



City of Lowell
Council Meeting Agenda

June 13th, 2023, 6:00 PM

1: General

- 1A. Call To Order
- 1B. Adoption of Agenda for this Meeting
- 1C. Invocation / Pledge of Allegiance
- 1D. Public Comments

2: Approval of Minutes

- 2A. DRAFT-City Council Minutes from May 9, 2023

3: Special Presentation

- 3A. Presentation of the 2023 City of Lowell Employee of the Year to Thad Buchanan
- 3B. Proclamation Recognizing the Historical Significance of Juneteenth and Proclaiming June 19, 2023 as Juneteenth

4: Consent Agenda

- 4A. Planning Report
- 4B. GIS Report
- 4C. Police Report
- 4D. Finance Report
- 4E. Public Works Report
- 4F. Parks and Recreation Report

5: Unfinished Business

- 5A. Public Hearing for Adoption of the FY 2023-2024 Budget Ordinance

6: New Business

- 6A. Selection of Engineering Firm for Water System Asset Inventory and Assessment (AIA) Project
- 6B. Resolution RS 5-2023 to Accept Carolina Thread Trail Grant in the Amount of \$127,080
- 6C. Contract Amendment for CDBG-NR Construction Management Services
- 6D. Budget Amendment #3 FY 2022-2023
- 6E. Amended Grant Project Ordinance - ARPA
- 6F. Consideration of Banking RFP and Selection of Bank for the City of Lowell
- 6G. Request to Set Public Hearing - Text Amendment - Article 8, Section 8.4-10 (E) (2) General Standards and Specifications
- 6H. Consideration of Bids for Former Yorkshire America Demo Backfill Erosion Sediment Control

7: Reports / Discussions

- 7A. City Attorney Report

7B. City Manager Report

7C. Mayor and City Council General Discussion

8: Closed Session

8A. To Discuss the Acquisition of Real Property Pursuant to NCGS 143-318.11(a)(5)

9: Adjournment

9A. Meeting Adjournment

Signature:



City of Lowell
Regular City Council Meeting Memorandum

Prepared By: AgendaLink

DRAFT-City Council Minutes from May 9, 2023

Meeting	Agenda Group	
June 13th, 2023, 6:00 PM	Approval of Minutes	Item: A
Reference File	Presented By	

To:
From:
Date:
Re:

placeholder for info here...

MINUTES

Lowell City Council

Regular Meeting

Tuesday, May 9, 2023, 6:00 P.M.

I. GENERAL

A. CALL TO ORDER – Mayor Sandy Railey

Mayor Railey called the meeting to order at 6:03 p.m. Those attending in-person were Mayor Pro Temp Travis Smith, Councilmembers Phil Bonham, Candy Funderburk, Thomas Gillespie, and JoAnna Fulbright (came in at 6:12 p.m.). City staff present were City Manager Scott Attaway, City Attorney John Russell, Planning Director Joe Gates; Public Works Director Thomas Shrewsbury, Police Chief Carl Moore, Police Captain Jeff Harrison, GIS Analyst Todd Stroupe, Finance Director Lisa Nolen, and City Clerk Cheryl Ramsey. A quorum was determined at the beginning of the meeting. The meeting was teleconferenced to the public and the agenda and meeting materials were made available prior on the city’s website. Members of the public were also present.

B. INVOCATION / PLEDGE OF ALLEGIANCE

Councilmember Gillespie gave the Invocation and led everyone in the Pledge of Allegiance.

C. ADOPTION OF AGENDA FOR THIS MEETING

Councilmember Bonham made a motion to approve the adoption of the agenda with the addition of 6E under New Business, seconded by Mayor Pro Temp Smith. The vote was unanimously in favor.

D. PUBLIC COMMENTS

1. Larry Simonds of 1603 Power Dr, asked why there was not a copy of the budget available. Mayor Pro Temp Smith stated the budget was released to the public before the meeting. Mr. Simonds then discussed the previous budget and complained about the water fees.
2. Alice Neal of 3006 Lowell Rd complained about the Gaston County fire tax and Lowell fire tax on her statement when she purchased a new car. She said the council serves the city and not the City Manager. She said the citizens should be the ones to determine the budget. Councilmember Bonham then explained to her and the audience that we are not voting on the budget tonight.

II. APPROVAL OF MINUTES

A. Minutes from Council Meeting Held April 11, 2023

Mayor Pro Temp Smith made a motion to approve the minutes, seconded by Councilmember Bonham. The vote was unanimously in favor.

III. SPECIAL PRESENTATION

- A. Proclamation 02-2023 Public Works Week. Mr. Attaway stated that this is an annual proclamation to recognize Public Works employees. Councilmember Bonham made a motion to adopt Proclamation 02-2023 Public Works Week, seconded by Mayor Pro Temp Smith. The vote was unanimously in favor.

IV. CONSENT AGENDA

- A. Police Report
- B. Finance Report
- C. Public Works Report
- D. GIS Report
- E. Planning Report
- F. Parks and Recreation Report – April Parks and Recreation Report

Councilmember Funderburk asked Todd Stroupe, GIS Analyst, if he rode along with the Sanitation Workers. He said he rode along several times. She thanked him for doing that and said she sees him walking all the time for stormwater mapping. With no further comments, Councilmember Funderburk made a motion to accept the consent agenda, seconded by Councilmember Bonham. The vote was unanimously in favor.

V. UNFINISHED BUSINESS

- A. **Public Hearing – Text Amendment to the LDO – Request to amend Table 17.1 Permanent Sign Standards and Criteria Request to amend Table 17.1 – Permanent Sign Standards and Criteria.** Request will address sign standards for Permanent Attached Signs and Permanent Freestanding Signs. Mayor Pro Temp made a motion to go into Public Hearing, seconded by Councilmember Funderburk. The vote was unanimously in favor.

Joe Gates then presented with a background of the amendment. He stated the Planning & Zoning Board at their April 4th, 2023, meeting, unanimously approved the proposed text amendment submitted by staff. This was to: 1. Increase the Sign Copy area allowance for permanent attached signs in certain zoning districts and 2. Add standards to permanent freestanding signs to address drive-through Signs. Councilmember Funderburk asked if this amendment will allow Hillbilly’s Restaurant to get a drive-through sign now? Mr. Gates said yes. With no other questions, Councilmember Bonham made a motion to close the public hearing, seconded by Councilmember Funderburk. The vote was unanimously in favor. Mayor Pro Temp Smith then made a motion to approve Table 17.1 Permanent Sign Standards and Criteria Request, seconded by Councilmember Funderburk. The vote was unanimously in favor.

VI. NEW BUSINESS

A. Presentation of the Draft Fiscal Year 2023-2024 Budget – Presented by Scott Attaway. He described the required procedures in Chapter 1, Article 3 of the NC Statutes and the Budget & Fiscal Control Act in which the City Manager must transmit a budget ordinance and City Manager’s Budget Message by June 1st of every year. It was submitted today, May 9th, 2023. As soon as Council has copies of the proposed budget, it then must be transmitted to the sunshine list, which is typically the Gaston Gazette. There is also a copy for the public here at City Hall. In addition, there will be a copy at the public library for review tomorrow and is currently posted online. Each Councilmember received a copy at 5pm today. He thanked Council for attending all the budget meetings and working with staff. He also thanked the Council for understanding the needs of the city by recognizing the deficiency of staff levels to address the needs of the citizens and infrastructure systems.

Mr. Attaway then presented the budget in its entirety. He discussed the reappraisals that are required of Gaston County to do at least every 8 years. They choose to do it every 4 years. By General Statute 159-119e, we must produce a revenue neutral tax rate. This asks, what is the rate estimated to produce the revenue for this upcoming fiscal year equal to the revenue of the current fiscal year. In that reappraisal, the values of property have gone up (real estate). Specifically, our revenue neutral tax rate resulting from the calculations set forth by the General Assembly, considers average annual growth between each year of the last four years or since the last reappraisal. This annual growth factor is 1.52%. The resulting ad-valorem valuation of the City of Lowell is \$575,551,625 up from \$361,210,816 or approximately 59.34%. The resulting revenue neutral tax rate is .282 cents per \$100 or 28.2 cents. He stated it is important to realize that of that increase, \$125 million dollars of that was from one building, the Newell Company. Of that \$125 million, the city is not capturing all the revenue because we did an Economic Development Administration (EDA) grant to get that development to come here. He said that is a 10-year agreement. Normally a \$125 million development would pay about \$618,000 in taxes annually. We are in the first 5 years and must pay back 85% for years 1-5. After they [Newell] pay their taxes, then we reissue the 85% refund as a part of the EDA, capturing a total of \$92,700. In year 6-10, it goes down to 70% of the return of the property tax payment to them and year 11, we’ll capture the full 100%. Revenue Neutral allows us to remove large increases that will infrequently happen, like annexations, but Newell's impact was not removed.

Councilmember Funderburk asked him to explain revenue neutral. He said it is the rate that is estimated to produce revenue for the next fiscal year equal to the revenue of the current year or what you lower the tax rate to, in order to equal the same revenue you have for this year. This is with no growth including staff growth.

He stated that the value of a penny now in Lowell is \$58,297 of each penny of the \$.49 cent tax rate that comes up from approximately \$32-33,000 per penny. We typically account for about a 98-99% collection rate of property tax payments but with the reappraisal this year, the collection rate that is budgeted is 90%. This is due to the possibility of appeals and collection issues. The county offered four appeals meetings at Lowell City Hall for citizens. An estimated 10% decrease in collections is representative of what other municipalities, including Gaston County,

are doing. The proposed tax rate for the upcoming year is .49 as it is now which provides 6.96 cents to the newly established Community Investment Fund (CIF) for future projects.

He then discussed projects we have identified in our Capital Improvement Plan (CIP) including a new Public Works Facility, new City Hall and Police land acquisition and the construction of that, Parks and Rec land property acquisition, Chemical Plant, Harold Rankin Park-we just submitted \$1 million in grants and two \$500,000 each. We will have to match \$500,000 if we only receive one of the latter. If we get both, one will cancel out the other part we would have to match. Also, the Carolina Thread Trail is noted because we received a \$127,080 grant to build about half of the trail in Lowell.

He then went over the strategic vision and goals and discussed what has been done in Lowell to attain those goals. He discussed the Community Investment Fund and American Recovery Plan (ARPA), SCIF and CDBG grants we received in more detail, revenues and expenditures, and new proposed positions. There will be no increases in water and sewer fees. Councilmember Funderburk asked about why we are going to make an Assistant Chief position and then where is the Administrative Sergeant position going? He said there is no new position in the Police other than the Administrative Assistant position. The Assistant Chief would be created, and the captain would still be in the department and the Administrative Sergeant would go away. Councilmember Funderburk asked if it would be an increase in salary? Mr. Attaway said yes. She then asked how did we come to need an Administrative Assistant, what is the need based on, the number of calls? She noted only about 50 calls the previous month and that it seemed pretty low. Chief Moore said that is some of the reasoning. The other is for the daily activities, for example Division of Criminal Information (DCI), handling evidence, and maintaining the training schedule. This would free up the other officers to do the work they need to do.

Mr. Attaway then continued with the expenditures for the City, Water and Sewer, which are below the median rates in North Carolina, Stormwater fees, and the Capital Fund.

Councilmember Funderburk asked how many new employees are proposed to be hired? Mr. Attaway said seven full-time and two part-time with one job under the added full-time positions moving from 30 to 40 hours. She asked if 401k is offered to part time. For the one job receiving 30-40 hours, they are receiving State Retirement benefits, but not 401k or health benefits.

Mr. Attaway continued and informed the council they have the budget ordinance that will be voted on in June and the department's individual spreadsheets. Councilmember Funderburk asked if we are getting two K-9's. Mr. Attaway said only one. She asked if it will be working 24 hours? Chief Moore said it will be a regular officer's shift and that officer will have the dog with him. If there is a major issue and we need the K-9, we can request the K-9 officer.

Mr. Attaway continued with the discussion of the budget and fees. There were no further questions at this time.

- B. Budget Amendment #2** – This amendment will result in an increase of \$25,935.62 in the Maintenance & Repairs-Sidewalks appropriations for Sidewalk repairs. Councilmember Bonham made a motion to approve Budget Amendment #2, seconded by Councilmember Funderburk. The vote was unanimously in favor.

C. Set Public Hearing for Adoption of the City of Lowell Fiscal Year 2023-2024 Budget

Ordinance. Councilmember Funderburk made a motion to set the public hearing for adoption of the City of Lowell Fiscal Year 2023-2024 Budget Ordinance for June 13, 2023, at 6 p.m., seconded by Mayor Pro Temp Smith. The vote was unanimously in favor.

- D. Consideration of Application for Committee Appointment – Tyler Shepardson.** Presented by Scott Attaway. Mr. Shepardson of 824 Ford Drive has shown interest in being involved with the LCC (Lowell Community Committee) and has applied. This would be to serve for three years, ending December 31, 2026. Councilmember Bonham made a motion to approve Tyler Shepardson’s application to the LCC, seconded by Mayor Pro Temp Smith. The vote was unanimously in favor.
- E. CDBG-NR Grant to repair homes – Bid Tabulation.** Presented by Cheryl Ramsey. She went over the balance of the grant. She stated that this was the 2nd bid opening scheduled as the first one held April 17, 2023, elicited only one bidder. The bid opening held May 5, 2023, had the required three bidders and MAN Construction had the lowest bid. With no questions, Councilmember Funderburk made a motion to award the bid to MAN Construction for the remaining six homes, seconded by Councilmember Fulbright. The vote was unanimously in favor.

VII. REPORTS/DISCUSSIONS

A. City Attorney Report –nothing to report.

B. City Manager Report -Scott Attaway gave updates on the following items:

1. CDBG-I project – met with Withers Ravenel today about previous contractors not finishing the project and to strategize what we are going to do with the remaining funds. We have spent approximately \$600,000 of the \$2 million grant. We are trying to pick up other projects in that area such as man-hole rehabilitation or some other sewer lining projects. Thomas Shrewsbury is going to gather some things and see what else we can work on. The CDBG wants us to spend the money and we are trying to do that. We are also considering outside the initial approved area which will take a lot of work and engineering certifications as was done when we first started in 2019.
2. Community Center – is underway and we are looking at some kitchen improvements in this budget year for the interior repairs needed. He has some quotes back for cabinetry and flooring and hopes to get that done to open the center back up. He also wants to publish the work done on the houses showing the before and after pictures and he is currently working on that.
3. McCord Park – thanked Public Works for the special projects they have done lately including the beautiful park across the street. As of today, they are about 95% done on the water fountain installation at the Community Center behind the basketball court. He said they had to dig down eight feet to put it in. It has a foot pedal for dogs and bottle filler on the top.
4. BBQ Cookoff will be held across the street at McCord Park on May 20, 2023, at noon. There are six participants. Representatives from Kyle Fletcher’s and Hillbilly’s as well as members of the LCC will be judges. Judging will take place at 1pm, then citizens can take

part in the BBQ afterwards. Activities include the ribbon cutting at noon, live music, and activities for kids.

C. MAYOR AND CITY COUNCIL GENERAL DISCUSSION

1. Councilmember Funderburk mentioned the passing of Sam Mitchem (former Planning Board Member and Council Member). She said the funeral will be held May 20, 2023, at 2 p.m. at Woodlawn Church. She also said she loved watching the process of McCord Park coming together and stated the departments are going good and said she hears more positive remarks from citizens than negative.
2. Mayor Railey thanked everyone for coming and they are appreciated. She also mentioned the new proposed budget is available online and to call us [Council Members] with questions.

VIII. CLOSED SESSION – Councilmember Bonham made a motion to go into Closed Session at 7:28 pm, seconded by Councilmember Funderburk. The vote was unanimously in favor.

A. To Discuss the Price and Other Material Terms of a Contract or Proposed Contract for the Acquisition of Real Property by Purchase, Option, Exchange, or Lease Pursuant to NCGS 143-318.11(a)(5)

Councilmember Bonham made a motion to come out of Closed Session, seconded by Councilmember Fulbright. The vote was unanimously in favor.

IX. ADJOURNMENT

Mayor Pro Temp Smith made a motion to adjourn the meeting, seconded by Councilmember Funderburk. The vote was unanimously in favor. The meeting adjourned at 7:40 pm.

ATTEST:

Mayor Sandy Railey

Cheryl Ramsey, City Clerk



City of Lowell
Regular City Council Meeting Memorandum

Prepared By: AgendaLink

Presentation of the 2023 City of Lowell Employee of the Year to Thad Buchanan

Meeting	Agenda Group	
June 13th, 2023, 6:00 PM	Special Presentation	Item: A
Reference File	Presented By	

To:
From:
Date:
Re:

Presentation of the 2023 City of Lowell Employee of the Year to Thad Buchanan



Thad

Lowell
North Carolina



City of Lowell
Regular City Council Meeting Memorandum

Prepared By: AgendaLink

Proclamation Recognizing the Historical Significance of Juneteenth and Proclaiming June 19, 2023 as Juneteenth

Meeting	Agenda Group	
June 13th, 2023, 6:00 PM	Special Presentation	Item: B
Reference File	Presented By	

To:
From:
Date:
Re:

placeholder for info here...



PROCLAMATION

WHEREAS, President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, declaring the slaves in Confederate territory free, paving the way for the passing of the 13th Amendment which formally abolished slavery in the United States of America; and

WHEREAS, the celebration of the end of slavery, which became known as “**Juneteenth**”, is the oldest known celebration commemorating the ending of slavery in the United States, when Union soldiers led by Major General Gordon Granger arrived in Galveston, Texas on June 19, 1865 bringing news that the Civil War had ended, and that the Emancipation Proclamation had declared all enslaved people free nearly two and a half years earlier; and

WHEREAS, the first **Juneteenth** celebration was a time for reassurance, prayer, and the gathering of family members and neighbors and today is a time of remembrance and celebration within communities throughout the country that promotes and cultivates knowledge and appreciation of African American history and culture, while encouraging continuous self-development and respect for all people and cultures; and

WHEREAS, this year’s **Juneteenth** celebrations taking place in Gaston County during the period of Friday, June 16th through Monday June 19th. On Friday, there will be a Juneteenth Celebration at Centennial Park in Bessemer City. On Saturday there will be a Juneteenth Celebration at Stowe Park in Belmont, an EbonyFest Juneteenth Festival at the Rotary Pavillion in Gastonia, and a Juneteenth Celebration on Main St in Cherryville. There will also be a Juneteenth Health Festival on Saturday at Kintegra Family Medicine in Gastonia. Lastly, The EbonyFest Juneteenth Festival at the Rotary Pavilion in Gastonia will continue Sunday and Monday.

NOW THEREFORE, I, Sandy Railey, Mayor, and the City Council of the City of Lowell, do hereby declare **June 19, 2023** as

JUNETEENTH

in the City of Lowell, North Carolina and urge all citizens to join in celebrating a day so significant in the history and heritage of our nation and city.

IN WITNESS THEREOF, I have hereunto set my hand and caused the seal of the City of Lowell to be affixed, this the 13th day of June in the year of our Lord two thousand and twenty-three.

Sandy Railey, Mayor

ATTEST:

Cheryl Ramsey, City Clerk PR04-2023



City of Lowell
Regular City Council Meeting Memorandum

Prepared By: Joe Gates

Planning Report

Meeting	Agenda Group
June 13th, 2023, 6:00 PM	Consent Agenda Item: A
Reference File	Presented By

To: Scott Attaway, City Manager
From: Joe Gates, Planning Director
Date: Wednesday, April 5th, 2023
Re: Monthly Department Update

Code Enforcement:

- Sent 11 NOV's (Notice of Violation) for high grass and other nuisance violations
 - 4 cases were corrected by public works.

Zoning:

- Issued 32 zoning permits in May.
- To date, the Planning department has issued 99 zoning permits in 2023. This is a 50% increase over the total about of permits from 2022 and we are only half way through the year.

Planning:

- Created agenda and meeting packet for **June 6th, 2023** Planning Board Meeting. Staff initiated text amendment.
- Planning Board Meeting was held on June 6th, 2023. The Planning Board recommended approval of a staff initiated text amendment.
- Attended Pre-Construction Meeting at Panther Laundromat for installation new water service.
- Attend virtual training for Bluebeam Revu (site plan review software) "Ask the Expert".
- Facilitated Pre-Construction meeting for Aberdeen Blvd extension through Lowell to Kenworthy.
- Met with developer and city staff about Lowell Woods construction inspection schedule and related processes.
- Met with realtor regarding development regulations for Mixed Use property on N. Main Street.
- Attend meeting with Carolina Thread Trail staff and Lowell staff to discuss Trail Grant acceptance
- Met with sign contractor for installation of McCord Family park sign.

Stormwater:

- Worked with other staff to assemble annual non-municipal SCM inspection packets.
- Continue to work on the 2023 (Permit Year 2) MS4 Self-Assessment.
- Participated in a downtown walking survey for stormwater needs.
- Attended Catawba Riverkeeper Riverfest in Belmont, NC and handed out educational material.
- Attended two internal meetings about annual SCM inspections.
- Attend RSPC Virtual Quarterly Meeting.

Other

- Attended monthly department heads meeting.
- Attended Polimorphic Monthly update meeting.
- Attended Lowell Community Committee meeting.

- Attended Lowell Planning and Zoning Board meeting.
- Attended Lowell Memorial Day Event.
- Attended GBA East Municipal Leadership Meeting.
- Attended GCamp meeting.
- Participated in interviews for LEAD Fellow program.
- Attended meeting with the Montcross Chamber.



City of Lowell
Regular City Council Meeting Memorandum

Prepared By: Todd Stroupe

GIS Report

Meeting	Agenda Group	
June 13th, 2023, 6:00 PM	Consent Agenda	Item: B
Reference File	Presented By	

To: Scott Attaway, City Manager
From: Todd Stroupe, GIS Analyst
Date: June 7, 2023
Re: GIS Report

GIS and Mapping.

- Generated Lowell BBQ Cook-Off event map.
- Generated Lowell BBQ Cook-Off event parking map.
- Generated N. Main Stormwater repair area map for Facebook post.
- Handled one citizen's map request.

Other Tasks and Assignments

- Revised Lowell organizational chart.
- Generated proposed budget document cover sheet.
- Generated Lowell BBQ Cook-Off judges scoring cards.

Meetings and Events

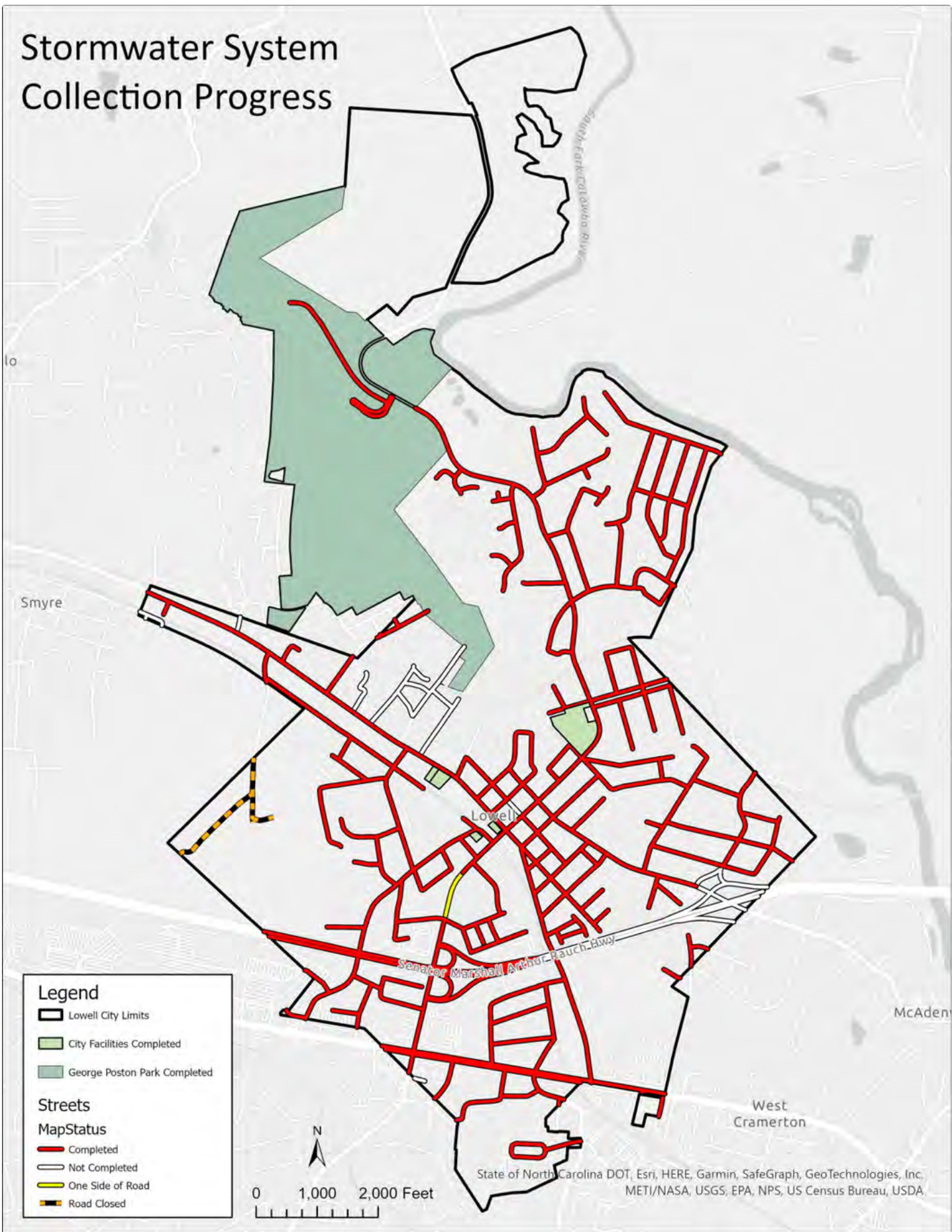
- Attended RSPC virtual quarterly meeting.
- Attended May City Council meeting.
- Attended Gaston Cleveland Lincoln TCC MPO virtual meeting.
- Attended Carolina Thread Trail Western Counties Round Table meeting.
- Attended Department Head Meeting
- Attended two internal meetings about annual SCM inspections.
- Attended Lowell Memorial Day Event.
- Attended Carolina Thread Trail grant meeting.

Stormwater

- Participated in Catawba Riverkeeper RiverFest.
- Posted stormwater education information to Lowell's social media page.
- Worked with other staff to assemble annual non-municipal SCM inspection packets.
- Forwarded stormwater education materials to two new construction developers.
- Performed 3 dry weather outfall inspections.
- Launched Lowell Litter Patrol social media campaign.
- Continue to work on the 2023 (Permit Year 2) MS4 Self-Assessment.
- Continue MS4/stormwater infrastructure mapping of **inlets, outlets/outfalls, conveyance structures (pipes, ditches, etc.), and flow directions.**
 - **Inlets** – A catch basin, curb inlet, or other drop-type structure constructed to direct stormwater into storm sewers or other underground drainage systems.
 - Information collected for **Inlets** includes *inlet type, basin dimensions and material, basin depth invert, material, and basin conditions.*

- **Outlets** - The point at which water discharges from a stormwater pipe or drain.
- **Outfalls** - A point of water discharge from a pipe or drain into a water body.
 - Information collected for **Outlets/Outfalls** includes *the type of outlet point, pipe diameter, any illicit discharge, and condition of the outlet or ditch.*
- **Conveyance Structure** - A pipe, open channel, ditch, or other facilities that transport stormwater runoff from one location to another.
 - Information collected for **Conveyance Structures** includes *conveyance type, pipe material, pipe diameter, condition of pipe or ditch, and flow direction.*
 - **Flow Direction** is the direction (north, west, east, or south) of movement of stormwater either across a surface or within a conduit.
- Progress of mapping since October 1, 2022:
 - Facilities completed: Bob Bolick Park, City Hall, Edgemont Cemetery, Harold Rankin Park, Public Works, County's George Poston Park
- 3,509 total features collected:
 - 1,193 Inlet points
 - 519 Outlet/Outfall points
 - 1,797 Conveyance (pipes, ditches, etc.) lines
- 36.6 miles* of roadway in Lowell City Limits to map (*new total road miles after removing unbuilt George Poston Parkway from the map):
 - 32.19 miles of road completed.
 - 3.85 miles of road to complete.
 - 0.56 miles of closed road to map after new construction.

Stormwater System Collection Progress



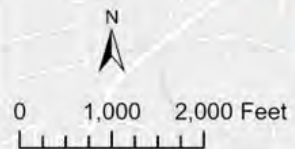
Legend

- Lowell City Limits
- City Facilities Completed
- George Poston Park Completed

Streets

MapStatus

- Completed
- Not Completed
- One Side of Road
- Road Closed



State of North Carolina DOT, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA



Police Report

Meeting	Agenda Group	
June 13th, 2023, 6:00 PM	Consent Agenda	Item: C
Reference File	Presented By	

To: Scott Attaway, City Manager
From: Carl Moore, Police Chief; Jeff Harrison, Police Captain
Date: June 6th, 2023
Re: Monthly Police Report for May 2023

May was a steady month for the officers of the Lowell Police Department. Officers logged 769 calls for service for the month, which keeps up the 700+ calls per month pace we have seen over the past year or so. Of those calls, 103 were for traffic stops. State citations were issued for 49 traffic violations, some of the traffic stops lead to arrests of one or more occupants. The remaining stops yielded verbal or possibly written warning citations for minor violations. Officers recorded 284 special checks, that’s when an officer checks a location, neighborhood, or area to make sure there are no crimes being committed and to show a police presence in crime prevention efforts.

Administrative Sergeant Hoffman along with City Clerk Cheryl Ramsey completed their Leadership Gaston Program. Leadership Gaston is hosted by the Gaston Business Association. It connects local leaders with each other and provides connections that can benefit the community for years to come. The participants attend presentations from local businesses, government agencies, and non-profits and learn how these resources can help each other. All three administrators at the police department have graduated from Leadership Gaston as well as many others from COL leadership.

The mobile speed sign is being utilized throughout the city to slow down traffic and make motorists more aware of speeding violations. The sign recently spent time on S. Church Street. It’s now working in stealth mode (display not turned on) on Rogosin Blvd. to record speeds so a speed bump evaluation can be conducted. We are also utilizing the spare patrol vehicle parked strategically throughout the city to slow traffic down.

Officer Stamey made a drug arrest of a female that had a large amount of cash and a variety of drugs in her possession. A connection was made by officer Stamey between the female and Gaston County Police Department vice unit. The result was an arrest by the vice unit of a male who was in possession of 91 grams of Methamphetamine, 36 grams of Heroin, and 32 grams of Fentanyl. The seizure and arrest gets a significant amount of a deadly street drug off the streets and puts a dangerous drug dealer behind bars.

The North Carolina State Highway Patrol chased a stolen vehicle into Lowell last week. The vehicle was traveling at high speed through the downtown area and proceeded up N. Main St. Unable to maintain control through the ballpark curve, the driver of the vehicle lost control and crashed into a tree in the front yard of 803 N. Main St. The juvenile occupants fled on foot and were later taken into custody by responding assisting units. The occupants were not from Lowell and the vehicle was not from Lowell. LPD officers assisted after the chase had ended in a crash by the suspects.

Officer Lowery attended Radar training and Officer Tinoco attended Intoximeter recertification training. This training will help our officers operate more efficiently and give them more resources to enforce NC laws and make the city safer. Our new hire, Luke Murphy, has completed his certification paperwork and it has been submitted to the state. He will soon be a sworn Law enforcement officer in Lowell and begin his field training. He will be a valuable asset to the citizens of Lowell.

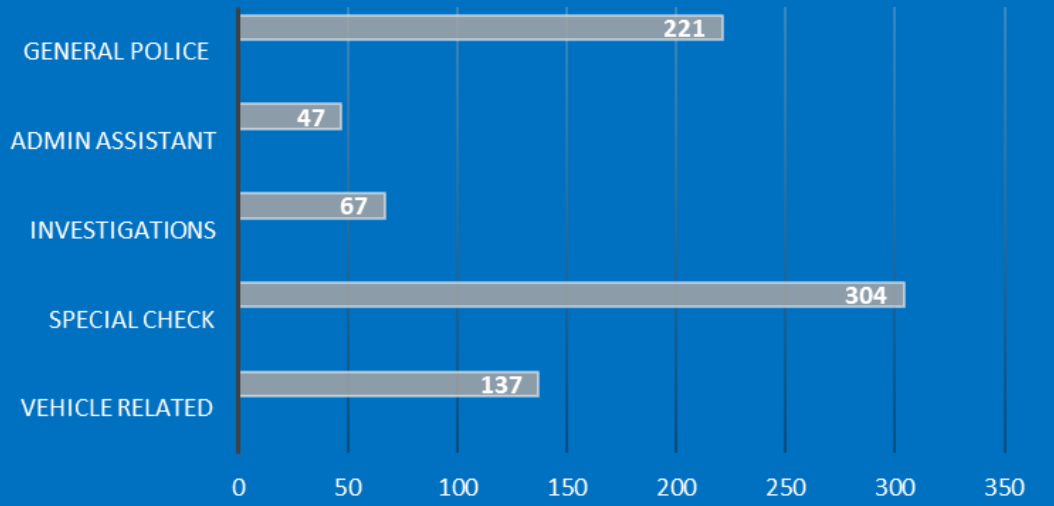
HISTORIC CALLS FOR MAY

2021- 576

2022- 721

2023- 769

MAY CALLS BY TYPE





City of Lowell
Regular City Council Meeting Memorandum

Prepared By: Scott Attaway

Finance Report

Meeting	Agenda Group	
June 13th, 2023, 6:00 PM	Consent Agenda	Item: D
Reference File	Presented By	

To: Scott Attaway, City Manager
From: Lisa Nolen, Finance Director
Date: June 7, 2023
Re: Finance Update

Utility Billing:

Participated in ongoing meetings, revisions, and implementation of Polimorphic system for UB payments, credit card payments, new customer applications and terminations, website forms, project management processes and payments for miscellaneous items such as zoning permits, development fees, merchandise, etc.

Processed disconnection of services for customers with delinquent balances on May 25, 2023.

Continuous scanning of daily collection reports after completion of daily collections spreadsheets.

Ongoing training for conversion to the updated Mueller/Sentryx Infrastructure Network System. Continuous troubleshooting of issues to improve operations in MiNet digital system and equipment in the field. Monitoring meter alerts in MiNet.

Initiating new meter installs for River Heights subdivision to enable installation of meters by Public Works for new homes.

Ongoing training in all areas of operations and billing within the Utility Billing department regarding all daily, weekly, and monthly responsibilities. Processed read files in MiNet, reviewed files and readings, posted usage routes, processed billing reports, processed and printed bills, counted bills and transferred information to required postal forms, and mailed bills at the post office by the required mailing date.

Working monthly with the Planning Director on updating addresses and ownership information for processing Stormwater Management billing each month for occupied and non-occupied properties. Also working with Planning Director on adding new street addresses to Southern Software and MiNet system so new meters can be installed at future development sites.

Accounting Technician attended Utilities Billing and Administration course offered by UNC School of Government. This is a great course for billing and collecting public enterprise utility fees for water, wastewater, and solid waste services. This course provides guidance, best practices, and state statutes regarding utility billing. This is a very informative course and both Utility Billing employees have completed this training.

All other responsibilities include gathering readings and processing billing, posting payments, producing daily collection reports, producing daily credit card reports and transfers of funds to customer accounts. Processing pool fill adjustments and leak adjustments for customers as needed. Posting monthly ACH payments to customer accounts and producing reports. Answering phones, completing NSF letters to customers, compiling wait list for additional roll cards requested by customers, and assisting customers with various needs. Ordering office supplies for all departments and assisting all departments with other duties as needed.

Finance:

Ongoing meetings with Polimorphic for set-up, implementation, and trouble-shooting system for forms and payments. Assisting and training Utility Billing staff on Polimorphic payment system. Creating processes as needed for tasks within Polimorphic. Updating Polimorphic staff with needed changes, corrections, and improvements.

Meeting with selection committee to review and score banking RFP proposals using the Evaluation and Selection criteria as noted in the RFP. Reviewed proposals from the four banks that submitted proposals for banking services.

Entering cash receipts and cash disbursements in Southern Software. Posting all payroll related draft payments and draft payment for Planning Board stipends. Processing and paying bills weekly via check and online. Using allocation spreadsheets for corresponding bills to allocate expenses to correct expense account. Collecting receipts from staff, breaking out charges to code to correct expense account, and posting all Visa, Lowe's and WEX credit card charges. Issuing purchase orders as needed for staff. Reconciling bank accounts. Reviewing, advising corrections needed, and signing off on timesheets for City Clerk/HR Director. Completing other tasks as needed.

City of Lowell, North Carolina
FY 2023 Revenue Dashboard
4/30/2023

Type	Budget	YTD thru 04/30/23	Budget Remaining	Percent Remaining	Percent of FY23 Remaining
Funds					
General Fund	3,254,386.00	3,410,198.49	(155,812.49)	-5%	17%
Water/Sewer Fund	1,696,082.00	1,415,155.93	280,926.07	17%	17%
Stormwater Fund	392,919.00	329,303.35	63,615.65	16%	17%
Total	5,343,387.00	5,154,657.77	188,729.23	4%	17%

Notes:
None

City of Lowell, North Carolina
 FY 2023 Expense Dashboard
 4/30/2023

Department	Budget	YTD thru 04/30/23	Budget Remaining	Percent Remaining	Percent of FY23 Remaining
General Fund					
Administration	996,649.00	639,463.94	357,185.06	36%	17%
Public Safety	1,165,063.00	871,110.72	293,952.28	25%	17%
Public Works-Streets	355,212.00	186,180.84	169,031.16	48%	17%
Sanitation	334,202.00	286,695.09	47,506.91	14%	17%
Parks & Rec	315,260.00	173,571.46	141,688.54	45%	17%
Powell Bill	88,000.00	15,874.63	72,125.37	82%	17%
Total	3,254,386.00	2,172,896.68	1,081,489.32	33%	17%
Water/Sewer Fund					
Water/Sewer	1,313,222.00	1,013,565.88	299,656.12	23%	17%
Wastewater Treatment	382,860.00	228,753.17	154,106.83	40%	17%
Total	1,696,082.00	1,242,319.05	453,762.95	27%	17%
Stormwater Fund					
Stormwater	392,919.00	216,433.39	176,485.61	45%	17%
Total	392,919.00	216,433.39	176,485.61	45%	17%

Notes:
 None



City of Lowell

Regular City Council Meeting Memorandum

Prepared By: Thomas Shrewsbury

Public Works Report

Meeting	Agenda Group
June 13th, 2023, 6:00 PM	Consent Agenda Item: E
Reference File	Presented By

To: Scott Attaway, City Manager

From: Thomas Shrewsbury, Public Works

Date: June 7, 2023

Re: Public Works monthly report

- Public Works worked on McCord Park. There was more landscaping installed, and repairs made to the irrigation system. Benches were installed and tables placed in the shade structure.
- City crews helped with the first annual BBQ cookoff held at McCord Park this month.
- City crews also helped with the Memorial Day service at Edgewood Cemetery.
- Street Department staff worked on sidewalk clearing and Right of Way bushhogging on the edge of roadways and outfall lines. Several down trees on Right of Ways were cut up and removed to allow access to sewer lines
- Water Dept crews repaired leaks at the following locations:
 - 2-inch water line break on McAdenville Ave.
 - 3/4-inch break on Branch Street.
 - 2-inch break on E. First Street.
 - 2-inch break on e. first St
- City crews worked to get air purged from the system following a water project on Wilkinson Blvd that caused Lowell to lose pressure for a short me.
- Crews worked closely with NCDOT in the 100 block of N. Main Street to clean and repair damaged storm drain lines. This is a good start to trying to eliminate some of the flooding issues that the businesses down there have seen in the past.
- Sewer Department staff worked to clear right of ways and inspect aerial lines throughout the system. Outfall maintenance and areas where we have seen problems in the past were the primary focus.
- All staff worked to help clear storm damage in May. Trees were down or damaged at city properties and on sewer line easements.
- Street department staff worked to perform spring cleaning at all city-maintained properties. Cutting grass, picking up sticks, trimming hedges and spraying weed killer to help reduce the weed eating in coming weeks.
- City crews installed a new water fountain at Bob Bolick Park.



City of Lowell
Regular City Council Meeting Memorandum

Prepared By: Cristy Cummings

Parks and Recreation Report

Meeting	Agenda Group	
June 13th, 2023, 6:00 PM	Consent Agenda	Item: F
Reference File	Presented By	

To: Scott Attaway, City Manager
From: Cristy Cummings, Parks and Recreation Director
Date: June 7, 2023
Re: Parks and Recreation Monthly Report for May 2023

Events:

- BBQ Cookoff - May 20, 2023
 - Social media postings and Blackboard call/email/text to promote the event
 - Assisting with day-of operations
 - Post-event social media post
- Memorial Day Service - May 25, 2023
 - Making requests to individuals to be a part of the ceremony
 - Communications with individuals that were a part of the ceremony
 - Creation of program
 - Coordinating with Public Works on set-up and Holbrook on stage use
 - Day-of Coordinating
 - Post-event social media post
- Music in the Park - June 3, 2023
 - Communications with musician
 - Communications with food truck, brewery, and popsicle vendor
 - Promoting the event
 - Day-of coordinating
- Music in the Park - July, August, and September
 - Scheduling musicians and food trucks
- Fall Festival - October
 - Scheduling band

Athletics:

- Communications with parents regarding questions
- Supervising practices and games
- Scheduling up make-up games
- Scheduling umpires for make-up games
- Distribution of photo orders
- Assisting with coaches when coaches/assistant coaches are unavailable
- Scheduling team parties
- Ordered medals for the players
- Day-of coordination for team parties
 - Ordering and delivering of pizzas to the team
 - Delivering medals to the coaches

Projects:

- Received communication from CaroMont Health that our grant application for \$5,500 was approved to sponsor music events
- Communications with Public Works on the install of the water fountain donated by CaroMont Health at Bob Bolick Park
- Scheduling of playground mulch
 - Assisted Public Works in spreading the mulch on June 6

General:

- Picked up trash
- Cleaning bathrooms
- Updating letterboard at Harold Rankin Park
- Creation of content for LCC's Citizen's Academy Night
- Preparation and attendance of LCC meeting
- Coding invoices, updating department budget spreadsheet
- Updating website for departments
- Creating social media content
- Attended meeting with City Manager, City Clerk, Public Works, and Contractor for Community Center regarding updates
- Attended meeting with Gaston County Tourism Development Partnership
- Attended Safety Committee Meeting
- Accepted a meeting with a playground rep for future playground opportunities



New fountain at Bob Bolick Park, donated by CaroMont Health and installed by Public Works



Public Works spreading mulch at Harold Rankin Park



City of Lowell
Regular City Council Meeting Memorandum

Prepared By: Scott Attaway

Public Hearing for Adoption of the FY 2023-2024 Budget Ordinance

Meeting	Agenda Group	
June 13th, 2023, 6:00 PM	Unfinished Business	Item: A
Reference File	Presented By	

To: Lowell Mayor and City Council

From: Scott Attaway, City Manager

Date: 6/9/2023

Re: Public Hearing for Adoption of the FY 2023-2024 Budget

The FY 23-24 Draft Budget was presented during the May 9, 2023 Council meeting and is attached for your reference.



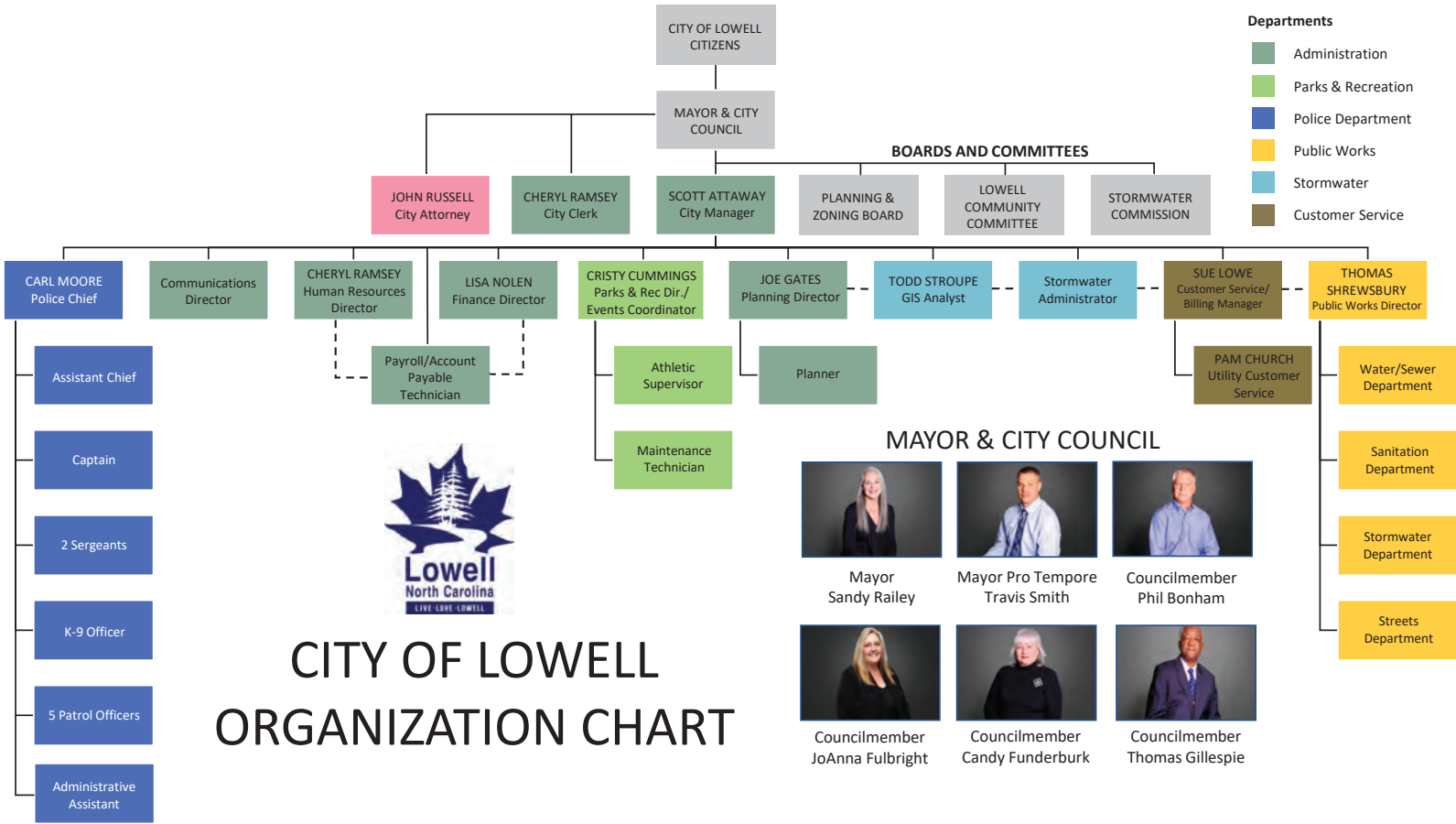
Fiscal Year 2023-2024 Proposed Budget July 1, 2023 – Jun 30, 2024



CITY OF LOWELL ORGANIZATION CHART



- Departments**
- Administration
 - Parks & Recreation
 - Police Department
 - Public Works
 - Stormwater
 - Customer Service



MAYOR & CITY COUNCIL





City Manager's Budget Message FY 2023-2024

May 9, 2023

Lowell Mayor Sandy Railey

Members of Lowell City Council

City of Lowell

North Carolina

Dear Mayor and Council,

INTRODUCTION

In accordance with Chapter 159, Article 3 of the NC General Statutes, the Local Government Budget and Fiscal Control Act, I am pleased to submit the proposed City of Lowell annual budget for Fiscal Year 2023-2024 for your review and consideration. The annual budget is our financial plan that will guide Lowell through the upcoming fiscal year. Under the direction of the Mayor and City Council, staff will implement and manage the new budget in a way that takes advantages of opportunities and prepares the City for future challenges, while maintaining the character of the Lowell that we all appreciate. I would like to thank all of our employees for their hard work in preparing this budget.

Throughout the budget message, I will focus on the major characteristics of this proposed budget as they relate to the Council's FY 22-24 Strategic Vision and Goals. Also, highlighting significant changes between this and the prior year's budget such as the Gaston County property reappraisal, the development of a General Fund Capital Improvement Plan (CIP), and the development of a Community Investment Fund (CIF). In the current year of budget planning, the City Council have emphasized the importance of recognizing the value of our human resources (our staff), addressing deficiencies in staff levels in order to maintain high levels of service, and positioning Lowell to address new infrastructure needs in order to keep up with the demands of a growing city.

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City Council members have intentionally prepared the City of Lowell to diversify our tax base to sustain government operations into the future through our provision of local streets, police, water, sewer, stormwater, sanitation, and general administration. Additional support has been devoted to customer service and communications, greenways/trails, parks, recreation programming and facilities, investing in downtown, and bicycle/pedestrian amenities. This budget was prepared with input from city staff, citizen advisory boards, and the City Council. Two budget retreats were completed in January and February, as well as a budget work session Council meeting in March.

REVENUE NEUTRAL CALCULATION

The general reappraisal of real property for the City of Lowell occurs normally every four years as decided by the Gaston County Board of Commissioners. State law requires that units of local government, including public authorities, publish a revenue-neutral rate in the budget immediately following the completion of the general appraisal of real property. The purpose of the revenue-neutral tax rate is to provide citizens with comparative information.

The revenue-neutral tax rate, as defined by G.S. 159-119(e), is the rate that is estimated to produce revenue for the next fiscal year equal to the revenue for the current fiscal year if no reappraisal had occurred. The rate is then adjusted by a growth factor equal to the average percentage increase in the tax base due to improvements since the last general appraisal.

Following Gaston County's recent tax revaluation, the city's tax base (property valuation) grew by approximately 59.34%, to \$575,551,625.00, from 361,210,816. This resulted in the total Ad Valorem Tax levy of \$ 2,820,203 as of May 9, 2023 with a resulting ad valorem revenue neutral tax rate of .282 cents per hundred dollars of value. The revenue neutral average annual growth factor since the last general reappraisal is 1.52%.

It is important to note that the City of Lowell experienced a large increase in the growth of the tax base due to the Gateway 85 Development. Specifically, Newell Companies 1.5 million square feet facility that resulted in a tax base increase of approximately \$125 million, or \$618,004.90 in additional revenue from that building alone. The City Council agreed to participate in a 10-year Economic Development Agreement Grant in order to recruit this project, the repayment of 85% of the paid property taxes to be repaid to Newell, or an estimated \$525,305.00 (for years 1-5) will begin just after the end of FY 24. Therefore, the City is only capturing approximately \$92,700 of revenue for this property even though the revenue neutral calculation assumes the City will receive 100%. If the Newell property were removed from the revenue neutral calculation, this resulting revenue neutral tax rate would be .313 cents instead of .282 cents per hundred dollars of value, but for purposes of the FY24 Budget, the .282 cents per hundred dollars of value is the resulting Revenue Neutral Tax Rate calculation.

One cent of ad valorem property tax per \$100 of assessed value provides the City with \$58,297 of tax revenue to support City operations. These figures are subject to change with the final

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results of appeals to the County Tax Office still pending and is the rationale for my estimation of a 90% collection rate of FY24 ad valorem taxes.

The proposed budget contains a recommended tax rate of .49 cents, and provides 6.96 cents of the .49 cents, or \$406,403, to the newly established Community Investment Fund (CIF), in order to begin some of the following projects:

1	Uses of Funds
2	City Administration/Facilities
3	Public Works Facility
4	City Hall and Police Land Acquisition
5	City Hall and Police Department
6	Parks and Recreation
7	P&R Land/Property Acquisition
8	Riverfront Park
9	Harold Rankin Park
L0	Carolina Thread Trail
L1	Bob Bolick Park
L2	Transportation
L3	Wayfinding Signage
L4	Welcome Signage
L5	I-85 Betterments

COUNCIL GOALS

The City Council performed an update to their FY 22-24 Goals during the budget retreats in early 2022 and plan to complete a new strategic vision during the 23-24 fiscal year. The strategic vision is the policy document that staff use to integrate the Council’s Vision into the relevant departments and service deliveries. Below are the updated goals from the 2022 budget retreats.

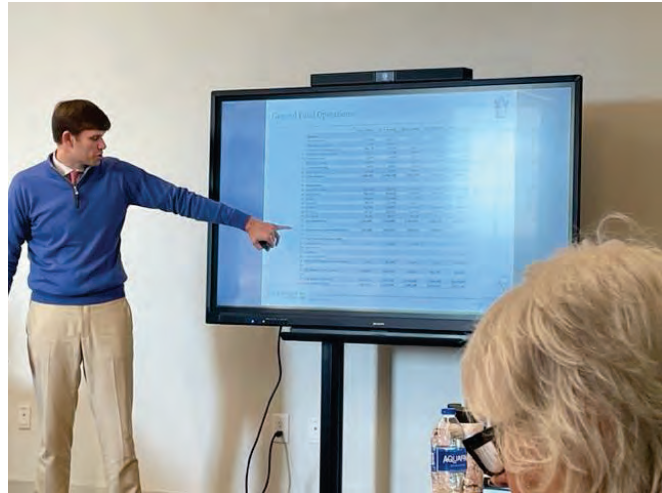
Current Goals – FY22-FY24	Proposed Refined Goals – FY22-FY24
Continuously Improve and Expand Water and Sewer Infrastructure	Continuously Improve and Expand Water, Sewer, and Stormwater Infrastructure
Continuously Improve and Expand City Streets and Sidewalks	No changes
Develop and Update Public Facilities	No changes
Enhance Multi-Generational Parks and Recreational Activities	No changes
Develop Land Use Master Plans for Undeveloped Areas	Develop Land Use Master Plans for Targeted Areas

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COMMUNITY INVESTMENT FUND (CIF)



During the January 26, 2023 City Council Budget Planning Retreat, the Lowell City Council received a Presentation from Mitch Brigulio with Davenport Public Finance and the City Manager regarding establishment of a fund for existing and future capital expenditures which laid out a best practice approach to capital planning and debt modeling which has been in use in cities for many years, and offers Lowell an opportunity to leverage a proven tool to help ensure future success. This presentation focused on:

- The importance of financial planning in growing urban and metro regions of North Carolina
- Best practices for allocating resources to capital investment in new and existing City facilities
- City's progress in capital investment methods and steps for moving to the next level
- Establishing a Community Investment Fund for allocating resources for capital investment
- Illustrating this method with emphasis on the potential for results
- Innovative use of future debt techniques

The purpose of the fund is for all future capital needs of the City, including, but not limited to, city infrastructure projects, capital equipment, property acquisition, grant matches, etc. Funds that were traditionally spent out of the various general fund departments and shown in the capital budget will reside in this separate fund structure. This fund will specifically be funded by the current fund balance that exceeds 50% of General Fund Expenditures Goal. The establishment of this fund will authorize staff to make that transfer to the CIF and provide a continuous flow of funds to the CIF when there are funds available above the [future] fund balance % to GF expenditures goal.

The City has worked to plan and fund capital improvements using sound financial management and responsible stewardship. Strong debt policies and debt modeling have served the City well,

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as reflected in Lowell's Financial Statements. The City is well positioned to step up to the next level of capital planning and pursue this innovative and best practice approach. The model will provide the City with a solid plan while fostering an environment of continuous improvement and learning in order to consistently perform better than the plan. This proven tool will enable the City to begin funding the General Fund CIP. The proposed budget includes \$406,402 (or 6.97 cents) being allocated to the CIF Fund for capital projects and infrastructure.

AMERICAN RESCUE PLAN ACT (ARPA)

The American Recovery Plan Act (ARPA) has provided a once in a generation opportunity for the City of Lowell to make improvements that would otherwise only be attainable with a tax increase or other substantial fee increases. This \$1.9 trillion economic stimulus bill was passed by the U.S. Congress in March of 2021. Lowell received \$1,184,279.70 in total. The City Council has opted to select the revenue replacement option and the standard allowance provision of the legislation, which allows a little more flexibility in federal reporting and spending. The Council has adopted a preliminary ARPA Grant Project Ordinance that allocated approximately half of the funds to the salaries for the following departments: Police (\$809,279.70), General Administration (\$315,000), Parks and Recreation (\$20,000), and Public Works-Streets (\$40,000).

Projects that are being made possible by this funding being used for department salaries, which include, the Harold Rankin Park and Bob Bolick Park master plan, the development of the McCord Park property, city wayfinding/welcome signage, Downtown Master Plan, city hall renovations for additional staff positions, Carolina Thread Trail grant match, water and sewer engineering, and pedestrian safety measures for the construction of the first Lowell Greenway project.

STATE BUDGET GRANT (SCIF GRANT) OTHER DIRECT FUNDING

During the adoption of the State of North Carolina's annual budget in November 2021, the City of Lowell received a \$2 million direct appropriation for the Riverfront Park and Public Works Facility at the former Crompton and Knowles Dye Plant located at 1602 N. Main Street. These funds will assist the City to demolish the buildings on the site and allow for preliminary construction services to be administered. This project will clean up an eyesore to the community and address environmental issues while simultaneously providing recreation amenities and a new location for the new Lowell Public Works facility.

FISCAL SUMMARY

General Fund

The City of Lowell's fiscal position is positive due to conservative fiscal management and strict adherence to the Fiscal Policy. With the approved residential and commercial developments that have occurred during FY's 21, 22, and 23, there is much promise of resiliency in future revenues.

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Over the last three years the City has accomplished a number of strategic goals, all while increasing the City's General Fund Unobligated Fund balance to a healthy level. The current unobligated fund balance increased from \$1,774,444 to \$2,107,230 (up 18.75% since year prior) which equates to 70.8% of General Fund expenditures. Overall, maintaining a strong fund balance allows for fiscal resiliency that is needed to withstand uncertainty. This is an indicator that the City is in much better position to deal with unexpected needs that may arise such as the aftermath of the Covid-19 pandemic, inflation, and infrastructure needs.

In accordance with the Council's Strategic Vision to *Develop and Update Public Facilities* for the citizens, the Council established the Community Investment Fund (CIF) during the February 14, 2023 Council meeting for revenues beyond the 50% goal of the General Fund Unobligated Balance. This placed approximately \$560,00 into the CIF fund from the General Fund and it is anticipated to transfer approximately \$769,280 of ARPA funds to the CIF for a grand total of \$1,329,280 as capital infrastructure seed money. This will begin to allow the City to build necessary reserves in order to fund necessary debt for the construction of a new public works facility, future city hall and police department building, I-85 widening betterments, downtown infrastructure as well as other capital infrastructure needs.

GRANTS

The City continues to be aggressive in seeking grant funding and will continue to do so. In this upcoming fiscal year, the City will finalize two Community Development Block Grants – Neighborhood Revitalization (CDBG-NR) awarded to the City in the first quarter of 2019. One grant for \$750,000 has funded home repairs for low/moderate income qualified applicants while \$124,000 has been appropriated to fund repairs of our Community Center with a city match from the remaining Gaston County Township Grant of \$43,156.90.

In accordance with the Council's Strategic Vision to *Enhance Multi-Generational Parks and Recreational Activities*, \$1 million in funding for Harold Rankin Park has been applied for during FY 23 through the Parks and Recreation Trust Fund (PART-F) in the amount of \$500,000 and the Land and Water Conservation Fund (LWCF) in the amount of \$500,000. Both grants require a match of \$500,000, but if both are received, the grants can offset the match for the city by matching each other. The awardees of these grants will be announced in FY 24.

See the map on the following page of the Harold Rankin Park improvements that \$1 million in grant funds have been applied for:

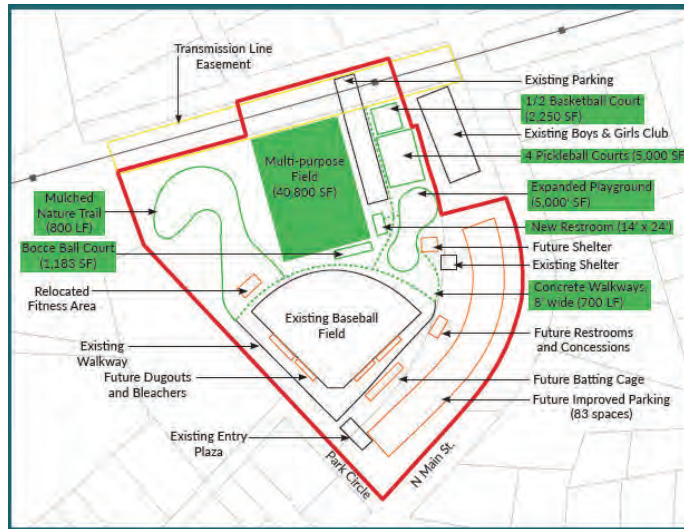
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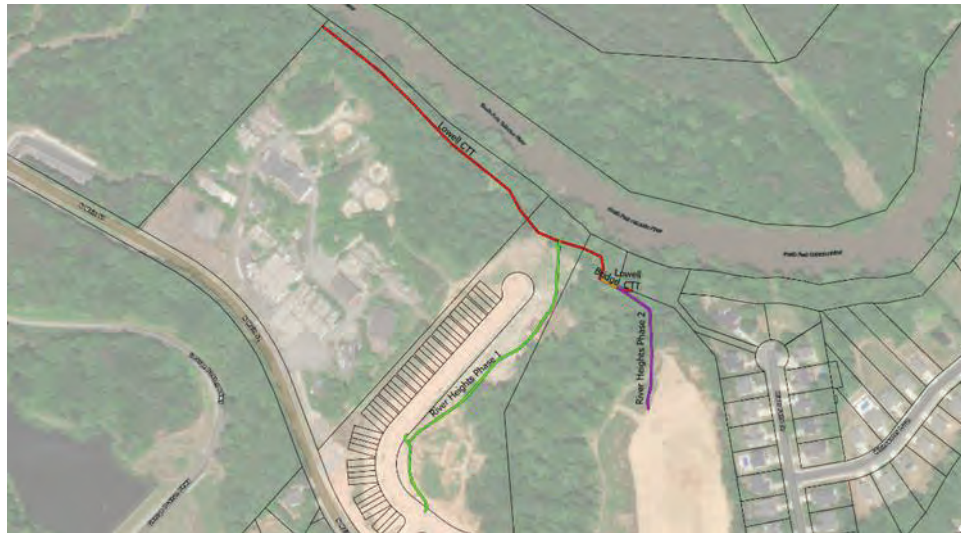


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The City was awarded a \$127,080 grant from the Carolina Thread Trail (CTT) during FY 23 and the City is expected to implement construction of the Carolina Thread Trail with the CTT grant and matching ARPA funds of \$50,000 during FY 24. This trail will be approximately 50% of the entire Lowell Thread Trail segment.



This project includes constructing a natural surface trail estimated to be 2,752 linear feet long and 6 feet wide

Water/Sewer Fund

The sustainability of the Water and Sewer Enterprise Fund has been a major focus of the City Council. This self-sufficient fund may not be supported by tax dollars but by user fees. The current unobligated fund balance is \$732,000 (or 41.69%) of the proposed annual operating expenses. This fund balance will need to continue to grow to handle emergency repairs. It was imperative to develop a plan to address the maintenance and capital improvements necessary to ensure the City can continue to provide water and sewer service to its customers well into the

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future. In 2022, the City Manager commissioned an update to the 2017 Capital Improvement Plan (CIP). This 10-year plan provides the blueprint to meet our current and future needs while the rate recommendations provide the recommended means to fund the CIP. A System Development Fee (SDF) study was also performed to update our fees as it relates to new development. This is an equitable way to distribute expenses to the water and sewer infrastructure and ensure that new development pays their fair share of system improvements and maintenance.

The other CDBG grant for \$2,000,000 has funded much needed sewer line replacement projects in the City. The sewer line replacements will also reduce Inflow/Infiltration (I&I) that will reduce the burden on the Wastewater Treatment Plant. To date, the City has spent \$582,407.33 of the CDBG-I Grant. The CDBG-I project will be concluding during FY 24. Additionally, the City will implement a \$150,000 Asset Inventory Assessment (AIA) Water Line Mapping Grant during FY24 and a NCDEQ Pre-Construction Planning Grant to engineer plans to send all of Lowell's wastewater to a Two Rivers pump station in McAdenville.

Stormwater Fund

In January 2020, the State of North Carolina Department of Environmental Quality issued the City of Lowell a Notice of Violation regarding our MS4 Stormwater Permit. To avoid costly fines from NCDEQ and the EPA, Lowell was required to submit a Stormwater Management Plan (SWMP) that NCDEQ had a guiding hand in developing, in order to sufficiently address stormwater quality within our city limits.

Now, the Stormwater Department requires a dedicated Stormwater Administrator to carry out the requirements of the MS4 Stormwater Permit. The FY24 budget contains a full time Stormwater Administrator to meet this need. This department is funded entirely by user fees. Capital equipment is included in this budget to enable city crews to do stormwater repairs throughout the City. The stormwater fee is proposed to remain at \$6.75 per equivalent residential unit (ERU).

LONG-TERM DEBT

The City's total long-term debt across both major funds increased by \$1,061,549 last fiscal year to \$1,166,823. This remains an extremely low debt service number and equates to about \$315 per person in the City. The City will utilize some of this debt capacity this fiscal year for needed capital items with long useful lives. The city's great fiscal standing permit low interest rates. The use of debt financing for capital equipment or infrastructure projects is justified and an equitable approach for the City due to the benefits received over many years that will benefit future users as well as current taxpayers. Therefore, the cost of the public investment should be borne by both. Using a portion of a taxpayer's dollars to pay off the debt for the capital expense is one way to ensure that future taxpayers bear their fair share of the cost. A list of capital projects is included in the budget document.

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REVENUE-GENERAL FUND

The General Fund consists of most of the traditional governmental functions of the City of Lowell, such as police, administration, sanitation, public works, and parks and recreation. The proposed General Fund Revenue for FY23-24 totals \$ 5,000,734.13 which is approximately a 53.66% increase from the current fiscal year. This is due in part to the reappraisal, increase in sales tax revenue, and newly proposed fee schedule (development and review fees).

The largest revenue source within the General Fund is Ad Valorem Taxes. The assessed value of all personal property values totals \$575,551,625.00 (a 59.34% increase from current FY due to the reappraisal of all property) equating the total Ad Valorem Tax levy to \$2,856,534.13 based on our proposed tax rate of .49 cents per \$100 of evaluation. This assumes a collection rate of 90%; (normally 99%, but a more conservative collection percentage is prudent considering the appeals that are still undetermined relative to the recent reappraisal. This is the revenue source that you (the Council) have complete control over. Other revenues are controlled by the NC General Assembly or the Gaston County Board of Commissioners. Ad Valorem revenues account for 57% of total revenue.

Local sales tax continues to grow at rates that have not been observed before in Lowell. This revenue accounts for \$800,000 (or 16%) of general fund revenues and is expected to increase by 23.07% from the current fiscal year.

During the current fiscal year, the Council has implemented a Pay-As-You-Throw bulk program in effort to clean up the City and offer a service to our residents to dispose of items weekly, instead of waiting for the free quarterly bulk pickup, which still remains as an option. The current garbage collection fee of \$12.00 will remain unchanged for residential customers. Secondary containers will remain at \$8.00 for residential customers. Commercial customers will remain at \$22.00 for both primary and secondary containers. These fees result in 71.67%, of the expenses for the sanitation department, which includes the staffed recycling center. During FY22, this revenue accounted for 57.45% of sanitation expenses. Per guidance from UNC School of Government, these user fees should sustain the total expenditures of the department and the City is making progress of reaching a 100% sustainable department and transitioning this department to an enterprise fund.

The vehicle license tax of \$10 per vehicle also remains the same in this budget. This revenue is dedicated to repairing and resurfacing our city streets and general government use. \$5.00 will be used for General purpose and \$5.00 of the tax levied will be used for maintaining, repairing, constructing, reconstructing, widening, or improving public streets in the city that do not form a part of the State highway system. This revenue supplements the estimated \$100,000 that the City will receive in Powell Bill funding from the State of North Carolina. Powell Bill funding is the City's portion of the state gasoline tax, and it is dedicated to transportation improvements such as street resurfacing and sidewalk repair.

Please see the graph below for sources of revenue within the General Fund:

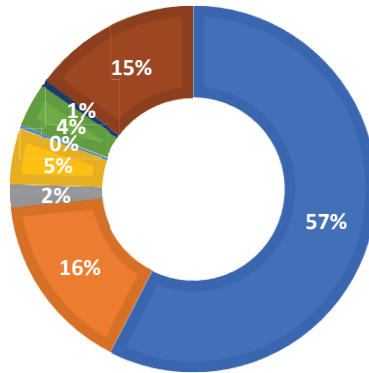
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GENERAL FUND REVENUE SOURCE FY 2023-2024

- Ad Valorem
- Local Sales Tax
- Powell Bill Receipts
- Sanitation Fees
- Grants/Donations
- Utilities Franchise Tax
- DMV Tag Tax
- Other



EXPENDITURES–DEPARTMENT HIGHLIGHTS

In accordance with the mission statement: *The City of Lowell delivers excellent public services through transparent leadership and community engagement*, it has been paramount to provide professional personnel to meet the challenges of service delivery. In order to retain great employees, the City Council has enabled the City Manager to update the pay scale during FY 23, implement a discounted wellness program for employees through a partnership with the YMCA, and provide funds for invaluable travel and training for staff. I believe, because of these provisions and an excellent work culture, the City is fully staffed in all departments as of May 9, 2023.

Formerly, a salary study was conducted in May of 2021 and implemented in the FY 21-22 budget, but afterwards many other neighboring municipalities conducted studies which raised the rates of pay much above Lowell. The current analysis found that Lowell was deficient in compensating their employees across all departments. This has resulted in an expensive turnover from staff leaving for increased pay elsewhere and department heads have been faced with vacancies and costly training for new hires. The turnover rate for FY 22 was approximately 56%. The Council has emphasized the need to study nearby salaries to ensure that we were paying competitively. It is important for the City of Lowell to invest in their staff who work tirelessly to deliver excellent public services to Lowell residents. As we are nearly at the end of FY 23, our turnover rate has decreased to 9% for the fiscal year.

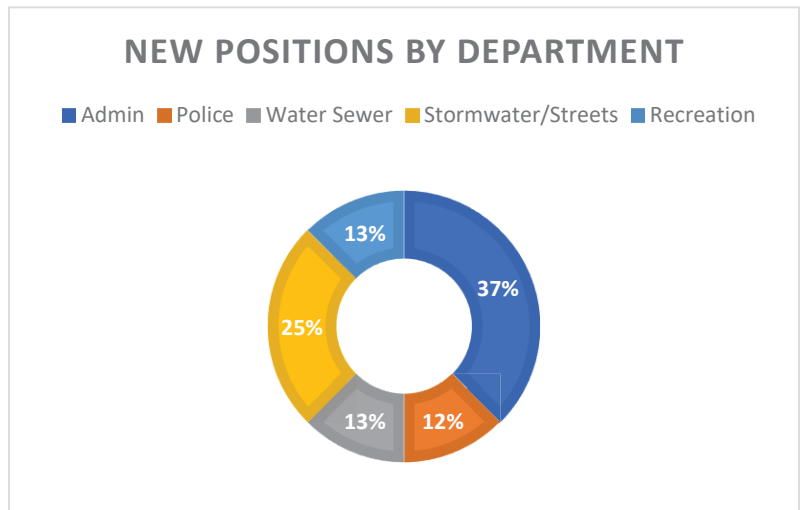
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The proposed budget also 1) resolves a pay scale deficiency with the finance director position by moving the position to Grade 24 and adjusting to the North Carolina League of Municipalities (NCLM) 2022 salary survey average, 2) move one of the existing customer service/billing representatives into a customer service/utility billing manager to Grade 14, 3) move the Police Chief to Grade 25 (no FY 24 fiscal impact), 4) create an Assistant Chief Position at Grade 22 (between Chief and Captain; remove the Admin Sergeant position), 5) move the Planning Director position to Grade 23, 6) create a new position of Planner to Grade 20, 7) create a part-time Communications Director at Grade 17, 8) Changes the part time Parks and Recreation Director to a full-time position with Grade 22, 9) create a part-time maintenance technician in Parks and Recreation, 10) create a 3rd Public Works Technician (streets 50% / stormwater 50%), 11) create a payroll technician/accounts payable position at Grade 18, and 12) create a 5th Water and Sewer Utility Technician at Grade 12. Below is a table and graph that summarize the positions:

Added Positions FY23-24:
General Fund
FT Accounts Payable/Payroll Clerk
FT Planner/Inspector
FT Admin Asst (PD)
FT Streets/Swater Tech Split
PT Parks and Rec Maint Tech
PT Comm Director GF
Making PT P&R Director FT
Stormwater Fund
FT Stormwater Administrator - SW
FT Streets/Swater Tech Split
Water Sewer Fund
FT Utility Technician



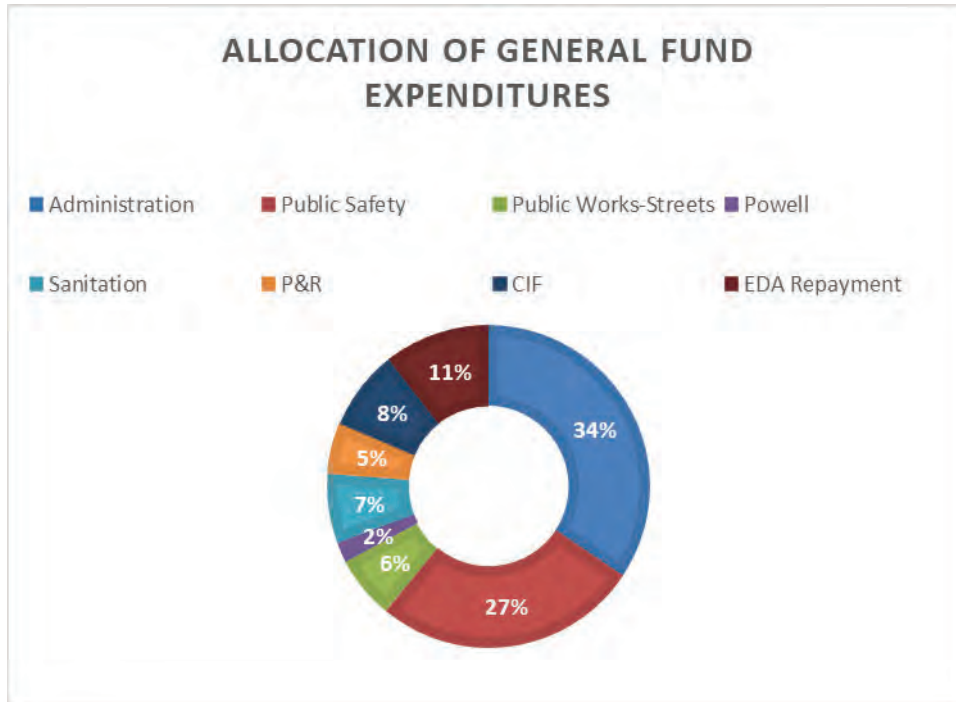
The proposed budget contains a 5% COLA, or, across the board, salary increase of employee salaries to keep Lowell’s salaries competitive. The cost to implement this recommended increase of 5% COLA to existing employees and adjust the positions named above is \$86,503, continue the merit increases of up to 3% is approximately \$52,000. The cost of the new positions/reorganizing current positions in the General Fund is \$303,519.50, two new positions in Stormwater total \$115,040, and the new position in Water/Sewer is \$51,873. In the proposed budget, the before mentioned wellness and training programs are scheduled to continue and vision insurance and a health assessment is included.

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Additionally, the NC State Retirement System increased the City’s contribution percentage. The City will see an increase of .75% in retirement expenses for the non-police salaries and 1.06% for police salaries. This increase will cost the city an additional \$18,495 this fiscal year. The increases are as follows across the three funds: \$14,349 in General Fund, \$2,574 in Water/Sewer Fund, and \$1,572 in the Stormwater Fund. These increases include the new proposed positions. Below is a graph that depicts the operating expenditures across the FY24 Proposed Budget



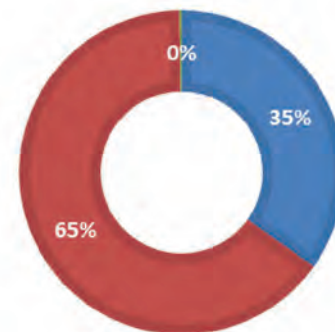
Administration

Administration encompasses a wide range of activities including Council expenses, Manager, Finance, Human Resources, Planning, Beautification and other general expenses.

Personnel	\$784,650
Operations	\$1,461,258
Capital	\$3,832
Total	\$2,245,908

ADMINISTRATION EXPENDITURES

Salaries Operations Capital



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Administration accounts for approximately 49% of General Fund expenditures in the proposed budget. Administration expenses are projected to increase by 47.94% from the current fiscal year due to several factors. The above percentage of increase controls for the expected use of ARPA funds within this department. Increased professional services for legal services, increased employee training, architectural services, permitting software and land use software, and additional computer equipment/utilities/supplies for additional employees are responsible for the increase. The Planning Board requires training to prepare them for additional development hearings and that training is budgeted for in the proposed FY 23-24 budget.

At the end of 2022, NCLM performed a salary study of all elected officials in the state and staff found that Lowell is deficient by approximately 33% in Council salaries for our respective population bracket (2,500-4,999 population). The proposed budget includes \$315/month for Councilmember positions, \$345 for the Mayor Pro Temp, and \$515/month for the Mayor position.

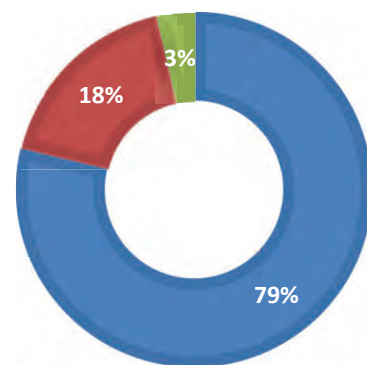
Public Safety

Public safety makes up over one-fourth of the Lowell fiscal year budget at 27%. The Police Department is in need of an Administrative Secretary position to do many clerical and administrative duties during office hours Monday through Friday and this position is included. The launch of an updated RMS system for the department is incorporated with the relevant IT needs to implement, 2 police cruisers, and the implementation of a K-9 program.

Personnel	\$1,045,734
Operations	\$236,615
Capital	\$45,067
Total	\$1,327,415.46

PUBLIC SAFETY EXPENDITURES

■ Personnel ■ Operations ■ Capital



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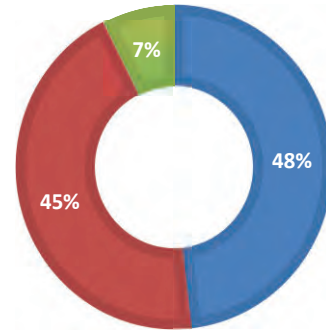
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Public Works-Streets

Personnel	\$153,556
Operations	\$141,301
Capital	\$23,329
Total	\$318,186

PUBLIC WORKS-STREETS EXPENDITURES

■ Personnel ■ Operations ■ Capital



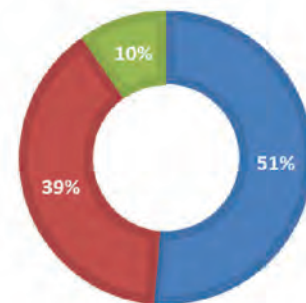
Public Works-Streets Department accounts for approximately 6% of the General Fund expenditures in the proposed budget. After controlling for the current year’s ARPA revenues in the Public Works-Streets Department, the proposed budget contains an 8.5% increase in expenditures. This increase is resultant from an increase in staffing, specifically 50% of a new position that is shared with the Stormwater Department. Public Works provides a variety of services that meet the needs of our citizens every day from streets to grass maintenance. Certain incidental stormwater compliance/maintenance activities were previously conducted in this department. With the addition of the Stormwater Utility Enterprise Fund, allocations of certain supplies/materials, some percentages of capital outlay, and a percentage of salaries have been appropriately attributed to the SW Enterprise Fund. This has reduced the impact to GF revenues from stormwater matters.

Sanitation

Personnel	\$177,580
Operations	\$134,371
Capital	\$33,683
Total	\$ 335,634

SANITATION EXPENDITURES

■ Personnel ■ Operations ■ Capital



The Sanitation Department accounts for 7% of General Fund expenditures, (10% in FY 23). The proposed FY 23-24 budget for Sanitation is partially supported by fees (71.5%) with the remainder supported by tax dollars. Increases in sanitation expenses result from increased costs

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from the Gaston County landfill, personnel, materials, and fuel. As stated above, there is not a proposed increase in sanitation rates in the proposed budget. A 3.4% increase in expenditures are represented in the proposed FY 23-24 Sanitation Budget. The staffed recycling center continues to be a huge success and has become a model to neighboring municipalities as curbside recycling programs have become too costly due to excessive contamination. The Pay-As-You-Throw Bulk Program began in FY 23 as an effort to clean up the City and offer a service to our residents to dispose of items weekly, instead of waiting for the free quarterly bulk pickup, which still remains as an option



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Parks and Recreation

Personnel	\$137,390
Operations	\$114,221
Capital	\$5,577
Total	\$257,188

Parks and Recreation is much more than athletics and the department has grown to provide a broad range of offerings to increase the quality of life for our residents. Parks and recreation is essential to create a sense of place and community people so commonly desire. The proposed FY 23-24 budget includes 5% of all General Fund expenditures for the Parks and Recreation Department. During FY 23, staff have master planned both of our City parks, finalized a downtown pocket park (McCord Park), and increased programming for all generations. Covid-19 caused Lowell to pivot from one large event, to offering numerous events throughout the year for our residents to enjoy. The City Council agrees with continuing this approach of program provision. Funds have been allocated to this department for remodeling work at the Lowell Community Center in FY23. This funding was in addition to the CDBG-NR funding as stated above, which is underway at the time of this budget message. \$1 million in grant funding has been applied for to renovate Harold Rankin Park in accordance with citizen and Council input. The FY 24 opportunities will focus on two (2) important goals of the City Council; ***(1) Develop and Update Public Facilities (2) Enhance Multi-Generational Parks and Recreational Activities***



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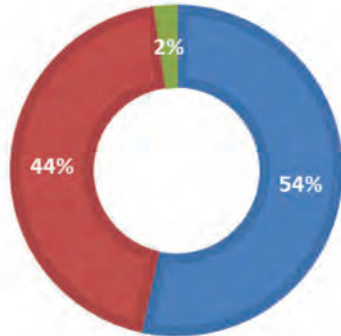


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PARKS AND RECREATION EXPENDITURES

■ Personnel ■ Operations ■ Capital



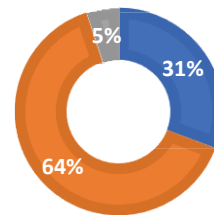
Water and Sewer Fund

Continuously Improve and Expand Water, Sewer and Stormwater Infrastructure The proposed FY 23-24 budget contains a 4% increase from the last fiscal year. An additional utility technician has been budgeted for in the proposed budget. An update to the 2017 CIP was completed in 2022 which lays out 10 years of maintenance and projects needed to keep the Water and Sewer Fund functioning appropriately. To cover rising costs and to meet the demands of the Capital Improvement Plan an 18% increase in water and 18% increase was planned for FY24, but staff are recommending that we delay a utility increase until FY25. Therefore, no utility increase in the proposed budget.

Water and Sewer	
Personnel	\$485,705
Operations	\$815,756
Capital	\$79,259
Sub-Total	\$1,380,721
Wastewater Treatment	
Personnel	\$55,180
Operations	\$310,392
Capital	\$9,416
Sub-Total	\$374,988
Total	\$1,755,709

WATER/SEWER EXPENDITURES

■ Personnel ■ Operations ■ Capital



The City of Lowell's current rates, are below the median rate in the State of North Carolina. On the following page is a diagram that compares Lowell's average water and sewer bill against all other cities within North Carolina. There is no utility increase recommended.

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Stormwater Fund

Continuously Improve and Expand Water, Sewer, and Stormwater Infrastructure

A Stormwater Utility was adopted in the FY 21-22 budget in order to create a sustainable revenue stream for the requirements of Lowell's MS4 Stormwater Permit. The National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Program is mandated under the federal Clean Water Act. An NPDES MS4 permit is required for every MS4 owner or operator that has jurisdiction in a U.S. Census Bureau designated Urbanized Area. The City of Lowell is one of those areas. The Stormwater Department was formerly housed in the General Fund where it was minimally funded. It was not until the FY 20/21 Budget that stormwater expenses were shown in the budget as a separate department. This was prefaced by an audit of the City of Lowell's stormwater program in October of 2019 that resulted in a Notice of Violation from NCDEQ. Staff worked tirelessly on a way to resolve the violation and NCDEQ has accepted the City of Lowell's Stormwater Management Plan (SWMP) as of April 7, 2021. This is a 5-year plan that coincides with the 5-year MS4 permit. It provides a roadmap of how the City intends to address stormwater as it relates to public education, public

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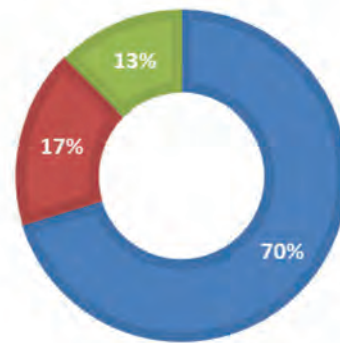
involvement, illicit discharge and detection, construction site runoff control program, post construction site runoff controls, and good housekeeping and pollution prevention. The resulting SWMP lists 259 Best Management Practices (BMP's) that we are mandated to carry out for controlling flooding, reducing erosion and sedimentation, and improving water quality. The adopted fee is \$6.75/month for all residential customers and \$6.75/month per 2,827 square feet of impervious surface for all non-residential customers. This methodology is the most widely used fee structure in the state of North Carolina. There is no recommended fee increase in the proposed budget.

Personnel	\$297,908
Operations	\$72,957
Capital	\$52,909
Total	\$ 423,774

The proposed FY 23-24 budget contains a 7.8% increase from the last fiscal year. To provide the necessary administration of the MS4 Permit, a dedicated Stormwater Administrator position is included in the proposed budget as well as a shared Stormwater Technician position that will be shared with the Public Works-Streets Department. The GIS Technician continues to map the entire City's stormwater infrastructure to comply with NCDEQ's requirement, as well as ready to City to make repairs and improvements to the City's stormwater system in an orderly manner. The unrestricted net position of Stormwater is \$157,227 and \$27,703.35 will be appropriated to the Stormwater Department for repairs and materials.

STORMWATER EXPENDITURES

■ Personnel ■ Operations ■ Capital



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CAPITAL EXPENDITURES

New or expanded expenditures are carefully evaluated and need to be viewed as an investment to the City of Lowell. We must ask ourselves, is this the best use of scarce resources? Can we do it another way? Are we willing to decrease service delivery to offset the lack of equipment? Staff will continue to provide an excellent level of service with the addition of needed capital investments.

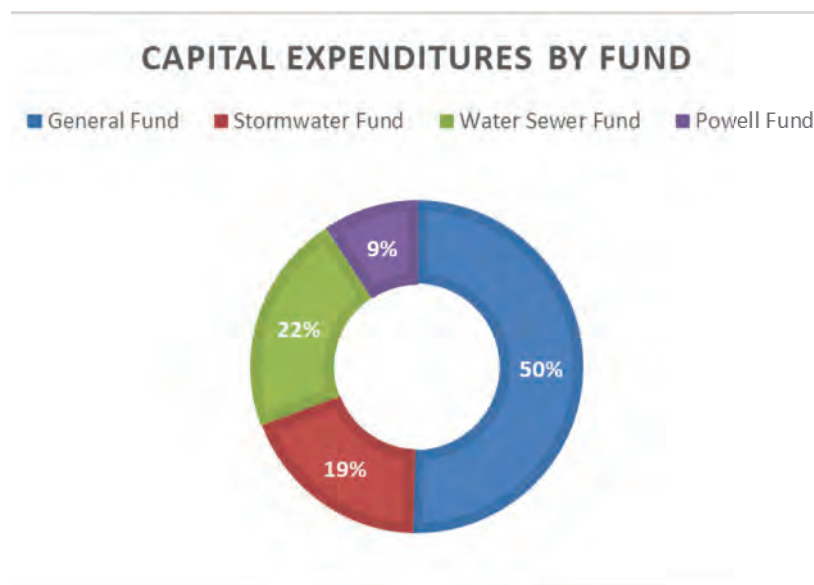
The total of all capital needs is \$286,350 in the proposed FY 2023-2024 Budget. The General Fund Accounts for \$144,350 (50%), the Powell Bill Fund accounts for \$26,500 (9%) the Stormwater Fund accounts for \$54,000 (19%), and the Water/Sewer Fund accounts for \$61,500 (22%) of the proposed capital expenditures.

Within the General Fund, there are needs of 2 police cruisers, a K-9 dog for Police Department (using pay-go, not financing), implementation of the New World Public Safety RMS platform and relevant IT hardware, and a portion of a mini excavator with hauling trailer.

Stormwater capital expenditures include portions of the above mini excavator, equipment hauler, and hydraulic excavator. These tools will be used for stormwater infrastructure maintenance and repair.

The Water and Sewer Fund contains the same equipment as the Stormwater fund that is being split between the departments.

Powell Bill splits the mini excavator and equipment hauler with Stormwater and Water/Sewer to make repairs to sidewalk and minor road improvements.



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CONCLUSION

This year, staff looked five years into the future in each department to anticipate the growth that we know is already here and the growth and development that is in the pipeline. This 5-year outlook has been an asset to the proposed FY23-24 Budget preparation by investigating trends in future revenues so that the City remains ready with sufficient personnel to maintain superior service delivery and customer service. Retention of our valuable employees is emphasized in this budget document.

Staff's efforts will continue to meet the challenges that lie ahead and do so in a way that supports the Mayor and City Council's approved Strategic Vision and Goals. I want to personally thank you for your dedication to improving the lives of the citizens of Lowell by making these difficult decisions.

In closing, I believe the recommendations contained in the Fiscal Year 2023-2024 Proposed Budget reflects the FY 22-24 Strategic Vision and Goals of the Lowell City Council by continuing to invest in our human capital, meet the needs of a growing municipality, meeting the City's growing infrastructure needs, and improve the quality of life of the citizens of Lowell.

Respectfully submitted,



Scott Attaway

City Manager

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**Budget Ordinance-Fiscal Year 2023-2024
City of Lowell**

BE IT ORDAINED by the City Council of the City of Lowell, North Carolina:

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the city government and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024, in accordance with the chart of accounts heretofore established for this City:

Purpose	Amount
Administration	\$2,245,908
Public Safety	\$1,327,415
Public Works	\$318,186
Sanitation	\$345,634
Parks and Recreation	\$257,188
Powell Bill	\$100,000
Community Investment Fund (CIF) Capital Projects	\$406,402
Total Appropriations	\$5,000,734

Section 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Revenue Source	Amount
Current year Property Tax & Vehicle Motor Tax	\$2,856,534
Local Sales Tax	\$800,000
Fees for Services	\$792,650
Powell Bill for Streets	\$100,000
All other revenues	\$451,550
Total Revenues	\$5,000,734

Section 3: The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2023 and ending June 30, 2024, in accordance with the chart of accounts heretofore approved for the City:

Purpose	Amount
Water & Sewer Collection & Distribution	\$1,380,721
Wastewater Treatment	\$374,988
Total Appropriations	\$1,755,709

Section 4: It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Revenue Source	Amount
Water User Charges	\$850,104

Wastewater User Charges	\$665,380
All Other	\$240,225
Total Revenues	\$1,755,709

Section 5: The following amounts are hereby appropriated in the Stormwater Utility Fund for the operation of the stormwater department for the fiscal year beginning July 1, 2023 and ending June 30, 2024, in accordance with the chart of accounts heretofore approved for the City:

Purpose	Amount
Stormwater Personnel	\$297,908
Operation and Maintenance	\$72,957
Debt Service	\$52,909
Total Appropriations	\$423,774

Section 6: It is estimated that the following revenues will be available in the Stormwater Utility Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Revenue Source	Amount
Stormwater User Fees	\$395,571
Stormwater Fund Balance Appropriated	\$27,703
Stormwater Merchandise	\$500
Total Revenues	\$423,774

Section 7: There is hereby levied a tax at the rate of forty-nine cents (\$0.49) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2023, for the purpose of raising the revenue listed “Current Year’s Property Taxes” in the General Fund in Section 2 of this ordinance.

This rate is based on estimated total valuation of taxable real property within the city limits totaling \$575,551,625 based on a 90% rate of collection, and the estimated taxable value of Public Service Companies of \$16,028,903.00 with a 100% collection rate, and the estimated total taxable value of personal property listed in the corporate limits of \$18,940,784.00 at an estimated collection rate of 99.0%

Section 8: A registration tag fee of \$10.00 per vehicle will be collected.

Section 9: The City Manager or a designee is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. Transfers between line-item expenditures within a department without limitation and without a report being required. These changes must not result in increases in recurring obligations such as salaries.
- b. Transfers between departments within the same fund, including contingency appropriations, not to exceed 10% of the appropriated monies for the department

whose allocation is reduced. Notice of all such transfers shall be made to the Council at the next regular meeting of the Council.

- c. The budget officer is hereby authorized to carry over appropriations in the fiscal year any previously approved purchase orders and accompanying budget
- d. Grant funding not depleted during the prior fiscal year may be carried over with the City Manager's approval. Special Revenue funding not depleted during the prior fiscal year may be carried over with the City Manager's approval.
- e. Transfer \$406,402 to the Community Investment Fund (CIF) upon completion of the fund creation.
- f. Excess revenues above the 50% General Fund Balance goal shall be transferred to the Community Investment Fund (CIF).

Section 10: The City Manager or a designee may make cash advances between funds for periods not to exceed 60 days without reporting to the Governing Board. Any advances that extend beyond 60 days must be approved by the Board. All advances that will be outstanding at the end of the fiscal year must be approved by the Board.

Section 11: Copies of this Budget Ordinance shall be furnished to the Clerk to the Board and to the Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Section 12: The attached document entitled, "Rates, Fees and Charges FY 2023-2024" is hereby incorporated and adopted as part of this ordinance.

Section 13: The attached document entitled, "Salary Adjustments for the FY 2023-2024 Budget" is hereby incorporated and adopted as part of this ordinance.

Adopted this ___th day of June, 2023.

Mayor Sandy Railey

Mayor Pro Temp Travis Smith

Councilmember Thomas S. Gillespie

Attest:

Cheryl Ramsey, City Clerk

Councilmember Candace Funderburk

Councilmember Joanna Fulbright

Councilmember Phil Bonham

General Fund Revenue							
	FY 21	FY 21	FY 22	FY 22	FY 23	FY 2023-2024	
Line Item Description	Budget	Actual	Budget	Actual	Budget	Prop. Budget	Explanations/Comments
Ad Valorem Taxes-Prior Years	27,000	36,392	27,000	14,760	27,000.00	15,000.00	Prior year delinquent tax payments
Gross Receipts Rev Tax	116,000	152,933	100,000	178,919	150,000.00	165,000.00	Rental Car Tax - added Enterprise in FY 18
Ad Valorem Taxes	1,308,966	1,349,435	1,522,825	1,562,001	1,559,845.00	2,856,534.13	Real & Personal
Tax Penalties & Interest	2,300	59	2,000	237	2,000.00	250.00	Assessed from Delinquent Taxes
Interest Income	10,600	2,176	16,000	2,906	12,000.00	5,000.00	Interest Earnings From Cash and Investments
Ballfield Rent				1,881.00	0.00	2,500.00	
Shelter Rentals					0.00	150.00	
Beer & Wine Tax	16,300	16,080	17,500	14,546	17,500.00	15,000.00	
DMV Tag Tax	31,000		31,000	26,560	31,000.00	31,000.00	3153 Registered Tags (\$10.00)
Asset Forfeiture				47	500.00	500.00	
Miscellaneous Revenue	4,800	425,612	2,000	48,317	2,000.00	2,000.00	Unclassified Revenue i.e. Insurance Claims
Insurance Proceeds	10,000	2,757	2,000	5,450	2,000.00	2,000.00	
Donations Received		6,050		0	10,000.00	10,500.00	Northpoint for McCord Park ; K-9 Donations
Utilities Franchise Tax	201,000	197,719	195,000	196,246	195,000.00	195,000.00	% of the revenues derived from sales of utilities
Solid Waste Disposal	2,600	2,854	2,900	2,838	2,900.00	2,800.00	From State on Per Capita Basis
Powell Bill Receipts	93,306	89,913	85,450	102,320	88,000.00	100,000.00	Per Gen Assembly calculation
Local Sales Tax	450,000	564,906	535,000	672,917	650,000.00	800,000.00	Local portion of Sales Tax
Zoning Permits	5,000	8,620	15,000	27,849	20,000.00	15,000.00	Zoning Permit Fees
Plan Review and Inspections						500,000.00	Groves Street Townhomes, Lowell Woods
Development Agreements						15,000.00	5k per agreement
Sanitation Fees	149,000	151,207	152,000	157,842	239,000.00	240,000.00	Sanitation Service Revenue
Bulk/Pay as You Throw Fees						1,500.00	Pay as You Throw fees billed to customer
Other Landfill Fees	1,500	2089	2,000	1,823	2,000.00	2,000.00	Rental truck landfill fee reimbursement
Athletics Revenue	7,500	2,185	9,675	3,522	3,941.00	8,000.00	Athletic Registration & Other Misc Recreation Revenue
Community Center	6,000	2,358	1,000	1,160	2,500.00	2,500.00	Decrease rent time during renovations
Festivals & Events	23,000	568	4,500	6,184	7,200.00	6,000.00	Offer Smaller Events (BBQ Cookoff, Senior Lunches, etc)
Merchandise				824	2,000.00	500.00	
Concessions				0	0.00	0.00	
Grants	43,156	43,156	48,156	0	5,000.00	5,000.00	Caromont for P&R \$5,500
Lease Proceeds				0			
Sales of Fixed Assets	24,000	38,500		0	8,000.00	2,000.00	
Fund Balance Appropriated	50,500			0			
Special Revenue Transfer In FB Powell Bill			145,000	0	215,000.00		Salary Reimbursements GF
Totals	\$2,583,528	3,095,569	\$2,916,007	\$3,029,148	3,254,386.00	5,000,734.13	

Administration							
	FY 21	FY 21	FY 22	FY 22	FY 23	FY 2023-2024	
Line Item Description	Budget	Actual	Budget	Actual	Budget	Prop. Budget	Explanations/Comments
Council	16,000	15,600	16,000	17,527	\$22,100	\$31,940	Salaries for Six Elected Officials / Travel and Training for Council; Performed NCLM survey using 2022 data and Lowell was 36.5% lower than the rest of the state with population of 2,500 - 4,999
Administrative Salaries	211,601	230,485	325,116	216,441	\$323,000	\$559,729	Admin Salaries-Manager, Planning/Zoning Dir (now 100% was 70%), new Planning Technician/Inspections , Finance Dir (now 75% was 55%) moving to avg, Clerk, CSR to Utility Billing Manager new grade (now 15% was 10%), CSR/Account Tech (now 15% was 10%), new Payroll/Payables tech , 30%, GIS (now 50% was 30%), new PT Communications Director
FICA Expenses	17,411	18,460	15,309	17,554	\$24,710	\$42,819	7.65% of salaries is FICA expense
Health Insurance	0	33,307	43,023	35,001	\$45,000	\$56,000	Health, Dental, Vision, Life, AD
Retirement Expenses	21,478	22,512	22,713	23,001	\$39,083	\$71,925	12.85% of salaries is retirement. Increased from 12.10% per NC
401(K) Retirement	10,580	11,090	10,006	9,984	\$16,150	\$27,986	5.0% 401K match
Unemployment Benefits	750	0	750	215	\$750	\$750	No change from FY22
Professional Services	73,000	46,045	94,663	145,953	\$120,000	\$120,000	Legal (\$35,000), Audit (\$42,700), NCLM (\$4,900), Southern Software Support (\$3,614), Misc. Engineering, Cavanaugh MacDonald (\$4,000)(OPEB), Misc.
Engineering Review and Inspections						\$425,000	
Telephone & Postage	10,500	9,591	13,900	13,873	\$17,500	\$18,000	VOIP Phones, Cell Phones, Postage, tablet service
Electric Utilities	5,600	6,567	5,750	5,560	\$13,500	\$13,600	Utilities for City Hall
Travel & Training	7,000	2,193	7,500	14,032	\$29,000	\$31,500	Professional Development:CZO; City Vision ; Clerk; NCLM; NCCCMA ; ICMA Annual ; Planning ; GIS; Southern Software ; Finance ; Tuition Reimbursement Program; Clerk Academy; UNCISO; Leadership Gaston
Main. & Repairs - Bldg	8,620	7,057	9,000	83,228	\$16,000	\$16,200	Facility Use, Downstairs Additional, Council Chambers
Main. & Repairs - Equip	4,000	761	4,000	3,232	\$4,000	\$7,422	General maintenance (HVAC, etc.)
Election Expenses	0		4,175	4,317	\$4,500	\$4,750	Per Gaston County Board of Elections
Checking Acct	5,000	5,552	5,000	6,525	\$5,250	\$6,550	Bank Fees
Advertising	4,000	9,659	4,000	4,681	\$6,000	\$6,500	Gaston Gazette Legal Fees
Supplies	14,500	22,031	15,000	17,599	\$31,231	\$32,000	Office supplies, new copier lease (\$2,484), 2 computers, 2 monitors (\$7,500), 2nd copier lease (\$2,500), etc
Auto Fuel						\$2,750	
Lowell Boys and Girls Club					\$75,000	\$0	
Beautification	5,000	3,073	5,000	2,744	\$14,700	\$5,500	banners, flowers, downtown improvements
Christmas Decorations						\$6,000	X-mas trees, Christmas décor and repair
Zoning Board	200	2,039	1,800	1,900	\$5,100	\$5,100	Payment to Board Members for Attendance; Training Planning Board \$3,000
Code Enforcement	1,000		9,000	0	\$9,000	\$9,000	Inspection Fees / Title Searches / Minimum Housing
LCC/Master Planning Committee				125		\$12,500	Façade Grant(s) and other Projects
Rental Expense	3,000	3,000	9,000	8,700	\$9,000	\$9,000	To Richard Trado for Lease on Parking Area Downtown and McCord Park
Contracted Services	74,000	36,187	80,000	98,556	\$115,000	\$141,578	Master Planning, Architecture, Civil/Plans/Environmental, IT (\$20,021.40),
Tax Collection Fees	8,000	9,936	9,900	14,577	\$15,000	\$15,000	Cost for Gaston County to Collect Taxes *Increase per Gaston County
Dues & Subscriptions	10,500	20,114	10,500	11,660	\$13,500	\$14,000	UNCISO (\$550), Centralina, IMPO, Montcross, GBA, CIVIC Orgs, ICMA, NCCCMA,CZO, etc.
Insurance & Bonds	7,325	8,087	7,325	10,182	\$8,000	\$13,671	Estimated workers comp & prop/liability (bronco insurance)
Miscellaneous Expenses	6,000	-1,946	6,500	2,510	\$9,000	\$10,000	Volunteer dinner, Employee Appreciation, Other Misc
Capital Outlay - Equip	9,000	8,684		0	\$4,000		Vehicle for Code Enforcement, stormwater, planning (70%)
Capital Outlay-Building				0			
Bike/Ped Master Plan							
Principal Maturities						\$3,422	Vehicle for Code Enforcement, stormwater, planning (70%)
Interest on Debt				0		\$410	
EDA Repayment	4,633		13,040		\$1,576		Contingency
						525,305.00	Newell/Npoint Economic Development Agreement Grant
Totals	\$538,698	\$530,084	\$747,970	\$769,675	\$996,649	\$2,245,908	

Public Safety							
Line Item Description	FY 21 Budget	FY 21 Actual	FY 22 Budget	FY 22 Actual	FY 23 Budget	FY 2023-2024 Prop. Budget	Explanations/Comments
Police Salaries	443,238	433,806	560,856	507,258	\$625,473	\$728,047	Salaries added 2.75% for average performance evaluation. Added 1 Admin Asst FY24 and Deputy Chief to be promoted within, 2 officers FY26 and 2 officers FY28
FICA Expenses	33,908	32,025	42,905	37,368	\$47,849	\$55,696	7.65% of salaries is FICA expense
Health Insurance	93,896	87,914	131,164	96,947	\$135,000	\$122,934	Health, Dental, Vision, Life, AD
Retirement Expenses	48,313	44,315	67,527	59,246	\$81,562	\$102,655	14.10% of salaries is retirement for LEO; increase from 13.04% per NC
401(K) Retirement Expense	22,162	20,323	28,043	24,070	\$31,274	\$36,402	5.0% 401K match
Telephone & Postage	10,000	7,768	8,500	7,683	\$11,000	\$11,000	3 phones, aircards
Electric Utilities Expense	5,900	5,097	6,000	5,608	\$6,000	\$6,000	Utilities for Office
Travel & Training	1,500	1,444	2,500	3,060	\$5,500	\$12,500	Training and meal reimbursement / Most training is local \$7000 K-9 training annually.
Main & Repairs - Bldg	3,000	447	1,000	1,282	\$1,000	\$1,000	Maintenance for Building
Main & Repairs - Equip	800	300	1,000	1,762	\$2,279	\$2,500	Copier Contract, Hand Held & In Car Radios, Radars +5% anticipated increase from Motorola maintenance. +5% anticipated increase.
Main & Repairs - Autos	12,500	6,969	15,300	16,867	\$15,300	\$14,650	Vehicle Maintenance
Automotive Supplies / Fuel	25,000	25,093	30,000	40,239	\$37,000	\$44,334	Wex contract for 11 officers 5% increase fy 23/24
Departmental Supplies	22,800	29,069	23,000	37,415	\$26,839	\$26,500	Office Supplies / Ammunition Admin assistant office renovation \$6,000.
K-9 Feed & Vet Expenses						\$2,200	K-9 feed (\$1,200), Vet needs (\$1000)
Police Uniforms	10,400	4,354	7,051	6,384	\$9,085	\$8,575	Replace 4 vests due to expire, Uniforms, Boots, Duty Gear, K-9 gear
Contracted Services	6,200	8,049	6,200	8,111	\$11,200	\$35,630	Cleaning Contract, Southern Software RMS Annual Support, Verizon Connect (GPS for vehicles)
Dues & Subscriptions	332	375	332	340	\$850	\$850	DCI Fee, Gaston County Law Enforcement Assoc %5 increase
Insurance & Bonds	17,071	25,203	20,865	8,837	\$26,000	\$13,671	Estimated workers comp & prop/liability
Miscellaneous Expenses	2,100	7,076	2,100	2,251	\$4,500	\$3,500	National Night Out and Miscellaneous expenses, Recruitment Program
Asset Forfeiture				-	\$500		
Capital Outlay	43,792		34,209	15,833	\$5,374	\$45,067	\$5373.92 for body cams through fy25-26; 2 new police suv total cost \$105,500-annual cost \$23,528.65; \$7,500 purchase of K-9; New World Computers and Infrastructure \$8,664.34
Principal Maturities	20,351	68,508	54,276	47,021	\$77,964	\$51,919	Generator (\$2,431), Police Radios (\$12,826), Police Vehicles (\$12,066), Police Computers (\$6,646.96) Enterprise (\$20,351) 3 police vehicles for 2 new positions (\$23,643)
Interest on Debt	4,233	2,475	2,299	2,333	\$3,515	\$1,786	Generator (\$165), Police Radios (\$512), Police Vehicles (\$623), Police Computers (\$426.51), 3 police vehicles for 2 new positions (\$1,788)
Fire Protection	237,572	242,718	292,059	-			* County Fire District began FY 23
Totals	\$971,172	\$1,053,328	\$1,337,185	\$929,913	\$1,165,063	\$1,327,415	

Streets							
Line Item Description	FY 21 Budget	FY 21 Actual	FY 22 Budget	FY 22 Actual	FY 23 Budget	FY 2023-2024 Prop. Budget	Explanation/Comments
Salaries and wages	71,652	73,816	71,017	61,336	81,050	\$106,540	Salaries & Wages (add new position that is 50/50 split with Stormwater)
FICA Expenses	5,481	5,323	5,433	4,324	6,200	8,150	Employer FICA (7.65% of wages)
Health Insurance	17,529	16,394	17,473	16,037	21,000	\$19,849	Health, Dental, Vision, Life, AD
Retirement Expenses	7,273	7,418	8,060	7,445	9,807	\$13,690	12.85% of salaries is retirement. Increase from 12.10% per NC
401(K) Retirement	3,583	3,641	3,551	2,938	4,053	\$5,327	5% of salaries is 401(K) expense
Professional Services				0			
Utilities	61,000	35,524	61,000	48,185	57,258	54,600	Utilities, Streetlights
Travel & Training	500	95	500	92	500	\$500	Training
Maint & Repairs-Building	7,500	0	1,500	1,306	8,500	\$1,500	Repair, Misc.
Maint & Repairs-Equipment	11,000	6,284	11,000	5,775	11,000	\$11,550	Mower maintenance, misc. equipment maintenance
Maint & Repairs-Trucks	7,000	514	7,000	4,588	15,000	\$8,000	Reg repairs
Automotive Supplies/Fuel	9,900	8,371	10,000	16,994	15,000	\$15,500	Fuel increase and auto supplies
Departmental Supplies	19,000	8,244	15,000	11,346	18,000	\$16,000	Signage, Materials, etc
Uniforms	3,300	2,266	3,600	3,971	3,600	\$3,980	Uniform contract
Contracted Services	35,400	20,338	37,000	14,954	77,000	\$15,000	Includes Verizon Connect tablets, tablet service, crosswalks, striping/markings
Insurance & Bonds	10,000	18,676	10,000	4,835	10,000	\$13,671	
Miscellaneous	1,000	4,761	1,000	916	1,000	\$1,000	
Capital Outlay-Improvement				0			
Capital Outlay-Equipment	17,934	2,000		0	3,300		
Principal Maturities		4,958	11,990	15,309	12,193	\$22,033	2019 Chevy 1500 truck 100% (\$5,653) F-750 Dump Truck 60% (\$6,540)
Interest	473	921	954	1,437	752	\$1,295	Dump Truck 60% (\$526), 2019 Chevy 1500 Truck 100% (\$226)
Totals	\$289,525	\$219,544	\$276,078	\$221,788	355,212	318,186	

Sanitation							
Line Item Description	FY 21 Budget	FY 21 Actual	FY 22 Budget	FY 22 Actual	FY 23 Budget	FY 2023-2024 Prop. Budget	Explanations/Comments
Sanitation Salaries	65,876	84,167	95,745	89,721	\$115,630	\$123,000	Salaries & Wages
FICA Expenses	4,993	6,356	7,324	6,697	\$8,846	\$9,410	Employer FICA (7.65% of wages)
Health Insurance	15,586	17,497	19,642	21,169	\$18,000	\$23,215	Health, Dental, Vision, Life, AD
Retirement	4,761	7,390	10,867	9,009	\$13,991	\$15,806	12.85% of salaries retirement. Increased from 12.10% per NC
401K	2,254	3,640	4,787	3,969	\$5,782	\$6,150	5.0% 401K match (recycling not included here - PT)
Main. & Repairs	12,000	26,991	12,000	15,692	\$16,500	\$18,000	Maintenance to Trash Truck, Tires twice per year
Automotive/Fuel	9,100	12,049	9,500	13,533	\$10,500	\$12,000	Fuel for Trash Truck
Departmental Supplies	6,500	5,757	6,500	7,498	\$10,770	\$7,700	General Supplies
Recycling/Contract Svcs	14,500	26,777	14,500	29,855	\$45,000	\$30,000	Recycling Costs are 28-30k
Landfill Tipping Fees	44,253	52,589	45,000	46,173	\$50,000	\$52,500	Cost of Landfill Disposal; 5% Increase Proposed by GC
Insurance & Bonds	5,000	7,476	5,000	3,117	\$5,000	\$13,671	Estimated workers comp & prop/liability
Miscellaneous	500	536		243	\$500	\$500	Small Miscellaneous Uncatagorized Expenses
Capital Outlay	35,850	125,287		\$300.00			
Principal Maturities		7,656	30,929	30,929	\$31,424	\$31,926	New Trash Truck Payment
Interest on Debt		765	2,753	2,753	\$2,259	\$1,756	Interest paid on trash truck
Totals	\$221,173	\$384,933	\$264,548	280,658	\$334,201	\$345,634	

Powell Bill							
Line Item Description	FY 2021 Budget	FY 21 Actual	FY 22 Budget	FY 22 Actual	FY 23 Budget	FY 2023-2024 Prop. Budget	Explanations/Comments
Professional Services			2,000	936	2,000	2,000	Engineering and Surveying
Departmental Supplies		928		1,175	3,000	3,000	Signs, cones, lights, caution tape
Sidewalks	20,000	18,200	20,000	150	46,000	44,090	Sidewalk Repair
Contracted Maintenance	67,306	41,728	65,000	177,704	35,000	45,000	Street Repairs not water and sewer related
Miscellaneous				-			
Cap. Outlay - Other Imp.				-			Downtown Improvements
Cap. Outlay - Equipment						\$5,910	debt service; New Mini Excavator 37.5% cost \$5,017.96; Trailer/Hauler 33% cost \$892.08
City Signs	2,000	1,619	2,000	2,000	2,000		Signs
Totals	\$89,306	\$62,475	\$89,000	\$181,965	88,000	100,000	

Parks & Recreation							
	FY 21	FY 21	FY 22	FY 22	FY 23	FY 2023-2024	
Line Item Description	Budget	Actual	Budget	Actual	Budget	Prop. Budget	Explanations/Comments
Salaries	37,309	50,195	75,716	52,517	60,000.00	102,730.00	1 full-time position and 1 PT Athletics, 1 New PT 10 hour Maintenance Tech position
FICA	2,778	3,840	4,262	4,018	4,590.00	7,858.85	7.65% of salaries is FICA expense
Health Insurance	5,117			-		8,463.60	Health, Dental, Vision, Life, AD
Retirement	1,485	3,522	3,991	4,377	7,260.00	13,200.81	12.85% of salaries is retirement- added .75% each FY -CR
401(K)	1,018			-	-	5,136.50	5.0% 401K match
Telephone & Postage	1,950	3,271	2,800	1,501	2,800.00	3,400.00	Cell Phone / VOIP Line and postage
Utilities Rec Facilities	5,000	3,555	5,000	5,111	5,000.00	5,000.00	Utilities at Recreation Facilities
Utilities Community Center	4,500	2,788	4,500	4,013	5,000.00	5,000.00	Utilities at Community Center
Travel & Training	1,500	97	1,500	315	1,500.00	5,000.00	Conferences, Training, Memberships
Main.& Repairs	55,156	14,191	51,906	7,463	11,000.00	16,600.00	Field Surfacing (4k), Fire Ant Treatment (1600), Mulch (3K,) Misc, Repairs (5K)
Main.& Repairs CC				(385)	100,000.00	5,000.00	misc
Automotive Fuel	750	-	750	-	750.00	750.00	Fuel for Truck and Reimbursement money to Staff in the event truck is in use
Supplies	4,500	2,070	4,500	1,897	4,500.00	5,000.00	Field Chalk, staff shirts, Basic Office Supplies, Cleaners, 2 New Computers
Athletics	7,000	1,337	7,000	3,845	7,000.00	9,000.00	Stack Sports Fees, Uniforms for 3 seasons, League Fees, Umpire Fees, Softball Equipment
Special Events	41,000	4,632	16,400	18,668	30,350.00	40,000.00	Community Events
Contracted Services	7,000	1,922	22,000	17,750	67,060.00	5,800.00	Terminix (\$600), Cleaning CC (\$5,200)
Insurance & Bonds	2,706	3,471	2,900	2,727	2,900.00	\$13,671	Estimated workers comp & prop/liability
Capital Outlay				-	5,550.00		Parks and Recreation Vehicle debt service
Principal Maturities				-		4,981.40	Ford Ranger Principal
Interest on Debt				0		596.06	Ford Ranger Interest
Totals	\$178,769	\$94,891	\$203,225	123,818	\$315,260	257,188.22	

Water/Sewer Utility Fund Revenues							
Line Item Description	FY 21 Budget	FY 21 Actual	FY 22 Budget	FY 22 Actual	FY 23 Budget	FY 2023-2024 Budget	Explanations/Comments
Interest-Investments	5	5	5	8	5	\$5	
Loan Proceeds				0		\$0	
Miscellaneous Income	2,215	1,702	2,500	4,814	18,000	\$21,000	Debt Setoff; Meter Set Fee (\$350*50=\$17,500)
Water Revenue	698,664	669,047	728,228	640,623	852,026	\$850,104	
Sewer Revenue	562,770	522,499	550,868	557,300	662,676	\$665,380	
Water Tap Fees	3,000	3,200	4,000	6,000	5,000	\$5,500	Based on 5 taps (\$1000 per tap):
Sewer Tap Fees	4,000	4,200	5,000	5,200	6,875	\$6,720	Based on 5 taps (\$1375 per tap)
System Development Fee-Water	5,000	2,500	10,000	8,100	27,000	\$32,400	(\$540 per home)
System Development Fee-Sewer	12,000	4,800	24,000	15,600	95,500	\$114,600	(\$1910 per home)
Reconnects & Late Fee	10,000		15,000	46,695	15,000	\$42,000	Reconnects and Late Fees
Activation Fee	10,000	10,028	10,000	11,732	10,000	\$18,000	New Customer Activation Fee
Fund Balance Appropriated				0			
Sale of Fixed Assets				0	4000		Surplus vehicle
Proceeds from reimbursed Engineering			35,000				
Totals	\$1,307,654	\$1,217,981	\$1,384,601	\$1,296,071	1,696,082	1,755,709	

Water and Sewer							
Line Item Description	FY 21 Budget	FY 21 Actual	FY 22 Budget	FY 22 Actual	FY 23 Budget	FY 2023-2024 Budget	Explanation/Comments
Salaries	-	215,225	224,906	226,788	\$301,900	\$343,204	4 FT Employees @85% (+1 new)
FICA	-	16,894	17,205	16,662	\$23,095	\$26,255	7.65% of salaries is FICA expense
Health Insurance	-	38,920	50,163	40,508	\$66,000	\$54,984	Health, Dental, Vision, Life, AD
Retirement	-	31,955	25,527		\$36,530	\$44,102	12.85% of salaries is retirement. Increase from 12.10%
401(K)	-	9,110	11,245	10,852	\$15,095	\$17,160	5.0% 401K match
Professional Services	35,000	35,055	35,000	47,646	\$40,000	\$40,000	Inspections Engineering
Telephone & Postage	12,450	10,382	12,450	10,901	\$7,000	\$11,000	Postage Water Bills & Cell Phones and Desk Phones (50% of postage due to SW, add tablets and service)
Electric Utilities	18,219	13,548	18,500	13,432	\$20,000		For all facilities i.e. lift stations
Travel & Training	-		1,000	382	\$2,000	\$3,000	Water and Sewer Certification classes and testing
Main. & Repairs	23,077	25,430	24,000	29,322	\$30,000	\$30,000	In-House and outsource repairs / Lift Stations
				65			
Checking Acct Expense	1,500	1,817	1,500	115	\$1,500	\$1,500	Bank Fees
Automotive Suplies (Fuel)	10,500	3,957	10,000	11,216	\$18,500	\$18,500	Wex fuel Contract
Supplies	34,000	54,902	34,058	56,455	\$40,000	\$50,000	Repair parts, supplies and tools; Water meters parts increase offset by SW materials being expensed to that fund
Uniforms	3,000	990	3,000	199	\$3,000	\$3,000	Uniform Contract
Contracted Services	33,976	41,339	34,000	52,194	\$82,224	\$75,000	Outsourced repairs, Lift Station Pump and Haul; Mueller \$17,124; Manhole Rehab/I&I
Water Purchase	413,000	440,947	434,000	411,564	\$460,000	\$475,000	Water purchased from TRU
Sewer Treatment	76,200	80,801	80,010	71,781	\$85,000	\$85,000	Fair Street Lift Station - TRU
Dues & Subscriptions	2,500	3,600	2,500	3,696	\$2,800	\$3,250	
Insurance & Bonds	12,895	6,748	12,895	8,961	\$12,895	\$20,506	Estimated workers comp & prop/liability
Capital Outlay-Equipment	53,920	13,764	39,644	19,006	\$8,400	\$13,716	33% of Trailer \$892.08, 37.5% Mini Excavator \$5,017.96, Hydraulic Excavator 50% cost \$7,805.71
Prin. Maturities		3,148			\$39,494	\$47,261	Payment for Water Meters (\$19,736) / 2019 3500 Service Truck 50% (\$5029) / Backhoe 50% (\$7,224)/ Camera System for Lines 50% (\$1,233), Jet Vac 60% (\$6272)
Interest on Debt	16,180		21,916	38,229	\$17,789	\$18,283	Meters (\$16,519), 2019 Chevy 3500 50% (\$201), Backhoe 50% (\$550), JetVac 60% (\$451), Camera 50% (\$68)
Contingency							
Totals	\$746,417	\$1,048,532	1,093,520	1,069,973	\$1,313,222	\$1,380,721	

Wastewater Treatment Plant							
Line Item Description	FY 21 Budget	FY 21 Actual	FY 22 Budget	FY 22 Actual	FY 23 Budget	FY 2023-2024 Budget	Explanation/Comments
Professional Services	4,000	\$7,625.00	4,000	11,989	\$ 10,000	\$ 10,000	Engineering
Telephone and Internet	780	\$759.00	780	277	\$ 800	\$ 800	Land Line, Fax, Internet
Electric Utilities	31,796	\$27,657.00	37,000	29,229	\$ 40,000	\$ 40,000	Looked at Current Year Duke Billing
Maint-Buildings & Grounds	2,000		13,000	208	\$ 69,967	\$ 62,092	Sandblast and Paint Building/CIP Related 52,092
Maint & Repair-Equipment	10,000	\$4,424.00	10,000	15,789	\$ 10,000	\$ 10,000	WWTP Repairs
Chemical Supplies	35,000	\$32,587.00	35,000	33,612	\$ 40,000	\$ 40,000	Atco, Jones Chemical, Univar, Maryland Biochemical, Bio Chem Resources
Departmental Supplies	4,500	\$6,089.00	4,500	8,266	\$ 9,000	\$ 9,000	Bluebook Purchases
Contract Services	48,000	\$44,390.00	48,000	42,730	\$ 55,180	\$ 55,180	Plant Operator Increase
Sampling and Analysis	32,000	\$56,462.00	45,000	48,931	\$ 48,000	\$ 48,000	K&W Labs Increased sampling
Sludge Disposal	39,500	\$48,896.00	45,000	15,296	\$ 45,000	\$ 45,000	EMA Pump and Haul plus Republic Services Dumpsters
Contract Maintenance	32,000	\$23,998.00	35,000	3,775	\$ 40,000	\$ 40,000	Kemp Inc, Snyder Tech, Piedmont Chlorinator, Fortech, LB Electric, Kemp Inc (dry-bed maintenance)
Dues and Subscriptions	1,470	\$1,010.00	1,470	1,820	\$ 1,500	\$ 1,500	Required Dues to State
Miscellaneous	500		500	378	\$ 1,000	\$ 1,000	Misc
Insurance & Bonds	2,415	\$9,171.00	2,415	2,727	\$ 3,000	\$ 3,000	Estimated workers comp & prop/liability
Capital Outlay	8,562						
Principal on Debt	-	\$9,024.00	8,658	8,658	\$ 8,851	\$9,054	(\$8,851) WWTP Pump
Interest on Debt	854	\$451.00	\$ 758	\$ 758	\$ 562	\$361	WWTP Pump (\$562)
Totals	\$253,377	\$272,543.00	291,081	224,442	\$ 382,860	\$ 374,988	

Stormwater Utility Fund Revenues

Line Item Description	FY 2020-21 Budget	FY 2021-22 Budget	FY 2022 Actual	FY 2022-2023 Budget	FY 2023-2024 Budget	Explanations/Comments
Fees	0.00	337,919.00	312,116.99	392,919.00	395,571.09	Stormwater Fees
Fund Balance Appropriated					27,703.35	for Stormwater Repairs
Stormwater Merchandise					500.00	
Totals	0.00	\$337,919	\$312,117	\$392,919	\$423,774	

Stormwater						
Acct Description	FY 21 Budget	FY 22 Budget	FY 22 Actual	FY 23 Budget	FY 2023-2024 Budget	Explanations/Comments
Salaries	\$ 54,917	\$ 88,173	\$ 72,448	\$ 170,630	\$ 209,573	Salaries & Wages; Recalssify existing staff percentages away from SW fund; hire FT Stormwater Admin
FICA	\$ 4,201	\$ 6,745	\$ 5,448	\$ 13,053	\$ 16,032	Employer FICA (7.65% of wages)
Health Insurance	\$ 16,076	\$ 21,060	\$ 16,195	\$ 40,000	\$ 34,894	Health, Dental, Vision, Life, AD
Retirement	\$ 5,574	\$ 10,008	\$ 8,006	\$ 20,646	\$ 26,930	12.85% of salaries is retirement. Increase from 12.10%
401(K)	\$ 2,746	\$ 4,409	\$ 2,996	\$ 8,532	\$ 10,479	5% of salaries is 401(K) expense
Professional Services		\$ 50,000	\$ 7,861	\$ 32,302	\$ 5,000	Engineering, Mapping of infrastructure/outfalls, SWMP/CIP
Postage	\$ 150	\$ 500	\$ 3,514	\$ 5,000	\$ 7,000	BMP #'s 5 Utility Mailers, No. 6 Target Audiences, No. 8, etc., Utility bills
Travel & Training	\$ 1,000	\$ 1,750	\$ -	\$ 3,100	\$ 1,000	SCM Inspection Certification Training (\$350x3=1,050), Other training and travel
Main. & Repairs	\$ 5,000	\$ 15,000	\$ 618	\$ 15,774	\$ 24,122	Grates, Pipes, Boxes, Repairs
Checking Acct Expense		\$ 1,500	\$ 76	\$ 1,500	\$ 250	BB&T Fees for Utility Fund
Automotive Supplies (Fuel)		\$ 3,500	\$ -	\$ 4,000	\$ 2,000	Auto fuel; (Using 35% of PW Fuel*)
Supplies	\$ 1,900	\$ 8,500	\$ 1,952	\$ 10,501	\$ 10,500	Spill Kits, Educational Materials, Promo materials for events
Contracted Services			\$ -	\$ 25,000	\$ 14,000	Repairs to Infrastructure, Intern for mapping \$15/hour*320 hours = \$4,800
Dues & Subscriptions	\$ 1,350	\$ 1,350	\$ 1,610	\$ 2,169	\$ 2,250	Permit Fee and Regional SW Partnership Dues
Insurance & Bonds			\$ 1,948		\$ 6,835	WC and Prop Liability
Capital Outlay	\$ 16,133		\$ 1,181	\$ 2,220	\$ 12,043	33% of Trailer \$892.08, 25% Mini Excavator \$3,345.31, Hydraulic Excavator 50% cost \$7,805.71
Prin. Maturities		\$ 31,547	\$ 28,936	\$ 36,081	\$ 38,721	Leaf Vac 100% (\$14,054), Backhoe 50% (\$7224), F-750 Dump Truck 40% (\$4,360), Jet Vac 40% (\$4,181), Push Cam 50% (\$1,233), Chevy 3500 50% (\$5029)
Interest on Debt		\$ 2,730	\$ 2,450	\$ 2,481	\$ 2,145	Leaf Vac (\$1,010), Backhoe 50% (\$550), F-750 Dump Truck 40% (\$351), Jet Vac 40% (\$301), Push Cam 50% (\$68), Chevy 3500 50% (201)
Anticipated Fund Balance Transfer			\$ 157,731			
Totals	\$109,047	\$246,771	\$312,971	\$ 392,989	\$ 423,774	

New Capital Expenses								
GENERAL FUND	Cost	Priority	FY	Useful Life	Explanation		Annual Payment	Terms
2 Police Cruiser	\$105,500.00	High	23/24	5 years	2 Vehicles	36.84%	23,528.65	5 years
Police K-9 officer (animal)	\$7,500.00	High	23/24	8 years	Puppy to be trained as K-9 officer		Pay Go	Pay Go
Computer (14), switch, firewall, token, etc., IT for PD (New World)	\$38,850.00	High	23/24	5 years	Police computer/IT/RMS needs	13.57%	8,664.34	5 years
TOTAL	\$144,350.00							
Powell								
Mini Excavator	\$22,500.00	High	23/24	8 years	Street/Sidewalk Repairs	7.86%	5,017.96	5 years
Equipment Hauler/Trailer	\$4,000.00	High	23/24	5 years	Move Equipment	1.40%	892.08	5 years
TOTAL	\$26,500.00						38,103.03	
STORMWATER FUND								
Hydraulic Excavator (split with WS 50%)	\$35,000.00	High	23/24	8 years	Stormwater Maintenance	12.22%	7,805.71	5 years
Mini Excavator	\$15,000.00	High	23/24	8 years	Stormwater Repair Equipment	5.24%	\$3,345.31	5 years
Equipment Hauler/Trailer	\$4,000.00	High	23/24	5 years	Move Equipment	1.40%	892.08	5 years
TOTAL	\$54,000.00						12,043.10	
WATER SEWER FUND								
Hydraulic Excavator (split with SW 50%)	\$35,000.00	High	23/24	8 years	Potholing for Lead Copper Inventory, valve cleaning	12.22%	7,805.71	5 years
Mini Excavator	\$22,500.00	High	23/24	8 years	WS Repair Equipment; Lead Copper Inventory	7.86%	5,017.96	5 years
Equipment Hauler/Trailer	\$4,000.00	High	23/24	5 years	Move Equipment	1.40%	892.08	5 years
TOTAL	\$61,500.00						13,715.75	
Grand Total	\$286,350.00					100.00%	\$63,861.88	

Capital Improvement Plan Summary

Sources & Uses of Funds



A	B	C	D	E	F	G
Fiscal Year	2024	2025	2026	2027	2028	Total
1 Uses of Funds						
2 City Administration/Facilities						
3	Public Works Facility	6,000,000	-	-	-	6,000,000
3	City Hall and Police Land Acquisition	250,000	-	-	-	250,000
4	City Hall and Police Department	-	-	-	-	-
4 Parks and Recreation						
5	P&R Land/Property Acquisition	-	-	-	-	-
6	Riverfront Park	-	-	-	-	-
7	Harold Rankin Park	1,350,000	-	-	500,000	1,850,000
8	Carolina Thread Trail	185,000	-	-	-	185,000
9	Bob Bolick Park	-	-	-	-	-
10 Transportation						
11	Wayfinding Signage	-	-	-	-	-
12	Welcome Signage	50,000	-	-	-	50,000
13	I-85 Betterments	-	-	-	2,200,000	2,200,000
14	Total Uses	7,835,000	-	-	2,700,000	10,535,000
15 Sources of Funds						
16	Pay Go	700,000	-	-	-	700,000
17	Other Funding - Outside Sources	-	-	-	-	-
18	Other Funding - County Funding ¹	-	-	-	1,100,000	1,100,000
19	Other Funding - Grant Funding ²	3,135,000	-	-	-	3,135,000
20	Subtotal: Other Funding	3,135,000	-	-	1,100,000	4,235,000
21	Debt Funding - Capital Markets Short Term	-	-	-	-	-
22	Debt Funding - Capital Markets Long Term	4,000,000	-	-	-	5,600,000
23	Debt Funding - USDA	-	-	-	-	-
24	Subtotal: Debt Funding	4,000,000	-	-	1,600,000	5,600,000
25						
26	Total Sources	7,835,000	-	-	2,700,000	10,535,000

¹ County Funding assumes a 50% cost share with Gaston County for the I-85 Betterments Project (not yet finalized).

² Grant Funding assumes that both LWCF and PART-F grants totaling \$1,000,000 will be awarded and dedicated to Harold Rankin Park (not yet finalized).

Approved This Day:

Attest:

Date

City Clerk, Cheryl Ramsey

Mayor, Sandy Railey



March 13, 2023

City of Lowell, NC

Municipal Advisor Disclosure



The enclosed information relates to an existing or potential municipal advisor engagement.

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March 13, 2023

City of Lowell, NC

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CITY OF LOWELL, NORTH CAROLINA
 FY 2023-2024 Proposed Rates, Fees, and Charges
 (Proposed changes shown in red)

WATER RATES		
RESIDENTIAL	<u>Inside City Limits</u>	<u>Outside City Limits</u>
Minimum 1,500 Gallons	\$11.67	\$23.34
Per 1,000 Gallons after Minimum	\$8.96	\$17.92
COMMERCIAL		
Minimum 1,500 Gallons	\$16.32	\$32.63
Per 1,000 Gallons after Minimum	\$11.86	\$23.73
IRRIGATION		
Per 1,000 Gallons	\$7.37	\$7.37
SEWER RATES		
RESIDENTIAL	<u>Inside City Limits</u>	<u>Outside City Limits</u>
Minimum 1,500 Gallons	\$13.03	\$26.04
Per 1,000 Gallons after Minimum	\$7.68	\$15.38
COMMERCIAL		
Minimum 1,500 Gallons	\$18.22	\$28.34
Per 1,000 Gallons after Minimum	\$9.80	\$15.99
SEWER CUSTOMER ONLY		
Per 1,000 Gallons	\$13.29	\$13.29
SEPTIC SEWER - Minimum Charge - \$4.84		
Per 1,000 Gallons	\$2.86	\$2.86
SYSTEM DEVELOPMENT FEE (SDF) ***No System Development Fees for Fire Protection Meters***		
Water Tap Size	Water Fee	Sewer Fee
¾ in	\$540	\$1,910
1 in	\$1,350	\$4,775
1.5 in	\$2,700	\$9,550
2 in	\$4,320	\$15,280
3 in	\$8,640	\$30,560
4 in	\$13,500	\$47,750

CITY OF LOWELL, NORTH CAROLINA
 FY 2023-2024 Proposed Rates, Fees, and Charges
 (Proposed changes shown in red)

SYSTEM DEVELOPMENT FEE (SDF) continued		***No System Development Fees for Fire Protection Meters***
Water Tap Size	Water Fee	Sewer Fee
6 in	\$27,000	\$95,500
8 in	\$43,200	\$152,800
10 in	\$62,100	\$219,650
12 in	\$121,500	\$429,750

WATER TAP FEES / SEWER TAP FEES / METER SET FEE / IRRIGATION METER / BACKFLOW		
WATER TAP FEES		
WATER TAP SIZE	<u>Inside City Limits</u>	<u>Outside City Limits</u>
¾ in	\$1,000	\$1,375
1 in	\$1,750	\$2,250
1.5 in	\$2,500	\$3,000
2in	\$3,250	\$3,750
SEWER TAP FEES		
SEWER TAP SIZE	<u>Inside City Limits</u>	<u>Outside City Limits</u>
4 in	\$1,250	\$1,680
6 in	\$1,800	\$2,280
8 in	\$3,600	\$4,200
METER SET FEE		
\$350.00 for 3/4 inch meter, larger sized meters will be quoted upon request		
IRRIGATION METER		
\$600.00 for 3/4 inch meter; \$1,000 for 1 inch meter, \$1,200 for 1.5 inch meter		
BACKFLOW TESTING ADMIN FEE		
\$75.00		

CITY OF LOWELL, NORTH CAROLINA
 FY 2023-2024 Proposed Rates, Fees, and Charges
 (Proposed changes shown in red)

GARBAGE COLLECTION CHARGES	
RESIDENTIAL	
Roll Cart (1)	\$12.00
Each Additional Roll Cart	\$8.00
COMMERCIAL	
Roll Cart (1)	\$22.00
Each Additional Roll Cart	\$22.00
BULK ITEMS CHARGES	
Electronic s Curbside Collection (per Item)	\$25.00
White Goods/Appliances Collection (per item)	\$25.00
Tires ON RIM (per tire)	\$8.00
Tires OFF RIM (per tire)	\$5.00
Excess Household Trash, Less Than or Equal to 100lbs	\$15.00
Excess Household Trash, Greater than 100 lbs.	\$25.00
Excess Household Trash, Greater than 300 lbs.	Work will require heavy equipment removal and will be billed according to equipment costs.

STORMWATER CHARGES (BILLED MONTHLY)	
Residential Stormwater Charge	\$6.75
Non-Residential Stormwater Charge	\$6.75 PER 2,827 square feet of impervious surface

MISCELLANEOUS UTILITY SERVICE CHARGES	
New Account Activation Fee	\$50.00
Deposit (<i>Waived for homeowners - but must show proof of ownership</i>)	\$150.00
Penalty / Late Fee - If not paid by due date on bill	\$5.00
Returned Item Fee	\$30.00
Delinquent Service Charge (<i>Scheduled for Cut-Off</i>)	\$50.00
Water Meter Calibration Request (<i>Defective meter replaced free of charge</i>)	\$10.00

CITY OF LOWELL, NORTH CAROLINA
 FY 2023-2024 Proposed Rates, Fees, and Charges
 (Proposed changes shown in red)

MISCELLANEOUS UTILITY SERVICE CHARGES (continued)	
Replacement Meter <i>(Found to be damaged by customer)</i>	\$350.00
Copies <i>(per sheet)</i>	\$0.25

PLANNING AND ZONING FEES	
Where construction begins without the appropriate permits in place, permit cost shall be doubled.	
RESIDENTIAL ZONING PERMITS	
New Home Construction <i>(Single, Two-Family structures and mobile homes)</i>	\$125.00
Single Family Attached / Multi-Family <i>(condo, apartments, townhomes, etc.)</i>	\$100+\$50 per unit <i>Per Dwelling Unit Fee</i>
<i>Per Dwelling Unit Fee</i>	\$50
Home Additions/Expansions <i>and Accessory Structures (including solar panels)</i>	\$50
Internal Up-Fit/Remodel <i>(no expansion)</i>	\$25.00
Demolition <i>(residence and/or accessory structures)</i>	\$25.00
Accessory Structures <i>(350 sq feet or less)</i>	\$25.00
Accessory Structures <i>(350 sq feet or less)</i>	\$50.00
As-Built Foundation Survey Review	\$45
NON-RESIDENTIAL ZONING PERMITS	
Change of Use	\$100.00
Internal Up-Fit/Remodel <i>(no expansion, re-roof)</i>	\$100.00
Accessory Structures <i>(including solar panels)</i>	\$200.00
Demolition <i>(building and/or accessory structures)</i>	\$100.00
As-Built Foundation Survey Review	\$45
New Construction <i>(including additions to existing buildings) - Up to 5,000 sq ft</i>	\$250.00
New Construction <i>(including additions to existing buildings) - 5,001 sq ft - 10,000 sq ft</i>	\$350.00
New Construction <i>(including additions to existing buildings) - Over 10,000 sq ft</i>	\$450.00
<i>*(Plus \$100.00 for each additional 10,00 sq. ft + City Engineering Cost Billed Monthly During Project)</i>	
Sign Permits	\$100
<i>Permanent Sign</i>	\$100
<i>Outdoor Advertising Sign (Billboard)</i>	\$200

CITY OF LOWELL, NORTH CAROLINA
 FY 2023-2024 Proposed Rates, Fees, and Charges
 (Proposed changes shown in red)

Temporary Sign	\$25
Zoning Verification Letter	\$50.00 / \$100
Home Occupation Permit	\$25.00 / \$75
Temporary Use Permit	\$50.00 / \$75
Telecommunication Tower Permit	
New	\$5,500.00
Co-Location	\$300.00
PUBLIC HEARING APPLICATIONS	
Zoning Map Amendment	\$400.00
Zoning Map Amendment - General	\$800 + Per Acre Charge + Advertising Cost
Per Acre Charge	\$35
Advertising Cost	\$250
Zoning Map Amendment -Conditional	\$2,000 + Per Acre Charge + Advertising Cost
Per Acre Charge	\$35
Advertising Cost	\$250
Text Amendment Change Application	\$350.00 \$550 + Advertising Cost
Advertising Cost	\$250
Master Sign Plan Application	\$500 + Advertising Cost
Advertising Cost	\$250
Development Agreement	\$5,000 + Advertising Cost
Advertising Cost	\$250
Permanent Closing of Public Streets and Alleys	\$1,000 /\$2,000
Annexation - voluntary	\$500 + Per Acre Charge + Advertising Cost
Per Acre Charge	\$40
Advertising Cost	\$250
Special Use Permit / Conditional Use Permit	\$600.00 + Per Acre Charge + Advertising Cost
Per Acre Charge	\$40
Advertising Cost	\$250
PUBLIC HEARING APPLICATIONS (continued)	

CITY OF LOWELL, NORTH CAROLINA
 FY 2023-2024 Proposed Rates, Fees, and Charges
 (Proposed changes shown in red)

Variance	\$450.00 + Per Acre Charge + Advertising Cost
Per Acre Charge	\$40
Advertising Cost	\$250
Appeals	\$350.00
SUBDIVISION REVIEW & INSPECTIONS <i>*(Plus City Engineering And Construction Inspection Cost Billed Monthly During Project)</i>	
Pre-Submittal Meeting - Payment required prior to meeting.	
Pre-Submittal Meeting - Sketch plat review (1 acre or less)	\$100.00
Pre-Submittal Meeting - Sketch plat review (greater than 1 acre)	\$200.00 + Per Dwelling Unit Charge
Per Dwelling Unit Charge	\$5.00
PRELIMINARY PLAT REVIEW	
(0-50 lots) / Proposed - Less than 24 Lots	\$300.00 + \$10.00 per lot* / \$760.00
(51+ lots) / Proposed - 24 or More lots	\$500.00 + \$12.50 per lot* / \$3,000
Per lot charge over 100 lots	\$60
Preliminary Plat Resubmission	
Proposed: Initial fee covers 3 reviews. 4th Resubmittal	75% of initial review fee
(0-50 lots)	\$2.50 per lot*
(51+ lots)	\$5.00 per lot*
FINAL PLAT REVIEW SUBMISSION \$350.00*	
Major Subdivision	\$500 + Per Lot Charge
Minor Subdivision	\$250 + Per Lot Charge
Per Lot Charge	\$25
Letter of Credit/Bond/Performance Guarantee Review	\$500
Time Extension for Plat Approval	\$500

CITY OF LOWELL, NORTH CAROLINA
 FY 2023-2024 Proposed Rates, Fees, and Charges
 (Proposed changes shown in red)

PLAN REVIEW AND CONSTRUCTION ADMINISTRATION FEES Fees apply to Subdivisions and Site Plans. *** If a fourth (4th) review is required, 75% of the initial Plan Review will be charged. ***	
PLAN REVIEW Payment due prior to plan review.	
Roadway Plan (public and/or private)	\$2.70 per linear foot of street centerline
Parking/Loading Areas (including access/driveways)	\$0.15 per square foot
Storm Drainage	\$3.00 per linear of street centerline
Water Lines	\$1.80 per linear foot pipe
Sewer Lines	\$2.40 per linear foot pipe
Stormwater Quality and/or Stormwater Detention Facilities	\$10,500 per plan or per subdivision
Revisions To Approved Plan (RTAP)	\$75 per page
CONSTRUCTION ADMINISTRATION & INSPECTIONS Payment due Prior to the issuance of stamped/approved plans to the applicant. More than two (2) failed inspections will result in additional fees being charged to the developer as stated in the Failed Inspection Notice. Final plats will not be reviewed until all Failed Inspection fees have been paid to the City of Lowell.	
Roadway Plan (public and/or private)	\$10.00 per linear foot of street centerline
Storm Drainage	\$10.00 per linear of street centerline
Water Lines	\$6.00 per linear foot pipe
Sewer Lines	\$7.00 per linear foot pipe
Stormwater Quality and/or Stormwater Detention Facilities	\$31,000.00 per plan or per subdivision
Construction Plan Submission	\$750.00* (Plus City Engineering and Construction Inspection Cost Billed Monthly During Project)
UTILITY ALLOCATION AND EXTENSION REVIEW FEE Payment due prior to plan review	
Preliminary Capacity Assurance Review (PCAR) Greater than 5,000 gpd	\$400
Full Capacity Assurance Review (FCAR) Greater than 5,000 gpd	\$1,000
Preliminary Capacity Assurance Review (PCAR) 5,000 gpd or less	\$250
Full Capacity Assurance Review (FCAR) 5,000 gpd or less	\$400
ZONING SITE PLAN & CONSTRUCTION REVIEW Payment due prior to plan review.	
Pre-Submittal Meeting Sketch Plan Review and Consultation	\$200.00 + Per Dwelling Unit Fee (if applicable)
Per Dwelling Unit Fee	\$5.00

CITY OF LOWELL, NORTH CAROLINA
 FY 2023-2024 Proposed Rates, Fees, and Charges
 (Proposed changes shown in red)

Commercial/Industrial Site Plan Review	\$500.00* (Plus applicable City Engineering Fees) + Per Acre Fee
Per Acre Fee	\$25.00
Recombination/Exempt/Easement Plats	\$100.00
Driveway Cut Permit	
Residential	\$25.00
All other	\$50.00
New Development Street Signage	The City of Lowell will provide street signage for new development at cost <u>PLUS</u> twenty-five percent (25%).

RENTAL FEES	
Community Center	
Residents	\$30/hour (minimum 4 hours) User Fee + \$100 Deposit (Cash)
Non-residents	\$45/hour (minimum 4 hours) + \$100 Deposit (Cash)
Harold Rankin Park Picnic Shelter	
Residents	\$20.00 (4 Hour increments)
Non-residents	\$30.00 (4 Hour increments)
Harold Rankin Park Field Rental	
Residents	\$10.00
Non-residents	\$15.00
Truck Rental	
Must have an active water account. Charge subject to weight and specifications.	\$67.47 - Minimum charge

PARKS & RECREATION	
Youth Athletics Registration	
Residents	\$50.00
Non-residents	\$75.00
Basketball Registration	
Residents	\$50.00
Non-residents	\$75.00
Soccer (Fall & Spring)	

CITY OF LOWELL, NORTH CAROLINA
FY 2023-2024 Proposed Rates, Fees, and Charges
(Proposed changes shown in red)

Residents	\$50.00
Non-residents	\$75.00
Baseball Registration	
Residents	\$50.00
Non-residents	\$75.00

Amended Grant Project Ordinance for the City of Lowell American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds

BE IT ORDAINED by the town council of the City of Lowell, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). The City of Lowell (Town) has received the first tranche in the amount of \$592,139.85 of CSLFRF funds. The total allocation is \$1,184,279.70, with the remainder to be distributed to the Town within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Section 2: The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its ARP/CSLFRF funds for the provision of government services.

Section 3: The following amounts are appropriate for the project and authorized for expenditure:

Internal Project Code	Project Description	Expenditure Category (EC)	Cost Object	Appropriation of ARP/CSLFRF Funds
001	Public Safety services for period of March 3, 2021 through December 31, 2024	6.1	Salaries	\$609,279.70
			Benefits	\$200,000
002	Parks and recreation services for period of March 3, 2021 through December 31, 2024	6.1	Salaries	\$20,000

003	General administration services for period of March 3, 2021 through December 31, 2024	6.1	Salaries	\$315,000
004	Streets services for period of March 3, 2021 through December 31, 2024	6.1	Salaries	\$40,000
	TOTAL			\$1,184,279.70

Section 4: The following revenues are anticipated to be available to complete the project:

ARP/CSLFRF Funds: \$1,184,279.70
General Fund Transfer: \$ 415,000.00
Total: \$ 769,279.70

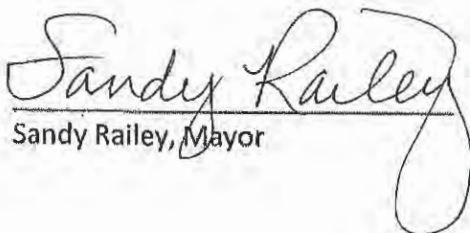
Section 5: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the Town's Uniform Guidance Allowable Costs and Cost Principles Policy.

Section 6: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

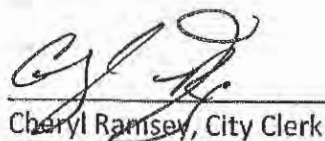
Section 7: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town Council.

Section 8: This grant project ordinance expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner.

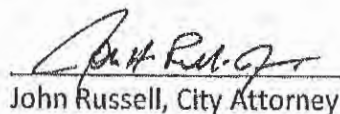
Adopted this 13th day of December, 2022.


 Sandy Railey, Mayor

Attest:


 Cheryl Ramsey, City Clerk

Attest As To Form:


 John Russell, City Attorney

Grant Project Ordinance for the City of Lowell SCIF Grant

BE IT ORDAINED by the City Council of the City of Lowell, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget for a project to be funded by the SCIF Grant. The City of Lowell (City) has received the funds in the amount of \$2,000,000.00.

Section 2: The following amounts are appropriated for the expenses of the project:

Administration expenses for demo bid preparation and solicitation:	\$ 20,000.00
Contracted demolition expenses:	\$1,980,000.00
TOTAL	\$2,000,000.00

Section 3: The following revenues are anticipated to be available to complete the project:

SCIF Funds:	\$2,000,000.00
General Fund Transfer:	\$ 0.00
TOTAL	\$2,000,000.00

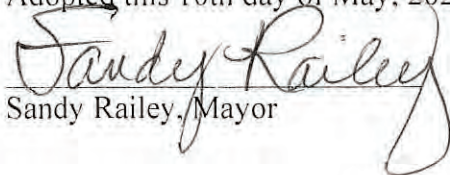
Section 4: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the City’s Uniform Guidance Allowable Costs and Cost Principles Policy.

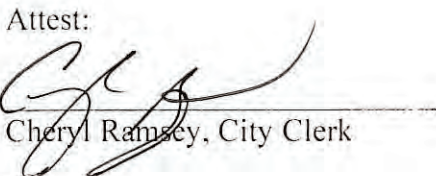
Section 5: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

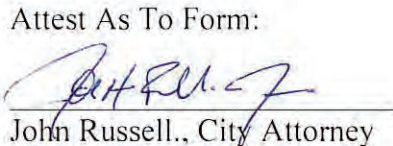
Section 6: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to City Council.

Section 7: This grant project ordinance expires on August 1, 2023, or when all the SCIF funds have been obligated and expended by the Town, whichever occurs sooner.

Adopted this 10th day of May, 2022.


Sandy Railey, Mayor

Attest:

Cheryl Ramsey, City Clerk

Attest As To Form:

John Russell., City Attorney



City of Lowell
Regular City Council Meeting Memorandum

Prepared By: Scott Attaway

Selection of Engineering Firm for Water System Asset Inventory and Assessment (AIA) Project

Meeting	Agenda Group
June 13th, 2023, 6:00 PM	New Business Item: A
Reference File	Presented By

To: Lowell Mayor and City Council

From: Scott Attaway, City Manager

Date: 6/7/2023

Re: Selection of Engineering Firm for Water System Asset Inventory and Assessment (AIA) Project

Staff advertised a Request for Qualifications (RFQ) for the Water Asset Inventory and Assessment (AIA) project and received one response from Wooten. The City is familiar with Wooten as they completed our Sewer AIA project. This project is funded in whole, by a \$150,000 grant from NCDEQ. Staff recommends proceeding with Wooten for this Water AIA project based on the evaluation criteria from the RFQ.

Technical Approach/Understanding of Program. (30 points)

Work Management Plan/Experience of Proposed Personnel. (30 points)

Engineering Experience of the Firm. (25 points)

Familiarity with Similar Sized Projects. (15 points)



CITY OF LOWELL STATEMENT OF QUALIFICATIONS

**WATER SYSTEM ASSET INVENTORY
AND ASSESSMENT PROJECT**

APRIL 21, 2023

Wooten

COVER LETTER

April 21, 2023

Mr. Scott Attaway, City Manager
City of Lowell
101 West First Street
Lowell, NC 28098



RE: Water System Asset Inventory and Assessment Project

Dear Mr. Attaway:

The Wooten Company is pleased to submit our qualifications to provide professional engineering services for the City of Lowell's Water System Asset Inventory and Assessment Project. Our team is highly experienced with this type of project, and is ready to begin work as soon as possible.

The Wooten Company has 86 years of experience in working hand-in-hand with municipalities across North Carolina as they study, assess, rehabilitate and extend their critical water and sewer infrastructure. Our team for this project has been hand selected with our founding principle of supporting the health and welfare of our clients and the families they serve front-of-mind, ensuring that the City of Lowell is in the most capable and caring hands.

Led by Slade Harvin, PE, manager of our Hickory Regional Office, this team not only has decades of experience with water system asset management, but also an abundance of experience with water extensions, repairs, and rehabilitations. It is the familiarity that our teams bring to these types of projects that sets us apart and provides peace of mind when planning for future growth and opportunities for the communities that you are tasked with protecting and fostering.

We are committed to clear, open communication, prompt coordination, and effective results, and hope that we can clearly demonstrate this in the following proposal. We invite you to please reach out to us at any point during your selection process, and we look forward to speaking more soon.

Best Regards,

THE WOOTEN COMPANY

W. Brian Johnson, PE
Vice President / Director of Engineering Services
120 N. Boylan Avenue, Raleigh, NC 27603
919.828.0531 - bjohnson@thewootencompany.com

A. Slade Harvin, PE
Project Manager / Hickory Regional Office Manager
1430 B Old Lenoir Rd NW, Hickory, NC 28601
828.322.5533 - sharvin@thewootencompany.com

FIRM PROFILE

The Wooten Company is a privately held, multi-disciplinary firm with 100 employees focused on providing municipal engineering, surveying, and architectural services. Founded in 1936 and incorporated in 1949 in North Carolina, L.E. Wooten and Company (dba The Wooten Company) is now in its 86th year of continuous operation and is licensed by the State of North Carolina to practice engineering and surveying (NC Certificate of Registration F-0115), and architecture (NC Board of Architecture Certificate 50430).

A comprehensive range of capabilities including environmental engineering, general civil engineering, geomatics, mechanical engineering, electrical engineering, plumbing engineering, and architecture affords our clients a singular point of contact for a majority of their infrastructure needs, and therefore efficient and reliable solutions that keep the taxpayer front of mind.

SPECIALTIES

- Water booster pumping, storage and distribution systems
- Water and wastewater treatment
- Water/Wastewater system modeling
- Wastewater collection systems
- Preliminary engineering and environmental assessment documents
- Surveying and Geographic Information Systems
- Infrastructure planning and assessment
- Architectural services
- Mechanical and HVAC design
- Stormwater design
- Electrical design
- Street and sidewalk assessments and design
- Grant assistance (State and Federal)
- Construction administration and observation
- NCDOT coordination
- Asset Inventory and Assessments of Water and Wastewater Infrastructure

REGIONAL OFFICE:

1430 B Old Lenoir Rd NW
Hickory, NC 28601

P: 828.322.5533

HEADQUARTERS

120 N. Boylan Avenue
Raleigh, NC 27603

P: 919.828.0531

OFFICE LOCATIONS



PROJECT UNDERSTANDING

The City of Lowell proposes to GPS map the City's approximately three (3) miles of galvanized waterlines, to allow creation of an accurate water distribution system map. The map will include the waterlines, valves, and fire hydrants. Conditions of the valves and hydrants will be recorded from visual observation during the GPS survey process.

Once located and assessed, any needed improvements such as additional valves, connections to other existing lines or line replacements are to be identified, options for improvements are to be developed, cost estimates prepared and projects prioritized for inclusion in the City's Capital Improvements Plan (CIP).

A basic hydraulic water model will also be prepared as part of the project. The model will be prepared utilizing the City's existing water map and knowledge from public works staff, along with information obtained from the location work. Additional improvements identified from the water model will also be added to the CIP

Also, using the data collected as part of this project, the water system portion of the City's Asset Management Plan (AMP) will be created. The City's wastewater AMP, prepared by The Wooten Company, was prepared in accordance with the NC Department of Environmental Quality's (NCDEQ) Asset Management Guidance Supplement, was prepared for the sewer system. This project will create one that includes the water distribution system components.

The City has been awarded a Water System Asset Inventory and Assessment (AIA) Grant from NCDEQ to provide funding for the proposed project to help provide an accurate water distribution system map, which is linked to a data base and a basic water model. Without adequate staff to complete the proposed activities, the City is seeking assistance from a qualified engineering firm.

PROJECT APPROACH

COMMUNICATION – As is true in any situation, clear concise and frequent conversation between all parties is the key to a successful project. The City of Lowell' Water System Asset Inventory and Assessment Project will be no different. Even though we are very familiar with the City's proposed project, having prepared the original grant application, and having developed a great working relationship with the City Manager and support staff, we believe it will be beneficial to begin this project by conducting a "kick-off" meeting. This meeting would include key members of The Wooten Company's project team and those members of the City's staff who will be involved in the project. This will give us an opportunity to fully discuss and confirm the Scope of Work and the City's desired outcome. We will also discuss the role that each team member will play and establish the City's preferred lines of communication.

WORK TASKS – Following are the currently identified tasks that will be taken to complete this project:

1. Conduct initial "kick-off" meeting with the City. We will discuss the problems that City staff has encountered and improvements and modifications to be evaluated. We will review the City's current water system hydraulic model to determine the updates that will be needed. We will also update the project schedule at this time.
2. Using a combination of the City staff's system knowledge, the identified lines will be added to the City's existing water system map.
3. Concurrent with the work outlined above, The Wooten Company will update the City's existing water system hydraulic model, originally developed by The Wooten Company, by including all new lines installed since it was developed, as well as adding the recently completed elevated storage tank and deleting the tank that has been taken out of service; the model will then be recalibrated and field verified. Water pressure readings and selected hydrant flow tests will be conducted to calibrate the water hydraulic model.
4. Scenarios will be simulated within the model to evaluate areas of City concern and planned improvements.
5. The results of the modelled scenarios will be evaluated to determine if the proposed modifications would benefit the City and improve water distribution system performance. Cost opinions will be prepared for the anticipated work. With input from the City, a prioritization plan for implementation will be developed for inclusion in the City's CIP.
6. A final report which describes the methodology used in the investigation, the findings and the recommendations will be prepared and presented to the City as part of the project.

PROJECT APPROACH

The Work Tasks identified are intended to demonstrate our understanding of the proposed project as it is currently envisioned. If selected by the City to assist with this project, we will work with City staff to develop a comprehensive Scope of Work that will maximize the benefits of their grant.

ADDITIONAL ASSISTANCE

In addition to the identified work items, The Wooten Company will assist the City in preparing documentation for and requesting drawdown of the grant funds from NCDEQ. Additionally, we will assist the City in preparing all close-out documentation required by NCDEQ.

PROJECT SCHEDULE

Developing a firm schedule for each of the identified tasks is difficult at this time. Due to the nature of the proposed work something as simple as scheduling water pressure and hydrant flow testing can take place will affect the schedule. Ultimately, as per NCDEQ's stated objective, all work must be completed within two years of the award of the grant to the City. As of now, the following schedule is pending the completion of the State Grant Forms and an executed Engineering Services Agreement.

PROJECT MILESTONE	ESTIMATED DATE
Kick-Off Meeting	May 2023
Mapping, Line Location, Potholing, and Assessment	July 2023 – May 2024
Update and Edit Asset Management Plan w/Capital Improvements Plan and Complete Basic Hydraulic Model	January 2024 - October 2024
Preparation of Final Report of Findings	October 2024 - January 2025
Council Acceptance of Final Product	February 2025
Project Close-Out	February 2025 - March 2025



ORGANIZATIONAL CHART

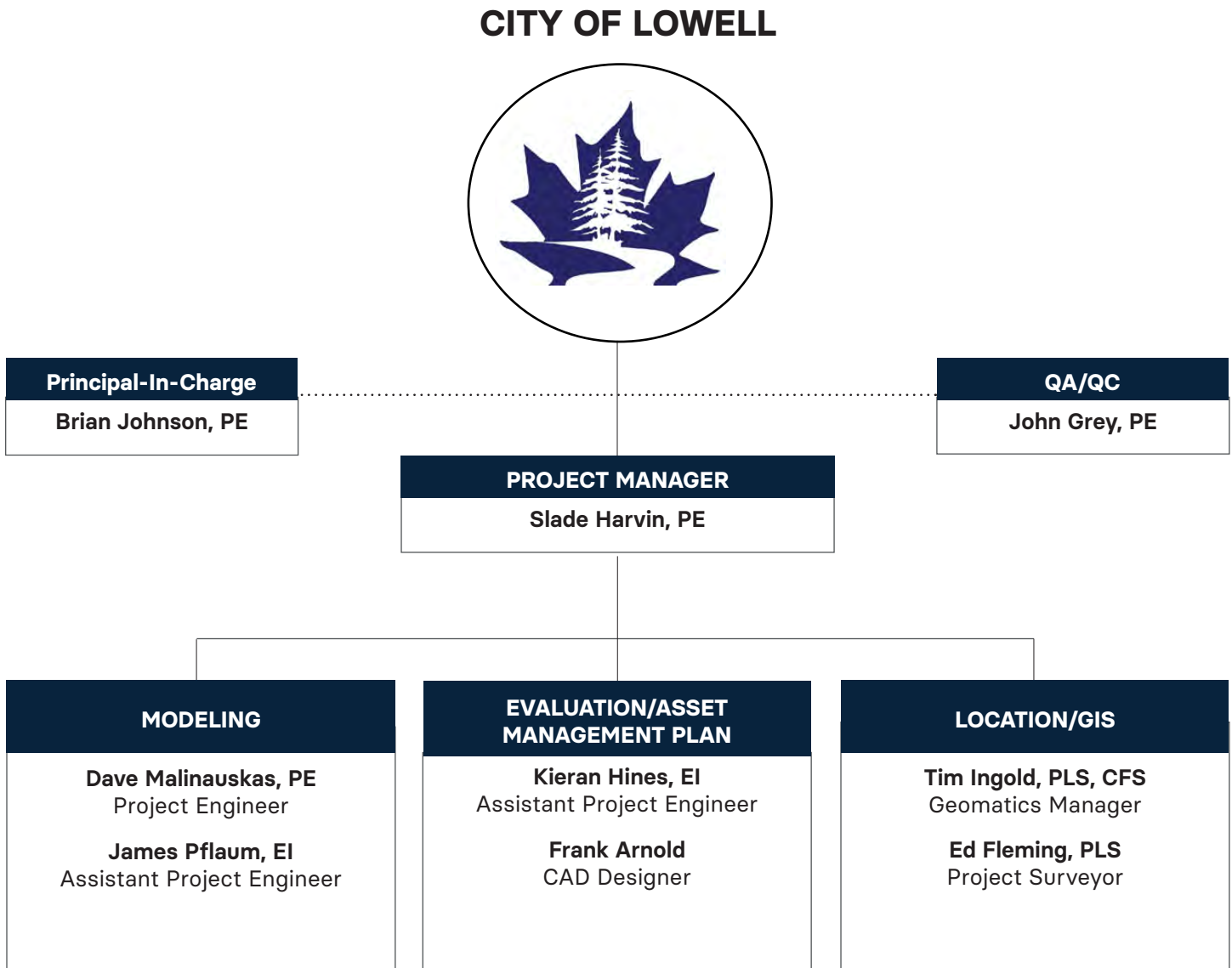
The unity and cohesion of the members of the Asset Inventory and Assessment Grant funded Water System Asset Management Plan team should ultimately be the biggest differentiator as the City of Lowell considers a team to assist them with this project.

The Wooten Company has proudly worked with municipalities across North Carolina for 86 years now, but it is not just the company as a whole which boasts such longevity. With an average tenure of 11 years with our firm, the team we have assembled for this project has helped each other grow and develop as professionals and individuals, and they know exactly how to compliment each other’s skill sets in order to bring every project to a successful completion.

Led by Civil Department Head, Brian Johnson, PE, the head of our Hickory Regional Office, Slade Harvin, PE will manage this team and be the primary point of contact for the City. Working alongside Slade will be Frank Arnold as CAD Designer, and Tim Ingold, PLS who will coordinate the surveying and data acquisition.

The project related to the basic water system hydraulic model will be led by Dave Malinauskas, PE.

The Organizational Chart below further outlines each team member’s specific roles and reporting structure.



RESUMES



BRIAN JOHNSON, PE

Principal-In-Charge

Brian Johnson, PE, is the Director of Engineering Services for The Wooten Company as well as a member of Wooten's Board of Directors. Since 1996 Brian has applied his engineering expertise to provide planning, analysis, and design of many infrastructure projects for local governments throughout North Carolina and South Carolina. Brian's project responsibilities have included preliminary studies, design, permitting, and construction administration, and the details included with each project phase. In addition to his departmental duties, he continues to work as a Senior Project Manager working on projects from inception to completion, working closely with clients to ensure they receive a quality project, on time and within budget. Maintaining client satisfaction and a quality project are his ultimate goals.

Education:

BS, Civil Engineering, NCSU
Masters of Civil Engineering, NCSU

Registrations:

Professional Engineer, NC, SC; LEED AP

Relevant Projects:

Town of Jonesville – Water System AIA
City of Newton - Water System AIA
City of Lowell - Wastewater System AIA
Town of Aulander - Water System Asset Management Plan



SLADE HARVIN, PE

Project Manager

Slade Harvin joined The Wooten Company in 2008, where he has focused predominantly on county and municipal water and wastewater engineering projects across North Carolina. He is also the Hickory Regional Manager. His role has involved managing projects through all phases of design, from funding through construction administration. These projects include the design of wastewater treatment plants and their upgrades, wastewater collection systems, modeling, sizing and designing waterlines and water distribution systems for private development and municipal projects; and storm water projects.

Education:

BS, Biology, Wake Forest University
BS, Civil Engineering, NCSU
MS, Civil Engineering, NCSU

Registrations:

Professional Engineer, NC; LEED AP

Relevant Projects:

Town of Jonesville - Water System AIA
City of Lowell - Wastewater System AIA
Town of Dallas - Water System AIA
City of Newton - Water System AIA
City of Claremont - Water System AIA
Town of Granite Falls - Water AIA



JOHN GREY, PE

QA/QC

Joining The Wooten Company in 1998 to open the firm's Asheboro Branch Office, John Grey now has over 30 years of experience in the design and construction administration phases of water distribution projects and wastewater collection projects, water and wastewater treatment projects and site development projects. Recently having moved this office, John provides oversight and management on a variety of disciplines for the Winston-Salem Regional Office of The Wooten Company, ranging from project funding strategy, to design, bidding and all the way through construction contract administration and observation services.

Education:

BS, Civil Engineering, NCSU

Registrations:

Professional Engineer, NC

Relevant Projects:

City of Lumberton - AIA Sewer Inventory Assessment
City of Lumberton - Water AIA
City of Marshville - Wastewater AIA
Montgomery County - Water Asset Management Plan

RESUMES



DAVE MALINAUSKAS, PE

Project Engineer

Dave Malinauskas is The Wooten Company's Water Resources Practice Leader in Raleigh. Having been in the industry since 1999, Dave has gained extensive experience with the planning and design of municipal water/wastewater utilities, including master planning, stakeholder engagement, easement coordination, and project management. His background includes hydraulic model development; utilities routing analysis; planning and design of water and wastewater systems and their appurtenances; permitting; and construction administration and observation. Further, Dave brings a strong track record of customer service and understanding of client needs, having worked in both the public and private sectors. This perspective also allows Dave to better understand client needs as well as mitigate impacts of projects on the community.

Education:

BS, Environmental Engineering, NCSU

Registrations:

Professional Engineer, NC

Relevant Projects:

City of Claremont - Water System Asset Management Plan Components

Town of Jonesville - AIA Water System Asset Management Plan Components

Nash County - Wastewater System Asset Management Plan



TIM INGOLD, PLS, CFS

Geomatics Manager

Tim Ingold serves as The Wooten Company's Geomatics Practice Manager. He has over 40 years of experience in the land surveying field, including over 25 years managing land surveying departments for multi-disciplined engineering and surveying firms. He has been licensed as a Professional Land Surveyor in NC since 1985. Tim has developed a comprehensive understanding of local, state, and federal laws and codes and technical standards pertinent to the geomatics practice as it applies to the protection of the public interests.

Education:

AAS, Surveying Technology,
Guilford Technical Community College;
AAS, Civil Engineering Technology,
Guilford Technical Community College

Registrations:

Professional Land Surveyor, NC
Certified Floodplain Surveyor

Relevant Projects:

Town of Aulander - Water System Asset Management Plan

City of Plymouth - Water Asset Management Plan

City Roper - Asset Inventory Assessment Grant/
Wastewater



KIERAN HYNES, EI

Assistant Project Engineer

Kieran Hynes is an EIT for The Wooten Company at the Hickory office. He joined the company in May 2022 after graduating in December of 2021.

Kieran has a minor in chemistry and experience with stormwater modeling. He is familiar with sewer testing methods and AIA report preparation. He works under the supervision of Slade Harvin, PE.

Education:

BS, Environmental Engineering, UMN -Twin Cities

Registrations:

Engineering Intern

Relevant Projects:

City of Newton - Wastewater AIA

Town of Dallas - Water System AIA

RESUMES



JAMES PFLAUM, EI
Assistant Project Engineer

James Pflaum is a member of The Wooten Company's Water Resources Practice. James has experience helping communities protect water/sewer infrastructure from natural disasters, extensive 404/401 permitting experience involving water/sewer utility impacts, project planning and agency coordination where wetlands, streams, and endangered species conflict with municipal utility projects. James has significant regulatory field experience inspecting construction sites for sediment and erosion control compliance as well as responding to sanitary sewer overflows, managing agency compliance, and clean up. His background includes GIS mapping, ordinance enforcement, initiating public engagement, and obtaining environmental permits for municipal pump stations, force mains, and gravity sewers.

Education:

BS, Environmental Engineering -
Concentration: Water Resources, NCSU

Registrations:

Engineering Intern

Relevant Projects:

Nash County - Wastewater System Asset Management Plan;
Pembroke - Water System Asset Inventory Assessment



FRANK ARNOLD
CAD Designer

Frank Arnold joined The Wooten Company's Hickory Regional Office as a CAD Designer in 2020. Frank has over 30 years of experience in the industry, and has worked as a designer for public and private projects across the country. He has expertise in conceptual design, site planning, topography, grading, material volumes/earth balancing, roadway design, utility design, Civil 3D software management, and project file management.

Mr. Arnold has been in the industry for over 30 years and has a multitude of project experience at many other firms, which include water distribution systems, sanitary sewer systems, stormwater, site development, and streets.

Relevant Projects:

Town of Dallas - Water System AIA
City of Lowell - Wastewater AIA
City of Newton - Wastewater AIA



ED FLEMING, PLS
Project Surveyor

Ed Fleming is a Survey Project Manager for The Wooten Company, working out of the Hickory Regional Office. Ed joined the The Wooten Company in 2021; and has over 30 years of experience in the geomatics industry. Before joining the The Wooten Company, Ed was self-employed, specializing in land development, construction staking and topographical surveying. Prior to that, Ed served as the Vice President of one of the largest surveying companies in the western North Carolina area for 19 years; where he oversaw field operations, designed and managed several large land development projects, and was responsible for GPS control surveys. Ed has been licensed as a Professional Land Surveyor since 2000.

Education:

Old Dominion University

Registrations:

Professional Land Surveyor, NC

Relevant Projects:

City of Newton - Westbrook Drive Stormwater Replacement
City of Ranlo - Waterline Extension - Ranlo Ave.
City of Ranlo - Waterline Extension/Replacement
City of Ranlo - Sidewalk Improvements

RATE SCHEDULE

The hourly rates outlined below include fringe benefits, indirect costs, reimbursable expenses, and profit.

WAGE CATEGORY	HOURLY BILLING RATE
Engineer I	\$ 120
Engineer II	\$ 147
Engineer III	\$ 184
Engineer IV	\$ 220
Engineer V	\$ 260
Architect I	\$ 104
Architect II	\$ 151
Designer I	\$ 87
Designer II	\$ 104
Designer III	\$ 128
Designer IV	\$ 159
Construction Admin I	\$ 120
Construction Admin II	\$ 168
Construction Admin III	\$ 229
Construction Observer / Resident Project Representative	\$ 114
Utility Coordinator II	\$ 134
Utility Coordinator III	\$ 171
Survey Technician I	\$ 54
Survey Technician II	\$ 70
Survey Technician III	\$ 91
Survey Technician IV	\$ 107
Survey Technician V	\$ 127
Surveyor II	\$ 118
Surveyor III	\$ 138
Surveyor IV	\$ 191
GIS Analyst II	\$ 89
GIS Analyst III	\$ 125
GIS Analyst IV	\$ 139
Community Development Coordinator	\$ 142
Funding Coordinator I	\$ 85
Funding Coordinator II	\$ 109
Funding Coordinator III	\$ 163
Project Assistant	\$ 85

Reimbursables: Mileage will be billed at the current IRS Standard Mileage Rate, Subcontracted Services and other expenses at cost plus 10%.

Standard Hourly Rates apply only as specified in the original contract and are subject to annual review and adjustment. Future additions or amendments to the original contract may be subject to the rates in effect at the time of the modification.

Effective as of July 1, 2022.

FIRM EXPERIENCE

The below list represents just a portion of the Asset Inventory and Assessment (AIA) and Asset Management Plan (AMP) projects The Wooten Company has worked on across the state of North Carolina. This experience gives us the background knowledge to complete any AIA or AMP project.

- Aulander - Water Asset Management Plan
- Benson - Wastewater Collection System Asset Management Plan
- Claremont - Water System Asset Management Plan Components
- Claremont - Wastewater System Asset Inventory and Assessment
- Dallas - Water System Asset Inventory and Assessment
- Edgecombe County - GIS Based Asset Management Plan
- Lowell - Wastewater System Asset Inventory and Assessment
- Jonesville - Asset Inventory and Assessment Water System Asset Management Plan Components
- Lumberton - Asset Inventory and Assessment Sewer Inventory and Assessment
- Lumberton - Water Asset Inventory and Assessment
- Marshville - Wastewater Asset Inventory and Assessment
- Montgomery County - Water Asset Management Plan (AMP)
- Newton - Wastewater Asset Management Plan
- Newton - Water Asset Inventory and Assessment
- Newton - Burris Rd. Sewershed - Wastewater Asset Management Plan
- Pembroke - Water System Asset Inventory and Assessment (AIA)
- Plymouth - Asset Inventory and Assessment Grant/Wastewater
- Plymouth - 2019 Water Asset Management Plan
- Robersonville - Asset Inventory and Assessment Grant/Water
- Roper - Asset Inventory and Assessment Grant/Wastewater
- Smithfield - Asset Management & Operations System

TOWN OF JONESVILLE – WATER SYSTEM ASSET INVENTORY AND ASSESSMENT

Contact: Michael Pardue - Town Manager - 336.835.3426

The Town of Jonesville, located in Yadkin County, treats water from the Yadkin River. Treated water is supplied to customers within Jonesville and to the southern limits of Yadkin County in the community of Hamptonville. The Town's water system supplies customers more than 10 miles away from the treatment plant using several booster pump stations, 1 elevated storage tank, and 2 aging water stand pipes. After receipt of a water AIA grant, the Town contracted with The Wooten Company to help evaluate their aging water storage and distribution system. Growth in the area was beginning to put demands and customer expectations on a system that was in need of infrastructure planning to maintain viability in the future. The Wooten Company first located and assessed all existing water infrastructure (pipes, pumps, and storage tanks) and conducted hydrant tests to verify water pressure in various parts of the system. This effort helped the Town prepare an Asset Management Plan (AMP) and water system distribution map. After creating a system map and reviewing pressure test and demand data, The Wooten Company developed a water system hydraulic model to help plan future improvements. The model confirmed where portions of the Town's system needed improvements, particularly with elevated storage needs, to meet customer expectations and allow growth opportunities for residential and business development. Using the AMP, water model, and interviews with Town staff, The Wooten Company developed a prioritized list of Capital Improvement Projects and cost opinions. This effort provided a game plan for future preparation of grant and low interest loan applications to aid the Town in funding many of the most necessary water system improvement projects.

FIRM EXPERIENCE

CITY OF SMITHFIELD - WATER AND WASTEWATER SYSTEM ASSET INVENTORY AND ASSESSMENT

Contact: Ted Credle - Director of Public Utilities - 919.934.2116

The Wooten Company was selected to complete an update for the City's Water and Wastewater Asset Management Plan. This included an evaluation of the City's 17 sewer lift stations, identifying current and future needs of the sewer collection system based on manhole inspection and CCTV of pipes (completed by others), and previously completed SSES work. In addition, The Wooten Company provided input for water treatment plant improvements and distribution system assessment. The deliverable compiled all findings into a Water and Wastewater Asset Management Plan that identifies, prioritizes, and provides opinion of cost for needed improvements. The project was funded by two Asset Inventory and Assessment (AIA) grants from the Division of Water Infrastructure.



CITY OF LOWELL - WASTEWATER SYSTEM ASSET INVENTORY AND ASSESSMENT

Contact: Scott Attaway - City Manager - 704.824.3518

The Wooten Company was selected by the City to prepare an asset inventory and assessment of the City's water distribution system. The project involved locating, by various means, of existing, previously identified waterlines within the City limits. Our team also provided survey services, and located lines using GPS technology; evaluated condition of located lines; identified potential improvement projects; and updated the existing Water System Asset Management Plan.



CITY OF CLAREMONT - WATER AND WASTEWATER ASSET INVENTORY AND ASSESSMENTS

Contact: Jason Brown - City Manager - 828.466.7255

The Wooten Company was selected by the City to prepare an asset inventory and assessment of their water distribution system. This project involved locating waterlines, GPS mapping, and potholing as required to locate and help assess the condition of the water distribution system. Our team identified potential repair/replacement projects and prepared cost estimates for identified projects and prepared an updated system map.

The Wooten Company was selected by the City to conduct flow monitoring, smoke testing, and closed-circuit TVing (CCTV) of sewer as required to determine potential sources of inflow/infiltration (I/I) within a previously identified sewershed; identify potential repair/replacement projects, prepare cost estimated for identified projects.



TOWN OF DALLAS - WATER SYSTEM ASSET INVENTORY AND ASSESSMENT

Contact: Maria Stroupe - Town Manager - 704.922.3176

The Wooten Company was selected to assist the Town with their recently awarded Water AIA. Work on this project includes: locating by GPS and conventional surveying existing valves, fire hydrants and water service meters; preparation of a digital map that can be linked to a GIS database; identification of potential improvement projects; assessing the condition of the Town's water treatment plant and three (3) large master meters; preparation of a Water System Asset Management Plan in accordance with NCDEQ guidelines; and developing a Water System CIP.

FIRM EXPERIENCE

CITY OF NEWTON - WATER SYSTEM ASSET INVENTORY AND ASSESSMENT

Contact: Dusty Wentz - Director Public Works/Utilities - 828.695.4298

The City of Newton was awarded an Asset Inventory and Assessment Grant from the NC Department of Environmental Quality to evaluate a portion of the City's 16-inch waterline that runs through part of the City's downtown area and along Southwest Boulevard for interconnections and overall condition. The City contracted with The Wooten Company to assist the City with performing the work to locate the existing waterline, pothole (small excavations) the waterline in several locations to verify depth, exterior condition of the pipe, and determine if crossing waterlines were connected to the 16-inch waterline.

Our first step was to locate the 16-inch waterline. Once the line was located, the marked location of the waterline and perpendicular waterlines were surveyed and added to the City's GIS system and asset management software to provide electronic mapping resources for the City staff. Locations along the 16-inch waterline were identified where other waterlines were located to be crossing perpendicular to the 16-inch line to perform potholes (small excavations) to expose the lines. Once these lines were exposed, verification was performed to note if the perpendicular waterlines connected to the 16-inch water line, the depths of the waterlines and any other utilities discovered, and the exterior condition of the waterlines.

The City acquired asset management software through Wooten Technologies program for their water system. The system allows the City to view location of assets and to track conditions of the system.

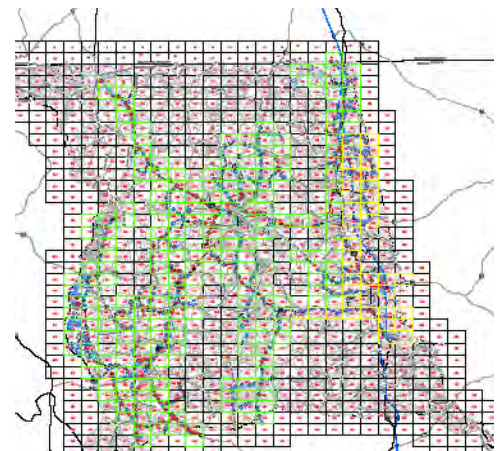
The Wooten Company also prepared a Water System Asset Management Plan to complement the City's Wastewater System Asset Management Plan that was prepared several years ago.



MONTGOMERY COUNTY - WATER ASSET MANAGEMENT PLAN

Contact: Eric Johnston - Director of Development & Infrastructure - 910.439.6197

Montgomery County treats water from the Yadkin River Basin by withdrawing water from Lake Tillery. Then the water is treated and delivered to customers throughout the County including all of the municipalities in Montgomery County and the City of Robbins. The County desired to have a better understanding of their water system to help them in planning for maintenance and cost of service. The County applied for and received a NCDEQ Division of Water Infrastructure grant to work towards completion of an Asset Management Plan. The County hired Charles Underwood and Associates to complete an assessment of all booster pump stations, the WTP and the water intake facility. They selected The Wooten Company to GPS map the water system, help coordinate the assessment of the facilities, provide a hydraulic model of the water system and provide an Asset Management Plan.



FAMILIARITY WITH LOCALITY

Having recently completed one project with the City of Lowell since 2017, we are familiar with the City and its water and sewer system. The project we have completed with the City is the Wastewater Asset Inventory and Assessment.

As a team devoted to supporting the health and welfare of communities throughout the Carolinas, we sincerely appreciate the opportunity to develop our working relationship with Lowell. These referenced qualifications are the results of decades of hard work and commitment - a proud cornerstone of our practice - to the communities that we call home.

A tradition of
DESIGNING THE FUTURE ►



City of Lowell
Regular City Council Meeting Memorandum

Prepared By: Scott Attaway

Resolution RS 5-2023 to Accept Carolina Thread Trail Grant in the Amount of \$127,080

Meeting	Agenda Group
June 13th, 2023, 6:00 PM	New Business Item: B
Reference File	Presented By

To: Lowell Mayor and City Council

From: Scott Attaway, City Manager

Date: 6/7/2023

Re: Resolution RS5-2023 to Accept Carolina Thread Trail Grant in the Amount of \$127,080

Please see the attached Resolution RS5-2023 for your consideration.



**INTENT TO ACCEPT TRAIL IMPLEMENTATION GRANT PROVIDED BY THE
CAROLINA THREAD TRAIL**

RESOLUTION #5-2023

WHEREAS, the City of Lowell has had a long-term commitment to trail and greenway development for the community; and

WHEREAS, the city has actively participated in the development of the Carolina Thread Trail master plan for Gaston County; and

WHEREAS, the Carolina Thread Trail has awarded a Trail Implementation Grant in the amount of \$127,080 to perform design and construction of 2,752 linear feet of new trail and a bridge over Houser Creek, and

WHEREAS, the City of Lowell intends to perform said project in accordance with the agreed scope of work,

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

That the City of Lowell does hereby accept the Trail Construction Grant offer of \$127,080.

That the City of Lowell does hereby give assurance to the Carolina Thread Trail that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Scott Attaway, City Manager, and successors so titled, is hereby authorized and directed to execute such other documents as may be required in connection with the project.

Adopted this the 13th of June, 2023 at Lowell, North Carolina.

Sandy Railey, Mayor

ATTEST:

Cheryl Ramsey, City Clerk



Contract Amendment for CDBG-NR Construction Management Services

Meeting	Agenda Group
June 13th, 2023, 6:00 PM	New Business Item: C
Reference File	Presented By

To: Lowell Mayor and City Council

From: Scott Attaway, City Manager

Date: 6/7/2023

Re: CDBG-NR (21-22) Construction Management Project Budget Amendment

The City of Lowell CDBG-NR Construction Management project 21-22 must be extended until September 30, 2023. The CDBG-NR project has gone through several revisions, numerous changes in specifications, several bid openings with no bids or bids well over budget requiring state approval.

Centralina is committed to continuing construction management services for this project, however, a project amendment will be required. The original contract was scheduled for completion on June 30, 2023, however, due to unexpected delays, project materials complications, and limited contractor participation the project will now be scheduled for completion by September 30, 2023. Therefore, a contract amendment must be executed to cover both an extension of time and the additional required staff hours by Centralina.

The budget revision will be \$9,548 and paid by CDBG funds. This amount includes the additional costs to cover construction management services for both the Community Center and housing construction (5 units) through September 30, 2023.



Exhibit C-#2
Statement of Work Amendment

This Statement of Work Amendment to Exhibit C (this “Amendment C-#2”), dated as of June 1, 2023 (the “Amendment C-#2 May 1, 2022”), is an amendment to, and is hereby incorporated into, the Initial Statement of Work Exhibit C (the “Relevant SOW”) of the Services Agreement with an Effective Date of January 28, 2021 (the “Agreement”), by and between CENTRALINA COUNCIL OF GOVERNMENTS, d.b.a Centralina Regional Council (“Centralina”), and the **City of Lowell**, (“Client”). Centralina and Client are each referred to individually as a “Party” and collectively as the “Parties” to this Amendment.

RECITALS

WHEREAS, Centralina is a North Carolina regional council of governments pursuant to Chapter 160A, Article 20, Part 2 of the General Statutes of North Carolina and having a principal place of business at 10735 David Taylor Drive, Suite 250, Charlotte, North Carolina 28262; and,

WHEREAS, Client is a local government member of Centralina having a principal place of business at 101 West First Street, Lowell, NC 28098; and,

WHEREAS, the Relevant SOW identified Services to be rendered to Client by Centralina to support Client’s efforts to complete Construction Management services; and,

WHEREAS, the time for performance of the Relevant SOW ends on June 30, 2023 and the Services contemplated under the Relevant SOW have not yet been completed; and,

WHEREAS, Client wishes to purchase, and Centralina wishes to provide, additional or different services related to the Relevant SOW’s Services;

NOW THEREFORE, Client and Centralina agree to amend the Relevant SOW as follows:

1. “Time For Performance” section III: The time for performance/expiration date is amended to expire as of September 30, 2023.

2. The following changes or additions to Services and or Deliverables included in SOW Amendment C#2:

The construction management activities for the following properties in the City of Lowell:

- 1) 108 Oakland Dr. – Inspections / Project Meetings / Project Closeout
- 2) 419 Birch St – Inspections / Project Meetings / Project Closeout
- 3) 308 N. Clay St. – Inspections / Project Meetings / Project Closeout
- 4) 309 Hemlock – Inspections / Project Meetings / Project Closeout
- 5) 705 Potts St. – Inspections / Project Meetings / Project Closeout
- 6) Lowell Community Center - Inspections / Project Meetings / Project Closeout

3. “Compensation” Section IV: The fees due to Centralina from Client are amended as follows: The Centralina contract amount is now increased from \$67,233 to \$76,781. Additional fees of \$9,548.00 will be billed at the end of each quarter based on the hours accrued on the project during the quarterly reporting period.



This Amendment C-#1 has been executed by each Party's duly authorized representative.

CENTRALINA REGIONAL COUNCIL

CITY OF LOWELL

By: _____

By: _____

Name: Geraldine Gardner

Name: Scott Attaway

Title: Executive Director

Title: City Manager

Date: _____

Date: _____

“This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.”

(signature)
Lisa Nolen, City of Lowell Finance Officer



City of Lowell
Regular City Council Meeting Memorandum

Prepared By: Lisa Nolen

Budget Amendment #3 FY 2022-2023

Meeting	Agenda Group
June 13th, 2023, 6:00 PM	New Business Item: D
Reference File	Presented By

To: Scott Attaway, City Manager
From: Lisa Nolen, Finance Director
Date: June 7, 2023
Re: Budget Amendment #3

Please see the attached Budget Amendment #3 for consideration. Staff recommends using ARPA funds for the grant match of the Carolina Thread Trail Grant.

City Of Lowell
Budget Amendment #3
Budget Ordinance FY 22-23

BE IT ORDAINED by the City Council of the City of Lowell, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2023:

Section 1: To amend the ARPA Special Revenue Fund and General Fund to be changed as follows:

ARPA Fund:

Cash:

	<u>Decrease</u>	<u>Increase</u>
60-1010-0005 Cash - ARPA	\$50,000.00	

ARPA Fund:

Fund Balance:

	<u>Decrease</u>	<u>Increase</u>
60-2990-0000 ARPA Fund Balance	\$50,000.00	

This will result in a decrease of \$50,000.00 in ARPA Cash and ARPA Fund Balance in FY 2022-2023.

Section 2: To amend the General Fund, the appropriations are to be changed as follows:

General Fund:

Cash:

	<u>Decrease</u>	<u>Increase</u>
10-1010-0000 Cash		\$50,000.00

General Fund

Fund Balance:

	<u>Decrease</u>	<u>Increase</u>
10-3990-0000 ARPA Special Revenue Fund		\$50,000.00

This amendment will result in an increase of \$50,000.00 in Cash and an increase in the General Fund Balance in FY 2022-2023.

This amendment is for grant money received from ARPA.

Section 3: Copies of this budget amendment shall be furnished to the Clerk of the City Council, and to the Budget Officer and the Finance Officer for their direction.

Adopted this _____ day of June, 2023.

Mayor

Attest:

City Clerk



City of Lowell
Regular City Council Meeting Memorandum

Prepared By: Lisa Nolen

Amended Grant Project Ordinance - ARPA

Meeting	Agenda Group
June 13th, 2023, 6:00 PM	New Business Item: E
Reference File	Presented By

To: Scott Attaway, City Manager
From: Lisa Nolen, Finance Director
Date: June 7, 2023
Re: Consideration of Amended ARPA Grant Project Ordinance

Please see the attached amended ARPA Grant Project Ordinance. This revision is recommended to ensure compliance with ARPA regulations.

Amended Grant Project Ordinance for the City of Lowell American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds

BE IT ORDAINED by the town council of the City of Lowell, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). The City of Lowell (Town) has received the first tranche in the amount of \$592,139.85 of CSLFRF funds. The total allocation is \$1,184,279.70, with the remainder to be distributed to the Town within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Section 2: The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its ARP/CSLFRF funds for the provision of government services.

Section 3: The following amounts are appropriate for the project and authorized for expenditure:

Internal Project Code	Project Description	Expenditure Category (EC)	Cost Object	Appropriation of ARP/CSLFRF Funds
001	Public Safety services for period of March 3, 2021 through December 31, 2024	6.1	Salaries	\$609,279.70
			Benefits	\$200,000
002	Parks and recreation services for period of March 3, 2021 through December 31, 2024	6.1	Salaries	\$20,000

003	General administration services for period of March 3, 2021 through December 31, 2024	6.1	Salaries	\$315,000
004	Streets services for period of March 3, 2021 through December 31, 2024	6.1	Salaries	\$40,000
TOTAL				\$1,184,279.70

Section 4: The following revenues are anticipated to be available to complete the project:

ARP/CSLFRF Funds: \$1,184,279.70
General Fund Transfer: \$ 465,000.00
Total: \$ **719,279.70**

Section 5: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the Town’s Uniform Guidance Allowable Costs and Cost Principles Policy.

Section 6: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section 7: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town Council.

Section 8: This grant project ordinance expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner.

Adopted this 13th day of June, 2023.

Sandy Railey, Mayor

Attest:

Attest As To Form:

Cheryl Ramsey, City Clerk

John Russell, City Attorney



Consideration of Banking RFP and Selection of Bank for the City of Lowell

Meeting	Agenda Group	
June 13th, 2023, 6:00 PM	New Business	Item: F
Reference File	Presented By	

To: Scott Attaway, City Manager
From: Lisa Nolen, Finance Director
Date: June 7, 2023
Re: Banking RFP

According to the City of Lowell Fiscal Policy in **Article V. Cash Management, Part D. Banking Relations, Section 2. Review of Banking Relationship**. The Council will review the banking relationship(s) at their discretion, but at least every five years. Per Fiscal Policy, **Article V. Cash Management, Part D. Banking Relations, Section 1. Bank Selection**. Banking service providers will be evaluated and selected by Council through a competitive proposal process. Staff submitted a Request for Proposals to local banks for review for consideration of providing banking services for the City of Lowell. Staff directly solicited eight local banks via email. Per statute, this was also advertised in the paper and posted on the City's website. Staff emailed the Request for Proposal on April 3, 2023 to local banks to facilitate the bidding process.

The time frame for completion of the RFP process was stated on the RFP and listed below for reference:

- April 3, 2023 Distribution of RFP's
- May 2, 2023 Optional Pre-Bid Meeting @ Lowell City Hall at 10:00 am - 11:00 am
- May 15, 2023 Deadline for receipt of RFP's
- May 26, 2023 Staff Review and Recommendation Complete
- June 13, 2023 Council's Approval
- July 1, 2023 Contract Period Begins
- October 1, 2023 Full Implementation of Banking Services

Staff received RFP's from four local banks. Staff conducted a meeting with a selection committee to review and score each bank's proposal on the evaluation and selection criteria as noted in the RFP. Staff has attached the Scoring Metrics for your review.

In conclusion, First Horizon received the top score. Staff recommends selecting First Horizon as this would be very beneficial to the City of Lowell. First Horizon would provide the best return on investment of Lowell's idle funds.

The City would be able to meet the Investment Objective as stated in the fiscal policy, **Article V. Cash Management, Part E. Investments, Section 2. Investment Objective**. The City will preserve capital and invest public funds in a manner which provides the highest investment return with the maximum security while meeting the daily cash flow demands of the City while doing so in compliance with all State statues and other applicable laws governing the investment of public funds. The City's investment portfolio will be designed with the objective of attaining a market rate of return while minimizing risk and retaining liquidity.

Scoring Metrics

Assign up to 10 points for each bank for #'s 1-15
(whereas 10 is best or most favorable)

First Horizon

OZK

South State

Truist

		First Horizon	OZK	South State	Truist
#1	The proposing bank shall be a qualified depository for public funds in accordance with North Carolina General Statute §159-31 under the State Treasurer's pooling method of collateralization (Option 2). The bank must be a member of the Federal Deposit Insurance Corporation	10	10	10	10
#2	Ability to provide all needed services in an efficient and responsive manner.	10	10	10	10
#3	Ability to provide all services requested by the City of Lowell.	10	10	10	10
#4	Ability to provide third party safekeeping arrangement for City of Lowell investments.	10	10	10	10
#5	Overall costs.	10	9	5	7
#6	Previous large volume account experience	10	9	10	10
#7	Bank can provide access to on-line, real-time wire transfer and on-line, same-day account inquiry service as specified, using a personal computer with Internet access and at least 128-bit encryption.	10	10	10	10
#8	Bank shall possess sufficient ACH capabilities to continue the current direct deposit of payroll and bank draft payments for citizens in accordance with specifications.	10	10	10	10
#9	Bank must offer "full reconciliation with positive pay" service on checking accounts and ACH activity that allows the City of Lowell to refuse payment on items submitted to the Bank which do not match our disbursement records.	10	10	10	10
#10	Proximity of branches relative to government offices	10	10	10	10
#11	Cost of services provided	9	8	10	7
#12	Projected earnings allowance on funds on deposit	10	9	4	7
#13	Current/previous large volume account experience	10	9	10	10
#14	Financial strength as indicated by Moody's, Standard and Poor's or Fitch ratings	7	7	7	10
#15	Capability of the bank to meet the City of Lowell's banking needs	10	10	10	10
	<u>TOTAL SCORE</u>	146	141	136	141



Request to Set Public Hearing - Text Amendment - Article 8, Section 8.4-10 (E) (2) General Standards and Specifications

Table with 2 columns: Meeting, Agenda Group, Reference File, Presented By. Meeting: June 13th, 2023, 6:00 PM; Agenda Group: New Business, Item: G.

To: Scott Attaway, City Manager

From: Joe Gates, Planning Director

Date: June 6, 2023

Re: Request to Set Public Hearing -Text Amendment ZTA23-04 - Request to amend Section 8.4-10 (E)(2), Industrial District (IND), General Standards and Specifications.

Request to City Council:

During their June 6th, 2023 regular meeting, the City of Lowell Planning & Zoning Board reviewed a text amendment brought forth by City of Lowell Staff for the following section:

- Section 8.4-10 (E)(2), Industrial District (IND), General Standards and Specifications.

After reviewing the proposed amendment, the Planning Board voted unanimously to recommend APPROVAL for the text amendment as submitted by staff. Staff requests that City Council set a public hearing at their next regularly scheduled meeting on Tuesday, June 13th, 2023, for this proposed text amendment to be heard on Tuesday, July 11th, 2023

STAFF REPORT

Application number: ZTA23- 04 Reduce Corner Lot Side Street setback in the Industrial Zoning District (IND).

Request: Consider a text amendment to reduce the setback for Corner Lot Side Streets in order to

- Maximize land utilization
Improve accessibility
Optimize Infrastructure
Encourage infill and new development
Increase development potential
Encourage job creation and economic growth

Background:

In late 2022 and early 2023, staff began to see interest from the development community in areas of the city that were zoned Industrial (IND). To prepare for potential site plan reviews, staff began to discuss development requirements and site layout. Through the review process of development standards, staff identified a particular section of the code that could be a limiting factor in the development and redevelopment of our Industrially zoned properties. Staff realized that the largest buffer required by the ordinance for non-residential development was a Type A buffer, which is a 40' wide buffer. Staff agreed that Corner Lot Side Street setbacks should mimic the Type A buffer in regards to size. A reduced setback enables greater flexibility in designing and constructing industrial buildings, facilitating the expansion of existing businesses and the establishment of new ones. Additionally, a reduced setback in this context will promote more efficient land development. The amendment allows for denser development, which in areas that are constrained by natural features (streams, creeks, etc.) and utility easements (water, sewer, power, etc.) can become more viable as areas for development.

Proposed Amendment:

Article 8 - Districts: Section 8.4-10 (E) Industrial District (IND) General Standards and Specifications - Reduce Corner Lot Side Street setback from 80' to 40'.

Staff Analysis:

Staff is of the opinion that the proposed text amendment is reasonable, and in the best interest of the public, because it aligns development regulations with supporting infrastructure needs and the proposed text amendment is consistent with Lowell City 2040 plan goals:

- Focusing on "redevelopment of strategic sites in existing underutilized locations where existing infrastructure and location dynamics combine to support successful new investments will reinforce property values within these strategically important locations." Page 8, Lowell City Plan 2040
Creating "criteria and specifications designed to help Lowell continue to thrive." Page 9, Lowell City Plan 2040

Attachment A: Proposed Text Amendment

Attachment B: Other resources and references

ATTACHMENT A

Proposed Text Amendment: 8.4-10 Industrial District (IND) (E)(2) General Standards and Specifications. New text show in red and underlined.

(2.) In addition to the requirements established by the lot type standards and building type standards, the following dimensional standards shall apply in the Industrial District:

Lot Size	Lot Width	Front Street Setback	Rear Yard Setback	Side Yard Setback	Corner Lot Side Street Setback
32,400 SF	180'	80'	16'	16'	80'<u>40'</u>

ATTACHMENT B

Additional References.

Definitions

SETBACK. The minimum required horizontal distance between a structure and the lesser of either the lot line or the line that marks the beginning of street right-of-way maintenance by the City of Lowell or the North Carolina Department of Transportation, as determined by the City of Lowell.

SETBACK, REAR. A setback from an interior property line lying on opposite side of the lot from the front street setback.

SETBACK, SIDE. Any interior property line setback other than a rear setback.

SETBACK, STREET. Any setback from a street, road or lane right-of-way line.

SETBACK, ZERO SIDE. An alternate form of dimensional requirements that allows a dwelling unit to have one side setback of zero feet from a side property line. This definition does not include City-houses.

STREET, LOCAL. A street whose primary function is to provide access to abutting properties.

STREET, MAJOR THOROUGHFARE. Major thoroughfares consist of interstate, other freeway, expressway, or parkway links, and major streets that provide for the expeditious movement of high volumes of traffic within and through urban areas. Such roadways are designated on transportation plans adopted by the City of Lowell.

STREET, MINOR THOROUGHFARE. Minor thoroughfares collect traffic from collector, sub-collector, and local streets and carry it to the major thoroughfare system. Minor thoroughfares may be used to supplement the major thoroughfare system by facilitating movement of moderate volumes of traffic within and through urban areas and may also serve abutting property. Such roadways are designated on transportation plans adopted by the City of Lowell.

STREET, PRIVATE. A vehicular travel-way not dedicated or offered for dedication as a public street but resembling a cul-de-sac or a local street by carrying traffic from a series of driveways to the public street system.

STREET, PUBLIC. A dedicated public right-of-way for vehicular traffic which: (1) has been accepted by NCDOT for maintenance, or (2) is not yet accepted, but in which the roadway design and construction have been approved under public standards for vehicular traffic. *Alleys* are specifically excluded from this definition.

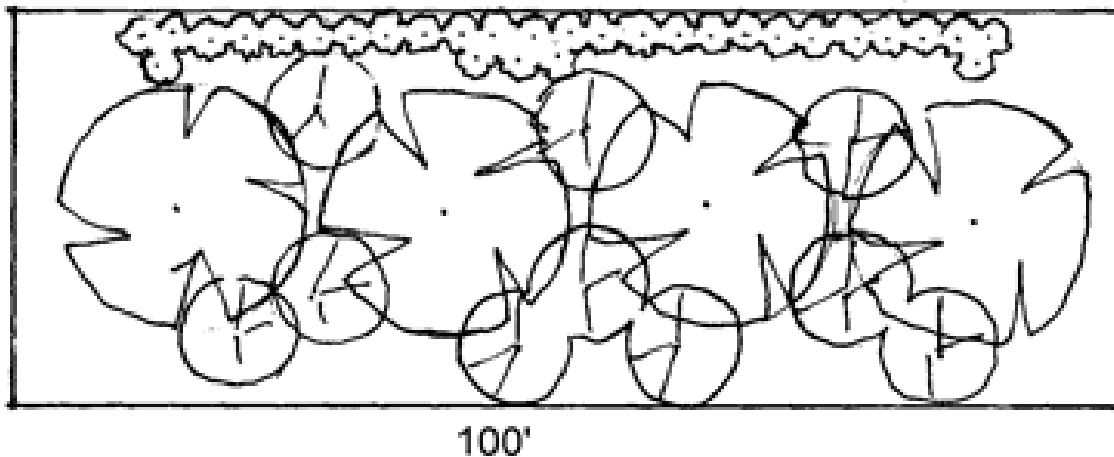
STREET, RIGHT-OF-WAY. A strip of land occupied or intended to be occupied by a travel-way for vehicles and also available, with the consent of the appropriate governmental agency, for installation and maintenance of sidewalks, traffic control devices, traffic signs, street name signs, historical marker signs, water lines, sanitary sewer lines, storm sewer lines, gas lines, power lines, communication lines, and other infrastructure as approved by the City.

Article 11- Landscape Requirements and Tree Protection, Section 11.6 Landscape Requirements (Buffer Yards)

11.6 Landscape Requirements

The following buffer yards are hereby established and shall be required where applicable:

Type A Buffer Yard: A high-density screening buffer to substantially block visual contact between adjacent uses with a minimum of 90% opacity.



11.6-1 Buffering and Screening of Different Districts.

Buffer yards, in accordance with section 11.3 above, to separate development in certain districts from adjacent districts are specified in Table 11.1 below. The buffer yards are required on the sides and rear of property being developed abutting the identified adjacent district. The following buffer yards shall be provided when property in an identified development district abuts one or more of the identified adjacent districts. To determine the required buffer yard for a development, first identify the development district in which the development is to be located. Then identify the adjacent district abutting the proposed development to determine the type buffer yard applicable to the project.

Table 11.1- BUFFER YARD CHART for NON-RESIDENTIAL DEVELOPMENT		
DEVELOPMENT DISTRICT	ADJACENT DISTRICT	BUFFER YARD REQUIRED
“AG”, “IND”, “HIO”	All other districts	Type A

**Plantings shall be provided in buffer yards as indicated in Table 11.2 below: Table 11.2 -
PLANTING RATES**

Buffer Yard Type	Average Width (ft.)	Minimum/Maximum Width (ft.)	Evergreen Tree Rate per 100 lf	Canopy Tree Rate	Understory Tree Rate	Shrubs Rate
Type A Yard	40	35/65	8	4/100 lf 25 feet on center	10/100 lf 10 feet on center	33/100 lf 3 feet on center



City of Lowell
Regular City Council Meeting Memorandum

Prepared By: Scott Attaway

Consideration of Bids for Former Yorkshire America Demo Backfill Erosion Sediment Control

Meeting	Agenda Group
June 13th, 2023, 6:00 PM	New Business Item: H
Reference File	Presented By

To: Lowell Mayor and City Council

From: Scott Attaway, City Manager

Date: 6/9/2023

Re: Consideration of Bids for Former Yorkshire America Demo Backfill Erosion Sediment Control

I will provide bids and information prior to the meeting as the bid deadline is 6/12/2023 at 5:00 p.m.



City of Lowell
Regular City Council Meeting Memorandum

Prepared By: Scott Attaway

To Discuss the Acquisition of Real Property Pursuant to NCGS 143-318.11(a)(5)

Meeting	Agenda Group
June 13th, 2023, 6:00 PM	Closed Session Item: A
Reference File	Presented By

To:
From:
Date:
Re:

placeholder for info here...