

**Lowell City Council**  
**Regular Meeting Agenda**  
**Tuesday, October 15 at 7:00 P.M.**  
Maggie Osgood Library  
70 North Pioneer Street, Lowell, OR 97452

**Call to Order/Roll Call/Pledge**

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

**Approval of Agenda**

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

City Council Regular Meeting Minutes for September 17, 2019

City Council Work Session Minutes for October 1, 2019

Check Register for September 2019

**Presentations, Proclamations, and Awards**

1. Yard of the Month Award

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

**Council Comments (three minutes per speaker)**

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

**Staff Reports:**

City Administrator Report

Public Works Report

Quarterly Financial Report

Police Report

Draft Committee Minutes

**Business Meeting:** Items Removed from Consent Agenda

**Old Business:** None.

**New Business:**

1. Resolution 728 – Employee Compensation Adjustments – Discussion/Possible Action
2. Informal Solicitation – Landscape Architecture Services – Discussion/Possible Action
3. Purchase of Sewer Inspection Camera – Discussion/Possible Action
4. Oakridge Law Enforcement IGA – Discussion/Possible Action

**Other Business**

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

## **Mayor Comments**

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

## **Adjourn**

### **Future Meetings / Dates to Remember:**

- 10/22 BBJ Committee Meeting at 7 PM at the Maggie Osgood Library
- 10/28 Lowell School District Board Meeting at 7 PM at PDC in Lundy Elementary
- 11/4 EDC Committee Meeting at 7 PM at the Maggie Osgood Library
- 11/5 Lowell City Council Work Session at 7 PM at the Maggie Osgood Library
- 11/6 Planning Commission Meeting at 7 PM at the Maggie Osgood Library
- 11/11 Veteran's Day – City Hall Closed
- 11/12 Lowell Fire District Board Meeting at 7 PM at the LRFPD Community Room
- 11/19 Lowell City Council Meeting at 7 PM at the Maggie Osgood Library



## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** October 11, 2019  
**SUBJECT:** Consent Agenda

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

### **SUMMARY:**

The Consent Agenda for the October 15, 2019 City Council meeting includes the City Council Meeting Minutes for September 17, 2019, Work Session Minutes for October 1, 2019 and Check Register for September 2019.

### **FISCAL IMPACT:**

N/A

### **COURSES OF ACTION:**

1. Motion to approve the consent agenda as presented.
2. Motion to remove an item from the consent agenda and place on the Business Meeting for additional review, discussion or amendment.

### **RECOMMENDATION:**

Motion to approve the consent agenda as presented.

### **ATTACHMENTS:**

1. City Council Meeting Minutes – September 17, 2019
2. City Council Work Session Minutes – October 1, 2019
3. Check Register – September 2019

**City of Lowell, Oregon**  
**Minutes of the City Council Regular Session**  
**September 17, 2019**

The Regular Session was called to order at 7:00 PM by Mayor Bennett.

**Members Present:** Mayor Don Bennett, Gail Harris, Samantha Dragt, Tim Stratis, Patricia Angelini

**Consent Agenda:** Councilor Harris moved to approve the consent agenda, second by Councilor Dragt. PASS 5:0

**Presentations, Proclamations, and Awards** – CA announced Parks and Recreation Committee awarded Rodney Neff of 470 D Street as September Yard of the Month. Mr. Neff was present to accept the award.

**Public Comments:** None

**Council Comments:** None

**City Administrator Report:** CA Cobb reported on Mountain View Academy Community Day event when approximately 100 kids worked on Paul Fisher Park, Highway 58 Business Association will hold a meeting on October 10, from 5-7 PM at Stomping Grounds Coffee House, Movies in the Park were a success, still have two Planning Commission Vacancies, Committee Meetings; Parks & Rec., BBJ, Planning Commission, Project Updates and League of Oregon Cities Highlights U.S. Census for 2020 is underway.

**Public Works Report:** Max Baker Public Works Director reported on MVA Community Outreach Project, replacement generator for the lift station is installed, all cyanotoxin sample results are non-detects, activated carbon continues to be added to the water to prevent taste and odor issues, staff continues to work on certifications, Vocational Rehabilitation Student began a two week on the job evaluation last week. Staff is discussing options to eliminate the pigeon problem at the Covered Bridge and the Stage with Western Exterminator.

**Financial Report:** Monthly Financial Report for August – provided in packet, CA provided explanation to questions from the council.

**Police Report:** August report provided in packet.

**Old Business:**

- **Wastewater Treatment Plant Blower Replacement** – CA Cobb reported there was an increase in the quote for a replacement, the amount approved at last meeting would not cover the installation. Max Baker Public Works Director explained further the increase in charges, and requested an amount not to exceed \$7,500. **Councilor Dragt moved to authorize a not-to-exceed amount of \$8,500 for the purchase, installation, and testing of a new blower for the wastewater treatment plant, second by Councilor Angelini. PASS 5:0**

**New Business:**

- **Resolution 727 – Proclamation for Home Inventory Week** - CA stated that September is National Preparedness Month, the Oregon Division of Financial Regulation and the Oregon Insurance Commissioner's Office is encouraging cities to help them raise awareness of the importance of not just preparedness in terms of storing adequate food, water, and supplies, but also the critical need for insurance and financial resiliency. **Councilor Dragt moved to approve Resolution 727: A Resolution Proclaiming the Week of September 1, through September 7, 2019 Be Known as Home Inventory Week, as written, second by Councilor Harris. PASS 5:0**
- **Lowell School District Summer Recreation Program Sponsorship** – CA presented request from Summer Recreation Program for city financial support, recommended by Parks & Recreation Committee. **Councilor Stratis moved to approve \$2,000.00 for the 2019 Lowell School District Summer Recreation Program, second by Councilor Angelini. PASS 5:0**
- **Engineering Services – AMI Water Meter Replacement Project** – CA presented information on the need to update 450 water meters, and proposal from the City Engineer. Discussion followed, no action taken, and will bring item back to work session for further information study.
- **SVDP Rural Housing Rehabilitation Program Contract** – CA presented information stating the City of Creswell has requested to join RHRP and apply for CDBG funds, which must be approved by RHRP members, which the City of Lowell is a member of. **Councilor Angelini moved to authorize the City Administrator to sign the intergovernmental agreement in support of a Community Development Block Grant from the 2019 Community Development Block Grant Program administered by the Oregon Business Development Department, Infrastructure Finance Authority, second by Councilor Dragt. PASS 5:0**
- **Blackberry Jam Festival Committee Appointments** – CA presented applicant Lon Dragt. **Councilor Stratis moved to appoint Lon Dragt for Position 3 to the Blackberry Jam Festival Committee, second by Councilor Harris.**

**Other:** Councilor Dragt mentioned that the city received a CIS Safety Award.

**Mayor Comments:** Mayor reported that Florence has a new painted mural, and provided information from the Disaster Preparedness Meeting sharing possible reactions in the event of a major earthquake.

**Public Comments:** None

**Adjourn: 8:50 PM**

Approved: \_\_\_\_\_  
Don Bennett, Mayor

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Jared Cobb, City Recorder

\_\_\_\_\_  
Date

**City of Lowell, Oregon**  
**Minutes of the City Council Work Session**  
**October 1, 2019**  
**Maggie Osgood Library**

The Work Session was called to order at 7:06 PM by Mayor Bennett.

**Members Present:** Mayor Don Bennett, Gail Harris, Patricia Angelini, Tim Stratis, Samantha Dragt

**Staff Present:** Matt Wadlington - City Engineer, Max Baker - Public Works Director, CA Cobb

**Work Session Topic(s)**

1. **Advanced Metering Infrastructure** – CA introduced topic, provided a slide presentation, giving an overview of existing system, provided financial justification, explained advantages and disadvantages for new systems, and listed the benefits for the city. Max provided information from Public Works perspective and much discussion followed with many questions from council.
2. **Resolution 728 – Employee Compensation Adjustments** - CA presented information on the new employee's 6 month review, local area wage compensation comparison and request for wage adjustment.
3. **Informal Solicitation – Tree Removal and Disposal Service** – CA stated only one proposal was received at deadline for the Railroad Corridor Trail and wants to get more. He continues to work with FEMA in regards to the winter snow storm and paperwork continues to grow as a result.
4. **Informal Solicitation – Landscape Architecture Services** – CA stated two proposals were received for the Rolling Rock Park and Cannon Street landscape architecture services. We have dealt with one contractor in the past, pricing had significant differences, and it's questionable if one had complete understanding of the project. Discussion followed. Focus was on irrigation, turf and trees in this phase.
5. **FY 2019/20 Capital Improvement Plan** - CA provided a copy of the CIP for review.

**Adjourn: 8:55 PM**

Approved: \_\_\_\_\_  
Don Bennett, Mayor

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Jared Cobb, City Recorder

\_\_\_\_\_  
Date

## Report Criteria:

Report type: GL detail

Check.Type = {&lt;&gt;} "Adjustment"

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
<b>1715</b>						
09/27/2019	1715	Ryker, Robin	314-490-6810	Craft/Commercial Booth Ex	Refund Water Use Paymnt for BBJ	10.00-
Total 1715:						10.00-
<b>15511</b>						
09/11/2019	15511	Advanced Security	314-490-6118	Police Services	BBJ Security Service	720.00
Total 15511:						720.00
<b>15512</b>						
09/11/2019	15512	Banner Bank	110-410-6230	Office Supplies/Equipment	Phone System	548.00
09/11/2019	15512	Banner Bank	314-490-6122	IT Services	Go Daddy	202.39
09/11/2019	15512	Banner Bank	314-490-6122	IT Services	One Box	15.05
09/11/2019	15512	Banner Bank	230-490-6750	Chemicals & Lab Supplies	OSHG Salt	53.73
09/11/2019	15512	Banner Bank	110-420-6234	General Supplies	Park Fencing T-Posts	818.00
09/11/2019	15512	Banner Bank	312-490-6234	General Supplies	Speed Bumps	150.00
Total 15512:						1,787.17
<b>15513</b>						
09/11/2019	15513	Caselle	110-410-6122	IT Services	Contract Support and Maintenance	299.10
09/11/2019	15513	Caselle	230-490-6122	IT Services	Contract Support and Maintenance	299.10
09/11/2019	15513	Caselle	240-490-6122	IT Services	Contract Support and Maintenance	299.10
09/11/2019	15513	Caselle	312-490-6122	IT Services	Contract Support and Maintenance	99.70
Total 15513:						997.00
<b>15514</b>						
09/11/2019	15514	City of Lowell	110-410-6420	Water Services	Water Service	661.27
09/11/2019	15514	City of Lowell	110-410-6425	Sewer Services	Sewer Service	90.40
09/11/2019	15514	City of Lowell	110-420-6420	Water Services	Water Service	1,541.45
09/11/2019	15514	City of Lowell	110-420-6425	Sewer Services	Sewer Service	120.54
09/11/2019	15514	City of Lowell	110-450-6420	Water Services	Water Service	220.43
09/11/2019	15514	City of Lowell	110-450-6425	Sewer Services	Sewer Service	30.14
09/11/2019	15514	City of Lowell	230-490-6420	Water Services	Water Service	63.66
09/11/2019	15514	City of Lowell	230-490-6425	Sewer Services	Sewer Service	60.27
09/11/2019	15514	City of Lowell	240-490-6420	Water Services	Water Service	2,098.94
09/11/2019	15514	City of Lowell	240-490-6425	Sewer Services	Sewer Service	542.43
Total 15514:						5,429.53
<b>15515</b>						
09/11/2019	15515	Consolidated Supplys	230-490-6712	Operations & Supplies	SS Strap Saddle	201.93
09/11/2019	15515	Consolidated Supplys	230-490-6712	Operations & Supplies	Meter Box and Lids	644.48
Total 15515:						846.41
<b>15516</b>						
09/11/2019	15516	Ferguson	230-490-6712	Operations & Supplies	Equip. for New Water Service	194.51
Total 15516:						194.51

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
<b>15517</b>						
09/11/2019	15517	Hunter Communications	110-410-6435	Internet Services	Internet Service	92.47
09/11/2019	15517	Hunter Communications	110-450-6435	Internet Services	Internet Service	92.47
Total 15517:						184.94
<b>15518</b>						
09/11/2019	15518	Lane Electric Cooperative	110-420-6430	Electricity Services	Electricity	66.88
09/11/2019	15518	Lane Electric Cooperative	110-470-6326	Covered Bridge Maintenanc	Electricity	59.53
09/11/2019	15518	Lane Electric Cooperative	110-410-6430	Electricity Services	Electricity	192.69
09/11/2019	15518	Lane Electric Cooperative	312-490-6430	Electricity Services	Electricity	1,185.45
09/11/2019	15518	Lane Electric Cooperative	230-490-6430	Electricity Services	Electricity	1,690.70
09/11/2019	15518	Lane Electric Cooperative	240-490-6430	Electricity Services	Electricity	837.73
09/11/2019	15518	Lane Electric Cooperative	110-450-6430	Electricity Services	Electricity	64.23
Total 15518:						4,097.21
<b>15519</b>						
09/11/2019	15519	League of Oregon Cities	110-410-6240	Travel & Training	LOC Annual Conference	1,510.00
Total 15519:						1,510.00
<b>15520</b>						
09/11/2019	15520	Nichols Layli	110-410-6114	Financial Services	Consulting Services	312.00
09/11/2019	15520	Nichols Layli	312-490-6114	Financial Services	Consulting Services	104.00
09/11/2019	15520	Nichols Layli	230-490-6114	Financial Services	Consulting Services	312.00
09/11/2019	15520	Nichols Layli	240-490-6114	Financial Services	Consulting Services	312.00
Total 15520:						1,040.00
<b>15521</b>						
09/11/2019	15521	Northwest Code Profession	110-440-6524	Building Permit Costs	Building Permit Cost	927.08
09/11/2019	15521	Northwest Code Profession	110-440-6525	Electrical Permit Costs	Electrical Permit Cost	532.50
Total 15521:						1,459.58
<b>15522</b>						
09/11/2019	15522	One Call Concepts	240-490-6330	Other Repair & Maintenanc	Fee for Locates	10.20
09/11/2019	15522	One Call Concepts	230-490-6330	Other Repair & Maintenanc	Fee for Locates	10.20
Total 15522:						20.40
<b>15523</b>						
09/11/2019	15523	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	Lab	639.90
09/11/2019	15523	Renewable Resource Grou	230-490-6755	Water/Sewer Analysis	Lab	37.80
Total 15523:						677.70
<b>15524</b>						
09/11/2019	15524	SaniPac	110-410-6445	Refuse Services	Refuse Services	8.21
09/11/2019	15524	SaniPac	110-420-6445	Refuse Services	Refuse Services	22.50
09/11/2019	15524	SaniPac	110-450-6445	Refuse Services	Refuse Services	8.21
09/11/2019	15524	SaniPac	230-490-6445	Refuse Services	Refuse Services	18.92
09/11/2019	15524	SaniPac	240-490-6445	Refuse Services	Refuse Services	18.92
Total 15524:						76.76

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
15525						
09/11/2019	15525	Sunbelt Rentals	240-490-6330	Other Repair & Maintenanc	20kw generator rental	1,894.08
Total 15525:						1,894.08
<b>15526</b>						
09/11/2019	15526	U.S. Equipment Finance	110-410-6124	Copier Contract	Copier Contract	147.98
Total 15526:						147.98
<b>15527</b>						
09/11/2019	15527	USA Blue Book	240-490-6234	General Supplies	Skimmer Poles and Nets	445.66
09/11/2019	15527	USA Blue Book	110-420-6234	General Supplies	Trash Picker Upper	113.85
Total 15527:						559.51
<b>15528</b>						
09/11/2019	15528	Verizon Wireless	110-410-6440	Telephone Services	Cell Phone	69.38
09/11/2019	15528	Verizon Wireless	230-490-6440	Telephone Services	Cell Phone	142.46
09/11/2019	15528	Verizon Wireless	240-490-6440	Telephone Services	Cell Phone	142.47
09/11/2019	15528	Verizon Wireless	230-490-6334	Non-Capitalized Assets	Tablets	529.92
09/11/2019	15528	Verizon Wireless	240-490-6334	Non-Capitalized Assets	Tablets	529.92
Total 15528:						1,414.15
<b>15529</b>						
09/11/2019	15529	Civil West Engineering	312-490-6116	Engineering Services	Engineering Service	6,573.84
09/11/2019	15529	Civil West Engineering	240-490-6116	Engineering Services	Engineering Service	655.40
09/11/2019	15529	Civil West Engineering	110-440-6116	Engineering Services	Engineering Service	1,185.00
Total 15529:						8,414.24
<b>15530</b>						
09/11/2019	15530	Sign Pro Eugene	110-450-8225	Buildings & Facilities	MO Library Sign	549.00
Total 15530:						549.00
<b>15531</b>						
09/11/2019	15531	Staples Credit Plan	110-410-6230	Office Supplies/Equipment	Office Supplies	44.59
09/11/2019	15531	Staples Credit Plan	110-410-6234	General Supplies	General Supplies	7.33
09/11/2019	15531	Staples Credit Plan	110-420-6234	General Supplies	General Supplies	9.19
09/11/2019	15531	Staples Credit Plan	230-490-6230	Office Supplies/Equipment	Office Supplies	135.64
Total 15531:						196.75
<b>15532</b>						
09/16/2019	15532	Century Link	110-410-6440	Telephone Services	Telephone Service	158.03
09/16/2019	15532	Century Link	230-490-6440	Telephone Services	Telephone Service	277.73
09/16/2019	15532	Century Link	230-490-6435	Internet Services	Internet Service	70.00
09/16/2019	15532	Century Link	240-490-6440	Telephone Services	Telephone Service	82.08
Total 15532:						587.84
<b>15533</b>						
09/16/2019	15533	Jared Cobb	110-420-6234	General Supplies	Flowers for Paul Fisher Park	66.84
09/16/2019	15533	Jared Cobb	110-420-6234	General Supplies	Equipment for Sound System	149.97
09/16/2019	15533	Jared Cobb	110-420-6334	Non-Capitalized Assets	Lawn Mower & String Trimmer	1,290.90

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
Total 15533:						1,507.71
<b>15534</b>						
09/16/2019	15534	Lowell Mini Storage	314-490-6705	Rent	Storage Rental Unit #L029	80.00
Total 15534:						80.00
<b>15535</b>						
09/16/2019	15535	Tim Sanders	240-490-6128	Other Contract Services	Monthly DRC Fee for collections	300.00
Total 15535:						300.00
<b>15536</b>						
09/25/2019	15536	Banner Bank	314-490-6290	Miscellaneous	BBJ Appreciation Dinner	219.45
09/25/2019	15536	Banner Bank	240-490-6122	IT Services	Internet for WWTP	241.47
09/25/2019	15536	Banner Bank	110-420-6128	Other Contract Services	Movie Showing	435.00
09/25/2019	15536	Banner Bank	314-490-6122	IT Services	One Box	15.05
09/25/2019	15536	Banner Bank	110-420-6234	General Supplies	Yard of the Month Gift Cards	75.00
09/25/2019	15536	Banner Bank	110-420-6234	General Supplies	Flowers for Park	109.80
09/25/2019	15536	Banner Bank	110-410-6230	Office Supplies/Equipment	Mic Cable	149.98
09/25/2019	15536	Banner Bank	110-410-6122	IT Services	MSFT	100.00
Total 15536:						1,345.75
<b>15537</b>						
09/25/2019	15537	Cystic Fibrosis Foundation	314-490-6858	Kidz Korner Exp	Donation from BBJ 2019 Kidz Korner	200.00
Total 15537:						200.00
<b>15538</b>						
09/25/2019	15538	Jared Cobb	110-420-6234	General Supplies	Park plants and supplies	130.26
Total 15538:						130.26
<b>15539</b>						
09/25/2019	15539	Lowell Girl Scouts	314-490-6858	Kidz Korner Exp	Donation from Kidz Korner	200.00
Total 15539:						200.00
<b>15540</b>						
09/25/2019	15540	Lowell School District	314-490-6852	Car Show Exp	Donation for Football Team	300.00
09/25/2019	15540	Lowell School District	314-490-6852	Car Show Exp	Donation for Volleyball Team	300.00
Total 15540:						600.00
<b>15541</b>						
09/25/2019	15541	Municipal Code Corporatio	110-410-6220	Publications, Printing & Du	Supplement Pages	13.03
Total 15541:						13.03
<b>15542</b>						
09/25/2019	15542	Pacific Office Automation In	110-410-6128	Other Contract Services	Postage Machine	35.00
09/25/2019	15542	Pacific Office Automation In	230-490-6128	Other Contract Services	Postage Machine	70.00
09/25/2019	15542	Pacific Office Automation In	240-490-6128	Other Contract Services	Postage Machine	70.00



Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
Total 15542:						175.00
<b>15543</b>						
09/25/2019	15543	Page Freezer Software, Inc	110-410-6122	IT Services	Webpage	1,188.00
Total 15543:						1,188.00
<b>15544</b>						
09/25/2019	15544	Richardson, Leroy	230-2520	Utility Deposits	Deposit Refund	9.98
Total 15544:						9.98
Grand Totals:						38,544.49

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-2125	.00	14,246.23-	14,246.23-
110-410-6114	312.00	.00	312.00
110-410-6122	1,587.10	.00	1,587.10
110-410-6124	147.98	.00	147.98
110-410-6128	35.00	.00	35.00
110-410-6220	13.03	.00	13.03
110-410-6230	742.57	.00	742.57
110-410-6234	7.33	.00	7.33
110-410-6240	1,510.00	.00	1,510.00
110-410-6420	661.27	.00	661.27
110-410-6425	90.40	.00	90.40
110-410-6430	192.69	.00	192.69
110-410-6435	92.47	.00	92.47
110-410-6440	227.41	.00	227.41
110-410-6445	8.21	.00	8.21
110-420-6128	435.00	.00	435.00
110-420-6234	1,472.91	.00	1,472.91
110-420-6334	1,290.90	.00	1,290.90
110-420-6420	1,541.45	.00	1,541.45
110-420-6425	120.54	.00	120.54
110-420-6430	66.88	.00	66.88
110-420-6445	22.50	.00	22.50
110-440-6116	1,185.00	.00	1,185.00
110-440-6524	927.08	.00	927.08
110-440-6525	532.50	.00	532.50
110-450-6420	220.43	.00	220.43
110-450-6425	30.14	.00	30.14
110-450-6430	64.23	.00	64.23
110-450-6435	92.47	.00	92.47
110-450-6445	8.21	.00	8.21
110-450-8225	549.00	.00	549.00
110-470-6326	59.53	.00	59.53
230-2125	.00	4,823.03-	4,823.03-
230-2520	9.98	.00	9.98
230-490-6114	312.00	.00	312.00
230-490-6122	299.10	.00	299.10

GL Account	Debit	Credit	Proof
230-490-6128	70.00	.00	70.00
230-490-6230	135.64	.00	135.64
230-490-6330	10.20	.00	10.20
230-490-6334	529.92	.00	529.92
230-490-6420	63.66	.00	63.66
230-490-6425	60.27	.00	60.27
230-490-6430	1,690.70	.00	1,690.70
230-490-6435	70.00	.00	70.00
230-490-6440	420.19	.00	420.19
230-490-6445	18.92	.00	18.92
230-490-6712	1,040.92	.00	1,040.92
230-490-6750	53.73	.00	53.73
230-490-6755	37.80	.00	37.80
240-2125	.00	9,120.30-	9,120.30-
240-490-6114	312.00	.00	312.00
240-490-6116	655.40	.00	655.40
240-490-6122	540.57	.00	540.57
240-490-6128	370.00	.00	370.00
240-490-6234	445.66	.00	445.66
240-490-6330	1,904.28	.00	1,904.28
240-490-6334	529.92	.00	529.92
240-490-6420	2,098.94	.00	2,098.94
240-490-6425	542.43	.00	542.43
240-490-6430	837.73	.00	837.73
240-490-6440	224.55	.00	224.55
240-490-6445	18.92	.00	18.92
240-490-6755	639.90	.00	639.90
312-2125	.00	8,112.99-	8,112.99-
312-490-6114	104.00	.00	104.00
312-490-6116	6,573.84	.00	6,573.84
312-490-6122	99.70	.00	99.70
312-490-6234	150.00	.00	150.00
312-490-6430	1,185.45	.00	1,185.45
314-2125	10.00	2,251.94-	2,241.94-
314-490-6118	720.00	.00	720.00
314-490-6122	232.49	.00	232.49
314-490-6290	219.45	.00	219.45
314-490-6705	80.00	.00	80.00
314-490-6810	.00	10.00-	10.00-
314-490-6852	600.00	.00	600.00
314-490-6858	400.00	.00	400.00
Grand Totals:	<u>38,564.49</u>	<u>38,564.49-</u>	<u>.00</u>

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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GL Account	Debit	Credit	Proof
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## Report Criteria:

Report type: GL detail

Check.Type = {&lt;&gt;} "Adjustment"

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** October 11, 2019  
**SUBJECT:** Yard of the Month Award

☐ **DISCUSSION**  
☐ **ACTION**  
☐ **RESOLUTION**  
☐ **ORDINANCE**  
☐ **PROCLAMATION**  
☒ **REPORT**

### SUMMARY:

On October 3, the Parks and Recreation Committee awarded the Yard of the Month for October to Raymond and Phyllis Cross of 165 North Pioneer Street. Recipients of the designation receive a certificate, \$25 gift card, and a yard sign for the following month. The City would like to congratulate Raymond and Phyllis for their efforts.

### FISCAL IMPACT:

N/A

### COURSES OF ACTION:

N/A

### RECOMMENDATION:

N/A

### ATTACHMENTS:

1. Yard of the Month Program
2. Pictures of 165 North Pioneer Street

Published on *Lowell Oregon* (<https://www.ci.lowell.or.us>)

## Yard of the Month Program



In May 2018, the City is starting a Yard of the Month Program. The goal of the program is to award and recognize the efforts of Lowell residents who take pride in their home and landscape, while inspiring others to do the same.

### Award Information

- The Parks and Recreation Committee will select one home each month.
- The Committee will judge only the portion of the yard viewed from the street.
- The Yard of the Month program will start in May and end in October.
- The Committee will place a Yard of the Month sign in each winning yard for a month.
- Each resident may nominate any yard and landscape within the City, including their own.
- Each yard may only win the Yard of the Month award once in a calendar year.
- City Council and staff are ineligible for the program.

### Evaluation Criteria

The Parks and Recreation Committee will use the following criteria when choosing a Yard of the Month. These are only guidelines and the Committee will make a final decision based on the evidence that shows the homeowner's pride in his or her yard:

- Yard is well-groomed
- Landscape is attractive, with a variety of plants, shrubs, trees and materials
- Buildings, fences, porches, and patios on the property are in good repair
- Yard is free of litter, junk and debris (no appliances or indoor furniture on porches or patios)
- Yard is free of inoperable or junked motor vehicles
- House numbers are displayed attractively
- Extra consideration may be given to properties that have invested extra effort using attractive art pieces, potted plants, birdhouses, patio or lawn furniture, windsocks, or decorative mailboxes

### Nominations

To nominate a yard, please send an email to [yardofthemonth@ci.lowell.or.us](mailto:yardofthemonth@ci.lowell.or.us) <sup>[1]</sup> with the property address. Nominated property owners will be contacted and may elect to withdraw from consideration. Staff will take photographs of participating properties and submit to the Parks and Recreation Committee for review and consideration.

### Award

A specially designed "Yard of the Month" sign placed in the winning front yard for one month, a certificate of recognition to the homeowner signed by the Mayor and presented at a Council meeting.

If you have any questions, please contact City Hall via email at [yardofthemonth@ci.lowell.or.us](mailto:yardofthemonth@ci.lowell.or.us) <sup>[1]</sup> or by phone 541-937-2157.

**Source URL:** <https://www.ci.lowell.or.us/code/page/yard-month-program>

### Links

[1] <https://www.ci.lowell.or.us/code/page/yard-month-program>



165 Pioneer Street













## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** October 11, 2019  
**SUBJECT:** City Administrator Report

☐ **DISCUSSION**  
☐ **ACTION**  
☐ **RESOLUTION**  
☐ **ORDINANCE**  
☐ **PROCLAMATION**  
☒ **REPORT**

**SUMMARY:**

The attached City Administrator Report is for the period of September 14 – October 11. The report covers the following topics: Lowell Beautification Day, Highway 58 Business Network, Residential and Commercial Development, FY 2019/20 Assessed Value, Planning Commission Vacancies, Committee Meetings, Project Updates and League of Oregon Cities Highlights.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. City Administrator Report
2. 2019/20 Value Comparison Report



**City Administrator's Office**  
P.O. Box 490 Lowell, OR 97452  
Phone: 541-937-2157  
Email: [jcobb@ci.lowell.or.us](mailto:jcobb@ci.lowell.or.us)

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** October 11, 2019  
**SUBJECT:** City Administrator Report

#### **Lowell Beautification Day**

The Parks and Recreation Committee held their annual Lowell Beautification Day on Saturday, October 5. Volunteers cleaned up the Post Office property, spread mulch, and collected enough yard debris to fill an entire 30 cubic yard container!

#### **Highway 58 Business Network**

The Network held a social event on Thursday, October 10 at Stomping Grounds Coffee House. Light refreshments were provided, including wine and coffee. We had sixteen (16) people attend throughout the course of the event, which was a great start. These events will be held monthly on the second Thursday of the month from 5-7 p.m. Pleasant Hill will host the next event. Next steps for the organization include the development of a logo, Facebook page, and website.

#### **Residential and Commercial Development**

Staff and our contract planners are working with business owners and developers on several projects. We are assisting with a 29-lot residential subdivision across from the Lowell Industrial Park, manufacturing business in the industrial park, several partitions, and recently held a pre-application meeting to discuss a proposed multi-use development on North Shore Drive.

#### **FY 2019/20 Assessed Value**

During the budget process staff estimates the assessed value for the following fiscal year. Typically, we estimate an increase of 2-3%. This year the certified assessed value is approximately 4% higher, which demonstrates there is still strong demand for housing. Attached is a copy of the 2019/20 Value Comparison Report.

#### **Planning Commission Vacancies**

There are still two openings on the Planning Commission. The openings have been advertised in the in four editions of The Bridge Newsletter and on the City website.

## Committee Meetings

- *Blackberry Jam Festival Committee* – The Committee selected Lon Dragt to serve as Chair; awarded grants to the following: Cystic Fibrosis Foundation (\$200), Lowell Girl Scouts (\$200), Lowell Football Team (\$300), Lowell Volleyball Team (\$300); approved creating a questionnaire for advertisers and sponsors to better understand their needs; reviewed the 2019 After Action Report; event organizers agreed to provide a timeline for their activities to assist the Chair; and the Committee decided to return to their normal schedule of the second Tuesday of the month starting November 12.
- *Parks and Recreation Committee* – The Committee selected the Yard of the Month; finished planning for Lowell Beautification Day; set date and started planning for the Covered Bridge Holiday Tree Lighting on December 7; discussed irrigation systems and tree planting program; and recommended moving forward with a kayak launch at the end of Parker Lane.

## Project Updates

- *Community Facilities Study* – A draft of the Community Facilities Study has been completed. The next step is for the Downtown Master Plan Committee to review the study and provide comments. Their meeting is scheduled for Monday, October 14, 2019.
- *Parks and Recreation Master Plan* – The comprehensive plan amendments have been completed. Staff provided feedback to the consultant and is awaiting the final document prior to publishing public hearing notices.

## League of Oregon Cities Highlights

*Quick Fly-In for Infrastructure* – LOC Legislative Director Jim McCauley accompanied LOC President Greg Evans this week for a 24-hour visit to Washington D.C. to advocate for infrastructure reinvestment, FAST Act reauthorization, broadband investment, and overturning the FCC's rule. The pair were teamed up with Mayor Dafney from Alliance, Nebraska and Brittney Kohler from the National League of Cities.

Capitol Hill visits targeted key committee staff from Senate Commerce, Science & Transportation, Senate Transportation and Safety Subcommittee, Senate Banking, Housing and Urban Affairs Committee, House Leadership staff from House Speaker Pelosi's office, staff with the House Transportation Committee, and the House Transportation and Infrastructure Committee on Railroads. All meetings had some great dialogue and provided more details about prospects for federal reinvestment in infrastructure.

It's very clear that significant hurdles will have to be cleared to move a comprehensive infrastructure package through Congress, or even a successful reauthorization of the FAST Act (transportation investment package), but another lobbying effort is scheduled for October.

*LOC Joins Local Government Telecom Coalition* – Last week, the Federal Communications Commission (FCC) [posted public notice](#) establishing the comment period on an industry petition that proposes to further erode local authority over modifications to existing wireless facilities. The LOC has joined a local government coalition with Telecom Law Firm to administratively fight

the rules proposed to the FCC by The Wireless Industry Association and CTIA – The Wireless Association. The proposed rules by the industry will have effects on 6409 wireless facilities. Specifically, they seek to:

1. Preempt state and local authority;
2. Redefine regulatory terms to expand by-right modifications and collocations;
3. Expand specifically prohibited application requirements;
4. Extend the 60-day shot clock to cover all other permits and approvals necessary for construction (e.g., excavation, traffic control, stormwater, fire, etc.);
5. Require detailed written findings for denials and allow the shot clock to run out on denials with procedural defects; and
6. Permit applicants to lawfully construct facilities without locally-issued construction permits if the application is deemed-granted.

The LOC is committed to protecting local right-of-way authority and hopes that this local government coalition can resolve this matter administratively instead of through litigation.

For more information, read the [WIA's Petition for Rulemaking](#) and [Petition for Declaratory Ruling](#); and the [CTIA Petition for Declaratory Ruling](#). Cities who are interested in filing comments or have questions about how comments can be filed should feel free to contact LOC.

*Municipal Fundamentals for Government Officials* – Six trainings across the state will provide elected officials, city staff and municipal board and commission members an overview of core concepts for local governance, including council responsibilities, ethics, public meetings and public records.

Topics include:

- **Council Responsibilities** – attendees will learn about the council/manager form of government, the roles and responsibilities of council and city managers and will seek to achieve a facilitated discussion that allows attendees to seek experienced advice on how responsibilities are shared between council and their administrator;

**Public Meetings** – attendees will learn what constitutes a meeting for purposes of the state's Public Meeting Law, the legal requirements associated with public meetings, serial meetings, executive sessions and free speech implications of public participation during meetings;

- **Public Records** – attendees will learn the purpose behind Public Records Law, what is considered and is *not* considered public record, the state's retention schedule, requirements related to the inspection and disclosure of public records and legal challenges related to the denial of access to public records;
- **Ethics** – attendees will learn about how they are prohibited from using their office to their benefit, conflicts of interest, gifts, nepotism, outside employment parameters,

restrictions on subsequent employment once they no longer work for or represent a city and statements of economic interest.

# Value Comparisons 2019-2020

Taxing District	M5 Real Market Value	Taxable Value	Taxable Value (after Urban Renewal)
Lane County	64,076,670,394	35,519,884,594	34,907,231,204
Lane Community College	63,897,732,343	35,456,534,806	34,843,881,416
Lane Education Service Dist	63,822,435,819	35,401,278,069	34,788,624,679
Linn Benton Lincoln ESD	218,934,128	103,058,412	103,058,412
<b>School Districts</b>			
Alsea School District	16,750,853	2,042,252	2,042,252
Bethel School District	6,090,525,887	3,852,122,964	3,852,122,964
Blachly School District	154,189,865	65,038,276	65,038,276
Creswell School District	1,241,481,838	769,001,611	768,997,090
Crow Applegate Lorane SD	475,406,922	270,244,867	270,244,867
Eugene School District	31,851,311,178	16,443,076,642	15,992,005,177
Fern Ridge School District	1,680,998,774	1,033,618,385	980,474,296
Harrisburg School District	56,721,853	41,755,293	41,755,293
Junction City School District	1,955,021,074	1,228,838,849	1,228,838,849
Lincoln School District	126,886,751	45,759,423	45,759,423
Lowell School District	557,835,769	250,758,560	250,758,560
Mapleton School District	365,958,206	149,724,021	149,724,021
Marcola School District	323,414,567	198,556,560	198,556,560
McKenzie School District	1,053,202,541	409,255,018	409,255,018
Monroe School District	18,574,671	13,501,444	13,501,444
Oakridge School District	1,041,797,162	285,546,223	285,546,223
Pleasant Hill School District	1,094,620,026	680,592,271	680,592,271
Siuslaw School District	3,040,734,471	2,016,675,199	1,968,279,243
South Lane School Dist	2,829,039,935	1,622,681,254	1,622,681,254
Springfield School District	10,066,897,604	6,125,547,369	6,065,510,010
<b>Cities</b>			
City of Coburg	392,827,873	242,784,360	214,263,548
City of Cottage Grove	1,234,441,910	698,841,593	698,841,593
City of Creswell	666,651,207	410,439,003	410,439,003
City of Eugene	30,815,937,995	16,284,789,478	15,938,748,865
City of Florence	1,536,830,998	1,019,458,721	971,062,765
City of Junction City	845,442,866	481,640,085	481,640,085
City of Lowell	123,729,680	71,684,509	71,684,509
City of Oakridge	259,198,344	158,116,575	158,116,575
City of Springfield	9,110,886,037	4,994,608,774	4,870,001,301
City of Veneta	563,150,402	343,111,026	290,056,086
City of Westfir	24,789,393	14,823,899	14,823,899

# Value Comparisons 2019-2020

Taxing District	M5 Real Market Value	Taxable Value	Taxable Value (after Urban Renewal)
<b>Rural Fire Protection Districts</b>			
Bailey Spencer RFPD	94,153,289	62,188,664	62,188,664
Coburg RFPD	704,000,220	476,622,522	448,101,710
Dexter RFPD	303,889,053	195,897,466	195,897,466
Eugene RFPD No. 1	224,007,748	160,879,873	160,879,873
Goshen RFPD	712,387,139	322,237,103	322,237,103
Hazeldell Rural Fire District	95,294,746	61,811,518	61,811,518
Junction City RFPD	1,337,330,770	897,834,081	897,834,081
Lake Creek RFPD	61,452,534	40,940,702	40,940,702
Lane Fire Authority	3,808,505,883	2,469,840,365	2,418,417,156
Lorane RFPD	70,971,661	49,039,295	49,039,295
Lowell RFPD	302,810,945	191,314,928	191,314,928
Mapleton Fire Department	119,823,171	68,665,331	68,665,331
McKenzie Fire & Rescue	1,104,228,008	754,227,177	754,227,177
Mohawk Valley RFD	530,516,902	362,057,641	362,057,641
Monroe RFPD	26,229,206	18,882,482	18,882,482
Pleasant Hill RFPD	603,374,106	380,897,435	380,897,435
Santa Clara RFPD	1,110,459,011	747,431,136	747,431,136
Siuslaw RFPD No. 1	2,744,129,994	1,881,517,197	1,833,121,241
South Lane Co Fire & Rescue	3,440,971,684	2,160,743,656	2,160,739,135
Swisshome Deadwood RFPD	64,946,428	37,704,771	37,704,771
Upper McKenzie RFPD	227,932,210	148,098,838	148,098,838
Willakenzie RFPD	332,668,130	198,748,090	198,748,090
Zumwalt RFPD	226,334,948	141,802,875	141,802,875
<b>Water Districts</b>			
Blue River Water District	46,560,771	24,388,509	24,388,509
Glenwood Water District	98,650,387	57,270,549	45,330,623
Junction City Water Cont Dist	1,832,794,774	1,182,505,616	1,182,505,616
Marcola Water District	60,294,055	32,015,308	32,015,308
McKenzie Palisades Water Supply	13,306,322	9,743,521	9,743,521
Rainbow Water & Fire District	620,152,839	419,590,846	419,590,846
River Rd Water Cont Dist Sub One	69,478,570	50,257,721	50,257,721
River Road Water District	834,923,618	538,476,337	538,476,337
Row River Water District	83,727,053	49,278,772	49,278,772
Shangri La Water District	38,729,835	28,511,015	28,511,015

# Value Comparisons 2019-2020

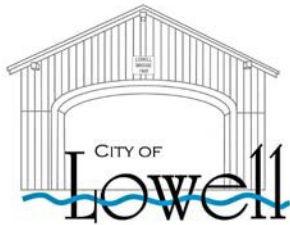
Taxing District	M5 Real Market Value	Taxable Value	Taxable Value (after Urban Renewal)
<b>Miscellaneous Districts</b>			
Fern Ridge Library District	1,680,998,774	1,033,618,385	980,474,296
Lane Library District	1,235,932,803	766,921,807	766,917,286
Port of Siuslaw	3,788,161,896	2,357,859,667	2,309,463,711
River Road Park & Rec District	891,453,744	576,224,815	576,224,815
Siuslaw Public Library Dist	3,072,509,173	2,076,962,875	2,028,566,919
Western Lane Ambulance Dist	3,358,043,021	2,153,940,301	2,105,544,345
Willamalane Park & Rec Dist	9,657,707,764	5,333,302,327	5,196,754,928
Emerald People's Utility District	6,726,622,133	4,356,627,665	4,281,475,311
<b>Urban Renewal Plan Areas</b>			
Coburg	59,304,168	43,983,508	
Creswell	81,131,268	44,890,820	
Eugene Downtown	715,679,998	217,953,636	
Eugene Riverfront	841,829,781	212,433,171	
Florence	201,138,956	131,299,766	
Springfield - Glenwood	309,720,569	180,916,683	
Springfield - Downtown	456,248,348	184,257,950	
Veneta	103,587,096	60,172,981	
<b>Non-Levying Districts</b>			
Blachly Water Control District			
Blue River Park and Rec District			
Central Lincoln Peoples Utility District			
City of Dunes City			
Dearborn Water Control District			
Dexter Sanitary District			
Le Bleu District			
Mapleton Water District			
Santa Clara Water District			
Westridge Water District			



**INFORMAL SOLICITATION  
SCORING MATRIX  
IS# 2019-01**

<b>Evaluation Criteria</b>	<b>DLA</b>	<b>SATRE</b>
Price	135	100
Project Understanding	57	45
Technical Capacity	56	58
References	25	29
<b>Total Points:</b>	<b>273</b>	<b>232</b>

Based on the above evaluation of both proposals, staff recommends awarding both phases to Dougherty Landscape Architects.

**City Administrator's Office**

P.O. Box 490 Lowell, OR 97452

Phone: 541-937-2157

Fax: 541-937-2936

Email: [jcobb@ci.lowell.or.us](mailto:jcobb@ci.lowell.or.us)

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**Informal Solicitation**

The City of Lowell is conducting an informal solicitation for landscape architecture services for the implementation of the City's Downtown Master Plan. The project is comprised of multiple phases. This solicitation is for the first two, which includes improvements to Rolling Rock Park and Cannon Street.

***Phase 1: Rolling Rock Park Improvements***

The project includes grading and topsoil placement, irrigation, lawn and tree installation in the area outlined in the attached conceptual plan. Selected firm shall use the plan to make design recommendations. Minor modifications to the plan are acceptable and anticipated.

***Phase 2: Cannon Street***

The project includes a conceptual drawing for the development of a festival area adjacent to Rolling Rock Park. The area will serve as a downtown street that can be easily closed via bollards or planters for special events. It is anticipated the area will include urban street improvements such as street lighting, stormwater facilities, planters and/or planting strips, trees, bicycle racks, and benches.

**Minimum Requirements**

Landscape architecture firms should provide a not-to-exceed quote to provide the following base services. Separate quotes shall be provided for each phase and any optional services. The City may select a single contractor for Phase 1 and 2, may select different contractors for Phase 1 and 2, or may decline to select a contractor for Phase 1 or 2.

***Phase 1: Rolling Rock Park Improvements***

- Pre-Design – Obtain existing conditions, planning documents relevant to the park, and assemble base plans. Conduct detailed site analysis and notate all existing conditions that will remain and influence future improvements. Prepare base plan from existing.
- Preliminary Design – Using the recently completed Rolling Rock Park Design Concept, prepare options to determine a more specific plan needed for identified improvements. Submit to staff for review, feedback, and revise plans accordingly.
- Base Plan Preparation – Draft site plan based upon accepted preliminary design.
- Site Prep and Demolition Plan – Identify existing improvements to be removed or relocated, sod stripping, vegetation removal, etc.
- Irrigation Plan, Details, and Specifications – Develop irrigation plans, details, and specifications to support the maintenance of the accepted landscape design.
- Landscape Plan and Specifications – Identify locations for imported topsoil, lawns, trees, and incidental landscape items. Provide topsoil, lawn and planting specifications as needed.

**Optional Services**

- Public Bid Documents and Project Manual Preparation – Coordinate documents with City staff.
- Construction Administration – Oversee construction process including specified inspections and close-out procedures.

### *Phase 2: Cannon Street Festival Area*

- Preparation – Obtain all existing conditions and planning documents relevant to the festival area and assemble base plans. Conduct detailed site analysis and notate all existing conditions that influence future improvements.
- Preliminary Design – Prepare conceptual plan for the festival area that includes the improvements discussed and other design options to be considered. Submit to staff for review and feedback. Revise plan accordingly and prepare for review meeting.
- Design Review Meeting – Attend and help facilitate design review meeting with staff and interested stakeholders. The goal is to identify improvements that would be implemented in the short and long term.
- Conceptual Plan – Based upon feedback from the review meeting, prepare conceptual plan drawing that reflects the consensus for proposed improvements. The process will include a preliminary plan for staff review and feedback. A project budget and finished color rendered plan will be prepared following staff input.

#### Optional Services

- Construction Plan, Details, and Specifications – Prepare all necessary construction plans, details, and specifications for bid package. Coordinate with City Engineer for the development of street plans, details, and specifications.
- Public Bid Documents and Project Manual Preparation – Coordinate documents with City staff.
- Construction Administration – Oversee construction process including specified inspections and close-out procedures.

#### **Evaluation Criteria**

Proposals will be evaluated by the solicitation agent on price, project understanding, technical capacity, and references.

- Price (50%) – Proposed cost to complete Phases 1 and 2, including optional services.
- Project Understanding (20%) – Ability of the firm to clearly articulate an understanding of the identified projects and how they advance the goals of the Downtown Master Plan. Firm should provide a brief summary.
- Technical Capacity (20%) – Ability of the firm to provide services that meet base requirements. Firm should submit qualifications, including any licenses and/or certifications, and summaries of at least three (3) recent projects.
- References (10%) – Track record of success. Minimum of three (3) references should be provided.

**Please submit information necessary to evaluate your proposal as identified above and return by email to Jared Cobb, [jcobb@ci.lowell.or.us](mailto:jcobb@ci.lowell.or.us) by no later than Monday, September 30 at 5:00 p.m.**

The City of Lowell reserves the right to reject any and all proposals, and has the right, in its sole discretion, to accept the proposal it considers most favorable to the City's interest. The City also reserves the right to reject all proposals without awarding a contract to any vendor. The City reserves the right to seek clarification of any proposal submitted. The City also reserves the right to require other evidence of technical, managerial, financial, or other abilities prior to selection. The City further reserves the right to reject any and all proposals with or without cause. The City of Lowell may make an award based upon initial proposals received without discussion of such proposals with the submitting entity.

# Rolling Rock Park Concept Plan

## Introduction

Rolling Rock Park is currently an approximately 1.6 acre park located in the center of downtown Lowell, adjacent to North Shore Drive. Its main features include historical exhibits that showcase the town’s logging and railroad heritage, along with an amphitheater and open lawn areas that accommodate some of the Lowell’s summer events like the Blackberry Jam and the Farmer’s Market.

The town of Lowell is currently undergoing a planning process to re-envision a vibrant downtown infrastructure for new businesses, municipal buildings, residential living and public spaces. Within this master plan, Rolling Rock Park would become a slightly larger 2 acre park that is consolidated into a large block as opposed to its current linear layout. ICPE and the town of Lowell have come up with the following goals and conceptual plan to guide the development of the newly envisioned Rolling Rock Park.



**Rolling Rock Park**  
Source: Institute for Policy Research and Engagement

- Develop versatile park spaces that can accommodate a variety of uses and events including the Farmer’s Market and Blackberry Jam.
- Represent important aspects of Lowell’s history through interactive and educational display and interpretation.

## Goals

- Create a “Central Park” for Lowell that provides a diverse and vibrant open space to connect existing neighborhoods and schools with future downtown development.

## Design Elements & Use Areas

**Circulation** - Develop a hierarchy of pathways and park entrances to allow visitors to access various use areas throughout the park and to connect to existing and future development. The

majority of pathways throughout the park will be 5-6' wide poured concrete. The grading of all pathways should conform to ADA design guidelines to allow equal access to and throughout the park for all abilities.

**Parking** - Create parallel parking on all adjacent streets (North Shore Drive, South Moss Street, Cannon Street, East Main Street).

**Trees** - A variety of trees should be located throughout the park to provide shade for seating and picnic areas as well as providing seasonal beauty. The West and South sides of the park will have the highest density of trees to provide some evening shade at events and provide some canopy for the playground and picnic areas. All trees within the park must be pruned for safety and to maintain open sightlines throughout the park. Native and drought tolerant species should be selected whenever possible.

**Seating** - Seating benches should be located throughout the park. Location and installation of benches can happen over time as areas are assessed for need, including; shade, views, and proximity to other park features (playground, pathways).

**Picnic Pavilions and dispersed picnic tables** - Picnic pavilions and tables are represented in the Rolling Rock concept plan. Because of the high cost of a new park, both of these amenities should be

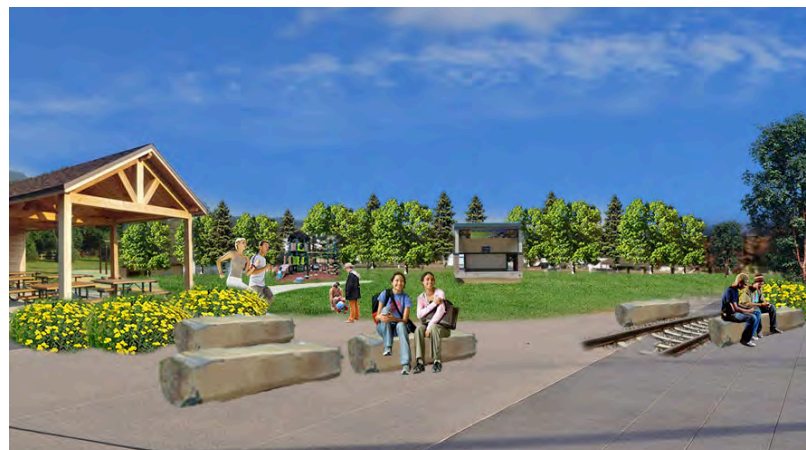
assessed regarding their need and location, and could be phased in at a later time. Reuse of materials from the existing picnic pavilions should be considered.

## USE AREAS

### **Historic Caboose and Railroad**

**Interpretation** - The concept plan proposes using the caboose as an interpretive feature along North Shore Drive. Portions of track will be constructed parallel to the historic alignment and inter-planted with grasses and flowering perennials to provide a nostalgic feel along with relaying the historic utility of the railroad. Interpretive signage should be provided as necessary, and some of the existing railroad features (lights, crossing signals) can be used to expand the historical and educational value for visitors.

**Park Entrance Plaza** - The northeast entrance is designed as the main entrance to the park, following work completed with the Lowell Downtown Master Plan. In order to connect with future urban planning, this will be a broad entrance that opens into the park looking onto the amphitheater and bandstand. This plaza is designed





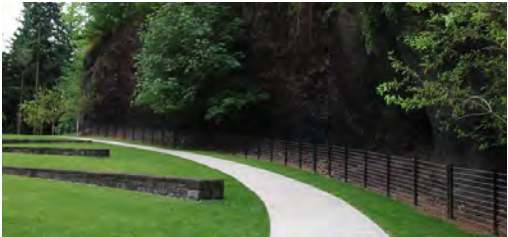
to give recognition to the historic railroad line while also providing colorful plantings and seating benches to relax and enjoy the space. This plaza should also include park signage in addition to allowing space for public art. Whenever possible local materials should be used. This may include locally quarried basalt columns for seating benches or repurposed steel railroad track in the landscape and for construction of signage and other structures (pavilions).



**Tree Grove Picnic and Interpretive Area** – The tree grove will be planted with native and drought tolerant species to provide shade for a dispersed picnic area. Native species and species with particular importance to the logging industry can be marked with interpretation and used as an educational element. This area could also act as a site to display some of the existing logging equipment.



**Amphitheater Seating Area** – The amphitheater area will be regraded to allow for at least two 18” high terraced seating benches. The seating benches can be constructed from poured concrete, or local basalt can be used either as a veneer or stacked as a rough boulder wall. The surrounding amphitheater area will be maintained as relatively level grass terraces.



**Covered Picnic Pavilion** – The concept design proposes a 60’ x 30’ covered pavilion toward the northeast corner of the park. The pavilion would provide covered seating for picnic tables as well as restrooms and a small concessions area.





**Playground** – A small playground area is proposed in the concept design to diversify the park and provide activities for multiple age groups. Playground equipment should provide for a diversity of uses along with consideration for ADA access. A tall central tower structure could provide children with amazing views of the park and the surrounding natural landscape.

**Open Lawn** – The east side of the park, including a large lawn area, is designed as flexible open space to accommodate events like the Farmer’s Market, as well as being a versatile space for other active or passive uses. This flexible lawn area will be relatively level to serve as an events space and will be easily accessible from either Cannon or East Main Street.



# Rolling Rock Park Design Concept



- |   |  |  |
|---|--|--|
| ① HISTORIC CABOOSE AND RAILROAD INTERPRETATION                      | ⑦ EXISTING BANDSTAND                                 |  PICNIC TABLE             |
| ② PARK ENTRANCE PLAZA   | ⑧ TREE GROVE (PICNIC AREA)                           |  BENCHES                  |
| ③ SEATING BENCHES (BASALT COLUMNS OR FORMED CONCRETE)               | ⑨ SMALL PLAYGROUND                                   |  COVERED PICNIC PAVILIONS |
| ④ BUS STOP  | ⑩ OPEN LAWN (FLEXIBLE SPACE USED FOR FARMERS MARKET) |  SOFT TRAIL               |
| ⑤ AMPHITHEATER SEATING AREA   |  |  |
| ⑥ COVERED PICNIC PAVILION (COULD INCLUDE CONCESSIONS AND RESTROOMS) |  |  |

**INFORMAL SOLICITATION  
SCORING MATRIX  
IS# 2019-01**

<b>Evaluation Criteria</b>	<b>DLA</b>	<b>SATRE</b>
Price	135	100
Project Understanding	57	45
Technical Capacity	56	58
References	25	29
<b>Total Points:</b>	<b>273</b>	<b>232</b>

Based on the above evaluation of both proposals, staff recommends awarding both phases to Dougherty Landscape Architects.

September 30, 2019

Mr. Jared Cobb  
The City of Lowell, Oregon  
107 East Third Street  
Lowell, Oregon 97452

RE: Rolling Rock Park/ Cannon Street Improvements

For your consideration, we are pleased to introduce the design team of Schirmer Satre Group and our engineering consultant, KPFF to act as your consultant for the Rolling Rock Park/ Cannon Street project. Our team brings decades of experience in civic facility developments of diverse scale and program. We would like very much to put that experience to work for the City of Lowell.

Our proven, consensus-based process of design development is based on communication and facilitation, followed by a rigorous design progression and diligent professional service. We have seen many times how a park such as this can act not only as the heart of the community, but also as a catalyst for economic growth. By creating a place where people want to be and want to bring their families, the surrounding community also thrives. We are proud to have been a part of this resurgence in many communities. Farmers markets, concerts, art in the park, car shows, holiday celebrations, food trucks, playgrounds, visiting a playground- all contribute to a vibrant social scene.

Regardless of the size of the land parcel or the program at hand, our goal is to provide a design that is equal parts functional, attractive and durable – a design that honors the heritage of Lowell as a railroad and timber center and the significant role its citizens have played in the growth of Oregon. Equally important, we always strive to make the process enjoyable. We specialize in the role of professional facilitation and consensus-based design development. While there will likely be some bumps in the road during this process, the right consultant will always provide an atmosphere of respect, patience and professionalism from start to finish.

We have visited Lowell and have become fully acquainted- not only on the park parcel, but in the surrounding community as well. We see tremendous potential in Lowell as a desirable place to live. We also see how this park can help project a positive image that can be the impetus for civic and economic growth.

We welcome your review of our qualifications and look forward to discussing our capabilities, our consensus-based approach and how we can make the process a memorable and pleasant experience. We look forward to speaking with you soon.

Sincerely

*Richard M. Satre*

Richard M. Satre, AICP, ASLA, CSI

Principal



September 30, 2019

City of Lowell, Oregon  
PO Box 490  
Lowell, Oregon 97452

Attn: Jared Cobb

Re: Rolling Rock Park/ Cannon Street Redevelopment  
Proposal

Dear Mr. Cobb,

Thank you for the opportunity to propose for the redevelopment of the Rolling Rock Park/ Cannon Street project. Schirmer Satre Group would be honored to be of assistance with this exciting development.

### **Understanding**

It is our understanding that Lowell is seeking the services of a planning and design consultant to facilitate the successful design and implementation of the City's Master Plan- Phase One being Rolling Rock Park and Phase Two being Cannon Street. The current budget for these phases is \$790,000.00 for the park project and \$338,500 for Cannon Street improvements. We understand that the parcel to the east of Cannon Street is not to be included in any design effort.

To begin, we will provide a field-run survey of existing conditions for use in our design efforts. We feel that this survey forms the basis of all design decisions to be made.



Rolling Rock Park  
Lane Council Of Governments Regional Land Information Database

We have reviewed the IPRE concept plan provided in the solicitation on-site and have a clear understanding of the program elements proposed. These include: universally accessible pedestrian circulation, an amphitheater setting for the exiting band stand, on street parallel parking on three surrounding streets adjacent to a perimeter sidewalk system, inclusion of the railroad and logging elements as interpretive exhibits, irrigation design, appropriate landscape design to include trees, shrubs and groundcover to accentuate and complement the park and street environment and an open lawn area for events.

In addition, a series of site seating options including benches, site seat walls and other site furnishings as appropriate, a playground structure specified from reputable manufacturers (including safety surfacing appropriate for specific fall heights). We understand that proposed roofed facilities may be considered in future phases of development. This may mean that the existing restroom facility be considered to remain, at least initially. The proposed design should allow for this flexibility. We propose that roofed structures, including restroom and picnic facilities be specified from reputable manufacturers (see proposal stipulations). Where appropriate, local materials will be used and current materials recycled in the new design.

The Cannon Street festival area will improve Cannon Street from an alley to a fully functioning city street, but with the ability to act as a festival/ plaza space. There is a European term for this kind of street- A *woonerf*. We envision the street design to feel more like a plaza, with vehicles traversing across the plaza and feeling that they should be aware of pedestrians.



We specialize in the facilitation of project programming and building of consensus during the design development. We understand that one public meeting will be provided for further public input. We will also schedule regular meetings with Lowell representatives as necessary to convey the design intent and keep the process moving forward.

### **About Schirmer Satre Group**

**Schirmer Satre Group** was formed with the merger of two separate firms, Schirmer + Associates and Satre Associates nine years ago. Rick Satre and Carol Schirmer have known each other as colleagues in the profession for better than 20 years. They solidified their working relationship with the founding of Schirmer Satre Group.

Between them, Rick and Carol have sixty-plus years of experience in land planning and landscape architecture. Rick has practiced throughout western Oregon (and occasionally further afield) since 1977 and Carol since 1989. Throughout this time, they have developed a deep understanding of creative design, comprehensive planning, land use codes and state, federal and local permitting. More than the regulatory environment, they understand community and neighborhood personalities and politics. They know that an open and democratic process, with honest, respectful face-to-face two-way dialogue is the best. They know that property owners, businesses, residents and stakeholders want to be, indeed need to be, meaningfully involved. Today they are each sought out as experts in the arena of landscape architectural design, land use planning, environmental compliance, regulatory analysis and permit procurement.

Today, Schirmer Satre Group is a full-service multi-disciplinary firm offering land use planning, landscape architecture and environmental consulting services to public, private and not-for-profit clients throughout western Oregon. We offer a well-rounded project approach through a multi-disciplinary synthesis of services, providing broadened perspectives, enhanced expertise, and economy of services. Whether long range plans or site-specific design, Schirmer Satre Group can help clients realize their objectives for regulatory approval, quality design and long-lasting performance.

### **Schirmer Satre Team**

**Schirmer Satre Group** and its engineering team member, KPFF, have the appropriate skills, local knowledge and availability to ensure that the City of Lowell's objective for the project is commenced, processed and achieved in a timely, effective, and successful manner. A qualified, cohesive, and experienced team is key for the success of a project. For this engagement, Schirmer Satre Group has turned to KPFF, a well-known, successful engineering firm to round out the team's overall expertise. The firms have worked together before on multiple projects. Our project management, communication, coordination, scheduling and QA/QC protocols are already in place. We will be able to hit the ground running.

Schirmer Satre Group will be the contracting entity. Rick Satre will be the team's project manager and primary point of contact for project communications with the City.

Firm principals and licensed professionals from both firms will have significant involvement with the project, called on as necessary to add horsepower, energy and expertise. Our single point of management will ensure that communication, coordination, documentation, schedule and budget control will be maintained.

### **Expertise**

Regarding parks and open space work, Schirmer Satre Group's work varies from site-specific facility planning and design to system-wide long-range planning, master planning and service delivery management planning.



While employed at the Willamalane Park and Recreation District, Rick was the project manager for a number of grant procurement, property acquisition, facility development and resource management plans. While in private practice, Rick has been the primary author for better than a dozen long-range park, recreation facility and natural area plans, including plans for the cities of Bend, Corvallis, Gold Beach, Springfield, Sutherlin, Tualatin Hills and Veneta.

Since leaving Willamalane, Rick provided subsequent planning and development services to the District. Projects since 1993 include Guy Lee Park Ballfield Lighting Replacement, Willamalane Park Swim Center Natatorium Replacement, Willamalane Community Wellness Center, Park Services Center Improvements, Phase 1, 2 and 3, Bob Artz Memorial Park Development, Island Park Master Plan, bike path and amphitheater, Gamebird Park Annexation, Eastgate Woodlands Trailhead Improvements, and 32<sup>nd</sup> Street Sports Park, Phases 1 and 2.

Regarding government and institutional work, Schirmer Satre Group's portfolio includes projects with municipalities and utility providers. Rick Satre has been the project manager and primary author for community refinement plans, plan amendments and code updates. These include Strategic Planning, Land Use Mapping, Buildable Lands Mapping and Updates and Development Code Updates. While under contract with the State of Oregon through the Oregon Department of Transportation's Transportation and Growth Management Program, between 1998 and 2005, Rick was the prime consultant and author of community planning efforts. These included neighborhood refinement plans, special area studies, nodal development plans and transportation system plans.

**See separate sheets within this document outlining project specific past project expertise.**

The Schirmer Satre team is comprised of four primary team members. These include:

**Schirmer Satre Group**

**Richard Satre, AICP, ASLA, CSI, Principal  
Consultant Team Leader and Project Manager**

Rick will be responsible for all contractual elements of the project. At a minimum, the client can expect him to:

- Be responsible for all contractual requirements.
- Develop project strategies, scopes, budgets, and schedules.
- Assign responsibilities to appropriate personnel at the onset of a task.
- Monitor activities to assure that technical, schedule, and budget objectives are met.
- Resolve project challenges should they arise and see that they are resolved in a timely manner.

**John Anderson, ASLA, LEED AP- Project Manager  
Landscape Architect, Designer**

John will act as the in-house project manager, assisting Rick with the design and overall management of the project. He will participate in facilitating meetings and act as second in command of the design team.

**John Schmidt, ASLA- Project Manager  
Landscape Architect, Designer**

John Schmidt will provide technical support and three-dimensional imaging services, as needed throughout the duration of the project.

**KPFF, Inc.**

**Matt Keenan, PE, Associate, Engineer**

Matt will provide civil engineering design and act as a point of contact to KPFF staff assigned to the project. KPFF will also provide surveying services- producing a field run survey of all existing conditions

### **Fees and Rates**

Schirmer Satre Group proposes to provide the services outlined herein, including subconsultants and reimbursable expenses, on a Not-To-Exceed basis. Our fees are based on the stipulated budgets of \$790,000.00 for the park development and \$338,000.00 for Cannon Street. If additional funding sources lead to increases in the available budget, we ask that our fees be adjusted/ negotiated accordingly.

Fees and expenses will be billed monthly according to the rates and terms on the attached Compensation Schedule. As requested in the RFP, each work item (Rolling Rock Park design, Cannon Street design) and their associated cost, is listed separately.

Scope of work:

<b>Survey (lump sum)</b>	<b>\$10,000.00</b>
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### **Rolling Rock Park**

#### **Not-To-Exceed Fee**

Schirmer Satre Group	31,000.00
KPFF Civil/ Structural Engineering	20,000.00

<b>Total Fee =</b>	<b>\$51,000.00</b>
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Optional services

Bid Documents/ project manual	
Construction administration	<b>\$20,000.00</b>

### **Cannon Street**

#### **Not-To-Exceed Fee**

Schirmer Satre Group	9,000.00
KPFF Civil	6,000.00

<b>Total Fee =</b>	<b>\$15,000.00</b>
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Optional Services:

Construction Documents	
Bid Documents/ project manual	<b>\$35,000.00</b>

### **Proposal stipulations:**

We received clarification to several questions regarding the desired scope of services, however, there remain issues to be discussed/ negotiated based on assumptions we are currently making. We propose/ assume the following:

We exclude the parallel parking/ street improvements for North Shore, Moss Street and Main Street. The RFP is vague in terms of the redesign of these streets, which leaves questions as to the scope of engineering required. This includes storm water management and what is proposed for the existing swale on North Shore, what modifications and additions will be required to storm infrastructure on Moss Street and Main Street, relocation of overhead utilities, traffic considerations on all three streets, intersection design to accommodate crosswalks, etc. The costs of these improvements could become a significant amount, that could be either value engineered out of the project or limit other proposed park program development in order to improve the street perimeter.

We excluded the construction administration fees for Cannon Street. Until we have a better understanding of the scope of the Cannon Street development, we cannot accurately estimate the effort involved for civil and landscape consultants.

We have not included fees for:

- An architectural consultant. We propose that all structures be specified from manufacturers catalogs. We have included fees for a structural design of appropriate foundations for one restroom facility and one other pavilion type structure. We are assuming that there will not be the need for the services of mechanical, electrical or plumbing consultants with these structures. Should it be the desire of the city to have custom designed structures, appropriate fees will be negotiated.
- Electrical engineering or lighting designer. Once we have a better understanding of the design of the project, electrical design fees can be negotiated.
- Geotechnical consultant. Once we have a better understanding of the design of the project, geotechnical design fees can be negotiated.
- Any special design that may be required to relocate the railroad car- track design, subsurface investigation, compaction, etc.
- Permit procurement or negotiation, either within the city or Lane County, if applicable.
- Interpretive signage programs, other than the re-use of existing signage systems.
- Cost estimating consultant. We will prepare order of magnitude opinions of probable costs for design elements proposed as we move through the design process. If a costing consultant is deemed necessary, we will provide a proposal for these services.

We assume we will not be required to provide any of the following services: environmental remediation, floodplain verification or remediation, county, state or federal permitting, historic or cultural surveys. We assume that there is not state or federal funding that may require us to provide documentation for funding.

Rate Schedules are included as a separate sheet.

### **Schedule**

We are prepared to move with all urgency on this project. If we are successful in gaining this commission, we will meet with city representatives to work out an expedited, manageable schedule for the project.

### **Commencement of Services**

We are prepared to commence services upon receipt of notice to proceed.



We hope this proposal meets with your needs and expectations. Please call should you have any questions. Should this meet with your approval, please sign and date in the space provided below and return a copy to Schirmer Satre Group. Again, thank you for the opportunity to assist you with the project.

Schirmer Satre Group is the consultant who can best serve the interests of the City of Lowell with this exciting project.

Sincerely,

*Richard M. Satre*

Richard M. Satre, AICP, ASLA, CSI

Enclosures:    Compensation Schedule  
                     Services Flyer

ACCEPTED BY:

---

Signature / Printed Name

---

Date

## Schirmer Satre Group References

Jacqueline Rochefort, MLA  
Corvallis Parks and Recreation  
1310 SW Avery Park Drive  
Corvallis, OR 97333  
541-766-6468  
[jacqueline.rochefort@corvallisoregon.gov](mailto:jacqueline.rochefort@corvallisoregon.gov)

Angela Phinney | Assistant Executive Director  
(541) 343-5256 ext. 110  
(541) 743-6289- cell  
4181 E Street,  
Springfield, OR 97478  
[www.arclane.org](http://www.arclane.org)

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Eric Gunderson (Retired)  
PIVOT Architecture  
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Eugene, Oregon 97401  
541-342-7291  
[egunderson@pivotarchitecture.com](mailto:egunderson@pivotarchitecture.com)



## **COMPENSATION SCHEDULE**

**July 1, 2019**

For services rendered, the following rates for Professional Services and Reimbursable Expenses shall apply:

### **1. PROFESSIONAL SERVICES**

Principal	\$ 135.00 / Hour
Project Manager	\$ 120.00 / Hour
Senior Project Staff	\$ 105.00 / Hour
Project Staff III	\$ 85.00 / Hour
Project Staff II	\$ 75.00 / Hour
Project Staff I	\$ 65.00 / Hour
Project Intern Staff	\$ 55.00 / Hour
Administrative Staff	\$ 45.00 / Hour

### **2. PROFESSIONAL SERVICES BY SUB-CONSULTANTS**

For services of outside consultants, charges will be made at 1.0 times the sub-consultant's invoice.

### **3. REIMBURSABLE EXPENSES**

For the following services, charges will be made at 1.0 times the following.

Vehicle Mileage	Current Federal Rate
Commercial Transportation	Actual Cost
Meals and Accommodations	Actual Cost
Commercial Printing and Copying	Actual Cost
Office Black & White Plotting	\$ 5.50 per std. copy
Office Color Plotting	\$10.25 per std. copy
Office Black & White Copying, Printing	\$ .17 per std. copy
Office Color Copying, Printing	\$ .66 per std. copy
Long Distance Communications	Actual Cost
Postage, Shipping and Delivery	Actual Cost
Models, Renderings and Photography	Actual Cost
Maps, Reports, Record Documents	Actual Cost
Permit Fees	Actual Cost





# arc park - an inclusive experience springfield, oregon



Schirmer Satre Group is honored to be a part of the planning and design for this proposed comprehensive play experience within Springfield. This all-inclusive park will offer a wide range of activities, sensory wall, including interactive play, large playground structures, the hill, water element, stage, and so much more.

The development of the park included collaboration with families and stakeholders to develop a program that truly provides an inclusive and collaborative learning experience.

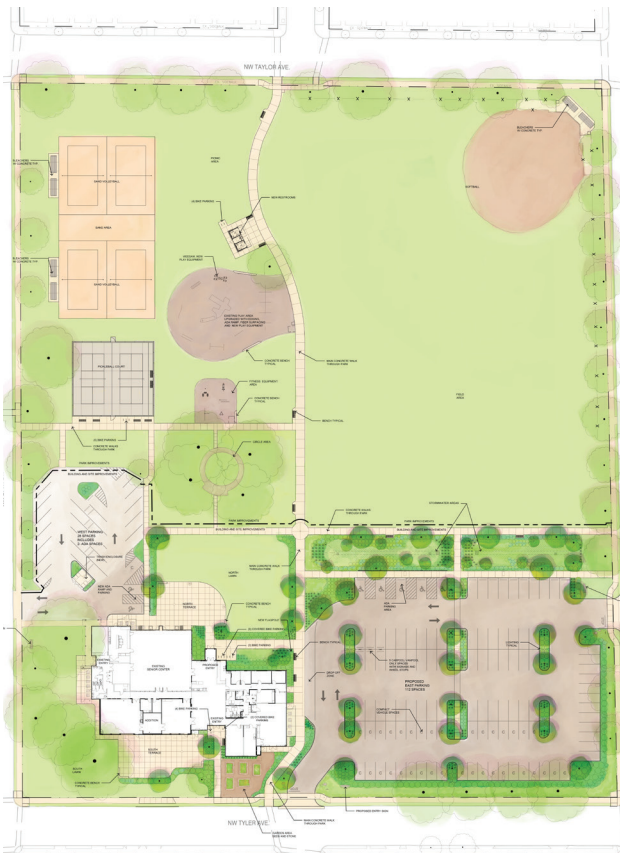
The Arc Park Advisory Board has continued this process by analyzing park facilities within the region to compare park elements and usability from an inclusive perspective.

The first phase of construction is anticipated for 2020 with parking completion in 2021.





# chintimini senior & community center and park corvallis, oregon



Schirmer Satre Group is part of a multi-disciplinary team in the redevelopment of Chintimini Senior & Community Center and Park. Corvallis Parks & Recreation spearheaded the project in an effort to reimagine the community center and park to meet current community needs. Due to the proximity of the center and park to Oregon State University, the necessity for an improved program to meet all age groups, along with neighborhood parking demands, resulted in a comprehensive program upgrade for this one block facility.

The park program includes; expansion of the community center with dual main entrances, rooms for additional programs, fitness area, café area, outside dining and venue areas, community gardens, multi-use path system, on-site parking with integrated stormwater feature, new park restrooms, expanded playground, new fitness equipment zone, new pickleball courts, expanded sand volleyball zone, expanded spectator seating and complete planting and irrigation upgrades. The work is grant-funded through multiple sources.

The north park phase will be complete October 2019 and the southern community center and associated parking and program will be completed spring 2020.



LANDSCAPE ARCHITECTS

**SCHIRMER  
SATRE**  
GROUP

PLANNERS + LANDSCAPE ARCHITECTS + ENVIRONMENTAL SPECIALISTS

375 West 4th, Suite 201, Eugene, OR 97401  
Phone: 541.686.4540 Fax: 541.686.4577  
www.schirmersatre.com



# COLLEGE AVENUE STREETSCAPE PROJECT

Blacksburg, Virginia

Planning & Urban Design + Community Input + Landscape Architecture + Sustainable



While employed with LPDA, Inc. in Virginia, John Schmidt was the principal landscape architect in charge of this streetscape development project.

College Avenue is the connective roadway boundary between the Virginia Tech Campus and the Town of Blacksburg, Virginia.

John led a multidisciplinary team to design a people street or "Promenade" which accommodated a variety of events and activities. The highly participatory design process that included stakeholder meetings and public presentations, resulted in a series of public spaces forming a pedestrian promenade and urban park and improving the link between Campus and downtown.

Changes to vehicular access, addition of public event areas and outdoor dining greatly improve access, functionality and visibility of adjacent businesses. The park and promenade incorporate public art, stormwater features, festival space and pedestrian amenities. The project creates a living street with a series of multi-functional outdoor rooms. The palette of hardscape and landscape materials references the local vernacular, while accommodating recreational and business activities. Construction was completed in 2013.

Size: 3 blocks  
Cost: \$3,800,000  
Client: Town of Blacksburg  
300 South Main Street  
Blacksburg, VA 24060

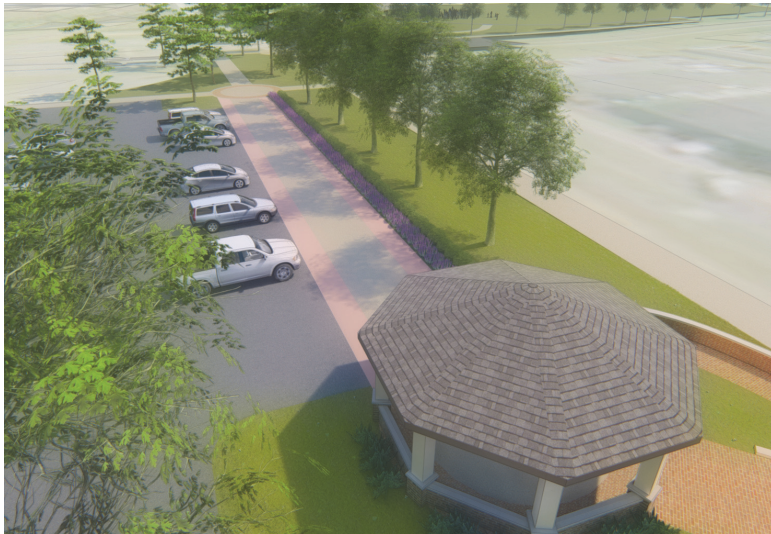




# WAYNESBORO CONSTITUTION PARK

Waynesboro, Virginia

Parks and Recreation + Landscape Architecture + Master Planning



While employed with LPDA, Inc. in Virginia, John Schmidt was the principal landscape architect in charge of this park project.

John provided comprehensive master planning services for reimagining Constitution Park and Phase I Final Design services for this CDGB (State Funded) project. John prepared the conceptual (master plan) for the north and south components for Constitution Park, as well as provided assistance with the current farmer's market venue and future event programs. The park planning also integrated the design and extension of the river greenway trail.

Size: 14 acres  
Client: City of Waynesboro  
Parks & Recreation  
Address: 413 Port Republic Road  
Waynesboro, VA 22980





# MAIN STREET PLAZA and PROMENADE

Danville, Virginia

Planning & Urban Design + Community Input + Landscape Architecture + Infrastructure



While employed with LPDA, Inc. in Virginia, John Schmidt was the principal landscape architect in charge of this streetscape development project.

This key entry corridor to downtown Danville was encumbered by an odd pattern of ingress and egress. A new “Main Street Plaza” was envisioned as a prominent public space, which would facilitate community activity and a meaningful connection between downtown and the riverfront.

John provided design services for this landmark space. The multifunctional public space serves as a downtown gateway, public park and pedestrian promenade connecting the Dan River to the historic downtown and warehouse districts.



The park is designed with pedestrian amenities at the core of the program, creating promenades along storefronts, facilitating cross street access, and developing an “alee” style connection to the riverfront. The park and plaza facilitate multiple functions, gathering and every aspect of City life. A civic style fountain serves as the focal point. Materials and signage interpret the history of the River District and the Dan River.

Size: 1 acre  
Client: City Engineering  
City of Danville  
Address: 427 Patton St.  
Danville, VA 24541



# FREEDOM PARK

Cleveland, Georgia

Planning & Urban Design + Community Input + Landscape Architecture



While Principal of Anderson Design, Inc, John Anderson acted as the landscape architectural consultant and lead designer within a multi-disciplinary team for this municipal park development.

Occupying the spot of a previous gravel parking lot, Freedom Park has quickly become the heart and soul of downtown Cleveland, Georgia. Farmers markets, concerts, art in the park, car shows, holiday celebrations, food trucks all contribute to a vibrant social scene.

New curb work and sidewalks form a framework for the park, providing accessible paths from all four sides. A plaza space with tables and chairs and a flag formation anchor the north end, close to most downtown shops and an easy walk for lunch. The south end is dedicated as an amphitheater/ event space, with a generous lawn and raised stage. Elevation changes are addressed with low site walls of native stone. Angle parking is provided around the perimeter, providing a perfect setup for the weekly farmers market. The vendors park in the spaces and the public peruses their goods from the adjacent sidewalk. Shade and flowering trees, along with flowering shrubs and groundcover complete the scene.

Size: Two blocks  
Client: City of Cleveland  
85 South Main Street  
Cleveland, Georgia 30528



# RIVERDALE CIVIC CENTER

Riverdale, Georgia

Planning & Urban Design + Community Input + Landscape Architecture



While Principal of Anderson Design, Inc, John Anderson acted as the landscape architectural consultant and lead site designer within a multi-disciplinary team for this municipal development.

With the continual spread of metro Atlanta, the City of Riverdale, Georgia has grown from a small railroad town to a thriving suburban community. With their municipal building reaching the end of its lifecycle, the city decided to reimagine itself, starting with a new civic complex. Phase One of this complex included a new city hall building and municipal recreation center. Fronting these two buildings is a brick driveway which doubles as a pedestrian walkway during civic events and a substantial amphitheater. Adjacent to the amphitheater is a splash pad, allowing children to play within view of parents enjoying a summer concert.

The amphitheater is primarily a lawn, with low seat walls providing grade breaks. The stage is covered by a tensile fabric structure and brick backdrop wall. The perimeter driveway is paved in brick, along with the walkways to the buildings. The landscape program revolves around the use of flowering and native materials, intended to minimize maintenance costs. An adjacent stormwater detention facility was reimaged as a permanent pool with wetland edge plants and a geyser fountain as well as a nature walk and pavilion for weddings and small functions.

Size: Eight acre parcel  
Client: City of Riverdale, Georgia  
7200 Church Street  
Riverdale, Georgia 30274



## RIVERSIDE PARK PLAY CORE

Lynchburg, Virginia

Parks and Recreation + Neighborhood + Landscape Architecture



While employed with LPDA, Inc. in Virginia, John Schmidt was the principal landscape architect in charge of this park project.

Riverside Park is one of the gems of Lynchburg's parks and recreation system. This 47-acre historic park was opened in 1923 and features rolling topography that overlooks the James River. A 2009 master plan called for the construction of a new playground that was universally-accessible and historically compatible with the surrounding park.

John designed a cost-efficient, maintenance-friendly play area that was accessible to children of varying abilities and did not detract from the traditionally rustic park character. John facilitated multiple meetings, including a gathering of local teachers and professionals who work with differently-abled children. The resulting playground had a transportation theme which drew from a restored locomotive and the nearby river and play equipment that included ramped access and elements for sensory stimulation. John designed a sensory walk, seating areas, play areas for younger and older children, a bubbling rock fountain, and planting areas.

Size: 0.6 acres  
Client: Lynchburg Parks & Recreation  
301 Grove Street  
Lynchburg, VA 24501



# RIVES PARK

City of Charlottesville, Virginia

Parks and Recreation + Neighborhood + Landscape



While employed with LPDA, Inc. in Virginia, John Schmidt was the principal landscape architect in charge of this park project.

John provided master planning, construction documents, environmental documentation coordination, and construction administration for the Rives Park redevelopment. Using the previously developed Rives Park re-master plan as a guide, the final design and completed park included a new pedestrian pathway system, play areas, bio-retention facilities, restrooms and picnic shelter.

Size: 5 acres  
Client: Charlottesville Parks and Recreation  
501 East Main Street  
Charlottesville, VA 22902



## Firm Profile

Founded in 1960, KPFF has grown to over 1,100 employees, including 170 employees in Portland and Eugene. KPFF has over 30 years of experience providing engineering services for community parks and streetscape projects. Their work spans the Pacific Northwest including multiple sites in Portland, and current projects revitalizing the industrial riverfronts in Eugene and Oregon City (Willamette Falls).

## Master Planning

Having completed large scale master plans in the Pacific Northwest and abroad, KPFF understands the need to work closely with the entire team to fully understand site constraints, the owner's long-term growth strategy, and the architect's design intent. KPFF's civil engineers are adept at providing a clear picture for our clients on site layout, design alternatives, and phased construction options. We deliver the most economic and sustainable recommendations for stormwater management, utilities, roads, and infrastructure, considering accessibility, pedestrian and bicycle access, vehicle circulation, and plans for future expansion.

### **Eugene Downtown Riverfront Redevelopment, Eugene, OR**

KPFF is leading a multidisciplinary team to implement the City of Eugene's vision for the Downtown Riverfront Redevelopment Project. KPFF is providing project management, civil engineering, structural engineering and land surveying services for the planning, design and construction of the public transportation and utility infrastructure. The site consists of approximately 16.5 acres of the former Eugene Water and Electric Board (EWEB) industrial site on the Willamette River and near downtown Eugene. The goal of this project is to work closely with City staff and the private developer to complete the project vision and deliver the infrastructure necessary to prepare the site for vertical construction.

The multi-phased project involves extensive environmental remediation, floodplain and floodway modeling, riparian enhancements, utilities (storm drainage, sanitary sewer, water, power, fiber, communications, natural gas), site demolition, asbestos abatement, solid waste management/disposal, erosion and sediment control, roadways, street lighting, landscape planning and irrigation, and a Festival Street with decorative paving and specialty lighting. KPFF's contract began in January 2019. The first phase of the project will be constructed through the summer of 2019 and the second phase will begin in the spring of 2020. The project will be complete by November of 2020.





## Director Park, Portland, OR

KPFF provided civil engineering services for demolition of an existing structure and replacement with a six-story, below-grade parking garage topped by a new public plaza park with café building and interactive water feature. The downtown Portland project incorporates numerous stormwater features, including a greenroof, flow through planters and a cartridge system. KPFF also provided a design for the water feature recirculation tank located in the public right-of-way. Utilities had to be routed above the garage and below the sand set granite paver system. A new streetscape design was provided for NW Ninth and NW Park Avenue extending the park across the rights-of-way to the face of the adjacent buildings.



## Elizabeth Caruthers Park, Portland, OR

KPFF provided civil engineering services for a two-block, urban residential park. The park, at the end of a pedestrian corridor, serves as an extension from the Willamette River waterfront into the urban grid.

The civil design included vegetated infiltration basins that were integrated with created woodlands to address stormwater requirements on the site. New utility service connections and frontage improvements in the right-of-way were also designed. The park includes an interactive water feature with a flow-through system that conveys water to vegetated storm facilities for filtration instead of sanitary sewer.

The park has been a success and offers a pleasant respite from the surrounding towers for residents and OHSU visitors, staff and students.





**Lan Su Classical Chinese Garden, Portland, OR**

KPFF provided civil and structural engineering services for the first authentic, urban Suzhou-style Chinese garden in the United States. Occupying a full city block in Portland's Old Town, the garden features courtyards, rockery, covered bridges and walkways, a pond, a gallery/study building, a two-story teahouse and a pavilion. Civil engineering services included four blocks of streetscape improvements, utilities, storm drainage, erosion control, demolition, grading and paving. The \$12.8 million garden was completed in 2000.





## Downtown Riverfront Redevelopment, The Dalles, OR

KPFF provided preliminary and final design of streetscape improvements and a pedestrian crossing of the Union Pacific Railroad (UPRR) in The Dalles' city center. The crossing will provide a key link between the downtown business district and the Columbia River riverfront. Streetscape enhancements will include incorporation of district design standards, specialty paving, landscaping railings and lighting. The goal of this plan is to capitalize on opportunities for economic growth, public use and social activities by restoring the City's connection to the Columbia River and making significant improvements to the streetscape to improve the marketability of properties within the area. The project was put on hold in 2015 due to a change in direction from City Council. The project is currently being restarted. Estimated completion is 2020.



**Hood River Waterfront Park, Hood River, OR**

KPFF provided civil and structural engineering design services for a two-phased 6.4-acre public park for the City of Hood River along the Columbia River. Design and construction services for the first phase included grading and excavation quantities for a large swimming cove, riverbank re-grading and rip rap removal, concrete pathway, green riverbank reinforcement, site grading, utility and retaining wall design and preliminary design for an informational/fishing platform. KPFF also provided Army Corps/DSL permit services and coordination with DEQ for a relocated outfall.





## City of Lake Oswego, East End Redevelopment, Lake Oswego, OR

KPFF provided civil engineering services for a three-block downtown boulevard and Main Street reconstruction. The site was 2.2 acres and the project was completed in 2001 for \$3.3 million. KPFF also worked on Millennium Park as a part of this redevelopment.





## Ankeny Plaza, Portland, OR

KPFF provided civil engineering and survey services for this \$8.5 million revitalization project of the Skidmore/Old Town Historic District at the north end of Waterfront Park and under the Burnside Bridge. The project involved public improvements for a new pavilion and plaza area to serve as the new home of Portland's Saturday Market. Scope included design of water, storm drainage and sanitary sewer improvements; natural gas extension; and construction support.



**Proposal for  
Landscape Architecture Services**

**Implementation of City's Downtown Master Plan  
Rolling Rock Park and Cannon Street Phases**



**Presented to the City of Lowell**



**September 30th, 2019**



**DOUGHERTY  
LANDSCAPE  
ARCHITECTS**





30th September 2019

Jared Cobb,  
City Administrator  
**City of Lowell, OR**

Re: Improvements to Rolling Rock Park and Cannon Street

Dear Jared,

We at DLA are excited to submit this proposal to you for the improvements to Rolling Rock Park and Cannon Street. Implementation for these plans will certainly transform the core area consistent with the City's Downtown Master Plan. We have enjoyed working with you on other projects and hope to maintain a good relationship with this consultation. As you will find in these pages, we are highly qualified to provide the design services as you have outlined in the Informal Solicitation. We have been designing parks and streetscapes in communities like Lowell over 25 years. More importantly we have designed similar community parks and streets recently and know how to achieve built products, on time and on budget. A recently completed project, the City Park in Veneta cost significantly less than the original estimate. We know how to get the most out of your budget.

We appreciate the work you are doing to implement real change and revitalization in Lowell. We would be excited to assist you with this next step which is sure to have a significant effect in enhancing the downtown. Please don't hesitate to contact me if you have any questions or would like to discuss any of the details in our proposal.

Respectfully Submitted

David Dougherty, Principal

DLA Inc.

# Table of Contents



**Project Example: Paul Fisher Park, City of Lowell**

## 1.0 Proposed Costs

## 2.0 Project Understanding

## 3.0 Technical Capabilities

## 4.0 References

## 5.0 Appendix - Resumes

# 1.0 Proposed Cost - Rolling Rock Park Improvements

## Phase I ROLLING ROCK PARK IMPROVEMENTS

### Task Outline and Fee Estimate for Phase 1

Item		Description	Hours	
		Base Services	David	Staff
1	●	<b>Pre-Design</b> - Obtain all existing conditions and planning documents relevant to the park and assemble base plans. Conduct detailed site analysis and notate all existing conditions that will remain and influence future improvements.	4	8
2	●	<b>Preliminary Design</b> - Using the recently completed "Rolling Rock Park Design Concept" prepare options to determine a more specific plan needed for Phase 1 of improvements. Submit to Jared for review and feedback. Revise plans accordingly. Assume one review meeting.	12	5
3	●	<b>Base Plan Preparation</b> - Based upon accepted preliminary design, draft site plan onto auto-Cad	0	8
4	●	<b>Site Prep and Demolition Plan</b> - Identify existing improvements to remove or relocated, sod stripping, vegetation to remove etc.	2	6
5	●	<b>Irrigation Plan, Details and Specifications</b>	0	32
6	●	<b>Landscape Plan and Specifications</b> - Identify location for imported topsoil, lawn locations, trees and incidental landscape items. Provide topsoil, lawn and planting specifications as needed.	6	25
		Total Estimated Hours	24	84
		Estimated DLA Fees	\$9,780	

		Optional Services		
A.	●	<b>Public Bid Documents and Project Manual Preparation</b> - Coordinate documents with city as needed. We assume the city will take the lead on assembling the standard solicitation /bid manual. DLA will provide the specifications and coordinate the other information as needed.	\$2,000	
B.	●	<b>Construction Administration - Address questions with addenda during the bid process. Attend pre-construction meeting.</b> Oversee construction process including specified inspections and close-out procedures. Inspections include: rough grading, fine grading, irrigation, tree layout, d substantial completion and final completion. Reports will be issued as needed. A punch list will be prepared following the Substantial Completion inspection.	\$3,200	

#### Notes:

- 1 Fees will be billed monthly on an hourly basis and will not exceed the totals indicated.
- 2 Above mentioned design fees are for scope of work mentioned above. Additional scope of work or additional meetings would be performed at the hourly rates.
- 3 The city is to provide survey / site plan documents for the existing space. Should this not be available, we will use existing documents and aerial photos as a base plan.
- 4 Reimbursable expenses i.e. printing, postage and materials are additional cost and will be billed on an at cost basis. Travel is billed per mile at the standard rate.



# 1.0 Proposed Cost- Cannon Street Festival Area

## Phase II CANNON STREET FESTIVAL AREA

### Task Outline and Fee Estimate

Item	Description	Hours	
	<b>Base Services</b>	David	Staff
1	● <b>Pre-Design</b> - Obtain all existing conditions and planning documents relevant to the park and assemble base plans. Conduct detailed site analysis and notate all existing conditions that will remain and influence future improvements.	4	6
2	● <b>Preliminary Design</b> - Prepare Conceptual Plan that includes the improvements discussed and other options to be considered. Submit to city staff for review and feedback. Revise plans accordingly and prepare for review meeting.	12	8
3	● <b>Design Review Meeting</b> - Prepare for, attend and help facilitate design review meeting with staff and interested stakeholders. Identify short and long term improvements.	8	4
4	● <b>Conceptual Site Plan</b> - Based upon feedback from review meeting, prepare a Conceptual Plan that reflects the consensus for proposed improvements. This process will include a preliminary plan for staff review and feedback. The final product will consist of project budget and a color rendered plan.	20	28
	Total Estimated Hours	44	46
	<b>Estimated DLA Fees</b>	<b>\$8,750</b>	

<b>Optional Services</b>			
A.	● <b>Construction Plans Details and Specifications</b> - Prepare all construction documents needed for a bid package as coordinated with the city engineer. (Please note that a accurate fees can not be determined until the scope of improvements is known. This fee can be adjusted upon determination of scope).	\$20,000 - \$25,000 Estimated	
B.	● <b>Public Bid Documents and Project Manual Preparation</b> - Coordinate documents with city as needed. We assume the city will take the lead on assembling the standard solicitation /bid manual. DLA will provide the specifications and coordinate the other information as needed.	\$2,000	
C.	● <b>Construction Administration</b> - Address questions with addenda during the bid process. Attend pre-construction meeting. Oversee construction process including specified inspections and close-out procedures. Inspections include: rough grading, fine grading, irrigation, tree layout, substantial completion and final completion. Reports will be issued as needed. A punch list will be prepared following the Substantial Completion inspection. Hardscape and utility inspections to be by city engineer.	\$3,000	

#### Notes:

- 1 Fees will be billed monthly on an hourly basis and will not exceed the totals indicated.
- 2 Above mentioned design fees are for scope of work mentioned above. Additional scope of work or additional meetings would be performed at the hourly rates.
- 3 The city is to provide a survey should the project move into the Construction Documents phase.
- 4 Reimbursable expenses i.e. printing, postage and materials are additional cost and will be billed on an at cost basis. Travel is billed per mile at the standard rate.

## 2.0 Project Understanding

Understanding of **Rolling Rock Park** Improvements (Phase 1)- The Rolling Rock Park Improvements are an essential component to the Downtown Master Plan. The central location of the park and its historical relevance are part of Lowell's identity and provide a unique space to bring the community together. We understand that the City of Lowell in conjunction with IPRE have formulated initial conceptual ideas for the park. We will work to incorporate previous committee ideas and engage with both the public and the City of Lowell staff to refine the conceptual plan and develop buildable documents for the park.

Understanding of **Cannon Street Festival Area** (Phase 2) The Cannon Street Festival Area will provide a dual use space on the edge of the park and function as downtown street. The scope outlines the preparation of a conceptual plan including site analysis, a preliminary design and design review meetings. There is also the optional service to provide construction documents, public bid documents and construction administration.

Project Goals for the **Rolling Rock Park** Improvements - We understand that the aim of the Rolling Rock Improvements are to enhance the central location of the park, create a diverse and vibrant open space and connect existing and future development to this central location. The park will accommodate a variety of uses, whilst at the same time represent Lowell's history through interactive educational displays and interpretative signage.

Project Goals for the **Cannon Street Festival Area** - This urban street aims to enhance the uses of the park and provide additional space for the farmers market and festivals. In addition to this, it will provide a number of amenities including lighting, stormwater facilities, planters, trees, bicycle racks and benches.

### Scope of Work

**Rolling Rock Park** Improvements - The selected firm is to provide design services and construction drawings to upgrade Rolling Rock Park. The layout for the project will incorporate previous concepts and any public input that the client determines is applicable through a public presentation process. DLA's years of experience in providing design services for similar projects will also greatly benefit overall park layout determination.



Gervais Chalk Festival



Swanson Park, Albany

## 2.0 Project Understanding

Construction Documents - Conceptual design work will be the basis for bid and construction documents. These documents are to include grading, topsoil placement, irrigation, lawn and tree installation. A construction estimate will inform the design decisions with the goal of adhering to the final budgets outlined for each project.

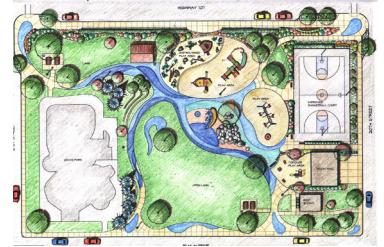
Optional Services - These items are included in the budget as a separate line item allowing the City to determine the extent of the services needed.

**Cannon Street Festival Area** - Phase 2 of the project requires the development of a conceptual plan for a festival area along Cannon Street. In addition to short and long term goals, the project team will be required to provide a project budget and a final rendered plan. The design team will also help facilitate a design review meeting with interested stakeholders and staff.

Optional Services - All services related to construction documentation, bid documents, the project manual and construction administration have been allocated an estimated amount within the proposed costs section.

Communication with the City - David Dougherty will be the primary point of communication with the city throughout the design process. As such, David will present design ideas and plans to the city for the overall park upgrades and the design for Cannon Street Festival Area. David will incorporate and communicate city feedback throughout the design process.

Eric Parsons will be available for direct communication with the owner as needed and will provide responses to all communication regarding construction and bid documents. Our staff is readily available to respond to all city inquiries.



Lions Park, Reedsport

## 3.0 Technical Capacity

### History

DLA Inc. was established in 1991 to provide a responsive approach to landscape architecture, urban design and public improvement projects. These services are offered to uniquely fit a broad range of projects that include public works, commercial development, community enhancement, housing and recreation planning. With a landscape architecture staff of five employees, DLA has a multifaceted background that spans 28 years. David Dougherty and Eric Parsons are licensed landscape architects in the State of Oregon. Please see attached resumes. We offers a comprehensive scope of services that range from preliminary design and master planning to detail documentation and construction administration.

DLA brings a strong professional service to team undertakings. Working with public agencies, architects, engineers, planners and developers we establish clear design goals and implement an approach that reflects a broad understanding of design principles and techniques. In doing so, DLA is a key contributor to successfully completed projects within the public, commercial and private sectors in the Pacific Northwest.

### Relevant Professional Capabilities

The projects listed on the next pages show DLA's extensive coordination with multiple partners and stakeholders. DLA has recently worked with citizen stakeholder groups and municipal agencies on numerous park, streetscape and urban revitalization projects. DLA is adept at incorporating the needs of the various stakeholders into a cohesive product. Our firm works to maintain project flow while integrating stakeholder needs. DLA and the design team are also adept at handling permitting at various and overlapping levels.

### Additional Relevant Parks Projects throughout Oregon

- Sunrise Park, Albany (in construction)
- Veneta City Park (recently completed)
- Coast Park, Newport
- Deco Park, Newport
- Mt. Vernon Park, Springfield
- Pacific Park, Springfield
- West Lawn Memorial Park, Eugene
- Meadow View Playground, Eugene
- Carousel Park, Cottage Grove
- Paul Fisher Park Conceptual Master Plan, Lowell
- Florence Interpretive Sites, Florence
- Reinhart Park, Grants Pass
- Mt. Fir Neighborhood Park, Independence
- Redwood Park, Grants Pass
- University Park, Eugene
- West Eugene Village Park
- Willamalane Playground, Springfield
- Territorial Sports Park, Veneta

### DLA Philosophy

We pride ourselves on being team players and good communicators. The DLA Team delivers projects in a collaborative style, meaning the owner and consultant team work together during all project phases. By focusing on you, your project goals and listening to your community needs, we deliver your vision, not ours. All of these funds are public funds, and the public trusts us, and you to spend the money wisely. We are here to help facilitate the process and bring your vision to reality.

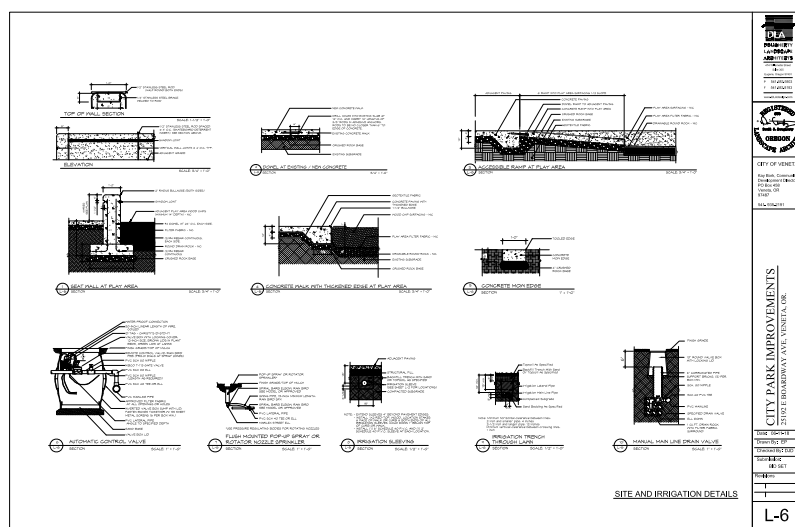
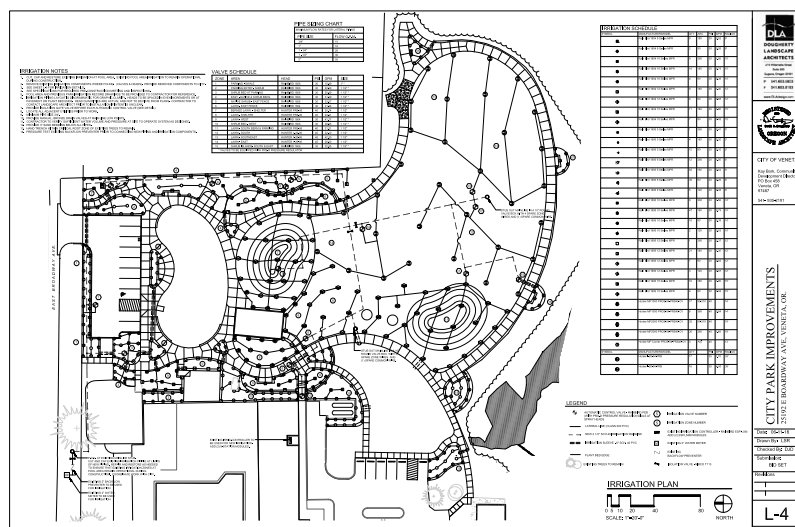
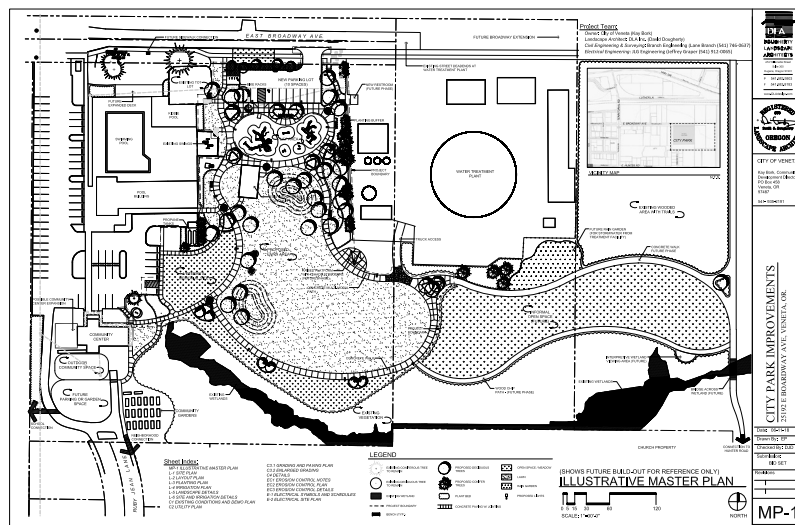


## 3.0 Technical Capacity

### Construction Documentation

DLA is familiar with the process desired by the city, having worked on several city park projects that involved public process. Below is a list of the professional services that we have provide on previous park projects. These are listed in the general sequence in which they are to be performed. We understand that all of this work is to be conducted in close coordination with city staff.

- Initial Project Briefing with City Staff
- Site Assessment
- Schematic Design (including Master Plan elements for entire park)
- Facilitation of public meetings
- Preliminary Cost Estimate
- Construction Drawings with review sets (50% and 75%)
- Final Cost Estimate
- Bid Documents to include: Park Layout and Materials, Landscape, Irrigation, Lighting and Site Detail Documentation.



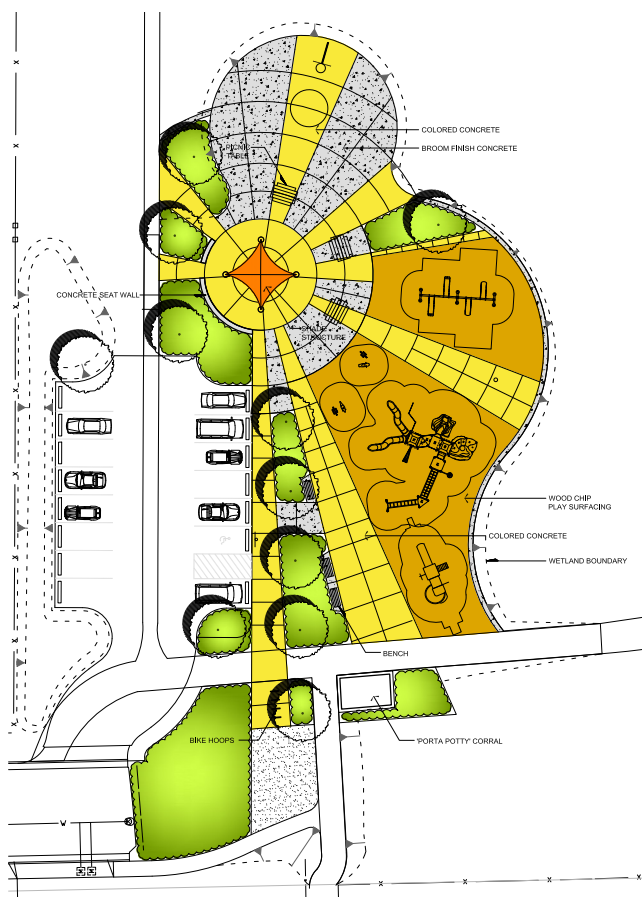
Construction Document Examples

## 3.0 Technical Capacity

### VENETA CITY PARK

Veneta, Oregon

DLA headed public input sessions to guide the design of this community park. DLA was project lead and worked closely with the City of Veneta public works to develop bid and construction documents. The park features a new parking lot, playground, a renovated picnic shelter, play berms, large turf fields and perimeter pathways. Park construction was completed on time and under budget.



### SUNRISE PARK

Albany, Oregon

Site elements at this neighborhood park include a new parking area, playground, basketball court and plaza with seat walls and a shade structure. DLA served as project lead and provided full site, landscape and irrigation design and documentation. DLA presented the park plans during a public information meeting. The park design features a radial 'Sunburst' pattern that extends from the center of the plaza to the hardscape edges.

## 3.0 Technical Capacity

### GERVAIS MAIN STREET/FESTIVAL STREET

Gervais, Oregon

DLA worked with the City to upgrade Main Street and provide an event space for the community. The popular Gervais Festival, originally the Gervais Sidewalk Chalk Art festival is an annual celebration that brings the community together to celebrate their diversity and encourage young people to be a part of their community. This popular festival has expanded over the years and now draws many locals and visitors. The provision of a dual use space and the focus on a pedestrian environment has encouraged community participation and created strong connections to local businesses.



### KINDER PARK

Albany, Oregon

DLA was project lead and provided a full range of design services for this community park and sports complex. DLA also led a public presentation for park design. The park features a large playground, shade structures with picnic tables, park lighting, baseball fields and site furnishings. Park pathways connect to a creek-side trail network. The park has been well received by the community and city staff.



# 4.0 References

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The following references will speak to the DLA’s service quality / ability to deliver services promptly (response time, ability to provide service to the Agency and evidence of financial responsibility.

**Ed Hodney (recently retired)**  
Director of Parks and Recreation, City of Albany  
ed.hodney@cityofalbany.net  
541.905.379

Ed has commissioned DLA to numerous recent park projects and can speak to our attentiveness and design capabilities. DLA has provided full design services for new neighborhood parks as well as providing solutions for specific needs at existing parks. Ed can also speak to our quick response time and availability for travel.



.....

**Kylie Schauer**  
Public Works Director  
Veneta, Oregon  
kschauer@ci.veneta.or.us  
541.935.2191

DLA has worked with Kyle on numerous projects including the Veneta Broadway Ave. and Waldo Lane Streetscapes, the Veneta Municipal Pool, Territorial Sports Park planning and Veneta City Park. Kyle can speak to design and documentation capabilities from concept through construction.



.....

**Mike Miller**  
Public Works Director  
Florence, Oregon  
mike.miller@ci.florence.or.us  
541.997.4106

DLA worked with the City of Florence on the Siuslaw Interpretive Center along the Siuslaw River Estuary. Mike oversaw the project and can speak to the success of the project and the attention to detail that DLA brought to the project.





## 5.0 Appendix- David Dougherty Resume

### David J. Dougherty, DLA Principal

**Education:** BSLA, The Ohio State University, 1983, *Columbus, OH*  
 Construction Marketing, Drexel University, *Philadelphia, PA*

**Professional Experience:** DLA Inc. Dougherty Landscape Architects, 1992-Present, *Eugene, OR*  
 Walker & Macy, 1991, *Portland, OR*  
 Cameron & McCarthy, 1990-1991, *Eugene, OR*  
 Hanna / Olin Ltd., 1985-1990 (now Olin Partnership), *Philadelphia, PA*  
 Sullivan Arfaa Land Planners, 1983-1985, *Philadelphia, PA*  
 Las Colinas Landscape Corp., 1981, *Dallas, TX*



**Project Experience:**

**Parks**

Sunrise Park  
 Veneta City Park  
 53rd Avenue Park (Doug Killin Friendship Park)  
 Swanson Park  
 Riverview Heights Park  
 Lexington Park  
 Eades Park  
 Teloh-Calapooia Park  
 Takena Park  
 Veterans Memorial, Timber Linn Park  
 Veterans Memorial, Timber Linn Park  
 Rogue River Amphitheater  
 Volunteer Park  
 University Park Renovations  
 Coast Park  
 Cuthbert Amphitheater  
 Bryant Park Restoration and Improvements\*  
 Wilsonville Sports Park\*  
 Cottage Grove Carousel Park  
 Mitchell Park, Eugene Bible College

*Albany, OR*  
*Veneta, OR*  
*Albany, OR*  
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*Albany, OR*  
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*Albany, OR*  
*Grants Pass, OR*  
*Springfield, OR*  
*Eugene, OR*  
*Newport, OR*  
*Eugene, OR*  
*New York, NY*  
*Wilsonville, OR*  
*Cottage Grove, OR*  
*Eugene, OR*

**Sports Fields**

Redwood Park  
 Garrison Park  
 Reinhart All Sports Park\*  
 Cottage Grove High School  
 Cal Young Middle School  
 Madison Middle School  
 Creswell Middle School  
 University of Oregon, Bowerman Building  
 Prairie Mountain Middle and Elementary School  
 Kinder Park  
 Territorial Sports Park  
 Meadow View K-8

*Grants Pass, OR*  
*Grants Pass*  
*Grants Pass, OR*  
*Cottage Grove, OR*  
*Eugene, OR*  
*Eugene, OR*  
*Eugene, OR*  
*Eugene, OR*  
*Eugene, OR*  
*Albany, OR*  
*Veneta, OR*  
*Eugene, OR*

**Educational**

Oregon State University, New Residence Halls  
 Oregon State University, Residential Quad. Improvements  
 West Albany High School Campus Improvements  
 Albany Options School  
 University of Oregon, Graduate Student Housing  
 University of Oregon, Spencer Student Family Housing  
 University of Pennsylvania, Wharton School Quad.\*  
 Lane Community College, Math and Science  
 Lane Community College, Industrial Arts  
 Lane Community College, Childcare Center  
 Oregon Coast Community College Campuses

*Corvallis, OR*  
*Corvallis, OR*  
*Albany, OR*  
*Albany, OR*  
*Eugene, OR*  
*Eugene, OR*  
*Philadelphia, PA*  
*Eugene, OR*  
*Eugene, OR*  
*Eugene, OR*

Waldport, Newport, Lincoln City, OR



## 5.0 Appendix - Eric Parson Resume

**Eric Parsons**, Landscape Architect

## ***Resume***

<i>Education:</i>	MLA, Louisiana State University BA, Louisiana State University
<i>Professional Experience:</i>	DLA Inc., October 2001-Present Matschek & Associates Baton Rouge Recreation & Park Commission
<i>Project Role:</i>	<i>Senior Landscape Architect</i>
<i>Responsibilities:</i>	<i>Construction and Bid Documentation</i>



*Project Experience:*

## Parks

Veneta City Park  
Sunrise Park  
Eads Park  
Teloh Calapooia Park  
Kinder Park  
Siuslaw Interpretive Park  
Mt. Vernon Neighborhood Park  
Redwood Park  
Swanson Park  
Lexington Park  
53rd Avenue Park  
Takena Park  
Riverview Heights Park  
Territorial Sports Park

Veneta, OR  
Albany, OR  
Albany, OR  
Albany, OR  
Albany, OR  
Florence, OR  
Springfield, OR  
Grants Pass, OR  
Albany, OR  
Albany, OR  
Albany, OR  
Albany, OR  
Albany, OR  
Veneta, OR

**Public Works**

LTD Veneta Transit Center  
Veneta Downtown Revitalization and Streetscape  
Albany Historic Streetscape Project  
City of Dallas/ODOT Streetscape Project  
Florence Public Works Administration  
Central Lincoln Peoples Utility District  
Veterans Memorial  
Linn County Courthouse Blocks  
Gervais Streetscape  
Canby NW 1st Avenue Streetscape  
VA Healthcare Center

*Veneta, OR*  
*Veneta, OR*  
*Albany, OR*  
*Dallas, OR*  
*Florence, OR*  
*Newport, OR*  
*Albany, OR*  
*Albany, OR*  
*Gervais, OR*  
*Canby, OR*  
*Eugene, OR*



## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works Director  
**DATE:** October 11, 2019  
**SUBJECT:** Public Works Report

☐ **DISCUSSION**  
☐ **ACTION**  
☐ **RESOLUTION**  
☐ **ORDINANCE**  
☐ **PROCLAMATION**  
☒ **REPORT**

**SUMMARY:**

The attached Public Works Report is for the period of September 14 – October 11. The report covers the following topics: Streets and Parks, Wastewater Treatment Plant and Water Treatment Plant.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. Public Works Report





**Public Works Department**  
P.O. Box 490 Lowell, OR 97452  
Phone: 541-937-2157  
Fax: 541-937-2936  
Email: [mbaker@ci.lowell.or.us](mailto:mbaker@ci.lowell.or.us)

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**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works Director  
**DATE:** October 15, 2019  
**SUBJECT:** Public Works Report

### **Streets and Parks**

Staff is working on cleaning and inspecting storm drains, culverts, catch basins and ditches in preparations for wet weather.

Update from All American on sprinkler system for PF Park.

Park inspections are complete for October.

### **Wastewater Treatment Plant/Collections**

Still waiting on additional quotes for the propane system for the new generator at the Lift Station.

Staff is inspecting sewer manholes Citywide to check for I&I. (inflow and infiltration)

The new digester blower has been ordered.

### **Water Treatment Plant/Distribution**

Activated Carbon has been shut off for the season. We will continue collecting Cyanotoxin samples for the remainder of this Month. All sample results have been Non-detects.

Staff is working on locating a leak on Cannon Street. Midstate will be here 10/16 to assist with excavation.



## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** October 11, 2019  
**SUBJECT:** Quarterly Financial Report

☐ **DISCUSSION**  
☐ **ACTION**  
☐ **RESOLUTION**  
☐ **ORDINANCE**  
☐ **PROCLAMATION**  
☒ **REPORT**

**SUMMARY:**

The Quarterly Financial Report for July – September is attached for your review. Interest revenues are higher than previous years. New financial software has enabled staff to more effectively monitor and manage cash of each fund. This has allowed us to invest more in the Oregon Local Government Investment Pool, which produces a higher rate of return than our general bank account. Staff anticipates \$10,000-12,000 in additional interest revenue.

**FISCAL IMPACT:**

All operating funds ended the first quarter with a minimum unrestricted fund balance of 17% as established by Resolution 644. Revenues for the operating funds are at 11% of budgeted revenues and expenditures at 9% of budgeted expenditures (including transfers, excluding contingency and reserves).

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. Cash and Investment Activity Report
2. Revenue and Expenditure Report
3. Court Report
4. Leave Report

Cash Balance Report - FY 2020 through September 30  
As of October 9, 2019

Fund Description	Beginning Balance	Revenues	Expenditures	Surplus/ (Deficit)	Ending Balance	Budgeted Expenditures	Operating Budget	Unrestricted Fund Balance
110 GENERAL FUND	\$283,273	\$98,562	(\$112,115)	(\$13,553)	\$269,720	1,557,223	375,223	72%
230 WATER FUND	\$180,205	\$105,820	(\$65,637)	\$40,183	\$220,388	623,159	448,159	49%
240 SEWER FUND	\$213,858	\$92,673	(\$76,665)	\$16,008	\$229,866	512,318	470,318	49%
312 STREET FUND	\$92,429	\$20,083	(\$18,937)	\$1,146	\$93,575	515,212	77,170	121%
314 BBJ FESTIVAL FUND	\$16,320	\$13,193	(\$14,670)	(\$1,477)	\$14,843			
410 PARKS SDC FUND	\$45,615	\$2,145	\$0	\$2,145	\$47,760			
412 STREETS SDC FUND	\$36,611	\$1,314	\$0	\$1,314	\$37,926			
417 SDC FUND	\$0	\$0	\$0	\$0	\$0			
430 WATER SDC FUND	\$265,425	\$8,857	\$0	\$8,857	\$274,282			
440 SEWER SDC FUND	\$127,994	\$2,688	\$0	\$2,688	\$130,683			
445 STORMWATER SDC FUND	\$33,374	\$1,463	\$0	\$1,463	\$34,836			
520 WATER RESERVE FUND	\$19,691	\$3	\$0	\$3	\$19,693			
521 SEWER RESERVE FUND	\$8,245	\$1	\$0	\$1	\$8,246			
550 EQUIPMENT FUND	\$1	\$0	\$0	\$0	\$1			
555 DEBT RESERVE FUND	\$12,752	\$8	\$0	\$8	\$12,760			
	<b>\$1,335,793</b>	<b>\$346,810</b>	<b>(\$288,024)</b>	<b>\$58,786</b>	<b>\$1,394,579</b>			



CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>TAXES</u>					
110-310-4112	PROPERTY TAXES - CURRENT	.00	.00	142,768.00	142,768.00	.0
110-310-4114	PROPERTY TAXES - PRIOR	321.75	1,042.47	5,293.00	4,250.53	19.7
	TOTAL TAXES	321.75	1,042.47	148,061.00	147,018.53	.7
	<u>INVESTMENT EARNINGS</u>					
110-315-4125	INTEREST EARNED	39.55	1,085.91	6,130.00	5,044.09	17.7
	TOTAL INVESTMENT EARNINGS	39.55	1,085.91	6,130.00	5,044.09	17.7
	<u>INTERGOVERNMENTAL</u>					
110-320-4132	STATE REVENUE SHARING	.00	2,455.49	10,421.00	7,965.51	23.6
110-320-4134	CIGARETTE TAX	229.55	341.04	1,000.00	658.96	34.1
110-320-4136	LIQUOR TAX	1,505.03	4,684.86	20,564.00	15,879.14	22.8
110-320-4145	TRANSIENT ROOM TAX	.00	5.47	300.00	294.53	1.8
110-320-4148	MARIJUANA TAX DISTRIBUTION	.00	.00	5,200.00	5,200.00	.0
	TOTAL INTERGOVERNMENTAL	1,734.58	7,486.86	37,485.00	29,998.14	20.0
	<u>GRANT REVENUES</u>					
110-325-4151	GRANT REVENUE	.00	30,000.00	1,050,000.00	1,020,000.00	2.9
110-325-4152	TOURISM GRANT	.00	.00	9,832.00	9,832.00	.0
110-325-4154	SUMMER READING GRANT	.00	.00	1,000.00	1,000.00	.0
110-325-4158	DLCD GRANT	.00	.00	1,000.00	1,000.00	.0
	TOTAL GRANT REVENUES	.00	30,000.00	1,061,832.00	1,031,832.00	2.8
	<u>FRANCHISE FEES</u>					
110-330-4310	CABLE FRANCHISE FEES	.00	1,358.22	4,388.00	3,029.78	31.0
110-330-4312	ELECTRIC FRANCHISE FEES	9.54	25,354.86	47,298.00	21,943.14	53.6
110-330-4314	GARBAGE FRANCHISE FEES	.00	.00	4,000.00	4,000.00	.0
110-330-4316	TELECOM FRANCHISE FEES	.00	.00	1,706.00	1,706.00	.0
	TOTAL FRANCHISE FEES	9.54	26,713.08	57,392.00	30,678.92	46.5

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>LICENSES &amp; PERMITS</u>					
110-335-4352	LAND USE & DEVELOPMENT	290.00	5,627.00	13,500.00	7,873.00	41.7
110-335-4354	MISC PERMITS & LICENSES	130.00	350.00	250.00	( 100.00)	140.0
110-335-4356	BUILDING PERMIT FEES	3,197.99	4,869.77	40,634.00	35,764.23	12.0
110-335-4358	ELECTRICAL PERMIT FEES	501.76	2,741.76	6,095.00	3,353.24	45.0
110-335-4360	DOG LICENSES	140.00	192.00	700.00	508.00	27.4
	<b>TOTAL LICENSES &amp; PERMITS</b>	<b>4,259.75</b>	<b>13,780.53</b>	<b>61,179.00</b>	<b>47,398.47</b>	<b>22.5</b>
	<u>CHARGES FOR SERVICE</u>					
110-340-4410	COPY, FAX, NOTARY & RESEARCH	107.00	282.61	100.00	( 182.61)	282.6
110-340-4413	LIBRARY MEMBERSHIPS	.00	.00	1,250.00	1,250.00	.0
110-340-4415	LIBRARY BUSINESS SERVICES	.00	.00	500.00	500.00	.0
110-340-4417	LIEN SEARCHES	60.00	170.00	350.00	180.00	48.6
110-340-4419	ELECTION FILING FEES	.00	.00	50.00	50.00	.0
110-340-4421	SDC/CET ADMIN FEE	259.95	519.90	2,200.00	1,680.10	23.6
110-340-4423	PAY STATION REVENUE	.00	.00	100.00	100.00	.0
	<b>TOTAL CHARGES FOR SERVICE</b>	<b>426.95</b>	<b>972.51</b>	<b>4,550.00</b>	<b>3,577.49</b>	<b>21.4</b>
	<u>SDC REVENUE</u>					
110-345-4511	PARKS REIMBURSEMENT SDC	47.00	94.00	387.00	293.00	24.3
	<b>TOTAL SDC REVENUE</b>	<b>47.00</b>	<b>94.00</b>	<b>387.00</b>	<b>293.00</b>	<b>24.3</b>
	<u>FINES &amp; FORFEITURES</u>					
110-350-4625	MUNICIPAL COURT REVENUE	.00	150.00	2,942.00	2,792.00	5.1
	<b>TOTAL FINES &amp; FORFEITURES</b>	<b>.00</b>	<b>150.00</b>	<b>2,942.00</b>	<b>2,792.00</b>	<b>5.1</b>
	<u>REIMBURSEMENT REVENUE</u>					
110-365-4752	REIMBURSEMENT REVENUE	.00	.00	5,000.00	5,000.00	.0
	<b>TOTAL REIMBURSEMENT REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>.0</b>
	<u>OTHER REVENUE</u>					
110-370-4824	DONATIONS	.00	50.00	.00	( 50.00)	.0
110-370-4825	LIBRARY DONATIONS	.00	.00	1,000.00	1,000.00	.0
	<b>TOTAL OTHER REVENUE</b>	<b>.00</b>	<b>50.00</b>	<b>1,000.00</b>	<b>950.00</b>	<b>5.0</b>



CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>MISCELLANEOUS REVENUE</u>					
110-385-4895	MISCELLANEOUS REVENUE	<u>2,179.20</u>	<u>17,186.48</u>	<u>2,500.00</u>	<u>( 14,686.48)</u>	<u>687.5</u>
	TOTAL MISCELLANEOUS REVENUE	<u>2,179.20</u>	<u>17,186.48</u>	<u>2,500.00</u>	<u>( 14,686.48)</u>	<u>687.5</u>
	TOTAL FUND REVENUE	<u>9,018.32</u>	<u>98,561.84</u>	<u>1,388,458.00</u>	<u>1,289,896.16</u>	<u>7.1</u>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
110-410-5110 CITY ADMINISTRATOR	693.33	3,466.65	17,305.00	13,838.35	20.0
110-410-5114 CITY CLERK	220.24	1,101.20	5,153.00	4,051.80	21.4
110-410-5158 MAINTENANCE WORKER I	57.77	365.38	1,824.00	1,458.62	20.0
110-410-5220 OVERTIME	.00	.00	193.00	193.00	.0
110-410-5315 SOCIAL SECURITY/MEDICARE	74.31	377.41	2,195.00	1,817.59	17.2
110-410-5320 WORKER'S COMP	.30	54.38	179.00	124.62	30.4
110-410-5350 UNEMPLOYMENT	.00	.00	1,733.00	1,733.00	.0
110-410-5410 HEALTH INSURANCE	.00	625.98	3,582.00	2,956.02	17.5
110-410-5450 PUBLIC EMPLOYEES RETIREMENT	167.46	850.48	4,220.00	3,369.52	20.2
110-410-6110 AUDITING	.00	.00	4,419.00	4,419.00	.0
110-410-6112 LEGAL SERVICES	.00	155.40	5,000.00	4,844.60	3.1
110-410-6114 FINANCIAL SERVICES	312.00	1,588.75	3,749.00	2,160.25	42.4
110-410-6122 IT SERVICES	1,587.10	4,493.30	5,753.00	1,259.70	78.1
110-410-6124 COPIER CONTRACT	147.98	443.94	2,000.00	1,556.06	22.2
110-410-6128 OTHER CONTRACT SERVICES	35.00	5,417.00	2,371.00	( 3,046.00)	228.5
110-410-6210 INSURANCE & BONDS	.00	5,968.33	6,115.00	146.67	97.6
110-410-6220 PUBLICATIONS, PRINTING & DUES	13.03	653.03	6,900.00	6,246.97	9.5
110-410-6222 NEWSLETTER EXPENDITURE	.00	.00	1,200.00	1,200.00	.0
110-410-6226 POSTAGE	.00	.00	750.00	750.00	.0
110-410-6228 PUBLIC NOTICES	.00	.00	1,000.00	1,000.00	.0
110-410-6230 OFFICE SUPPLIES/EQUIPMENT	742.57	867.89	1,000.00	132.11	86.8
110-410-6234 GENERAL SUPPLIES	7.33	7.33	1,000.00	992.67	.7
110-410-6238 BANK SERVICE CHARGES	.00	361.89	1,000.00	638.11	36.2
110-410-6240 TRAVEL & TRAINING	1,510.00	1,542.10	1,500.00	( 42.10)	102.8
110-410-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
110-410-6320 BUILDING REPAIR & MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
110-410-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	100.00	100.00	.0
110-410-6334 NON-CAPITALIZED ASSETS	.00	.00	2,000.00	2,000.00	.0
110-410-6420 WATER SERVICES	661.27	1,122.10	200.00	( 922.10)	561.1
110-410-6425 SEWER SERVICES	90.40	268.56	150.00	( 118.56)	179.0
110-410-6430 ELECTRICITY SERVICES	192.69	362.97	550.00	187.03	66.0
110-410-6435 INTERNET SERVICES	92.47	255.91	315.00	59.09	81.2
110-410-6440 TELEPHONE SERVICES	227.41	633.89	342.00	( 291.89)	185.4
110-410-6445 REFUSE SERVICES	8.21	24.63	90.00	65.37	27.4
110-410-6510 COUNCIL EXPENDITURE	.00	.00	2,000.00	2,000.00	.0
110-410-6512 STATE ETHICS COMMISSION	.00	.00	600.00	600.00	.0
110-410-6792 REIMBURSABLE EXPENDITURE	.00	.00	5,000.00	5,000.00	.0
110-410-8225 BUILDINGS & FACILITIES	.00	.00	90,000.00	90,000.00	.0
110-410-8320 SOFTWARE	.00	5,925.15	.00	( 5,925.15)	.0
TOTAL ADMINISTRATION	6,840.87	36,933.65	182,988.00	146,054.35	20.2



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS &amp; RECREATION</u>					
110-420-5110 CITY ADMINISTRATOR	173.33	866.65	4,328.00	3,461.35	20.0
110-420-5150 PUBLIC WORKS DIRECTOR	143.54	722.67	3,374.00	2,651.33	21.4
110-420-5152 UTILITY WORKER I	163.75	827.75	3,276.00	2,448.25	25.3
110-420-5154 UTILITY WORKER II	.00	.00	3,276.00	3,276.00	.0
110-420-5156 UTILITY WORKER III	130.00	650.00	.00	( 650.00)	.0
110-420-5158 MAINTENANCE WORKER I	288.76	1,826.58	9,118.00	7,291.42	20.0
110-420-5220 OVERTIME	7.88	123.13	1,351.00	1,227.87	9.1
110-420-5315 SOCIAL SECURITY/MEDICARE	69.41	383.79	2,217.00	1,833.21	17.3
110-420-5320 WORKER'S COMP	.46	213.41	1,709.00	1,495.59	12.5
110-420-5350 UNEMPLOYMENT	.00	.00	1,861.00	1,861.00	.0
110-420-5410 HEALTH INSURANCE	.00	584.24	4,316.00	3,731.76	13.5
110-420-5450 PUBLIC EMPLOYEES RETIREMENT	132.65	743.55	4,262.00	3,518.45	17.5
110-420-6128 OTHER CONTRACT SERVICES	435.00	435.00	1,000.00	565.00	43.5
110-420-6234 GENERAL SUPPLIES	1,472.91	3,340.29	2,000.00	( 1,340.29)	167.0
110-420-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
110-420-6320 BUILDING REPAIR & MAINTENANCE	.00	695.57	2,500.00	1,804.43	27.8
110-420-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	265.96	1,000.00	734.04	26.6
110-420-6330 OTHER REPAIR & MAINTENANCE	.00	298.97	5,000.00	4,701.03	6.0
110-420-6334 NON-CAPITALIZED ASSETS	1,290.90	1,290.90	2,000.00	709.10	64.6
110-420-6339 MAINTENANCE - NELSON LAND DONA	.00	.00	500.00	500.00	.0
110-420-6420 WATER SERVICES	1,541.45	1,706.78	5,150.00	3,443.22	33.1
110-420-6425 SEWER SERVICES	120.54	358.10	1,439.00	1,080.90	24.9
110-420-6430 ELECTRICITY SERVICES	66.88	120.06	614.00	493.94	19.6
110-420-6445 REFUSE SERVICES	22.50	67.50	288.00	220.50	23.4
110-420-6710 GAS & OIL	.00	53.37	812.00	758.63	6.6
110-420-8520 PARKS IMPROVEMENTS	.00	6,117.65	790,000.00	783,882.35	.8
TOTAL PARKS & RECREATION	6,059.96	21,691.92	851,891.00	830,199.08	2.6
<u>POLICE</u>					
110-430-6118 POLICE SERVICES	.00	.00	30,561.00	30,561.00	.0
110-430-6334 NON-CAPITALIZED ASSETS	.00	.00	5,000.00	5,000.00	.0
TOTAL POLICE	.00	.00	35,561.00	35,561.00	.0

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
110-440-5110 CITY ADMINISTRATOR	173.33	866.65	4,325.00	3,458.35	20.0
110-440-5114 CITY CLERK	110.12	550.60	2,577.00	2,026.40	21.4
110-440-5220 OVERTIME	.00	.00	97.00	97.00	.0
110-440-5315 SOCIAL SECURITY/MEDICARE	21.69	108.45	628.00	519.55	17.3
110-440-5320 WORKER'S COMP	.08	18.01	14.00	( 4.01)	128.6
110-440-5350 UNEMPLOYMENT	.00	.00	508.00	508.00	.0
110-440-5410 HEALTH INSURANCE	.00	249.74	1,314.00	1,064.26	19.0
110-440-5450 PUBLIC EMPLOYEES RETIREMENT	48.86	244.30	1,207.00	962.70	20.2
110-440-6116 ENGINEERING SERVICES	1,185.00	2,385.00	500.00	( 1,885.00)	477.0
110-440-6128 OTHER CONTRACT SERVICES	.00	18,092.22	10,000.00	( 8,092.22)	180.9
110-440-6220 PUBLICATIONS, PRINTING & DUES	.00	.00	100.00	100.00	.0
110-440-6226 POSTAGE	.00	.00	250.00	250.00	.0
110-440-6240 TRAVEL & TRAINING	.00	.00	500.00	500.00	.0
110-440-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-440-6522 LAND USE & DEVELOPMENT COSTS	.00	4,895.98	10,125.00	5,229.02	48.4
110-440-6524 BUILDING PERMIT COSTS	927.08	14,527.42	31,282.00	16,754.58	46.4
110-440-6525 ELECTRICAL PERMIT COSTS	532.50	2,782.95	4,650.00	1,867.05	59.9
TOTAL COMMUNITY DEVELOPMENT	2,998.66	44,721.32	68,327.00	23,605.68	65.5

LIBRARY

110-450-5130 LIBRARIAN/SPECIAL EVENTS	.00	.00	11,700.00	11,700.00	.0
110-450-5158 MAINTENANCE WORKER I	57.77	365.38	.00	( 365.38)	.0
110-450-5315 SOCIAL SECURITY/MEDICARE	4.42	27.96	1,049.00	1,021.04	2.7
110-450-5320 WORKER'S COMP	.04	26.58	50.00	23.42	53.2
110-450-5350 UNEMPLOYMENT	.00	.00	741.00	741.00	.0
110-450-5450 PUBLIC EMPLOYEES RETIREMENT	9.96	62.98	2,017.00	1,954.02	3.1
110-450-6122 IT SERVICES	.00	288.00	7,440.00	7,152.00	3.9
110-450-6128 OTHER CONTRACT SERVICES	.00	250.00	2,000.00	1,750.00	12.5
110-450-6226 POSTAGE	.00	.00	50.00	50.00	.0
110-450-6230 OFFICE SUPPLIES/EQUIPMENT	.00	.00	500.00	500.00	.0
110-450-6234 GENERAL SUPPLIES	.00	.00	1,500.00	1,500.00	.0
110-450-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-450-6320 BUILDING REPAIR & MAINTENANCE	.00	581.50	100.00	( 481.50)	581.5
110-450-6334 NON-CAPITALIZED ASSETS	.00	.00	1,000.00	1,000.00	.0
110-450-6420 WATER SERVICES	220.43	374.04	1,200.00	825.96	31.2
110-450-6425 SEWER SERVICES	30.14	89.54	732.00	642.46	12.2
110-450-6430 ELECTRICITY SERVICES	64.23	120.99	3,600.00	3,479.01	3.4
110-450-6435 INTERNET SERVICES	92.47	255.91	2,100.00	1,844.09	12.2
110-450-6440 TELEPHONE SERVICES	.00	.00	300.00	300.00	.0
110-450-6445 REFUSE SERVICES	8.21	24.63	600.00	575.37	4.1
110-450-6530 SUMMER READING PROGRAM	.00	.00	1,000.00	1,000.00	.0
110-450-8225 BUILDINGS & FACILITIES	549.00	549.00	302,000.00	301,451.00	.2
TOTAL LIBRARY	1,036.67	3,016.51	339,929.00	336,912.49	.9



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CODE ENFORCEMENT</u>					
110-460-5110 CITY ADMINISTRATOR	173.33	866.65	4,326.00	3,459.35	20.0
110-460-5150 PUBLIC WORKS DIRECTOR	143.54	722.67	3,374.00	2,651.33	21.4
110-460-5220 OVERTIME	.00	40.99	.00	( 40.99)	.0
110-460-5315 SOCIAL SECURITY/MEDICARE	24.24	124.71	691.00	566.29	18.1
110-460-5320 WORKER'S COMP	.08	18.05	307.00	288.95	5.9
110-460-5350 UNEMPLOYMENT	.00	.00	573.00	573.00	.0
110-460-5410 HEALTH INSURANCE	.00	194.76	1,439.00	1,244.24	13.5
110-460-5450 PUBLIC EMPLOYEES RETIREMENT	54.63	281.06	1,328.00	1,046.94	21.2
110-460-6128 OTHER CONTRACT SERVICES	.00	.00	2,500.00	2,500.00	.0
110-460-6234 GENERAL SUPPLIES	.00	.00	100.00	100.00	.0
110-460-6290 MISCELLANEOUS	.00	.00	100.00	100.00	.0
110-460-6445 REFUSE SERVICES	.00	274.84	.00	( 274.84)	.0
TOTAL CODE ENFORCEMENT	395.82	2,523.73	14,738.00	12,214.27	17.1
<u>TOURISM</u>					
110-470-6128 OTHER CONTRACT SERVICES	.00	.00	1,000.00	1,000.00	.0
110-470-6224 MARKETING	.00	.00	2,000.00	2,000.00	.0
110-470-6226 POSTAGE	.00	.00	100.00	100.00	.0
110-470-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-470-6326 COVERED BRIDGE MAINTENANCE	59.53	117.98	5,000.00	4,882.02	2.4
110-470-6327 COMMUNITY GRANT PROGRAM	.00	.00	3,000.00	3,000.00	.0
110-470-6550 TOURISM FUNDED PROJECTS	.00	1,072.15	.00	( 1,072.15)	.0
TOTAL TOURISM	59.53	1,190.13	11,350.00	10,159.87	10.5
<u>MUNICIPAL COURT</u>					
110-480-5110 CITY ADMINISTRATOR	173.33	866.65	4,325.00	3,458.35	20.0
110-480-5114 CITY CLERK	110.12	550.60	2,577.00	2,026.40	21.4
110-480-5220 OVERTIME	.00	.00	97.00	97.00	.0
110-480-5315 SOCIAL SECURITY/MEDICARE	21.69	108.45	628.00	519.55	17.3
110-480-5320 WORKER'S COMP	.08	18.01	14.00	( 4.01)	128.6
110-480-5350 UNEMPLOYMENT	.00	.00	508.00	508.00	.0
110-480-5410 HEALTH INSURANCE	.00	249.74	1,314.00	1,064.26	19.0
110-480-5450 PUBLIC EMPLOYEES RETIREMENT	48.86	244.30	1,207.00	962.70	20.2
110-480-6120 JUDGE CONTRACT	.00	.00	1,250.00	1,250.00	.0
110-480-6128 OTHER CONTRACT SERVICES	.00	.00	1,500.00	1,500.00	.0
110-480-6226 POSTAGE	.00	.00	50.00	50.00	.0
110-480-6238 BANK SERVICE CHARGES	.00	.00	200.00	200.00	.0
110-480-6560 STATE ASSESSMENTS	.00	.00	500.00	500.00	.0
TOTAL MUNICIPAL COURT	354.08	2,037.75	14,170.00	12,132.25	14.4

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
110-800-7111	LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	13,668.00	13,668.00	.0
110-800-7511	LOAN INTEREST - LIBRARY/CITY	.00	.00	18,601.00	18,601.00	.0
	TOTAL DEBT SERVICE	.00	.00	32,269.00	32,269.00	.0
	<u>OTHER REQUIREMENTS</u>					
110-900-9150	TRANSFER TO EQUIPMENT FUND	.00	.00	6,000.00	6,000.00	.0
110-900-9590	CONTINGENCY	.00	.00	55,502.00	55,502.00	.0
110-900-9895	RESERVED FOR FUTURE USE - PARK	.00	.00	7,500.00	7,500.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	69,002.00	69,002.00	.0
	TOTAL FUND EXPENDITURES	17,745.59	112,115.01	1,620,225.00	1,508,109.99	6.9
	NET REVENUE OVER EXPENDITURES	( 8,727.27)	( 13,553.17)	( 231,767.00)	( 218,213.83)	( 5.9)



CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>INVESTMENT EARNINGS</u>					
230-315-4125	INTEREST EARNED	.00	409.96	2,902.00	2,492.04	14.1
	TOTAL INVESTMENT EARNINGS	.00	409.96	2,902.00	2,492.04	14.1
	<u>LICENSES &amp; PERMITS</u>					
230-335-4370	WATER/SEWER CONNECTION PERMIT	.00	.00	2,000.00	2,000.00	.0
	TOTAL LICENSES & PERMITS	.00	.00	2,000.00	2,000.00	.0
	<u>CHARGES FOR SERVICE</u>					
230-340-4425	WATER/SEWER SALES	29,450.52	102,089.31	333,048.00	230,958.69	30.7
230-340-4426	BULK WATER SALES	.00	.00	500.00	500.00	.0
230-340-4430	WATER/SEWER CONNECTION FEES	.00	.00	2,000.00	2,000.00	.0
230-340-4435	FIRE HYDRANT FEE	333.48	1,000.82	4,337.00	3,336.18	23.1
230-340-4450	WATER/SEWER PENALTIES	197.50	685.00	.00	( 685.00)	.0
	TOTAL CHARGES FOR SERVICE	29,981.50	103,775.13	339,885.00	236,109.87	30.5
	<u>SDC REVENUE</u>					
230-345-4531	WATER REIMBURSEMENT SDC	745.00	1,490.00	8,568.00	7,078.00	17.4
	TOTAL SDC REVENUE	745.00	1,490.00	8,568.00	7,078.00	17.4
	<u>LOAN PAYMENTS &amp; PROCEEDS</u>					
230-360-4225	LOAN PROCEEDS	.00	.00	175,000.00	175,000.00	.0
	TOTAL LOAN PAYMENTS & PROCEEDS	.00	.00	175,000.00	175,000.00	.0
	<u>MISCELLANEOUS REVENUE</u>					
230-385-4895	MISCELLANEOUS REVENUE	109.91	144.91	5,000.00	4,855.09	2.9
	TOTAL MISCELLANEOUS REVENUE	109.91	144.91	5,000.00	4,855.09	2.9
	TOTAL FUND REVENUE	30,836.41	105,820.00	533,355.00	427,535.00	19.8

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
230-490-5110 CITY ADMINISTRATOR	953.33	4,766.65	23,796.00	19,029.35	20.0
230-490-5114 CITY CLERK	880.96	4,404.80	20,613.00	16,208.20	21.4
230-490-5150 PUBLIC WORKS DIRECTOR	1,220.09	6,142.68	28,680.00	22,537.32	21.4
230-490-5152 UTILITY WORKER I	695.94	3,517.95	13,923.00	10,405.05	25.3
230-490-5154 UTILITY WORKER II	.00	.00	13,923.00	13,923.00	.0
230-490-5156 UTILITY WORKER III	552.50	2,762.50	.00	( 2,762.50)	.0
230-490-5158 MAINTENANCE WORKER I	86.63	547.99	2,735.00	2,187.01	20.0
230-490-5220 OVERTIME	33.47	697.46	6,516.00	5,818.54	10.7
230-490-5315 SOCIAL SECURITY/MEDICARE	338.36	1,747.24	9,882.00	8,134.76	17.7
230-490-5320 WORKER'S COMP	1.85	1,036.37	5,934.00	4,897.63	17.5
230-490-5350 UNEMPLOYMENT	.00	.00	8,736.00	8,736.00	.0
230-490-5410 HEALTH INSURANCE	.00	4,613.54	29,720.00	25,106.46	15.5
230-490-5450 PUBLIC EMPLOYEES RETIREMENT	661.49	3,421.78	18,996.00	15,574.22	18.0
230-490-6110 AUDITING	.00	.00	4,419.00	4,419.00	.0
230-490-6112 LEGAL SERVICES	.00	.00	500.00	500.00	.0
230-490-6114 FINANCIAL SERVICES	312.00	1,588.75	3,749.00	2,160.25	42.4
230-490-6116 ENGINEERING SERVICES	.00	.00	80,000.00	80,000.00	.0
230-490-6122 IT SERVICES	299.10	1,070.10	5,381.00	4,310.90	19.9
230-490-6128 OTHER CONTRACT SERVICES	70.00	210.00	2,000.00	1,790.00	10.5
230-490-6210 INSURANCE & BONDS	.00	5,968.33	6,115.00	146.67	97.6
230-490-6220 PUBLICATIONS, PRINTING & DUES	.00	125.84	1,000.00	874.16	12.6
230-490-6226 POSTAGE	.00	600.00	1,707.00	1,107.00	35.2
230-490-6230 OFFICE SUPPLIES/EQUIPMENT	135.64	276.11	1,281.00	1,004.89	21.6
230-490-6234 GENERAL SUPPLIES	.00	566.55	2,699.00	2,132.45	21.0
230-490-6238 BANK SERVICE CHARGES	.00	742.07	2,825.00	2,082.93	26.3
230-490-6240 TRAVEL & TRAINING	.00	.00	1,500.00	1,500.00	.0
230-490-6290 MISCELLANEOUS	.00	.00	1,500.00	1,500.00	.0
230-490-6320 BUILDING REPAIR & MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
230-490-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	526.90	1,000.00	473.10	52.7
230-490-6330 OTHER REPAIR & MAINTENANCE	10.20	117.53	15,329.00	15,211.47	.8
230-490-6334 NON-CAPITALIZED ASSETS	529.92	3,840.86	1,500.00	( 2,340.86)	256.1
230-490-6420 WATER SERVICES	63.66	158.80	1,697.00	1,538.20	9.4
230-490-6425 SEWER SERVICES	60.27	179.05	723.00	543.95	24.8
230-490-6430 ELECTRICITY SERVICES	1,690.70	3,252.50	19,254.00	16,001.50	16.9
230-490-6435 INTERNET SERVICES	70.00	210.00	865.00	655.00	24.3
230-490-6440 TELEPHONE SERVICES	420.19	890.33	3,886.00	2,995.67	22.9
230-490-6445 REFUSE SERVICES	18.92	56.76	233.00	176.24	24.4
230-490-6710 GAS & OIL	.00	.00	1,602.00	1,602.00	.0
230-490-6712 OPERATIONS & SUPPLIES	1,040.92	1,533.41	.00	( 1,533.41)	.0
230-490-6750 CHEMICALS & LAB SUPPLIES	53.73	3,987.47	21,349.00	17,361.53	18.7
230-490-6755 WATER/SEWER ANALYSIS	37.80	151.20	2,842.00	2,690.80	5.3
TOTAL NON-DEPARTMENTAL	10,237.67	59,711.52	370,910.00	311,198.48	16.1



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CAPITAL OUTLAY</u>					
230-700-8320	SOFTWARE	.00	5,925.15	.00	( 5,925.15)	.0
230-700-8540	WATER SYSTEMS IMPROVEMTS	.00	.00	175,000.00	175,000.00	.0
	TOTAL CAPITAL OUTLAY	.00	5,925.15	175,000.00	169,074.85	3.4
	<u>DEBT SERVICE</u>					
230-800-7110	LOAN PRINCIPAL	.00	.00	15,794.00	15,794.00	.0
230-800-7111	LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	1,367.00	1,367.00	.0
230-800-7122	LOAN PRINCIPAL - SPWF	.00	.00	4,265.00	4,265.00	.0
230-800-7124	LOAN PRINCIPAL - RD	.00	.00	16,093.00	16,093.00	.0
230-800-7510	LOAN INTEREST	.00	.00	1,483.00	1,483.00	.0
230-800-7511	LOAN INTEREST - LIBRARY/CITY	.00	.00	1,860.00	1,860.00	.0
230-800-7522	LOAN INTEREST - SPWF	.00	.00	3,157.00	3,157.00	.0
230-800-7524	LOAN INTEREST - RD	.00	.00	23,292.00	23,292.00	.0
	TOTAL DEBT SERVICE	.00	.00	67,311.00	67,311.00	.0
	<u>OTHER REQUIREMENTS</u>					
230-900-9120	TRANSFER TO WATER RESERVE FUND	.00	.00	3,938.00	3,938.00	.0
230-900-9150	TRANSFER TO EQUIPMENT FUND	.00	.00	6,000.00	6,000.00	.0
230-900-9590	CONTINGENCY	.00	.00	55,311.00	55,311.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	65,249.00	65,249.00	.0
	TOTAL FUND EXPENDITURES	10,237.67	65,636.67	678,470.00	612,833.33	9.7
	NET REVENUE OVER EXPENDITURES	20,598.74	40,183.33	( 145,115.00)	( 185,298.33)	27.7

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>INVESTMENT EARNINGS</u>					
240-315-4125	INTEREST EARNED	.00	393.36	3,640.00	3,246.64	10.8
	TOTAL INVESTMENT EARNINGS	.00	393.36	3,640.00	3,246.64	10.8
	<u>LICENSES &amp; PERMITS</u>					
240-335-4370	WATER/SEWER CONNECTION PERMIT	.00	230.00	920.00	690.00	25.0
	TOTAL LICENSES & PERMITS	.00	230.00	920.00	690.00	25.0
	<u>CHARGES FOR SERVICE</u>					
240-340-4425	WATER/SEWER SALES	30,135.00	90,068.02	394,156.00	304,087.98	22.9
240-340-4450	WATER/SEWER PENALTIES	187.50	660.00	.00	( 660.00)	.0
	TOTAL CHARGES FOR SERVICE	30,322.50	90,728.02	394,156.00	303,427.98	23.0
	<u>SDC REVENUE</u>					
240-345-4541	SEWER REIMBURSEMENT SDC	618.00	1,236.00	4,944.00	3,708.00	25.0
	TOTAL SDC REVENUE	618.00	1,236.00	4,944.00	3,708.00	25.0
	<u>MISCELLANEOUS REVENUE</u>					
240-385-4895	MISCELLANEOUS REVENUE	85.83	85.83	4,500.00	4,414.17	1.9
	TOTAL MISCELLANEOUS REVENUE	85.83	85.83	4,500.00	4,414.17	1.9
	<u>TRANSFERS IN</u>					
240-390-4955	TRANSFER FROM DEBT RESERVE FUN	.00	.00	12,724.00	12,724.00	.0
	TOTAL TRANSFERS IN	.00	.00	12,724.00	12,724.00	.0
	TOTAL FUND REVENUE	31,026.33	92,673.21	420,884.00	328,210.79	22.0



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
240-490-5110 CITY ADMINISTRATOR	953.36	4,766.80	23,796.00	19,029.20	20.0
240-490-5114 CITY CLERK	880.95	4,404.75	20,613.00	16,208.25	21.4
240-490-5150 PUBLIC WORKS DIRECTOR	1,220.08	6,142.63	28,680.00	22,537.37	21.4
240-490-5152 UTILITY WORKER I	695.93	3,517.91	13,923.00	10,405.09	25.3
240-490-5154 UTILITY WORKER II	.00	.00	13,923.00	13,923.00	.0
240-490-5156 UTILITY WORKER III	552.50	2,762.50	.00	( 2,762.50)	.0
240-490-5158 MAINTENANCE WORKER I	86.63	547.99	2,735.00	2,187.01	20.0
240-490-5220 OVERTIME	33.46	697.45	6,516.00	5,818.55	10.7
240-490-5315 SOCIAL SECURITY/MEDICARE	338.33	1,747.16	9,882.00	8,134.84	17.7
240-490-5320 WORKER'S COMP	1.85	1,036.38	5,934.00	4,897.62	17.5
240-490-5350 UNEMPLOYMENT	.00	.00	8,736.00	8,736.00	.0
240-490-5410 HEALTH INSURANCE	.00	4,613.56	29,720.00	25,106.44	15.5
240-490-5450 PUBLIC EMPLOYEES RETIREMENT	661.49	3,421.78	18,996.00	15,574.22	18.0
240-490-6110 AUDITING	.00	.00	4,419.00	4,419.00	.0
240-490-6112 LEGAL SERVICES	.00	.00	500.00	500.00	.0
240-490-6114 FINANCIAL SERVICES	312.00	1,588.75	3,749.00	2,160.25	42.4
240-490-6116 ENGINEERING SERVICES	655.40	3,435.40	100,000.00	96,564.60	3.4
240-490-6122 IT SERVICES	540.57	1,311.57	3,881.00	2,569.43	33.8
240-490-6128 OTHER CONTRACT SERVICES	370.00	1,110.00	3,600.00	2,490.00	30.8
240-490-6210 INSURANCE & BONDS	.00	5,968.33	6,115.00	146.67	97.6
240-490-6220 PUBLICATIONS, PRINTING & DUES	.00	125.84	600.00	474.16	21.0
240-490-6226 POSTAGE	.00	600.00	2,000.00	1,400.00	30.0
240-490-6230 OFFICE SUPPLIES/EQUIPMENT	.00	140.47	500.00	359.53	28.1
240-490-6234 GENERAL SUPPLIES	445.66	864.77	2,000.00	1,135.23	43.2
240-490-6238 BANK SERVICE CHARGES	.00	742.07	1,498.00	755.93	49.5
240-490-6240 TRAVEL & TRAINING	.00	.00	1,500.00	1,500.00	.0
240-490-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
240-490-6320 BUILDING REPAIR & MAINTENANCE	.00	596.42	1,000.00	403.58	59.6
240-490-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
240-490-6330 OTHER REPAIR & MAINTENANCE	1,904.28	5,733.76	12,500.00	6,766.24	45.9
240-490-6334 NON-CAPITALIZED ASSETS	529.92	529.92	1,000.00	470.08	53.0
240-490-6420 WATER SERVICES	2,098.94	6,453.45	11,457.00	5,003.55	56.3
240-490-6425 SEWER SERVICES	542.43	1,611.45	6,620.00	5,008.55	24.3
240-490-6430 ELECTRICITY SERVICES	837.73	1,592.36	25,068.00	23,475.64	6.4
240-490-6440 TELEPHONE SERVICES	224.55	476.69	1,518.00	1,041.31	31.4
240-490-6445 REFUSE SERVICES	18.92	56.76	238.00	181.24	23.9
240-490-6520 PERMITS	.00	.00	3,100.00	3,100.00	.0
240-490-6710 GAS & OIL	.00	.00	1,457.00	1,457.00	.0
240-490-6750 CHEMICALS & LAB SUPPLIES	.00	1,820.36	14,700.00	12,879.64	12.4
240-490-6755 WATER/SEWER ANALYSIS	639.90	2,322.90	10,483.00	8,160.10	22.2
TOTAL NON-DEPARTMENTAL	14,544.88	70,740.18	408,457.00	337,716.82	17.3
<u>CAPITAL OUTLAY</u>					
240-700-8320 SOFTWARE	.00	5,925.15	.00	( 5,925.15)	.0
240-700-8335 EQUIPMENT & FURNISHINGS	.00	.00	42,000.00	42,000.00	.0
TOTAL CAPITAL OUTLAY	.00	5,925.15	42,000.00	36,074.85	14.1

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
240-800-7110	LOAN PRINCIPAL	.00	.00	18,313.00	18,313.00	.0
240-800-7111	LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	1,367.00	1,367.00	.0
240-800-7122	LOAN PRINCIPAL - SPWF	.00	.00	4,056.00	4,056.00	.0
240-800-7124	LOAN PRINCIPAL - RD	.00	.00	6,263.00	6,263.00	.0
240-800-7510	LOAN INTEREST	.00	.00	9,573.00	9,573.00	.0
240-800-7511	LOAN INTEREST - LIBRARY/CITY	.00	.00	1,860.00	1,860.00	.0
240-800-7522	LOAN INTEREST - SPWF	.00	.00	3,367.00	3,367.00	.0
240-800-7524	LOAN INTEREST - RD	.00	.00	9,487.00	9,487.00	.0
	TOTAL DEBT SERVICE	.00	.00	54,286.00	54,286.00	.0
	<u>OTHER REQUIREMENTS</u>					
240-900-9121	TRANSFER TO SEWER RESERVE FUND	.00	.00	1,575.00	1,575.00	.0
240-900-9150	TRANSFER TO EQUIPMENT FUND	.00	.00	6,000.00	6,000.00	.0
240-900-9590	CONTINGENCY	.00	.00	90,595.00	90,595.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	98,170.00	98,170.00	.0
	TOTAL FUND EXPENDITURES	14,544.88	76,665.33	602,913.00	526,247.67	12.7
	NET REVENUE OVER EXPENDITURES	16,481.45	16,007.88	( 182,029.00)	( 198,036.88)	8.8



CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

STREET FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>INVESTMENT EARNINGS</u>					
312-315-4125	INTEREST EARNED	.00	308.55	2,045.00	1,736.45	15.1
	TOTAL INVESTMENT EARNINGS	.00	308.55	2,045.00	1,736.45	15.1
	<u>INTERGOVERNMENTAL</u>					
312-320-4142	STATE DISTRIBUTIONS	7,425.46	19,566.75	79,288.00	59,721.25	24.7
	TOTAL INTERGOVERNMENTAL	7,425.46	19,566.75	79,288.00	59,721.25	24.7
	<u>SOURCE 325</u>					
312-325-4151	GRANT REVENUE	.00	.00	150,000.00	150,000.00	.0
	TOTAL SOURCE 325	.00	.00	150,000.00	150,000.00	.0
	<u>SDC REVENUE</u>					
312-345-4513	TRANSPORTATION REIMBURSEMENT S	104.00	208.00	1,605.00	1,397.00	13.0
	TOTAL SDC REVENUE	104.00	208.00	1,605.00	1,397.00	13.0
	<u>LOAN PAYMENTS &amp; PROCEEDS</u>					
312-360-4225	LOAN PROCEEDS	.00	.00	268,042.00	268,042.00	.0
	TOTAL LOAN PAYMENTS & PROCEEDS	.00	.00	268,042.00	268,042.00	.0
	TOTAL FUND REVENUE	7,529.46	20,083.30	500,980.00	480,896.70	4.0

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
312-490-5110 CITY ADMINISTRATOR	173.33	866.65	4,326.00	3,459.35	20.0
312-490-5150 PUBLIC WORKS DIRECTOR	143.54	722.67	3,374.00	2,651.33	21.4
312-490-5152 UTILITY WORKER I	81.88	413.89	1,638.00	1,224.11	25.3
312-490-5154 UTILITY WORKER II	.00	.00	1,638.00	1,638.00	.0
312-490-5156 UTILITY WORKER III	65.00	325.00	.00	( 325.00)	.0
312-490-5220 OVERTIME	3.94	82.05	676.00	593.95	12.1
312-490-5315 SOCIAL SECURITY/MEDICARE	35.77	184.41	1,045.00	860.59	17.7
312-490-5320 WORKER'S COMP	.20	237.81	673.00	435.19	35.3
312-490-5350 UNEMPLOYMENT	.00	.00	913.00	913.00	.0
312-490-5410 HEALTH INSURANCE	.00	389.46	2,877.00	2,487.54	13.5
312-490-5450 PUBLIC EMPLOYEES RETIREMENT	68.74	354.90	2,009.00	1,654.10	17.7
312-490-6110 AUDITING	.00	.00	1,473.00	1,473.00	.0
312-490-6114 FINANCIAL SERVICES	104.00	529.58	1,250.00	720.42	42.4
312-490-6116 ENGINEERING SERVICES	( 1,840.40)	( 1,115.40)	1,000.00	2,115.40	(111.5)
312-490-6122 IT SERVICES	99.70	385.50	1,342.00	956.50	28.7
312-490-6128 OTHER CONTRACT SERVICES	.00	2,327.50	12,772.00	10,444.50	18.2
312-490-6210 INSURANCE & BONDS	.00	1,989.44	2,038.00	48.56	97.6
312-490-6234 GENERAL SUPPLIES	150.00	150.00	150.00	.00	100.0
312-490-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
312-490-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	133.73	500.00	366.27	26.8
312-490-6330 OTHER REPAIR & MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
312-490-6334 NON-CAPITALIZED ASSETS	.00	.00	500.00	500.00	.0
312-490-6430 ELECTRICITY SERVICES	1,185.45	2,366.00	20,363.00	17,997.00	11.6
312-490-6624 STREET SIGNS	.00	.00	500.00	500.00	.0
TOTAL NON-DEPARTMENTAL	271.15	10,343.19	71,557.00	61,213.81	14.5
<u>CAPITAL OUTLAY</u>					
312-700-8320 SOFTWARE	.00	179.55	.00	( 179.55)	.0
312-700-8530 STREET IMPROVEMENTS	8,414.24	8,414.24	438,042.00	429,627.76	1.9
TOTAL CAPITAL OUTLAY	8,414.24	8,593.79	438,042.00	429,448.21	2.0
<u>DEPARTMENT 800</u>					
312-800-7111 LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	683.00	683.00	.0
312-800-7511 LOAN INTEREST - LIBRARY/CITY	.00	.00	930.00	930.00	.0
TOTAL DEPARTMENT 800	.00	.00	1,613.00	1,613.00	.0
<u>OTHER REQUIREMENTS</u>					
312-900-9150 TRANSFER TO EQUIPMENT FUND	.00	.00	4,000.00	4,000.00	.0
312-900-9590 CONTINGENCY	.00	.00	85,427.00	85,427.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	89,427.00	89,427.00	.0



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	8,685.39	18,936.98	600,639.00	581,702.02	3.2
NET REVENUE OVER EXPENDITURES	( 1,155.93)	1,146.32	( 99,659.00)	( 100,805.32)	1.2

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

BLACKBERRY JAM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>INVESTMENT EARNINGS</u>					
314-315-4125	INTEREST EARNED	.08	.97	291.00	290.03	.3
	TOTAL INVESTMENT EARNINGS	.08	.97	291.00	290.03	.3
	<u>BBJ DONATIONS</u>					
314-370-4824	BBJ DONATIONS	.00	30.00	.00	( 30.00)	.0
	TOTAL SOURCE 370	.00	30.00	.00	( 30.00)	.0
	<u>FUNDRAISING &amp; EVENT REVENUE</u>					
314-380-4861	CRAFT/COMMERCIAL BOOTH SALES	.00	1,675.00	3,000.00	1,325.00	55.8
314-380-4862	FOOD BOOTH SALES	.00	590.00	1,200.00	610.00	49.2
314-380-4863	BEER GARDEN	.00	.00	3,000.00	3,000.00	.0
314-380-4864	JAM SALES	75.00	1,470.00	1,500.00	30.00	98.0
314-380-4866	QUILT RAFFLE SALES	.00	3,373.00	4,000.00	627.00	84.3
314-380-4868	PROGRAM AD SALES	305.00	1,445.00	2,750.00	1,305.00	52.6
314-380-4870	SPONSORSHIP REVENUE	.00	.00	4,000.00	4,000.00	.0
314-380-4876	5K RACE REVENUE	.00	.00	1,100.00	1,100.00	.0
314-380-4878	CAR SHOW REVENUE	.00	3,445.00	3,500.00	55.00	98.4
314-380-4880	FISHING DERBY REVENUE	.00	200.00	440.00	240.00	45.5
314-380-4882	HORSESHOE TOURNEY REVENUE	.00	145.00	100.00	( 45.00)	145.0
314-380-4884	KIDZ KORNER REVENUE	.00	726.35	1,000.00	273.65	72.6
314-380-4886	PIE EATING CONTEST REVENUE	.00	124.00	100.00	( 24.00)	124.0
	TOTAL FUNDRAISING & EVENT REVENUE	380.00	13,193.35	25,690.00	12,496.65	51.4
	<u>MISCELLANEOUS REVENUE</u>					
314-385-4895	MISCELLANEOUS REVENUE	.00	( 14,919.00)	500.00	15,419.00	(2983.
	TOTAL MISCELLANEOUS REVENUE	.00	( 14,919.00)	500.00	15,419.00	(2983.
	TOTAL FUND REVENUE	380.08	( 1,694.68)	26,481.00	28,175.68	( 6.4)



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
314-490-6118 POLICE SERVICES	720.00	1,220.00	1,500.00	280.00	81.3
314-490-6122 IT SERVICES	232.49	247.54	450.00	202.46	55.0
314-490-6220 PUBLICATIONS, PRINTING & DUES	.00	.00	1,200.00	1,200.00	.0
314-490-6224 FESTIVAL ADVERTISEMENT	.00	1,376.27	1,500.00	123.73	91.8
314-490-6226 POSTAGE	.00	.00	50.00	50.00	.0
314-490-6238 BANK SERVICE CHARGES	.00	25.92	.00	( 25.92)	.0
314-490-6290 MISCELLANEOUS	219.45	2,265.40	2,000.00	( 265.40)	113.3
314-490-6440 TELEPHONE SERVICES	.00	.00	200.00	200.00	.0
314-490-6445 REFUSE SERVICES	.00	.00	1,000.00	1,000.00	.0
314-490-6705 RENT	80.00	240.00	1,000.00	760.00	24.0
314-490-6810 CRAFT/COMMERCIAL BOOTH EXP	( 10.00)	16.85	750.00	733.15	2.3
314-490-6812 FOOD BOOTH EXP	.00	150.00	100.00	( 50.00)	150.0
314-490-6813 BEER GARDEN	.00	.00	1,500.00	1,500.00	.0
314-490-6814 JAM SALES EXP	.00	486.00	750.00	264.00	64.8
314-490-6816 QUILT RAFFLE	.00	270.00	4,000.00	3,730.00	6.8
314-490-6850 5K RACE EXP	.00	.00	600.00	600.00	.0
314-490-6852 CAR SHOW EXP	600.00	3,748.42	4,000.00	251.58	93.7
314-490-6854 FISHING DERBY EXP	.00	200.00	440.00	240.00	45.5
314-490-6856 HORSESHOE TOURNEY EXP	.00	.00	50.00	50.00	.0
314-490-6858 KIDZ KORNER EXP	400.00	380.00	1,000.00	620.00	38.0
314-490-6860 PIE EATING CONTEST EXP	.00	283.72	200.00	( 83.72)	141.9
314-490-6862 RC FLYERS EXP	.00	.00	100.00	100.00	.0
314-490-6864 ENTERTAINMENT EXP	.00	3,760.00	4,000.00	240.00	94.0
TOTAL NON-DEPARTMENTAL	2,241.94	14,670.12	26,390.00	11,719.88	55.6
<u>OTHER REQUIREMENTS</u>					
314-900-9590 CONTINGENCY	.00	.00	14,613.00	14,613.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	14,613.00	14,613.00	.0
TOTAL FUND EXPENDITURES	2,241.94	14,670.12	41,003.00	26,332.88	35.8
NET REVENUE OVER EXPENDITURES	( 1,861.86)	( 16,364.80)	( 14,522.00)	1,842.80	(112.7)

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

PARKS SDC FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
410-315-4125	INTEREST EARNED	.00	174.83	1,163.00	988.17	15.0
	TOTAL SOURCE 315	.00	174.83	1,163.00	988.17	15.0
410-345-4510	PARK SDC FEES	985.00	1,970.00	7,880.00	5,910.00	25.0
	TOTAL SOURCE 345	985.00	1,970.00	7,880.00	5,910.00	25.0
	TOTAL FUND REVENUE	985.00	2,144.83	9,043.00	6,898.17	23.7



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

PARKS SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
410-490-6714	MATERIALS & SERVICES	.00	.00	10,000.00	10,000.00	.0
	TOTAL DEPARTMENT 490	.00	.00	10,000.00	10,000.00	.0
	<u>DEPARTMENT 700</u>					
410-700-8520	PARKS IMPROVEMENTS	.00	.00	45,556.00	45,556.00	.0
	TOTAL DEPARTMENT 700	.00	.00	45,556.00	45,556.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	55,556.00	55,556.00	.0
	NET REVENUE OVER EXPENDITURES	985.00	2,144.83	( 46,513.00)	( 48,657.83)	4.6

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

STREETS SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
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412-315-4125	INTEREST EARNED	.00	130.26	712.00	581.74	18.3
	TOTAL SOURCE 315	.00	130.26	712.00	581.74	18.3
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412-345-4512	TRANSPORTATION SDC	592.00	1,184.00	4,736.00	3,552.00	25.0
	TOTAL SOURCE 345	592.00	1,184.00	4,736.00	3,552.00	25.0
	TOTAL FUND REVENUE	592.00	1,314.26	5,448.00	4,133.74	24.1



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

STREETS SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
412-490-6128	OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
	TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
	<u>DEPARTMENT 700</u>					
412-700-8530	STREET IMPROVEMENTS	.00	.00	31,951.00	31,951.00	.0
	TOTAL DEPARTMENT 700	.00	.00	31,951.00	31,951.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	33,951.00	33,951.00	.0
	NET REVENUE OVER EXPENDITURES	592.00	1,314.26	( 28,503.00)	( 29,817.26)	4.6

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
430-315-4125	INTEREST EARNED	.00	1,196.84	5,987.00	4,790.16	20.0
	TOTAL SOURCE 315	.00	1,196.84	5,987.00	4,790.16	20.0
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430-345-4530	WATER SDC	3,830.00	7,660.00	30,640.00	22,980.00	25.0
	TOTAL SOURCE 345	3,830.00	7,660.00	30,640.00	22,980.00	25.0
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	TOTAL FUND REVENUE	3,830.00	8,856.84	36,627.00	27,770.16	24.2



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
430-490-6128	OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
	TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
	<u>DEPARTMENT 700</u>					
430-700-8540	WATER SYSTEMS IMPROVEMTS	.00	.00	274,087.00	274,087.00	.0
	TOTAL DEPARTMENT 700	.00	.00	274,087.00	274,087.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	276,087.00	276,087.00	.0
	NET REVENUE OVER EXPENDITURES	3,830.00	8,856.84	( 239,460.00)	( 248,316.84)	3.7

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

SEWER SDC FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
440-315-4125	INTEREST EARNED	.00	546.12	3,185.00	2,638.88	17.2
	TOTAL SOURCE 315	.00	546.12	3,185.00	2,638.88	17.2
440-345-4540	SEWER SDC	1,071.00	2,142.00	8,568.00	6,426.00	25.0
	TOTAL SOURCE 345	1,071.00	2,142.00	8,568.00	6,426.00	25.0
	TOTAL FUND REVENUE	1,071.00	2,688.12	11,753.00	9,064.88	22.9



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

SEWER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
440-490-6128	OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
	TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
	<u>DEPARTMENT 700</u>					
440-700-8550	SEWER SYSTEMS	.00	.00	137,136.00	137,136.00	.0
	TOTAL DEPARTMENT 700	.00	.00	137,136.00	137,136.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	139,136.00	139,136.00	.0
	NET REVENUE OVER EXPENDITURES	1,071.00	2,688.12	( 127,383.00)	( 130,071.12)	2.1

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

STORMWATER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
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445-315-4125	INTEREST EARNED	.00	116.76	758.00	641.24	15.4
	TOTAL SOURCE 315	.00	116.76	758.00	641.24	15.4
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445-345-4545	STORM DRAINAGE SDC	673.00	1,346.00	5,384.00	4,038.00	25.0
	TOTAL SOURCE 345	673.00	1,346.00	5,384.00	4,038.00	25.0
	TOTAL FUND REVENUE	673.00	1,462.76	6,142.00	4,679.24	23.8



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

STORMWATER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
445-490-6128	OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
	TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
	<u>DEPARTMENT 700</u>					
445-700-8560	STORMWATER IMPROVEMENTS	.00	.00	34,475.00	34,475.00	.0
	TOTAL DEPARTMENT 700	.00	.00	34,475.00	34,475.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	36,475.00	36,475.00	.0
	NET REVENUE OVER EXPENDITURES	673.00	1,462.76	( 30,333.00)	( 31,795.76)	4.8

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER RESERVE FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>INVESTMENT EARNINGS</u>					
520-315-4125	INTEREST EARNED	.00	2.53	.00	( 2.53)	.0
	TOTAL INVESTMENT EARNINGS	.00	2.53	.00	( 2.53)	.0
	<u>TRANSFERS IN</u>					
520-390-4930	TRANSFER FROM WATER FUND	.00	.00	3,938.00	3,938.00	.0
	TOTAL TRANSFERS IN	.00	.00	3,938.00	3,938.00	.0
	TOTAL FUND REVENUE	.00	2.53	3,938.00	3,935.47	.1



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OTHER REQUIREMENTS</u>					
520-900-9892	RESERVED FOR WATER BOND PYMT	.00	.00	23,628.00	23,628.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	23,628.00	23,628.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	23,628.00	23,628.00	.0
	NET REVENUE OVER EXPENDITURES	.00	2.53	( 19,690.00)	( 19,692.53)	.0

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

SEWER RESERVE FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>INVESTMENT EARNINGS</u>					
521-315-4125	INTEREST EARNED	.00	1.06	.00	( 1.06)	.0
	TOTAL INVESTMENT EARNINGS	.00	1.06	.00	( 1.06)	.0
	<u>TRANSFERS IN</u>					
521-390-4940	TRANSFER FROM SEWER FUND	.00	.00	1,575.00	1,575.00	.0
	TOTAL TRANSFERS IN	.00	.00	1,575.00	1,575.00	.0
	TOTAL FUND REVENUE	.00	1.06	1,575.00	1,573.94	.1



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

SEWER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OTHER REQUIREMENTS</u>					
521-900-9892	RESERVED FOR SEWER BOND PYMT	.00	.00	9,820.00	9,820.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	9,820.00	9,820.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	9,820.00	9,820.00	.0
	NET REVENUE OVER EXPENDITURES	.00	1.06	( 8,245.00)	( 8,246.06)	.0

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

EQUIPMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>INVESTMENT EARNINGS</u>					
550-315-4125	INTEREST EARNED	.00	.02	.00	(.02)	.0
	TOTAL INVESTMENT EARNINGS	.00	.02	.00	(.02)	.0
	<u>TRANSFERS IN</u>					
550-390-4910	TRANSFER FROM GENERAL FUND	.00	.00	6,000.00	6,000.00	.0
550-390-4912	TRANSFER FROM STREET FUND	.00	.00	4,000.00	4,000.00	.0
550-390-4930	TRANSFER FROM WATER FUND	.00	.00	6,000.00	6,000.00	.0
550-390-4940	TRANSFER FROM SEWER FUND	.00	.00	6,000.00	6,000.00	.0
	TOTAL TRANSFERS IN	.00	.00	22,000.00	22,000.00	.0
	TOTAL FUND REVENUE	.00	.02	22,000.00	21,999.98	.0



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

EQUIPMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
550-700-8425 VEHICLES & ROLLING STOCK	.00	.00	22,035.00	22,035.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	22,035.00	22,035.00	.0
TOTAL FUND EXPENDITURES	.00	.00	22,035.00	22,035.00	.0
NET REVENUE OVER EXPENDITURES	.00	.02	( 35.00)	( 35.02)	.1

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

DEBT RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>						
555-315-4125	INTEREST EARNED	.00	7.97	.00	( 7.97)	.0
	TOTAL INVESTMENT EARNINGS	.00	7.97	.00	( 7.97)	.0
	TOTAL FUND REVENUE	.00	7.97	.00	( 7.97)	.0



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

DEBT RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
555-900-9140 TRANSFER TO SEWER FUND	.00	.00	12,724.00	12,724.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	12,724.00	12,724.00	.0
TOTAL FUND EXPENDITURES	.00	.00	12,724.00	12,724.00	.0
NET REVENUE OVER EXPENDITURES	.00	7.97	( 12,724.00)	( 12,731.97)	.1

**Lowell Municipal Court**

**Revenues**

1st Qtr FY 19-20	Revenue
Jul-19	\$ -
Aug-19	\$ 150.00
Sep-19	\$ -
<b>Total Revenues</b>	<b>\$ 150.00</b>

**Expenses**

1st Qtr FY 19-20	Assessments	Bailiff	Judge	CC Bank Charges	Collection Expenses	Citation Refunds	Total
Jul-19		\$ 47.67	\$ 150.00				
Aug-19							
Sep-19							
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 47.67</b>	<b>\$ 150.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 197.67</b>

**Revenue Distribution**

1st Qtr Revenue	\$ 150.00
Less 10% Admin Fee	\$ 15.00
Less Court Expenses	\$ 197.67
<b>Net Revenue</b>	<b>\$ (62.67)</b>

**City of Oakridge**

50% Net Revenue	\$ (1.08)
Bailiff	\$ 47.67
<b>Total</b>	<b>\$ 46.59</b>

Amount to be paid to City of Oakridge

**City of Lowell**

50% Net Revenue	\$ (31.34)
Judge	\$ 150.00
10% Admin Fee	\$ 15.00
<b>Total</b>	<b>\$ 133.67</b>

Amount to be paid to City of Lowell



Employee Number	Name	Pay Code	Pay Code Title	Rate No	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain
<b>General Admin</b>									
102	Cobb, Jared B	3-01	Vac Used	302	VAC	240.00	33.32	38.00	235.32
		4-01	Sick Pay	401	SL	311.00	24.00	.00	335.00
103	Daigneault, Robert G	3-01	Vac Used	301	VAC	43.54	12.56	10.00	46.10
		4-01	Sick Pay	401	SL	92.00	15.00	26.50	80.50
104	Donnell, Joyce	3-01	Vac Used	301	VAC	95.60	30.00	44.00	81.60
		4-01	Sick Pay	401	SL	570.50	24.00	.00	594.50
Total General Admin:		3-01	Vac Used			379.14	75.88	92.00	363.02
		4-01	Sick Pay			973.50	63.00	26.50	1,010.00

Employee Number	Name	Pay Code	Pay Code Title	Rate No	Rate Desc	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remain
<b>Public Works</b>									
101	Baker, Max	3-01	Vac Used	301	VAC	72.40	30.00	4.00	98.40
		4-01	Sick Pay	401	SL	411.00	24.00	.00	435.00
106	Hunter L.D. Harris	3-01	Vac Used	301	VAC	23.45	20.10	.00	43.55
		4-01	Sick Pay	401	SL	28.00	24.00	.00	52.00
105	Nicholas G Harris	3-01	Vac Used	301	VAC	21.45	20.10	1.00	40.55
		4-01	Sick Pay	401	SL	28.00	24.00	18.00	34.00
Total Public Works:		3-01	Vac Used			117.30	70.20	5.00	182.50
		4-01	Sick Pay			467.00	72.00	18.00	521.00
Grand Totals:		3-01	Vac Used			496.44	146.08	97.00	545.52
		4-01	Sick Pay			1,440.50	135.00	44.50	1,531.00



## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** October 11, 2019  
**SUBJECT:** Monthly Police Report

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

**SUMMARY:**

The Monthly Police Report for September is presented for your review and discussion.

**FISCAL IMPACT:**

None.

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. September Police Report

## LOWELL PATROL LOG September 2019

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
2-Sep	408	3:00	4:30	1:30						
3-Sep	408	0:00	1:30	1:30						
4-Sep	408	1:53	3:12	1:19						
5-Sep	408	2:30	4:00	1:30						
6-Sep	409	6:00	7:30	1:30						
7-Sep	406	0:45	2:15	1:30						
7-Sep	429	19:15	20:15	1:00						
8-Sep	408	0:00	2:00	2:00						
9-Sep	408	1:00	2:30	1:30						
9-Sep	406	16:00	17:00	1:00						
10-Sep	401	10:15	11:15	1:00						
10-Sep	401	early evening		1						
12-Sep	401	17:30	18:30	1:00						
15-Sep	407	1:00	2:30	1:30						
17-Sep	409	1:00	2:30	1:30						
18-Sep	409	2:30	4:00	1:30						
18-Sep	409	16:00	17:00	1:00						
19-Sep	409	2:45	4:15	1:30						
22-Sep	406	11:30	12:30	1:00						
27-Sep	408	1:30	5:30	4:00						
28-Sep	408	0:00	5:30	5:30						
28-Sep	406	7:20	8:20	1:00						
28-Sep	406	8:55	9:55	1:00						
28-Sep	406	13:50	14:50	1:00						
29-Sep	408	2:00	4:30	2:30						
29-Sep	421	2:00	4:30	2:30						
30-Sep	408	2:00	4:30	2:30						
30-Sep	406	15:30	16:30	1:00						
Admin				0.5						
<b>TOTAL HOURS WORKED</b>				<b>46</b>						
<b>TOTAL HOURS</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

DATE	TIME	DESCRIPTION
7-Sep	19:30	Dirt bike alluded officer

## AGENDA ITEM SUMMARY

---

**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** October 11, 2019  
**SUBJECT:** Draft Committee Minutes

☐ **DISCUSSION**  
☐ **ACTION**  
☐ **RESOLUTION**  
☐ **ORDINANCE**  
☐ **PROCLAMATION**  
☒ **REPORT**

**SUMMARY:**

The most recent draft minutes for the Blackberry Jam Festival Committee and Parks and Recreation Committee are attached for your review.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

For review and discussion only.

**RECOMMENDATION:**

For review and discussion only.

**ATTACHMENTS:**

1. Draft minutes for the Blackberry Jam Festival Committee for September 24, 2019.
2. Draft minutes for the Parks and Recreation Committee for October 3, 2019.



**City of Lowell  
Parks and Recreation Committee Meeting Minutes  
Thursday, October 3, 2019  
Maggie Osgood Library**

**Call to Order: 7:07 P.M. by Chair Hall O'Regan**

**Committee Members Present:** Hall O'Regan, Tony Moreci, George Wild  
**Committee Members Absent:** Joe Brazil, Sara Mikulich

**Approval of the minutes: Tony Moreci moved to approve minutes from September 5, 2019, second by Hall O'Regan. PASS 3:0**

**Old Business: None**

**New Business:**

- **Review Yard of the Month Nominations** – CA presented nominations for 491 N Hyland Lane, 11 N Alder Street and 165 N Pioneer Street for yard of the month.

**Joe Brazil arrived to the meeting at 7:13 PM**

Discussion followed on nominations. **Hall O'Regan nominated 165 N Pioneer Street for the October Yard of the Month, second by George Wild. PASS 4:0**

- **Planning for Lowell Beautification Day** – CA presented list of items for cleanup day. Discussion on projects, who will attend and equipment that will be provided followed. Plan is to meet at the Maggie Osgood Library at 9 AM.
- **Planning for Holiday Bridge Lighting** – CA reported that the Blue Valley Bistro will provide a coffee trailer, George Wild will contact the Lowell Grange about providing cookies again and make contact with the Lowell High School Choir/Band, someone needs to contact Pat & Vallie Todd for Santa and Mrs. Claus, CA will reach out to Aaron Graham for program design, arrangements for tree have been made. More discussion on details followed, including contacting professionals to take care of the pigeon issue. Date is set for decorating the bridge on November 23, 2019 at 11 AM.
- **Report on Irrigation Systems, Paul Fisher and Rolling Rock Park Tree Program** - CA reported that a solicitation was sent out for Rolling Rock Park irrigation systems, turf, trees and helping phase in improvements, and City Council heard a recommendation at work session for Dougherty Landscape Architects. Discussion on Paul Fisher Park irrigation system which is waiting for the contractor to come and charge the system and grant funding was led by CA, followed by the Tree Planting Program.

- **Discuss Orchard Park and Water Plant Dock** - CA provided information update, discussion on item, and council's focus is on the Water Plant Dock. **George Wild moved to make recommendation to Council to pursue a kayak launch at the Water Plant, second by Joe Brazil. PASS 4:0**

**Other business:** None

**Adjourn: 8:34 P.M.**

**Approved:** \_\_\_\_\_  
**Hall O'Regan – Chair**

**Attest:** \_\_\_\_\_  
**Jared Cobb – City Recorder**

**City of Lowell, Oregon**  
**Minutes of the Blackberry Jam Festival Committee Meeting**  
**September 24, 2019**

The meeting was called to order at 7:04 PM by Vice-Chair Michael Galvin

**Members Present:** Pam Baumann, Michael & Virginia Galvin, George Wild, Gerry Burr, PJ Angelini, Diane Stephens, Lonna Bennett, Lon Dragt, John Myers, Joyce Donnell, CA - Jared Cobb

**Approval of Minutes: Minutes for August 27, 2019, Approved by consensus.**

**New Business:**

- 1) Selection of Committee Chair – Pam Baumann opened nominations and nominated Lon Dragt for Chair, second by Diane Stephens.** There were no further nominations. **Diane Stephens moved to close nominations, second by Gerry Burr. By consensus, Lon Dragt was appointed Chair.**
- 2) Review and Consideration of BBJ Grants –** CA Cobb presented a request from Savannah Largent to give \$200 each to the Cystic Fibrosis Foundation and Lowell Girl Scouts for volunteering at Kidz Korner, from the proceeds generated at the event. **Michael Galvin moved to approve giving \$200 each to the Cystic Fibrosis Foundation and Lowell Girl Scouts, second by George Wild. Approved by consensus.** CA presented a request from Nate Anderson to give \$300 each to the Lowell Football Team and Lowell Volleyball Team for volunteering at the Car Show, from the proceeds generated at the event. **Michael Galvin moved to approve the giving of \$300 each to the Lowell Football Team and Lowell Volleyball Team, second by Diane Stephens. Approved by consensus.**

**Old Business:**

**1) Marketing:**

Financial: CA Cobb provided a report showing a short fall of \$545, noting there are two sponsors and three vendors that have not paid yet.

Public Relations/Advertising/ Program: PJ Angelini discussed options for next year in changing the program, creating a questionnaire for advertisers and sponsors requesting input on their expectations for marketing. PJ will send a draft questionnaire to committee members to review and provide feedback. She requests the feedback be returned to her by October 10, 2019. PJ asked CA Cobb to continue researching the ability to pay online for all events.

**2) Events:**

Beer/Wine Garden: CA Cobb stated that the event can be sponsored next year.

Car Show: Was a great success.

Craft Vendors: Pam Baumann stated she would be resigning her position, and is in need of a replacement.

Entertainment: Was very good.

Fishing Derby: Lack of communication, unsure how the event went.

Food Vendors: Need more vendors next year, and look at changing location.



Grease Pole Climb: No discussion.

Horseshoe Event: Great success, moving the event to Saturday was a great contributor to the success.

K9 Event: No discussion

Kids Entertainment: CA Cobb reported Savannah Largent has resigned her position. Discussion on changing the event to be less labor intensive.

Parade: Diane Stephens stated she is resigning her position also, and in need of a replacement. Consensus was the parade went well and traffic flowed well. She stated that the Grand Marshal should be selected soon.

Pie Baking/ Eating Contest: Discussion on how to get more participation in the Pie Baking Contest.

Quilt Show: Gerry Burr showed the design intended and stated that they will be sewing the 2020 quilt for together in October. They are expecting to be back in Lundy Elementary Gym for the 2020 BBJ Festival.

### **3) Event Support:**

City: CA Cobb reported that the city will begin setup the week before the festival next year.

Garbage/Recycle/Toilets: Discussion was to enlist more help.

Information Booth: Lonna Bennett stated it went well, the location of the dining tables made it difficult to clean them.

Layout/set-up/Grounds: Discussion on last minute changes was difficult, but will begin early with designing layout this coming year.

Security: George Wild stated there were no issues.

**Other Business:** Lon Dragt presented a review of the After Action Review from August 27, 2019. Main points being the need for more volunteers, Blackberry products at the event and creating a timeline for deadlines. There was discussion on the possible need for establishing an Event Volunteer Coordinator. Lon requests all current event coordinators to provide him at next months meeting a time line for their event. Because of change in scheduled meetings, discussion followed in changing BBJ meeting date back to the second Tuesday of the month. **Gerry Burr moved to have next BBJ meeting on October 22, 2019, and return to previous schedule of the second Tuesday of the month on November 12, 2019 and going forward. Second by Diane Stephens. Approved by consensus.**

**Adjourn: 9:00 PM**

**Approved:** \_\_\_\_\_  
**Lon Dragt - Chair**

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

**Attest:** \_\_\_\_\_  
**Jared Cobb – City Recorder**

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

## AGENDA ITEM SUMMARY

---

**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** October 11, 2019  
**SUBJECT:** Resolution 728  
Employee Compensation Adjustments

☐ **DISCUSSION**  
☐ **ACTION**  
☒ **RESOLUTION**  
☐ **ORDINANCE**  
☐ **PROCLAMATION**  
☐ **REPORT**

### **SUMMARY:**

In accordance with the City of Lowell Personnel Policies and Procedures Employee Manual, employees that receive a satisfactory or better evaluation are eligible for a step increase, which must be approved by City Council resolution. Our two new public works employees recently received their probationary evaluation. The attached resolution awards step increases for these two positions.

### **FISCAL IMPACT:**

Both step increases were included in the 2019-20 Adopted Budget.

### **COURSES OF ACTION:**

1. Motion to approve Resolution 728: A Resolution Making Employee Compensation Adjustments for Fiscal Year 2019-20, as presented.
2. Motion to approve Resolution 728: A Resolution Making Employee Compensation Adjustments for Fiscal Year 2019-20, as amended.

### **RECOMMENDATION:**

Motion to approve Resolution 728: A Resolution Making Employee Compensation Adjustments for Fiscal Year 2019-20, as presented.

### **ATTACHMENTS:**

1. Resolution 728: A Resolution Making Employee Compensation Adjustments for Fiscal Year 2019-20.
2. Attachment 1: FY 2019-20 City of Lowell Pay Scale

**CITY OF LOWELL, OREGON**

**RESOLUTION 728**

**A RESOLUTION MAKING EMPLOYEE COMPENSATION ADJUSTMENTS FOR FY 2019-20**

**WHEREAS**, in accordance with the City of Lowell Personnel Policies and Procedures Manual, all employees were provided with a formal performance evaluation; and

**WHEREAS**, step increases for each employee receiving a satisfactory evaluation were included in the 2019-20 Adopted Budget; now therefore

**BE IT RESOLVED**, that the City Council of the City of Lowell, Oregon, hereby adopts the following for the remainder of the fiscal year beginning October 1, 2019:

1. The employee pay scale contained as Attachment 1: FY 2019-20 City of Lowell Pay Scale.
2. The following employees are awarded step increases:
  - a. Joyce Donnell, City Clerk, Step 9
  - b. Max Baker, Public Works Director, Step 9
  - c. Hunter Harris, Utility Worker, Step 1
  - d. Nick Harris, Utility Worker, Step 1
  - e. Robert Daigneault, Maintenance Worker, Step 5
3. This resolution supersedes Resolution 724 adopted July 16, 2019.

Adopted by the City Council of the City of Lowell, this 15<sup>th</sup> day of October 2019.

Yea: \_\_\_\_\_

Nay: \_\_\_\_\_

Approved: \_\_\_\_\_

Don Bennett, Mayor

Attest: \_\_\_\_\_

Jared Cobb, City Recorder



**ATTACHMENT 1: FY 2019-20 CITY OF LOWELL PAY SCALE**

**MONTHLY / YEARLY / HOURLY PAY SCALE AMOUNTS**

<b>Employee Position</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>	<b>STEP 10</b>
City Administrator	Negotiated under Employment Contract									
Public Works Director	\$ 3,886.13	\$ 4,080.44	\$ 4,284.46	\$ 4,498.69	\$ 4,723.62	\$ 4,959.80	\$ 5,207.79	\$ 5,468.18	\$ 5,741.59	\$ 6,028.67
	\$ 46,633.60	\$ 48,965.28	\$ 51,413.54	\$ 53,984.22	\$ 56,683.43	\$ 59,517.60	\$ 62,493.48	\$ 65,618.16	\$ 68,899.07	\$ 72,344.02
	\$ 22.42	\$ 23.54	\$ 24.72	\$ 25.95	\$ 27.25	\$ 28.61	\$ 30.04	\$ 31.55	\$ 33.12	\$ 34.78
City Clerk	\$ 2,981.33	\$ 3,130.40	\$ 3,286.92	\$ 3,451.27	\$ 3,623.83	\$ 3,805.02	\$ 3,995.27	\$ 4,195.04	\$ 4,404.79	\$ 4,625.03
	\$ 35,776.00	\$ 37,564.80	\$ 39,443.04	\$ 41,415.19	\$ 43,485.95	\$ 45,660.25	\$ 47,943.26	\$ 50,340.42	\$ 52,857.45	\$ 55,500.32
	\$ 17.20	\$ 18.06	\$ 18.96	\$ 19.91	\$ 20.91	\$ 21.95	\$ 23.05	\$ 24.20	\$ 25.41	\$ 26.68
Utility Worker	\$ 2,600.00	\$ 2,730.00	\$ 2,866.50	\$ 3,009.83	\$ 3,160.32	\$ 3,318.33	\$ 3,484.25	\$ 3,658.46	\$ 3,841.38	\$ 4,033.45
	\$ 31,200.00	\$ 32,760.00	\$ 34,398.00	\$ 36,117.90	\$ 37,923.80	\$ 39,819.98	\$ 41,810.98	\$ 43,901.53	\$ 46,096.61	\$ 48,401.44
	\$ 15.00	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23	\$ 19.14	\$ 20.10	\$ 21.11	\$ 22.16	\$ 23.27
Librarian	\$ 2,600.00	\$ 2,730.00	\$ 2,866.50	\$ 3,009.83	\$ 3,160.32	\$ 3,318.33	\$ 3,484.25	\$ 3,658.46	\$ 3,841.38	\$ 4,033.45
	\$ 31,200.00	\$ 32,760.00	\$ 34,398.00	\$ 36,117.90	\$ 37,923.80	\$ 39,819.98	\$ 41,810.98	\$ 43,901.53	\$ 46,096.61	\$ 48,401.44
	\$ 15.00	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23	\$ 19.14	\$ 20.10	\$ 21.11	\$ 22.16	\$ 23.27
Maintenance Worker	\$ 1,950.00	\$ 2,047.50	\$ 2,149.88	\$ 2,257.37	\$ 2,370.24	\$ 2,488.75	\$ 2,613.19	\$ 2,743.85	\$ 2,881.04	\$ 3,025.09
	\$ 23,400.00	\$ 24,570.00	\$ 25,798.50	\$ 27,088.43	\$ 28,442.85	\$ 29,864.99	\$ 31,358.24	\$ 32,926.15	\$ 34,572.46	\$ 36,301.08
	\$ 11.25	\$ 11.81	\$ 12.40	\$ 13.02	\$ 13.67	\$ 14.36	\$ 15.08	\$ 15.83	\$ 16.62	\$ 17.45

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** October 11, 2019  
**SUBJECT:** Informal Solicitation (IS #2019-01)  
Landscape Architecture Services

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

### **SUMMARY:**

An Informal Solicitation for Landscape Architecture Services was posted on the City Website and League of Oregon Cities. Two proposals were received and scored by the Evaluation Committee, comprised of the City Administrator, City Clerk, and Public Works Director. The Committee recommends the award to Dougherty Landscape Architects.

### **FISCAL IMPACT:**

General Fund, Parks and Recreation - \$9,780/14,980  
Street Fund, Nondepartmental – \$8,750

### **COURSES OF ACTION:**

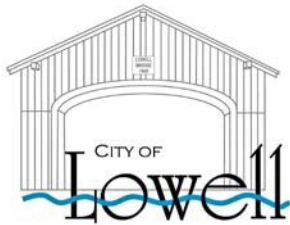
1. Motion to award landscape architecture projects, phase 1 and 2, to Dougherty Landscape Architects in an amount not to exceed \$18,530.
2. Motion to award landscape architecture projects, phase 1 and 2, to Dougherty Landscape Architects in an amount not to exceed \$23,730 (includes bid documents and construction administration for phase 1).

### **RECOMMENDATION:**

Motion to award landscape architecture projects, phase 1 and 2, to Dougherty Landscape Architects in an amount not to exceed \$23,730.

### **ATTACHMENTS:**

1. Informal Solicitation 2019-01
2. Informal Solicitation Scoring Matrix
3. Proposal from Schirmer Satre
4. Proposal from Dougherty Landscape Architects

**City Administrator's Office**

P.O. Box 490 Lowell, OR 97452

Phone: 541-937-2157

Fax: 541-937-2936

Email: [jcobb@ci.lowell.or.us](mailto:jcobb@ci.lowell.or.us)

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**Informal Solicitation**

The City of Lowell is conducting an informal solicitation for landscape architecture services for the implementation of the City's Downtown Master Plan. The project is comprised of multiple phases. This solicitation is for the first two, which includes improvements to Rolling Rock Park and Cannon Street.

***Phase 1: Rolling Rock Park Improvements***

The project includes grading and topsoil placement, irrigation, lawn and tree installation in the area outlined in the attached conceptual plan. Selected firm shall use the plan to make design recommendations. Minor modifications to the plan are acceptable and anticipated.

***Phase 2: Cannon Street***

The project includes a conceptual drawing for the development of a festival area adjacent to Rolling Rock Park. The area will serve as a downtown street that can be easily closed via bollards or planters for special events. It is anticipated the area will include urban street improvements such as street lighting, stormwater facilities, planters and/or planting strips, trees, bicycle racks, and benches.

**Minimum Requirements**

Landscape architecture firms should provide a not-to-exceed quote to provide the following base services. Separate quotes shall be provided for each phase and any optional services. The City may select a single contractor for Phase 1 and 2, may select different contractors for Phase 1 and 2, or may decline to select a contractor for Phase 1 or 2.

***Phase 1: Rolling Rock Park Improvements***

- Pre-Design – Obtain existing conditions, planning documents relevant to the park, and assemble base plans. Conduct detailed site analysis and notate all existing conditions that will remain and influence future improvements. Prepare base plan from existing.
- Preliminary Design – Using the recently completed Rolling Rock Park Design Concept, prepare options to determine a more specific plan needed for identified improvements. Submit to staff for review, feedback, and revise plans accordingly.
- Base Plan Preparation – Draft site plan based upon accepted preliminary design.
- Site Prep and Demolition Plan – Identify existing improvements to be removed or relocated, sod stripping, vegetation removal, etc.
- Irrigation Plan, Details, and Specifications – Develop irrigation plans, details, and specifications to support the maintenance of the accepted landscape design.
- Landscape Plan and Specifications – Identify locations for imported topsoil, lawns, trees, and incidental landscape items. Provide topsoil, lawn and planting specifications as needed.

**Optional Services**

- Public Bid Documents and Project Manual Preparation – Coordinate documents with City staff.
- Construction Administration – Oversee construction process including specified inspections and close-out procedures.



### *Phase 2: Cannon Street Festival Area*

- Preparation – Obtain all existing conditions and planning documents relevant to the festival area and assemble base plans. Conduct detailed site analysis and notate all existing conditions that influence future improvements.
- Preliminary Design – Prepare conceptual plan for the festival area that includes the improvements discussed and other design options to be considered. Submit to staff for review and feedback. Revise plan accordingly and prepare for review meeting.
- Design Review Meeting – Attend and help facilitate design review meeting with staff and interested stakeholders. The goal is to identify improvements that would be implemented in the short and long term.
- Conceptual Plan – Based upon feedback from the review meeting, prepare conceptual plan drawing that reflects the consensus for proposed improvements. The process will include a preliminary plan for staff review and feedback. A project budget and finished color rendered plan will be prepared following staff input.

#### Optional Services

- Construction Plan, Details, and Specifications – Prepare all necessary construction plans, details, and specifications for bid package. Coordinate with City Engineer for the development of street plans, details, and specifications.
- Public Bid Documents and Project Manual Preparation – Coordinate documents with City staff.
- Construction Administration – Oversee construction process including specified inspections and close-out procedures.

#### **Evaluation Criteria**

Proposals will be evaluated by the solicitation agent on price, project understanding, technical capacity, and references.

- Price (50%) – Proposed cost to complete Phases 1 and 2, including optional services.
- Project Understanding (20%) – Ability of the firm to clearly articulate an understanding of the identified projects and how they advance the goals of the Downtown Master Plan. Firm should provide a brief summary.
- Technical Capacity (20%) – Ability of the firm to provide services that meet base requirements. Firm should submit qualifications, including any licenses and/or certifications, and summaries of at least three (3) recent projects.
- References (10%) – Track record of success. Minimum of three (3) references should be provided.

**Please submit information necessary to evaluate your proposal as identified above and return by email to Jared Cobb, [jcobb@ci.lowell.or.us](mailto:jcobb@ci.lowell.or.us) by no later than Monday, September 30 at 5:00 p.m.**

The City of Lowell reserves the right to reject any and all proposals, and has the right, in its sole discretion, to accept the proposal it considers most favorable to the City's interest. The City also reserves the right to reject all proposals without awarding a contract to any vendor. The City reserves the right to seek clarification of any proposal submitted. The City also reserves the right to require other evidence of technical, managerial, financial, or other abilities prior to selection. The City further reserves the right to reject any and all proposals with or without cause. The City of Lowell may make an award based upon initial proposals received without discussion of such proposals with the submitting entity.

# Rolling Rock Park Concept Plan

## Introduction

Rolling Rock Park is currently an approximately 1.6 acre park located in the center of downtown Lowell, adjacent to North Shore Drive. Its main features include historical exhibits that showcase the town’s logging and railroad heritage, along with an amphitheater and open lawn areas that accommodate some of the Lowell’s summer events like the Blackberry Jam and the Farmer’s Market.

The town of Lowell is currently undergoing a planning process to re-envision a vibrant downtown infrastructure for new businesses, municipal buildings, residential living and public spaces. Within this master plan, Rolling Rock Park would become a slightly larger 2 acre park that is consolidated into a large block as opposed to its current linear layout. ICPE and the town of Lowell have come up with the following goals and conceptual plan to guide the development of the newly envisioned Rolling Rock Park.



**Rolling Rock Park**  
Source: Institute for Policy Research and Engagement

- Develop versatile park spaces that can accommodate a variety of uses and events including the Farmer’s Market and Blackberry Jam.
- Represent important aspects of Lowell’s history through interactive and educational display and interpretation.

## Goals

- Create a “Central Park” for Lowell that provides a diverse and vibrant open space to connect existing neighborhoods and schools with future downtown development.

## Design Elements & Use Areas

**Circulation** - Develop a hierarchy of pathways and park entrances to allow visitors to access various use areas throughout the park and to connect to existing and future development. The



majority of pathways throughout the park will be 5-6' wide poured concrete. The grading of all pathways should conform to ADA design guidelines to allow equal access to and throughout the park for all abilities.

**Parking** - Create parallel parking on all adjacent streets (North Shore Drive, South Moss Street, Cannon Street, East Main Street).

**Trees** - A variety of trees should be located throughout the park to provide shade for seating and picnic areas as well as providing seasonal beauty. The West and South sides of the park will have the highest density of trees to provide some evening shade at events and provide some canopy for the playground and picnic areas. All trees within the park must be pruned for safety and to maintain open sightlines throughout the park. Native and drought tolerant species should be selected whenever possible.

**Seating** - Seating benches should be located throughout the park. Location and installation of benches can happen over time as areas are assessed for need, including; shade, views, and proximity to other park features (playground, pathways).

**Picnic Pavilions and dispersed picnic tables** - Picnic pavilions and tables are represented in the Rolling Rock concept plan. Because of the high cost of a new park, both of these amenities should be

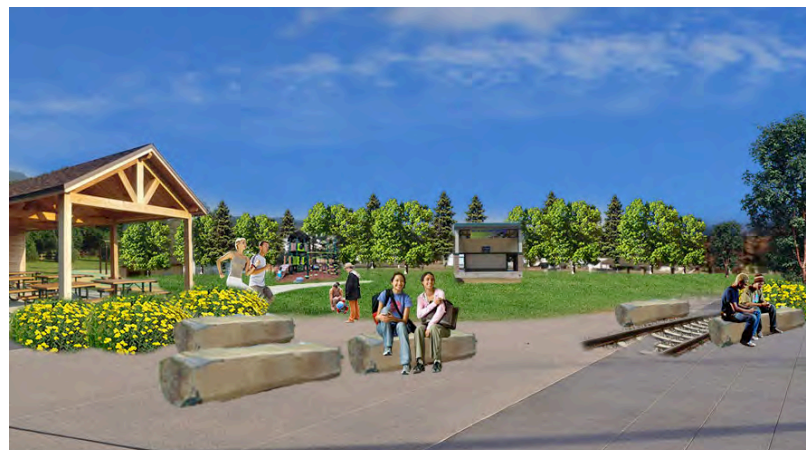
assessed regarding their need and location, and could be phased in at a later time. Reuse of materials from the existing picnic pavilions should be considered.

## USE AREAS

### **Historic Caboose and Railroad**

**Interpretation** - The concept plan proposes using the caboose as an interpretive feature along North Shore Drive. Portions of track will be constructed parallel to the historic alignment and inter-planted with grasses and flowering perennials to provide a nostalgic feel along with relaying the historic utility of the railroad. Interpretive signage should be provided as necessary, and some of the existing railroad features (lights, crossing signals) can be used to expand the historical and educational value for visitors.

**Park Entrance Plaza** - The northeast entrance is designed as the main entrance to the park, following work completed with the Lowell Downtown Master Plan. In order to connect with future urban planning, this will be a broad entrance that opens into the park looking onto the amphitheater and bandstand. This plaza is designed



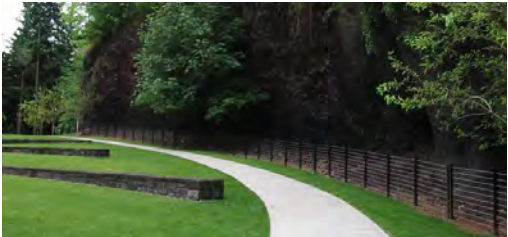
to give recognition to the historic railroad line while also providing colorful plantings and seating benches to relax and enjoy the space. This plaza should also include park signage in addition to allowing space for public art. Whenever possible local materials should be used. This may include locally quarried basalt columns for seating benches or repurposed steel railroad track in the landscape and for construction of signage and other structures (pavilions).



**Tree Grove Picnic and Interpretive Area** – The tree grove will be planted with native and drought tolerant species to provide shade for a dispersed picnic area. Native species and species with particular importance to the logging industry can be marked with interpretation and used as an educational element. This area could also act as a site to display some of the existing logging equipment.



**Amphitheater Seating Area** – The amphitheater area will be regraded to allow for at least two 18” high terraced seating benches. The seating benches can be constructed from poured concrete, or local basalt can be used either as a veneer or stacked as a rough boulder wall. The surrounding amphitheater area will be maintained as relatively level grass terraces.



**Covered Picnic Pavilion** – The concept design proposes a 60’ x 30’ covered pavilion toward the northeast corner of the park. The pavilion would provide covered seating for picnic tables as well as restrooms and a small concessions area.





**Playground** – A small playground area is proposed in the concept design to diversify the park and provide activities for multiple age groups. Playground equipment should provide for a diversity of uses along with consideration for ADA access. A tall central tower structure could provide children with amazing views of the park and the surrounding natural landscape.

**Open Lawn** – The east side of the park, including a large lawn area, is designed as flexible open space to accommodate events like the Farmer’s Market, as well as being a versatile space for other active or passive uses. This flexible lawn area will be relatively level to serve as an events space and will be easily accessible from either Cannon or East Main Street.



# Rolling Rock Park Design Concept



- |   |  |  |
|---|--|--|
| ① HISTORIC CABOOSE AND RAILROAD INTERPRETATION                      | ⑦ EXISTING BANDSTAND                                 |  PICNIC TABLE             |
| ② PARK ENTRANCE PLAZA   | ⑧ TREE GROVE (PICNIC AREA)                           |  BENCHES                  |
| ③ SEATING BENCHES (BASALT COLUMNS OR FORMED CONCRETE)               | ⑨ SMALL PLAYGROUND                                   |  COVERED PICNIC PAVILIONS |
| ④ BUS STOP  | ⑩ OPEN LAWN (FLEXIBLE SPACE USED FOR FARMERS MARKET) |  SOFT TRAIL               |
| ⑤ AMPHITHEATER SEATING AREA   |  |  |
| ⑥ COVERED PICNIC PAVILION (COULD INCLUDE CONCESSIONS AND RESTROOMS) |  |  |

**INFORMAL SOLICITATION  
SCORING MATRIX  
IS# 2019-01**

<b>Evaluation Criteria</b>	<b>DLA</b>	<b>SATRE</b>
Price	135	100
Project Understanding	57	45
Technical Capacity	56	58
References	25	29
<b>Total Points:</b>	<b>273</b>	<b>232</b>

Based on the above evaluation of both proposals, staff recommends awarding both phases to Dougherty Landscape Architects.

September 30, 2019

Mr. Jared Cobb  
The City of Lowell, Oregon  
107 East Third Street  
Lowell, Oregon 97452

RE: Rolling Rock Park/ Cannon Street Improvements

For your consideration, we are pleased to introduce the design team of Schirmer Satre Group and our engineering consultant, KPFF to act as your consultant for the Rolling Rock Park/ Cannon Street project. Our team brings decades of experience in civic facility developments of diverse scale and program. We would like very much to put that experience to work for the City of Lowell.

Our proven, consensus-based process of design development is based on communication and facilitation, followed by a rigorous design progression and diligent professional service. We have seen many times how a park such as this can act not only as the heart of the community, but also as a catalyst for economic growth. By creating a place where people want to be and want to bring their families, the surrounding community also thrives. We are proud to have been a part of this resurgence in many communities. Farmers markets, concerts, art in the park, car shows, holiday celebrations, food trucks, playgrounds, visiting a playground- all contribute to a vibrant social scene.

Regardless of the size of the land parcel or the program at hand, our goal is to provide a design that is equal parts functional, attractive and durable – a design that honors the heritage of Lowell as a railroad and timber center and the significant role its citizens have played in the growth of Oregon. Equally important, we always strive to make the process enjoyable. We specialize in the role of professional facilitation and consensus-based design development. While there will likely be some bumps in the road during this process, the right consultant will always provide an atmosphere of respect, patience and professionalism from start to finish.

We have visited Lowell and have become fully acquainted- not only on the park parcel, but in the surrounding community as well. We see tremendous potential in Lowell as a desirable place to live. We also see how this park can help project a positive image that can be the impetus for civic and economic growth.

We welcome your review of our qualifications and look forward to discussing our capabilities, our consensus-based approach and how we can make the process a memorable and pleasant experience. We look forward to speaking with you soon.

Sincerely

*Richard M. Satre*

Richard M. Satre, AICP, ASLA, CSI

Principal





September 30, 2019

City of Lowell, Oregon  
PO Box 490  
Lowell, Oregon 97452

Attn: Jared Cobb

Re: Rolling Rock Park/ Cannon Street Redevelopment  
Proposal

Dear Mr. Cobb,

Thank you for the opportunity to propose for the redevelopment of the Rolling Rock Park/ Cannon Street project. Schirmer Satre Group would be honored to be of assistance with this exciting development.

### **Understanding**

It is our understanding that Lowell is seeking the services of a planning and design consultant to facilitate the successful design and implementation of the City's Master Plan- Phase One being Rolling Rock Park and Phase Two being Cannon Street. The current budget for these phases is \$790,000.00 for the park project and \$338,500 for Cannon Street improvements. We understand that the parcel to the east of Cannon Street is not to be included in any design effort.

To begin, we will provide a field-run survey of existing conditions for use in our design efforts. We feel that this survey forms the basis of all design decisions to be made.



Rolling Rock Park  
Lane Council Of Governments Regional Land Information Database

We have reviewed the IPRE concept plan provided in the solicitation on-site and have a clear understanding of the program elements proposed. These include: universally accessible pedestrian circulation, an amphitheater setting for the exiting band stand, on street parallel parking on three surrounding streets adjacent to a perimeter sidewalk system, inclusion of the railroad and logging elements as interpretive exhibits, irrigation design, appropriate landscape design to include trees, shrubs and groundcover to accentuate and complement the park and street environment and an open lawn area for events.

In addition, a series of site seating options including benches, site seat walls and other site furnishings as appropriate, a playground structure specified from reputable manufacturers (including safety surfacing appropriate for specific fall heights). We understand that proposed roofed facilities may be considered in future phases of development. This may mean that the existing restroom facility be considered to remain, at least initially. The proposed design should allow for this flexibility. We propose that roofed structures, including restroom and picnic facilities be specified from reputable manufacturers (see proposal stipulations). Where appropriate, local materials will be used and current materials recycled in the new design.

The Cannon Street festival area will improve Cannon Street from an alley to a fully functioning city street, but with the ability to act as a festival/ plaza space. There is a European term for this kind of street- A *woonerf*. We envision the street design to feel more like a plaza, with vehicles traversing across the plaza and feeling that they should be aware of pedestrians.



We specialize in the facilitation of project programming and building of consensus during the design development. We understand that one public meeting will be provided for further public input. We will also schedule regular meetings with Lowell representatives as necessary to convey the design intent and keep the process moving forward.

### **About Schirmer Satre Group**

**Schirmer Satre Group** was formed with the merger of two separate firms, Schirmer + Associates and Satre Associates nine years ago. Rick Satre and Carol Schirmer have known each other as colleagues in the profession for better than 20 years. They solidified their working relationship with the founding of Schirmer Satre Group.

Between them, Rick and Carol have sixty-plus years of experience in land planning and landscape architecture. Rick has practiced throughout western Oregon (and occasionally further afield) since 1977 and Carol since 1989. Throughout this time, they have developed a deep understanding of creative design, comprehensive planning, land use codes and state, federal and local permitting. More than the regulatory environment, they understand community and neighborhood personalities and politics. They know that an open and democratic process, with honest, respectful face-to-face two-way dialogue is the best. They know that property owners, businesses, residents and stakeholders want to be, indeed need to be, meaningfully involved. Today they are each sought out as experts in the arena of landscape architectural design, land use planning, environmental compliance, regulatory analysis and permit procurement.

Today, Schirmer Satre Group is a full-service multi-disciplinary firm offering land use planning, landscape architecture and environmental consulting services to public, private and not-for-profit clients throughout western Oregon. We offer a well-rounded project approach through a multi-disciplinary synthesis of services, providing broadened perspectives, enhanced expertise, and economy of services. Whether long range plans or site-specific design, Schirmer Satre Group can help clients realize their objectives for regulatory approval, quality design and long-lasting performance.

### **Schirmer Satre Team**

**Schirmer Satre Group** and its engineering team member, KPFF, have the appropriate skills, local knowledge and availability to ensure that the City of Lowell's objective for the project is commenced, processed and achieved in a timely, effective, and successful manner. A qualified, cohesive, and experienced team is key for the success of a project. For this engagement, Schirmer Satre Group has turned to KPFF, a well-known, successful engineering firm to round out the team's overall expertise. The firms have worked together before on multiple projects. Our project management, communication, coordination, scheduling and QA/QC protocols are already in place. We will be able to hit the ground running.

Schirmer Satre Group will be the contracting entity. Rick Satre will be the team's project manager and primary point of contact for project communications with the City.

Firm principals and licensed professionals from both firms will have significant involvement with the project, called on as necessary to add horsepower, energy and expertise. Our single point of management will ensure that communication, coordination, documentation, schedule and budget control will be maintained.

### **Expertise**

Regarding parks and open space work, Schirmer Satre Group's work varies from site-specific facility planning and design to system-wide long-range planning, master planning and service delivery management planning.

While employed at the Willamalane Park and Recreation District, Rick was the project manager for a number of grant procurement, property acquisition, facility development and resource management plans. While in private practice, Rick has been the primary author for better than a dozen long-range park, recreation facility and natural area plans, including plans for the cities of Bend, Corvallis, Gold Beach, Springfield, Sutherlin, Tualatin Hills and Veneta.

Since leaving Willamalane, Rick provided subsequent planning and development services to the District. Projects since 1993 include Guy Lee Park Ballfield Lighting Replacement, Willamalane Park Swim Center Natatorium Replacement, Willamalane Community Wellness Center, Park Services Center Improvements, Phase 1, 2 and 3, Bob Artz Memorial Park Development, Island Park Master Plan, bike path and amphitheater, Gamebird Park Annexation, Eastgate Woodlands Trailhead Improvements, and 32<sup>nd</sup> Street Sports Park, Phases 1 and 2.

Regarding government and institutional work, Schirmer Satre Group's portfolio includes projects with municipalities and utility providers. Rick Satre has been the project manager and primary author for community refinement plans, plan amendments and code updates. These include Strategic Planning, Land Use Mapping, Buildable Lands Mapping and Updates and Development Code Updates. While under contract with the State of Oregon through the Oregon Department of Transportation's Transportation and Growth Management Program, between 1998 and 2005, Rick was the prime consultant and author of community planning efforts. These included neighborhood refinement plans, special area studies, nodal development plans and transportation system plans.

**See separate sheets within this document outlining project specific past project expertise.**

The Schirmer Satre team is comprised of four primary team members. These include:

**Schirmer Satre Group**

**Richard Satre, AICP, ASLA, CSI, Principal  
Consultant Team Leader and Project Manager**

Rick will be responsible for all contractual elements of the project. At a minimum, the client can expect him to:

- Be responsible for all contractual requirements.
- Develop project strategies, scopes, budgets, and schedules.
- Assign responsibilities to appropriate personnel at the onset of a task.
- Monitor activities to assure that technical, schedule, and budget objectives are met.
- Resolve project challenges should they arise and see that they are resolved in a timely manner.

**John Anderson, ASLA, LEED AP- Project Manager  
Landscape Architect, Designer**

John will act as the in-house project manager, assisting Rick with the design and overall management of the project. He will participate in facilitating meetings and act as second in command of the design team.

**John Schmidt, ASLA- Project Manager  
Landscape Architect, Designer**

John Schmidt will provide technical support and three-dimensional imaging services, as needed throughout the duration of the project.

**KPFF, Inc.**

**Matt Keenan, PE, Associate, Engineer**

Matt will provide civil engineering design and act as a point of contact to KPFF staff assigned to the project. KPFF will also provide surveying services- producing a field run survey of all existing conditions



### **Fees and Rates**

Schirmer Satre Group proposes to provide the services outlined herein, including subconsultants and reimbursable expenses, on a Not-To-Exceed basis. Our fees are based on the stipulated budgets of \$790,000.00 for the park development and \$338,000.00 for Cannon Street. If additional funding sources lead to increases in the available budget, we ask that our fees be adjusted/ negotiated accordingly.

Fees and expenses will be billed monthly according to the rates and terms on the attached Compensation Schedule. As requested in the RFP, each work item (Rolling Rock Park design, Cannon Street design) and their associated cost, is listed separately.

Scope of work:

<b>Survey (lump sum)</b>	<b>\$10,000.00</b>
--------------------------	--------------------

### **Rolling Rock Park**

#### **Not-To-Exceed Fee**

Schirmer Satre Group	31,000.00
KPFF Civil/ Structural Engineering	20,000.00

<b>Total Fee =</b>	<b>\$51,000.00</b>
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Optional services

Bid Documents/ project manual	
Construction administration	<b>\$20,000.00</b>

### **Cannon Street**

#### **Not-To-Exceed Fee**

Schirmer Satre Group	9,000.00
KPFF Civil	6,000.00

<b>Total Fee =</b>	<b>\$15,000.00</b>
--------------------	--------------------

Optional Services:

Construction Documents	
Bid Documents/ project manual	<b>\$35,000.00</b>

### **Proposal stipulations:**

We received clarification to several questions regarding the desired scope of services, however, there remain issues to be discussed/ negotiated based on assumptions we are currently making. We propose/ assume the following:

We exclude the parallel parking/ street improvements for North Shore, Moss Street and Main Street. The RFP is vague in terms of the redesign of these streets, which leaves questions as to the scope of engineering required. This includes storm water management and what is proposed for the existing swale on North Shore, what modifications and additions will be required to storm infrastructure on Moss Street and Main Street, relocation of overhead utilities, traffic considerations on all three streets, intersection design to accommodate crosswalks, etc. The costs of these improvements could become a significant amount, that could be either value engineered out of the project or limit other proposed park program development in order to improve the street perimeter.

We excluded the construction administration fees for Cannon Street. Until we have a better understanding of the scope of the Cannon Street development, we cannot accurately estimate the effort involved for civil and landscape consultants.

We have not included fees for:

- An architectural consultant. We propose that all structures be specified from manufacturers catalogs. We have included fees for a structural design of appropriate foundations for one restroom facility and one other pavilion type structure. We are assuming that there will not be the need for the services of mechanical, electrical or plumbing consultants with these structures. Should it be the desire of the city to have custom designed structures, appropriate fees will be negotiated.
- Electrical engineering or lighting designer. Once we have a better understanding of the design of the project, electrical design fees can be negotiated.
- Geotechnical consultant. Once we have a better understanding of the design of the project, geotechnical design fees can be negotiated.
- Any special design that may be required to relocate the railroad car- track design, subsurface investigation, compaction, etc.
- Permit procurement or negotiation, either within the city or Lane County, if applicable.
- Interpretive signage programs, other than the re-use of existing signage systems.
- Cost estimating consultant. We will prepare order of magnitude opinions of probable costs for design elements proposed as we move through the design process. If a costing consultant is deemed necessary, we will provide a proposal for these services.

We assume we will not be required to provide any of the following services: environmental remediation, floodplain verification or remediation, county, state or federal permitting, historic or cultural surveys. We assume that there is not state or federal funding that may require us to provide documentation for funding.

Rate Schedules are included as a separate sheet.

### **Schedule**

We are prepared to move with all urgency on this project. If we are successful in gaining this commission, we will meet with city representatives to work out an expedited, manageable schedule for the project.

### **Commencement of Services**

We are prepared to commence services upon receipt of notice to proceed.

We hope this proposal meets with your needs and expectations. Please call should you have any questions. Should this meet with your approval, please sign and date in the space provided below and return a copy to Schirmer Satre Group. Again, thank you for the opportunity to assist you with the project.

Schirmer Satre Group is the consultant who can best serve the interests of the City of Lowell with this exciting project.

Sincerely,

*Richard M. Satre*

Richard M. Satre, AICP, ASLA, CSI

Enclosures:    Compensation Schedule  
                     Services Flyer

ACCEPTED BY:

---

Signature / Printed Name

---

Date



## Schirmer Satre Group References

Jacqueline Rochefort, MLA  
Corvallis Parks and Recreation  
1310 SW Avery Park Drive  
Corvallis, OR 97333  
541-766-6468  
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541-342-7291  
[egunderson@pivotarchitecture.com](mailto:egunderson@pivotarchitecture.com)



## **COMPENSATION SCHEDULE**

**July 1, 2019**

For services rendered, the following rates for Professional Services and Reimbursable Expenses shall apply:

### **1. PROFESSIONAL SERVICES**

Principal	\$ 135.00 / Hour
Project Manager	\$ 120.00 / Hour
Senior Project Staff	\$ 105.00 / Hour
Project Staff III	\$ 85.00 / Hour
Project Staff II	\$ 75.00 / Hour
Project Staff I	\$ 65.00 / Hour
Project Intern Staff	\$ 55.00 / Hour
Administrative Staff	\$ 45.00 / Hour

### **2. PROFESSIONAL SERVICES BY SUB-CONSULTANTS**

For services of outside consultants, charges will be made at 1.0 times the sub-consultant's invoice.

### **3. REIMBURSABLE EXPENSES**

For the following services, charges will be made at 1.0 times the following.

Vehicle Mileage	Current Federal Rate
Commercial Transportation	Actual Cost
Meals and Accommodations	Actual Cost
Commercial Printing and Copying	Actual Cost
Office Black & White Plotting	\$ 5.50 per std. copy
Office Color Plotting	\$10.25 per std. copy
Office Black & White Copying, Printing	\$ .17 per std. copy
Office Color Copying, Printing	\$ .66 per std. copy
Long Distance Communications	Actual Cost
Postage, Shipping and Delivery	Actual Cost
Models, Renderings and Photography	Actual Cost
Maps, Reports, Record Documents	Actual Cost
Permit Fees	Actual Cost





# arc park - an inclusive experience springfield, oregon



Schirmer Satre Group is honored to be a part of the planning and design for this proposed comprehensive play experience within Springfield. This all-inclusive park will offer a wide range of activities, sensory wall, including interactive play, large playground structures, the hill, water element, stage, and so much more.

The development of the park included collaboration with families and stakeholders to develop a program that truly provides an inclusive and collaborative learning experience.

The Arc Park Advisory Board has continued this process by analyzing park facilities within the region to compare park elements and usability from an inclusive perspective.

The first phase of construction is anticipated for 2020 with parking completion in 2021.



# chintimini senior & community center and park corvallis, oregon



Schirmer Satre Group is part of a multi-disciplinary team in the redevelopment of Chintimini Senior & Community Center and Park. Corvallis Parks & Recreation spearheaded the project in an effort to reimagine the community center and park to meet current community needs. Due to the proximity of the center and park to Oregon State University, the necessity for an improved program to meet all age groups, along with neighborhood parking demands, resulted in a comprehensive program upgrade for this one block facility.

The park program includes; expansion of the community center with dual main entrances, rooms for additional programs, fitness area, café area, outside dining and venue areas, community gardens, multi-use path system, on-site parking with integrated stormwater feature, new park restrooms, expanded playground, new fitness equipment zone, new pickleball courts, expanded sand volleyball zone, expanded spectator seating and complete planting and irrigation upgrades. The work is grant-funded through multiple sources.

The north park phase will be complete October 2019 and the southern community center and associated parking and program will be completed spring 2020.



LANDSCAPE ARCHITECTS

**SCHIRMER  
SATRE**  
GROUP

PLANNERS + LANDSCAPE ARCHITECTS + ENVIRONMENTAL SPECIALISTS

375 West 4th, Suite 201, Eugene, OR 97401  
Phone: 541.686.4540 Fax: 541.686.4577  
www.schirmersatre.com



# COLLEGE AVENUE STREETSCAPE PROJECT

Blacksburg, Virginia

Planning & Urban Design + Community Input + Landscape Architecture + Sustainable



While employed with LPDA, Inc. in Virginia, John Schmidt was the principal landscape architect in charge of this streetscape development project.

College Avenue is the connective roadway boundary between the Virginia Tech Campus and the Town of Blacksburg, Virginia.

John led a multidisciplinary team to design a people street or "Promenade" which accommodated a variety of events and activities. The highly participatory design process that included stakeholder meetings and public presentations, resulted in a series of public spaces forming a pedestrian promenade and urban park and improving the link between Campus and downtown.

Changes to vehicular access, addition of public event areas and outdoor dining greatly improve access, functionality and visibility of adjacent businesses. The park and promenade incorporate public art, stormwater features, festival space and pedestrian amenities. The project creates a living street with a series of multi-functional outdoor rooms. The palette of hardscape and landscape materials references the local vernacular, while accommodating recreational and business activities. Construction was completed in 2013.

Size: 3 blocks  
Cost: \$3,800,000  
Client: Town of Blacksburg  
300 South Main Street  
Blacksburg, VA 24060

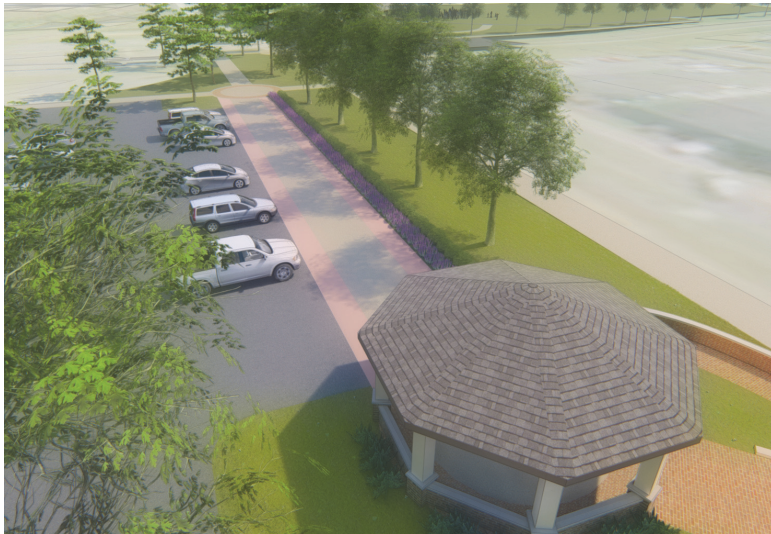




# WAYNESBORO CONSTITUTION PARK

Waynesboro, Virginia

Parks and Recreation + Landscape Architecture + Master Planning



While employed with LPDA, Inc. in Virginia, John Schmidt was the principal landscape architect in charge of this park project.

John provided comprehensive master planning services for reimagining Constitution Park and Phase I Final Design services for this CDGB (State Funded) project. John prepared the conceptual (master plan) for the north and south components for Constitution Park, as well as provided assistance with the current farmer's market venue and future event programs. The park planning also integrated the design and extension of the river greenway trail.

Size: 14 acres  
Client: City of Waynesboro  
Parks & Recreation  
Address: 413 Port Republic Road  
Waynesboro, VA 22980





# MAIN STREET PLAZA and PROMENADE

Danville, Virginia

Planning & Urban Design + Community Input + Landscape Architecture + Infrastructure



While employed with LPDA, Inc. in Virginia, John Schmidt was the principal landscape architect in charge of this streetscape development project.

This key entry corridor to downtown Danville was encumbered by an odd pattern of ingress and egress. A new “Main Street Plaza” was envisioned as a prominent public space, which would facilitate community activity and a meaningful connection between downtown and the riverfront.

John provided design services for this landmark space. The multifunctional public space serves as a downtown gateway, public park and pedestrian promenade connecting the Dan River to the historic downtown and warehouse districts.



The park is designed with pedestrian amenities at the core of the program, creating promenades along storefronts, facilitating cross street access, and developing an “alee” style connection to the riverfront. The park and plaza facilitate multiple functions, gathering and every aspect of City life. A civic style fountain serves as the focal point. Materials and signage interpret the history of the River District and the Dan River.

Size: 1 acre  
Client: City Engineering  
City of Danville  
Address: 427 Patton St.  
Danville, VA 24541



# FREEDOM PARK

Cleveland, Georgia

Planning & Urban Design + Community Input + Landscape Architecture



While Principal of Anderson Design, Inc, John Anderson acted as the landscape architectural consultant and lead designer within a multi-disciplinary team for this municipal park development.

Occupying the spot of a previous gravel parking lot, Freedom Park has quickly become the heart and soul of downtown Cleveland, Georgia. Farmers markets, concerts, art in the park, car shows, holiday celebrations, food trucks all contribute to a vibrant social scene.

New curb work and sidewalks form a framework for the park, providing accessible paths from all four sides. A plaza space with tables and chairs and a flag formation anchor the north end, close to most downtown shops and an easy walk for lunch. The south end is dedicated as an amphitheater/ event space, with a generous lawn and raised stage. Elevation changes are addressed with low site walls of native stone. Angle parking is provided around the perimeter, providing a perfect setup for the weekly farmers market. The vendors park in the spaces and the public peruses their goods from the adjacent sidewalk. Shade and flowering trees, along with flowering shrubs and groundcover complete the scene.

Size: Two blocks  
Client: City of Cleveland  
85 South Main Street  
Cleveland, Georgia 30528



# RIVERDALE CIVIC CENTER

Riverdale, Georgia

Planning & Urban Design + Community Input + Landscape Architecture



While Principal of Anderson Design, Inc, John Anderson acted as the landscape architectural consultant and lead site designer within a multi-disciplinary team for this municipal development.

With the continual spread of metro Atlanta, the City of Riverdale, Georgia has grown from a small railroad town to a thriving suburban community. With their municipal building reaching the end of its lifecycle, the city decided to reimagine itself, starting with a new civic complex. Phase One of this complex included a new city hall building and municipal recreation center. Fronting these two buildings is a brick driveway which doubles as a pedestrian walkway during civic events and a substantial amphitheater. Adjacent to the amphitheater is a splash pad, allowing children to play within view of parents enjoying a summer concert.

The amphitheater is primarily a lawn, with low seat walls providing grade breaks. The stage is covered by a tensile fabric structure and brick backdrop wall. The perimeter driveway is paved in brick, along with the walkways to the buildings. The landscape program revolves around the use of flowering and native materials, intended to minimize maintenance costs. An adjacent stormwater detention facility was reimaged as a permanent pool with wetland edge plants and a geyser fountain as well as a nature walk and pavilion for weddings and small functions.

Size: Eight acre parcel  
Client: City of Riverdale, Georgia  
7200 Church Street  
Riverdale, Georgia 30274



## RIVERSIDE PARK PLAY CORE

Lynchburg, Virginia

Parks and Recreation + Neighborhood + Landscape Architecture



While employed with LPDA, Inc. in Virginia, John Schmidt was the principal landscape architect in charge of this park project.

Riverside Park is one of the gems of Lynchburg's parks and recreation system. This 47-acre historic park was opened in 1923 and features rolling topography that overlooks the James River. A 2009 master plan called for the construction of a new playground that was universally-accessible and historically compatible with the surrounding park.

John designed a cost-efficient, maintenance-friendly play area that was accessible to children of varying abilities and did not detract from the traditionally rustic park character. John facilitated multiple meetings, including a gathering of local teachers and professionals who work with differently-abled children. The resulting playground had a transportation theme which drew from a restored locomotive and the nearby river and play equipment that included ramped access and elements for sensory stimulation. John designed a sensory walk, seating areas, play areas for younger and older children, a bubbling rock fountain, and planting areas.

Size: 0.6 acres  
Client: Lynchburg Parks & Recreation  
301 Grove Street  
Lynchburg, VA 24501



# RIVES PARK

City of Charlottesville, Virginia

Parks and Recreation + Neighborhood + Landscape



While employed with LPDA, Inc. in Virginia, John Schmidt was the principal landscape architect in charge of this park project.

John provided master planning, construction documents, environmental documentation coordination, and construction administration for the Rives Park redevelopment. Using the previously developed Rives Park re-master plan as a guide, the final design and completed park included a new pedestrian pathway system, play areas, bio-retention facilities, restrooms and picnic shelter.

Size: 5 acres  
Client: Charlottesville Parks and Recreation  
501 East Main Street  
Charlottesville, VA 22902



## Firm Profile

Founded in 1960, KPFF has grown to over 1,100 employees, including 170 employees in Portland and Eugene. KPFF has over 30 years of experience providing engineering services for community parks and streetscape projects. Their work spans the Pacific Northwest including multiple sites in Portland, and current projects revitalizing the industrial riverfronts in Eugene and Oregon City (Willamette Falls).

## Master Planning

Having completed large scale master plans in the Pacific Northwest and abroad, KPFF understands the need to work closely with the entire team to fully understand site constraints, the owner's long-term growth strategy, and the architect's design intent. KPFF's civil engineers are adept at providing a clear picture for our clients on site layout, design alternatives, and phased construction options. We deliver the most economic and sustainable recommendations for stormwater management, utilities, roads, and infrastructure, considering accessibility, pedestrian and bicycle access, vehicle circulation, and plans for future expansion.

### **Eugene Downtown Riverfront Redevelopment, Eugene, OR**

KPFF is leading a multidisciplinary team to implement the City of Eugene's vision for the Downtown Riverfront Redevelopment Project. KPFF is providing project management, civil engineering, structural engineering and land surveying services for the planning, design and construction of the public transportation and utility infrastructure. The site consists of approximately 16.5 acres of the former Eugene Water and Electric Board (EWEB) industrial site on the Willamette River and near downtown Eugene. The goal of this project is to work closely with City staff and the private developer to complete the project vision and deliver the infrastructure necessary to prepare the site for vertical construction.

The multi-phased project involves extensive environmental remediation, floodplain and floodway modeling, riparian enhancements, utilities (storm drainage, sanitary sewer, water, power, fiber, communications, natural gas), site demolition, asbestos abatement, solid waste management/disposal, erosion and sediment control, roadways, street lighting, landscape planning and irrigation, and a Festival Street with decorative paving and specialty lighting. KPFF's contract began in January 2019. The first phase of the project will be constructed through the summer of 2019 and the second phase will begin in the spring of 2020. The project will be complete by November of 2020.





## Director Park, Portland, OR

KPFF provided civil engineering services for demolition of an existing structure and replacement with a six-story, below-grade parking garage topped by a new public plaza park with café building and interactive water feature. The downtown Portland project incorporates numerous stormwater features, including a greenroof, flow through planters and a cartridge system. KPFF also provided a design for the water feature recirculation tank located in the public right-of-way. Utilities had to be routed above the garage and below the sand set granite paver system. A new streetscape design was provided for NW Ninth and NW Park Avenue extending the park across the rights-of-way to the face of the adjacent buildings.



## Elizabeth Caruthers Park, Portland, OR

KPFF provided civil engineering services for a two-block, urban residential park. The park, at the end of a pedestrian corridor, serves as an extension from the Willamette River waterfront into the urban grid.

The civil design included vegetated infiltration basins that were integrated with created woodlands to address stormwater requirements on the site. New utility service connections and frontage improvements in the right-of-way were also designed. The park includes an interactive water feature with a flow-through system that conveys water to vegetated storm facilities for filtration instead of sanitary sewer.

The park has been a success and offers a pleasant respite from the surrounding towers for residents and OHSU visitors, staff and students.





**Lan Su Classical Chinese Garden, Portland, OR**

KPFF provided civil and structural engineering services for the first authentic, urban Suzhou-style Chinese garden in the United States. Occupying a full city block in Portland's Old Town, the garden features courtyards, rockery, covered bridges and walkways, a pond, a gallery/study building, a two-story teahouse and a pavilion. Civil engineering services included four blocks of streetscape improvements, utilities, storm drainage, erosion control, demolition, grading and paving. The \$12.8 million garden was completed in 2000.





### **Downtown Riverfront Redevelopment, The Dalles, OR**

KPFF provided preliminary and final design of streetscape improvements and a pedestrian crossing of the Union Pacific Railroad (UPRR) in The Dalles' city center. The crossing will provide a key link between the downtown business district and the Columbia River riverfront. Streetscape enhancements will include incorporation of district design standards, specialty paving, landscaping railings and lighting. The goal of this plan is to capitalize on opportunities for economic growth, public use and social activities by restoring the City's connection to the Columbia River and making significant improvements to the streetscape to improve the marketability of properties within the area. The project was put on hold in 2015 due to a change in direction from City Council. The project is currently being restarted. Estimated completion is 2020.



**Hood River Waterfront Park, Hood River, OR**

KPFF provided civil and structural engineering design services for a two-phased 6.4-acre public park for the City of Hood River along the Columbia River. Design and construction services for the first phase included grading and excavation quantities for a large swimming cove, riverbank re-grading and rip rap removal, concrete pathway, green riverbank reinforcement, site grading, utility and retaining wall design and preliminary design for an informational/fishing platform. KPFF also provided Army Corps/DSL permit services and coordination with DEQ for a relocated outfall.





## City of Lake Oswego, East End Redevelopment, Lake Oswego, OR

KPFF provided civil engineering services for a three-block downtown boulevard and Main Street reconstruction. The site was 2.2 acres and the project was completed in 2001 for \$3.3 million. KPFF also worked on Millennium Park as a part of this redevelopment.





## Ankeny Plaza, Portland, OR

KPFF provided civil engineering and survey services for this \$8.5 million revitalization project of the Skidmore/Old Town Historic District at the north end of Waterfront Park and under the Burnside Bridge. The project involved public improvements for a new pavilion and plaza area to serve as the new home of Portland's Saturday Market. Scope included design of water, storm drainage and sanitary sewer improvements; natural gas extension; and construction support.



**Proposal for  
Landscape Architecture Services**

**Implementation of City's Downtown Master Plan  
Rolling Rock Park and Cannon Street Phases**



**Presented to the City of Lowell**



**September 30th, 2019**



**DOUGHERTY  
LANDSCAPE  
ARCHITECTS**





30th September 2019

Jared Cobb,  
City Administrator  
**City of Lowell, OR**

Re: Improvements to Rolling Rock Park and Cannon Street

Dear Jared,

We at DLA are excited to submit this proposal to you for the improvements to Rolling Rock Park and Cannon Street. Implementation for these plans will certainly transform the core area consistent with the City's Downtown Master Plan. We have enjoyed working with you on other projects and hope to maintain a good relationship with this consultation. As you will find in these pages, we are highly qualified to provide the design services as you have outlined in the Informal Solicitation. We have been designing parks and streetscapes in communities like Lowell over 25 years. More importantly we have designed similar community parks and streets recently and know how to achieve built products, on time and on budget. A recently completed project, the City Park in Veneta cost significantly less than the original estimate. We know how to get the most out of your budget.

We appreciate the work you are doing to implement real change and revitalization in Lowell. We would be excited to assist you with this next step which is sure to have a significant effect in enhancing the downtown. Please don't hesitate to contact me if you have any questions or would like to discuss any of the details in our proposal.

Respectfully Submitted

David Dougherty, Principal

DLA Inc.



# Table of Contents



**Project Example: Paul Fisher Park, City of Lowell**

## 1.0 Proposed Costs

## 2.0 Project Understanding

## 3.0 Technical Capabilities

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## 5.0 Appendix - Resumes

# 1.0 Proposed Cost - Rolling Rock Park Improvements

## Phase I ROLLING ROCK PARK IMPROVEMENTS

### Task Outline and Fee Estimate for Phase 1

Item		Description	Hours	
		Base Services	David	Staff
1	●	<b>Pre-Design</b> - Obtain all existing conditions and planning documents relevant to the park and assemble base plans. Conduct detailed site analysis and notate all existing conditions that will remain and influence future improvements.	4	8
2	●	<b>Preliminary Design</b> - Using the recently completed "Rolling Rock Park Design Concept" prepare options to determine a more specific plan needed for Phase 1 of improvements. Submit to Jared for review and feedback. Revise plans accordingly. Assume one review meeting.	12	5
3	●	<b>Base Plan Preparation</b> - Based upon accepted preliminary design, draft site plan onto auto-Cad	0	8
4	●	<b>Site Prep and Demolition Plan</b> - Identify existing improvements to remove or relocated, sod stripping, vegetation to remove etc.	2	6
5	●	<b>Irrigation Plan, Details and Specifications</b>	0	32
6	●	<b>Landscape Plan and Specifications</b> - Identify location for imported topsoil, lawn locations, trees and incidental landscape items. Provide topsoil, lawn and planting specifications as needed.	6	25
		Total Estimated Hours	24	84
		Estimated DLA Fees	\$9,780	

<b>Optional Services</b>		
A.	• <b>Public Bid Documents and Project Manual Preparation</b> - Coordinate documents with city as needed. We assume the city will take the lead on assembling the standard solicitation /bid manual. DLA will provide the specifications and coordinate the other information as needed.	\$2,000
B.	• <b>Construction Administration - Address questions with addenda during the bid process. Attend pre-construction meeting.</b> Oversee construction process including specified inspections and close-out procedures. Inspections include: rough grading, fine grading, irrigation, tree layout, d substantial completion and final completion. Reports will be issued as needed. A punch list will be prepared following the Substantial Completion inspection.	\$3,200

#### Notes:

- 1 Fees will be billed monthly on an hourly basis and will not exceed the totals indicated.
- 2 Above mentioned design fees are for scope of work mentioned above. Additional scope of work or additional meetings would be performed at the hourly rates.
- 3 The city is to provide survey / site plan documents for the existing space. Should this not be available, we will use existing documents and aerial photos as a base plan.
- 4 Reimbursable expenses i.e. printing, postage and materials are additional cost and will be billed on an at cost basis. Travel is billed per mile at the standard rate.

# 1.0 Proposed Cost- Cannon Street Festival Area

## Phase II CANNON STREET FESTIVAL AREA

### Task Outline and Fee Estimate

Item		Description	Hours	
		Base Services	David	Staff
1	●	<b>Pre-Design</b> - Obtain all existing conditions and planning documents relevant to the park and assemble base plans. Conduct detailed site analysis and notate all existing conditions that will remain and influence future improvements.	4	6
2	●	<b>Preliminary Design</b> - Prepare Conceptual Plan that includes the improvements discussed and other options to be considered. Submit to city staff for review and feedback. Revise plans accordingly and prepare for review meeting.	12	8
3	●	<b>Design Review Meeting</b> - Prepare for, attend and help facilitate design review meeting with staff and interested stakeholders. Identify short and long term improvements.	8	4
4	●	<b>Conceptual Site Plan</b> - Based upon feedback from review meeting, prepare a Conceptual Plan that reflects the consensus for proposed improvements. This process will include a preliminary plan for staff review and feedback. The final product will consist of project budget and a color rendered plan.	20	28
		Total Estimated Hours	44	46
		<b>Estimated DLA Fees</b>	<b>\$8,750</b>	

Optional Services				
A.	●	<b>Construction Plans Details and Specifications</b> - Prepare all construction documents needed for a bid package as coordinated with the city engineer. (Please note that a accurate fees can not be determined until the scope of improvements is known. This fee can be adjusted upon determination of scope).	\$20,000 - \$25,000 Estimated	
B.	●	<b>Public Bid Documents and Project Manual Preparation</b> - Coordinate documents with city as needed. We assume the city will take the lead on assembling the standard solicitation /bid manual. DLA will provide the specifications and coordinate the other information as needed.	\$2,000	
C.	●	<b>Construction Administration</b> - Address questions with addenda during the bid process. Attend pre-construction meeting. Oversee construction process including specified inspections and close-out procedures. Inspections include: rough grading, fine grading, irrigation, tree layout, substantial completion and final completion. Reports will be issued as needed. A punch list will be prepared following the Substantial Completion inspection. Hardscape and utility inspections to be by city engineer.	\$3,000	

#### Notes:

- 1 Fees will be billed monthly on an hourly basis and will not exceed the totals indicated.
- 2 Above mentioned design fees are for scope of work mentioned above. Additional scope of work or additional meetings would be performed at the hourly rates.
- 3 The city is to provide a survey should the project move into the Construction Documents phase.
- 4 Reimbursable expenses i.e. printing, postage and materials are additional cost and will be billed on an at cost basis. Travel is billed per mile at the standard rate.



## 2.0 Project Understanding

Understanding of **Rolling Rock Park** Improvements (Phase 1)- The Rolling Rock Park Improvements are an essential component to the Downtown Master Plan. The central location of the park and its historical relevance are part of Lowell's identity and provide a unique space to bring the community together. We understand that the City of Lowell in conjunction with IPRE have formulated initial conceptual ideas for the park. We will work to incorporate previous committee ideas and engage with both the public and the City of Lowell staff to refine the conceptual plan and develop buildable documents for the park.

Understanding of **Cannon Street Festival Area** (Phase 2) The Cannon Street Festival Area will provide a dual use space on the edge of the park and function as downtown street. The scope outlines the preparation of a conceptual plan including site analysis, a preliminary design and design review meetings. There is also the optional service to provide construction documents, public bid documents and construction administration.

Project Goals for the **Rolling Rock Park** Improvements - We understand that the aim of the Rolling Rock Improvements are to enhance the central location of the park, create a diverse and vibrant open space and connect existing and future development to this central location. The park will accommodate a variety of uses, whilst at the same time represent Lowell's history through interactive educational displays and interpretative signage.

Project Goals for the **Cannon Street Festival Area** - This urban street aims to enhance the uses of the park and provide additional space for the farmers market and festivals. In addition to this, it will provide a number of amenities including lighting, stormwater facilities, planters, trees, bicycle racks and benches.

### Scope of Work

**Rolling Rock Park** Improvements - The selected firm is to provide design services and construction drawings to upgrade Rolling Rock Park. The layout for the project will incorporate previous concepts and any public input that the client determines is applicable through a public presentation process. DLA's years of experience in providing design services for similar projects will also greatly benefit overall park layout determination.



Gervais Chalk Festival



Swanson Park, Albany

## 2.0 Project Understanding

Construction Documents - Conceptual design work will be the basis for bid and construction documents. These documents are to include grading, topsoil placement, irrigation, lawn and tree installation. A construction estimate will inform the design decisions with the goal of adhering to the final budgets outlined for each project.

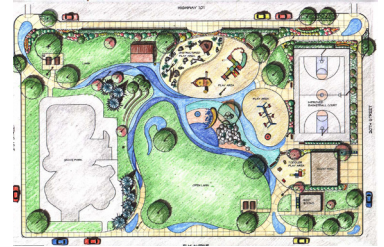
Optional Services - These items are included in the budget as a separate line item allowing the City to determine the extent of the services needed.

**Cannon Street Festival Area** - Phase 2 of the project requires the development of a conceptual plan for a festival area along Cannon Street. In addition to short and long term goals, the project team will be required to provide a project budget and a final rendered plan. The design team will also help facilitate a design review meeting with interested stakeholders and staff.

Optional Services - All services related to construction documentation, bid documents, the project manual and construction administration have been allocated an estimated amount within the proposed costs section.

Communication with the City - David Dougherty will be the primary point of communication with the city throughout the design process. As such, David will present design ideas and plans to the city for the overall park upgrades and the design for Cannon Street Festival Area. David will incorporate and communicate city feedback throughout the design process.

Eric Parsons will be available for direct communication with the owner as needed and will provide responses to all communication regarding construction and bid documents. Our staff is readily available to respond to all city inquiries.



Lions Park, Reedsport

## 3.0 Technical Capacity

### History

DLA Inc. was established in 1991 to provide a responsive approach to landscape architecture, urban design and public improvement projects. These services are offered to uniquely fit a broad range of projects that include public works, commercial development, community enhancement, housing and recreation planning. With a landscape architecture staff of five employees, DLA has a multifaceted background that spans 28 years. David Dougherty and Eric Parsons are licensed landscape architects in the State of Oregon. Please see attached resumes. We offers a comprehensive scope of services that range from preliminary design and master planning to detail documentation and construction administration.

DLA brings a strong professional service to team undertakings. Working with public agencies, architects, engineers, planners and developers we establish clear design goals and implement an approach that reflects a broad understanding of design principles and techniques. In doing so, DLA is a key contributor to successfully completed projects within the public, commercial and private sectors in the Pacific Northwest.

### Relevant Professional Capabilities

The projects listed on the next pages show DLA's extensive coordination with multiple partners and stakeholders. DLA has recently worked with citizen stakeholder groups and municipal agencies on numerous park, streetscape and urban revitalization projects. DLA is adept at incorporating the needs of the various stakeholders into a cohesive product. Our firm works to maintain project flow while integrating stakeholder needs. DLA and the design team are also adept at handling permitting at various and overlapping levels.

### Additional Relevant Parks Projects throughout Oregon

- Sunrise Park, Albany (in construction)
- Veneta City Park (recently completed)
- Coast Park, Newport
- Deco Park, Newport
- Mt. Vernon Park, Springfield
- Pacific Park, Springfield
- West Lawn Memorial Park, Eugene
- Meadow View Playground, Eugene
- Carousel Park, Cottage Grove
- Paul Fisher Park Conceptual Master Plan, Lowell
- Florence Interpretive Sites, Florence
- Reinhart Park, Grants Pass
- Mt. Fir Neighborhood Park, Independence
- Redwood Park, Grants Pass
- University Park, Eugene
- West Eugene Village Park
- Willamalane Playground, Springfield
- Territorial Sports Park, Veneta

### DLA Philosophy

We pride ourselves on being team players and good communicators. The DLA Team delivers projects in a collaborative style, meaning the owner and consultant team work together during all project phases. By focusing on you, your project goals and listening to your community needs, we deliver your vision, not ours. All of these funds are public funds, and the public trusts us, and you to spend the money wisely. We are here to help facilitate the process and bring your vision to reality.

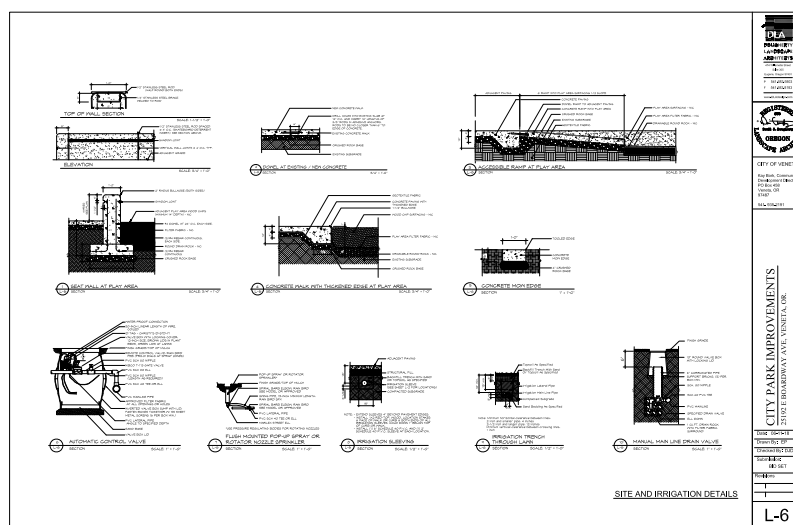
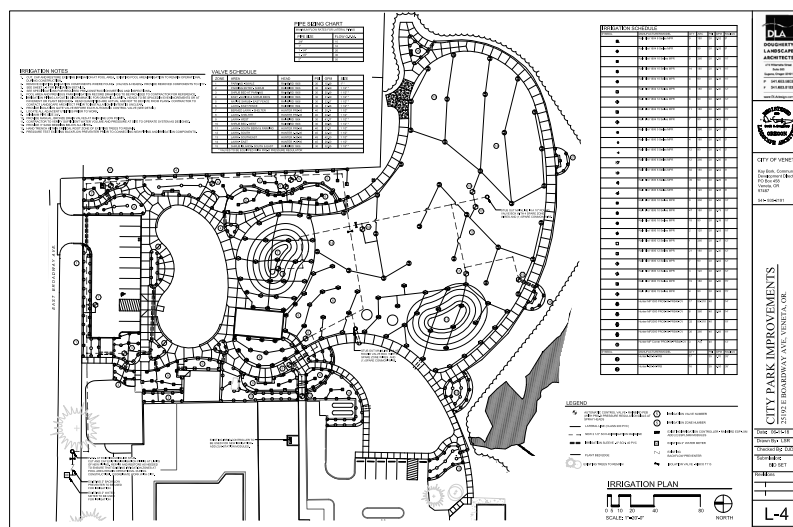
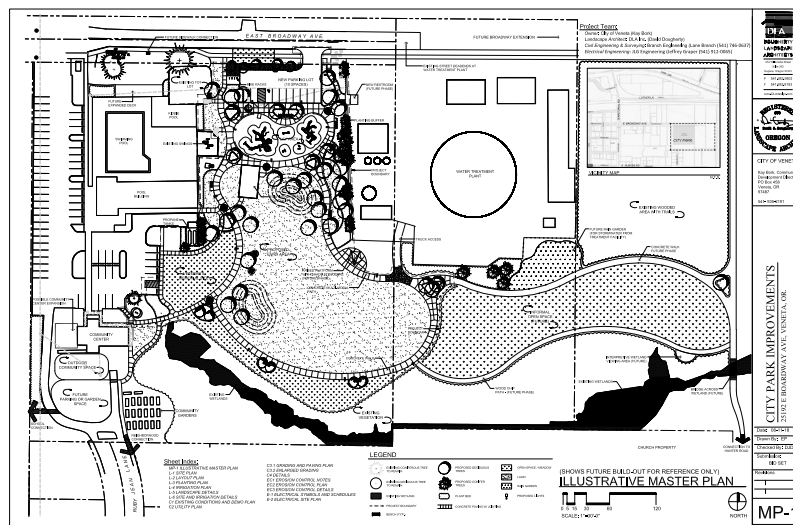


## 3.0 Technical Capacity

### Construction Documentation

DLA is familiar with the process desired by the city, having worked on several city park projects that involved public process. Below is a list of the professional services that we have provide on previous park projects. These are listed in the general sequence in which they are to be performed. We understand that all of this work is to be conducted in close coordination with city staff.

- Initial Project Briefing with City Staff
- Site Assessment
- Schematic Design (including Master Plan elements for entire park)
- Facilitation of public meetings
- Preliminary Cost Estimate
- Construction Drawings with review sets (50% and 75%)
- Final Cost Estimate
- Bid Documents to include: Park Layout and Materials, Landscape, Irrigation, Lighting and Site Detail Documentation.



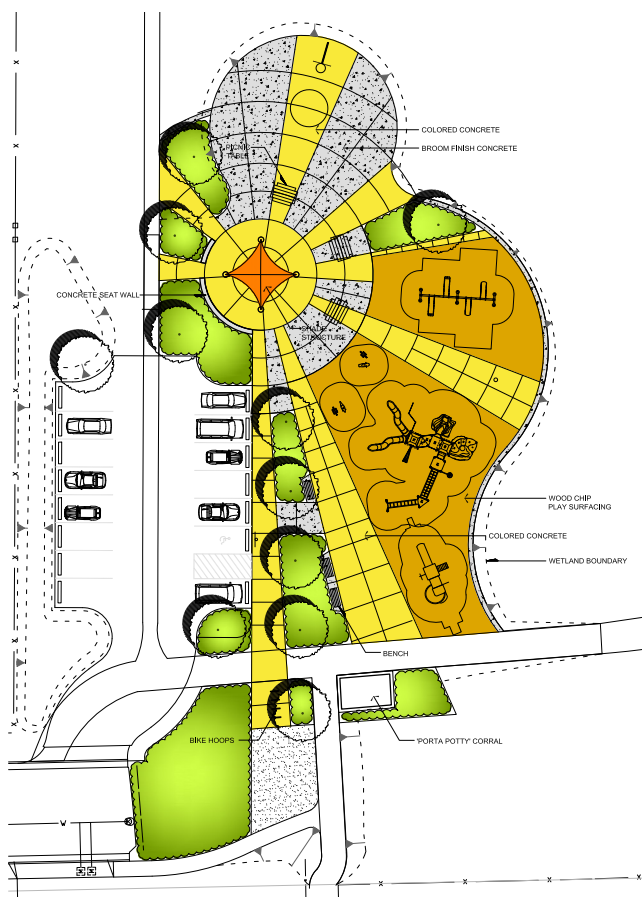
Construction Document Examples

## 3.0 Technical Capacity

### VENETA CITY PARK

Veneta, Oregon

DLA headed public input sessions to guide the design of this community park. DLA was project lead and worked closely with the City of Veneta public works to develop bid and construction documents. The park features a new parking lot, playground, a renovated picnic shelter, play berms, large turf fields and perimeter pathways. Park construction was completed on time and under budget.



### SUNRISE PARK

Albany, Oregon

Site elements at this neighborhood park include a new parking area, playground, basketball court and plaza with seat walls and a shade structure. DLA served as project lead and provided full site, landscape and irrigation design and documentation. DLA presented the park plans during a public information meeting. The park design features a radial 'Sunburst' pattern that extends from the center of the plaza to the hardscape edges.

## 3.0 Technical Capacity

### GERVAIS MAIN STREET/FESTIVAL STREET

Gervais, Oregon

DLA worked with the City to upgrade Main Street and provide an event space for the community. The popular Gervais Festival, originally the Gervais Sidewalk Chalk Art festival is an annual celebration that brings the community together to celebrate their diversity and encourage young people to be a part of their community. This popular festival has expanded over the years and now draws many locals and visitors. The provision of a dual use space and the focus on a pedestrian environment has encouraged community participation and created strong connections to local businesses.



### KINDER PARK

Albany, Oregon

DLA was project lead and provided a full range of design services for this community park and sports complex. DLA also led a public presentation for park design. The park features a large playground, shade structures with picnic tables, park lighting, baseball fields and site furnishings. Park pathways connect to a creek-side trail network. The park has been well received by the community and city staff.



# 4.0 References

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The following references will speak to the DLA’s service quality / ability to deliver services promptly (response time, ability to provide service to the Agency and evidence of financial responsibility.

**Ed Hodney (recently retired)**  
Director of Parks and Recreation, City of Albany  
ed.hodney@cityofalbany.net  
541.905.379

Ed has commissioned DLA to numerous recent park projects and can speak to our attentiveness and design capabilities. DLA has provided full design services for new neighborhood parks as well as providing solutions for specific needs at existing parks. Ed can also speak to our quick response time and availability for travel.



.....

**Kylie Schauer**  
Public Works Director  
Veneta, Oregon  
kschauer@ci.veneta.or.us  
541.935.2191

DLA has worked with Kyle on numerous projects including the Veneta Broadway Ave. and Waldo Lane Streetscapes, the Veneta Municipal Pool, Territorial Sports Park planning and Veneta City Park. Kyle can speak to design and documentation capabilities from concept through construction.



.....

**Mike Miller**  
Public Works Director  
Florence, Oregon  
mike.miller@ci.florence.or.us  
541.997.4106

DLA worked with the City of Florence on the Siuslaw Interpretive Center along the Siuslaw River Estuary. Mike oversaw the project and can speak to the success of the project and the attention to detail that DLA brought to the project.



## 5.0 Appendix- David Dougherty Resume

### David J. Dougherty, DLA Principal

**Education:** BSLA, The Ohio State University, 1983, *Columbus, OH*  
 Construction Marketing, Drexel University, *Philadelphia, PA*

**Professional Experience:** DLA Inc. Dougherty Landscape Architects, 1992-Present, *Eugene, OR*  
 Walker & Macy, 1991, *Portland, OR*  
 Cameron & McCarthy, 1990-1991, *Eugene, OR*  
 Hanna / Olin Ltd., 1985-1990 (now Olin Partnership), *Philadelphia, PA*  
 Sullivan Arfaa Land Planners, 1983-1985, *Philadelphia, PA*  
 Las Colinas Landscape Corp., 1981, *Dallas, TX*



**Project Experience:**

**Parks**

Sunrise Park  
 Veneta City Park  
 53rd Avenue Park (Doug Killin Friendship Park)  
 Swanson Park  
 Riverview Heights Park  
 Lexington Park  
 Eades Park  
 Teloh-Calapooia Park  
 Takena Park  
 Veterans Memorial, Timber Linn Park  
 Veterans Memorial, Timber Linn Park  
 Rogue River Amphitheater  
 Volunteer Park  
 University Park Renovations  
 Coast Park  
 Cuthbert Amphitheater  
 Bryant Park Restoration and Improvements\*  
 Wilsonville Sports Park\*  
 Cottage Grove Carousel Park  
 Mitchell Park, Eugene Bible College

*Albany, OR*  
*Veneta, OR*  
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*Grants Pass, OR*  
*Springfield, OR*  
*Eugene, OR*  
*Newport, OR*  
*Eugene, OR*  
*New York, NY*  
*Wilsonville, OR*  
*Cottage Grove, OR*  
*Eugene, OR*

**Sports Fields**

Redwood Park  
 Garrison Park  
 Reinhart All Sports Park\*  
 Cottage Grove High School  
 Cal Young Middle School  
 Madison Middle School  
 Creswell Middle School  
 University of Oregon, Bowerman Building  
 Prairie Mountain Middle and Elementary School  
 Kinder Park  
 Territorial Sports Park  
 Meadow View K-8

*Grants Pass, OR*  
*Grants Pass*  
*Grants Pass, OR*  
*Cottage Grove, OR*  
*Eugene, OR*  
*Eugene, OR*  
*Eugene, OR*  
*Eugene, OR*  
*Eugene, OR*  
*Albany, OR*  
*Veneta, OR*  
*Eugene, OR*

**Educational**

Oregon State University, New Residence Halls  
 Oregon State University, Residential Quad. Improvements  
 West Albany High School Campus Improvements  
 Albany Options School  
 University of Oregon, Graduate Student Housing  
 University of Oregon, Spencer Student Family Housing  
 University of Pennsylvania, Wharton School Quad.\*  
 Lane Community College, Math and Science  
 Lane Community College, Industrial Arts  
 Lane Community College, Childcare Center  
 Oregon Coast Community College Campuses

*Corvallis, OR*  
*Corvallis, OR*  
*Albany, OR*  
*Albany, OR*  
*Eugene, OR*  
*Eugene, OR*  
*Philadelphia, PA*  
*Eugene, OR*  
*Eugene, OR*  
*Eugene, OR*

Waldport, Newport, Lincoln City, OR

## 5.0 Appendix - Eric Parson Resume

**Eric Parsons**, Landscape Architect

## ***Resume***

<i>Education:</i>	MLA, Louisiana State University BA, Louisiana State University
<i>Professional Experience:</i>	DLA Inc., October 2001-Present Matschek & Associates Baton Rouge Recreation & Park Commission
<i>Project Role:</i>	<i>Senior Landscape Architect</i>
<i>Responsibilities:</i>	<i>Construction and Bid Documentation</i>



*Project Experience:*

## Parks

Veneta City Park  
Sunrise Park  
Eads Park  
Teloh Calapooia Park  
Kinder Park  
Siuslaw Interpretive Park  
Mt. Vernon Neighborhood Park  
Redwood Park  
Swanson Park  
Lexington Park  
53rd Avenue Park  
Takena Park  
Riverview Heights Park  
Territorial Sports Park

Veneta, OR  
Albany, OR  
Albany, OR  
Albany, OR  
Albany, OR  
Florence, OR  
Springfield, OR  
Grants Pass, OR  
Albany, OR  
Albany, OR  
Albany, OR  
Albany, OR  
Albany, OR  
Veneta, OR

**Public Works**

LTD Veneta Transit Center  
Veneta Downtown Revitalization and Streetscape  
Albany Historic Streetscape Project  
City of Dallas/ODOT Streetscape Project  
Florence Public Works Administration  
Central Lincoln Peoples Utility District  
Veterans Memorial  
Linn County Courthouse Blocks  
Gervais Streetscape  
Canby NW 1st Avenue Streetscape  
VA Healthcare Center

*Veneta, OR*  
*Veneta, OR*  
*Albany, OR*  
*Dallas, OR*  
*Florence, OR*  
*Newport, OR*  
*Albany, OR*  
*Albany, OR*  
*Gervais, OR*  
*Canby, OR*  
*Eugene, OR*



## AGENDA ITEM SUMMARY

---

**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works  
**DATE:** October 11, 2019  
**SUBJECT:** Sewer Inspection Camera

☐ **DISCUSSION**  
☒ **ACTION**  
☐ **RESOLUTION**  
☐ **ORDINANCE**  
☐ **PROCLAMATION**  
☐ **REPORT**

### **SUMMARY:**

The Fiscal Year 2019/20 Capital Improvement Plan includes the purchase of a sewer inspection camera with a 200' line. This will aid Public Works staff in inspection of sewer lines for inflow and infiltration. The camera will also help monitor the condition of deteriorating lines in the collection system. Currently, staff does not have the tools to perform these tasks.

### **FISCAL IMPACT:**

Budget authority is available in the Sewer Fund.

### **COURSES OF ACTION:**

1. Motion to authorize a not-to-exceed amount of \$10,000 for the purchase of a sewer line inspection camera.
2. No action.

### **RECOMMENDATION:**

Motion to authorize a not-to-exceed amount of \$10,000 for the purchase of a sewer line inspection camera.

### **ATTACHMENTS:**

1. Sewer inspection camera quotations

# Checkout (2 items)



**1 Shipping address** Max Baker  
419 South 43rd Place  
Springfield, Oregon 97478  
[Add delivery instructions](#) [Change](#)

**2 Payment method**  ending in 4459 [Change](#)  
[Billing address:](#) Same as shipping address.  
Add a gift card or promotion code

## 3 Review items and shipping

### Estimated delivery: Oct. 22, 2019 - Oct. 29, 2019

Items shipped from America Tools



**Ridgid 45143 CS6 Digital  
Recording Monitor with 2  
Batteries and 1 Charger**

**\$2,995.00**

Qty: 1

Sold by: America Tools

**In Stock.**

Gift options not available.

#### Choose a delivery option:

- ☐ **Monday, Oct. 21 - Friday, Oct. 25**  
\$14.30 - Standard Shipping
- ☒ **Tuesday, Oct. 22 - Tuesday, Oct. 29**  
FREE Economy Shipping

### Estimated delivery: Oct. 18, 2019 - Oct. 23, 2019

Items shipped from Toolup



**RIDGID 14053 SeeSnake  
Plumbing Camera Snake,  
Sewer Camera Locator with  
200-Foot Reel and Standard  
Color Video Inspection  
Camera**

**\$6,473.01**

Qty: 1

Sold by: Toolup

**In Stock.**

Gift options not available.

#### Choose a delivery option:

- ☒ **Friday, Oct. 18 - Wednesday, Oct. 23**  
FREE Standard Shipping

[Place your order](#)

By placing your order, you agree to Amazon's  
[Amazon Services Privacy Policy](#) and  
conditions of use.

### Order Summary

Items (2):	\$9,468.01
Shipping & handling:	\$0.00
Total before tax:	\$9,468.01
Estimated tax to be collected:*	\$0.00

**Order total: \$9,468.01**

[How are shipping costs calculated?](#)

[Why didn't I qualify for Prime Shipping?](#)

[Place your order](#)

**Order total: \$9,468.01**

By placing your order, you agree to Amazon.com's [Amazon Services Privacy Policy](#) and  
conditions of use.

\*Why has sales tax been applied? [See tax and seller information.](#)

Need help? Check our [Help pages](#) or [contact us](#)

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.

[Important information about sales tax you may owe in your state](#)

You may return new, unopened merchandise in original condition within 30 days of delivery. Exceptions and restrictions apply. See Amazon.com's [Returns Policy](#).

Need to add more items to your order? Continue shopping on the [Amazon.com homepage](#).

 Print

 Email

 Checkout Feedback

Cart  
☐

Review  
☐

Complete  
☐

Digital Inspection System,Self-Leveling (Item #31XN15) was removed from your cart

### Delivery Method

☒ Shipping

☐ Pickup

### Check Availability

97452

Go

Proceed to  
Checkout

### Order Summary


*You are eligible for  
FREE Standard  
Ground shipping!*

Subtotal \$9,694.52

Estimated  
Standard Shipping  
FREE

Estimated Total  
\$9,694.52

Availability,  
shipping, tax &  
promotions are  
not final until you  
complete your  
order.

 Add  
Promotional Code

## My Products

[Hide Reference Information](#) | [Clear Cart](#)



RIDGID  
**SeeSnake  
Monitor,12" L x  
6" W x 6" H**

Item #  
**53RJ33**

Price  
**\$1,992.59 /  
each**

Availability  
Expected to arrive  
**Tue. Oct 15.**

Qty

1

[Update](#)  
[Remove](#)

TOTAL  
**\$1,992.59**

P.O. Line # *Optional*

Part # *Optional*

Special Notes *Optional*





RIDGID  
**Pipe Inspection  
Camera  
Reel, Color, 200  
ft**

Availability  
Expected to arrive  
**Fri. Oct 18.**

Qty

1

Update  
Remove

TOTAL  
**\$7,701.93**

Item #  
**1VUT5**  
Price  
**\$7,701.93 /  
each**

This item requires  
special shipping,  
additional charges  
may apply.



Add Extended Protection Plan for \$2,303.16

P.O. Line # *Optional*

Part # *Optional*

Special Notes *Optional*

800-548-1234



## Secure Checkout or continue shopping (/)

### ✓ Account

mbaker@ci.lowell.or.us not you? (/usabbsignout.aspx)

### ✓ Shipping To

107 E 3RD ST  
LOWELL, OR 97452  
UNITED STATES

### ✓ Billing To

Lowell City Of  
PO BOX 490  
Lowell, OR 97452  
UNITED STATES  
541-937-2157

### ✓ Estimated Shipping

UPS Ground \$56.03

### Paying With

## Shopping Cart

Ridgid<sup>&reg;</sup> SeeSnake<sup>&trade;</sup>, 200', Self Leveling; (/p-322539-ridgidsupregsup-seesnakesuptradesup-200'self-leveling.aspx)

SKU: 121829

Quantity

1

Delete (/shoppingcart/deleteitem/2995853?returnurl=%2Fshoppingcart.aspx)

SubTotal: \$7,418.00

### CS6X Digital Recording Monitor with Battery & Charger; (/p-383017-cs6x-digital-recording-monitor-with-battery-amp-charger.aspx)

SKU: 121857

Quantity

1

Delete (/shoppingcart/deleteitem/2995854?returnurl=%2Fshoppingcart.aspx )

SubTotal: \$2,249.95

## Combine Your Purchase With

- ☐ Ridgid® Mini-SeeSnake™ Centering Guides, 4" (pk of 20); (/p-270543-ridgidsupregsup-mini-seesnake-trade-centering-guides-4quot-pk-of-20.aspx)  
\$98.95

## Order Notes

## Order Summary

Subtotal:	\$9,667.95
Estimated Shipping:	\$56.03
Estimated Tax:	\$0.00
Estimated Total:	\$9,723.98

☐ \*I agree to terms and conditions below (required to purchase)

Taxes and shipping, if applicable, are only **estimated** prices. Actual shipping charges may differ from this estimate based on actual packaging of final shipment.

Hazmat items incur special package and handling fees in addition to the



standard shipping estimates provided. I also agree I have read and understood USABlueBook's Terms of Sale (<https://www.usabluebook.com/t-terms.aspx>).

## AGENDA ITEM SUMMARY

---

**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** October 11, 2019  
**SUBJECT:** Law Enforcement Services Contract  
with City of Oakridge

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

### **SUMMARY:**

The City of Oakridge submitted a new contract for law enforcement services to cover FY 2019-20. This contract is for an amount of \$28,123.20 which reflects an increase of \$823, or 3% over the FY 2018-19 contract.

### **FISCAL IMPACT:**

This anticipated increase was included in the FY 2019-20 Adopted Budget.

### **COURSES OF ACTION:**

1. Motion to approve the 2019-20 agreement for law enforcement services with the City of Oakridge.
2. Motion to approve the 2019-20 agreement for law enforcement services with the City of Oakridge.

### **RECOMMENDATION:**

Motion to approve the 2019-20 agreement for law enforcement services with the City of Oakridge.

### **ATTACHMENTS:**

1. Agreement for Law Enforcement Services – City of Lowell/City of Oakridge

## **AGREEMENT FOR LAW ENFORCEMENT SERVICES**

### **CITY OF LOWELL/CITY OF OAKRIDGE**

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

#### **WITNESSETH**

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

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

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

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

1. **TERM:** The term of this agreement shall be 12 months, commencing July 1, 2019 and terminating June 30, 2020.
2. **COMPENSATION:** Lowell shall pay to Oakridge for such law enforcement services as provided herein as follows:
  - a. Costs for this period. Payments shall be made in equal installments.

<b><u>FISCAL YEAR</u></b>	<b><u>AMOUNT</u></b>	<b><u>HOURS</u></b>	<b><u>HOURLY RATE</u></b>
July 1, 2019 - June 30, 2020	\$28,123.20	480	\$58.59

- b. In the event an incident within Lowell requires extraordinary police services above and beyond the typical investigation and causes the hours to be performed on behalf of Lowell to exceed the 40-hour month average, Lowell shall pay for such services at the established hourly rate listed above. Prior to any payments being made under this subparagraph, the City Administrator shall review the time involved in the investigation and jointly agree on the additional amount of compensation which should be due.
    - c. Additional hours may be requested by Lowell to cover special events or patrols. Such requests shall be made in writing to Oakridge no less than 30 days prior to the event or patrol. Oakridge shall make reasonable accommodations to cover these additional hours. Unless prior arrangements are made and agreed to by both parties in writing, Lowell shall pay for such services at the hourly rate listed above.



3. **POLICE RESPONSIBILITIES:** Oakridge agrees to provide police protection within the corporate limits of Lowell to the extent and in the manner herein set forth. The police services shall encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by a city police department. Such services shall include enforcement and investigations involved in the field of public safety, criminal law enforcement, or related fields within the legal power of the Chief of Police to so provide and shall be provided in conformance with the standards generally accepted within the policing profession. The Oakridge Police shall:
  - a. Provide enforcement of State Statutes and Lowell Ordinances regarding criminal offenses and Oregon Vehicle Code Violations.
  - b. Provide enforcement of all other Lowell ordinances which by their nature are generally enforceable by police action on a call basis, responding to Lowell staff or resident complaints of ordinance violations, but generally no ordinance enforcement by random patrol.
  - c. Provide a 10-hour weekly patrol (average 40 hours per calendar month) of Lowell in marked police vehicles, with at least one patrol more than 4 hours. Travel time shall be charged at a rate of 30 minutes total per roundtrip to Lowell. Administrative hours will be included in the 40 total hours to include investigative reports and other administrative duties as needed.
  - d. Patrol schedule shall be provided a minimum of two-weeks in advance to the Lowell City Administrator to allow time for planning traffic control, crime prevention and code enforcement activities.
  - e. Provide a written report to Lowell on or before the 8th day of each month setting forth the actual number of calls for service and number of citations and arrests for the previous month. The Chief of Police or his designee shall attend any and all meetings concerning policing issues as requested by Lowell. Example of report is included as Attachment 1.
  - f. Make available for the performance of the duties herein properly supervised officers, certified by the Oregon Department of Public Safety Standards and Training (except as to reserve officer/cadets), and furnish and supply all other necessary labor, supervision, equipment, communications facilities, and supplies to maintain the level of services to be rendered hereunder.
4. **PERSONNEL:** The rendition of such service, standards of performance, the discipline of officers, and other matters incident to the performance of such services and control of personnel so employed shall remain solely with the City of Oakridge.
  - a. With the exception of police department reserves, all personnel employed in the performance of such services pursuant to this agreement shall be Oakridge employees and all persons employed hereunder shall have City pensions, salary, workers compensation and any status or rights under the provisions of City employment paid for by Oakridge.

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

7. **TERMINATION:** This agreement may be terminated by either city at any time upon giving two (2) months written notice of their intent to do so. Further, if the City of Lowell receives a UHP COPS Grant the contract will be adjusted as needed.
8. **HOLD HARMLESS:** The parties hereby covenant and agree to hold and save each other, their officers, agents and other employees, harmless from all claims whatsoever, including attorney's fees and costs, by reason of any act or omission of each city, its officers, agents, or employees. Oakridge will provide Lowell a certificate of insurance indicating the City of Oakridge carries an insurance policy providing liability insurance for its Police Department and any contractual arrangements with other agencies.
9. **MISCELLANEOUS:**
  - a. Any amendments or modification hereto shall be made in writing as approved by respective councils.

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

**CITY OF OAKRIDGE**

**CITY OF LOWELL**

\_\_\_\_\_  
Kathy Holston, Mayor                      Date

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

ATTEST:

\_\_\_\_\_  
Kevin Martin                      Date  
Chief of Police

\_\_\_\_\_  
Jared Cobb                      Date  
City Administrator



## AGREEMENT FOR LAW ENFORCEMENT SERVICES

### CITY OF LOWELL/CITY OF OAKRIDGE

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

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

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

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<u>FISCAL YEAR</u>	<u>AMOUNT</u>	<u>HOURS</u>	<u>HOURLY RATE</u>
July 1, 2019 - June 30, 2020	\$28,123.20	480	\$58.59

- b. In the event an incident within Lowell requires extraordinary police services above and beyond the typical investigation and causes the hours to be performed on behalf of Lowell to exceed the 40-hour month average, Lowell shall pay for such services at the established hourly rate listed above. Prior to any payments being made under this subparagraph, the City Administrator shall review the time involved in the investigation and jointly agree on the additional amount of compensation which should be due.
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- a. Provide enforcement of State Statutes and Lowell Ordinances regarding criminal offenses and Oregon Vehicle Code Violations.
  - b. Provide enforcement of all other Lowell ordinances which by their nature are generally enforceable by police action on a call basis, responding to Lowell staff or resident complaints of ordinance violations, but generally no ordinance enforcement by random patrol.
  - c. Provide a 10-hour weekly patrol (average 40 hours per calendar month) of Lowell in marked police vehicles, with at least one patrol more than 4 hours starting September 1, 2019. Travel time shall be charged at a rate of 30 minutes total per roundtrip to Lowell. Administrative hours will be included in the 40 total hours to include investigative reports and other administrative duties as needed.
  - d. Patrol schedule shall be provided a minimum of two-weeks in advance to the Lowell City Administrator to allow time for planning traffic control, crime prevention and code enforcement activities.
  - e. Provide a written report to Lowell on or before the 8th day of each month setting forth the actual number of calls for service and number of citations and arrests for the previous month. The Chief of Police or his designee shall attend any and all meetings concerning policing issues as requested by Lowell. Example of report is included as Attachment 1.
  - f. Make available for the performance of the duties herein properly supervised officers, certified by the Oregon Department of Public Safety Standards and Training (except as to reserve officer/cadets), and furnish and supply all other necessary labor, supervision, equipment, communications facilities, and supplies to maintain the level of services to be rendered hereunder.
4. **PERSONNEL:** The rendition of such service, standards of performance, the discipline of officers, and other matters incident to the performance of such services and control of personnel so employed shall remain solely with the City of Oakridge.
- a. With the exception of police department reserves, all personnel employed in the performance of such services pursuant to this agreement shall be Oakridge employees and all persons employed hereunder shall have City pensions, salary, workers compensation and any status or rights under the provisions of City employment paid for by Oakridge.

- b. Lowell shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any Oakridge personnel performing services hereunder for Lowell or any liability other than that provided for in this agreement. Except as otherwise herein specified, Lowell shall not be liable for compensation or indemnity to any Oakridge employee for any injury, or sickness arising out of his or her employment.
- 5. **COURT:** It is mutually agreed that all arrests for felony crimes or other misdemeanors, except those cited under Lowell Ordinance 273 which may be cited into the Lowell Municipal Court, will be presented to the District Attorney for Lane County, State of Oregon, for trial in the appropriate court of jurisdiction, and the court of jurisdiction will be entitled to all portions of fines, forfeitures, etc. normally retained by them. All violations of Oregon Vehicle Code and ordinance violations committed within the incorporated limits of Lowell will be cited to appear in the Lowell Municipal Court, Lane County, Oregon, or such other court as has jurisdictions over the offense cited. Oakridge will provide a bailiff for the Lowell Municipal Court who shall be present whenever the Court is in session. An Officer schedule to testify at Court may serve as Bailiff. Bailiff time will be accounted for separately from patrol time and will be paid for at the established rate from Court revenues. A minimum of one hour will be charged for each Court session. Required Court appearances by Officers, above and beyond Bailiff duty will also be accounted for separately and paid from Court receipts. All net revenue generated and retained by the Lowell Municipal Court will be divided equally with the City of Oakridge, to assist in covering additional costs of services. Lowell will segregate funds received and record them into a liability account. Court Revenue will be accounted for as follows on a quarterly basis:
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    - i. From Gross Receipts, Bailiff costs and additional costs for Officers to appear in Court, will be deducted for payment to the City of Oakridge.
    - ii. The remaining net revenue will be divided equally between Lowell and Oakridge.
    - iii. Within 30 days of the end of each fiscal year quarter, a check will be written from the Trust and Agency Account to the City of Lowell for costs identified in b above plus Lowell's share of net receipts.
    - iv. Within 30 days of the end of each fiscal year quarter, a check will be written from the Trust and Agency Account to the City of Oakridge for costs identified in c above plus Oakridge's share of net receipts.
- 6. **DISPUTE RESOLUTION:** Specifically, the Administrators shall attempt to resolve any disputes between the cities concerning the terms of this agreement and the performance thereof and may recommend that the cities enter into mediation or arbitration if the Administrators are unable to resolve a dispute matter. The type and quality of service shall be reviewed annually by the respective councils.



7. **TERMINATION:** This agreement may be terminated by either city at any time upon giving two (2) months written notice of their intent to do so. Further, if the City of Lowell receives a UHP COPS Grant the contract will be adjusted as needed.
8. **HOLD HARMLESS:** The parties hereby covenant and agree to hold and save each other, their officers, agents and other employees, harmless from all claims whatsoever, including attorney's fees and costs, by reason of any act or omission of each city, its officers, agents, or employees. Oakridge will provide Lowell a certificate of insurance indicating the City of Oakridge carries an insurance policy providing liability insurance for its Police Department and any contractual arrangements with other agencies.
9. **MISCELLANEOUS:**
- a. Any amendments or modification hereto shall be made in writing as approved by respective councils.

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

**CITY OF OAKRIDGE**

**CITY OF LOWELL**

\_\_\_\_\_  
Kathy Holston, Mayor                      Date

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

ATTEST:

\_\_\_\_\_  
Kevin Martin                      Date  
Chief of Police

\_\_\_\_\_  
Jared Cobb                      Date  
City Administrator