

**Lowell City Council  
Special Meeting Agenda  
Tuesday September 22 at 6:00 P.M.  
Maggie Osgood Library  
70 North Pioneer Street**

**This meeting will be held electronically through Zoom. Limited seating is available at the Library. Members of the public are encouraged to provide comment or testimony through the following:**

- Joining by phone, tablet, or PC. For details, click on the event at [www.ci.lowell.or.us](http://www.ci.lowell.or.us).
- In writing, by using the drop box at Lowell City Hall, 107 East Third Street, Lowell, OR 97452
- By email to: [mmiller@ci.lowell.or.us](mailto:mmiller@ci.lowell.or.us)

**Special Meeting Agenda**

Call to Order/Roll Call/Pledge

Councilors: Mayor Bennett \_\_\_\_ Harris \_\_\_\_ Stratis \_\_\_\_ Dragt \_\_\_\_ Myers \_\_\_\_

Approval of Agenda

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

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.

New Business:

1. Recruitment Process for the City Administrator Position – Discussion/Possible Action

Other Business

Mayor Comments

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

**Adjourn**

**Executive Session:**

1. ORS 192.660 (2)(a) To consider the employment of a public officer, employee, staff member or individual agent.

**Adjourn**

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 the City Clerk, Joyce Donnell, at 541-937-2157.

Recruitment outline/ timeline  
August 20, 2020

1. Authorization to proceed – Aug. 24th
2. Pre meeting research depending on Job, Location and sophistication of Municipality. Aug. 20th
3. General time frame my schedule
4. Meet with Council and Develop Needs; - On Site Sept. 22nd
  - a. Job Description and expectations... what others are doing
  - b. Flier Outline Aug. 28th
  - c. Salary Range
  - d. Rough draft timeline — Recruitment Plan Aug. 21st
  - e. Recruiting Area, Local, Regional, Out of State
  - f. Discuss interview process
  - g. Decide on what municipality will pay for... lodging, travel, etc.
  - h. Other Housekeeping?
5. Work with Muni Rep, finalize all documents ready to post Sept 24th
  - a. Flyer done
  - b. Posting sites identified
  - c. Firm Calendar
6. Check in with Client - Go no Go Sept 25th
7. Get the Job on the streets (Job Officially Opened )Sept. 25th
  - a. Post
  - b. print and mail etc if applicable
  - c. Check Network
8. Collect Resume applications and Recap (Job open till filled first review Oct. 23rd)
  - a. Build electronic folder
    - i. Resume
    - ii. Application — Standard or Municipality (Done electronically)
    - iii. Recruiter Recap
    - iv. Any notes from internet research
    - v. Make sure applications are filled out
    - vi. Rank
  - b. Internet background top 4 to 6 candidates
  - c. Skype top 4 to 6
9. Present Candidates to Governing Body with recap from 8 above - On Site (With LCOG) Tentative Nov 3rd
  - a. This meeting will result in which candidates the Council would like to interview.

- b. Discuss Interview Schedule and form of interviews... First round possible Council Subcommittee skype, narrow pool to top 2 or 3 for onsite
  - i. Full City or committee??
  - ii. Room reservations people etc.
  - iii. Who interviews?
  - iv. Committee Selection
  - v. Interview panel Description
- c. Will there be Meet and greet
- d. Will there be a city tour
- 10. Notify Candidates make arrangements and schedule interviews Nov. 4th,5th,6th
  - a. Order Background checksth
  - b. Reference checks – (Assumed Email)
- 11. Interview – On Site follow plans from 9 above (Week of 11/16)
  - a. Help with offer description
  - b. Make offer if assigned (Week of 11/16)
  - c. Notify un successful candidates
  - d. Discuss Contract as required (Contract ready for 12/1 Council Meeting)
  - e. Turn over to Manager /legal /HR /...

Note: Thanksgiving Holiday is November 26th

Marsha 541 937 2157 Cell 541 554 6311  
Ross 503 516 6509

**The City of Lowell in Lane County, Oregon is recruiting for its next City Administrator.**

The Community

City of Lowell (population 1090) is located about 20 miles southeast of the Eugene and Springfield metro area. It is a small, community with tremendous growth potential. The City is nestled in the foothills of the Cascades along Highway 58, along the north shore of Dexter Lake. Lowell is known for its three beautiful lakes, many water recreational activities, numerous hiking and mountain biking trails, five picturesque covered bridges, close proximity to winter sports activities and an abundance of natural areas and wildlife.

Incorporated in 1954, Lowell has a vision that has both embraced recent growth and continues to prepare for future growth. The City has adopted a Parks Master Plan and a Downtown Development Plan with several projects planned that will position the City well for future growth.

Lowell's quiet, small town community feel, close proximity to an abundance of natural and scenic amenities, and location near the metro area are among the more compelling features attracting residential growth to the city. A comfortable commute from the metropolitan area, Lowell is in relatively close proximity to shopping, services, and cultural activities in Eugene and Springfield.



Lowell's residents are friendly, outgoing people; they live in an environment with something for everyone – from the rugged outdoors to quiet gardens. Easy access to first-rate services, excellent educational opportunities, top-notch health care and four fabulous seasons offering a year-round symphony for your senses. There's no better place to live, work, or visit!



Lowell City Council

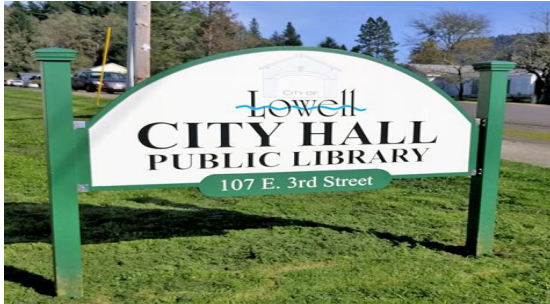
The City of Lowell elects five council members elected at large. The Mayor is appointed from those elected members by the Council at their first meeting every two years. At each biennial general election, council positions are voted on, each for a four-year term.

The Mayor and Councilors can be reached by calling City Hall at (541) 937-2157. The Lowell City Council meets every first and

third Tuesdays of the month at 7:00 p.m. at the Maggie Osgood Library, 70 N. Pioneer Street. Meetings are open to the public. All powers of the City are vested in the Council.

(Possible Council Goals)

## Our City Administrator



Under the general direction of the City Council, the City Administrator is the Chief Executive Officer of the City of Lowell. The City Administrator assists the Mayor and the Council in the development of city policies and carries out policies established by ordinances and resolutions.

## Other Responsibilities Include

- Directs the development and implementation of the city's goals, objectives, policies and priorities.
- Hire and fire City employees as necessary.
- Conducts and coordinates, departmental strategic planning efforts and other studies of city services to ensure they are provided in the most effective manner.
- Establishes, within city policy and budget, appropriate service and staffing levels, monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, and allocates resources accordingly.
- Prepares and administers the fiscal year city budget for approval by the Budget Committee and Council.
- Represents the City and the city's interests on various regional committees and taskforces, and with citizen involvement groups. Works with regional partners to protect and promote the City's and region's interests.
- Provides advice and assistance to the City Council on a wide variety of issues, including writing or editing agenda items, and council memorandums. Conducts a variety of special projects as directed by City Council.
- Reviews local, state and federal legislation to determine the impact on administrative plans, policies and strategies; and prepares and coordinates responses and recommendations as appropriate.
- Resolves inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to sensitive or complex inquiries or complaints.
- Maintains positive public relations with citizens and other municipalities.

## Qualifications



### Minimum

- This position requires successful candidate to have earned a Bachelor's Degree in Business, Political Science or other Public Service oriented degree.
- At least three years of public or private management experience is also required.
- Employee in this position must be able to be bonded.

### Desirable

- Advanced degree in municipal management or a related field.
- Previous experience as a City Administrator/Manager in a city of comparable size or in a rural setting.

### Preferred

- Ability to communicate effectively with staff, council and citizens.
- Knowledge of Oregon Land use rules and regulations.
- Ability to invest themselves in the community and be a part of the City's visionary plans

## Compensation

The salary range for this position is \$XX to \$XX Per year.

Lowell provides a comprehensive Benefits package, including:

- Health insurance benefits for medical, vision, and dental coverage
- An optional deferred compensation plan is available to employees
- The City participates in the Oregon Public Employees Retirement System (PERS) on behalf of employees. (The employee pays the 6% employee contribution)
- Paid life insurance and long-term disability insurance
- Employee option to purchase additional insurance
- Paid time off for holidays; earned paid vacation leave and sick leave

## The Process

If offered, employment will be contingent upon the outcome of a background check. Any criminal or founded abuse history will be reviewed and could result in the withdrawal of the offer or termination of employment.

If you need an alternate format of the application or assistance to participate in the hiring process please contact;

LCOG

Attention: Human Resources  
859 Willamette Street, Suite 500  
Eugene, OR 97405

Fax: 541-682-4099

Email: [jobs@lcog.org](mailto:jobs@lcog.org)

The City of Lowell is committed to affirmative action, equal employment opportunity, and workplace diversity.



Interested parties should submit (1) an Official City Application, (2) a cover letter, (3) a supplemental questionnaire.

Please Visit [www.Lowell.or.us](http://www.Lowell.or.us)

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DRAFT



Job Title: City Administrator

Location: Lowell, Oregon

Organization: City of City of Lowell

Job Description:

City of Lowell (population 1090) is located about 20 miles southeast of the Eugene and Springfield metro area. It is a small, community with tremendous growth potential. The City is nestled in the foothills of the Cascades along Highway 58. Lowell is known for its three beautiful lakes, many water recreational activities, numerous hiking and mountain biking trails, five picturesque covered bridges, proximity to winter sports activities and an abundance of natural areas and wildlife.

The City of City of Lowell is seeking to replace its City Administrator of five years. Under the general direction of the City Council, the City Administrator assists the Mayor and Council in the development of City policies and legislation. The Administrator is the City's Chief Executive Officer and implements Council's ordinances and resolutions.

The City Administrator manages a staff of 4 FTE's and 1 part-time employee and is responsible for multiple services through contract employees. The Administrator is responsible for managing an annual budget of \$4.3 million to provide city services and accomplish Council goals.

The new Administrator must have the ability to communicate effectively with staff, Council and citizens and the ability to invest themselves in the community. City of Lowell's new Administrator will need to have or obtain knowledge of Oregon Land Use Rules and be willing to pursue cutting edge economic development and urban renewal programs.

A Bachelor's degree from an accredited college or university in public administration or related field is required and a Master's degree is preferred. Preference will be given to candidates who have at least three years of public or private management experience as a City Administrator/Manager in a municipality of comparable size and/or in a rural setting.

The salary range for this position is \$XXX to \$XXX per year, and City of Lowell provides a comprehensive benefits package.

For complete profile and application please visit <https://www.City of Lowelloregon.gov/jobs>.

Posted Date: 09/25/20

Salary Range: \$XXX to \$XXX

Application Deadline: First Review October 23<sup>rd</sup> (Open Until Filled)

Application Deadline Info: Open Until Filled

Number of Days to List: 28 days



Contact Info to be Filled by LCOG

DRAFT

# City Administrator Job Description

## City of Lowell

### General Roles and Responsibilities

The position of City Administrator is established in the City Charter. The City Administrator is hired by and serves at the pleasure of the Mayor and a 4-member City Council. The Administrator assists the Mayor and Council in the development of city policies and carries out policies established by ordinances and resolutions approved by the Council. The City Administrator is the Chief Executive Officer of the City and exercises supervision over its general affairs, and all departments and employees. The City Administrator is also the City Recorder and performs duties and responsibilities of the City Recorder position as identified in the City Charter. While the City Charter does not have a residency requirement for the City Administrator, the Council is looking for someone who will become actively involved in the community, and residency will be valued.

### Background Requirements

**Education.** The City Administrator is required to have a Bachelor's degree from an accredited college or university in public/business administration or related field. A Master's degree is desirable.

**Experience.** The position requires at least three years of progressively responsible experience in local government. Progressive management responsibilities would ideally include positions such as city manager/administrator, assistant manager, finance director, community development director, other department head or equivalent.

### Skills and Performance Standards

**Administrative/Management Abilities.** The City Administrator is expected to establish and maintain positive and cooperative working relationships with citizens, city officials and employees. The Administrator takes policy direction from the Council and leads staff to make things happen. The Administrator needs to be able to manage and organize projects and provide effective delegation and supervision to make sure budgets and timelines are met. The Administrator must understand municipal government organization, powers, functions and relationships. Excellent written and verbal communication skills are essential. The Administrator manages and oversees all city operations, including budgeting and finance; planning and land use; city utilities; emergency management; public works; personnel; and all other city services. The Administrator also acts as the city's business agent in the sale of real property and other matters relating to city contracts, permits, franchise agreements and leases. The Administrator acts as the city's purchasing agent and signs all requisitions on city accounts. In order to perform the duties expected of the Administrator, they must be computer literate and be proficient in the use of standard word processing, spreadsheet and online

communication programs such as email. Knowledge of Oregon land use laws and procedures is desirable in order to be successful in this position.

***Budget/Finance.*** The Administrator needs to have a working knowledge of Oregon's budget laws. The Administrator is responsible for preparing and submitting the annual budget to the Budget Committee and the Council. The Administrator must have the skills and knowledge to oversee the finances of these utilities to assure the citizens can count on receiving these services for years to come. This will include knowledge of water and sewer rate structures, debt tools for enterprise funds and systems development charges.

***Personnel/Human Resources.*** The City Administrator exercises control and general supervision over all city employees. They must be a team leader who can hire the right people and develop a team that works effectively together. The Administrator must have the ability to promote productive, trusting relationships and encourage teamwork to meet city objectives. They must know and apply the principles of personnel management, assigning and supervising the work of others. They must understand and be able to work within federal and state employment laws.

***Community Relations.*** The City Administrator works on the City's behalf as a partner with various groups in the community. The City Administrator needs to be receptive to receiving input and complaints on a variety of issues and committed to following through on solutions. The Administrator must have strong communication skills, including public speaking to large and small audiences. The Administrator is the City's representative and staff for a variety of city committees. The Administrator is expected to exhibit leadership, promote the City and serve as a model for other city employees.

***Council Relations.*** The Mayor and City Council expect to have open, honest and direct communication with the City Administrator. The Administrator is expected to provide ongoing regular communication to the Council on the needs and affairs of the City, including information about city department activities. The Administrator needs to provide the Council with complete information on policy options for matters requiring a decision, in order to allow the Council to make informed decisions. The Administrator needs to work effectively with the Council to facilitate and implement annual goal setting and strategic planning. A good understanding of local government processes and procedures and board policy development is necessary to be successful in this position.

***Economic Development.*** The Administrator needs to be an innovative partner, working with the Council to build on Lowell's current efforts and successes in economic development. An awareness and knowledge of the principles, methods and practices of development, including downtown development and redevelopment are essential.

***Intergovernmental Relations.*** It is important that the City Administrator be able to network in the region and at the state level to maintain and develop good working relationships with a variety of other local governments, cities in the region and state agencies. The Administrator is

responsible for keeping the Council informed about intergovernmental relations and statewide issues affecting the City.

***Innovation and Major Achievements/Miscellaneous.*** The City Administrator needs to be able to work with the Council to implement the recently adopted Downtown Master Plan, the Parks Master Plan, the City's Strategic Plan and the plans for the new Library. They also need to be creative, work with the Council to identify areas for improvement, and help implement best practices. The Administrator is expected to gain community support and encourage citizen involvement for the numerous projects going on in Lowell.



Strategic Plan  
2020 - 2024

## ***A Solid Foundation for an Intentional Future...***

At the City of Lowell, our efforts are focused and intentional. The City's five-year Strategic Plan translates our vision and mission into an actionable strategy to guide our organization's work and commitment of resources. The Plan's goals, objectives, and work plans allows us to be transparent, focus our efforts, and be accountable for our results.

The Strategic Plan is a collaborative effort that is led by the City Council's leadership, influenced by resident feedback obtained from master plans, reflective of staff contributions, and aligned with other important long-term efforts such as the Lowell Comprehensive Plan.

The Strategic Plan is an evolving document. At the beginning of each year the Plan is updated to remove, add, or modify initiatives. At the end of the year a report is submitted to the City Council and provided to the public to ensure accountability.

The 2020 Strategic Plan is the fourth iteration and the first to take a multi-year approach. The original Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved by the City Council on September 6, 2016.

Figure 1: Rolling Rock Park looking east



## VISION

A rural lakeside community, with a high quality of life, great outdoor activities, proud of our history, looking forward to the future through a responsive government.

## MISSION

A historical rural city surrounded by nature's beauty on the north side of Dexter Lake where all people are valued, encouraged, and appreciated for their diversity. We desire to maintain the rural and historical character of the city, while striving to be a city where people want to live, work, and enjoy the outdoors by providing:

- An efficient, effective government that is open and responsive to the needs of the community.
- The highest quality public services, including water and sewer.
- Transparent and accountable fiscal practices.
- A commitment to excellence by City staff and elected officials.
- Community development that enriches, while maintaining and enhancing the overall quality of life.
- A safe and healthy, welcoming atmosphere, including recreational opportunities.
- Protection of environmental resources.

## GOALS

The Plan incorporates five goals adopted from the City Council mission statement. The overall health of the City depends on our collective ability to successfully accomplish each of these Goals concurrently:

### **Organizational Excellence**

Foster a transparent organization of employees challenged to provide high quality, responsive, and innovative services efficiently and effectively.

### **Community Development**

Positively plan, develop, and coordinate economic and population growth consistent with community values.

### **Financial Sustainability**

Responsibly manage financial resources to ensure the City can provide exceptional services, equipment, facilities and infrastructure today, without compromising the level of service for future generations.

### **Dependable Infrastructure**

Provide safe, well-maintained, and dependable water, sewer, stormwater, and transportation infrastructure supported by fair and equitable fiscal policy.

### **Exceptional Quality of Life**

Promote a clean, engaged community environment where people feel safe and enjoy access to community amenities that support a high quality of life.





Figure 2: Lowell State Park Marina

## OBJECTIVES

Several objectives are identified under each goal. The objectives refine the goals into broad action areas that support each goal.

## WORK PLANS

These represent a set of initiatives, actions, or performance measures, which are designed to support the objectives. Work plans are implemented, tracked, and staff submits a quarterly status report to the City Council. Work plan initiatives are revised and prioritized by year to advance the objectives.



Figure 3: Lowell School District Summer Recreation Program at the Oregon Association of Rowers dock. The program is supported by the Lowell Parks and Recreation Department.



# ORGANIZATIONAL EXCELLENCE

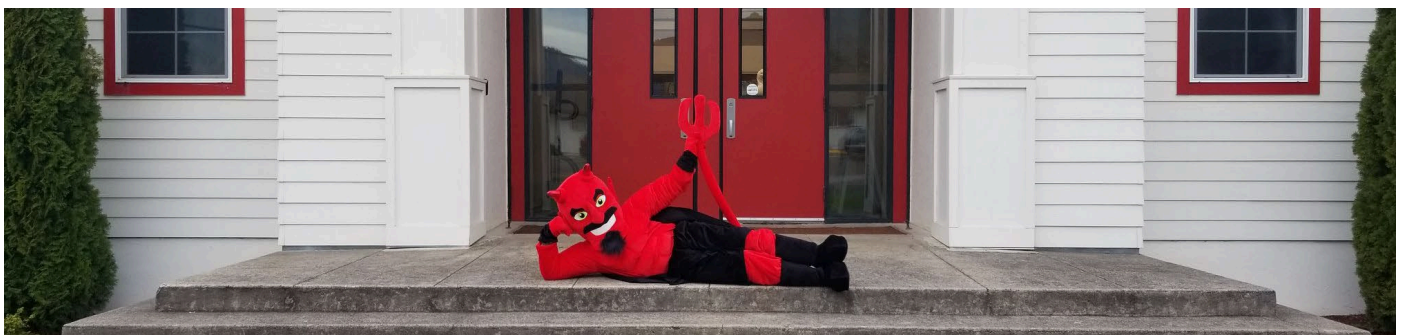
Foster a transparent organization of employees challenged to provide high quality, responsive, and innovative services efficiently and effectively.

## OBJECTIVE

1. Enhance communication and public outreach with residents, businesses, and organizations.

WORK PLAN	2020	2021	2022	2023	2024
A. Present a report of official city communications using the website and other social media to the City Council.	●	●	●	●	●
B. Submit report to the City Council documenting collaborative efforts with other organizations.	●	●	●	●	●
C. Publish a monthly status report of ongoing and future projects to the City Council.	●	●	●	●	●
D. Record work orders (i.e. water turn on/off) in Caselle to document workload and staff response time.	●	●	●	●	●
E. Host at least one virtual public workshop or meeting to engage residents and businesses.	●	●	●	●	●
F. Conduct an annual citizen survey of programs and services.	●	●	●	●	●
G. Update Work Plans included in the Strategic Plan.	●	●	●	●	●

Figure 4: New Lowell Jr/Sr High School “Red Devil” mascot.



**OBJECTIVE**

2. Improve the human resource capacity of the City by providing training opportunities and meaningful evaluation of staff.

WORK PLAN	2020	2021	2022	2023	2024
A. Ensure staff are evaluated annually, with meaningful recommendations and plans for remediation included.	●	●	●	●	●
B. Provide a summary report of staff evaluations to the City Council, indicating areas of strength and improvement.	●	●	●	●	●
C. Develop a training program for all departments and submit report to the City Council.	●	●	●	●	●
D. Recommend a consultant to complete a salary and benefit survey of comparable municipalities.		●			

**OBJECTIVE**

3. Support the professional development of the governing body.

WORK PLAN	2020	2021	2022	2023	2024
A. Present training opportunities to the City Council on topics such as communication, teamwork, and ethics.	●	●	●	●	●
B. Hire consultant to draft a Governance Handbook for City Council to establish policies, procedures, and protocols.		●			
C. Identify resources and develop the first draft of a councilor orientation handbook.		●			



## OBJECTIVE

4. Adopt policies that support the goals and objectives of the strategic plan.

WORK PLAN	2020	2021	2022	2023	2024
A. Review the Lowell Revised Code, recommend editorial revisions, and report areas of emphasis to the City Council.	●				
B. Establish a charter review committee to review and discuss potential changes to the Lowell Charter.		●			

Figure 5: Dexter Lake Farmers Market in Rolling Rock Park.



# COMMUNITY DEVELOPMENT

Positively plan, develop, and coordinate economic and population growth consistent with community values.

## OBJECTIVE

1. Provide a high quality built environment and support diverse neighborhoods through effective planning and zoning practices.

WORK PLAN	2020	2021	2022	2023	2024
A. Implement the Caselle Community Development module to process Planning and Building Permits.	●				
B. Add a “parks and recreation” check for new residential subdivisions to ensure the level of service standard is met.	●				
C. Improve the building permit process by accepting online payments, application review, and inspections.		●			
D. Engage stakeholders regarding availability of housing for families that meet LMI requirements and report to Council.		●			
E. Update the Lowell Land Development Code with recommendations from the DLCD Code Assistance project.		●			
F. Identify/apply for grants to complete a Transportation Plan, including street design, lighting and sidewalks.		●			
G. Review grants to update the buildable lands inventory for all residential, commercial, and industrial properties.		●			

Figure 6: Rolling Rock Park looking south.





## OBJECTIVE

2. Create a welcoming business environment and assist with development, retention, and relocation efforts.

WORK PLAN	2020	2021	2022	2023	2024
A. Assist Oregon RAIN with outreach to entrepreneurs and provide a report of events to the City Council.	●	●	●	●	●
B. Review the System Development Charges deferment program and consider adopting permanent policy.	●				
C. Implement recommendations from Oregon RAIN to improve the local environment for entrepreneurs.	●				
D. Consider recommendations of the Small Business Organizational Assistance Report completed by RDI.	●				
E. Establish design standards for signage and gateways.		●			
F. Erect Gateway Sign on Pioneer Street and/or Monument Sign at North Shore and Pioneer.			●		

Figure 7: Conceptual rendering of a gateway into downtown Lowell on Pioneer Street.





# FINANCIAL SUSTAINABILITY

Responsibly manage financial resources to ensure the City can provide exceptional services, equipment, facilities and infrastructure today, without compromising the level of service for future generations.

## OBJECTIVE

1. Maintain financial records that are accurate, dependable, and inspire public trust.

WORK PLAN	2020	2021	2022	2023	2024
A. Provide monthly and quarterly financial reports consistent with the Financial Management Manual.	●	●	●	●	●
B. Maintain an unrestricted cash balance in the operating funds of at least 17%.	●	●	●	●	●
C. Submit the Annual Financial Report to the Oregon Secretary of State by December 31.	●	●	●	●	●
D. Submit a plan to resolve audit deficiencies within 30 days of receiving the Annual Financial Report.	●	●	●	●	●
E. Request a revision of the contract to ensure the annual financial audit is completed by November 30.	●				

Figure 8: Mountain View Academy "Embrace the Community Day" at Paul Fisher Park.



## OBJECTIVE

2. Develop a balanced budget and sustainable revenues to support general operations and planned capital improvements.

WORK PLAN	2020	2021	2022	2023	2024
A. Submit proposed operating budget to the Budget Committee by May 1.	●	●	●	●	●
B. Submit narratives to the Budget Committee explaining the programs, services, and goals for each department.	●	●	●	●	●
C. Evaluate revenue options for the maintenance and repair of streets, sidewalks, and stormwater drainage.	●				
D. Consider an ordinance to ensure telecom providers are charged equitably for their use of public right-of-way.	●				
E. Evaluate SDC project lists to accommodate future needs (i.e. parks, stormwater, water, sewer, streets).		●			
F. Submit application for the GFOA Distinguished Budget Presentation Award Program.		●			

Figure 9: Tractor purchased in 2019 for streets, parks, green waste and sewer plant maintenance.





# DEPENDABLE INFRASTRUCTURE

Provide safe, clean, well-maintained, and dependable infrastructure.

## OBJECTIVE

1. Meet or exceed Federal and State water, sewer, and stormwater regulatory requirements and standards.

WORK PLAN	2020	2021	2022	2023	2024
A. Meet or exceed sewer discharge permit requirements.	●	●	●	●	●
B. Meet or exceed water quality requirements.	●	●	●	●	●
C. Meet or exceed stormwater quality requirements.	●	●	●	●	●
D. Submit annual water report to the City Council and residents.	●	●	●	●	●
E. Submit annual stormwater report to the City Council.	●	●	●	●	●
F. Complete minor update of the Stormwater Master Plan, including policies and project list.	●				
G. Complete comprehensive update of the Water Master Plan.	●				
H. Complete comprehensive update of the Wastewater Master Plan.		●			
I. Complete comprehensive update of the Stormwater Master Plan.					●
J. Update 5-Year Total Maximum Daily Load (TMDL) Plan and submit to Oregon Department of Environmental Quality.					●

## OBJECTIVE

2. Plan and develop new facilities and infrastructure to meet current and long-range needs.

WORK PLAN	2020	2021	2022	2023	2024
A. Submit an annual 5-Year Capital Improvement Plan to the City Council for review.	●	●	●	●	●
B. Submit a report to the City Council by on grants available or submitted to fund the 5-Year CIP.	●	●	●	●	●
C. Plan North Shore and Pioneer Street improvements with Lane County.	●				
D. Complete construction of Lakeview Avenue Improvements from Pioneer Street to Moss Street.	●				
E. Complete construction of Main Street Improvements from Pioneer Street to Moss Street.	●				
F. Investigate Improved Broadband Service for Downtown Lowell.	●				
G. Complete design and construction of the Cannon Street Festival Area.		●			
H. Complete 4 <sup>th</sup> Street swale tree planting.		●			
I. Complete construction of Everly Street drainage improvements.			●		
J. Complete construction of sidewalks on 2 <sup>nd</sup> Street, 4 <sup>th</sup> Street, 6 <sup>th</sup> Street, Hyland Lane, and Cannon Street.				●	
K. Acquire property easements for western drainage improvements.					●

## OBJECTIVE

3. Reduce the lifecycle costs of equipment, facilities, and infrastructure by supporting a preventative maintenance program.

WORK PLAN	2020	2021	2022	2023	2024
A. Perform a quarterly maintenance inspection of the facilities.	●	●	●	●	●
B. Submit annual facility maintenance report to the City Council by December 31.	●	●	●	●	●
C. Develop GIS database of existing infrastructure, including water, sewer, stormwater and streets.	●				
D. Document maintenance program for all facilities, vehicles, and equipment.		●			

Figure 10: Lowell Sewer Treatment Plant



# EXCEPTIONAL QUALITY OF LIFE

Promote a clean, engaged environment where people feel safe and enjoy access to community amenities that support a high quality of life.

## OBJECTIVE

1. Develop and maintain parks, recreation, and library facilities for residents of all ages and abilities.

WORK PLAN	2020	2021	2022	2023	2024
A. Conduct a monthly safety inspection of parks and open spaces.	●	●	●	●	●
B. Consider disposition of surplus property in Paul Fisher Park, Rolling Rock Park, and corner Hyland/N. Shore.	●				
C. Develop green space connectivity network plan for pedestrian and bicycle pathways.	●				
D. Develop turf management plan to ensure City turf is maintained at an acceptable standard.	●				
E. Identify funding to support the development of new trail connections between local and regional parks.	●				
F. Complete design, construction and renovation of the Maggie Osgood Library.	●				
G. Budget additional resources, including staff and materials, for parks and facilities maintenance.	●				
H. Complete construction of the Railroad Corridor Trail, including parking, trail, tree thinning, and drainage.	●				
I. Complete construction of Rolling Rock Park – Phase 1, including regrading, irrigation, turf, and sidewalks.	●				
J. Complete design, construction and renovation of the Maggie Osgood Library.		●			





Figure 11: Rolling Rock Park and Cannon Street Festival Area Conceptual Plans

WORK PLAN	2020	2021	2022	2023	2024
K. Complete construction of Paul Fisher Park – Phase 1, including regrading, irrigation, turf, and sidewalks.		●			
L. Better identify and develop the path to Dexter Lake from Alder by adding signage and creating a more defined entrance.		●			
M. Pursue funding to support the development of a dock for non-motorized boats (i.e. kayaks) at Orchard Park.		●			
N. Convene exploratory meetings with partners to explore and clarify needs and capacity of each entity.		●			
O. Complete construction of Rolling Rock Park – Phase 2, including regrading, irrigation, turf, and sidewalks.			●		
P. Complete construction of Paul Fisher Park – Phase 2, including regrading, irrigation, turf, and sidewalks.				●	



## Park Visitation

**94%**

of respondents have been to a Lowell park at least once in the past year

Parks **most frequently visited** on a monthly to weekly basis:

- 1 Lowell State Park (40%)
- 2 Rolling Rock Park (39%)
- 3 Paul Fisher Park (33%)

### Top Park Activities:



### How do residents get to parks?

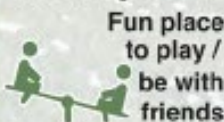


### Underserved Visitors

Of all park visitors, residents agree **teenagers, people with disabilities, and children under 5** are least well served by parks.

## Kids & Parks

### Best thing about parks:

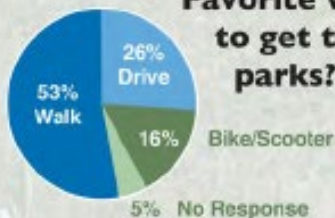


### Worst thing about parks:



**37%** of kids surveyed feel safest at parks with adults or family present

### Favorite way to get to parks?



## Park Funding

**35%** **43%**

of respondents would support a new fee on their utility bill to pay for parks improvement

would **potentially** support a new fee, depending on its specifics (costs, etc.)



62% of residents who would support or potentially support a new fee would be willing to pay \$4-\$6 a month or more for a higher level of service

### Residents would prioritize spending on:

- 1 Improving **existing** facilities & equipment
- 2 Park maintenance





Figure 12: Lowell Covered Bridge Tree Lighting

**OBJECTIVE**

2. Provide diverse recreation and library programming for residents of all ages and abilities.

WORK PLAN	2020	2021	2022	2023	2024
A. Host or financially support at least six community events each year that cater to residents and visitors of all ages.	●	●	●	●	●
B. Support an annual event to introduce youth and adults to water sports and showcase Dexter Lake.	●	●	●	●	●
C. Financially support the Lowell School District summer recreation program.	●	●	●	●	●
D. Create regularly scheduled library programming for residents of all ages.		●			
E. Encourage families to visit parks through advertising in print and social media to raise awareness of events.		●			
F. Develop “accessibility” checklist to ensure the City offers a wide range of events and programs.		●			

## OBJECTIVE

3. Improve public safety by enhancing crime reporting, public outreach, and emergency preparedness planning.

WORK PLAN	2020	2021	2022	2023	2024
A. Provide reports on speeding from the new radar speed sign.	●	●	●	●	●
B. Purchase vehicle to increase patrols, stage around town, and provide coverage at public events.	●				
C. Partner with the Fire Department and/or School District to conduct emergency preparedness exercises.	●				
D. Coordinate with Lane County emergency management to develop and adopt a hazard mitigation plan.		●			
E. Purchase and install cloud-based video surveillance software to provide remote access for investigations.		●			



Figure 13: First Yard of the Month Award to Monica Thompson at 92 Wetleau Drive.



## OBJECTIVE

4. Encourage community beautification by serving as an example and providing tools, incentives, and support.

WORK PLAN	2020	2021	2022	2023	2024
A. Submit a monthly status report on code enforcement actions to the City Council.	●	●	●	●	●
B. Distribute community outreach materials for code enforcement through social media and The Bridge.	●	●	●	●	●
C. Provide an annual report on the Yard of the Month, Community Grant, Green Waste Facility, and cleanups.	●	●	●	●	●

Figure 14: Lowell Beautification Day volunteers.

