Sept. 24, 2018				█	█								
Task 4: Downtown Concept Plan Development													
Design Charette - Sept. 29, 2018				█	█								
Development of Downtown Concept Plan				█	█								
Draft Downtown Concept Plan													
Steering Committee Meeting #4 - Nov. 5, 2018						█	█						
Public Meeting #2 - Nov. 14, 2018						█	█						
Task 5: Policy and Code Amendments Development													
Task 6: Prioritize Capital Improv. Plan and Implement.Strat.													
Task 7: Review of Draft Lowell Downtown Master Plan													
Task 8: Public Hearings and Adoption (Dates TBD)													

Lowell Downtown Master Plan

Stay Informed, Get Involved!



Lowell's City Council has established a priority to improve quality of life in the City by addressing parks and recreation, economic development, and community beautification opportunities in Lowell's Downtown area. This includes looking at:

- *Park and open spaces*
- *Commercial and retail activity*
- *Bike and pedestrian safety*
- *Gateways and identity*
- *Streetscapes*
- *Affordable housing*



Ongoing project updates can be obtained from:
www.ci.lowell.or.us/downtown-master-plan



An online survey addressing key questions can be accessed here: <https://bit.ly/2tBputh>

Lowell Downtown Master Plan

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Preliminary Project Schedule

The project schedule outlines tasks and subtasks and their associated timeframes. Tasks with public participation elements are highlighted in green. Watch the project webpage for updates.

Tasks	2018							2019					
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Task 1: Project Background/ Plan Reviews	█	█											
Task 2: Physical Analysis of Downtown/Study Area		█											
Steering Committee #2 - July 16, 2018		█											
Task 3: Stakeholder Interviews and Community Engagement		█	█	█									
Blackberry Jam Festival -- July 28, 2018		█											
Survey/Survey Anlysis		█	█										
Stakeholder Group Interviews			█	█									
Steering Committee Meeting #3 Sept. 10 - Sept. 17				█	█								
Public Meeting #1 - Sept. 17 - Sept. 24, 2018				█	█								
Task 4: Downtown Concept Plan Development				█	█	█							
Design Charette - Sept. 29, 2018				█	█								
Development of Downtown Concept Plan				█	█	█							
Draft Downtown Concept Plan						█							
Steering Committee Meeting #4 - Nov. 5, 2018						█							
Public Meeting #2 - Nov. 14, 2018						█							
Task 5: Policy and Code Amendments Development							█	█	█				
Task 6: Prioritize Capital Improv. Plan and Implement.Strat.					█	█	█	█	█	█			
Task 7: Review of Draft Lowell Downtown Master Plan									█	█	█		
Task 8: Public Hearings and Adoption (Dates TBD)											█	█	█

**This is an estimated schedule and is subject to change.*

Preliminary Project Schedule

The project schedule outlines tasks and subtasks and their associated timeframes. Tasks with public participation elements are highlighted in green. Watch the project webpage for updates.

Tasks	2018							2019					
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Task 1: Project Background/ Plan Reviews	█	█											
Task 2: Physical Analysis of Downtown/Study Area		█											
Steering Committee #2 - July 16, 2018		█											
Task 3: Stakeholder Interviews and Community Engagement		█	█	█									
Blackberry Jam Festival -- July 28, 2018		█											
Survey/Survey Anlysis		█	█										
Stakeholder Group Interviews			█	█									
Steering Committee Meeting #3 Sept. 10 - Sept. 17				█	█								
Public Meeting #1 - Sept. 17 - Sept. 24, 2018				█	█								
Task 4: Downtown Concept Plan Development				█	█	█							
Design Charette - Sept. 29, 2018				█	█								
Development of Downtown Concept Plan				█	█	█							
Draft Downtown Concept Plan						█							
Steering Committee Meeting #4 - Nov. 5, 2018						█							
Public Meeting #2 - Nov. 14, 2018						█							
Task 5: Policy and Code Amendments Development							█	█	█				
Task 6: Prioritize Capital Improv. Plan and Implement.Strat.					█	█	█	█	█	█			
Task 7: Review of Draft Lowell Downtown Master Plan									█	█	█		
Task 8: Public Hearings and Adoption (Dates TBD)											█	█	█

**This is an estimated schedule and is subject to change.*



Greetings!

The City of Lowell is updating our Parks and Open Space Master Plan and our Downtown Master Plan. Parks and recreation facilities are key services that can enhance our community's overall quality of life and sense of place. Downtown areas play a central role in our community's social and economic vitality. This survey seeks your input on what existing features in Lowell's parks and open spaces are working well and what could be improved. We also want your input on identifying challenges, strengths, and opportunities in Lowell's downtown area.

Your input is critical to helping us build a more effective parks system and downtown! *Your answers are completely confidential and will not be connected to any personal information you provide.*

On behalf of the City of Lowell, I would like to thank you for your participation.

Jared Cobb, City Administrator

INSTRUCTIONS

This survey has four sections and should take you about 15 minutes to complete. There are two easy ways for you to take the survey. Please choose the method that is most convenient for you, *but only complete the survey once.*

There are two ways to provide feedback; choose the survey method that is most convenient to you.

1) Paper Mailer Survey Instructions:

- This survey should be filled out by an adult in the household (18 years or older).
- Carefully read each question and mark your responses.
- We will not publish or share any personally identifying information that you share with us.
- **Please complete the survey by July 27, 2018 and return by mail using the provided envelope or bring to City Hall (107 E 3rd Street).**

– OR –

2) Online Survey Instructions:

- Visit <https://bit.ly/2tBputh> or use the QR Code to the right:
- **Please complete the online survey by July 27, 2018.**



To thank you for your participation, you have the opportunity to enter into a special drawing for **1 of 4 \$25 gift certificates from local businesses!** To enter, fill out the enclosed raffle ticket and return in the envelope with your completed survey (an anonymous entry form will be available if you complete the survey online).

This survey was developed by the University of Oregon's Institute for Policy Research and Engagement (IPRE) in cooperation with the City of Lowell and the Lane Council of Governments. IPRE will be analyzing the results. Findings from the survey will be used to inform discussions and recommendations for the Parks and Open Space Master Plan and Downtown Master Plan. Look for announcements for several public workshops that the University of Oregon and Lane Council of Governments will conduct in the coming months. Please direct any questions about the survey to Michael Howard, IPRE Project Manager: mrhoward@uoregon.edu | 541-346-8413.



UNIVERSITY OF
OREGON

School of Planning, Public
Policy and Management

IPRE



CITY OF
Lowell

APPENDIX D

Part 1: Current parks and open space use.

The City of Lowell currently operates and maintains two parks: Rolling Rock Park and Paul Fisher Park. Additional parks in the area that are not owned or operated by the City include Orchard Park, the Covered Bridge Interpretive Center, and Lowell State Park. Please answer the following questions to the best of your ability about your use of these parks.

Q1. In your opinion, how important or unimportant are parks to Lowell's quality of life?

Very Important	Important	Neither Important nor Unimportant	Unimportant	Very Unimportant	No Opinion
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q2. How satisfied or dissatisfied are you with the overall quality of the following parks?

	Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Very Dissatisfied	No Opinion
Rolling Rock Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paul Fisher Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lowell State Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Covered Bridge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Orchard Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q3. How satisfied or dissatisfied are you with the level of maintenance in Lowell's parks system?

Very Satisfied	Satisfied	Neither Satisfied nor Unsatisfied	Dissatisfied	Very Dissatisfied	No Opinion
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q4. Have you visited a park in Lowell in the last 12 months?

- Yes → skip to Q6
- No

Q5. If you answered NO to Q4, what are the main reasons you DIDN'T use a park? Check all that apply and then skip ahead to Q9 on page 3.

- | | |
|--|---|
| <input type="checkbox"/> Inadequate facilities | <input type="checkbox"/> Don't know where parks are located |
| <input type="checkbox"/> Condition of facilities | <input type="checkbox"/> Too far away |
| <input type="checkbox"/> Feel unsafe | <input type="checkbox"/> Too crowded |
| <input type="checkbox"/> Not accessible | <input type="checkbox"/> Limited parking |
| <input type="checkbox"/> Don't have time | <input type="checkbox"/> Would rather do something else |
| | <input type="checkbox"/> Other: _____ |

Q6. In the past year, approximately how often did you visit the following park sites?

	At least once	A few times	Monthly	Weekly	Daily	Didn't use
Rolling Rock Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paul Fisher Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lowell State Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Covered Bridge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Orchard Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q7. What activities do you or your household use the parks for? (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Play with children | <input type="checkbox"/> Parties/group gatherings |
| <input type="checkbox"/> Sports (basketball, soccer, etc.) | <input type="checkbox"/> Entertainment (special events) |
| <input type="checkbox"/> Exercise (running, walking, etc.) | <input type="checkbox"/> Relaxation |
| <input type="checkbox"/> Picnic/BBQ | <input type="checkbox"/> Farmers market |
| <input type="checkbox"/> Dog-walking | <input type="checkbox"/> Other: _____ |

Q8. How do you most frequently get to the parks? (Choose one)

- Walk
- Bike
- Drive
- Other: _____

Q9. Check any and all populations you feel are underserved by Lowell's parks.

- | | | |
|--|--|---|
| <input type="checkbox"/> Children (0-5) | <input type="checkbox"/> Adults (20-64) | <input type="checkbox"/> People with disabilities |
| <input type="checkbox"/> Children (6-12) | <input type="checkbox"/> Seniors (65+) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Teenagers (13-19) | <input type="checkbox"/> Multi-generational groups | |

Q10. Are there any parks that you feel are underutilized or need improvement? If so, which park(s)? (Check all that apply) If None → Skip to Q12

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Rolling Rock | Paul Fisher | Lowell State Park | Orchard Park | Covered Bridge |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Q11. If you answered yes to Q10, please provide information on what, if anything, is needed to improve the parks selected in Q10.

APPENDIX D

Part 2: Parks and open space improvements.

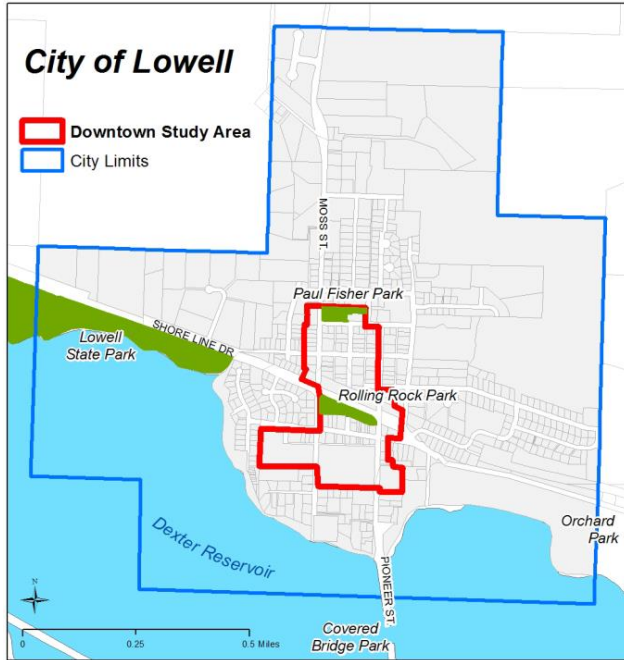
Q12. How important are the following park facilities to you or your household? Mark your preference for future investment in the improvement or addition of the following park facilities.

	High I feel improvement or addition of this type of facility should be a high priority.	Medium Some investment in this type of facility would be nice	Low I feel improvement or addition of this type of facility should be a low priority.	Don't Know
Playground equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Covered play areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nature-play playgrounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rock climbing features	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bicycle terrain tracks (BMX)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water, spray, or splash play features	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exercise equipment/stations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paved trails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unpaved trails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Green space or natural areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community vegetable garden	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Educational or interpretive signage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Amphitheater/performance venue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public art	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Picnic tables	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sheltered or covered areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooking facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dog park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Restrooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor Sports Areas				
Basketball	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tennis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pickle ball				
Volleyball (sand)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Baseball/softball	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Football	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disc golf	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Soccer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Horseshoe pits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please write-in outdoor parks and recreation facilities important to you or your household that were not listed above):				
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q13. Do you think the City of Lowell needs additional parks or open space?

- Yes No → skip to Q16

Q14. Using the map below, please mark the location(s) where you would like to see new parks located. Consider areas that may be underserved by parks currently. Choose up to three locations.



Q15. Please tell us what kind of NEW parks or recreation facilities you would like.

Q16. Would you support a new fee on your utility bill to pay for park improvements, improved maintenance, and/or new parks? (Please explain your answer in the space provided below)

- Yes No It depends/I don't know

Q17. If you answered YES or IT DEPENDS to Q16, what monthly fee would you be willing to pay for a higher level of service? (The table below lists potential uses of the fee for reference.)

- Less than \$1 \$1 - \$3 \$4 - \$6 \$7 - \$9 \$10 or more
-

Assuming 450 rate payers, these fees could potentially allow		
Fee	Total Revenue	Potential Use
\$1	\$5,400	1-2 Seasonal staff
\$3	\$16,200	1 part-time maintenance staff
\$6	\$32,400	1 part-time maintenance staff plus <u>minor</u> improvements
\$10	\$54,000	1 part-time maintenance staff plus <u>major</u> improvements

APPENDIX D

Q18. If you were given \$100 to spend on parks how would you divide it among the following categories? You may put it all in one category or in any combination of categories, but the total must add to \$100.

Spending Category	
Improving existing facilities and equipment.	\$
Building new parks and new park facilities.	\$
Improving parking (cars and bikes).	\$
Park maintenance.	\$
Improving security.	\$
Improving recreational programming for children, adults, and seniors	\$
Other (<i>please specify</i>):	\$
Total \$100	

Part 3: Downtown Development and Master Plan.

The Lowell City Council and Downtown Master Plan Steering Committee are interested in perspectives on the strengths, challenges and opportunities associated with Lowell’s downtown. Information gathered from this survey will inform downtown planning efforts over the next year.

Q19. How satisfied or dissatisfied are you with Downtown Lowell now as a destination and central gathering area for the City of Lowell?

- | | | | | | |
|-----------------------|-----------------------|-----------------------------------|-----------------------|-----------------------|-----------------------|
| Very Satisfied | Satisfied | Neither Satisfied nor Unsatisfied | Dissatisfied | Very Dissatisfied | No Opinion |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Q20. What are Lowell’s current strengths and/or assets? (Select all that apply)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Clearly defined downtown | <input type="checkbox"/> Tourism | <input type="checkbox"/> Bicycle friendly | <input type="checkbox"/> Walkability |
| <input type="checkbox"/> Proximity to Eugene/Springfield | <input type="checkbox"/> Parking in downtown | <input type="checkbox"/> Commercial/ retail services | <input type="checkbox"/> Housing affordability |
| <input type="checkbox"/> Natural Setting | <input type="checkbox"/> Public spaces | <input type="checkbox"/> Civic interest/ engagement | <input type="checkbox"/> Other: _____ |

Please use this space to provide additional comments for Q20:

Q21. What are Lowell’s current challenges? (Select all that apply)

- Clearly defined downtown
- Tourism
- Bicycle friendly
- Walkability
- Proximity to Eugene/Springfield
- Parking in downtown
- Commercial/ retail services
- Housing affordability
- Natural Setting
- Public spaces
- Civic interest/ engagement
- Other: _____

Please use this space to provide additional comments for Q21:

Q22. Where do you see Lowell’s future opportunities? (Select all that apply)

- Tourism associated with the lake
- Retail and restaurant development
- Tourism associated with hiking/biking
- Commercial business development
- Residential development and improvement
- Other: _____

Q23. Please indicate your level of agreement or disagreement with the statements below.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	No Opinion
Identifying and preserving historic buildings and areas is important.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attracting commercial and retail development is important.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supporting small businesses and entrepreneurs is important.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q24. What is your highest priority for the future growth of downtown Lowell? (Choose only one)

- Residential growth
- Commercial retail growth
- Better bike/pedestrian connectivity
- No growth
- Preserving parks and open space
- Reducing traffic and circulation conflicts
- Other: _____

APPENDIX D

Q25. To what extent would you encourage or discourage the following land uses in downtown Lowell?

Land Uses	Strongly Encourage	Encourage	Neither Encourage nor Discourage	Discourage	Strongly Discourage	No Opinion
Residential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A mix of uses (retail and residential in the same lot)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Restaurant/retail development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public outdoor space (parks, squares, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motels/hotels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Convenience stores	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tourism-based (bed & breakfasts, gift shops, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional offices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public services and facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other: _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q26. Do you have any additional comments about how to improve Lowell's Parks or Downtown?

Part 4: Household Information

Finally, we would appreciate any information you are willing to share with us about you and your household. This information will help us understand the characteristics of people who took the survey and will remain confidential.

Q27. How many people live in your household (including yourself)? _____

Q28. Are there children in your household?

- Yes No

Q29. What is your gender?

- Male Female Other

Q30. Do you identify as Hispanic or Latino?

- Yes No

Q31. What is your age? _____

Q32. What was the combined income for your entire household last year?

- Less than \$25,000 \$75,000 - \$99,999
- \$25,000 - \$49,999 \$100,000 or more
- \$50,000 - \$74,999

Q33. What is your zip code? _____

Thank you!

Survey Results for Downtown related Questions (19-26)

Q19. How satisfied or dissatisfied are you with Downtown Lowell now as a destination and central gathering area for the City of Lowell?

#	Field	Minimum	Maximum	Mean	Std Deviat	Variance	Count
1	Q19. How satisfied or dissatisfied are you with Do	1	6	3.65	1.21	1.46	104

#	Answer	%	Count
1	Very Satisfied	4.81%	5
2	Satisfied	8.65%	9
3	Neither Satisfied nor unsatisfied	34.62%	36
4	Dissatisfied	26.92%	28
5	Very Dissatisfied	18.27%	19
6	No Opinion	6.73%	7
	Total	100%	104

Q20. What are Lowell's current strengths and/or assets? (Select all that apply)

#	Answer	%	Count
1	Clearly defined downtown	2.01%	7
2	Proximity to Eugene/Springfield	22.99%	80
3	Natural setting	23.85%	83
7	Tourism	4.02%	14
8	Parking in downtown	2.30%	8
9	Public space	5.75%	20
4	Bicycle friendly	5.75%	20
5	Commercial/retail services	0.29%	1
6	Civic interest/engagement	5.17%	18
10	Walkability	18.68%	65
11	Housing affordability	6.90%	24
12	Other:	2.30%	8
	Total	100%	348

Other:

Other: - Text

pride and connection with each other

Regatta -(rowing and rag boat races)

Lake access

recreation nature

The lake is our biggest asset!

Schools

Small community

Q20 - Please use this space to provide additional comments for Q20:

Please use this space to provide additional comments for Q20:

It's quiet!!** Except on dragboat weekends - but they are OK - they generate \$.

This an area that gets lots of tourism in good weather, great natural setting, and an engaged public (though it is mostly the same people)

there really is no downtown

The school district has made amazing progress the past five years. Families with younger children and looking for good schools for children, paired with more affordable housing makes Lowell a desired destination lately!

Need walking path to covered bridgeneed better walking path to Lowell Marina State Park

Walkability is just ok. As I wrote, it would be nice to utalize the track when not in use. Maybe after school hours and weekends.

Parking town very small. Especially for water competition.

Giddy goat is the best part of downtown. But we need a neighboring business to support it being open. I wish that whole street could be boutique shops which people could access from Rolling Rock Park.

Dexter Lake is a valuable asset which is under utilized

The lakes are a huge strength and should be better utilized. Blackberry Jam this year was great!

No destination as Oakridge has for mtn. biking - Sisters example & Cohesive design and decor - shopping, dining, experiences a lake resort restaurant destination is not being taken advantage of.

Tourism help the store out

Where is downtown Lowell

Our lakes and a great school

The proximity to Eugene is key but we lack on everything listed above...

There is no way to tell when you are in downtown.

APPENDIX D

Lowell is perfectly situated to be a very desirable bedroom community for Eugene/Springfield. Most people I know who have moved to Lowell recently have done so because they can get more house and/or land for their money while still being within reasonable distance of Eugene/Springfield and having access to good schools. In my opinion, maintaining affordable housing and a quality schools is going to be absolutely essential to the continued growth and prosperity of Lowell. I also feel Lowell natural setting is an undersold asset both in terms of attracting residents/businesses and attracting tourism/events. Lowell is situated right on two reservoirs and very close to a third and is a 15 minute drive or less from state, BLM, National Forest and Army Corp of Engineers land. In an area where a lot of people are outdoors oriented, this can be attractive.

The lake is our most important asset. We need to tie downtown Lowell into the lake areas (bike or walking paths?) so create easy ways to get to the lake. And maybe a path around part of the lake that is marked.

Where is downtown?

Walking in the area of Bridgetown Market/Post Office can be terrifying! No sidewalks or designated areas. Too many driveways, no parking signs are not enforced.

I would love to see clean defined swimming areas that kids/families can access from walking or biking. I would like to see the City Hall Park utilized better. More money put into a well thought out plan for landscape/hardscape multigenerational use (splash park, skate park, play structure/ shade nature areas with benches, trees...). Orchard park would be perfect for a nature space and open safe parking/paths/exercise/dog area. The Marina needs a safe walking/biking path and clean swimming area for kids, float rentals and food area would also be beneficial and bring in money from town. The covered bridge by HWy 58 was such a great addition, but needs a safe path to walk/bike. Once parents load kids in the car, they are already driving to Thurston/town parks. Make more bike paths/walking trails/swimming areas please.

Lowell could gain so much if updates were done. We could be a destination for communities like Pleasant hill, Dexter and Oakridge

Lowell needs an upgrade and to make the parks especially Rolling Rock more family friendly. Plus some trees or covered pavilions near the water at the state park would be nice.

It is walkable, but the sidewalks/walking paths could use major improvement! The flashing crosswalks were a great improvement that we really appreciate! Way to go Lowell!

Lowell doesn't have an identity. We are the small town that is by the covered bridge or surrounded by the lakes, or better yet the place on your way to Fall Creek or Willamette Pass. The schools have done a great job of improving their buildings and graduation scores, the town has stayed the same, a little tired and vanilla. It looks like a place where people just pass through not stop and spend time. It would be great to have a reason for everyone to come out for the day, not just those with a boat. It would also be great to have a place for people to work. With the loss of the forest service compound Lowell lost a lot of support in outdoor maintenance, revenues and community support. The city and the FS partnered on many projects. We have the Corps in our back yard does the city partner with them?

Q21. What are Lowell's current challenges? (Select all that apply)

#	Answer	%	Count
1	Clearly defined downtown	18.57%	57
2	Proximity to Eugene/Springfield	1.95%	6
3	Natural setting	0.65%	2
7	Tourism	11.07%	34
8	Parking in downtown	7.17%	22
9	Public space	4.89%	15
4	Bicycle friendly	5.86%	18
5	Commercial/retail services	23.78%	73
6	Civic interest/engagement	8.14%	25
10	Walkability	4.89%	15
11	Housing affordability	11.07%	34
12	Other:	1.95%	6
	Total	100%	307

Other:

Other: - Text

city's spending on parks etc. civic services

Need Lane County Sheriff Patrols

Drinking water I fell good about drinking.

Cleaning up

Lack of money/drive

Need a dog park :)

Please use this space to provide additional comments for Q21:

Please use this space to provide additional comments for Q21:

It's really a short commute to Eugene - needs to be stressed!

there is no clearly defined downtown (except on paper) there are a few commercial/retail services. no real casual/outdoor food, coffee, or brew pub.

The only high quality restaurant about 8-10 years ago didn't survive. Would be nice to have one

The lake is not fully utilized

build street be scraping at least 6 ft. They ignored and built the road to high. This is only one example. City spends too much for parks. the administration had a scandal but no one was brought to justice many things go wrongly. When there is a conscientious voice they squish it. Very sick city. I am so glad this survey came out.

I'm actually not even sure what "downtown Lowell" is. Everyone who lives out here drives into Eugene/Springfield for commercial/retail services.
traffic law enforcement needed
only one place to eat in town

House affordability with utilities is highly overrated. The seats depend too highly on very few people.
The problem with blue green algae needs to be addressed. More people would be willing to come.
Answers need to protect our resources and more tourism aimed not only at boats but other lake related sports and on ground.
stop worrying about parks (we have natural beauty all around us) and enforce the laws about disabled vehicles and noxious weeds. Get rid of the feral cats.
Lowell needs a motel, retirement center, and RV park, also a hardware store
There is no downtown! Need to encourage businesses and tourism to Lowell
Nothing to draw people, other than the lakes and events like Blackberry Jam
Downtown not defined - where is downtown? Need a lakeside resort to get ppl. out here, I know ppl. in Eugene that never have been to Lowell! Need boat rentals, jet ski rental, docks, etc!
Tourism: they drive right on through Lowell to get to their destination.
Need more commercial enterprises like restaurants and beer tap halls
We need a restaurant and motel
The big ugly buses that sit right on our main street! I don't think this provides a very positive view of our city. I have noticed that it is being cleaned up somewhat.
Where is downtown Lowell?

If you want to draw people to Lowell and capitalize on it, you need to make the town attractive. Clean up the town pass rules on people keeping up their prop. ie remove trash, broke down cars/busses. Put more camp spaces in. Advertise events, kayakers ect. Bring vendors in - rent space, ect. We need to bring in more business - a good coffee shop. Have a lodge/restaurant ect. on the lake. Rental equipment ect.
there is no downtown
Get rid of old cars and RVs.

commercial/retail development. The many retail offerings of Eugene/Springfield are just too accessible for Lowell to compete with at a large scale, and it probably shouldn't even try although I think there is room for a few niche offerings in Lowell. Commercial development may be a bit more attractive due to land prices, but the city also needs to be careful what kinds of deals it makes so that it doesn't get left with an unattractive mess if places go out of business (think the old buses still sitting around downtown).

Lowell is small enough that all of town and some of the surrounding attractions (eg. Lowell State Park, Fall Creek Rec Area) are in theory easily accessible by non-motorized means. Instead, walking or biking to many locales, even within town, requires walking/biking on roads that are fairly busy. An increase in sidewalks, bike lanes and/or non-motorized trails to connect these existing features would increase safety and probably increase access and usage.
more food choices would be great

A nice cafe/espresso bar, perhaps a restaurant on the water, a wine bar or beer pub (small and perhaps only open 1-2 days a week to make it affordable for the purveyors), perhaps a vacant lot with food trucks once a week, a place to buy fresh flowers, a bakery. All of these businesses would have to have limited hours to keep COGS low and to survive with our small population. If the City were to subsidize these businesses until they could get on their feet, that might be an approach. It's a tough climate with such a small community. but a bakery, coffee bar, or pub could be a gathering spot for the community. Possibly look into unusual financing arrangements; for example, the citizens buy into a building which houses a restaurant or bakery and is able to reduce the rent so the business could survive until they became profitable. The local citizen who owns the building would have an incentive to patronize the business and the business would win by reducing initial costs. We are going to have to think out-of-the-box if we want to have any hopes of a retail or food business move into our small town!

Need more business
Need to improve the "look" of the town (eg. remove inoperable vehicle from public view) aren't there ordinance against this?
It seems not everyone knows where "down town" is. Not much to do here in Lowell.

I've heard people talk about Lowell's potential and it would be nice to get people in the right positions to make things happen. We are so close to Eugene/Springfield and have all this nature and potential for tourism and improving local quality of life.

While I really liked events like the farmers market happening in our town, parking on both sides of the street in front of Rolling Rock in the green tortoise building makes for a dangerous situation for people parking, driving, pedestrians and bicyclists. A suggestion to alleviate that might be to make a notched in parking area on one side or the other of the street.

Easily walkable but not super safely. Good sidewalks where it's necessary but not the best sidewalks everywhere. Just a small criticism.

There really aren't enough sidewalks. Sidewalks randomly end all over town causing you to be walking in the road. Yes traffic is usually sparse and in most cases people give you space but that's not always the case. Would love paved walking paths somewhere. Possibly in the dog park? The dog parks in town have gravel tracks around them, paved would be one up them

APPENDIX D

I've live here my whole life where is "downtown" lowell?

It would be nice to see a few local shopping options and dining options. I'm tired of going into Springfield to go out to eat.

It's a hodge podge of areas. City Hall is in the middle of a residential area, there's a dentist office in the middle of residential. "Downtown" is vacant.

Q22. Where do you see Lowell's future opportunities? You can select more than one answer.

#	Answer	%	Count
1	Tourism associated with the lake	28.21%	77
2	Tourism associated with hiking/biking	16.48%	45
3	Residential development and improvement	17.58%	48
4	Retail and restaurant development	26.37%	72
5	Commercial business development	9.89%	27
6	Other:	1.47%	4
	Total	100%	273

Other:

Other: - Text

Water problem restricts some when commercial development comes there are opportunities personal favors

Eliminate low income/ghetto image

Community center and activities

Great Schools

Q23. Please indicate your level of agreement or disagreement with the statements below.

#	Field	Minimum	Maximum	Mean	Std Deviatii	Variance	Count
1	Identifying and preserving historic buildings and ai	1	6	2.25	1.3	1.69	108
2	Attracting commercial and retail development is ii	1	6	2.17	1.16	1.34	108
3	Supporting small businesses and entrepreneurs is	1	6	1.53	0.81	0.66	108
4	Other:	1	6	3.1	2.21	4.89	10

#	Question	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree
1	Identifying and preserving historic buildings and ai	32.41%	35 35.19%	38 20.37%	22 3.70%
2	Attracting commercial and retail development is ii	30.56%	33 40.74%	44 18.52%	20 4.63%
3	Supporting small businesses and entrepreneurs is	61.11%	66 28.70%	31 8.33%	9 0.93%
4	Other:	40.00%	4 20.00%	2 0.00%	0 0.00%

Strongly Disagree	No opinion	Total
3.70%	4 4.63%	5 108
2.78%	3 2.78%	3 108
0.00%	0 0.93%	1 108
10.00%	1 30.00%	3 10

Q24. What is your highest priority for the future growth of downtown Lowell (Choose only one)

#	Field	Minimum	Maximum	Mean	Std Deviat	Variance	Count
1	Q24. What is your highest priority for the future g	1	7	3.85	2.1	4.4	108

#	Answer	%	Count
1	Residential growth	16.67%	18
5	Preserving parks and open space	25.00%	27
2	Commercial retail growth	22.22%	24
3	Reducing traffic and circulation conflicts	6.48%	7
4	Better bike/pedestrian connectivity	7.41%	8
6	No growth	5.56%	6
7	Other:	16.67%	18
	Total	100%	108

Q25. To what extent would you encourage or discourage the following land uses in downtown Lowell?

#	Field	Minimum	Maximum	Mean	Std Deviat	Variance	Count
1	Residential	1	6	2.83	1.26	1.6	107
2	A mix of uses (retail and residential in the same lo	1	6	2.71	1.2	1.45	108
3	Restaurant/retail development	1	6	1.86	0.87	0.76	107
4	Public outdoor space (parks, squares, etc.)	1	6	2.08	1.09	1.2	109
5	Motels/hotels	1	6	3.24	1.27	1.61	106
6	Convenience stores	1	6	3.01	1.14	1.29	106
7	Tourism-based (bed & breakfast, gift shops, €	1	6	2.44	1.29	1.65	111
8	Professional offices	1	6	2.73	1.09	1.18	106
9	Public service and facilities	1	6	2.55	1.24	1.54	108
10	Other:	1	6	2.5	2.29	5.25	10

#	Question	Strongly Encourage	Encourage	Neither Encourage nor Discourage
1	Residential	12.15%	31.78%	32.71%
2	A mix of uses (retail and residential in the same lo	14.81%	34.26%	25.00%
3	Restaurant/retail development	36.45%	46.73%	14.02%
4	Public outdoor space (parks, squares, etc.)	33.94%	38.53%	19.27%
5	Motels/hotels	6.60%	24.53%	30.19%
6	Convenience stores	6.60%	28.30%	35.85%
7	Tourism-based (bed & breakfast, gift shops, etc.)	22.52%	40.54%	21.62%
8	Professional offices	11.32%	31.13%	40.57%
9	Public service and facilities	17.59%	36.11%	35.19%
10	Other:	70.00%	0.00%	0.00%

	Strongly Discourage	No Opinion	Total
	4.67%	5.61%	6
	3.70%	2.78%	3
	0.93%	0.93%	1
	4.59%	0.92%	1
	13.21%	4.72%	5
	7.55%	2.83%	3
	7.21%	3.60%	4
	5.66%	1.89%	2
	1.85%	6.48%	7
	0.00%	30.00%	3

APPENDIX D

Q26. Do you have any additional comments or suggestions about how to improve Lowell's Parks or Downtown?

I encourage positive downtown development as long as it doesn't impinge on the existing residential area nearby - possible problems would be traffic, I really hate the boat races. They are loud, noise all day 2) closes use of the lake for the 3 nicest weekends of the summer 3) There is nobody who lives here I know that likes it.

too much is spent on parks. Reduce costs and reduce water bill it is outrageous.

Need sidewalk along moss street to the parks

I have a dog and three young children and we use the school yard at the elementary school and the high school trade multiple times a week, year around. They are not official "city parks" but are what can use.

Don't infringe on private property rights and the right to peaceful enjoyment of ones own property!!! most important

Parks and cemetery are the first thing people see... keep them green!!

Water the grass! Rolling Rock, is the first thing people see when they drive in - it should be beautiful.

new library and a pioneer museum with historical information about Lowell and the surrounding area.

Define where downtown is. Main St. is deceiving. People think Main St. is downtown

The parks and downtown need to be more cohesive - sidewalks connecting most parks to the main city features - post office, library, parks, and markets to the schools and grange. Mostly, sidewalk on both sides of moss street!

This survey is a waste of money. 450 households, mostly low income, could have had a door to door volunteer sampling

Lowell already has a solid base: we just need more people coming in to capitalize on it. More biking/hiking trails would be great, and better kayak /

Commercial design cohesiveness - maybe covered bridge theme - lakeside theme - resort/Lodge etc. Not a mishmash of weirdly painted bldgs.

As government offices create no income for the district (property taxes) I discourage any more publicly owned buildings

Would love to see something fun/safe for our teens to enjoy. Not sure what that would be though. Bowling alley? :)

A hotel and restaurant should be a priority.

Green grass and where is downtown?

FYI, the city hall and fire dept should be Downtown and not some side street in Lowell. Get rid of Rolling Rock Park, then rebuild botu (not sure what this word is AS) in its place. Keep the music hall for evening and day events.

Keep the parks green in the summer, clean up towns of old cars and RV in peoples front yards.

Lowell has a lot of good things going for it. Don't try to make it something it is not.

No

Rolling Rock Park is sitting on some valuable land that could be better used for commercial purposes as it is highly visible to the road that runs by it. If we made the park smaller (half the size), and allowed commercial buildings (offices, retail, restaurant) on the other half, that would be a start. Also the "Green Tortoise" building is sitting on valuable commercial land as well. If that lot could be divided and the remaining area be used for commercial use, that would be better. We also need to consider mixed used developments such as apartments above and commercial uses on the ground floor. Right now there is no downtown; the few shops and businesses we have are scattered about.

We love ot here and encourage any growth!

We need to focus on building a vibrant downtown and a connection to the Marina. The covered bridge is overrated. Many more people use the Marina Parks have been continually improving, impressive for the size of city. Downtown continues to fragment, little economic growth, needs strong zoning to become a downtown... Encourage several blocks of business density

We need to promote businesses to coming in so others from surrounding areas are coming here to shop and supporting our community. We need to upgrade the parks so they aren't outdated and run down. The Lowell state park needs bathrooms closer to the lake and shade structures closer to the water. The whole city needs an upgrade. If an increase in utility costs the money should go to updates not to staff.

Good on ya for giving us a voice. Your doing good work for our community

Stop trying to make our quiet quaint town bigger. The bigger it gets the more crime we see. We need more safety features like street lights and police presence than we do more tourist. Most of us dread summer when the "townies" come to town and real havoc on our community.

Increase tourism by developing the Lowell Marina waterfront (paddle boat rentals, cafe)

Adding or creating a splash pad area for kids

Rolling Rock park needs to be better maintained and security added

I think you are doing a great job by WANTING to improve our town in ways WE as citizens want it improved. It would be very easy for you all to use your power to do nothing, or only do what you as a governing group think should be done. I also appreciate this survey and your willingness for change!

Parks - Improved maintenance of existing parks with additional trees and larger shelters. For new parks, additional trails and more access to the lake with nonmotorized recreational dock, kayak and paddle board rentals.

Downtown - Small, traditional downtown feel with restaurants, retail, and services to meet needs of residents and visitors on North Shore Drive.

Additional multifamily housing; first floor commercial, second floor condos or apartments. Preserve and improve the western half of Rolling Rock Park for special events. Wider sidewalks and street lighting. Design standards to encourage historic architecture, such as Lowell Junior/Senior High School and the Green Tortoise. Scale of any new development should fit Lowell.

Traffic signals, speed limit enforcement.

Lowell Downtown Master Plan 2019

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: Resolution 719
FY 2018/19 Supplemental Budget

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

The Lowell School District has started approximately \$9M in improvements, which has caused the City to increase the budget for revenues and expenditures related to building and electrical permits. All expenses are offset with building permit revenue.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

1. Motion to adopt Resolution 719 – A Resolution Adopting a Supplemental Budget for Fiscal Year 2018/19 and Making Supplemental Appropriations.
2. No action.

RECOMMENDATION:

Motion to adopt Resolution 719 – A Resolution Adopting a Supplemental Budget for Fiscal Year 2018-2019 and Making Supplemental Appropriations.

ATTACHMENTS:

1. Resolution 719 - A Resolution Adopting a Supplemental Budget for Fiscal Year 2018/19 and Making Supplemental Appropriations.
2. FY 2018/19 Supplemental Budget Hearing Notice
3. Amended FY 2018/19 General Fund Line Item Budget

CITY OF LOWELL, OREGON**RESOLUTION 719****A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2018-2019 AND MAKING SUPPLEMENTAL APPROPRIATIONS**

WHEREAS, the City of Lowell budget for Fiscal Year 2018-2019 was adopted by the City Council on Tuesday, June 18, 2018; and

WHEREAS, an occurrence or condition which had not been ascertained at the time of the preparation of the budget for the current year requires a change in financial planning; and

WHEREAS, in order not to overspend appropriations, it is necessary to increase a program appropriation within the General Fund; and

WHEREAS, in accordance with local budget law, notice was published on June 12, 2019 of the public hearing that was held before the City Council on June 18, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOWELL AS FOLLOWS:

The City of Lowell amends the budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019 to include increases in revenues and appropriations within the following funds:

	Current Appropriations	Change in Appropriations	Amended Appropriations
General Fund			
Administration	512,767	0	512,767
Parks & Recreation	527,095	0	527,095
Police	29,106	0	29,106
Community Development	130,194	171,607	301,801
Library	7,679	0	7,679
Code Enforcement	16,560	0	16,560
Tourism	12,850	0	12,850
Municipal Court	13,682	0	13,682
Transfers	2000	0	2,000
Contingency	77,488	0	77,488
Total Appropriations	1,329,421	171,607	1,501,028

This resolution shall become effective immediately upon its passage by the City Council.

ADOPTED by the City Council of the City of Lowell this 18th day of June 2019.

Ayes _____

Nays _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Recorder

NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for City of Lowell, for the

current fiscal year 2018-19, will be held at the Maggie Osgood Library, 70 N. Pioneer Street, Lowell, OR 97452.

The hearing will take place on June 18, 2019 at 7:00 a.m. p.m.

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after June 7, 2019

(Date)
at City Hall, 107 E. 3rd Street, Lowell, OR 97452, between the hours of 9:00 a.m. p.m. and 5:30 a.m. p.m.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: General

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1. Building Permit Fees	\$217,278	1. Community Dev., Materials/Services	\$285,593
2. Electrical Permit Fees	\$29,589	2.	
3.		3.	
Revised Total Fund Resources	\$1,509,027	Revised Total Fund Requirements	\$ 1,509,027

Lowell School District has started approximately \$9M in improvements, which has caused the City to increase the budget for revenues and expenditures related to building and electrical permits.

CITY OF LOWELL
GENERAL FUND RESOURCES
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
110-000-3100 BEGINNING BALANCE	94,227	123,608	147,607	184,077	179,407	179,407	179,407
SUBTOTAL FUND BALANCE	94,227	123,608	147,607	184,077	179,407	179,407	179,407
REVENUES							
110-310-4112 PROPERTY TAXES - CURRENT	128,375	132,671	133,941	134,573	138,610	138,610	138,610
110-310-4114 PROPERTY TAXES - PRIOR	2,730	2,310	2,140	2,439	2,512	2,512	2,512
110-315-4125 INTEREST EARNED	3,641	6,506	522	4,009	3,500	3,500	3,500
110-320-4132 STATE REVENUE SHARING	6,497	10,622	9,202	9,282	9,654	9,654	9,654
110-320-4134 CIGARETTE TAX	1,180	1,562	1,200	1,475	1,199	1,199	1,199
110-320-4135 MARIJUANA TAX	-	-	-	-	2,686	2,686	2,686
110-320-4136 LIQUOR TAX	15,366	16,082	16,055	16,982	18,280	18,280	18,280
110-320-4145 TRANSIENT ROOM TAX	-	497	-	322	332	332	332
110-320-4151 GRANT REVENUE	-	-	63,400	-	63,000	63,000	63,000
110-325-4152 TOURISM GRANT	7,729	8,021	8,739	8,761	9,024	9,024	9,024
110-325-4154 LIBRARY SUMMER READING	1,400	1,000	1,000	1,000	1,000	1,000	1,000
110-330-4310 CABLE FRANCHISE FEES	1,866	1,978	1,400	1,437	1,481	1,481	1,481
110-330-4312 ELECTRIC FRANCHISE FEES	40,324	43,591	44,026	47,775	50,164	50,164	50,164
110-330-4314 GARBAGE FRANCHISE FEES	3,000	-	600	300	300	300	300
110-330-4316 TELECOM FRANCHISE FEES	2,743	2,809	2,500	2,458	2,335	2,335	2,335
110-335-4352 LAND USE/DEVELOPMENT FEES	176	5,141	4,000	868	7,500	7,500	7,500
110-335-4354 PERMITS AND VARIANCES	-	80	100	530	100	100	100
110-335-4356 BUILDING PERMIT FEES	10,589	21,164	18,410	31,333	39,450	39,450	217,278
110-335-4358 ELECTRICAL PERMIT FEES	2,166	3,176	4,482	3,701	5,810	5,810	29,589
110-335-4360 DOG LICENSE	951	751	300	526	500	500	500
110-340-4415 LIBRARY REVENUE	625	790	1,000	511	500	500	500
110-340-4417 LIENS SEARCHES	300	590	400	410	200	200	200
110-340-4419 ELECTION FILING FEES	-	100	-	-	50	50	50
110-340-4421 SDC/CET ADMIN FEE	253	1,446	1,000	3,119	3,730	3,730	3,730
110-340-4423 PAY STATION REVENUE	-	97	-	100	100	100	100
110-345-4511 PARK REIMBURSEMENT SDC	52	101	343	527	735	735	735
110-350-4625 MUNICIPAL COURT REVENUE	3,042	4,273	3,000	2,040	2,000	2,000	2,000
110-360-4225 LOAN PROCEEDS	-	-	50,000	-	-	-	530,000

CITY OF LOWELL
GENERAL FUND RESOURCES
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
110-365-4752 REIMBURSEMENT REVENUE	7,139	230	5,000	1,293	5,000	5,000	5,000
110-370-4822 BBJ FUND PAYMENT	500	500	500	500	-	-	-
110-370-4824 DONATIONS	-	-	-	-	-	-	-
110-385-4895 MISCELLANEOUS	33,950	5,076	2,000	1,631	2,000	2,000	228,263
SUBTOTAL REVENUES	274,593	271,163	375,260	277,903	371,750	371,750	1,329,620
INTERFUND TRANSFERS							
XXX-XXX-XXXX TRANSFER FROM PERSONNEL LIABILITIES FUND	-	10,421	-	-	-	-	-
SUBTOTAL INTERFUND TRANSFERS	-	10,421	-	-	-	-	-
TOTAL - GENERAL FUND	368,820	405,191	522,867	461,980	551,157	551,157	1,509,027

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16	2016-17	2017-18	2017-18	2018-19		
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED	ADOPTED
ADMINISTRATION							
PERSONNEL SERVICES							
110-410-5110 CITY ADMINISTRATOR	33,506	9,198	11,243	11,141	12,300	12,300	12,300
110-410-5112 PUBLIC WORKS DIRECTOR	5,861	2,791	3,124	3,125	3,280	3,280	3,280
110-410-5114 CITY CLERK	7,810	4,245	4,772	4,793	5,010	5,010	5,010
110-410-5152 UTILITY WORKER 1	2,871	1,415	1,636	1,636	1,718	1,718	1,718
110-410-5154 UTILITY WORKER 2	4,457	1,578	1,804	1,814	1,895	1,895	1,895
110-410-5158 MAINTENANCE WORKER 1	6,696	719	804	781	844	844	844
110-410-5220 OVERTIME	-	713	1,028	618	1,079	1,079	1,079
110-410-5315 SOCIAL SECURITY/MEDICARE	5,313	1,727	2,042	1,829	2,228	2,228	2,228
110-410-5320 WORKERS COMPENSATION	171	1,204	861	701	891	891	891
110-410-5350 UNEMPLOYMENT INSURANCE	-	-	2,148	-	2,093	2,093	2,093
110-410-5410 HEALTH INSURANCE	26,583	6,590	6,031	6,027	6,411	6,411.44	6,411
110-410-5450 RETIREMENT	7,291	2,192	2,280	2,749	3,004	3,004	3,004
110-410-5150 FINANCE CLERK	10,898	-	-	-	-	-	-
110-410-5156 UTILITY WORKER 2-1	75	-	-	-	-	-	-
110-410-5910 WAGE ADJUSTMENT	-	-	-	-	-	-	-
SUBTOTAL PERSONNEL SERVICES	111,534	32,371	37,773	35,213	40,754	40,754	40,754
FULL-TIME EQUIVALENTS	1.39	0.43	0.43	0.43	0.43	0.43	0.43
MATERIALS AND SERVICES							
110-410-6110 AUDITING	7,138	3,934	3,900	3,900	4,290	4,290	4,290
110-410-6112 LEGAL SERVICES	2,592	4,881	5,000	2,310	5,000	5,000	5,000
110-410-6114 FINANCIAL SERVICES	-	3,795	3,408	3,408	3,570	3,570	3,570
110-410-6122 IT SERVICES	-	3,189	5,674	3,970	6,596	6,596	6,596
110-410-6124 COPIER CONTRACT	3,750	3,627	1,920	2,032	2,093	2,093	2,093
110-410-6128 OTHER CONTRACT SERVICES	-	708	2,000	566	1,000	1,000	1,000
110-410-6210 INSURANCE AND BONDS	16,245	7,786	6,413	6,413	6,594	6,594	6,594
110-410-6220 PUBLICATIONS, PRINTING, AND DUES	766	2,045	4,000	3,498	3,550	3,550	3,550
110-410-6222 NEWSLETTER EXPENDITURE	1,119	916	1,350	1,350	1,200	1,200	1,200
110-410-6226 POSTAGE	60	447	600	381	500	500	500
110-410-6228 PUBLIC NOTICES	315	759	500	1,063	1,000	1,000	1,000

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

110-410-6230	OFFICE SUPPLIES	2,793	998	950	948	1,000	1,000	1,000
110-410-6234	GENERAL SUPPLIES	-	1,043	1,500	634	750	750	750
110-410-6238	BANK SERVICE CHARGES	1,748	1,365	1,000	1,350	1,400	1,400	1,400
110-410-6240	TRAVEL AND TRAINING	640	549	1,500	1,270	1,500	1,500	1,500
110-410-6290	MISCELLANEOUS	1,491	538	500	427	500	500	500
110-410-6320	BUILDING REPAIR AND MAINTENANCE	1,351	15	1,000	234	1,000	1,000	1,000
110-410-6334	NON-CAPITALIZED ASSETS	-	1,014	2,000	4,730	2,000	2,000	2,000
110-410-6420	WATER SERVICES	-	292	300	401	413	413	413
110-410-6425	SEWER SERVICES	-	484	550	508	524	524	524
110-410-6430	ELECTRICITY SERVICES	2,293	2,289	2,200	1,896	2,010	2,010	2,010
110-410-6435	INTERNET SERVICES	-	819	900	930	985	985	985
110-410-6440	TELEPHONE SERVICES	2,926	3,161	2,400	2,480	2,629	2,629	2,629
110-410-6445	REFUSE SERVICES	-	72	100	86	91	91	91
110-410-6510	COUNCIL EXPENDITURE	5,240	1,224	2,000	1,280	2,000	2,000	2,000
110-410-6512	STATE ETHICS COMMISSION	317	317	600	600	600	600	600
110-410-6692	REIMBURSABLE EXPENDITURE	1,724	-	5,000	150	5,000	5,000	5,000
110-410-6132	LCOG	1,000	-	-	-	-	-	-
110-410-6190	COMPUTER SERV/WARR/CONTRACTS	4,580	-	-	-	-	-	-
110-410-6230	OFFICE SUPPLIES/EQUIPMENT	-	-	-	-	-	-	-
110-410-6514	LEAGUE OF OREGON CITIES (LOC)	817	-	-	-	-	-	-
XXX-XXX-XXXX	WATER/SEWER EXPENSE CITY HALL	1,032	-	-	-	-	-	-
XXX-XXX-XXXX	POSTAGE	609	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES		60,547	46,268	57,265	46,813	57,794	57,794	57,794
110-410-8000	CAPITAL OUTLAY							
110-410-8225	CAPITAL OUTLAY - BUILDINGS AND FACILITIES	-	2,578	50,000	9,726	43,802	25,000	406,263
110-410-8320	CAPITAL OUTLAY - SOFTWARE	-	6,754	7,955	150	7,955	7,955	7,955
SUBTOTAL CAPITAL OUTLAY		-	9,332	57,955	9,876	51,757	32,955	414,218
TOTAL - ADMINISTRATION		172,080	87,971	152,993	91,902	150,306	131,504	512,767

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
PARKS AND RECREATION							
PERSONNEL SERVICES							
110-420-5110 CITY ADMINISTRATOR	-	3,472	3,748	4,023	4,100	4,100	4,100
110-420-5150 PUBLIC WORKS DIRECTOR	-	2,960	3,124	3,385	3,280	3,280	3,280
110-420-5152 UTILITY WORKER 1	-	1,502	1,636	1,772	1,718	1,718	1,718
110-420-5154 UTILITY WORKER 2	-	1,693	1,804	1,965	1,895	1,895	1,895
110-420-5158 MAINTENANCE WORKER 1	-	5,308	7,236	7,610	7,598	7,598	7,598
110-420-5220 OVERTIME	-	683	849	627	891	891	891
110-420-5315 SOCIAL SECURITY	-	1,360	1,539	1,483	1,662	1,662	1,662
110-420-5320 WORKERS COMPENSATION	-	1,218	1,428	1,207	1,473	1,473	1,473
110-420-5350 UNEMPLOYMENT INSURANCE	-	-	1,558	-	1,558	1,558	1,558
110-420-5410 HEALTH INSURANCE	-	3,492	2,705	2,631	2,874	2,874	2,874
110-420-5450 RETIREMENT	-	1,778	1,718	2,229	2,240	2,240	2,240
SUBTOTAL PERSONNEL SERVICES	-	23,464	27,344	26,933	29,289	29,289	29,289
FULL-TIME EQUIVALENTS	0.42	0.48	0.48	0.48	0.48	0.48	0.48
MATERIALS AND SERVICES							
110-420-6128 OTHER CONTRACT SERVICES	-	5,082	37,000	3,083	44,268	44,268	44,268
110-420-6234 GENERAL SUPPLIES	-	1,660	1,000	670	1,000	1,000	1,000
110-420-6290 MISCELLANEOUS	-	263	250	204	500	500	500
110-420-6320 BUILDING REPAIR AND MAINTENANCE	-	59	1,000	927	2,500	2,500	2,500
110-420-6324 EQUIPMENT REPAIR AND MAINTENANCE	-	360	1,000	596	1,000	1,000	1,000
110-420-6330 OTHER REPAIR AND MAINTENANCE	-	2,999	3,000	1,495	3,000	3,000	3,000
110-420-6334 NON-CAPITALIZED ASSETS	-	3,828	2,000	4,007	2,000	2,000	2,000
110-420-6339 MAINTENANCE - NELSON LAND DONATION	-	-	500	1,000	500	500	500
110-420-6420 WATER SERVICES	-	649	5,000	714	5,000	5,000	5,000
110-420-6425 SEWER SERVICES	-	1,289	1,300	1,356	1,397	1,397	1,397
110-420-6430 ELECTRICITY SERVICES	-	493	750	547	579	579	579
110-420-6445 REFUSE SERVICES	-	193	200	257	272	272	272
110-420-6610 GAS AND OIL	-	912	600	730	789	789	789
XXX-XXX-XXXX WATER/SEWER EXPENSE PARKS	2,019	-	-	-	-	-	-
XXX-XXX-XXXX MAINTENANCE & SUPPLIES	5,317	-	-	-	-	-	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

SUBTOTAL MATERIALS AND SERVICES		7,336	17,785	53,600	15,586	62,805	62,805	62,805
CAPITAL OUTLAY								
110-420-8520	CAPITAL OUTLAY - PARKS IMPROVEMENTS	-	-	40,000	10,000	45,000	60,000	435,000
SUBTOTAL CAPITAL OUTLAY		-	-	40,000	10,000	45,000	60,000	435,000
TOTAL - PARKS AND RECREATION		7,336	41,250	120,944	52,519	137,095	152,095	527,095

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
POLICE							
MATERIALS AND SERVICES							
110-430-6118 POLICE SERVICES	-	21,000	31,920	30,630	29,106	29,106	29,106
XXX-XXX-XXXX CONTRACTED SERVICES/POLICE	30,380	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES	30,380	21,000	31,920	30,630	29,106	29,106	29,106
TOTAL - POLICE	30,380	21,000	31,920	30,630	29,106	29,106	29,106

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
COMMUNITY DEVELOPMENT							
PERSONNEL SERVICES							
110-440-5110 CITY ADMINISTRATOR	-	6,944	7,495	7,427	8,200	8,200	8,200
110-440-5114 CITY CLERK	-	2,230	2,386	2,397	2,505	2,505	2,505
110-440-5220 OVERTIME	-	15	89	20	94	94	94
110-440-5315 SOCIAL SECURITY	-	692	834	753	921	921	921
110-440-5320 WORKERS COMPENSATION	-	5	69	41	73	73	73
110-440-5350 UNEMPLOYMENT INSURANCE	-	-	877	-	894	894	894
110-440-5410 HEALTH INSURANCE	-	2,154	2,146	2,087	2,278	2,278	2,278
110-440-5450 RETIREMENT	-	858	931	1,132	1,242	1,242	1,242
SUBTOTAL PERSONNEL SERVICES	-	12,897	14,828	13,856	16,208	16,208	16,208
FULL-TIME EQUIVALENTS	-	0.15	0.15	0.15	0.15	0.15	0.15
MATERIALS AND SERVICES							
110-440-6116 ENGINEERING SERVICES	-	-	-	206	500	500	500
110-440-6128 OTHER CONTRACT SERVICES	-	-	31,500	33	40,000	40,000	40,000
110-440-6220 PUBLICATIONS, PRINTING, AND DUES	-	-	100	100	100	100	100
110-440-6226 POSTAGE	-	-	250	100	250	250	250
110-440-6240 TRAVEL & TRAINING	-	-	100	-	500	500	500
110-440-6290 MISCELLANEOUS	-	-	250	-	250	250	250
110-440-6522 LAND USE/DEVELOPMENT COSTS	2,727	3,458	4,000	3,597	7,500	7,500	7,500
110-440-6524 BUILDING PERMIT EXPENSES	10,721	16,187	30,303	30,303	30,371	30,371	208,147
110-440-6525 ELECTRICAL PERMIT COSTS	2,139	2,722	3,483	3,483	4,515	4,515	28,346
SUBTOTAL MATERIALS AND SERVICES	15,587	22,366	69,986	37,822	83,986	83,986	285,593
TOTAL - COMMUNITY DEVELOPMENT	15,587	35,264	84,814	51,679	100,194	100,194	301,801

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
LIBRARY							
PERSONNEL SERVICES							
110-450-5320 WORKERS COMPENSATION	-	18	45	36	50	50	50
SUBTOTAL PERSONNEL SERVICES	-	18	45	36	50	50	50
FULL-TIME EQUIVALENTS	-	-	-	-	-	-	-
MATERIALS AND SERVICES							
110-450-6122 IT SERVICES	-	564	329	794	1,529	1,529	1,529
110-450-6226 POSTAGE	-	6	-	-	-	-	-
110-450-6230 OFFICE SUPPLIES	-	58	-	369	500	500	500
110-450-6234 GENERAL SUPPLIES	-	866	1,250	480	1,250	1,250	1,250
110-450-6290 MISCELLANEOUS	-	-	100	250	250	250	250
110-450-6320 BUILDING REPAIR AND MAINTENANCE	-	-	200	-	100	100	100
110-450-6334 NON-CAPITALIZED ASSETS	-	385	2,900	2,672	500	500	500
110-450-6420 WATER SERVICES	-	97	150	134	150	150	150
110-450-6425 SEWER SERVICES	-	160	200	170	200	200	200
110-450-6430 ELECTRICITY SERVICES	-	726	800	632	800	800	800
110-450-6435 INTERNET SERVICES	-	819	1,000	930	1,000	1,000	1,000
110-450-6445 REFUSE SERVICES	-	58	90	86	100	100	100
110-450-6530 SUMMER READING PROGRAM	-	941	1,250	1,250	1,250	1,250	1,250
XXX-XXX-XXXX LIBRARY OPERATION EXPENSES	1,150	-	-	-	-	-	-
XXX-XXX-XXXX LIBRARY - SUMMER READING PROGRAM	1,128	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES	2,278	4,679	8,269	7,764	7,629	7,629	7,629
TOTAL - LIBRARY	2,278	4,697	8,315	7,800	7,679	7,679	7,679

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
CODE ENFORCEMENT							
PERSONNEL SERVICES							
110-460-5110 CITY ADMINISTRATOR	-	3,472	3,748	3,714	4,100	4,100	4,100
110-460-5150 PUBLIC WORKS DIRECTOR	-	2,960	3,124	3,125	3,280	3,280	3,280
110-460-5220 OVERTIME	-	226	117	51	123	123	123
110-460-5315 SOCIAL SECURITY	-	497	585	527	640	640	640
110-460-5320 WORKERS COMPENSATION	-	3	342	253	353	353	353
110-460-5350 UNEMPLOYMENT INSURANCE	-	-	610	-	617	617	617
110-460-5410 HEALTH INSURANCE	-	1,366	1,352	1,313	1,434	1,434	1,434
110-460-5450 RETIREMENT	-	616	653	792	863	863	863
SUBTOTAL PERSONNEL SERVICES	-	9,141	10,530	9,775	11,410	11,410	11,410
FULL-TIME EQUIVALENTS	-	0.10	0.10	0.10	0.10	0.10	0.10
MATERIALS AND SERVICES							
110-460-6128 OTHER CONTRACT SERVICES	-	-	2,500	-	2,500	4,500	4,500
110-460-6234 GENERAL SUPPLIES	-	-	100	300	300	300	300
110-460-6290 MISCELLANEOUS	-	-	100	-	100	100	100
110-460-6540 DOG/CAT CONTROL	106	-	-	-	250	250	250
SUBTOTAL MATERIALS AND SERVICES	106	-	2,700	300	3,150	5,150	5,150
TOTAL - CODE ENFORCEMENT	106	9,141	13,230	10,075	14,560	16,560	16,560

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
TOURISM							
MATERIALS AND SERVICES							
110-470-6224 MARKETING	120	672	2,000	373	2,000	2,000	2,000
110-470-6128 OTHER CONTRACT SERVICES	-	-	9,000	6,500	-	-	-
110-470-6226 POSTAGE	-	-	100	-	100	100	100
110-470-6326 COVERED BRIDGE EXPENSE	686	1,566	2,500	2,296	2,500	2,500	2,500
110-470-6327 COMMUNITY GRANT PROGRAM	-	858	3,000	2,823	3,000	3,000	3,000
110-470-6328 MATCHING GRANT FUNDS	-	-	5,000	-	5,000	5,000	5,000
110-470-6290 MISCELLANEOUS	-	-	250	-	250	250	250
XXX-XXX-XXXX TOURISM FUNDED PROJECTS	40	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES	846	3,096	21,850	11,992	12,850	12,850	12,850
TOTAL - TOURISM	846	3,096	21,850	11,992	12,850	12,850	12,850

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
MUNICIPAL COURT							
PERSONNEL SERVICES							
110-480-5110 CITY ADMINISTRATOR	-	3,472	3,748	3,714	4,100	4,100	4,100
110-480-5114 CITY CLERK	-	2,230	2,386	2,397	2,505	2,505	2,505
110-480-5220 OVERTIME	-	15	89	20	94	94	94
110-480-5315 SOCIAL SECURITY	-	433	521	469	571	571	571
110-480-5320 WORKERS COMPENSATION	-	3	43	34	45	45	45
110-480-5350 UNEMPLOYMENT INSURANCE	-	-	544	-	552	552	552
110-480-5410 HEALTH INSURANCE	-	1,636	1,663	1,616	1,769	1,769	1,769
110-480-5450 RETIREMENT	-	537	581	705	770	770	770
SUBTOTAL PERSONNEL SERVICES	-	8,327	9,575	8,954	10,407	10,407	10,407
FULL-TIME EQUIVALENTS	-	0.10	0.10	0.10	0.10	0.10	0.10
MATERIALS AND SERVICES							
110-480-6120 JUDGE CONTRACT	-	686	1,125	1,250	1,250	1,250	1,250
110-480-6121 BAILIFF CONTRACT	-	-	500	-	-	-	-
110-480-6128 OTHER CONTRACT SERVICES	-	4,496	1,000	612	1,000	1,000	1,000
110-480-6220 PUBLICATIONS, PRINTING, AND DUES	-	-	-	-	-	-	-
110-480-6226 POSTAGE	-	-	100	25	100	100	100
110-480-6238 BANK SERVICE CHARGES	-	134	-	150	150	150	150
110-480-6290 MISCELLANEOUS	-	20	100	-	100	100	100
110-480-6560 STATE ASSESSMENTS	90	604	675	90	675	675	675
XXX-XXX-XXXX MUNICIPAL COURT EXPENSE	2,081	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES	2,171	5,941	3,500	2,127	3,275	3,275	3,275
TOTAL - MUNICIPAL COURT	2,171	14,268	13,075	11,081	13,682	13,682	13,682

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2018 - JUNE 30, 2019

	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19			
					PROPOSED	APPROVED	ADOPTED	
NONDEPARTMENTAL								
INTERFUND TRANSFERS								
110-900-9117	TRANSFER TO SDC FUND	3,428	3,428	12,895	12,895	-	-	-
110-900-9130	TRANSFER TO WATER FUND	-	-	-	-	-	-	-
110-900-9140	TRANSFER TO SEWER FUND	8,000	-	-	-	-	-	-
110-900-9150	TRANSFER TO EQUIPMENT FUND	1,000	1,000	2,000	2,000	2,000	2,000	2,000
XXX-XXX-XXXX	TRANSFER TO PERSONNEL LIABILITIES FUND	2,000	-	-	-	-	-	-
SUBTOTAL INTERFUND TRANSFERS		14,428	4,428	14,895	14,895	2,000	2,000	2,000
CONTINGENCY								
110-900-9590	OPERATING CONTINGENCY	-	-	52,330	-	75,686	77,488	77,488
SUBTOTAL CONTINGENCY		-	-	52,330	-	75,686	77,488	77,488
RESERVED FOR FUTURE EXPENDITURE								
110-900-9895	RESERVE FOR FUTURE USE - PARKS	-	-	8,500	9,000	8,000	8,000	8,000
XXX-XXX-XXXX	ROLLING ROCK IRRIGATION RESERVE	-	-	-	-	-	-	-
SUBTOTAL RESERVED FOR FUTURE EXPENDITURE		-	-	8,500	9,000	8,000	8,000	8,000
TOTAL - NONDEPARTMENTAL		14,428	4,428	75,725	23,895	85,686	87,488	87,488
TOTAL REQUIREMENTS - GENERAL FUND		245,212	221,114	522,867	291,573	551,157	551,157	1,509,027

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 16, 2019
SUBJECT: Resolution 720 - Establishing Water
and Sewer Rates

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

On April 29, 2019, the Lowell Budget Committee recommended approval of the water and sewer rates for Fiscal Year 2019-20. This rate schedule is included in Resolution 720 for review and consideration.

FISCAL IMPACT:

The recommended rate schedule will allow the City to balance the water and sewer funds for Fiscal Year 2019-20 and complete several needed capital projects.

COURSES OF ACTION:

1. Motion to approve Resolution 720: A Resolution Establishing Water and Sewer Rates to be Effective July 1, 2019.
2. Motion to approve Resolution 720: A Resolution Establishing Water and Sewer Rates to be Effective July 1, 2019 as amended.

RECOMMENDATION:

Motion to approve Resolution 720: A Resolution Establishing Water and Sewer Rates to be Effective July 1, 2019.

ATTACHMENTS:

1. Resolution 720: A Resolution Establishing Water and Sewer Rates to be Effective July 1, 2019

CITY OF LOWELL, OREGON

RESOLUTION 720

**ESTABLISHING WATER AND SEWER RATES
TO BE EFFECTIVE JULY 1, 2019**

BE IT RESOLVED, that:

1. The following rates are established for water service:

a. Basic Service Charge per EDU:		\$25.33 per month
b. Variable Water Rate:	0-5,000 gallons/EDU	\$5.08 per 1,000 gallons
	Over 5,000 gallons/EDU	\$6.40 per 1,000 gallons
c. Bulk Water Rate:	Service Charge	\$10.00 per day
	Variable Charge	\$9.45 per 1,000 gallons
d. Fire Hydrant Fee, w/o water service		\$11.91 per month

2. A monthly rate of \$60.27 per EDU is established for sewer service.

3. The above water and sewer service charges are effective on July 1, 2019.

This Resolution supersedes Resolution 697 dated June 5, 2018.

Adopted by the City Council of the City of Lowell, this 18th day of June 2019.

Yea: _____

Nay: _____

Approved: _____

Don Bennett, Mayor

Attest: _____

Jared Cobb, City Recorder

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: Resolution 721 – Certifying Services

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

As established in ORS 221.760, cities within a county with a population greater than 100,000 must provide at least four (4) core services to be eligible for state revenue sharing funds. The City of Lowell provides the following: police protection; street construction, maintenance and lighting; sanitary sewer; storm sewers; planning, zoning, and subdivision control; and water utility. Each year the City approves a resolution certifying these services are provided.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

1. Motion to approve Resolution 721: A Resolution Certifying Services, as presented.
2. Motion to approve Resolution 721: A Resolution Certifying Services, as amended.

RECOMMENDATION:

Motion to approve Resolution 721: A Resolution Certifying Services.

ATTACHMENTS:

1. Resolution 721: A Resolution Certifying Services

CITY OF LOWELL, OREGON

RESOLUTION 721

A RESOLUTION CERTIFYING SERVICES

WHEREAS, ORS 221.760 provides as follows:

SECTION 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four (4) or more of the following services:

- 1. Police protection
- 2. Fire protection
- 3. Street construction, maintenance, and lighting
- 4. Sanitary sewer
- 5. Storm sewers
- 6. Planning, zoning, and subdivision control
- 7. One or more utility services

AND WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

BE IT RESOLVED that the City of Lowell hereby certifies that it provides the following four (4) or more municipal services enumerated in Section 1, ORS 221.760:

- ✓ Police protection
- Fire protection
- ✓ Street construction, maintenance, and lighting
- ✓ Sanitary sewer
- ✓ Storm sewers
- ✓ Planning, zoning, and subdivision control
- ✓ One or more utility services not checked above: water utility

Adopted by the City Council of the City of Lowell this 18th day of June 2019.

Yea: _____

Nay: _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Recorder

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: Resolution 722 - Declaring the City's Election to Receive State Revenues for Fiscal Year 2019-20

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

State Revenue Sharing Law, ORS 221.770, requires cities to annually pass an ordinance or resolution requesting state revenue sharing money. The law also mandates public hearings be held by the city, before the Budget Committee and City Council. A public hearing was held at the Budget Committee Meeting on April 29 and before the City Council on June 18.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

1. Motion to approve Resolution 722: A Resolution Declaring the City's Election to Receive State Revenues for Fiscal Year 2019-20.
2. Motion to approve Resolution 722: A Resolution Declaring the City's Election to Receive State Revenues for Fiscal Year 2019-20 as amended.

RECOMMENDATION:

Motion to approve Resolution 722: A Resolution Declaring the City's Election to Receive State Revenues for Fiscal Year 2019-20.

ATTACHMENTS:

1. Resolution 722: A Resolution Declaring the City's Election to Receive State Revenues for Fiscal Year 2019-20.

CITY OF LOWELL, OREGON

RESOLUTION 722

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES FOR FISCAL YEAR 2019-2020

BE IT RESOLVED that pursuant to ORS 221.770, the City of Lowell hereby elects to receive state revenues for Fiscal Year 2019-2020.

Adopted by the City Council of the City of Lowell this 18th day of June 2019.

Yea: _____

Nay: _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Administrator

I certify that a public hearing before the Budget Committee was held on April 29, 2019, and a public hearing before the City Council was held on June 18, 2019, giving citizens an opportunity to comment on use of State Revenue Sharing.

Jared Cobb, City Recorder

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: Resolution 723 – Adopting the FY
2019/20 Budget and Imposing and
Categorizing Tax

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

On April 29, 2019, the Lowell Budget Committee recommended approval of the fiscal year 2019-20 Budget. Public hearings were held at the April 29, 2019 Budget Committee meeting and the June 18, 2019 City Council meeting.

FISCAL IMPACT:

The 2019-20 Approved Budget includes appropriations of \$4,111,714 and unappropriated and reserve amount of \$40,948. The property tax rate remains unchanged at \$2.1613 per \$1,000 of assessed value.

COURSES OF ACTION:

1. Motion to approve Resolution 723: A Resolution Adopting the City Budget for Fiscal Year 2019-20 and Imposing and Categorizing Tax.
2. Motion to approve Resolution 723: A Resolution Adopting the City Budget for Fiscal Year 2019-20 and Imposing and Categorizing Tax as amended.

RECOMMENDATION:

Motion to approve Resolution 723: A Resolution Adopting the City Budget for Fiscal Year 2019-20 and Imposing and Categorizing Tax, as amended.

ATTACHMENTS:

1. Resolution 723: A Resolution Adopting the City Budget for Fiscal Year 2019-20 and Imposing and Categorizing Tax.
2. Budget Hearing Notice

CITY OF LOWELL, OREGON

RESOLUTION 723

RESOLUTION ADOPTING THE CITY BUDGET FOR FISCAL YEAR 2019-2020
AND IMPOSING AND CATEGORIZING TAX

BE IT RESOLVED that the City Council of the City of Lowell, Oregon, hereby adopts the budget approved by the Budget Committee for the 2019-2020 fiscal year, with modifications, in the amount of \$4,152,662 of which \$40,948 is unappropriated and reserved, and,

BE IT FURTHER RESOLVED that the following amounts are hereby appropriated for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

General Fund		Sewer SDC Fund	
Administration	\$ 182,987	Materials & Services	\$ 2,000
Parks and Recreation	\$ 851,891	Capital Outlay	\$ <u>137,136</u>
Police	\$ 35,561	Total	\$ 139,136
Community Development	\$ 63,327		
Library	\$ 339,929	Stormwater SDC Fund	
Code Enforcement	\$ 14,738	Materials & Services	\$ 2,000
Tourism	\$ 11,350	Capital Outlay	\$ <u>34,475</u>
Municipal Court	\$ 14,170	Total	\$ 36,475
Transfers	\$ 6,000		
Debt Service	\$ 32,269	Transportation SDC Fund	
Contingency	\$ <u>60,502</u>	Materials & Services	\$ 2,000
Total	\$ 1,612,725	Capital Outlay	\$ <u>31,951</u>
		Total	\$ 33,951
Street Fund			
Street	\$ 509,599	Parks SDC Fund	
Debt Service	\$ 1,613	Materials & Services	\$ 2,000
Transfers	\$ 4,000	Capital Outlay	\$ <u>45,556</u>
Contingency	\$ <u>85,427</u>	Total	\$ 47,556
Total	\$ 600,639		
Water Fund		Equipment Fund	
Water	\$ 545,910	Capital Outlay	\$ <u>22,035</u>
Debt Service	\$ 67,311	Total	\$ 22,035
Transfers	\$ 9,938		
Contingency	\$ <u>55,311</u>	BBJ Festival Fund	
Total	\$ 678,470	BBJ Festival	\$ 26,390
		Contingency	\$ <u>14,613</u>
Sewer Fund		Total	\$ 41,003
Sewer	\$ 433,458		
Debt Service	\$ 54,286	Debt Reserve Fund	
Transfers	\$ 7,575	Transfers	\$ <u>12,724</u>
Contingency	\$ <u>107,595</u>	Total	\$ 12,724
Total	\$ 602,913		
Water SDC Fund		Total Appropriation	
Materials & Services	\$ 274,087	All Funds	\$ 4,111,714
Capital Outlay	\$ <u>2,000</u>		
Total	\$ 276,087		

BE IT FURTHER RESOLVED that the City Council of the City of Lowell, Oregon, hereby imposes the taxes provided for in the adopted budget:

(1) At the rate per \$1,000 of assessed value of \$2.1613 for operations;

And that these taxes are hereby imposed and categorized for tax year 2019-2020 upon the assessed value of all taxable property within the City as follows:

	General Government Limitation	Excluded from Limitation
General Fund	\$2.1613 / \$1,000	\$ 0.00

Adopted by the City Council of the City of Lowell this 18th day of June 2019.

Ayes _____

Nays _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Recorder

**CITY OF LOWELL
GENERAL FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020**

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
110-3100 BEGINNING FUND BALANCE	123,608	184,077	179,407	225,395	231,767	231,767	
SUBTOTAL FUND BALANCE	123,608	184,077	179,407	225,395	231,767	231,767	-
REVENUES							
110-310-4112 PROPERTY TAXES - CURRENT	132,671	137,867	138,610	138,610	142,768	142,768	
110-310-4114 PROPERTY TAXES - PRIOR	2,310	2,440	2,512	5,139	5,293	5,293	
110-315-4125 INTEREST EARNED	6,506	6,398	3,500	5,952	6,131	6,131	
110-320-4132 STATE REVENUE SHARING	10,622	9,221	9,654	10,117	10,421	10,421	
110-320-4134 CIGARETTE TAX	1,562	1,342	1,199	780	1,000	1,000	
110-320-4136 LIQUOR TAX	16,082	17,188	18,280	18,280	20,564	20,564	
110-320-4145 TRANSIENT ROOM TAX	497	260	332	-	300	300	
110-320-4148 MARIJUANA TAX DISTRIBUTION	-	7,407	2,686	4,225	5,200	5,200	
110-325-4151 GRANT REVENUE	-	-	63,000	67,000	1,050,000	1,050,000	
110-325-4152 TOURISM GRANT	8,021	8,761	9,024	9,639	9,832	9,832	
110-325-4154 SUMMER READING GRANT	1,000	1,000	1,000	1,000	1,000	1,000	
110-325-4158 DLCD GRANT	-	1,000	-	-	1,000	1,000	
110-330-4310 CABLE FRANCHISE FEES	1,978	2,188	1,481	4,260	4,388	4,388	
110-330-4312 ELECTRIC FRANCHISE FEES	43,591	47,775	50,163	45,920	47,298	47,298	
110-330-4314 GARBAGE FRANCHISE FEES	-	300	300	300	4,000	4,000	
110-330-4316 TELECOM FRANCHISE FEES	2,809	2,458	2,335	1,895	1,706	1,706	
110-335-4352 LAND USE & DEVELOPMENT	5,141	1,044	7,500	1,456	13,500	13,500	
110-335-4354 MISC PERMITS & LICENSES	80	750	100	220	250	250	
110-335-4356 BUILDING PERMIT FEES	21,164	32,081	59,450	39,450	40,634	40,634	
110-335-4358 ELECTRICAL PERMIT FEES	3,176	3,886	15,810	10,396	6,095	6,095	
110-335-4360 DOG LICENSES	751	652	500	700	700	700	
110-340-4410 COPY, FAX, NOTARY & RESEARCH	-	-	-	75	100	100	
110-340-4411 LIBRARY MEMBERSHIPS	-	-	-	-	1,250	1,250	
110-340-4413 LIBRARY DONATIONS	-	-	-	-	1,000	1,000	
110-340-4415 LIBRARY BUSINESS SERVICES	790	1,094	500	350	500	500	
110-340-4417 LIEN SEARCHES	590	500	200	339	350	350	
110-340-4419 ELECTION FILING FEES	100	25	50	50	50	50	
110-340-4421 SDC/CET ADMIN FEE	1,446	2,756	3,730	2,783	2,200	2,200	

**CITY OF LOWELL
GENERAL FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020**

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
110-340-4423 PAY STATION REVENUE	97	82	100	100	100	100	
110-345-4511 PARKS REIMBURSEMENT SDC	101	425	735	376	387	387	
110-350-4625 MUNICIPAL COURT REVENUE	4,273	3,726	2,000	2,857	2,942	2,942	
110-360-4225 LOAN PROCEEDS	-	-	530,000	530,000	-	-	
110-365-4752 REIMBURSEMENT REVENUE	230	1,293	5,000	5,000	5,000	5,000	
110-370-4822 BBJ ADMIN FEE	500	500	-	-	-	-	
110-385-4895 MISCELLANEOUS REVENUE	5,076	2,629	228,263	226,943	2,500	2,500	
SUBTOTAL REVENUES	271,164	297,048	1,158,014	1,134,211	1,388,458	1,388,458	-
INTERFUND TRANSFERS							
110-390-4912 TRANSFER FROM STREET FUND	-	-	-	-	-	-	
110-390-4914 TRANSFER FROM BBJ FUND	-	-	-	-	-	-	
110-390-4916 TRANSFER FROM PERSONNEL FUND	10,421	-	-	-	-	-	
110-390-4917 TRANSFER FROM SDC FUND	-	-	-	-	-	-	
SUBTOTAL INTERFUND TRANSFERS	10,421	-	-	-	-	-	-
TOTAL RESOURCES - GENERAL FUND	405,193	481,125	1,337,421	1,359,606	1,620,225	1,620,225	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20			
					PROPOSED	APPROVED	ADOPTED	
ADMINISTRATION								
PERSONAL SERVICES								
110-410-5110	CITY ADMINISTRATOR	9,198	11,355	12,300	12,846	17,306	17,306	
110-410-5112	FINANCE CLERK	-	-	-	-	-	-	
110-410-5114	CITY CLERK	4,245	4,794	5,010	5,039	5,153	5,153	
110-410-5150	PUBLIC WORKS DIRECTOR	2,791	3,125	3,280	5,157	-	-	
110-410-5152	UTILITY WORKER I	1,415	1,552	1,718	430	-	-	
110-410-5154	UTILITY WORKER II	1,578	1,811	1,895	1,895	-	-	
110-410-5158	MAINTENANCE WORKER I	719	800	844	930	1,824	1,824	
110-410-5220	OVERTIME	713	671	1,079	1,716	193	193	
110-410-5315	SOCIAL SECURITY/MEDICARE	1,727	1,844	2,228	2,245	2,195	2,195	
110-410-5320	WORKER'S COMP	1,204	567	892	851	179	179	
110-410-5350	UNEMPLOYMENT	-	-	2,093	-	1,733	1,733	
110-410-5410	HEALTH INSURANCE	6,590	5,858	6,411	4,481	3,582	3,582	
110-410-5450	PUBLIC EMPLOYEES RETIREMENT	2,192	2,767	3,004	2,840	4,220	4,220	
SUBTOTAL PERSONAL SERVICES		32,372	35,143	40,754	38,429	36,384	36,384	-
FULL-TIME EQUIVALENTS		0.43	0.43	0.43	0.43	0.34	0.34	
MATERIALS AND SERVICES								
110-410-6110	AUDITING	3,934	3,900	4,290	4,150	4,419	4,419	
110-410-6112	LEGAL SERVICES	4,881	2,170	5,000	4,769	5,000	5,000	
110-410-6114	FINANCIAL SERVICES	3,795	2,256	3,570	2,378	3,749	3,749	
110-410-6122	IT SERVICES	3,189	2,895	6,596	5,753	5,753	5,753	
110-410-6124	COPIER CONTRACT	3,627	1,872	2,093	4,201	2,000	2,000	
110-410-6128	OTHER CONTRACT SERVICES	708	99	1,000	29,676	2,371	2,371	
110-410-6210	INSURANCE & BONDS	7,786	5,144	6,593	5,643	6,115	6,115	
110-410-6220	PUBLICATIONS, PRINTING & DUES	2,045	3,822	3,550	6,257	6,900	6,900	
110-410-6222	NEWSLETTER EXPENDITURE	916	-	1,200	-	1,200	1,200	
110-410-6226	POSTAGE	447	261	500	326	750	750	
110-410-6228	PUBLIC NOTICES	759	423	1,000	-	1,000	1,000	
110-410-6230	OFFICE SUPPLIES/EQUIPMENT	998	991	1,000	1,422	1,000	1,000	

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
110-410-6234 GENERAL SUPPLIES	1,043	243	750	739	1,000	1,000	
110-410-6238 TOTAL - LIBRARY	1,365	2,565	1,400	587	1,000	1,000	
110-410-6240 TRAVEL & TRAINING	549	1,483	1,500	2,517	1,500	1,500	
110-410-6290 MISCELLANEOUS	555	479	500	585	500	500	
110-410-6320 BUILDING REPAIR & MAINTENANCE	15	230	1,000	2,162	1,000	1,000	
110-410-6324 EQUIPMENT REPAIR & MAINTENANCE	-	-	-	57	100	100	
110-410-6334 NON-CAPITALIZED ASSETS	1,014	3,998	2,000	1,468	2,000	2,000	
110-410-6420 WATER SERVICES	292	385	413	313	200	200	
110-410-6425 SEWER SERVICES	484	509	525	526	150	150	
110-410-6430 ELECTRICITY SERVICES	2,289	1,734	2,010	2,830	550	550	
110-410-6435 INTERNET SERVICES	819	930	985	928	315	315	
110-410-6440 TELEPHONE SERVICES	3,161	2,508	2,629	2,412	342	342	
110-410-6445 REFUSE SERVICES	72	86	91	119	90	90	
110-410-6510 COUNCIL EXPENDITURE	1,224	780	2,000	2,226	2,000	2,000	
110-410-6512 STATE ETHICS COMMISSION	317	475	600	475	600	600	
110-410-6692 REIMBURSABLE EXPENDITURE	-	70	5,000	-	5,000	5,000	
SUBTOTAL MATERIALS AND SERVICES	46,284	40,305	57,795	82,518	56,603	56,603	-
CAPITAL OUTLAY							
110-410-8225 CAPITAL OUTLAY - BUILDINGS & F	2,578	17,302	406,263	302,137	90,000	90,000	
110-410-8320 CAPITAL OUTLAY - SOFTWARE	6,754	150	7,955	6,825	-	-	
SUBTOTAL CAPITAL OUTLAY	9,332	17,452	414,218	308,962	90,000	90,000	-
TOTAL - ADMINISTRATION	87,988	92,900	512,767	429,909	182,987	182,987	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20			
					PROPOSED	APPROVED	ADOPTED	
PARKS AND RECREATION								
PERSONAL SERVICES								
110-420-5110	CITY ADMINISTRATOR	3,472	3,785	4,100	4,643	4,326	4,326	
110-420-5150	PUBLIC WORKS DIRECTOR	2,960	3,125	3,280	3,587	3,374	3,374	
110-420-5152	UTILITY WORKER I	1,502	1,552	1,718	430	3,276	3,276	
110-420-5154	UTILITY WORKER II	1,693	1,811	1,895	1,736	3,276	3,276	
110-420-5158	MAINTENANCE WORKER I	5,308	7,198	7,598	7,210	9,118	9,118	
110-420-5220	OVERTIME	683	611	891	1,359	1,351	1,351	
110-420-5315	SOCIAL SECURITY/MEDICARE	1,360	1,384	1,662	1,570	2,217	2,217	
110-420-5320	WORKER'S COMP	1,218	1,113	1,473	1,489	1,709	1,709	
110-420-5350	UNEMPLOYMENT	-	-	1,558	-	1,861	1,861	
110-420-5410	HEALTH INSURANCE	3,492	2,613	2,874	1,640	4,316	4,316	
110-420-5450	PUBLIC EMPLOYEES RETIREMENT	1,778	2,074	2,240	1,950	4,262	4,262	
SUBTOTAL PERSONAL SERVICES		23,466	25,265	29,289	25,614	39,088	39,088	-
FULL-TIME EQUIVALENTS		0.48	0.48	0.48	0.48	0.61	0.61	
MATERIALS AND SERVICES								
110-420-6128	OTHER CONTRACT SERVICES	5,082	2,000	44,268	44,268	1,000	1,000	
110-420-6234	GENERAL SUPPLIES	1,660	590	1,000	1,560	2,000	2,000	
110-420-6290	MISCELLANEOUS	263	420	500	140	500	500	
110-420-6320	BUILDING REPAIR & MAINTENANCE	59	395	2,500	1,513	2,500	2,500	
110-420-6324	EQUIPMENT REPAIR & MAINTENANCE	360	541	1,000	1,223	1,000	1,000	
110-420-6330	OTHER REPAIR & MAINTENANCE	2,999	1,743	3,000	1,314	5,000	5,000	
110-420-6334	NON-CAPITALIZED ASSETS	3,828	2,007	2,000	1,597	2,000	2,000	
110-420-6339	MAINTENANCE - NELSON LAND DONA	-	-	500	500	500	500	
110-420-6420	WATER SERVICES	649	705	5,000	795	5,150	5,150	
110-420-6425	SEWER SERVICES	1,289	1,358	1,397	1,401	1,439	1,439	
110-420-6430	ELECTRICITY SERVICES	493	503	579	815	614	614	
110-420-6445	REFUSE SERVICES	193	257	272	270	288	288	
110-420-6610	GAS & OIL	912	1,269	790	488	812	812	
SUBTOTAL MATERIALS AND SERVICES		17,787	11,789	62,806	55,883	22,803	22,803	480

**CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020**

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
CAPITAL OUTLAY							
110-420-8520 PARKS IMPROVEMENTS		-	435,000	426,500	790,000	790,000	
SUBTOTAL CAPITAL OUTLAY	-	-	435,000	426,500	790,000	790,000	-
TOTAL - PARKS AND RECREATION	41,253	37,053	527,095	507,998	851,891	851,891	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
POLICE							
MATERIALS AND SERVICES							
110-430-6118 POLICE SERVICES	21,000	30,200	29,106	29,106	30,561	30,561	
110-430-6334 NON-CAPITALIZED ASSETS	-	-	-	-	5,000	5,000	
SUBTOTAL MATERIALS AND SERVICES	21,000	30,200	29,106	29,106	35,561	35,561	-
TOTAL - POLICE	21,000	30,200	29,106	29,106	35,561	35,561	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
COMMUNITY DEVELOPMENT							
PERSONAL SERVICES							
110-440-5110 CITY ADMINISTRATOR	6,944	7,570	8,200	8,386	4,326	4,326	
110-440-5114 CITY CLERK	2,230	2,397	2,505	2,519	2,577	2,577	
110-440-5220 OVERTIME	15	30	94	54	97	97	
110-440-5315 SOCIAL SECURITY/MEDICARE	692	765	921	786	628	628	
110-440-5320 WORKER'S COMP	5	44	74	28	14	14	
110-440-5350 UNEMPLOYMENT	-	-	894	-	508	508	
110-440-5410 HEALTH INSURANCE	2,154	2,095	2,278	1,679	1,314	1,314	
110-440-5450 PUBLIC EMPLOYEES RETIREMENT	858	1,150	1,242	1,183	1,207	1,207	
SUBTOTAL PERSONAL SERVICES	12,898	14,051	16,208	14,636	10,670	10,670	
FULL-TIME EQUIVALENTS	0.15	0.15	0.15	0.15	0.10	0.10	
MATERIALS AND SERVICES							
110-440-6116 ENGINEERING SERVICES	-	206	500	250	500	500	
110-440-6128 OTHER CONTRACT SERVICES	-	33	40,000	45,500	10,000	10,000	
110-440-6220 PUBLICATIONS, PRINTING & DUES	-	-	100	-	100	100	
110-440-6226 POSTAGE	-	-	250	-	250	250	
110-440-6240 TRAVEL & TRAINING	-	-	500	500	500	500	
110-440-6290 MISCELLANEOUS	-	-	250	-	250	250	
110-440-6522 LAND USE & DEVELOPMENT COSTS	3,458	2,147	7,500	7,500	10,125	10,125	
110-440-6524 BUILDING PERMIT COSTS	16,187	23,553	50,371	32,507	31,282	31,282	
110-440-6525 ELECTRICAL PERMIT COSTS	2,722	2,740	14,515	8,496	4,650	4,650	
SUBTOTAL MATERIALS AND SERVICES	22,367	28,679	113,986	94,753	57,657	57,657	-
TOTAL - COMMUNITY DEVELOPMENT	35,265	42,730	130,194	109,389	68,327	68,327	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
LIBRARY							
PERSONAL SERVICES							
110-450-5120 LIBRARIAN	-	-	-	-	11,700	11,700	
110-450-5315 SOCIAL SECURITY/MEDICARE	-	-	-	-	1,049	1,049	
110-450-5320 WORKER'S COMP	-	-	-	-	50	50	
110-450-5350 UNEMPLOYMENT	-	-	-	-	741	741	
110-450-5450 PUBLIC EMPLOYEES RETIREMENT	-	-	-	-	2,017	2,017	
SUBTOTAL PERSONAL SERVICES	-	-	-	-	15,557	15,557	-
FULL-TIME EQUIVALENTS	-	-	-	-	0.40	0.40	-
MATERIALS AND SERVICES							
110-450-6122 IT SERVICES	564	1,049	1,529	1,000	7,440	7,440	
110-450-6128 OTHER CONTRACT SERVICES	-	-	-	-	2,000	2,000	
110-450-6226 POSTAGE	6	-	50	-	50	50	
110-450-6230 OFFICE SUPPLIES/EQUIPMENT	58	380	500	500	500	500	
110-450-6234 GENERAL SUPPLIES	866	360	1,250	500	1,500	1,500	
110-450-6290 MISCELLANEOUS	-	387	250	-	250	250	
110-450-6320 BUILDING REPAIR & MAINTENANCE	-	-	100	-	100	100	
110-450-6334 NON-CAPITALIZED ASSETS	385	2,672	500	-	1,000	1,000	
110-450-6420 WATER SERVICES	97	128	150	150	1,200	1,200	
110-450-6425 SEWER SERVICES	160	170	200	200	732	732	
110-450-6430 ELECTRICITY SERVICES	726	578	800	800	3,600	3,600	
110-450-6435 INTERNET SERVICES	819	930	1,000	1,000	2,100	2,100	
110-450-6440 TELEPHONE SERVICES	-	-	-	-	300	300	
110-450-6445 REFUSE SERVICES	58	86	100	100	600	600	
110-450-6530 SUMMER READING PROGRAM	941	1,050	1,250	1,000	1,000	1,000	
SUBTOTAL MATERIALS AND SERVICES	4,680	7,789	7,679	5,250	22,372	22,372	-
CAPITAL OUTLAY							
110-450-8225 BUILDINGS AND FACILITIES	-	-	-	-	302,000	302,000	
SUBTOTAL CAPITAL OUTLAY	-	-	-	-	302,000	302,000	-

CITY OF LOWELL
 GENERAL FUND REQUIREMENTS
 JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
TOTAL - LIBRARY	4,680	7,789	7,679	5,250	339,929	339,929	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
CODE ENFORCEMENT							
PERSONAL SERVICES							
110-460-5110 CITY ADMINISTRATOR	3,472	3,785	4,100	4,319	4,326	4,326	
110-460-5150 PUBLIC WORKS DIRECTOR	2,960	3,125	3,280	3,587	3,374	3,374	
110-460-5220 OVERTIME	226	67	123	1,056	-	-	
110-460-5315 SOCIAL SECURITY/MEDICARE	497	534	640	646	691	691	
110-460-5320 WORKER'S COMP	3	204	353	302	307	307	
110-460-5350 UNEMPLOYMENT	-	-	617	-	573	573	
110-460-5410 HEALTH INSURANCE	1,366	1,318	1,434	1,042	1,439	1,439	
110-460-5450 PUBLIC EMPLOYEES RETIREMENT	616	802	863	971	1,328	1,328	
SUBTOTAL PERSONAL SERVICES	9,140	9,834	11,410	11,923	12,038	12,038	-
FULL-TIME EQUIVALENTS	0.10	0.10	0.10	0.10	0.10	0.10	-
MATERIALS AND SERVICES							
110-460-6128 OTHER CONTRACT SERVICES	-	150	4,500	500	2,500	2,500	
110-460-6234 GENERAL SUPPLIES	-	-	300	100	100	100	
110-460-6290 MISCELLANEOUS	-	189	100	100	100	100	
110-460-6445 REFUSE SERVICES	-	-	-	-	-	-	
110-460-6540 DOG/CAT CONTROL	-	-	250	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES	-	339	5,150	700	2,700	2,700	-
TOTAL - CODE ENFORCEMENT	9,140	10,173	16,560	12,623	14,738	14,738	-

**CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020**

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	ADOPTED	APPROVED
TOURISM							
MATERIALS AND SERVICES							
110-470-6128 OTHER CONTRACT SERVICES	-	6,500	-	-	1,000	1,000	
110-470-6224 MARKETING	672	340	2,000	-	2,000	2,000	
110-470-6226 POSTAGE	-	-	100	-	100	100	
110-470-6290 MISCELLANEOUS	-	-	250	-	250	250	
110-470-6326 COVERED BRIDGE MAINTENANCE	1,566	1,837	2,500	3,455	5,000	5,000	
110-470-6327 COMMUNITY GRANT PROGRAM	858	1,018	3,000	3,000	3,000	3,000	
110-470-6328 MATCHING GRANT FUNDS	-	-	5,000	-	-	-	
110-450-6334 NON-CAPITALIZED ASSETS	-	-	-	5,000	-	-	
SUBTOTAL MATERIALS AND SERVICES	3,096	9,695	12,850	11,455	11,350	11,350	-
TOTAL EXPENDITURES - TOURISM	3,096	9,695	12,850	11,455	11,350	11,350	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
MUNICIPAL COURT							
PERSONAL SERVICES							
110-480-5110 CITY ADMINISTRATOR	3,472	3,785	4,100	4,247	4,326	4,326	
110-480-5114 CITY CLERK	2,230	2,397	2,505	2,519	2,577	2,577	
110-480-5220 OVERTIME	15	30	94	54	97	97	
110-480-5315 SOCIAL SECURITY/MEDICARE	433	475	571	489	628	628	
110-480-5320 WORKER'S COMP	3	28	46	16	14	14	
110-480-5350 UNEMPLOYMENT	-	-	552	-	508	508	
110-480-5410 HEALTH INSURANCE	1,636	1,623	1,769	1,339	1,314	1,314	
110-480-5450 PUBLIC EMPLOYEES RETIREMENT	537	714	770	733	1,207	1,207	
SUBTOTAL PERSONAL SERVICES	8,326	9,053	10,407	9,396	10,670	10,670	-
FULL-TIME EQUIVALENTS	0.10	0.10	0.10	0.10	0.10	0.10	-
MATERIALS AND SERVICES							
110-480-6120 JUDGE CONTRACT	686	750	1,250	900	1,250	1,250	
110-480-6128 OTHER CONTRACT SERVICES	4,496	362	1,000	1,382	1,500	1,500	
110-480-6220 PUBLICATIONS, PRINTING & DUES	-	-	-	-	-	-	
110-480-6226 POSTAGE	-	-	100	-	50	50	
110-480-6238 BANK SERVICE CHARGES	134	84	150	182	200	200	
110-480-6290 MISCELLANEOUS	20	-	100	-	-	-	
110-480-6560 STATE ASSESSMENTS	604	45	675	250	500	500	
SUBTOTAL MATERIALS AND SERVICES	5,940	1,242	3,275	2,714	3,500	3,500	-
TOTAL - MUNICIPAL COURT	14,266	10,294	13,682	12,110	14,170	14,170	-

CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
DEBT SERVICE							
110-900-7111 LOAN PRINCIPAL - CITY HALL/LIBRARY	-	-	-	-	13,668	13,668	
110-900-7511 LOAN INTEREST - CITY HALL/LIBRARY	-	-	-	-	18,601	18,601	
SUBTOTAL CONTINGENCY	-	-	-	-	32,269	32,269	-
INTERFUND TRANSFERS							
110-900-9117 TRANSFER TO SDC FUND	3,428	12,895	-	-	-	-	
110-900-9130 TRANSFER TO WATER FUND	-	-	-	-	-	-	
110-900-9140 TRANSFER TO SEWER FUND	-	-	-	-	-	-	
110-900-9150 TRANSFER TO EQUIPMENT FUND	1,000	2,000	2,000	2,000	6,000	6,000	
SUBTOTAL INTERFUND TRANSFERS	4,428	14,895	2,000	2,000	6,000	6,000	-
CONTINGENCY							
110-900-9590 CONTINGENCY	-	-	77,488	-	55,502	55,502	
SUBTOTAL CONTINGENCY	-	-	77,488	-	55,502	55,502	-
RESERVED FOR FUTURE EXPENDITURE							
110-900-9895 RESERVED FOR FUTURE USE - PARK	-	-	8,000	8,000	7,500	7,500	
SUBTOTAL RESERVED FOR FUTURE EXPENDI	-	-	8,000	8,000	7,500	7,500	-
TOTAL - NONDEPARTMENTAL	4,428	14,895	87,488	10,000	101,271	101,271	-
TOTAL REQUIREMENTS - GENERAL FUND	221,116	255,730	1,337,421	1,127,839	1,620,225	1,620,225	-
ENDING FUND BALANCE	184,077	225,395	-	231,767	(0)	(0)	-

CITY OF LOWELL
WATER FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
230-3100 BEGINNING FUND BALANCE	98,873	151,833	129,142	139,109	145,115	145,115	
SUBTOTAL FUND BALANCE	98,873	151,833	129,142	139,109	145,115	145,115	-
REVENUES							
230-315-4125 INTEREST EARNED	-	153	300	154	2,902	2,902	
230-360-4225 LOAN PROCEEDS	-	-	-	-	175,000	175,000	
230-335-4370 WATER/SEWER CONNECTION PERMIT	-	3,715	-	2,915	2,000	2,000	
230-340-4425 WATER/SEWER SALES	255,472	284,832	299,635	315,891	333,048	333,048	
230-340-4426 BULK WATER SALES	-	2,744	-	500	500	500	
230-340-4430 WATER/SEWER CONNECTION FEES	1,165	-	3,750	500	2,000	2,000	
230-340-4435 FIRE HYDRANT FEE	4,339	3,760	3,957	4,210	4,337	4,337	
230-345-4531 WATER REIMBURSEMENT SDC	3,759	6,653	10,395	10,058	8,568	8,568	
230-385-4895 MISCELLANEOUS REVENUE	10,031	6,707	5,001	3,389	5,000	5,000	
SUBTOTAL REVENUES	274,766	308,564	323,038	337,618	533,355	533,355	
INTERFUND TRANSFERS							
230-390-4940 TRANSFER FROM SEWER FUND	38,798	-	-	-	-	-	
230-390-4955 TRANSFER FROM DEBT RESERVE FUN	39,381	7,715	-	-	-	-	
SUBTOTAL INTERFUND TRANSFERS	78,179	7,715	-	-	-	-	-
TOTAL RESOURCES - WATER FUND	451,818	468,112	452,180	476,727	678,470	678,470	-

CITY OF LOWELL
WATER FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
WATER							
PERSONAL SERVICES							
230-490-5110 CITY ADMINISTRATOR	17,078	18,925	20,499	22,926	23,795	23,795	
230-490-5114 CITY CLERK	17,409	19,175	20,040	20,151	20,613	20,613	
230-490-5150 PUBLIC WORKS DIRECTOR	20,001	21,872	22,963	25,100	28,680	28,680	
230-490-5152 UTILITY WORKER I	11,647	12,417	13,742	3,436	13,923	13,923	
230-490-5154 UTILITY WORKER II	13,052	14,489	15,157	13,867	13,923	13,923	
230-490-5158 MAINTENANCE WORKER I	2,432	3,199	3,377	3,205	2,735	2,735	
230-490-5220 OVERTIME	5,357	5,059	7,759	10,257	6,516	6,516	
230-490-5315 SOCIAL SECURITY/MEDICARE	6,967	7,277	8,831	8,009	9,882	9,882	
230-490-5320 WORKER'S COMP	3,202	3,359	5,797	5,069	5,934	5,934	
230-490-5350 UNEMPLOYMENT	-	-	8,003	-	8,736	8,736	
230-490-5410 HEALTH INSURANCE	29,953	27,840	30,615	21,176	29,720	29,720	
230-490-5450 PUBLIC EMPLOYEES RETIREMENT	9,397	10,895	11,907	9,857	18,996	18,996	
SUBTOTAL PERSONAL SERVICES	136,495	144,507	168,690	143,053	183,454	183,454	-
FULL-TIME EQUIVALENTS	1.93	1.93	1.93	1.93	2.06	2.06	
MATERIALS AND SERVICES							
230-490-6110 AUDITING	4,350	3,900	4,290	4,290	4,419	4,419	
230-490-6112 LEGAL SERVICES	-	-	500	-	500	500	
230-490-6114 FINANCIAL SERVICES	4,197	2,256	3,570	3,570	3,749	3,749	
230-490-6116 ENGINEERING SERVICES	-	-	1,000	-	80,000	80,000	
230-490-6122 IT SERVICES	2,243	1,838	5,418	2,452	5,381	5,381	
230-490-6128 OTHER CONTRACT SERVICES	3,907	3,565	7,100	5,640	2,000	2,000	
230-490-6210 INSURANCE & BONDS	4,866	5,731	6,594	5,643	6,115	6,115	
230-490-6220 PUBLICATIONS, PRINTING & DUES	353	800	1,000	555	1,000	1,000	
230-490-6226 POSTAGE	1,240	1,163	1,516	1,552	1,707	1,707	
230-490-6230 OFFICE SUPPLIES/EQUIPMENT	187	205	250	1,165	1,281	1,281	
230-490-6234 GENERAL SUPPLIES	2,077	2,549	2,570	7,500	2,699	2,699	
230-490-6238 BANK SERVICE CHARGES	2,586	3,876	2,744	2,744	2,826	2,826	
230-490-6240 TRAVEL & TRAINING	502	148	1,000	956	1,500	1,500	

CITY OF LOWELL
WATER FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
230-490-6290 MISCELLANEOUS	-	4,243	200	1,716	1,500	1,500	
230-490-6320 TOTAL - LIBRARY	155	459	1,000	189	2,500	2,500	
230-490-6324 EQUIPMENT REPAIR & MAINTENANCE	1,483	2,136	2,000	980	1,000	1,000	
230-490-6330 OTHER REPAIR & MAINTENANCE	10,945	12,776	15,000	14,883	15,329	15,329	
230-490-6334 NON-CAPITALIZED ASSETS	5,119	2,338	3,500	30	1,500	1,500	
230-490-6420 WATER SERVICES	359	494	524	1,647	1,697	1,697	
230-490-6425 SEWER SERVICES	676	679	698	702	723	723	
230-490-6430 ELECTRICITY SERVICES	16,649	13,976	16,438	18,693	19,254	19,254	
230-490-6435 INTERNET SERVICES	140	840	865	840	865	865	
230-490-6440 TELEPHONE SERVICES	4,119	3,485	3,672	3,773	3,886	3,886	
230-490-6445 REFUSE SERVICES	196	232	-	226	233	233	
230-490-6692 REIMBURSABLE EXPENDITURE	120	-	-	-	-	-	
230-490-6710 GAS & OIL	845	892	1,000	1,456	1,602	1,602	
230-490-6750 CHEMICALS & LAB SUPPLIES	16,459	18,372	20,332	20,332	21,349	21,349	
230-490-6755 WATER/SEWER ANALYSIS	3,944	2,733	4,000	2,583	2,842	2,842	
SUBTOTAL MATERIALS AND SERVICES	87,717	89,687	106,781	104,117	187,456	187,456	-
CAPITAL OUTLAY							
230-700-8320 SOFTWARE	6,754	150	7,955	6,825	-	-	
230-700-8425 VEHICLES & ROLLING STOCK	-	-	-	7,599	-	-	
230-700-8540 WATER SYSTEMS	-	-	-	-	175,000	175,000	
230-700-8895 OTHER IMPROVEMENTS	-	24,640	28,000	-	-	-	
SUBTOTAL CAPITAL OUTLAY	6,754	24,790	35,955	14,424	175,000	175,000	-
TOTAL - WATER	230,966	258,985	311,426	261,593	545,910	545,910	-

CITY OF LOWELL
WATER FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20			
					PROPOSED	APPROVED	ACTUAL	
NONDEPARTMENTAL								
DEBT SERVICE								
230-800-7110	LOAN PRINCIPAL	13,805	14,438	15,102	15,101	15,794	15,794	
230-900-7111	LOAN PRINCIPAL - CITY HALL/LIBRARY	-	-	-	-	1,367	1,367	
230-800-7122	LOAN PRINCIPAL - SPWF	3,667	3,856	4,056	4,056	4,265	4,265	
230-800-7124	LOAN PRINCIPAL - RD	14,836	15,244	15,663	15,663	16,093	16,093	
230-800-7510	LOAN INTEREST	3,473	2,839	2,177	2,177	1,483	1,483	
230-900-7511	LOAN INTEREST - CITY HALL/LIBRARY	-	-	-	-	1,860	1,860	
230-800-7522	LOAN INTEREST - SPWF	3,756	3,566	3,367	3,367	3,157	3,157	
230-800-7524	LOAN INTEREST - RD	24,544	24,136	23,718	23,718	23,292	23,292	
SUBTOTAL DEBT SERVICE		64,081	64,080	64,083	64,082	67,311	67,311	-
INTERFUND TRANSFERS								
230-900-9150	TRANSFER TO EQUIPMENT FUND	1,000	2,000	2,000	2,000	6,000	6,000	
230-900-9120	TRANSFER TO WATER RESERVE FUND	3,938	3,938	3,938	3,938	3,938	3,938	
SUBTOTAL INTERFUND TRANSFERS		4,938	5,938	5,938	5,938	9,938	9,938	-
CONTINGENCY								
230-900-9590	CONTINGENCY	-	-	70,733	-	55,311	55,311	
SUBTOTAL CONTINGENCY		-	-	70,733	-	55,311	55,311	-
TOTAL - NONDEPARTMENTAL		69,019	70,018	140,754	70,020	132,560	132,560	-
TOTAL REQUIREMENTS - WATER FUND		299,985	329,003	452,180	331,613	678,470	678,470	-
ENDING FUND BALANCE		151,833	139,109	-	145,115	0	0	-

CITY OF LOWELL
SEWER FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
240-3100 BEGINNING FUND BALANCE	(22,887)	17,265	105,935	121,619	182,029	182,029	
SUBTOTAL FUND BALANCE	(22,887)	17,265	105,935	121,619	182,029	182,029	-
REVENUES							
240-315-4125 INTEREST EARNED	-	3,112	-	2,983	3,641	3,641	
240-335-4370 WATER/SEWER CONNECTION PERMIT	-	1,035	-	1,265	920	920	
240-340-4425 WATER/SEWER SALES	312,810	330,589	340,134	375,685	394,156	394,156	
240-340-4430 WATER/SEWER CONNECTION FEES	-	-	805	-	-	-	
240-345-4541 SEWER REIMBURSEMENT SDC	2,862	5,533	8,835	4,944	4,944	4,944	
240-385-4895 MISCELLANEOUS REVENUE	15,105	45,126	4,500	3,669	4,500	4,500	
SUBTOTAL REVENUES	330,777	385,395	354,274	388,546	408,160	408,160	-
INTERFUND TRANSFERS							
240-390-4955 TRANSFER FROM DEBT RESERVE FUN	15,745	15,745	15,745	15,745	12,724	12,724	-
SUBTOTAL INTERFUND TRANSFERS	15,745	15,745	15,745	15,745	12,724	12,724	-
TOTAL RESOURCES - SEWER FUND	323,635	418,405	475,954	525,910	602,913	602,913	-

CITY OF LOWELL
SEWER FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
SEWER							
PERSONAL SERVICES							
240-490-5110 CITY ADMINISTRATOR	17,078	18,926	20,499	22,926	23,795	23,795	
240-490-5114 CITY CLERK	17,409	19,175	20,040	20,150	20,613	20,613	
240-490-5150 PUBLIC WORKS DIRECTOR	20,002	21,872	22,963	25,100	28,680	28,680	
240-490-5152 UTILITY WORKER I	11,647	12,418	13,742	3,436	13,923	13,923	
240-490-5154 UTILITY WORKER II	13,052	14,489	15,157	13,867	13,923	13,923	
240-490-5158 MAINTENANCE WORKER I	2,432	3,199	3,377	3,205	2,735	2,735	
240-490-5220 OVERTIME	5,356	5,059	7,759	10,257	6,516	6,516	
240-490-5315 SOCIAL SECURITY/MEDICARE	6,967	7,278	8,831	8,640	9,882	9,882	
240-490-5320 WORKER'S COMP	2,772	3,359	5,797	5,069	5,934	5,934	
240-490-5350 UNEMPLOYMENT	-	-	8,003	-	8,736	8,736	
240-490-5410 HEALTH INSURANCE	29,953	27,840	30,614	21,170	29,720	29,720	
240-490-5450 PUBLIC EMPLOYEES RETIREMENT	9,397	10,896	11,907	9,857	18,996	18,996	
SUBTOTAL PERSONAL SERVICES	136,065	144,511	168,689	143,677	183,454	183,454	-
FULL-TIME EQUIVALENTS	1.93	1.93	1.93	1.93	2.06	2.06	
MATERIALS AND SERVICES							
240-490-6110 AUDITING	5,462	3,900	4,290	4,290	4,419	4,419	
240-490-6112 LEGAL SERVICES	-	-	500	-	500	500	
240-490-6114 FINANCIAL SERVICES	5,268	2,256	3,570	3,570	3,749	3,749	
240-490-6116 ENGINEERING SERVICES	-	-	1,000	500	100,000	100,000	
240-490-6122 IT SERVICES	2,774	1,838	4,736	2,452	3,881	3,881	
240-490-6128 OTHER CONTRACT SERVICES	3,907	3,565	4,000	5,516	3,600	3,600	
240-490-6210 INSURANCE & BONDS	4,866	5,731	6,594	5,643	6,115	6,115	
240-490-6220 PUBLICATIONS, PRINTING & DUES	278	1,250	400	600	600	600	
240-490-6226 POSTAGE	1,240	1,163	1,500	1,551	2,000	2,000	
240-490-6230 OFFICE SUPPLIES/EQUIPMENT	65	164	250	250	500	500	
240-490-6234 GENERAL SUPPLIES	1,057	1,201	2,000	1,078	2,000	2,000	
240-490-6238 BANK SERVICE CHARGES	2,580	3,856	1,500	2,948	1,500	1,500	
240-490-6240 TRAVEL & TRAINING	308	598	1,000	1,250	1,500	1,500	

CITY OF LOWELL
SEWER FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17	2017-18	2018-19	2018-19	2019-20		
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED	ADOPTED
240-490-6290 MISCELLANEOUS	89	315	300	500	500	500	
240-490-6320 TOTAL - LIBRARY	379	115	1,000	1,000	1,000	1,000	
240-490-6324 EQUIPMENT REPAIR & MAINTENANCE	4,407	3,556	5,000	10,000	5,000	5,000	
240-490-6330 OTHER REPAIR & MAINTENANCE	10,401	193	12,500	1,000	12,500	12,500	
240-490-6334 NON-CAPITALIZED ASSETS	713	2,478	1,000	1,250	1,000	1,000	
240-490-6420 WATER SERVICES	3,285	7,053	6,794	10,911	11,457	11,457	
240-490-6425 SEWER SERVICES	4,869	6,111	6,469	6,305	6,620	6,620	
240-490-6430 ELECTRICITY SERVICES	28,654	23,720	28,619	23,874	25,068	25,068	
240-490-6440 TELEPHONE SERVICES	1,662	1,610	1,686	1,445	1,518	1,518	
240-490-6445 REFUSE SERVICES	196	299	324	226	238	238	
240-490-6520 PERMITS	2,561	2,635	3,100	3,100	3,100	3,100	
240-490-6692 REIMBURSABLE EXPENDITURE	37	-	-	-	-	-	
240-490-6710 GAS & OIL	975	902	1,388	1,388	1,457	1,457	
240-490-6750 CHEMICALS & LAB SUPPLIES	10,709	11,090	13,000	14,000	14,700	14,700	
240-490-6755 WATER/SEWER ANALYSIS	11,030	10,384	11,500	9,983	10,483	10,483	
SUBTOTAL MATERIALS AND SERVICES	107,772	95,985	124,020	114,632	225,003	225,003	-
CAPITAL OUTLAY							
240-700-8320 SOFTWARE	6,754	150	7,955	6,544	-	-	
230-700-8425 VEHICLES & ROLLING STOCK	-	-	-	6,544	-	-	
240-700-8335 EQUIPMENT & FURNISHINGS	-	-	16,000	15,000	42,000	42,000	
SUBTOTAL CAPITAL OUTLAY	6,754	150	23,955	28,088	42,000	42,000	-
TOTAL - SEWER	250,591	240,647	316,664	286,397	450,458	450,458	-

CITY OF LOWELL
SEWER FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20			
					PROPOSED	APPROVED	ADOPTED	
NONDEPARTMENTAL								
DEBT SERVICE								
240-800-7110	LOAN PRINCIPAL	17,914	18,038	18,171	18,171	18,313	18,313	
240-900-7111	LOAN PRINCIPAL - CITY HALL/LIBRARY	-	-	-	-	1,367	1,367	
240-800-7122	LOAN PRINCIPAL - SPWF	3,667	3,856	4,056	4,056	4,056	4,056	
240-800-7124	LOAN PRINCIPAL - RD	5,931	6,095	6,263	6,263	6,263	6,263	
240-800-7510	LOAN INTEREST	12,121	11,360	10,571	10,571	9,573	9,573	
230-900-7511	LOAN INTEREST - CITY HALL/LIBRARY	-	-	-	-	1,860	1,860	
240-800-7522	LOAN INTEREST - SPWF	3,756	3,566	3,367	3,367	3,367	3,367	
240-800-7524	LOAN INTEREST - RD	9,813	9,649	9,482	9,482	9,487	9,487	
SUBTOTAL DEBT SERVICE		53,202	52,564	51,910	51,910	54,286	54,286	-
INTERFUND TRANSFERS								
240-900-9121	TRANSFER TO SEWER RESERVE FUND	1,575	1,575	1,575	1,575	1,575	1,575	
240-900-9150	TRANSFER TO EQUIPMENT FUND	1,000	2,000	2,000	4,000	6,000	6,000	
SUBTOTAL INTERFUND TRANSFERS		2,575	3,575	3,575	5,575	7,575	7,575	-
CONTINGENCY								
240-900-9590	CONTINGENCY	-	-	103,805	-	90,595	90,595	
SUBTOTAL CONTINGENCY		-	-	103,805	-	90,595	90,595	-
TOTAL - NONDEPARTMENTAL		55,777	56,139	159,290	57,485	152,456	152,456	-
TOTAL REQUIREMENTS - SEWER FUND		306,368	296,786	475,954	343,882	602,913	602,913	-
ENDING FUND BALANCE		17,267	121,619	-	182,029	(0)	(0)	-

CITY OF LOWELL
STREET FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
312-3100 BEGINNING FUND BALANCE	123,466	126,877	119,452	126,292	99,659	99,659	
SUBTOTAL FUND BALANCE	123,466	126,877	119,452	126,292	99,659	99,659	-
REVENUES							
312-315-4125 INTEREST EARNED	-	94	500	96	2,045	2,045	
312-320-4142 STATE DISTRIBUTIONS	63,960	67,914	77,554	78,622	79,288	79,288	
312-320-4151 GRANT REVENUE	-	-	-	-	150,000	150,000	
312-345-4513 TRANSPORTATION REIMBURSEMENT SDCS	864	1,340	1,605	1,605	1,605	1,605	
312-360-4210 PRINCIPAL PAYMENTS RECEIVED	2,125	-	-	-	-	-	
312-360-4215 INTEREST PAYMENTS RECEIVED	1,264	-	-	-	-	-	
312-360-4225 LOAN PROCEEDS	-	-	-	-	268,042	268,042	
312-385-4895 MISCELLANEOUS REVENUE	2,220	4,288	-	-	-	-	
SUBTOTAL REVENUES	70,433	73,637	79,659	80,323	500,980	500,980	-
INTERFUND TRANSFERS							
312-390-4916 TRANSFER FROM PERSONNEL FUND	3,126	-	-	-	-	-	
SUBTOTAL INTERFUND TRANSFERS	3,126	-	-	-	-	-	-
TOTAL RESOURCES - STREET FUND	197,025	200,513	199,111	206,615	600,639	600,639	-

CITY OF LOWELL
STREET FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17	2017-18	2018-19	2018-19	2019-20		
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED	ADOPTED
STREET							
PERSONAL SERVICES							
312-490-5110 CITY ADMINISTRATOR	6,850	7,570	8,200	8,884	4,326	4,326	
312-490-5150 PUBLIC WORKS DIRECTOR	8,795	9,374	9,841	10,757	3,374	3,374	
312-490-5152 UTILITY WORKER I	2,960	3,104	3,435	859	1,638	1,638	
312-490-5154 UTILITY WORKER II	3,328	3,622	3,789	3,467	1,638	1,638	
312-490-5158 MAINTENANCE WORKER I	1,163	1,600	1,689	1,602	-	-	
312-490-5220 OVERTIME	1,592	1,288	1,377	3,775	676	676	
312-490-5315 SOCIAL SECURITY/MEDICARE	1,945	2,032	2,462	2,433	1,045	1,045	
312-490-5320 WORKER'S COMP	1,194	1,113	1,927	1,700	673	673	
312-490-5350 UNEMPLOYMENT	-	-	2,252	-	913	913	
312-490-5410 HEALTH INSURANCE	6,568	6,071	6,672	4,189	2,877	2,877	
312-490-5450 PUBLIC EMPLOYEES RETIREMENT	2,534	3,043	3,319	2,977	2,009	2,009	
SUBTOTAL PERSONAL SERVICES	36,929	38,816	44,963	40,643	19,169	19,169	-
FULL-TIME EQUIVALENTS	0.55	0.51	0.51	0.51	0.20	0.20	
MATERIALS AND SERVICES							
312-490-6110 AUDITING	549	1,300	1,430	1,300	1,473	1,473	
312-490-6114 FINANCIAL SERVICES	529	752	1,190	1,190	1,250	1,250	
312-490-6116 ENGINEERING SERVICES	744	840	19,094	19,802	1,000	1,000	
312-490-6122 IT SERVICES	263	597	1,198	1,198	1,342	1,342	
312-490-6128 OTHER CONTRACT SERVICES	3,655	9,077	12,400	12,400	12,772	12,772	
312-490-6210 INSURANCE & BONDS	1,947	1,910	2,198	2,198	2,038	2,038	
312-490-6234 GENERAL SUPPLIES	114	144	150	150	150	150	
312-490-6290 MISCELLANEOUS	502	80	500	500	500	500	
312-490-6324 EQUIPMENT REPAIR & MAINTENANCE	536	-	500	500	500	500	
312-490-6330 OTHER REPAIR & MAINTENANCE	1,010	486	1,000	1,000	10,000	10,000	
312-490-6334 NON-CAPITALIZED ASSETS	13	671	500	-	500	500	
312-490-6430 ELECTRICITY SERVICES	14,144	13,402	15,292	19,394	20,364	20,364	
312-490-6620 STORM DRAIN MAINTENANCE	1,250	1,923	2,000	-	-	-	
312-490-6624 STREET SIGNS	302	175	500	500	500	500	

CITY OF LOWELL
STREET FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17	2017-18	2018-19	2018-19	2019-20		
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED	ADOPTED
312-490-6626 STREET LIGHTS	2,411	-	10,000	-	-	-	
TOTAL - LIBRARY	27,969	31,355	67,952	60,132	52,388	52,388	
CAPITAL OUTLAY							
312-700-8320 SOFTWARE	2,251	50	2,651	2,181	-	-	
312-700-8530 STREET IMPROVEMENTS	-	-	60,350	-	438,042	438,042	
SUBTOTAL CAPITAL OUTLAY	2,251	50	63,001	2,181	438,042	438,042	-
TOTAL - STREET	67,149	70,222	175,916	102,956	509,599	509,599	-

CITY OF LOWELL
STREET FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
DEBT SERVICE							
312-900-7111 LOAN PRINCIPAL - CITY HALL/LIBRARY	-	-	-	-	683	683	
312-900-7511 LOAN INTEREST - CITY HALL/LIBRARY	-	-	-	-	930	930	
SUBTOTAL CONTINGENCY	-	-	-	-	1,613	1,613	-
INTERFUND TRANSFERS							
312-900-9150 TRANSFER TO EQUIPMENT FUND	3,000	4,000	4,000	4,000	4,000	4,000	
SUBTOTAL INTERFUND TRANSFERS	3,000	4,000	4,000	4,000	4,000	4,000	-
CONTINGENCY							
312-900-9590 CONTINGENCY	-	-	19,195	-	85,427	85,427	
SUBTOTAL CONTINGENCY	-	-	19,195	-	85,427	85,427	-
TOTAL EXPENDITURES - NONDEPARTMENTAL	3,000	4,000	23,195	4,000	91,040	91,040	-
TOTAL REQUIREMENTS - STREET FUND	70,149	74,222	199,111	106,956	600,639	600,639	-
ENDING FUND BALANCE	126,876	126,292	-	99,659	(0)	(0)	-

CITY OF LOWELL
BBJ FESTIVAL FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
314-3100 BEGINNING FUND BALANCE	17,763	21,526	17,051	19,374	14,522	14,522	
SUBTOTAL FUND BALANCE	17,763	21,526	17,051	19,374	14,522	14,522	-
REVENUES							
314-315-4125 INTEREST EARNED	12	12	10	10	290	290	
314-380-4861 CRAFT/COMMERCIAL BOOTH SALES	-	2,215	3,000	2,400	3,000	3,000	
314-380-4862 FOOD BOOTH SALES	-	570	800	600	1,200	1,200	
314-380-4863 BEER GARDEN	-	-	-	-	3,000	3,000	
314-380-4864 JAM SALES	-	220	1,000	1,250	1,500	1,500	
314-380-4866 QUILT RAFFLE SALES	-	1,386	4,000	3,000	4,000	4,000	
314-380-4868 PROGRAM AD SALES	-	2,670	2,700	2,700	2,750	2,750	
314-380-4870 SPONSORSHIP REVENUE	-	1,750	2,250	2,000	4,000	4,000	
314-380-4876 5K RACE REVENUE	-	-	1,100	595	1,100	1,100	
314-380-4878 CAR SHOW REVENUE	-	430	4,000	3,207	3,500	3,500	
314-380-4880 FISHING DERBY REVENUE	-	200	350	440	440	440	
314-380-4882 HORSESHOE TOURNEY REVENUE	-	-	100	100	100	100	
314-380-4884 KIDZ KORNER REVENUE	-	-	1,000	796	1,000	1,000	
314-380-4886 PIE EATING CONTEST REVENUE	-	-	200	-	100	100	
314-380-4888 RC FLYERS REVENUE	-	-	400	-	-	-	
314-380-4889 BBJ FESTIVAL OTHER REVENUE	-	11,365	-	-	-	-	
314-385-4895 MISCELLANEOUS REVENUE	22,187	-	500	500	500	500	
SUBTOTAL REVENUES	22,199	20,818	21,410	17,598	26,480	26,480	-
TOTAL RESOURCES - BBJ FESTIVAL FUND	39,962	42,345	38,461	36,972	41,003	41,003	-

CITY OF LOWELL
BBJ FESTIVAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
BBJ FESTIVAL							
MATERIALS AND SERVICES							
314-490-6118 POLICE SERVICES	-	-	1,500	-	1,500	1,500	
314-490-6122 IT SERVICES	-	84	450	260	450	450	
314-490-6220 PUBLICATIONS, PRINTING & DUES	-	-	1,200	1,200	1,200	1,200	
314-490-6224 FESTIVAL ADVERTISEMENT	-	169	1,400	1,000	1,500	1,500	
314-490-6226 POSTAGE	-	30	50	50	50	50	
314-490-6290 MISCELLANEOUS	-	32	1,850	2,500	2,000	2,000	
314-490-6440 TELEPHONE SERVICES	-	65	-	200	200	200	
314-490-6445 REFUSE SERVICES	-	-	90	812	1,000	1,000	
314-490-6614 MATERIALS & SERVICES	18,436	20,683	-	-	-	-	
314-490-6705 RENT	-	280	500	940	1,000	1,000	
314-490-6810 CRAFT/COMMERCIAL BOOTH EXP	-	10	750	500	750	750	
314-490-6812 FOOD BOOTH EXP	-	-	-	100	100	100	
314-490-6813 BEER GARDEN	-	-	-	-	1,500	1,500	
314-490-6814 JAM SALES EXP	-	434	1,000	748	750	750	
314-490-6816 QUILT RAFFLE	-	498	4,000	4,000	4,000	4,000	
314-490-6850 5K RACE EXP	-	185	1,100	600	600	600	
314-490-6852 CAR SHOW EXP	-	500	4,000	4,000	4,000	4,000	
314-490-6854 FISHING DERBY EXP	-	-	350	440	440	440	
314-490-6856 HORSESHOE TOURNEY EXP	-	-	100	50	50	50	
314-490-6858 KIDZ KORNER EXP	-	-	1,000	1,000	1,000	1,000	
314-490-6860 PIE EATING CONTEST EXP	-	-	200	200	200	200	
314-490-6862 RC FLYERS EXP	-	-	400	-	100	100	
314-490-6864 ENTERTAINMENT EXP	-	-	3,850	3,850	4,000	4,000	
SUBTOTAL MATERIALS AND SERVICES	18,436	22,970	23,790	22,450	26,390	26,390	-
TOTAL - BBJ FESTIVAL	18,436	22,970	23,790	22,450	26,390	26,390	-

CITY OF LOWELL
BBJ FESTIVAL FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
CONTINGENCY							
314-900-9590 CONTINGENCY	-	-	14,671	-	14,613	14,613	-
SUBTOTAL CONTINGENCY	-	-	14,671	-	14,613	14,613	-
TOTAL - NONDEPARTMENTAL	-	-	14,671	-	14,613	14,613	-
TOTAL REQUIREMENTS - BBJ FESTIVAL FUND	18,436	22,970	38,461	22,450	41,003	41,003	-
ENDING FUND BALANCE	21,526	19,374	-	14,522	(0)	(0)	-

CITY OF LOWELL
SDC FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

		2016-17	2017-18	2018-19	2018-19	2019-20		
DESCRIPTION		ACTUAL	ACTUAL	BUDGET	ESTIMATED	PROPOSED	APPROVED	ADOPTED
FUND BALANCE								
417-3100	BEGINNING FUND BALANCE	279,526	316,946	411,247	397,391	-	-	
SUBTOTAL FUND BALANCE		279,526	316,946	411,247	397,391	-	-	-
REVENUES								
417-315-4125	INTEREST EARNED	-	342	-	-	-	-	
417-345-4510	PARK SDC FEES	928	8,824	-	-	-	-	
417-345-4512	TRANSPORTATION SDC	558	7,682	-	-	-	-	
417-345-4530	WATER SDC	3,607	34,308	-	-	-	-	
417-345-4540	SEWER SDC	1,009	9,594	-	-	-	-	
417-345-4545	STORM DRAINAGE SDC	635	6,800	-	-	-	-	
SUBTOTAL REVENUES		6,737	67,550	-	-	-	-	-
INTERFUND TRANSFERS								
417-390-4910	TRANSFER FROM GENERAL FUND	3,428	12,895	-	-	-	-	
SUBTOTAL INTERFUND TRANSFERS		3,428	12,895	-	-	-	-	-
TOTAL RESOURCES - SDC FUND		289,691	397,391	411,247	397,391	-	-	-

CITY OF LOWELL
SDC FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
SDC							
CAPITAL OUTLAY							
417-700-8520 PARKS IMPROVEMENTS	-	-	-	-	-	-	-
417-700-8530 STREET IMPROVEMENTS	-	-	-	-	-	-	-
417-700-8540 WATER SYSTEMS	-	-	-	-	-	-	-
417-700-8550 SEWER SYSTEMS	-	-	-	-	-	-	-
417-700-8560 STORMWATER IMPROVEMENTS	-	-	-	-	-	-	-
SUBTOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-
INTERFUND TRANSFERS							
417-900-9118 TRANSFER TO WATER SDC FUND	-	-	203,746	196,254	-	-	-
417-900-9119 TRANSFER TO PARKS SDC FUND	-	-	39,627	37,691	-	-	-
417-900-9120 TRANSFER TO STORMWATER SDC FUND	-	-	25,665	24,340	-	-	-
417-900-9121 TRANSFER TO SEWER SDC FUND	-	-	117,962	115,917	-	-	-
417-900-9122 TRANSFER TO STREETS SDC FUN	-	-	24,247	23,189	-	-	-
417-900-9155 TRANSFER TO DEBT RESERVE FUND	-	-	-	-	-	-	-
SUBTOTAL INTERFUND TRANSFERS	-	-	411,247	397,391	-	-	-
RESERVED FOR FUTURE EXPENDITURE							
417-900-9893 RESERVED FOR FUTURE USE - WATE	161,778	-	-	-	-	-	-
417-900-9895 RESERVED FOR FUTURE USE - PARK	28,833	-	-	-	-	-	-
417-900-9896 RESERVED FOR FUTURE USE - STOR	17,520	-	-	-	-	-	-
417-900-9897 RESERVED FOR FUTURE USE - SEWE	93,329	-	-	-	-	-	-
417-900-9898 RESERVED FOR FUTURE USE - STRE	15,485	-	-	-	-	-	-
SUBTOTAL RESERVED FOR FUTURE EXPENDI	316,944	-	-	-	-	-	-
TOTAL - NONDEPARTMENTAL	316,944	-	411,247	397,391	-	-	-
TOTAL REQUIREMENTS - SDC FUND	316,944	-	411,247	397,391	-	-	-
ENDING FUND BALANCE	-	-	-	-	-	-	-

CITY OF LOWELL
PARKS SDC FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
410-3100 BEGINNING FUND BALANCE	-	-	-	-	46,513	46,513	
SUBTOTAL FUND BALANCE	-	-	-	-	46,513	46,513	-
REVENUES							
410-315-4125 INTEREST EARNED	-	-	1,011	942	1,163	1,163	
410-345-4510 PARK SDC FEES	-	-	14,160	7,880	7,880	7,880	
SUBTOTAL REVENUES	-	-	15,171	8,822	9,043	9,043	-
INTERFUND TRANSFERS							
410-390-4917 TRANSFER FROM SDC FUND	-	-	39,627	37,691	-	-	
SUBTOTAL INTERFUND TRANSFERS	-	-	39,627	37,691	-	-	-
TOTAL RESOURCES - PARKS SDC FUND	-	-	54,798	46,513	55,556	55,556	-

CITY OF LOWELL
PARKS SDC FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
MATERIALS AND SERVICES							
410-490-6128 OTHER CONTRACT SERVICES	-	-	2,000	-	10,000	10,000	
SUBTOTAL INTERFUND TRANSFERS	-	-	2,000	-	10,000	10,000	-
CAPITAL OUTLAY							
410-700-8520 PARKS IMPROVEMENTS	-	-	-	-	45,556	45,556	
SUBTOTAL CAPITAL OUTLAY	-	-	-	-	45,556	45,556	-
RESERVED FOR FUTURE EXPENDITURE							
410-900-9895 RESERVED FOR FUTURE USE - PARK	-	-	52,798	46,513	-	-	
SUBTOTAL RESERVED FOR FUTURE EXPENDI	-	-	52,798	46,513	-	-	-
TOTAL - NONDEPARTMENTAL	-	-	54,798	46,513	55,556	55,556	-
TOTAL REQUIREMENTS - PARKS SDC FUND	-	-	54,798	46,513	55,556	55,556	-
ENDING FUND BALANCE	-	-	-	-	0	0	-

CITY OF LOWELL
TRANSPORTATION SDC FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
412-3100 BEGINNING FUND BALANCE	-	-	-	-	28,503	28,503	-
SUBTOTAL FUND BALANCE	-	-	-	-	28,503	28,503	-
REVENUES							
412-315-4125 INTEREST EARNED	-	-	655	580	713	713	
412-345-4512 TRANSPORTATION SDC	-	-	8,505	4,736	4,736	4,736	
SUBTOTAL REVENUES	-	-	9,160	5,316	5,449	5,449	-
INTERFUND TRANSFERS							
412-390-4917 TRANSFER FROM SDC FUND	-	-	24,247	23,187	-	-	
SUBTOTAL INTERFUND TRANSFERS	-	-	24,247	23,187	-	-	-
TOTAL RESOURCES - TRANSPORTATION SDC	-	-	33,407	28,503	33,951	33,951	-

CITY OF LOWELL
TRANSPORTATION SDC FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
TRANSPORTATION SDCS							
MATERIALS AND SERVICES							
412-490-6128 OTHER CONTRACT SERVICES	-	-	2,000	-	2,000	2,000	
SUBTOTAL INTERFUND TRANSFERS	-	-	2,000	-	2,000	2,000	-
CAPITAL OUTLAY							
412-700-8530 STREET IMPROVEMENTS	-	-	-	-	31,951	31,951	
SUBTOTAL CAPITAL OUTLAY	-	-	-	-	31,951	31,951	-
RESERVED FOR FUTURE EXPENDITURE							
412-900-9898 RESERVED FOR FUTURE USE - STRE	-	-	31,407	28,503	-	-	
SUBTOTAL RESERVED FOR FUTURE EXPENDI	-	-	31,407	28,503	-	-	-
TOTAL - NONDEPARTMENTAL	-	-	33,407	28,503	33,951	33,951	-
TOTAL REQUIREMENTS - TRANSPORTATION	-	-	33,407	28,503	33,951	33,951	-
ENDING FUND BALANCE	-	-	-	-	0	0	-

**CITY OF LOWELL
WATER SDC FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020**

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
430-3100 BEGINNING FUND BALANCE	-	-	-	-	239,460	239,460	
SUBTOTAL FUND BALANCE	-	-	-	-	239,460	239,460	-
REVENUES							
430-315-4125 INTEREST EARNED	-	-	3,768	4,906	5,987	5,987	
430-345-4530 WATER SDC	-	-	55,020	38,300	30,640	30,640	
SUBTOTAL REVENUES	-	-	58,788	43,206	36,627	36,627	-
INTERFUND TRANSFERS							
430-390-4917 TRANSFER FROM GENERAL FUND	-	-	203,746	196,254	-	-	
SUBTOTAL INTERFUND TRANSFERS	-	-	203,746	196,254	-	-	-
TOTAL RESOURCES - WATER SDC FUND	-	-	262,534	239,460	276,087	276,087	-

CITY OF LOWELL
WATER SDC FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
MATERIALS AND SERVICES							
430-490-6128 OTHER CONTRACT SERVICES	-	-	2,000	-	2,000	2,000	
SUBTOTAL INTERFUND TRANSFERS	-	-	2,000	-	2,000	2,000	-
CAPITAL OUTLAY							
430-700-8530 WATER SYSTEMS IMPROVEMENTS	-	-	-	-	274,087	274,087	
SUBTOTAL CAPITAL OUTLAY	-	-	-	-	274,087	274,087	-
RESERVED FOR FUTURE EXPENDITURE							
430-900-9893 RESERVED FOR FUTURE USE - WATE		-	260,534	239,460	-	-	
SUBTOTAL RESERVED FOR FUTURE EXPENDI	-	-	260,534	239,460	-	-	-
TOTAL - NONDEPARTMENTAL	-	-	262,534	239,460	276,087	276,087	-
TOTAL REQUIREMENTS - WATER SDC FUND	-	-	262,534	239,460	276,087	276,087	-
ENDING FUND BALANCE	-	-	-	0	-	-	-

CITY OF LOWELL
SEWER SDC FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
440-3100 BEGINNING FUND BALANCE	-	-	-	-	127,383	127,383	
SUBTOTAL FUND BALANCE	-	-	-	-	127,383	127,383	-
REVENUES							
440-315-4125 INTEREST EARNED	-	-	2,581	2,898	3,185	3,185	
440-345-4540 SEWER SDC	-	-	15,390	8,568	8,568	8,568	
SUBTOTAL REVENUES	-	-	17,971	11,466	11,753	11,753	-
INTERFUND TRANSFERS							
440-390-4917 TRANSFER FROM GENERAL FUND	-	-	117,962	115,917	-	-	
SUBTOTAL INTERFUND TRANSFERS	-	-	117,962	115,917	-	-	-
TOTAL RESOURCES - SEWER SDC FUND	-	-	135,933	127,383	139,136	139,136	-

CITY OF LOWELL
SEWER SDC FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
MATERIALS AND SERVICES							
440-490-6128 OTHER CONTRACT SERVICES	-	-	2,000	-	2,000	2,000	
SUBTOTAL INTERFUND TRANSFERS	-	-	2,000	-	2,000	2,000	-
CAPITAL OUTLAY							
440-700-8550 CAPITAL OUTLAY - SEWER SYSTEMS	-	-	-	-	137,136	137,136	
SUBTOTAL CAPITAL OUTLAY	-	-	-	-	137,136	137,136	-
RESERVED FOR FUTURE EXPENDITURE							
440-900-9897 RESERVED FOR FUTURE USE - SEWE		-	133,933	127,383	-	-	
SUBTOTAL RESERVED FOR FUTURE EXPENDI	-	-	133,933	127,383	-	-	-
TOTAL - NONDEPARTMENTAL	-	-	135,933	127,383	139,136	139,136	-
TOTAL REQUIREMENTS - SEWER SDC FUND	-	-	135,933	127,383	139,136	139,136	-
ENDING FUND BALANCE	-	-	-	(0)	(0)	(0)	-

CITY OF LOWELL
STORMWATER SDC FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
445-3100 BEGINNING FUND BALANCE	-	-	-	-	30,333	30,333	
SUBTOTAL FUND BALANCE	-	-	-	-	30,333	30,333	-
REVENUES							
445-315-4125 INTEREST EARNED	-	-	193	609	758	758	
445-345-4540 STORMWATER SDC	-	-	9,675	5,384	5,384	5,384	
SUBTOTAL REVENUES	-	-	9,868	5,993	6,142	6,142	-
INTERFUND TRANSFERS							
445-390-4917 TRANSFER FROM SDC FUND	-	-	25,665	24,340	-	-	
SUBTOTAL INTERFUND TRANSFERS	-	-	25,665	24,340	-	-	-
TOTAL RESOURCES - STORMWATER SDC FUND	-	-	35,533	30,333	36,475	36,475	-

CITY OF LOWELL
STORMWATER SDC FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
MATERIALS AND SERVICES							
445-490-6128 OTHER CONTRACT SERVICES	-	-	2,000	-	2,000	2,000	
SUBTOTAL MATERIALS AND SERVICES	-	-	2,000	-	2,000	2,000	-
CAPITAL OUTLAY							
445-700-8560 STORMWATER IMPROVEMENTS	-	-	-	-	34,475	34,475	
SUBTOTAL CAPITAL OUTLAY	-	-	-	-	34,475	34,475	-
RESERVED FOR FUTURE EXPENDITURE							
445-900-9896 RESERVED FOR FUTURE USE - STORMWATER	-	-	33,533	30,333	-	-	
SUBTOTAL RESERVED FOR FUTURE EXPENDI	-	-	33,533	30,333	-	-	-
TOTAL - NONDEPARTMENTAL	-	-	35,533	30,333	36,475	36,475	-
TOTAL REQUIREMENTS - STORMWATER SDC	-	-	35,533	30,333	36,475	36,475	-
ENDING FUND BALANCE	-	-	-	-	(0)	(0)	-

CITY OF LOWELL
WATER RESERVE FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
520-3100 BEGINNING FUND BALANCE	7,876	11,814	15,752	15,752	19,690	19,690	-
SUBTOTAL FUND BALANCE	7,876	11,814	15,752	15,752	19,690	19,690	-
INTERFUND TRANSFERS							
520-390-4930 TRANSFER FROM WATER FUND	3,938	3,938	3,938	3,938	3,938	3,938	-
SUBTOTAL INTERFUND TRANSFERS	3,938	3,938	3,938	3,938	3,938	3,938	-
TOTAL RESOURCES - WATER RESERVE FUND	11,814	15,752	19,690	19,690	23,628	23,628	-

CITY OF LOWELL
WATER RESERVE FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
RESERVED FOR FUTURE EXPENDITURE							
520-900-9892 RESERVED FOR WATER BOND PAYMEN	11,814	15,752	19,690	19,690	23,628	23,628	
SUBTOTAL RESERVED FOR FUTURE EXPENDI	11,814	15,752	19,690	19,690	23,628	23,628	-
TOTAL - NONDEPARTMENTAL	11,814	15,752	19,690	19,690	23,628	23,628	-
TOTAL REQUIREMENTS - WATER RESERVE F	11,814	15,752	19,690	19,690	23,628	23,628	-
ENDING FUND BALANCE	-	-	-	-	-	-	-

CITY OF LOWELL
SEWER RESERVE FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
521-3100 BEGINNING FUND BALANCE	3,520	5,095	6,670	6,670	8,245	8,245	-
SUBTOTAL FUND BALANCE	3,520	5,095	6,670	6,670	8,245	8,245	-
INTERFUND TRANSFERS							
521-390-4940 TRANSFER FROM SEWER FUND	1,575	1,575	1,575	1,575	1,575	1,575	-
SUBTOTAL INTERFUND TRANSFERS	1,575	1,575	1,575	1,575	1,575	1,575	-
TOTAL RESOURCES - SEWER RESERVE FUND	5,095	6,670	8,245	8,245	9,820	9,820	-

CITY OF LOWELL
SEWER RESERVE FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
RESERVED FOR FUTURE EXPENDITURE							
521-900-9891 RESERVED FOR SEWER BOND PAYMENT	5,095	6,670	8,245	8,245	9,820	9,820	
SUBTOTAL RESERVED FOR FUTURE EXPENDI	5,095	6,670	8,245	8,245	9,820	9,820	-
TOTAL - NONDEPARTMENTAL	-	-	-	8,245	9,820	9,820	-
TOTAL REQUIREMENTS - SEWER RESERVE FU	5,095	6,670	8,245	8,245	9,820	9,820	-
ENDING FUND BALANCE	-	(0)	(0)	-	-	-	-

CITY OF LOWELL
EQUIPMENT FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
550-3100 BEGINNING FUND BALANCE	30,188	17,195	43,579	43,614	35	35	
SUBTOTAL FUND BALANCE	30,188	17,195	43,579	43,614	35	35	-
REVENUES							
550-315-4125 INTEREST EARNED	-	300	-	-	-	-	-
550-370-4849 CAPITAL ASSET DISPOSAL	-	16,384	-	-	-	-	-
SUBTOTAL REVENUES	-	16,684	-	-	-	-	-
INTERFUND TRANSFERS							
550-390-4910 TRANSFER FROM GENERAL FUND	1,000	2,000	2,000	2,000	6,000	6,000	
550-390-4912 TRANSFER FROM STREET FUND	3,000	4,000	4,000	4,000	4,000	4,000	
550-390-4930 TRANSFER FROM WATER FUND	1,000	2,000	2,000	2,000	6,000	6,000	
550-390-4940 TRANSFER FROM SEWER FUND	1,000	2,000	2,000	2,000	6,000	6,000	
SUBTOTAL INTERFUND TRANSFERS	6,000	10,000	10,000	10,000	22,000	22,000	-
TOTAL RESOURCES - EQUIPMENT FUND	36,188	43,879	53,579	53,614	22,035	22,035	-

CITY OF LOWELL
EQUIPMENT FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
EQUIPMENT							
CAPITAL OUTLAY							
550-700-8425 CAPITAL OUTLAY - VEHICLES & RO	18,993	-	53,579	53,579	22,035	22,035.00	
SUBTOTAL CAPITAL OUTLAY	18,993	-	53,579	53,579	22,035	22,035	-
TOTAL - NONDEPARTMENTAL	18,993	-	53,579	53,579	22,035	22,035	-
TOTAL REQUIREMENTS - EQUIPMENT FUND	18,993	-	53,579	53,579	22,035	22,035	-
ENDING FUND BALANCE	17,195	43,879	-	35	0	0	-

CITY OF LOWELL
DEBT RESERVE FUND RESOURCES
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
FUND BALANCE							
555-3100 BEGINNING FUND BALANCE	106,980	51,854	28,395	28,469	12,724	12,724	-
SUBTOTAL FUND BALANCE	106,980	51,854	28,395	28,469	12,724	12,724	-
REVENUES							
555-315-4125 INTEREST EARNED	-	-	-	-	-	-	-
SUBTOTAL INTERFUND TRANSFERS	-	-	-	-	-	-	-
INTERFUND TRANSFERS							
555-390-4917 TRANSFER FROM SDC FUND	-	-	-	-	-	-	-
SUBTOTAL INTERFUND TRANSFERS	-	-	-	-	-	-	-
TOTAL RESOURCES - DEBT RESERVE FUND	106,980	51,854	28,395	28,469	12,724	12,724	-

CITY OF LOWELL
DEBT RESERVE FUND REQUIREMENTS
JULY 1, 2019 - JUNE 30, 2020

DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 BUDGET	2018-19 ESTIMATED	2019-20		
					PROPOSED	APPROVED	ADOPTED
NONDEPARTMENTAL							
INTERFUND TRANSFERS							
555-900-9130 TRANSFER TO WATER FUND	39,381	7,715	-	-	-	-	-
555-900-9140 TRANSFER TO SEWER FUND	15,745	15,745	15,745	15,745	12,724	12,724	-
SUBTOTAL INTERFUND TRANSFERS	55,126	23,460	15,745	15,745	12,724	12,724	-
RESERVED FOR FUTURE EXPENDITURE							
555-900-9893 RESERVED FOR FUTURE USE - WATE	7,714	-	-	-	-	-	-
555-900-9897 RESERVED FOR FUTURE USE - SEWE	44,140	28,395	12,650	12,724	-	-	-
SUBTOTAL RESERVED FOR FUTURE EXPENDI	51,854	28,395	12,650	12,724	-	-	-
TOTAL - NONDEPARTMENTAL	-	-	-	12,724	-	-	-
TOTAL REQUIREMENTS - DEBT RESERVE FUN	106,980	51,855	28,395	28,469	12,724	12,724	-
ENDING FUND BALANCE	-	(1)	-	-	-	-	-

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Lowell City Council will be held on June 18, 2019 at 7:00 pm at the Maggie Osgood Library, 70 N. Pioneer Street, Lowell, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2019 as approved by the City of Lowell Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Lowell City Hall, 107 East Third Street, Lowell, Oregon, between the hours of 9 a.m. and 5:30 p.m. or online at www.ci.lowell.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year. A public hearing to discuss the proposed uses of state revenue sharing will also be held at the same time and place noted above.

Contact: Jared Cobb

Telephone: 541-937-2157 Email: jcobb@ci.lowell.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2017-18	Adopted Budget This Year 2018-19	Approved Budget Next Year 2019-20
Beginning Fund Balance/Net Working Capital	904,482	1,056,630	1,185,978
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	816,591	937,720	961,425
Federal, State and all Other Grants, Gifts, Allocations and Donations	114,094	182,729	1,329,604
Revenue from Bonds and Other Debt	0	530,000	443,042
Interfund Transfers / Internal Service Reimbursements	52,368	442,505	40,237
All Other Resources Except Current Year Property Taxes	98,204	255,782	44,315
Current Year Property Taxes Estimated to be Received	140,307	141,122	148,061
Total Resources	2,126,045	3,546,488	4,152,662

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
	Actual Amount 2017-18	Adopted Budget This Year 2018-19	Approved Budget Next Year 2019-20
Personnel Services	421,180	490,410	510,485
Materials and Services	370,036	625,190	721,783
Capital Outlay	42,442	1,025,708	2,382,281
Debt Service	116,644	115,993	155,479
Interfund Transfers	51,868	442,505	40,237
Contingencies	0	285,892	301,448
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	1,123,875	560,790	40,948
Total Requirements	2,126,045	3,546,488	4,152,662

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program	Actual Amount 2017-18	Adopted Budget This Year 2018-19	Approved Budget Next Year 2019-20
Administration	92,900	512,767	182,987
FTE	0.43	0.43	0.34
Parks & Recreation	37,053	527,095	851,891
FTE	0.48	0.48	0.61
Police	30,200	29,106	35,561
FTE	0.00	0.00	0.00
Community Development	42,730	130,194	68,327
FTE	0.15	0.15	0.10
Library	7,789	7,679	339,929
FTE	0.00	0.00	0.40
Code Enforcement	10,173	16,560	14,738
FTE	0.10	0.10	0.10
Tourism	9,695	12,850	11,350
FTE	0.00	0.00	0.00
Municipal Court	10,294	13,682	14,170
FTE	0.10	0.10	0.10
Streets	70,222	175,916	509,599
FTE	0.51	0.51	0.20
Water	258,985	311,426	545,910
FTE	1.93	1.93	2.06
Sewer	240,647	316,664	450,458
FTE	1.93	1.93	2.06
Blackberry Jam Festival	22,970	23,790	26,390
FTE	0.00	0.00	0.00
Not Allocated to Organizational Unit or Program	1,292,387	1,468,759	1,101,351
FTE	0.00	0.00	0.00
Total Requirements	2,126,045	3,546,488	4,152,662
Total FTE	5.63	5.63	5.97

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *
 A 0.40 FTE Librarian position has been added to the General Fund. Several allocations were modified across funds to better reflect hours worked in each program. The City has budgeted for capital improvements, including \$392,000 for Library renovations, \$790,000 for Rolling Rock Park improvements, \$338,498 for development of the Cannon Street Festival Area, \$20,639 for the Railroad Corridor Trail development, \$175,000 for an automated meter reading system, \$9,000 for a sewer inspection camera, and \$8,000 for sewer plant equipment.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2017-18	Rate or Amount Imposed This Year 2018-19	Rate or Amount Approved Next Year 2019-20
Permanent Rate Levy (rate limit \$2.1613 per \$1,000)	\$2.1613	\$2.1613	\$2.1613
Local Option Levy			
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$1,545,857	\$0
Other Borrowings	\$30,000	\$0
Total	\$2,075,857	\$0

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 18, 2019
SUBJECT: Annual Accounting Services Contract

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

The City of Lowell has an accounting services contract for FY 2018-19 with Layli A. Nichols, in the amount of \$11,928.00. Ms. Nichols was on-site for two weeks during the training and software conversion, which was beyond the scope of her original contract. The proposed contract addendum is to compensate for the additional work in the amount of \$2,550.00.

FISCAL IMPACT:

The FY 2018-19 Budget includes sufficient funds to cover the addendum.

COURSES OF ACTION:

1. Motion to approve Addendum No. 1 to the Accounting Services Contract, as submitted.
2. Motion to approve Addendum No. 1 to the Accounting Services Contract, as amended.
3. No Action.

RECOMMENDATION:

Motion to approve Addendum No. 1 to the Accounting Services Contract, as submitted.

ATTACHMENTS:

1. Annual Accounting Services Contract
2. Addendum No. 1

**AGREEMENT FOR
FINANCIAL AND ACCOUNTING CONSULTATION SERVICES**

THIS AGREEMENT is made as of July 1, 2018, by and between the City of Lowell, Oregon (“City”) and Layli A. Nichols, a sole proprietor (“Consultant”).

RECITALS

- A. This agreement acknowledges that the City has secured the offer of Consultant to perform the accounting and financial services as described herein.
- B. City desires to utilize the services of Consultant as an independent contractor for financial and accounting consultation for the City.
- C. Consultant represents that it is fully qualified to perform such services by virtue of its experience, training and expertise.

NOW THEREFORE, in consideration of performance by the parties of the promises, covenants, and conditions herein contained, the parties hereto agree as follows:

1. Consultant’s Services.

The nature, scope, and level of specific services to be performed by Consultant are as set forth in Exhibit A attached hereto.

2. Term of Agreement.

This agreement is effective on the date set forth in the initial paragraph of this Agreement and shall remain in effect through June 30, 2019 unless earlier terminated pursuant to section 9.

3. Compensation.

City Agrees to compensate Consultant for its services for a total amount of \$8,047.15 for monthly services and \$3,880.80 for Audit Services as outlined in Exhibit A. Monthly services shall be paid in 12 equal installments. Audit Services shall be paid in one lump sum, upon completion. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of the awarded contract of \$11,927.95 unless specifically approved in advance, in writing, by City.

4. Notices.

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during the receiving party’s regular business hours or by facsimile or email before or during receiving party’s regular business hours; or (b) on the second business day following deposit in the United States mail, postage prepaid to the addresses heretofore below, or to such other addresses as the parties may, from time to time, designate in writing pursuant to the provisions of this section.

City:
City of Lowell
P.O. Box 490
Lowell, OR 97452

Consultant:
Layli A Nichols
535 Spruce Court
Creswell, OR 97426

5. Status as an independent Contractor.

Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control of the conduct of Consultant except as set forth in this agreement. Consultant shall not, at any time, or in any manner, represent that it is in any way an employee of City.

6. Assignability; Subcontracting.

Consultant shall not assign, transfer, or subcontract any interest in this Agreement or the performance of any of Consultant's obligations hereunder, without the prior written consent of City.

7. Compliance with Laws.

Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state, and local governments. Consultant shall be solely responsible for the payment of all taxes, including workers' compensation.

8. Conflict of Interest.

Consultant covenants that it presently has no interest and shall not acquire interest, direct or indirect, which may be affected by the services to be performed by Consultant under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Furthermore Consultant shall avoid the appearance of having any interest, which would conflict in any manner with the performance of its services pursuant to this Agreement. Nothing in this section shall, however, preclude Consultant from accepting other engagements with City.

9. Termination.

This contract may be terminated by either City or Consultant in writing by giving five business days' notice to the other party. In the event this Agreement is terminated, Consultant shall be paid for any services properly performed through the last working day the Agreement is in effect.

10. Attorney's Fees.

In the event that either party to this Agreement shall commence any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover its costs of suit, including reasonable attorney's fees.

11. Amendment.

This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

12. Severability.

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

13. Exhibits.

All documents referenced as exhibits in this Agreement are hereby incorporated in this agreement.

14. Entire Agreement.

This Agreement, and any other documents incorporated herein by specific reference, represents the entire and integrated agreement between City and Consultant. This agreement supersedes all prior oral or written negotiations, representations or agreements.

In witness whereof, the parties have executed this Agreement as of the date first written above.

Jared Cobb, City Administrator

Layli A. Nichols, Consultant

Exhibit A
Scope of Services

Consultant will provide the following services as outlined in below:

Monthly Services

1. Monthly bank reconciliations of the General Checking Account.
2. Quarterly bank reconciliations for all other bank accounts, including LGIP, Trust and Agency and Blackberry Jam Festival
3. Monthly review of budget to actual revenues and expenditures.
4. Quarterly balance sheet tie-out and reconciliation to subsidiary ledgers.
5. Other technical support, billed as appropriate.

Audit Preparation

1. Review of the revenues and expenditures compared to the adopted budget.
2. Reconciliation of the June 30th balance sheet accounts for both fund basis and modified accrual basis financial statements.
3. If necessary, preparation for a Single Audit (audit of expenditures of federal awards).
4. Lead staff through the audit team's on-site fieldwork visits.
5. Report drafting in coordination with the audit firm for final issuance on or before December 31st deadline.
6. Presentation and work sessions with the City Council, as requested.

All work papers and reports must be retained by the Accountant for a minimum of five (5) years, unless notified in writing by the City of the need to extend the retention period. Working papers will be made available, upon request, to the City of Lowell.

As part of the overall contract, the City expects to receive from the Accountant a variety of technical assistance throughout the fiscal year. This assistance would include answers to accounting, reporting, or internal control questions.

AGREEMENT FOR
FINANCIAL AND ACCOUNTING CONSULTATION SERVICES
Addendum No. 1

This Addendum is made as of June 12, 2019, by and between the City of Lowell, Oregon (“City”) and Layli A Nichols, a sole proprietor (“Consultant”).

RECITALS

- A. This addendum acknowledges that the City requires services outside the scope of the original agreement for the purpose of transitioning to newly acquired financial reporting software.
- B. The scope of this addendum is to provide support services during financial accounting software conversion. Services include support services during the week of offsite training for the City Administrator and City Clerk, and to provide technical services during the first week of operations post conversion and training.
- C. City agrees to compensate Consultant for its services for a total amount of \$2,555.00 for services rendered as outlined in Section B above.
- D. City desires to utilize the services of Consultant as an independent contractor for financial and accounting consultation for the City.
- E. Consultant represents that it is fully qualified to perform such services by virtue of its experience, training and expertise.
- F. Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during the receiving party’s regular business hours or by facsimile or email before or during receiving party’s regular business hours; or (b) on the second business day following deposit in the United States mail, postage prepaid to the addresses heretofore below, or to such other addresses as the parties may, from time to time, designate in writing pursuant to the provisions of this section.

City:
City of Lowell
P.O. Box 490
Lowell, OR 97452

Consultant:
Layli A Nichols
535 Spruce Court
Creswell, OR 97426

In witness whereof, the parties have executed this Agreement as of the date first written above.

Jared Cobb, City Administrator

Layli A. Nichols, Consultant

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: Caselle Software Proposal

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

In February the City went live with new Caselle enterprise management software. This solution has significantly improved efficiencies in the areas of financial management, utility billing, and payroll. Staff has been provided with demonstrations of additional modules to assist with animal licensing, code enforcement, work and service orders.

FISCAL IMPACT:

Staff is waiting on an updated proposal and will provide a copy at the meeting for discussion.

COURSES OF ACTION:

1. Motion to approve the Caselle Software and Services Proposal, as presented.
2. Motion to approve the Caselle Software and Services Proposal, as amended.
3. No action.

RECOMMENDATION:

Motion to approve the Caselle Software and Services Proposal, as presented.

ATTACHMENTS:

1. Updated proposal will be attached upon receipt.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: June 15, 2019
SUBJECT: City Hall Operating Hours

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

Two years ago, City Hall operating hours were revised to accommodate the reduction of one office position. Current hours are Monday-Friday, 9:00-1:00 and 2:00-5:30. Staff is proposing a change in public hours starting July 1 to Monday-Thursday 8:00-12:00 and 1:00-5:30; this adds one hour of service in the morning for residents that work in Eugene/Springfield. Staff also proposes to be closed to the public on Friday from 8:00-12:00 to allow time for training and to prepare for the following week. The proposal does not change Public Works hours.

FISCAL IMPACT:

None.

COURSES OF ACTION:

1. Motion to approve the revised City Hall operating hours, as presented.
2. Motion to approve the revised City Hall operating hours, as amended.
3. No action.

RECOMMENDATION:

Motion to approve the revised City Hall operating hours, as presented.

ATTACHMENTS:

None.