

**Lowell City Council
Regular Meeting Agenda
Tuesday, March 19 at 7:00 P.M.
Lowell Fire Department, 389 North Pioneer Street**

Call to Order/Roll Call/Pledge

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

Approval of Agenda

Public Hearings

1. FY 2018/19 Supplemental Budget

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 Meeting Minutes for February 19, 2019

City Council Special Meeting Minutes for March 5, 2019

City Council Work Session Minutes for March 5, 2019

Voucher Directory for February 2019

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

Council Comments (three minutes per speaker)

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

Staff Reports:

City Administrator Report

Financial Report

Police Report

Public Works Report

Business Meeting: Items Removed from Consent Agenda

Old Business: None

New Business:

1. Resolution 713 – FY 2018/19 Supplemental Budget – Discussion/Possible Action
2. Resolution 714 – City Council Guiding Principles – Discussion/Possible Action
3. Resolution 715 – Authorizing CA to Submit OPRD Grant Application – Discussion/Possible Action

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.

4. Professional Services Contract Amendment – Urban Collaborative – Discussion/Possible Action
5. Rolling Rock Park Property Acquisition – Discussion/Possible Action

Other Business

Mayor Comments

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

Adjourn

Future Meetings / Dates to Remember:

- | | |
|---------|------------------------------------------------------------------------------------|
| 3-28-19 | Parks & Recreation Master Plan Committee Meeting at 7 PM at Lowell Fire Department |
| 4-02-19 | City Council Special Meeting and Work Session at 7 PM at Lowell Fire Department |
| 4-03-19 | Planning Commission Meeting at 7 PM at Lowell Fire Department |
| 4-09-19 | Blackberry Jam Festival Committee Meeting at 7 PM at Lowell Grange |
| 4-09-19 | Lowell Fire District Board Meeting at 7 PM at Lowell Fire Department |
| 4-16-19 | City Council Meeting at 7 PM at Lowell Grange |
| 4-22-19 | Lowell School District Board Meeting at 7 PM at PDC in Lundy |

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

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: March 19, 2019
SUBJECT: Public Hearing – Fiscal Year 2018/19
Supplemental Budget

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

SUMMARY:

An opportunity was presented by the Jehovah’s Witness Congregation to purchase their facility for the City Hall and Library. As an unforeseen expenditure, the purchase requires the adoption of a supplemental budget. In accordance with ORS 294.473, notice of the hearing was provided in the March 14, 2019 edition of the Eugene Register Guard.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

1. FY 2018/19 Supplemental Budget Hearing Notice

NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for City of Lowell, for the current fiscal year, will be held at Lowell Fire Department, 389 N. Pioneer Street, Lowell, OR 97452.

The hearing will take place on March 19, 2019 at 7:00 a.m. p.m.

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

A copy of the supplemental budget document may be inspected or obtained on or after March 8, 2019 (Date) at City Hall, 107 E. 3rd Street, Lowell, OR 97452, between the hours of 9:00 a.m. p.m. and 5:30 a.m. p.m.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: General

	Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1.	Loan Proceeds	\$ 300,000	1. Administration, Capital Outlay	\$ 424,218
2.	Miscellaneous Revenues	\$ 228,263	2.	
3.			3.	
Revised Total Fund Resources		\$ 1,077,420	Revised Total Fund Requirements	\$ 1,077,420

Explanation of change(s):

The City of Lowell settled litigation related to City Hall and Library improvements that caused water damage to the facility. The cost of repairing the facility was determined to be economically infeasible. Funds from the litigation and loan proceeds will be used to purchase, plan, and renovate an existing facility to house the City Hall and Library.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: March 15, 2019
SUBJECT: Consent Agenda

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

SUMMARY:

The Consent Agenda for the March 19, 2019 City Council meeting includes the City Council Meeting Minutes for February 19, 2019, City Council Special Meeting Minutes for March 5, 2019, City Council Work Session Minutes for March 5, 2019, and Voucher Directory for February 2019.

FISCAL IMPACT:

1. City Council Meeting Minutes – February 19, 2019 – No fiscal impact.
2. City Council Special Meeting Minutes – March 5, 2019 – No fiscal impact.
3. City Council Work Session Minutes – March 5, 2019 – No fiscal impact.
4. Voucher Directory – February 2019 - Includes expenditures approved during the budget process.

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 – February 19, 2019
2. City Council Special Meeting Minutes – March 5, 2019
3. City Council Work Session Minutes – March 5, 2019
4. Voucher Directory – February 2019

**City of Lowell, Oregon
Minutes of the City Council Regular Session
February 19, 2019**

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

Members Present: Mayor Don Bennett, Gail Harris, Patricia Angelini

City Council Appointments: CA Cobb provided information on open positions.

- **Candidate Interviews:** Mayor Bennett provided information on process. Candidates Samantha Dragt, Tim Stratis and John Myers were interviewed by the Council.
- **Discussion and Appointment: Councilor Angelini moved to appoint Tim Stratis to City Council Position 4, second by Councilor Harris. PASS 3:0 Councilor Harris moved to appoint Samantha Dragt to Position 3, second by Councilor Angelini. PASS 3:0**
- **Oath of Office:** CA Cobb proceeded with the Oath of Office for Tim Stratis and Samantha Dragt.

Consent Agenda: Councilor Angelini moved to approve consent agenda, second by Councilor Harris. PASS 3:0 Abstained Councilor Stratis and Councilor Dragt.

Public Comments: Fire Chief Lon Dragt, Lowell Fire Dept. invited the City Council to the Annual Fireman Awards Banquet on March 16, 2019.

Council Comments: None

New Business Item 2 moved up in agenda.

Community Grant Program Application: Lisa Bee-Wilson presented a request from the Pine Needlers Quilt Group for \$1,200.00 for additional stands, cross bars and marketing for the Quilt Show during the BBJ Festival. **Councilor Angelini moved to approve the FY 2018-19 Community grant Program request, including \$1,200 for the Pine Needlers Quilt Group, second by Councilor Harris. PASS 5:0**

City Administrator Report: CA Cobb reported on the following topics: Caselle Training, Job Openings, Committee Meetings, Project Updates, LOC Highlights.

Financial Report: Monthly Financial Report for January –provided in packet.

Police Report: January report provided in packet.

Public Works Report: Max Baker, Public Works Director presented report. Topics included: Interviews for open Public Work’s positions tomorrow, Park inspections, reported vandalism in Rolling Rock Park, 3 new meters have been installed, Mr. Baker passed Wastewater Collections Level I exam.

Old Business: None

New Business:

- **Property Acquisition- 70 N Pioneer Street** – CA provided update, offer of \$290,000 was accepted, property inspection and appraisal have been scheduled.

- **Oregon Paddle Sports Demo Day** – The EDC has recommended \$1,400 in Tourism funds to support marketing and cover permit costs. **Councilor Angelini moved to approve up to \$1,400 for marketing and permit costs for Oregon Paddle Sports Demo Day, second by Councilor Harris. PASS 4:0 Abstained: Councilor Stratis**
- **2019 City Administrator Objectives** – CA presented his objectives. **Councilor Harris moved to approve the 2019 City Administrator Objectives, as written, second by Councilor Angelini. PASS 5:0**
- **Resolution 711 – 2019 Strategic Plan** – CA presented changes in actions of strategic plan. **Mayor Bennett moved to approve Resolution 711, as written, second by Councilor Harris. PASS 5:0**
- **Resolution 712 – Requesting Transfer of County Owned Property** – CA presented information on acquisition of parcel within Rolling Rock Park from Lane County. **Councilor Harris moved to adopt Resolution 712 – A Resolution Requesting Transfer of County Owned Real Property Identified as Map No. 19-01-23-05600, second by Councilor Stratis. PASS 5:0**

Other: None

Mayor Comments: Mayor reported on City Day in Salem, Lane ACT meeting, and the new Florence City Hall is completed.

Public Comments: None

Adjourn: 9:12 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jared Cobb, City Recorder

Date

City of Lowell, Oregon
Minutes of the City Council Special Meeting
March 5, 2019

The Special Meeting was called to order at 7:09 PM by Mayor Bennett.

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

Public Comments: None

Council Comments: None

CA Cobb stated the meeting was moved to the Fire Station Hall, due to the potential hazardous condition of the roof from snow storm.

New Business: Authorization to Purchase Dump Trailer for Parks/Green Waste – CA presented the need to purchase a dump trailer to help with clean up of the tree limbs from the storm and it would be beneficial for future projects. **Councilor Angelini moved to authorize the City Administrator to purchase a dump trailer for an amount not to exceed \$8,000, second by Councilor Harris. PASS 5:0**

Other Business: None

Mayor Comments: None

Community Comments: None

Adjourn: 7:22 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jared Cobb, City Recorder

Date

**City of Lowell, Oregon
Minutes of the City Council Work Session
March 5, 2019**

The Work Session was called to order at 7:23 PM by Mayor Bennett.

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

Study Session Topic(s)

1. **Winter Storm Debriefing** – CA presented a report on results from the winter storm, how the community worked together and costs incurred by the city. Discussion followed on how to prepare for future events, including Lowell Fire Chief Lon Dragt.
2. **Fiscal Year 2018/19 Supplemental Budget** – CA presented a draft supplemental budget, including the settled litigation funds to be used to purchase facility to house City Hall and Library.
3. **City Council Guiding Principles** – Mayor Bennett reviewed the Guiding Principles with the council.
4. **Purchase of 70 North Pioneer Street** – CA reported that Business Oregon has invited us to submit an application for funding, and gave an update on the process.

Adjourn: 8:50 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jared Cobb, City Recorder

Date

Report Criteria:

Report type: GL detail
 Check.Type = {<>} "Adjustment"
 Bank.Name = "General"

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Invoice Amount	Check Amount
15173							
15173	Accurate Leak Detection	3585	1	Leak Detection	230-490-6330	275.00	275.00
Total 15173:							275.00
15174							
15174	Cascade Columbia	740258	1	Chemicals & Lab Supplies	240-490-6750	853.09	853.09
Total 15174:							853.09
15175							
15175	City of Lowell	02052019	1	Water Service	110-410-6420	19.66	19.66
15175	City of Lowell	02052019	2	Sewer Service	110-410-6425	43.88	43.88
15175	City of Lowell	02052019	3	Water Service	110-420-6420	57.32	57.32
15175	City of Lowell	02052019	4	Sewer Service	110-420-6425	117.02	117.02
15175	City of Lowell	02052019	5	Water Service	110-450-6420	6.56	6.56
15175	City of Lowell	02052019	6	Sewer Service	110-450-6425	14.63	14.63
15175	City of Lowell	02052019	7	Water Service	230-490-6420	35.78	35.78
15175	City of Lowell	02052019	8	Sewer Service	230-490-6425	58.51	58.51
15175	City of Lowell	02052019	9	Water Service	240-490-6420	1,033.63	1,033.63
15175	City of Lowell	02052019	10	Sewer Service	240-490-6425	526.59	526.59
Total 15175:							1,913.58
15176							
15176	Civil West Engineering	2101.014.00	1	Engineering Service	312-490-6116	1,942.50	1,942.50
Total 15176:							1,942.50
15177							
15177	Correct Equipment, Inc.	38748	1	General Supplies	230-490-6234	2,717.30	2,717.30
Total 15177:							2,717.30
15178							
15178	Grainger	9066494122	1	General Supplies	110-420-6234	142.69	142.69
15178	Grainger	9066494122	2	General Supplies	230-490-6234	326.47	326.47
15178	Grainger	9066494122	3	General Supplies	240-490-6234	326.48	326.48
Total 15178:							795.64
15179							
15179	J & K Electrical LLC	1543A	1	Building Repair & Maintenance	110-410-6320	1,243.08	1,243.08
Total 15179:							1,243.08
15180							
15180	Lane Forest Products	S182819	1	Other Repair & Maintenance	230-490-6330	66.00	66.00
Total 15180:							66.00

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Invoice Amount	Check Amount
15181							
15181	Renewable Resource Grou	058,233,954,	1	Water/Sewer Analysis	230-490-6755	120.60	120.60
15181	Renewable Resource Grou	058,233,954,	2	Water/Sewer Analysis	240-490-6755	403.20	403.20
Total 15181:							523.80
15182							
15182	Sanders, Tim	53	1	Other Contract Services	240-490-6128	300.00	300.00
Total 15182:							300.00
15183							
15183	SaniPac	252019	1	Refuse Services	110-410-6445	8.21	8.21
15183	SaniPac	252019	2	Refuse Services	110-420-6445	22.50	22.50
15183	SaniPac	252019	3	Refuse Services	110-450-6445	8.21	8.21
15183	SaniPac	252019	4	Refuse Services	230-490-6445	18.92	18.92
15183	SaniPac	252019	5	Refuse Services	240-490-6445	18.92	18.92
Total 15183:							76.76
15184							
15184	Umpqua Valley Fire Servic	4382364	1	Building Repair & Maintenance	110-410-6320	73.95	73.95
15184	Umpqua Valley Fire Servic	4382364	2	Building Repair & Maintenance	230-490-6320	128.95	128.95
15184	Umpqua Valley Fire Servic	4382364	3	Building Repair & Maintenance	240-490-6320	77.00	77.00
Total 15184:							279.90
15185							
15185	USA Blue Book	796051	1	Chemicals & Lab Supplies	230-490-6750	75.85	75.85
Total 15185:							75.85
15186							
15186	Verizon Wireless	9822781125	1	Telephone Services	110-410-6440	46.71	46.71
15186	Verizon Wireless	9822781125	2	Telephone Services	230-490-6440	46.71	46.71
15186	Verizon Wireless	9822781125	3	Telephone Services	240-490-6440	46.71	46.71
Total 15186:							140.13
15187							
15187	Deschutes County Title Co	DE5539	1	Earnest Money - 70 N Pioneer Str	110-410-8225	5,000.00	5,000.00
Total 15187:							5,000.00
15188							
15188	Banner Bank	MAX-2/2019	1	Front door locks and water plant	230-490-6320	67.76	67.76
15188	Banner Bank	MAX-2/2019	1	Front door locks and water plant	230-490-6320	67.76-	67.76- V
15188	Banner Bank	MAX-2/2019	2	Pad locks sewer plant	240-490-6320	39.77	39.77
15188	Banner Bank	MAX-2/2019	2	Pad locks sewer plant	240-490-6320	39.77-	39.77- V
15188	Banner Bank	MAX-2/2019	3	Name Plates	110-410-6234	25.98	25.98
15188	Banner Bank	MAX-2/2019	3	Name Plates	110-410-6234	25.98-	25.98- V
Total 15188:							.00
15189							
15189	Century Link	02192019	1	Telephone Service	110-410-6440	144.64	144.64

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Invoice Amount	Check Amount
15189	Century Link	02192019	2	Telephone Service	230-490-6440	155.32	155.32
15189	Century Link	02192019	3	Internet Service	230-490-6435	70.00	70.00
15189	Century Link	02192019	5	Telephone Service	240-490-6440	74.76	74.76
Total 15189:							444.72
15190							
15190	CenturyLink Business Serv	1546122932	1	Telephone Service	110-410-6440	1.50	1.50
Total 15190:							1.50
15191							
15191	Deposit Refund	17640.002	1	Utility Deposit Refund	230-2520	71.11	71.11
15191	Deposit Refund	17640.002	1	Utility Deposit Refund	230-2520	71.11-	71.11- V
Total 15191:							.00
15192							
15192	Douglas International	1923-COL-P	1	Asbestos Survey	110-420-8520	1,540.00	1,540.00
Total 15192:							1,540.00
15193							
15193	Duncan & Brown	02182019	1	Appraisal 70 N Pioneer	110-410-8225	3,300.00	3,300.00
Total 15193:							3,300.00
15194							
15194	Hunter Communications	FEBRUARY	1	Internet Service	110-410-6435	77.47	77.47
15194	Hunter Communications	FEBRUARY	2	Internet Services	110-450-6435	77.47	77.47
Total 15194:							154.94
15195							
15195	Lane Council of Governme	71291	1	Planning Service Applications	110-440-6128	1,604.91	1,604.91
Total 15195:							1,604.91
15196							
15196	Max Baker	02192019	1	Cell Phone Case and Accessories	230-490-6234	31.93	31.93
15196	Max Baker	02192019	2	Cell Phone Case and Accessories	240-490-6234	31.93	31.93
15196	Max Baker	02192019	3	USB Flash Drive	240-490-6234	37.97	37.97
15196	Max Baker	02192019	4	FedEx for Earnest Check 70 N Pi	110-410-8225	60.30	60.30
Total 15196:							162.13
15197							
15197	Municipal Code Corporatio	00323741	1	Municipal Code Annual Admin Fe	110-410-6122	100.00	100.00
Total 15197:							100.00
15198							
15198	Nichols Layli	02192019	1	Consulting Services	110-410-6114	198.25	198.25
15198	Nichols Layli	02192019	2	Consulting Services	312-490-6114	66.08	66.08
15198	Nichols Layli	02192019	3	Consulting Services	230-490-6114	198.25	198.25
15198	Nichols Layli	02192019	4	Consulting Services	240-490-6114	198.25	198.25

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 15198:							660.83
15199							
15199	Northwest Code Profession	2324	1	Building Permit Cost	110-440-6524	327.75	327.75
15199	Northwest Code Profession	2324	2	Electrical Permit Cost	110-440-6525	562.50	562.50
Total 15199:							890.25
15200							
15200	Renewable Resource Grou	320,533,666,	1	Lab	240-490-6755	451.80	451.80
15200	Renewable Resource Grou	320,533,666,	2	Lab	230-490-6755	36.00	36.00
Total 15200:							487.80
15201							
15201	Staples Credit Plan	2406022019	1	Office Supplies	110-410-6230	172.59	172.59
15201	Staples Credit Plan	2406022019	2	Library Office Supplies	110-450-6230	9.25	9.25
15201	Staples Credit Plan	2406022019	3	General Supplies	110-410-6234	26.81	26.81
15201	Staples Credit Plan	2406022019	4	Park Supplies	110-420-6234	104.88	104.88
15201	Staples Credit Plan	2406022019	5	Water General Supplies	230-490-6234	13.81	13.81
15201	Staples Credit Plan	2406022019	6	Sewer General Supplies	240-490-6234	13.81	13.81
15201	Staples Credit Plan	2406022019	7	Library General Supplies	110-450-6234	13.81	13.81
Total 15201:							354.96
15202							
15202	U.S. Equipment Finance	377171574	1	Copier Contract	110-410-6124	147.98	147.98
Total 15202:							147.98
15203							
15203	University of Oregon	3753V0-5	1	Parks MP Contract	110-420-6128	6,000.00	6,000.00
Total 15203:							6,000.00
15204							
15204	USA Blue Book	808425	1	Swift Test dpd, lab thermo	230-490-6750	263.84	263.84
15204	USA Blue Book	808425	2	ph probe, lab thermo	240-490-6750	295.70	295.70
Total 15204:							559.54
15205							
15205	Voided Check	022119V1	1	Void Check	110-410-6290	.01	.01
15205	Voided Check	022119V1	1	Void Check	110-410-6290	.01-	.01- V
Total 15205:							.00
15206							
15206	Voided Check	022119V2	1	Void Check	110-410-6290	.01	.01
15206	Voided Check	022119V2	1	Void Check	110-410-6290	.01-	.01- V
Total 15206:							.00
15207							
15207	Key Realty Group Inc.	17640.002	1	Utility Deposit Refund	230-2520	71.11	71.11

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 15207:							71.11
Grand Totals:							32,683.30

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-2125	26.00	21,300.53-	21,274.53-
110-410-6114	198.25	.00	198.25
110-410-6122	100.00	.00	100.00
110-410-6124	147.98	.00	147.98
110-410-6230	172.59	.00	172.59
110-410-6234	52.79	25.98-	26.81
110-410-6290	.02	.02-	.00
110-410-6320	1,317.03	.00	1,317.03
110-410-6420	19.66	.00	19.66
110-410-6425	43.88	.00	43.88
110-410-6435	77.47	.00	77.47
110-410-6440	192.85	.00	192.85
110-410-6445	8.21	.00	8.21
110-410-8225	8,360.30	.00	8,360.30
110-420-6128	6,000.00	.00	6,000.00
110-420-6234	247.57	.00	247.57
110-420-6420	57.32	.00	57.32
110-420-6425	117.02	.00	117.02
110-420-6445	22.50	.00	22.50
110-420-8520	1,540.00	.00	1,540.00
110-440-6128	1,604.91	.00	1,604.91
110-440-6524	327.75	.00	327.75
110-440-6525	562.50	.00	562.50
110-450-6230	9.25	.00	9.25
110-450-6234	13.81	.00	13.81
110-450-6420	6.56	.00	6.56
110-450-6425	14.63	.00	14.63
110-450-6435	77.47	.00	77.47
110-450-6445	8.21	.00	8.21
230-2125	138.87	4,849.22-	4,710.35-
230-2520	142.22	71.11-	71.11
230-490-6114	198.25	.00	198.25
230-490-6234	3,089.51	.00	3,089.51
230-490-6320	196.71	67.76-	128.95
230-490-6330	341.00	.00	341.00
230-490-6420	35.78	.00	35.78
230-490-6425	58.51	.00	58.51
230-490-6435	70.00	.00	70.00
230-490-6440	202.03	.00	202.03
230-490-6445	18.92	.00	18.92
230-490-6750	339.69	.00	339.69
230-490-6755	156.60	.00	156.60
240-2125	39.77	4,729.61-	4,689.84-
240-490-6114	198.25	.00	198.25
240-490-6128	300.00	.00	300.00

GL Account	Debit	Credit	Proof
240-490-6234	410.19	.00	410.19
240-490-6320	116.77	39.77-	77.00
240-490-6420	1,033.63	.00	1,033.63
240-490-6425	526.59	.00	526.59
240-490-6440	121.47	.00	121.47
240-490-6445	18.92	.00	18.92
240-490-6750	1,148.79	.00	1,148.79
240-490-6755	855.00	.00	855.00
312-2125	.00	2,008.58-	2,008.58-
312-490-6114	66.08	.00	66.08
312-490-6116	1,942.50	.00	1,942.50
Grand Totals:	<u>33,092.58</u>	<u>33,092.58-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail
Check.Type = {<>} "Adjustment"
Bank.Name = "General"

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: March 15, 2019
SUBJECT: City Administrator Report

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

SUMMARY:

The attached City Administrator Report is for the period of February 14 – March 15. The report covers the following topics: City Council Chambers and Library, Xpress Bill Pay, 2019 Population Estimate, Business Focus Groups, Job Openings, Committee Meetings, Project Updates, and League of Oregon Cities Highlights.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. City Administrator Report



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

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: March 15, 2019
SUBJECT: City Administrator Report

City Council Chambers and Library

The Council Chambers and Library are under the upper roof of the building. This part of the facility had previously sustained water damage due to the poor construction of the roof. The added weight from the recent snow caused additional damage. Our Building Official has recommended that we keep the Council Chambers and Library closed or have temporary repairs completed, which would cost approximately \$10,000. Since we are planning to move and decommission the facility within the next 9-12 months, staff recommends permanently closing the Council Chambers, Library, and investing those funds in the new facility instead. If the Council accepts this recommendation, staff will setup two computer workstations and a couple shelves in the lobby for resident use.

Xpress Billpay

Our new online payment system launched on Thursday, March 7. The system provides all the same features of our old provider, however, directly integrates with our new financial system and allows the City to take payments for other services, such as municipal court. To sign up, residents can access the page from the City's website at www.ci.lowell.or.us and click the "Online Bill Pay" menu at the bottom of the screen. Alternatively, residents can go directly to www.xpressbillpay.com.

2019 Population Estimate

The State of Oregon contracts with the Portland State University Population Research Center to develop annual population estimates for Oregon cities and counties. The state utilizes these estimates for the distribution of state funds. Preliminary estimates for 2019 (July 1) have been released. The City of Lowell's estimate increased from 1,070 to 1,108, which will result in an increase of approximately \$3,563.

Business Focus Groups

The City and Rural Development Initiatives (RDI) hosted two focus groups on March 7th and 8th to discuss the needs of local businesses and their interest in forming a regional business organization (i.e. chamber of commerce). Turnout was limited, most likely due to the snowstorm from the previous week. RDI is following up with phone interviews from key stakeholders in Lowell, Fall Creek, Dexter and Pleasant Hill.

Job Openings

Both Utility Operator positions have been filled. Nick Harris is scheduled to start Sunday, March 17 and Hunter Harris Monday, March 25. Nick has experience working for Lane County Public Works, and Hunter works for a small water district near Cottage Grove.

Committee Meetings

- *Parks and Recreation Master Plan* – The Committee reviewed the final concept plans for Rolling Rock Park and the Railroad Right-of-Way, including project cost estimates. The next Steering Committee meeting is scheduled for Thursday, March 28 at 7:00 p.m. at the Lowell Fire Department.
- *Economic Development Committee* – The meeting was rescheduled due to the snow storm for March 18, 2019 at 6:30 p.m. at the Lowell Fire Department.
- *Downtown Master Plan* – The meeting was rescheduled due to the snow storm for March 18, 2019 at 7:00 p.m. at the Lowell Fire Department.
- *Blackberry Jam Festival Committee* – Updates were provided for each event. There was significant discussion regarding the placement of activities, due to the closure of North Shore Drive and purchase of 53 East Main Street, Jehovah's Witness property, and potential addition of a beer and wine garden.

Project Updates

- *City Hall and Library* – The City's offer for the Jehovah's Witness property has been accepted. The next step is to schedule a Special City Council Meeting for a public hearing, consideration of a Supplemental Budget, and approval of project financing.
- *Community Facilities Study* – Staff completed a tour of the Jehovah's Witness property with The Urban Collaborative on Wednesday, March 20. An amendment to the scope of work has been prepared and is included on the agenda. A public workshop is tentatively planned for Saturday, April 20 from 1:00-5:00 at the JW property.
- *Rolling Rock Park Improvements* – Appraisals have been completed for 53 East Main Street and the two vacant lots. Staff is currently engaged in negotiations for both vacant lots.

League of Oregon Cities Highlights

State's Quarterly Forecast— Economy Slowing, Revenues Up Modestly, Kicker will Increase – The Oregon Office of Economic Analysis (OEA) issued its quarterly revenue forecast Wednesday, projecting increases of state general fund gross revenues of \$144.1 million and lottery revenues of \$ 3.8 million from the November/December 2018 forecast. This represents a net gain of \$1.487 billion from the 2017 close of session biennial estimate. However, the kicker is triggered when biennial revenues outpace projections by more than 2 percent (there are only about four months left in the biennium). Thus, about one-half of the net 2017-19 revenue gains will likely be returned to taxpayers at an estimated \$748.5 million in personal income tax kicker payments. The corporate tax kicker also increased since the last forecast, and it is estimated at \$352.8 million; it will be dedicated to K-12 education spending in 2019-21. The Legislature could choose to divert the personal income tax kicker this session with a two-thirds vote, but that has

only happened once—back in 1991. There are some legislators interested in diverting the kicker to the PERS unfunded liability.

For the next biennium (2019-21), state revenue projections were up a net of only \$67.7 million. Most of the revenue gains with this forecast were attributed to a rise in corporate collections. The economists noted that the continued gains may reflect a permanent broadening of Oregon's corporate tax base rather than temporary increases attributed to federal tax cuts. On the economic side, the forecast provided was one of stability, but a slowdown of job growth is expected 2019-21. Oregon's employment is still predicted to be better than the U.S. average. The forecast was presented to a joint meeting of the House Revenue and Senate Finance and Revenue committees, chaired by Representative Nancy Nathanson (D-Eugene) and Senator Mark Hass (D-Beaverton) respectively. **The next forecast is expected May 15 and will set the final kicker payment and budget basis for the 2019 legislative session.**

Senate Finance and Revenue Committee Hears Property Tax Bills – The Senate Finance and Revenue Committee, chaired by Senator Mark Hass (D-Beaverton), held property tax hearings Wednesday on SJR 2 and SJR 21. The LOC, along with Forest Grove Mayor Pete Truax, provided verbal testimony in support. Several cities also submitted written testimony to the committee. The focus of the hearing was on the tax inequities in the state's property tax system caused by Measure 50. The problem is that Measure 50 requires a valuation system that is divorced from real market value, and the gaps between assessed value and real market have grown over the last 20 years. The inequities have snowballed as communities have changed – leading to “the tale of two houses” and “the tale of two businesses”— in which similar properties have very different tax bills.

The committee showed refreshing support for property tax reform during this important first hearing on the subject this session. Senator Hass noted that Oregon's system is moving from a broken one to “a system in collapse.” In addition, Senator Brian Boquist (R-Dallas) also acknowledged that the system is unfair, inequitable, and broken, but he noted that coming up with a solution that voters will support is challenging, mainly because voters need a carrot to make it happen. Finally, Senator Cliff Bentz (R-Ontario) agreed “we need to take a run at it” as the system will eventually fracture in ways we won't like.

The LOC's presentation from the hearing is available [here](#). Multnomah County provided a complementary presentation, which is available [here](#).

Use of Third-Party Building Officials Up for Debate – On Wednesday (February 20), member cities joined the LOC to defend the ability to continue using contract building officials to oversee city programs in a hearing on HB 2420. The hearing was held in the House Rules Committee, chaired by Representative Paul Holvey (D-Eugene).

Representative Holvey stated his intention with the bill is to comply with a legal opinion from legislative counsel which concluded that local governments can only use a government-employed

building official for local inspection programs. However, HB 2420, as drafted, would also impact a city's ability to contract with other governments or a council of government to share a building official. Additionally, the bill requires a local government to have a government-employed structural inspector. This would place a significant economic burden on smaller jurisdictions that use third-party providers, who provide stable, more efficient service in their communities.

Currently, stakeholders and the Legislature are waiting for a long-promised formal opinion from the Oregon Department of Justice (DOJ) to determine if there is a legal case supporting the idea that the state believes building officials must be government employees. The LOC has maintained that there is no legal issue with using contracted building officials. It is expected that the DOJ opinion will be shared in the near future.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: March 15, 2019
SUBJECT: Monthly Financial Report

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

SUMMARY:

The Monthly Financial Report for February is attached for your review.

FISCAL IMPACT:

None.

COURSES OF ACTION:

This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. February Revenue and Expenditure reports

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: March 15, 2019
SUBJECT: Monthly Police Report

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

SUMMARY:

Staff has not yet received the Monthly Police Report for February from the Oakridge Police Department. The report will be distributed as soon as we receive it.

FISCAL IMPACT:

None.

COURSES OF ACTION:

This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

None.

AGENDA ITEM SUMMARY

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

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

SUMMARY:

The attached Public Works Report is for the period of February 14 – March 15. The report covers the following topics: Streets and Parks, Wastewater Treatment Plant, Water Treatment Plant, Training and Certification, and Code Enforcement.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

This item is presented for purposes of review and discussion.

RECOMMENDATION:

N/A

ATTACHMENTS:

1. Public Works Report



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

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

Streets and Parks

The winter snow storm had a significant impact on City streets and Parks. Staff is working on chipping and consolidating tree limbs and branches from the storm and will be for the next couple of weeks.

Staff has kept the Green Waste Facility open from 9am-5pm for the last three weeks to assist the public with storm debris.

The City had lots of support from the community to keep the streets clear and maintain a path to every residence.

Wastewater Treatment Plant/Collections

The Lift Station overflowed approximately 110,000 gallons to Dexter Reservoir. This was caused by Generator failure and Staff unable to safely access Lift Station to troubleshoot failure.

Water Treatment Plant/Distribution

Water Plant ran without issues on generator power. Water levels were maintained throughout the outage.

The City will need to purchase a generator for the water towers, to maintain water for residents on 1st and Sunridge during an outage.

Training and Certification

Nothing new to report

Code Enforcement

Nothing new to report

AGENDA ITEM SUMMARY

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

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

SUMMARY:

An opportunity was presented by the Jehovah’s Witness Congregation to purchase their facility for the City Hall and Library. As an unforeseen expenditure, the purchase requires the adoption of a supplemental budget. In accordance with ORS 294.473, notice of the hearing was provided in the March 14, 2019 edition of the Eugene Register Guard.

FISCAL IMPACT:

N/A

COURSES OF ACTION:

1. Motion to adopt Resolution 713 – A Resolution Adopting a Supplemental Budget for Fiscal Year 2018-2019 and Making Supplemental Appropriations.
2. No action.

RECOMMENDATION:

1. Motion to adopt Resolution 713 – A Resolution Adopting a Supplemental Budget for Fiscal Year 2018-2019 and Making Supplemental Appropriations.

ATTACHMENTS:

1. Resolution 713 - A Resolution Adopting a Supplemental Budget for Fiscal Year 2018-2019 and Making Supplemental Appropriations.
2. FY 2018/19 Supplemental Budget Hearing Notice
3. Amended FY 2018/19 General Fund Line Item Budget

CITY OF LOWELL, OREGON**RESOLUTION 713****A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2018-2019 AND MAKING SUPPLEMENTAL APPROPRIATIONS**

WHEREAS, the City of Lowell budget for Fiscal Year 2018-2019 was adopted by the City Council on Tuesday, June 5, 2018; and

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

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

WHEREAS, in accordance with local budget law, notice was published on March 13, 2019 of the public hearing that was held before the City Council on March 19, 2019.

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

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

	Current Appropriations	Change in Appropriations	Amended Appropriations
General Fund			
Administration	131,504	391,263	522,767
Parks & Recreation	287,095	0	287,095
Police	29,106	0	29,106
Community Development	100,194	0	100,194
Library	7,679	0	7,679
Code Enforcement	16,560	0	16,560
Tourism	12,850	0	12,850
Municipal Court	13,682	0	13,682
Transfers	2,000	0	2,000
Contingency	77,488	0	77,488
Total Appropriations	678,158	390,243	1,069,420

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

ADOPTED by the City Council of the City of Lowell this 19th day of March 2019.

Ayes _____

Nays _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Recorder

NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for City of Lowell, for the current fiscal year, will be held at Lowell Fire Department, 389 N. Pioneer Street, Lowell, OR 97452.

The hearing will take place on March 19, 2019 at 7:00 a.m. p.m.

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

A copy of the supplemental budget document may be inspected or obtained on or after March 8, 2019 (Date) at City Hall, 107 E. 3rd Street, Lowell, OR 97452, between the hours of 9:00 a.m. p.m. and 5:30 a.m. p.m.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: General

	Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1.	Loan Proceeds	\$ 300,000	1. Administration, Capital Outlay	\$ 424,218
2.	Miscellaneous Revenues	\$ 228,263	2.	
3.			3.	
Revised Total Fund Resources		\$ 1,077,420	Revised Total Fund Requirements	\$ 1,077,420

Explanation of change(s):

The City of Lowell settled litigation related to City Hall and Library improvements that caused water damage to the facility. The cost of repairing the facility was determined to be economically infeasible. Funds from the litigation and loan proceeds will be used to purchase, plan, and renovate an existing facility to house the City Hall and Library.

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

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

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

DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19		
					PROPOSED	APPROVED	ADOPTED
110-365-4752 REIMBURSEMENT REVENUE	7,139	230	5,000	1,293	5,000	5,000	5,000
110-370-4822 BBJ FUND PAYMENT	500	500	500	500	-	-	-
110-370-4824 DONATIONS	-	-	-	-	-	-	-
110-385-4895 MISCELLANEOUS	33,950	5,076	2,000	1,631	2,000	2,000	228,263
SUBTOTAL REVENUES	274,593	271,163	375,260	277,903	371,750	371,750	898,013
INTERFUND TRANSFERS							
XXX-XXX-XXXX TRANSFER FROM PERSONNEL LIABILITIES FUND	-	10,421	-	-	-	-	-
SUBTOTAL INTERFUND TRANSFERS	-	10,421	-	-	-	-	-
TOTAL - GENERAL FUND	368,820	405,191	522,867	461,980	551,157	551,157	1,077,420

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

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

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

110-410-6230	OFFICE SUPPLIES	2,793	998	950	948	1,000	1,000	1,000
110-410-6234	GENERAL SUPPLIES	-	1,043	1,500	634	750	750	750
110-410-6238	BANK SERVICE CHARGES	1,748	1,365	1,000	1,350	1,400	1,400	1,400
110-410-6240	TRAVEL AND TRAINING	640	549	1,500	1,270	1,500	1,500	1,500
110-410-6290	MISCELLANEOUS	1,491	538	500	427	500	500	500
110-410-6320	BUILDING REPAIR AND MAINTENANCE	1,351	15	1,000	234	1,000	1,000	1,000
110-410-6334	NON-CAPITALIZED ASSETS	-	1,014	2,000	4,730	2,000	2,000	2,000
110-410-6420	WATER SERVICES	-	292	300	401	413	413	413
110-410-6425	SEWER SERVICES	-	484	550	508	524	524	524
110-410-6430	ELECTRICITY SERVICES	2,293	2,289	2,200	1,896	2,010	2,010	2,010
110-410-6435	INTERNET SERVICES	-	819	900	930	985	985	985
110-410-6440	TELEPHONE SERVICES	2,926	3,161	2,400	2,480	2,629	2,629	2,629
110-410-6445	REFUSE SERVICES	-	72	100	86	91	91	91
110-410-6510	COUNCIL EXPENDITURE	5,240	1,224	2,000	1,280	2,000	2,000	2,000
110-410-6512	STATE ETHICS COMMISSION	317	317	600	600	600	600	600
110-410-6692	REIMBURSABLE EXPENDITURE	1,724	-	5,000	150	5,000	5,000	5,000
110-410-6132	LCOG	1,000	-	-	-	-	-	-
110-410-6190	COMPUTER SERV/WARR/CONTRACTS	4,580	-	-	-	-	-	-
110-410-6230	OFFICE SUPPLIES/EQUIPMENT	-	-	-	-	-	-	-
110-410-6514	LEAGUE OF OREGON CITIES (LOC)	817	-	-	-	-	-	-
XXX-XXX-XXXX	WATER/SEWER EXPENSE CITY HALL	1,032	-	-	-	-	-	-
XXX-XXX-XXXX	POSTAGE	609	-	-	-	-	-	-
SUBTOTAL MATERIALS AND SERVICES		60,547	46,268	57,265	46,813	57,794	57,794	57,794
110-410-8000	CAPITAL OUTLAY							
110-410-8225	CAPITAL OUTLAY - BUILDINGS AND FACILITIES	-	2,578	50,000	9,726	43,802	25,000	416,263
110-410-8320	CAPITAL OUTLAY - SOFTWARE	-	6,754	7,955	150	7,955	7,955	7,955
SUBTOTAL CAPITAL OUTLAY		-	9,332	57,955	9,876	51,757	32,955	424,218
TOTAL - ADMINISTRATION		172,080	87,971	152,993	91,902	150,306	131,504	522,767

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

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

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

SUBTOTAL MATERIALS AND SERVICES		7,336	17,785	53,600	15,586	62,805	62,805	62,805
CAPITAL OUTLAY								
110-420-8520	CAPITAL OUTLAY - PARKS IMPROVEMENTS	-	-	40,000	10,000	45,000	60,000	195,000
SUBTOTAL CAPITAL OUTLAY		-	-	40,000	10,000	45,000	60,000	195,000
TOTAL - PARKS AND RECREATION		7,336	41,250	120,944	52,519	137,095	152,095	287,095

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

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

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

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

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

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

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

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

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

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

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

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

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

	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 ESTIMATED	2018-19			
					PROPOSED	APPROVED	ADOPTED	
NONDEPARTMENTAL								
INTERFUND TRANSFERS								
110-900-9117	TRANSFER TO SDC FUND	3,428	3,428	12,895	12,895	-	-	-
110-900-9130	TRANSFER TO WATER FUND	-	-	-	-	-	-	-
110-900-9140	TRANSFER TO SEWER FUND	8,000	-	-	-	-	-	-
110-900-9150	TRANSFER TO EQUIPMENT FUND	1,000	1,000	2,000	2,000	2,000	2,000	2,000
XXX-XXX-XXXX	TRANSFER TO PERSONNEL LIABILITIES FUND	2,000	-	-	-	-	-	-
SUBTOTAL INTERFUND TRANSFERS		14,428	4,428	14,895	14,895	2,000	2,000	2,000
CONTINGENCY								
110-900-9590	OPERATING CONTINGENCY	-	-	52,330	-	75,686	77,488	77,488
SUBTOTAL CONTINGENCY		-	-	52,330	-	75,686	77,488	77,488
RESERVED FOR FUTURE EXPENDITURE								
110-900-9895	RESERVE FOR FUTURE USE - PARKS	-	-	8,500	9,000	8,000	8,000	8,000
XXX-XXX-XXXX	ROLLING ROCK IRRIGATION RESERVE	-	-	-	-	-	-	-
SUBTOTAL RESERVED FOR FUTURE EXPENDITURE		-	-	8,500	9,000	8,000	8,000	8,000
TOTAL - NONDEPARTMENTAL		14,428	4,428	75,725	23,895	85,686	87,488	87,488
TOTAL REQUIREMENTS - GENERAL FUND		245,212	221,114	522,867	291,573	551,157	551,157	1,077,420

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: March 15, 2019
SUBJECT: Resolution 714 – City Council Guiding Principles

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

SUMMARY:

The City Council approved Resolution 684 on February 20, 2018 establishing guiding principles for the governing body. The resolution states that the City Council will review, update, and adopt guiding principles at their first meeting of the year.

FISCAL IMPACT:

None.

COURSES OF ACTION:

1. Motion to approve Resolution 714, as written.
2. Motion to approve Resolution 714, as amended.
3. No action.

RECOMMENDATION:

Motion to approve Resolution 714, as written.

ATTACHMENTS:

1. Resolution 714 – City Council Guiding Principles

CITY OF LOWELL, OREGON

RESOLUTION 714

A RESOLUTION ADOPTING GUIDING PRINCIPLES FOR THE CITY COUNCIL

BE IT RESOLVED, that the City Council for the City of Lowell adopts the Lowell City Council Guiding Principles shown in Exhibit A. The City Council also pledges to review and update the Guiding Principles in January of each year.

This resolution supersedes Resolution 684 dated February 20, 2018.

Adopted by the City Council of the City of Lowell, this 19th day of March 2019.

Yea: _____

Nay: _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Administrator

Lowell City Council
Guiding Principles
March 19, 2019

In an effort to be an effective City Council that represents and conducts City business to the highest levels of excellence, we, the Lowell City Council do hereby commit to live by a set of guiding principles. These principles are not used as grounds for censure, but are created to help us respect each other, work in an open and transparent fashion, and include and seek the views of our entire community.

These principles will be used by the current Council. Future Councils will review, update, and confirm during the first regular meeting of each year. Staff will be made aware of these Guiding Principles for use in their daily activities.

Respect

We commit individually and collectively to respect the opinions, abilities, and perspectives of our colleagues, city staff, partners, and the public. We will be a model of respectful behavior that brings honor to the City of Lowell.

Transparency

We will conduct our work for the community in a manner that is open and inclusive. Unless prevented by Oregon law, we will deliberate and make decisions in full view of the community.

Inclusion and Promotion of Meaningful Public Participation

Regardless of the size of an issue, we value inclusion and will make all reasonable efforts to include others and listen to and respect their contributions. We value the opinions of all stakeholders. We will reach out to stakeholders that have not been involved in the past.

Integrity and Personal Conduct

We will hold ourselves to the highest standard of ethical behavior as a Council and as individuals. At all times we will model behavior that sets a positive example for the community. We will work to benefit all community stakeholders, respecting both the views of the majority and the minority. At all times we will act in an honest and truthful manner.

Collaboration and No Surprises

We recognize that community improvement requires partnerships with organizations beyond City Hall. We will work in a collaborative manner with partners – cooperatively, professionally, and objectively – to achieve community improvements. We will avoid creating major surprises in process and/or substance to our colleagues, staff, partners, and the community by using agreed upon processes to raise proposals or concerns to the full Council.

Fairness

Decisions will be made objectively with the best interest of community stakeholders as the primary objective.

Teamwork and Accountability

We will work to ensure that each Council action has a clearly discernible rationale and a positive impact on the community. We will operate in an efficient manner consistent with our guiding principles by being on time, being prepared, being fully engaged, and fulfilling our commitments. Decisions made by the Council will be respected by all members of the Council, but the views of the minority will always be heard, respected, and considered, and where needed or possible included in the Council records. Members will work to resolve any personal conflicts that arise.

Collective Wisdom

We recognize that each member brings a unique set of talents and life experiences. In our work, we will value the thoughts and perspectives of each member. We will ensure each member has equal opportunities to share his/her abilities and perspective to inform and enhance our decision-making.

Confidentiality

We will adhere to all laws regarding the confidentiality of non-public information.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: March 15, 2019
SUBJECT: Resolution 715 – OPRD Grant

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

SUMMARY:

The Parks and Recreation Master Plan is nearing completion. The Parks MP Steering Committee has ranked the Rolling Rock Park Improvements as a high priority. Annually, the Oregon Parks and Recreation Department solicits applications for their Local Government Grant Program (LGGP). The LGGP provides up to a \$750,000 grant and requires a minimum 20% match.

FISCAL IMPACT:

Staff recommends applying for the maximum request of \$750,000. Applicants are permitted to use property acquisition to meet the grant match requirements. Staff recommends using the purchase of 53 East Main Street and two vacant lots to meet the match requirement.

COURSES OF ACTION:

1. Motion to approve Resolution 715, as presented.
2. Motion to approve Resolution 715, as amended.

RECOMMENDATION:

Motion to approve Resolution 715, as presented.

ATTACHMENTS:

1. Resolution 715

CITY OF LOWELL, OREGON

RESOLUTION 715

A RESOLUTION TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR ROLLING ROCK PARK IMPROVEMENTS

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Lowell desires to participate in this grant program to the greatest extent possible as a means of providing needed park improvements to meet the City’s goal of providing optimal park and recreation opportunities for the community; and

WHEREAS, the City Council, Parks and Recreation Committee, and Staff have identified the Rolling Rock Park Improvements listed in the 2019 Park and Recreation Master Plan as a high priority for the City of Lowell; and

WHEREAS, the City of Lowell has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; now therefore,

BE IT RESOLVED that the Lowell City Council demonstrates its support for the submittal of a grant application to the Oregon Parks and Recreation Department for Rolling Rock Park Improvements, authorizes the City Administrator to submit a grant application, and this resolution shall be effective following its adoption by the City Council.

Adopted by the City Council of the City of Lowell this 19thth day of March 2019.

Yea: _____

Nay: _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Administrator

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: March 15, 2019
SUBJECT: Professional Services Contract
The Urban Collaborative

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

SUMMARY:

A contract with The Urban Collaborative was originally approved at the December 18, 2018 meeting for a Community Facilities Study. The contract was amended on January 15, 2019. Attached is a contract amendment to the scope of work, which includes a concept plan for the Jehovah's Witness building.

FISCAL IMPACT:

No change in fiscal impact.

COURSES OF ACTION:

1. Motion to approve the amended Professional Services Contract with The Urban Collaborative and authorize the City Administrator to sign the Contract.
2. No action.

RECOMMENDATION:

Motion to approve the amended Professional Services Contract with The Urban Collaborative and authorize the City Administrator to sign the Contract.

ATTACHMENTS:

1. Amended City of Lowell Professional Services Contract

CITY OF LOWELL PROFESSIONAL SERVICES CONTRACT

This Contract is by and between the City of Lowell ("City") and "URBAN COLLABORATIVE" for the performance of professional design services for City.

A. RECITALS

CITY is in need of retaining the services of a qualified architect to provide design and related support elements of the City of Lowell's Community Facilities Study ("Project").

On _____, 2019, the CITY awarded this Contract to the Urban Collaborative, based upon its response to CITY's request for bids/qualifications dated September 19th, 2018.

B. CONTRACT EXHIBITS

The following exhibits are hereby incorporated by reference into this Contract:

Exhibit A – Request for Proposals, Community Facilities Study, RFP #2018-02
Exhibit B – Urban Collaborative's Proposal

In the event of a conflict, the terms of this Agreement shall govern, followed by Exhibits A and B, in that order.

C. CONTRACT

1. Term

This Contract shall commence upon execution, and continue through final completion of Project, but no later than December 31, 2019.

2. Scope of Work

Urban Collaborative shall provide all services and deliver all materials as specified in the attached Exhibits, which are hereby incorporated into this Contract by this reference, and as may be described by future addenda to this Contract.

3. Compensation

3.1 Compensation. Urban Collaborative will be paid by CITY on a firm fixed fee basis, for work completed and invoiced as described in this section. Urban Collaborative shall complete its scope of work as defined in Exhibit A for up to a total not to exceed amount, including reimbursable expenses, of \$24,890.

3.2 Invoices. Payments shall be based upon monthly invoices which Urban Collaborative shall submit to CITY, detailing the previous months' fees, costs and estimated percentage of the Project completed at that time. Upon request, Urban Collaborative will provide CITY representative with documents, records, and draft plans evidencing the progress made on the Project to date. Urban Collaborative shall send invoices to CITY's representative at CITY's address set forth in Section 5. In the event of non-payment due to a fee dispute between the parties, Urban Collaborative shall continue to provide Contract services to CITY.

3.3 Reimbursable Expenses. Reimbursable expenses shall be itemized and include expenses incurred in the interest of the Project, including but not limited to: 1) Long distance communications; 2) Reproductions, presentations and work session handouts or other

materials; 3) Postage and handling of documents; and 4) Expense of overtime work requiring higher than regular rates, if authorized by CITY.

4. Contractor Is an Independent Contractor

Urban Collaborative shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under this Contract. While CITY reserves the right to set various schedules and evaluate the quality of Urban Collaborative's completed work, CITY cannot and will not control the means and manner of Urban Collaborative's performance. Urban Collaborative is responsible for determining the appropriate means and manner of performing work. Urban Collaborative is responsible for all federal and state taxes applicable to compensation and payment paid to Urban Collaborative under the Contract and will not have any amounts withheld by CITY to cover Urban Collaborative's tax obligations. Urban Collaborative is not eligible for any CITY fringe benefit plans.

5. Notices

All notices provided for hereunder shall be in writing and shall be deemed to be duly served on the date of delivery if delivered in person, when receipt of transmission is generated by the transmitting facsimile machine if delivered by facsimile transmission, on the day after deposit if delivered by overnight courier, or three days after deposit if delivered by placing in the U.S. mail, first-class, postage prepaid. Any notice delivered by facsimile transmission shall be followed by a hard copy. All notices shall be addressed as follows:

CITY: Jared Cobb, City Administrator
City of Lowell
107 East Third Street
Lowell, OR 97452
Phone: 541-937-2157
Email: jcobb@ci.lowell.or.us

Urban Collaborative: _____

6. Indemnification

Urban Collaborative shall indemnify, hold harmless, and defend CITY and its representatives, officers, directors, and employees from any loss or claim made by third parties, including legal fees and costs of defending actions or suits resulting directly or indirectly from Urban Collaborative's negligent performance and/or fault of Urban Collaborative, its employees, representatives, or subcontractors. If the loss or claim is caused by the joint concurrent negligence or other fault of CITY and Urban Collaborative, the loss or claim shall be borne by each in proportion to the degree of negligence or other fault attributable to each.

Urban Collaborative shall defend CITY from claims covered under this section at Urban Collaborative's sole cost and expense until such time: (1) as an arbitration panel or a court of competent jurisdiction determines that CITY is liable in whole or in part for the loss or claim caused by CITY's negligence; or (2) until CITY and Urban Collaborative mutually agree to allocate the liability.

Urban Collaborative's indemnification obligations under this Section 6 shall survive the expiration or earlier termination of this Contract.

7. Insurance Requirements

- 7.1 During the term of this Contract, Urban Collaborative shall maintain, at its own expense, the following types of insurance in the following amounts:
- a. Comprehensive general liability insurance on Insurance Services Office (ISO) occurrence form CG 00 01, including coverage for premises operations, independent contractors, protected products, completed operations, contractual liability, personal injury, and broad form for property damage (including coverage for explosion, collapse, and underground hazards):
 - \$1,000,000 – each occurrence (bodily injury)
 - \$2,000,000 – general aggregate
 - \$1,000,000 – property damage, contractual, etc.
 - \$2,000,000 – umbrella liability coverage

Coverage shall also include contractual liability coverage for the indemnity provided under this Contract. (Proof of coverage will be attached to this Contract).
 - b. Workers' Compensation and employer's liability insurance per ORS Chapter 656. The employer's liability limit shall not be less than \$1,000,000 per occurrence. (Proof of coverage will be attached to this Contract).
 - c. Errors and Omissions insurance covering Urban Collaborative's liability arising out of negligent acts, errors or omissions in its performance of work or services under this Contract. Such policy will have a combined single limit of not less than \$1,000,000 per each claim, incident or occurrence for the term of the Project. Such policy will be on a claims made basis and will have an extended claims reporting period of six (6) years after final completion. (Proof of coverage will be attached to this Contract).
 - d. The limits required in this Section 7.1 may be met with a combination of underlying and umbrella coverage.
- 7.2 Except as required in 7.1(d) above, if any of the above required insurance is arranged on a "claims made" basis, "tail" coverage will be required at final completion or termination of this Contract for a duration of two (2) years.
- 7.3 Policies shall provide that CITY, its Board, officers, representatives, employees, and agents will be included as an additional insured with respect to the coverages required in Section 7.1(a) and a waiver of subrogation against them shall be obtained for all coverages.
- 7.4 All coverages under Section 7.1 shall be primary over any insurance CITY may carry on its own.
- 7.5 CITY shall be solely responsible for any loss, damage or destruction to its own property, equipment, and materials used in conjunction with the work or services under this Contract if the loss, damage or destruction is due to CITY's negligence or fault.
- 7.6 All policies of insurance shall be issued by good, responsible companies with a rating acceptable to CITY and that are qualified to do business in the State of Oregon.
- 7.7 Urban Collaborative shall furnish CITY with certificates of insurance evidencing all required coverages prior to commencing any work or services under this Contract. If requested by CITY, Urban Collaborative shall furnish CITY with executed copies of such policies of insurance. Urban Collaborative shall furnish CITY with at least 30 days' written notice of cancellation of, or any modification to, the required insurance coverages. Failure to maintain any required insurance coverages in the minimum required amounts

shall constitute a material breach of this Contract and shall be grounds for immediate termination of this Contract.

8. Workers' Compensation

8.1 Urban Collaborative, its subcontractors, if any, and all employers working under this Contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all subject workers.

8.2 Urban Collaborative warrants that all persons engaged in Contract work and subject to the Oregon Workers' Compensation Law are covered by a workers' compensation plan or insurance policy that fully complies with Oregon law. Urban Collaborative shall indemnify CITY for any liability incurred by CITY as a result of Urban Collaborative's breach of the warranty under this paragraph.

9. Hours of Employment

Urban Collaborative shall comply with all applicable state and federal laws regarding employment.

10. Assignment

Urban Collaborative may not assign any of its responsibilities under this Contract without CITY's prior written consent, which consent may be withheld in CITY's sole discretion. Urban Collaborative may not subcontract for performance of any of its responsibilities under this Contract without CITY's prior written consent, which consent shall not be unreasonably withheld. Urban Collaborative's assigning or subcontracting of any of its responsibilities under the Contract without CITY's consent shall constitute a material breach of this Contract. Regardless of any assignment or subcontract, Urban Collaborative shall remain liable for all of its obligations under this Contract.

11. Labor and Material

Urban Collaborative shall provide and pay for all labor, materials, equipment, tools, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of all Contract work, all at no cost to CITY other than the compensation provided in this Contract.

12. Ownership of Work and Documents

All work performed by Urban Collaborative and compensated by CITY pursuant to this Contract shall be the property of CITY upon full compensation for that work performed or document produced to Urban Collaborative, and it is agreed by the parties that such documents are works made for hire. Urban Collaborative hereby conveys, transfers and grants to CITY all rights of reproduction and the copyright to all such documents. However, in the event CITY reuses or modifies any materials furnished to CITY by Urban Collaborative, without Urban Collaborative's involvement or consent, then Urban Collaborative shall not be responsible for the materials.

The Urban Collaborative has the right to use materials developed under this contract for award submittals with CITY permission and for marketing purposes.

13. Termination for Convenience

This Contract may be terminated by mutual consent of the parties upon written notice. In addition, CITY may terminate all or part of this Contract upon determining that termination is in the best interest of CITY by giving seven (7) days' prior written notice of intent to terminate, without waiving any claims or remedies it may have against Urban Collaborative. Upon termination under this paragraph, Urban Collaborative shall be entitled to payment in accordance with the terms of this Contract for Contract work completed and accepted before termination less previous amounts paid and any claim(s) CITY has against Urban Collaborative. Pursuant to this paragraph, Urban Collaborative shall submit an itemized invoice for all unreimbursed Contract work completed before termination and all Contract closeout costs actually incurred by Urban Collaborative. CITY shall not be liable for any costs invoiced later than thirty (30) days after termination unless Urban Collaborative can show good cause beyond its control for the delay.

14. Termination for Cause

CITY may terminate this Contract effective upon delivery of written notice to Urban Collaborative, or at such later date as may be established by CITY, under any of the following conditions:

- 14.1 If CITY funding is not obtained and continued at levels sufficient to allow for purchases of the indicated quantity of services. The Contract may be modified to accommodate a reduction in funds.
- 14.2 If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Contract or are no longer eligible for the funding proposed for payments authorized by this Contract.
- 14.3 If any license or certificate required by law or regulation to be held by Urban Collaborative to provide the services required by this Contract is for any reason denied, revoked, or not renewed.

15. Termination for Default

If CITY fails to perform in the manner called for in this Contract or if CITY fails to comply with any other provisions of the Contract, the Urban Collaborative may terminate this Contract for default after giving CITY the notice and opportunity to cure required by this paragraph. Prior to termination for default, Urban Collaborative must give CITY written notice of the breach and of the Urban Collaborative's intent to terminate. If CITY has not entirely cured the breach within fifteen (15) days of the date of the notice, then Urban Collaborative may terminate the Contract at any time thereafter by giving a written notice of termination.

If Urban Collaborative fails to perform in the manner called for in this Contract or if Urban Collaborative fails to comply with any other provisions of the Contract, CITY may terminate this Contract for default. Termination shall be effected by serving a notice of termination on Urban Collaborative setting forth the manner in which Urban Collaborative is in default. Urban Collaborative shall be paid the Contract price only for services performed in accordance with the manner of performance as set forth in this Contract.

16. Remedies

In the event of breach of this Contract the parties shall have the following remedies:

- 16.1 If terminated under paragraph 15 by CITY due to a breach by Urban Collaborative, CITY may complete the work either itself, by agreement with another contractor, or by a combination thereof. If the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then Urban Collaborative shall pay to CITY the amount of the reasonable excess.

- 16.2 In addition to the above remedies for a breach by Urban Collaborative, CITY also shall be entitled to any other equitable and legal remedies that are available.
- 16.3 If CITY breaches this Contract, Urban Collaborative's remedy shall be limited to termination of the Contract and receipt of Contract payments to which Urban Collaborative is entitled.
- 16.4 CITY shall not be liable for any indirect, incidental, consequential, or special damages under the Contract or any damages arising solely from terminating the Contract in accordance with its terms.
- 16.5 Upon receiving a notice of termination, and except as otherwise directed in writing by CITY, Urban Collaborative shall immediately cease all activities related to the services and work under this Contract. As directed by CITY, Urban Collaborative shall, upon termination, deliver to CITY all then existing work product that, if the Contract had been completed, would be required to be delivered to CITY.

17. Nondiscrimination

During the term of this Contract, Urban Collaborative shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.

18. Governing Law; Jurisdiction; Venue

This Contract shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between CITY and Urban Collaborative that arises from or relates to this Contract which results in litigation shall be brought and conducted solely and exclusively within the Circuit Court of Washington County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. URBAN COLLABORATIVE BY EXECUTION OF THIS CONTRACT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS. Nothing herein shall be construed as a waiver of CITY's protections under the Oregon Tort Claims Act.

19. Compliance with Laws and Regulations

Urban Collaborative shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the services under this Contract. Without limiting the generality of the foregoing, Urban Collaborative expressly agrees to comply with: (i) ORS 659.425; (ii) all regulations and administrative rules established pursuant to the foregoing laws; and (iii) CITY's performance under this Contract is conditioned upon Urban Collaborative's compliance with all applicable provisions of the Oregon Public Contracting Code, as more particularly set forth in Exhibit B and incorporated herein by this reference. Urban Collaborative, its subconsultants, and all employers providing work, labor, or materials under this Contract are subject employers under the Oregon workers' compensation law and shall comply with ORS 656.017, which requires them to provide Oregon workers' compensation coverage that satisfies Oregon law for all their subject workers. Urban Collaborative shall adhere to all safety standards and regulations established by CITY for work performed on its premises or under its auspices.

20. Experience, Capabilities and Resources

By execution of this Contract, Urban Collaborative agrees that:

- 20.1 Urban Collaborative is an experienced architectural firm having the skill, legal capacity, and professional ability necessary to perform all the services required under this Contract and to design or administer any work within the scope and complexity contemplated by this Contract.
- 20.2 Urban Collaborative has the capabilities and resources necessary to perform the obligations of this Contract.
- 20.3 Urban Collaborative is familiar with all current laws, rules, and regulations which are applicable to the design and construction of work which may fall within the scope of this Contract, and that all drawings, specifications, and other documents prepared by Urban Collaborative shall be prepared in accordance with the standard of care of other professionals performing similar services under similar conditions and in an effort to accurately reflect and incorporate all such laws, rules, and regulations.

21. Errors and Omissions

Urban Collaborative shall be responsible for correcting any errors or omissions in the drawings, specifications, and/or other documents which deviate from the standard of care set forth in Sections 20.3. Urban Collaborative shall correct at no additional cost to CITY any and all such errors and omissions in the drawings, specifications, and other documents prepared by Urban Collaborative or its subconsultants. Urban Collaborative further agrees to assist CITY in resolving problems relating to any project designs or specified materials. Architect's warranties and obligations under Sections 20-22 of this Contract shall survive the expiration or earlier termination of this Contract.

22. Contract Performance

Urban Collaborative shall at all times carry on the services diligently, without delay and punctually fulfill all requirements herein. Urban Collaborative shall not be liable for delays that are beyond Urban Collaborative's control. Contract expiration shall not extinguish, prejudice, or limit either party's right to enforce this Contract with respect to any breach of Urban Collaborative's warranties or a default or defect in performance by Urban Collaborative that has not been cured. Urban Collaborative agrees that time is of the essence under this Contract.

23. Access to Records

For not less than five (5) years after the Contract expiration and for the purpose of making audit, examination, excerpts, and transcripts, CITY, and its duly authorized representatives shall have access to Urban Collaborative's books, documents, papers, and records that are pertinent to this Contract. If, for any reason, any part of this Contract, or any resulting construction contract(s) is involved in litigation, Urban Collaborative shall retain all pertinent records for not less than five (5) years or until all litigation is resolved, whichever is longer. Urban Collaborative shall provide full access to these records to CITY, and its duly authorized representatives in preparation for and during litigation.

24. Representations and Warranties

- 24.1 Urban Collaborative represents and warrants to CITY that:
 - 24.1.1 Urban Collaborative has the power and authority to enter into and perform this Contract;
 - 24.1.2 When executed and delivered, this Contract shall be a valid and binding obligation of Urban Collaborative enforceable in accordance with its terms;
 - 24.1.3 Urban Collaborative shall, at all times during the term of this Contract, be duly licensed to perform the services, and if there is no licensing requirement for the profession or services, be duly qualified and competent; and
 - 24.1.4 The services under this Contract shall be performed in accordance with the professional skill, care and standards of other professionals performing similar services under similar conditions.
- 24.2 The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

25. CITY Obligations

- 25.1 CITY shall provide full information in a timely manner regarding requirements for and limitations on projects and work tasks. With regard to subcontractor liens, CITY shall furnish to Urban Collaborative, within fifteen (15) days after receipt of a written request, information necessary and relevant for Urban Collaborative to evaluate, give notice of, or enforce lien.
- 25.2 CITY shall establish and update, if necessary, overall project budgets, including Architecture/Engineering and construction costs.
- 25.3 CITY shall furnish the services of consultants, including geotechnical architects/engineers, when such services are requested by Urban Collaborative, reasonably required by the scope of a project, and agreed to by CITY.
- 25.4 CITY shall furnish all testing as required by law or the Contract documents.
- 25.5 CITY shall furnish all legal accounting, auditing and insurance services as necessary for projects to meet the CITY's needs and interests, after Urban Collaborative has performed requisite project management and oversight duties.
- 25.6 CITY shall provide prompt written notice to Urban Collaborative if CITY becomes aware of any fault or defect in a project, including any errors, omissions or inconsistencies in Urban Collaborative's design or performance under the Contract.
- 25.7 CITY shall pay Urban Collaborative in accordance with paragraph 3 and Exhibit C of this Contract, upon receipt of Urban Collaborative's submission of monthly invoices, and satisfactory progress and performance made in accordance with the scope of work. Payments shall reflect work completed, or progress made on a project to date, on a pro rata basis.
- 25.8 CITY shall report the total amount of all payments to Urban Collaborative, including any expenses, in accordance with federal Internal Revenue Service and State of Oregon Department of Revenue regulations.
- 25.9 CITY shall guarantee access to, and make all provisions for Urban Collaborative to enter upon public and private property necessary for performance of the Scope of Work over which CITY exercises control.

- 25.10 Extra work or work on contingency tasks is not permitted unless authorized by CITY in writing. Failure of Urban Collaborative to secure written authorization for extra work shall constitute a waiver of all rights to an adjustment in the Contract price or Contract time.

26. Arbitration

- 26.1 All claims, disputes, and other matters in question between CITY and Urban Collaborative arising out of, or relating to this Contract, including rescission, reformation, enforcement, or the breach thereof except for claims which may have been waived by the making or acceptance of final payment, may be decided by binding arbitration in CITY's sole discretion, in accordance with Uniform Oregon Arbitration Act ORS 36.600 et seq. and any additional rules mutually agreed to by both parties. If the parties cannot agree on rules within ten (10) days after the notice of demand, the presiding judge of the Washington County Circuit Court will establish rules to govern the arbitration. CITY shall have the sole discretion as to whether or not dispute will be decided by arbitration rather than through the court process.
- 26.2 A claim by Urban Collaborative arising out of, or relating to this Contract must be made in writing and delivered to the Executive Director not less than 30 days after the date of the occurrence giving rise to the claim. Failure to file a claim with the Executive Director within 30 days of the date of the occurrence that gave rise to the claim shall constitute a waiver of the claim. A claim filed with the Executive Director will be considered by the Board at the Board's next regularly scheduled meeting. At that meeting the Board will render a written decision approving or denying the claim. If the claim is denied by the Board, the Urban Collaborative may file a written request for arbitration with the Executive Director. No demand for arbitration shall be effective until the Board has rendered a written decision denying the underlying claim. No demand for arbitration shall be made later than thirty (30) days after the date on which the Board has rendered a written decision on the underlying claim. The failure to demand arbitration within said 30 days shall result in the Board's decision being binding upon CITY and Urban Collaborative.
- 26.3 Notice of demand for arbitration shall be filed in writing with the other party to the Contract. The demand for arbitration shall be made within the 30-day period specified above. CITY, if not the party demanding arbitration, has the option of allowing the matter to proceed with binding arbitration or by written notice within five (5) days after receipt of a demand for arbitration, to reject arbitration and require the Urban Collaborative to proceed through the courts for relief. If arbitration is allowed, the parties agree that the award rendered by the arbitrators will be final, judgment may be entered upon it in any court having jurisdiction thereof, and the award will not be subject to modifications or appeal except to the extent permitted by Oregon law.

27. Joinder

Notwithstanding any contrary language in other documents or agreements related to services provided by Architect pursuant to this Contract, including contracts for construction services, either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact arising out of or related to this Contract and whose presence is required if complete relief is to be accorded. This paragraph applies to any and all claims, disputes, and other matters arising out of, or relating to this Contract, including but not limited to those claims, disputes, and other matters subject to litigation or arbitration.

28. Attorney Fees

If any suit, action or arbitration is brought either directly or indirectly to rescind, reform, interpret or enforce the terms of this Contract, the prevailing party shall recover and the losing party hereby agrees to pay reasonable attorney's fees incurred in such proceeding, in both the trial and appellate courts, as well as the applicable costs and disbursements. Further, if it becomes necessary for CITY to retain the services of an attorney to enforce any provision of this Contract

without initiating litigation, Urban Collaborative agrees to pay CITY's attorney's fees so incurred. Such costs and fees shall bear interest at the maximum legal rate from the date incurred until the date paid by the losing party.

29. Successors and Assigns; Subcontractors and Assignments

The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

30. Limitation of Liabilities

CITY shall not be liable for (i) any indirect, incidental, consequential, or special damages under the Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms. Urban Collaborative shall not be liable for any consequential damages under this Contract.

31. Foreign Contractor

If Urban Collaborative is not domiciled in or registered to do business in the State of Oregon, Urban Collaborative shall promptly provide to the Oregon Department of Revenue and the Corporations Division of the Oregon Secretary of State all information required by those agencies relative to this Contract. Urban Collaborative shall demonstrate its legal capacity to perform the work under this Contract in the State of Oregon prior to entering into this Contract.

32. Confidentiality

Urban Collaborative shall maintain the confidentiality of any of CITY's information that has been marked as confidential, unless withholding such information would violate the law, create the risk of significant harm to the public, or prevent Urban Collaborative from establishing a claim or defense in an adjudicatory proceeding. Urban Collaborative shall require similar agreements from CITY's and/or Urban Collaborative's subconsultants to maintain the confidentiality of information of CITY.

33. Force Majeure

Urban Collaborative shall not be deemed in default hereof nor liable for damages arising from its failure to perform its duties or obligations hereunder if such is due to causes beyond its reasonable control, including, but not limited to, acts of God, acts of civil or military authorities, fires, floods, windstorms, earthquakes, strikes or other labor disturbances, civil commotion or war.

34. Waivers

No waiver by CITY of any provision of this Contract shall be deemed to be a waiver of any other provision hereof or of any subsequent breach by Urban Collaborative of the same or any other provision. CITY's consent to or approval of any act by Urban Collaborative requiring CITY's consent or approval shall not be deemed to render unnecessary the obtaining of CITY's consent to or approval of any subsequent act by Urban Collaborative, whether or not similar to the act so consented to or approved.

35. Severability

Any provision of this Contract which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision hereof, and such remaining provisions shall remain in full force and effect.

36. Headings

The captions contained in this Contract are for convenience only and shall not be considered in the construction or interpretation of any provision hereof.

37. Integration and Modification

This Contract, including the attached exhibits referenced in Section B, contains the entire agreement between the parties regarding the matters referenced herein and supersedes all prior written or oral discussions or agreements regarding the matters addressed by this Contract. Any modifications or amendments to this Contract will only be effective when made in writing and signed by authorized parties for each party to this Contract.

38. Authority

The representatives signing on behalf of the parties certify that they are duly authorized by the party for which they sign to enter into this Contract.

39. Certificate of Compliance with Oregon Tax Laws

By executing this Contract, Urban Collaborative certifies under penalty of perjury that Urban Collaborative is, to the best of Urban Collaborative's knowledge, not in violation of any Oregon tax laws described in ORS 305.385(6) and (7).

CITY OF LOWELL

THE URBAN COLLABORATIVE

By: _____
Jared Cobb
City Administrator

By: _____
Mark Gillem
Principal

Date: _____

Date: _____



**REQUEST FOR PROPOSALS
COMMUNITY FACILITIES STUDY
RFP #2018-02**

SUBMISSION DEADLINE: OCTOBER 10, 2018 BY 5:00 P.M. PST

LEGAL ADVERTISEMENT

The City of Lowell invites proposals for professional services from consultants with demonstrated experience, knowledge, and expertise in city hall, library, and community center planning, design, and architecture to conduct a Community Facilities Study.

Sealed proposals will be received until 5 p.m. on October 10, 2018, to Jared Cobb, City Administrator at P.O. Box 490, 107 East Third Street, Lowell, Oregon 97452. There will be no formal opening. Facsimile proposals will not be accepted. Proposals will not be accepted after the stated date and time.

Proposal packets may be downloaded from www.ci.lowell.or.us/rfps or may be obtained by calling 541-937-2157.

Proposers are required to certify non-discrimination in employment practices, and identify resident status as defined in ORS 279A.120(1). Pre-qualification of proposer is not required. All proposers are required to comply with the provisions of Oregon Revised Statutes and the City of Lowell Municipal Code.

The City of Lowell reserves the right to (1) reject any or all proposals not in compliance with public bidding procedures, (2) to postpone award of the contract for a period not to exceed sixty (60) days from the date of proposal opening, (3) to waive informalities in the proposals, and (4) to select the proposal which appears to be in the best interest of the City.

PUBLISHED: City of Lowell Website, www.ci.lowell.or.us/rfps on September 19, 2018.

SECTION 1: INTRODUCTION AND BACKGROUND

Project Summary

The existing Lowell City Hall and Library building is approximately 4,000 square feet. It currently has a failing roof, which has caused significant structural and cosmetic damage. The City recently received an estimate of approximately \$538,755 to make necessary repairs, which does not include other known plumbing, electrical, mechanical and ADA deficiencies. With this information in hand, the City has decided that it would be prudent to take a step back and utilize a more comprehensive approach to rehabilitation or development of new facilities. Recommended facilities may be located within one or multiple buildings.

What are the Project Goals?

- Assist the City in planning for future community facilities to serve the organization and community.
- Produce a report which helps the City plan for future capital expenditures and informs the community about capital needs.

What is the Project Objective?

- Work with City to engage a wide range of community stakeholders in the process, resulting in a report that is reflective of community and organizational needs.
- Use existing reports, master plans, and ongoing planning efforts to help identify existing conditions.
- Identify opportunities to leverage grant funding while meeting needs expressed by the community.
- Consider design opportunities which promote the City's economic development goals and help generate revenue.
- Plan facility "needs" for administration, finance, human resources, planning and zoning, utility billing, information technology, customer service, and space for public meetings and records.
- Plan facility "wants" for other services that may be desired by the community, such as a library, commercial kitchen, community/youth/senior center, and/or fitness facility.

Who is the Audience?

There are many stakeholders who the City expects to engage during this process. The City is seeking community-wide input to identify the needs for community facilities, as well as identifying space needs through analysis and interviews with City staff. This will include working with the existing Downtown Master Plan Steering Committee, which is currently working on a Downtown Master Plan with the support of the Lane Council of Governments. The final report will serve to help the community and the organization see the "big picture" impact of the organization and community needs and wants.

SECTION 2: SCOPE & SCHEDULE OF WORK

Scope of Work

The scope of work outlines the anticipated consultant tasks and responsibilities for the Community Facilities Study. In responding to this RFP, the consultant may offer alternative approaches for consideration; however, the integrity of the process must remain intact, particularly in maintaining the previously established goals and in utilizing community suggestions for action.

The consultant may perform other duties not listed below, but only as expressly approved by City staff.

Consultant Tasks/Requirements

KNOWLEDGE AND EXPERIENCE: The successful respondent to this RFP will have professional expertise in developing municipal facilities plans and identifying estimated capital costs for planning, designing and constructing the facilities. The ideal respondent will have the following qualifications:

- Experience working with municipalities of similar sizes.
- Experience in the preparation of facility plans for similarly sized organizations.
- A demonstrated history of successful facility planning efforts.
- Experience in preparing budget estimates for design and construction of public facilities.
- Adequate, qualified staff with appropriate experience to perform the development planning effort within the designated time period.

SCOPE OF SERVICES: The scope of work is as follows:

- Conduct interviews with City staff to identify and prioritize space and facility needs.
- Plan at least one (1) meeting with the Downtown Master Plan Steering Committee to discuss the existing City Hall and Library building, potential project sites, and community facility needs.
- Develop a minimum of two (2) conceptual plans, with one (1) for the rehabilitation of the existing Kingdom Hall building at 70 Pioneer Street City Hall and Library and one (1) for a new facility on the Kingdom Hall parcel. Plans should include a floorplan, interior and exterior design renderings with cost estimates.
- Participate in at least one (1) public community workshop.
- Plan at least one (1) meeting with the Steering Committee to review comments from the public community workshop and identify the preferred conceptual plan.
- Based on the selected conceptual plan, develop a detailed project cost estimate.
- Develop summary planning document for Steering Committee review.
- Present recommended plan to the City Council for review and adoption.

GUIDING CITY STAFF: The consultant will be responsible for helping City staff to develop a successful outreach strategy to inform the facilities planning process.

While the consultant will provide guidance, assistance and technical expertise to the process, City staff will be primarily responsible for implementation of the facilities planning process. City staff will:

- Serve as the liaison between the consultant and the Downtown Master Plan Steering Committee;
- Provide support to the Steering Committee, including agendas and meeting arrangements;
- Serve as primary contact for the consultant;
- Coordinate outreach and public communication;
- Review drafts of the Community Facilities Plan; and,
- Assist the consultant in preparing for the presentation of the report to the City Council.

The consultant will facilitate the public community workshop and Steering Committee meetings.

PUBLIC INVOLVEMENT PROMOTION AND COORDINATION: The consultant and staff will work with the Steering Committee, City staff and other stakeholders to promote awareness of the process with the public and continue to seek new ways of soliciting public input. Activities and actions led by City staff, the Steering Committee and the consultants will include developing information for the City’s website, public events, and presentations at public meetings. The consultant may be asked to develop, review or assist with material or presentations.

Proposed Project Timeline

- | | |
|------------------------|----------------------------|
| ▪ RFP to Consultants | September 19, 2018 |
| ▪ Proposals Due | October 10, 2018 |
| ▪ Consultant Selection | October 16, 2018 |
| ▪ Project | November 2018 - April 2018 |
| ▪ Plan Adoption | April 2018 |

SECTION 3: PROPOSAL CONTENT & FORMAT

Proposals must address all submission requirements set forth in this RFP and describe how the services will be provided.

The City’s proposal format and administrative requirements are set out below. These are intended to facilitate the City’s ability to quickly and accurately evaluate proposals. Failure to follow these format and administrative requirements may affect the scoring of proposals.

Page Limit

Proposals must be clear, succinct and should not exceed 20 pages, including resumes, work examples and any other supporting documents.

Cost of Preparing Proposals

All costs incurred in preparing and submitting a proposal in response to the RFP is the responsibility of the proposer and shall not be reimbursed by the City.

Proposal Validity Period

Each proposal shall be irrevocable for a period of seventy (70) days from the proposal opening date.

Title Page

Include a title page with the submitted proposal. Include the following information on the title page: 1) the RFP title; 2) the name, title, address, telephone number, fax number, and email address of proposer’s primary contact person; and, 3) the date of submission. Proposers may include other information on the title page in addition to the listed information, but not in lieu thereof.

Transmittal Letter

Include a transmittal letter with the proposal. The letter should identify by name and contact information the one person the proposer wishes the City to contact after proposals have been evaluated, scored, and ranked. The letter may include any other information or insights the proposer deems relevant, but in no instance may the letter exceed two pages in length.

Submission Requirements

Interested consultants are to submit 3 hard copies and an electronic version of the proposal on or before October 10, 2018 at 5 p.m. (PDT).

Mailing:

Jared Cobb
City Administrator
City of Lowell
P.O. Box 490
Lowell, OR 97452

Delivery:

Jared Cobb
City Administrator
City of Lowell
107 East Third Street
Lowell, OR 97452

SECTION 4: SUBSTANTIVE REQUIREMENTS OF THE PROPOSAL

The following information is requested to allow the City to evaluate Proposer responsibility and responsiveness to perform work described under the “Scope of Work” heading. If a contract is awarded, the City shall select the proposal which best meets the criteria outlined in the Scope of Work and based on the evaluation factors described in this RFP.

Experience

Provide a description of the firm’s experience in the preparation of public facility development plans for cities and counties which address the key elements of the proposed scope of work.

Proposer Qualifications

Interested firms must submit statements of qualifications including the following:

- Background of firm. Include a brief history of the firm and types of services the firm is qualified to perform.
- Qualifications of the firm in performing this type of work. Provide a minimum of three and up to five references for similar projects. Include the contact name(s), address, email, and telephone number for each reference.
- Project team members and their qualifications. Identify individuals who will complete this work, their experience, individual qualifications, and roles they would be assigned for this project.

Project Approach & Understanding

Interested firms must submit statements of project approach and understanding including the following:

- Describe the proposed process for defining project scope. Description of management of project scoping. Please describe specific process and tools for this scope of work.
- Describe how the proposed approach meets the goals and objectives of the project and the characteristics described in the scope of work. This will be a major part of the selection process.
- Describe other characteristics of service which would add value to the process.
- Describe experience in public process strategies, design, implementation, and coordination.

Work Product Samples

Provide examples of work products for similar projects including but not limited to a schedule, work plan, task lists, and sample pages from a final report or public document created for the project.

Project Cost

Provide a detailed project budget and please state assumptions clearly. Also include hourly rates for the project team, an estimate of the number of hours of work for each team member, tasks to be performed, and any other anticipated expenses, direct or indirect.

Additional Services

Provide a brief description of any other services that your firm could provide the City and an approximation of the hourly charge for each service of this type. Such services would be contracted for on an “as needed” basis, to be provided and billed for separately.

SECTION 5: PROPOSAL EVALUATION PROCEDURES

Selection Process

The City Administrator, City Clerk, and Public Works Director shall review and evaluate proposals based on the proposal requirements and evaluation criteria identified in this RFP. The highest ranked proposal will be recommended for award to the City Council for a final decision.

Evaluation Criteria	<u>Maximum Points</u>
Experience & Qualifications of Project Team Members and Firm	30
Project Understanding & Approach	30
Examples Provided of Similar Work Products	20
Contract Price	20
Maximum Total Points:	100

At the City's option, interviews may be part of the evaluation process to determine which proposers best meet the requirements outlined in the RFP. The City Administrator will schedule any necessary interviews and notify the selected proposers.

Intent to Award

After evaluation, the City will provide written notice to all proposers of its intent to award the contract to the highest ranked proposer and then commence with negotiations. If an agreement, cannot be reached, the City may engage in discussions with the next highest ranked proposer.

The decision whether to engage in negotiations or discussions with the next highest ranked proposer shall be made at the sole discretion of the City based on its reasonable judgment.

The City reserves the right to cease negotiations with the highest ranked proposer and proceed to negotiate with the next highest ranked proposer, (and so on down the list) until such time as an agreement can be reached or the City decides to cease all negotiations.

Investigation of References

The City reserves the right to investigate references and the past performance of any proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule and its lawful payment of employees and workers.

Clarification of Proposals

The City reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a proposal, but will not, in any way, provide an opportunity to change any fee amount originally proposed. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the firm's proposal.

Award Recommendation

City staff will inform the successful respondent of selection as the consultant. The successful respondent will be required to complete a Personal Services Agreement with the City.

Reservation of Rights

City reserves all rights regarding the RFP, including, without limitation, the right to:

- Amend, delay, or cancel the RFP without liability if City finds it is in the best interest of the City to do so (see generally ORS 279B.100);
- Reject any or all proposals received upon finding that it is in the best interest of the City to do so (see generally ORS 279B.100);
- Waive any minor informality or non-conformance with the provisions or procedures of the RFP, and seek clarification of any proposal, if required;
- Reject any proposal that fails substantially to comply with all prescribed RFP procedures and requirements;
- Negotiate a Statement of Work based on the Scope of Work described herein and to negotiate separately in any manner necessary to serve the best interest of the public;
- Amend any Contracts that are a result of the RFP; and
- Engage consultants by selection or procurement independent of the RFP process or any Contracts or agreements to perform the same or similar services.

Although price is a consideration in determining the apparent successful proposer, the intent of the RFP is to identify a proposal from a proposer that has a level of specialized skill, knowledge and resources to perform the work described in the RFP. Qualifications, performance, history, expertise, knowledge and the ability to exercise sound professional judgment are primary considerations in the selection process. Due to the highly technical nature of some of these tasks, the proposer with the lowest price proposal may not necessarily be awarded a contract. City reserves the sole right to determine the best proposal.

CITY OF LOWELL

COMMUNITY FACILITIES STUDY



RFP Title:
Community Facilities Study
RFP #2018-02

Proposer Primary Contact
Mark Gillem, PhD, FAIA, FAICP
800 Willamette Street, Suite 790
Eugene, OR 97401

M. 510-551-8065
mark@urbancollaborative.com

Date of Submission
October 10, 2018

Prepared for:
City of Lowell
Jared Cobb, City Administrator
107 East Third Street
Lowell, OR 97452

Response to Request for Proposals
October 10, 2018

TRANSMITTAL LETTER

October 10, 2018

Jared Cobb
City Administrator
City of Lowell
107 East Third Street
Lowell, OR 97452

RE: Proposal for City of Lowell Community Facilities Study, RFP #2018-02

Dear Mr. Cobb and Members of the Selection Team,

I am pleased to submit our proposal for the City of Lowell Community Facilities Study. **The Urban Collaborative** (UC) is more than qualified to fulfill all services within the scope of work and project goals and objectives identified in the Request for Proposals. The UC is an interdisciplinary design firm that has prepared master plans, comprehensive plans, form-based codes, land use plans, and facilities concept plans regionally, nationally, and across the globe. As a local firm, we can provide on-site support throughout the entire project process. Moreover, we are currently working with the Lowell community to develop a Downtown Master Plan and would apply our experience to this next step in planning. The team will work closely with the City of Lowell, City Council, Downtown Master Plan Steering Committee, staff, residents, and other stakeholders throughout the design process. Working with the people who will implement and use the community facilities will ensure our team's ability to develop concept plans that reflect the community's vision and meet the needs and desires of staff and residents.

Our projects in the region include preparing concept plans, renderings, and a cost estimate for the Lutherwood Lodge and Administration building in Cheshire, Oregon. The plans, developed through a participatory process, included several community facilities. In Wilsonville, Oregon, our team developed architectural design standards for the Old Town neighborhood, including concepts for four distinct building types that adhered to the neighborhood's desired historic character. In addition, we have experience in similar scale community facilities studies and concept plans as a result of our work with the Department of Defense at installations in the U.S. and around the world. Similar to small towns, installations have limited budgets and a need for beautiful administrative and community facilities within their areas. Our team designed the Torii Community Center and Library at an American military base in Japan that supported a community of families similar in size to Lowell.

The UC is known for creating award-winning plans that promote the vision and goals of the community. Our comprehension of your objectives for the Community Facilities Study has guided the assembly of a team with a proven track record in community engagement, facilities studies, building concept plans, and cost estimates. We have enjoyed working with the City of Lowell during the first stages of developing the Downtown Master Plan and are eager to further collaborate with local government and community members in this important and exciting work. If you have any questions, please contact me anytime at mark@urbancollaborative.com or by phone at 510-551-8065.

This proposal is irrevocable for 70 days from the proposal opening date.

Sincerely,



Mark Gillem, PhD, FAIA, FAICP
Principal
The Urban Collaborative, LLC

A New Vision for Community Facilities in Lowell



Beautiful and Functional Facilities



For the Entire Community,



That Enhance Lowell's Small Town Feel and Historic Character



Meeting the Needs of the Community



In a Central Location.

This vision supports the emerging Downtown Master Plan vision and goals and the 2018 Strategic Plan Vision of "A rural lakeside community, with a high quality of life, great outdoor activities, proud of our history, looking forward to the future through a representative government."

The Urban Collaborative's planning process starts with reviewing previous planning documents and working with the city and stakeholders to understand the opportunities and goals of the community. We use this information as a base to help the community create a new vision for future community facilities that addresses the administrative needs of the City, responds to the desires of the community, and identifies priorities for implementation.

EXPERIENCE

The Urban Collaborative has ample experience conducting community facilities studies for communities of all sizes. These studies help to identify the vision and components of concept plans for civic buildings. We have **completed architectural concept plans for over forty communities** worldwide. Our team is currently working with the Lowell community to develop the Downtown Master Plan and has experience working with other municipalities of similar size including a Joint Comprehensive Plan for the town of Emporia, Kansas, and community planning work at small American military installations around the world.

The UC has developed facility plans for numerous communities similar to Lowell, including a lodge and administrative building at a youth summer camp for Camp Lutherwood in Cheshire, Oregon; a Community Center and Library, Fire Station, and a Community Club for the Marine Corps Air Station Iwakuni; and administrative head quarters and flexible training facilities for several installations. These communities, while diverse, are of the same size as a small town and have similar needs and wants for their community and administrative facilities. Throughout each of these projects our team uses a participatory planning process to **engage communities and ensure the proposed facility design serves the needs and desires of the community** or the organization.

The UC has experience in **preparing budget estimates for the design and construction** of public facilities. In 2017 our team completed a Customer Concept Document for the Joint Operations Center at Fort Polk. Like a small town, the DoD installations we work with need a facility that could meet multiple needs on a tight budget. We help our clients in **identifying funding, including securing grant funding**. We design **flexible spaces for potential income generating activities** such as event rooms that can also be classrooms. Our team works with stakeholders to ensure a realistic budget for conceptual projects so a planning board can identify funding sources. It is our goal to help the City of Lowell to plan for future capital expenditures and inform the community about its capital needs while building a City Hall that supports the community's vision.



Our History and Services

The Urban Collaborative (UC) is a planning and design firm headquartered in Eugene, Oregon that helps communities establish a collaborative vision and define implementation plans to achieve their goals. The UC has a reputation for creating great places through community engagement, stakeholder collaboration, and context-based planning. Established in 2006, we have received over 35 national, state, and local planning and design awards. With 24 staff members with degrees in planning, architecture, landscape architecture, economics, and engineering, our multi-disciplinary team thinks creatively and brings expertise in planning and design along with effective implementation tools to all of our projects.

The Urban Collaborative provides the following services:

- Comprehensive Planning
- Architecture
- Strategic Visioning + Analysis
- Form Based Planning
- Street Design Guidelines
- Concept Plans
- Programming Documents
- Sustainability Analysis
- Transportation Planning
- Public Facilities Planning
- Low-Impact Development
- Resiliency Planning
- Implementation Plans



Recent Awards

- American Planning Association-Federal Planning Division (APA-FPD) Outstanding Federal Planning Project – Honor Award, USAG-Miami Future Development Plan, 2017
- American Institute of Architects and South West Oregon (AIA-SWO), People's Choice Award, Master Planning Category
- APA FPD. Outstanding Technical Plan or Study – Citation Award Fort Polk Joint Operations Center Customer Concept Document, Louisiana, 2017
- APA FPD. Outstanding Collaborative Planning Project – Merit Award: NASA Johnson Space Center Master Plan Update, Texas & New Mexico, 2017
- APA FPD. Outstanding Federal Area Development Plan Project – Honor Award: Fort Polk Warrior Plaza ADP, Louisiana, 2016
- American Planning Association Hawaii Annual Chapter Award. Outstanding Planning Award – Joint Base Pearl Harbor-Hickam Master Plan, 2016
- APA FPD. Outstanding Technical Plan or Study Merit Award: Parks Reserve Forces Training Area Development Execution Plan, Dublin, California, 2016
- APA FPD. Outstanding Federal Planning Project Honor Award: Fort Buchanan Area Development Plan, San Juan, Puerto Rico, 2016
- APA FPD. Outstanding Area/Site Development Plan Merit Award: Fort Knox South Wilson Area Development Plan, Radcliff, Kentucky (with Merrick and Co), 2016
- APA FPD. Outstanding Technical Plan or Study Honor Award: Fort Hood Area Development Execution Plan, Killeen, Texas, 2016
- Outstanding Environmental Planning Project Honor Award: Parks Reserve Forces Training Area Sustainability Component Plan, Dublin, California, 2016

Community Facilities Studies

The Urban Collaborative (UC) has experience conducting similar scale public facilities studies as well as developing concept plans for civic buildings for communities across the nation and American installations across the globe. These studies, developed through a participatory planning process, include floor plans, interior and exterior renderings, and cost estimates.

REFERENCES

Project: Torii Community Center and Library, (Iwakuni, Japan)

Contact:

Mr. Emilio Rovira
Planning Division, Facilities Department
MCAS Iwakuni, Misumi-Cho
Iwakuni-Shi, Yamaguchi-Ken
Japan, 740-0025
emilio.rovira@usmc.mil
+81 827.79.6403

Project: Camp Lutherwood Lodge and Administrative Offices, (Cheshire, Oregon)

Contact:

Mrs. Andrea Scofield
22960 OR-36
Cheshire, OR 97419
andrea@lutherwoodoregon.org
503.679.6625

Project: Parks RFTA Training Center, (Dublin, California)

Contact:

Mr. Jerry Zekert
Chief of Master Planning, Headquarters U.S. Army of Engineers
441 G Street NW
Washington, DC 20314-1000
Jerry.C.Zekert@usace.army.mil
540.847.5246

Project: Joint Operations Center at Fort Polk, (Alexandria, LA)

Contact:

Mr. Joey Ball
819 Taylor St., Rm 3B10
Fort Worth, TX 76102
joey.b.ball@usace.army.mil
817.886.1878



Atrium of the Community Club at Marine Corps Air Station Iwakuni

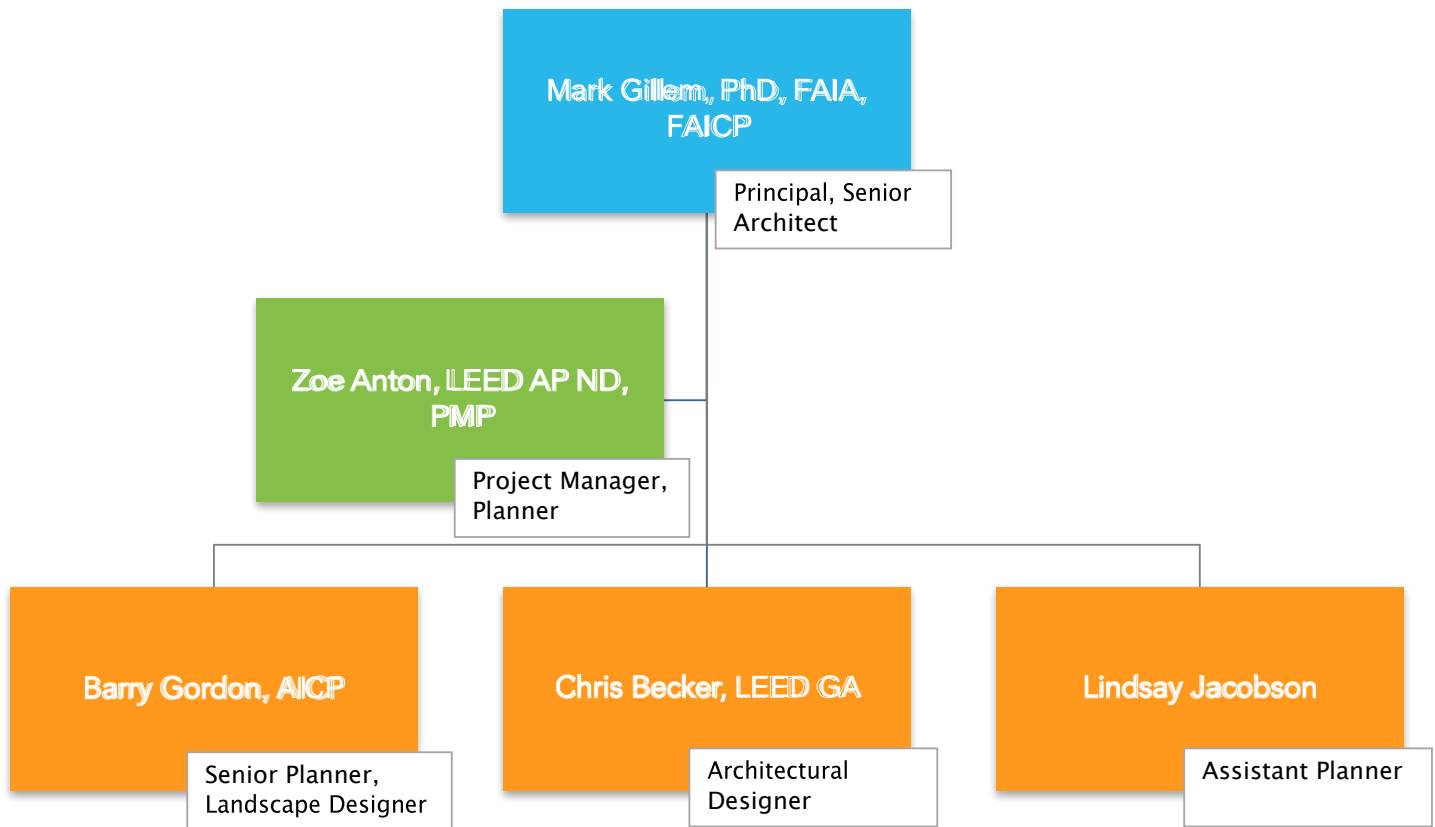


Community Club at Marine Corps Air Station Iwakuni

PROPOSER QUALIFICATIONS: Firm References

Team Organization

Our principal-in-charge, Mark Gillem, PhD, FAIA, FAICP, will be the Senior Architect and Facilitator and oversee the entire community facilities study effort. Zoe Anton, PMP, LEED AP ND, be the Project Manager for the team. She is currently leading the Downtown Master Plan for Lowell and is familiar with working with the City and Steering Committee. Keeping continuity of the team, Lindsay Jacobson will continue to be the Assistant Planner as well as Architectural Designer.



Our full staff are experienced and qualified and able to help as needed:

ARCHITECTURE STAFF

Virginia Bailey, CPHC
Dede Christopher
Lyndsey Deaton, RA, LEED AP, PMP
Marc Holt, RA, LEED AP
Jessica Kelly, LEED AP
Dale Masin, RA

LANDSCAPE ARCHITECTURE & PLANNING STAFF

Steve Baird, AICP
Hesham Issa, PhD, AIA
Tricia Kessler, AICP
Holly Workman, AICP
Kellie Dziedzic LEED GA
Jane Jewett
Joaquin Pedrin, RLA
Donald Rickman, LEED AP

COST ESTIMATING STAFF

Jason Fajardo
Mike Knowles
Tim McAdams AICP

GIS & CAD SUPPORT STAFF

John Gonzales
Eric Knobelspiesse
Jay Pezzotti

PROPOSER QUALIFICATIONS: Project Team

MARK GILLEM PhD, FAIA, FAICP

Principal, Senior Architect, The Urban Collaborative
Professor, University of Oregon



Education

Architecture PhD, University of California, Berkeley
Master of Architecture, University of California, Berkeley
Bachelor of Architecture, University of Kansas

Professional Registrations

Oregon Registered Architect, #6082
California Registered Architect, #C27707
Fellow, American Institute of Architects (FAIA)
Fellow, American Institute of Certified Planners (FAICP)
Director, International Association for the Study of Traditional Environments (IASTE)

Qualifications

Dr. Gillem has extensive experience in helping communities develop strategic visions that drive sustainable development. He has completed plans at a range of scales; from comprehensive plans at over 60 sites to numerous conceptual architectural plans (15% design). His planning work has received over 30 awards from the American Planning Association Federal Planning Division (APA FPD).

Selected Projects:

City of Lowell, OR, Downtown Master Plan

As the principal-in-charge, Dr. Gillem oversees all aspects of the Downtown Master Plan. He works directly with the in-house project manager and collaboratively with the Steering Committee and stakeholders to ensure the needs and desires of the community are met.

Torii Community Center and Library, Iwakuni, Japan

As the lead architect and principal-in-charge for this customer concept document Dr. Gillem's participation ensures the architectural designs meet the intent of the master plan and detailed form-based code developed under a larger real property master planning project. This 15% conceptual design architectural project includes a youth and teen center, library, and town pool. He worked directly with senior officials and stakeholder. This architecture project is one of nine projects developed at Iwakuni.

Camp Lutherwood Lodge and Administrative Offices, Cheshire, OR

As the principal-in-charge, Dr Gillem oversees all aspects of the Lodge and Administrative Offices Complex. He works directly with the in-house project manager

and collaboratively with the Camp Master Plan and Development Steering Committees, numerous focus groups, and community working sessions.

Parks RFTA Training Center, Dublin, CA

Dr. Gillem was the lead architect and principal-in-charge for this customer concept document. His involvement ensures the architectural designs meet the intent of the master plan developed under his guidance. This 15% conceptual design architecture project included two Marine Corps Reserve Centers with Administrative, Physical Training, and Vehicle Maintenance Centers.

Joint Operations Center, Alexandria, LA

Dr Gillem oversaw all aspects of this 15% conceptual design. The operations center laid the framework for all customer concept design and cost estimating for the U.S. Army.

Emporia and Lyon County, KS, Joint Comprehensive Plan.

As principal-in-charge and senior planner, Dr. Gillem guided the visioning process and facilitated an intensive planning charrette. He helped transition the city and county from a land use plan to a regulating plan in order to better implement the community's goals. Dr. Gillem led stakeholders and a team of planners to develop a principles, goals, and objectives to meet the community's vision and needs for a sustainable future.

Tacoma, WA, Joint Base Lewis-McChord Comprehensive Plan.

Senior planner and principal-in-charge of the master plan process. The project included direct planning with the local municipality and state department of transportation to solve major traffic issues. (Outstanding Sustainable Planning Design or Development, 2008; Outstanding Federal Planning Project, 2010)

Wilsonville, OR, Old Town Single-Family Design Standards

Dr. Gillem, as architect and senior planner, led the development of simple and flexible standards that helped to meet the community's desire to continue the historic character of their neighborhood.

Yakima, WA, Training Center Area Development Plan.

As principal-in-charge, Dr. Gillem led the effort for the U.S. Army's premier Pacific Northwest range and training installation. A small developed area, located on the west side of the 328,000 acre training complex, contains the parade field, headquarters and other support facilities for both permanent and transient units and families. The entire plan was designed using a natural, historic, and built systems overlay analysis methodology.

Clayton, OH, Comprehensive Plan.

As principal-in-charge, Dr. Gillem led the charrette facilitation and land use regulating plan development. In a diverse community, Dr. Gillem worked extensively with local government to ensure that all needs of the community were met. He helped to align the future land use plan with the community's goals, which will enable Clayton to grow while preserving their agricultural land and unique character.

PROPOSER QUALIFICATIONS: Project Team

ZOE ANTON, LEED AP ND, PMP

Project Manager, Planner
The Urban Collaborative



Education

Master of Science, Environmental Policy and Regulation,
London School of Economics and Political Science (LSE)
Bachelor of Arts, International Relations,
Bachelor of Arts, French, University of Oregon

Professional Registrations

U.S. Green Building Council, LEED Accredited Professional
Project Management Certification, Association for Project
Management

Qualifications

Ms. Anton has over eight years of experience in sustainable design and development, urban planning, and policy development. She has managed projects at various scales and consistently keeps projects on schedule and within budget. Ms. Anton has served as primary and contributing author to numerous comprehensive plans, economic development strategies, and community facilities studies. Her focus is on participatory planning, sustainable growth, and capacity building throughout the planning process.

Selected Projects:

Downtown Master Plan, City of Lowell, OR

Ms. Anton is currently the project manager and planner for the Downtown Master Plan. She has worked collaboratively with the Steering Committee and stakeholders to ensure the needs and desires of the community are met.

Old Town Single-Family Design Standards, Wilsonville, OR

As project manager, Ms. Anton directed all aspects of the process from initial analysis and stakeholder engagement to presenting at public hearings.

Joint Comprehensive Plan, Emporia and Lyon County, KS

As project manager, Ms. Anton led the overall project process as well as facilitated all community engagement, including one-on-one interviews, designing and implementing a web survey, leading focus groups, and co-facilitating a week-long planning charrette. She conducted a public facilities study and developed a phased implementation plan aligned with the community's vision.

Comprehensive Plan, Clayton, OH,

Ms. Anton co-facilitated the design charrette and worked specifically to align a new nodal development plan with the community's economic development goals.

BARRY GORDON, AICP, LEED Green Associate

Senior Planner, Landscape Designer
The Urban Collaborative



Education

Master of Landscape Architecture; Master of Community
and Regional Planning, University of Oregon
Bachelor of Science in Community Development and
Applied Economics, University of Vermont

Professional Registrations

American Institute of Certified Planners (AICP)
U.S. Green Building Council, LEED Green Associate

Qualifications

Mr. Gordon has extensive experience in sustainable design and development, education and training, policy development, public and private sector urban design, and landscape preservation planning. He has completed plans, form-based codes, and implementation plans for cities and communities at a range of scales worldwide.

Selected Projects:

Torii Community Center and Library, Iwakuni, Japan

Mr. Gordon is currently in his third year as the program manager and senior planner for this large planning program. He has led and or assisted in the facilitation of architecture and planning workshops and helped complete over 100 project deliverables from large-scale planning reports to detailed form-based codes, and 15% conceptual design architectural project. He works directly with senior officials and stakeholders alike.

Lutherwood Lodge and Administrative Offices, Cheshire, OR

As the quality assurance manager, Mr. Gordon reviewed all planning deliverables with the project team for quality and consistency prior to delivery to the client and then with the client and stakeholders during the design review period.

Parks RFTA Training Center, Dublin, CA

As a project planner, Mr. Gordon assisted in all aspects of a series of workshops that generated the planning vision and form-based code that informed this project. He worked with stakeholders, the planner from the adjacent city of Dublin, and the developer, ensuring an implementable project.

Joint Operations Center at Fort Polk, Alexandria, LA

As the quality assurance manager Mr. Gordon reviewed all planning deliverables with the project team for quality and consistency prior to delivery to the client.

PROPOSER QUALIFICATIONS: Project Team

CHRIS BECKER, LEED Green Associate

Architectural Designer
The Urban Collaborative



Education

Bachelor of Architecture, University of Oregon

Professional Registrations

U.S. Green Building Council, LEED Green Associate

Qualifications

Mr. Becker has over six years of experience in facilitating, urban design, and master planning. He brings expertise in graphic design, 3D modeling, architectural design, sustainable urban planning, and energy modeling. He works to ensure the project vision and goals developed with clients are reflected in the high quality products delivered at the end of the project.

Selected Projects:

Torii Community Center and Library, Iwakuni, Japan

Mr. Becker facilitated youth and adult focus groups and architectural design workshops. As the technical lead of the community's form-based code, he ensured the facility conforms to the form-based code, the community's needs, and the surrounding architectural styles. He also assisted in preparing an estimated capital construction budget.

Maintenance Facility and Administrative Center, Siting Study, Havelock, NC

As a technical lead, Mr. Becker helped execute all aspects of the project to ensure successful facility design and community engagement in the process. He conducted one-on-one interviews with stakeholders, drafted architectural plans, and helped prepare budget estimates for design and construction of the facility.

Lutherwood Lodge and Administrative Offices, Cheshire, OR

Mr. Becker met with clients and assisted with the architectural design documentation. He performed project quality and consistency reviews prior to delivery of the plans to the client.

Joint Operations Center, Customer Concept Document, Alexandria, LA

As an architectural designer, Mr. Becker assisted with the development of architectural plans, renderings, graphic communication, and facility programming documents. Additionally, he supported the overall quality assurance and quality check team.

LINDSAY JACOBSON

Assistant Planner, Architectural Designer
The Urban Collaborative



Education

Master of Architecture, Ecological Design Certificate;
University of Oregon
Bachelor of Arts in Interior Architecture, California State University in Sacramento

Qualifications

Ms. Jacobson is a Masters of Architecture graduate and has five years education and experience specializing in ecologically-focused architecture and planning. She has demonstrated understanding of the relationships between environmental and socio-cultural ecological processes, sustainable architecture and urban development, and how design and planning disciplines collaboratively approach these relationships.

Selected Projects:

Downtown Master Plan, City of Lowell, OR

Ms. Jacobson is currently the assistant planner for the Lowell Downtown Master Plan. She co-facilitated the downtown design workshop and is working with community members, Steering Committee members, and stakeholders to develop a new master plan for downtown Lowell.

Kintai Inn Lodge & Conference Center, Iwakuni, Japan

Ms. Jacobson assisted in the design for the Kintai Inn Lodge and Conference Center. She developed the Revit 3D Model, produced final architectural drawings for the customer concept document, and performed an energy analysis for the project.

Old Town Single-Family Design Standards, Wilsonville, OR

As a design assistant, Ms. Jacobson helped to develop and create 3D models and graphics illustrating the new design principles of the form based code for Old Town's Residential architecture.

Avionics Repair Facility Conceptual Design, NAS Lemoore, CA

As an architectural designer, Ms. Jacobson produced the Revit 3D Model and the final plans, sections, and elevations for the new facility conceptual design. She performed thorough energy calculations and systems analysis for the program needs for the facility, and created photo-realistic interior and exterior renderings for the project.

Proposed Process



November 2018

PRELIMINARY ANALYSIS

As a result of the planning process for the Downtown Master plan, our team is familiar with many past planning efforts in Lowell. We will build on our current analysis of existing conditions. This stage will further allow us to learn from existing reports and plans and ongoing efforts. We will:

- Evaluate previous city planning work that addresses City Hall, the library, and other community facilities
- Assess current zoning and land use, including any new proposals being developed during the Downtown Master Plan process
- Explore current administrative needs and community desires for an updated or new City Hall and community building
- Analyze Lowell's current community facilities and how they could be improved to better contribute to the overall goals of the community as well as contribute to economic development

This analysis and the corresponding recommendations would be presented to the Downtown Master Plan Steering Committee.

KICKOFF MEETING + STAKEHOLDER INTERVIEWS

We will attend a kick-off meeting with the Steering Committee to discuss the current state of the City Hall and Library building, potential project sites, and facility needs, as well as relevant findings from the Downtown Master Planning process. In addition, our team will conduct interviews with stakeholders including City

staff, residents, and other stakeholders to better identify and prioritize community facility needs.

DRAFT CONCEPTUAL PLANS DEVELOPMENT

Our team, building on public engagement input, will draft two conceptual plans for the City Hall and Library facility. One will address the rehabilitation of the existing facility and the other will present a conceptual plan for a new facility. Each draft conceptual plan will include the following elements:

- Floorplan
- Elevations
- Interior design rendering
- Exterior design rendering
- High level cost estimate

PUBLIC COMMUNITY WORKSHOP

Our team follows a proven methodology for participatory planning and design. As part of this process we will conduct a half-day community workshop, or two evening sessions of two hours each, for staff and residents. Throughout the workshop we will work with dedicated stakeholders and community members to refine a clear vision, goals, and objectives for community facilities in Lowell. In addition, we will consider design opportunities that could generate revenue and help Lowell meet its economic goals. In order to ensure informed planning decisions for the City, we will work with participants to analyze and refine the components of a rehabilitated or new facility, which will lead to a better understanding of the community's preferred conceptual plan.

PROJECT APPROACH AND UNDERSTANDING: Schedule + Scope



With this analysis in place, our team will evaluate relevant courses of action for the City Hall and Library. This will help to outline priority needs and functions for the facility in the near term.

STEERING COMMITTEE REVIEW MEETING

We will attend and present at a Steering Committee meeting to review outcomes from the public workshop and identify a preferred conceptual plan to carry forward.

FINAL CONCEPTUAL PLAN DEVELOPMENT

Based on the comprehensive analysis, community input, and Steering Committee review, we will develop a final concept plan for the preferred approach. The final conceptual plan will include the following elements:

- Floorplan
- Elevations
- Interior design renderings
- Exterior design renderings

DETAILED COST ESTIMATE DEVELOPMENT

Our team will develop a parametric cost estimate based on the preferred conceptual plan for the Lowell City Hall, Library, and Community Facility.

DRAFT SUMMARY PLANNING DOCUMENT

Our team will prepare a summary planning document that incorporates the conceptual plan and cost estimate as well as documents the planning process. The report will help the City plan for future expenditures while also informing the community about capital needs.

FINAL SUMMARY PLANNING DOCUMENT

Following a Steering Committee review, our team will incorporate comments and prepare a final summary planning document for the City Council's review.

PRESENTATION TO CITY COUNCIL

Our team will present the planning document and conceptual plan to the City Council for adoption. The report will address facility needs for administration as well as other services that are desired by the community and identify priorities.

PROJECT APPROACH AND UNDERSTANDING: Meeting Goals

The Urban Collaborative will facilitate a process that engages a wide range of community stakeholders. Our focus is on the creation of places rather than objects, and we think a strong vision is the key to successful community facilities. From the community's vision we will evaluate design opportunities that promote economic development and generate revenue. Throughout the process we will work with the City to develop a program that meets the needs and wants of the community.

Our philosophy and work approach is focused on four key areas:

Collaboration. We have pioneered a process that integrates the goals and needs of all involved, whether actively or passively, in an engaging and effective manner. We have deep knowledge and expertise in survey methods, focus groups, charrettes, and participatory facility planning, and we use these skills on all of our projects.

Our firm does not accept development ideas and programs at face value though. As our clients educate us on the nuances of their unique community that may impact planning, we also educate our clients on creative solutions that harness these attributes as **opportunities for economic and cultural growth** in the future.

This process results in more informed facility plans that serve the organization and the community.

Placemaking. We believe in the design and creation of great places. By working with community members to create these places, they are more invested in the outcome, and more likely to support urban amenities that lead to a more vibrant building and community.

We facilitate this process by working with community and organization members to create a facility vision as the first step. With the vision guiding the remainder of the process, we keep stakeholders focused on the overall objectives of the broader community and previously established economic goals.

Creating great places draws people to downtowns and neighborhoods, spurring private development and contributing to a thriving economy.

Using Illustrations to Communicate a Clear Vision



PROJECT APPROACH AND UNDERSTANDING: Characteristics of Service

Economic Sustainability. Our goal is to create places that are economically, environmentally, and socially sustainable. We will focus on including the city's economic development goals as a foundation of this community facilities study.

Through our preliminary analysis, we will evaluate previous planning studies, existing administrative needs, and analyze Lowell's current facilities for design opportunities which could stimulate economic development.

By conducting interviews with staff, residents, and stakeholders, our team will build on our **experience developing the Downtown Master Plan** to produce realistic and sustainable conceptual plans for the community facilities.

Responsiveness. We pride ourselves on being responsive to client needs and in our ability to orchestrate collaborative planning efforts for communities.

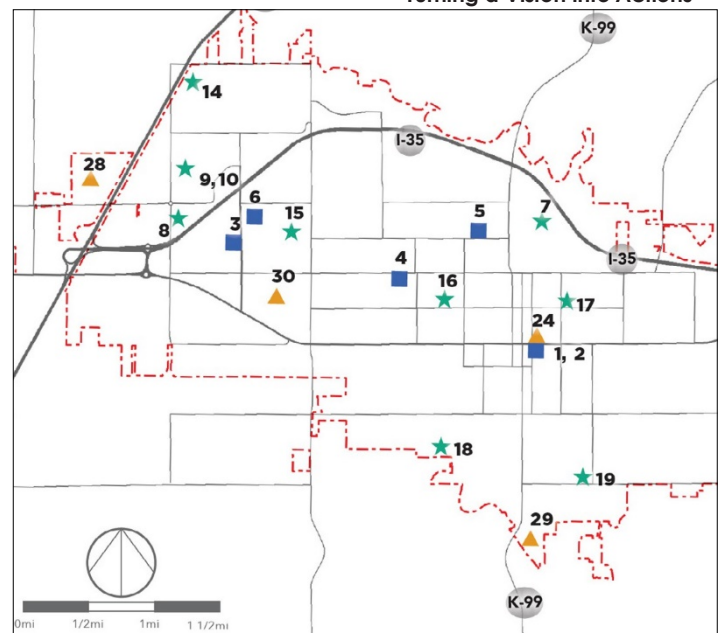
The UC will provide informed recommendations to **meet the needs and wants of the community** through the development of two conceptual plans for the City Hall and Library facility; one to address the rehabilitation of the existing facility and the other to present a conceptual plan for a new facility.

With the collaboration between stakeholders and the steering committee, the Urban Collaborative will facilitate the evaluation and analysis of the alternative plans in order to develop a recommended plan for the City Council to review and adopt.

Illustrating the Plan



Turning a Vision into Actions



WORK PRODUCT SAMPLES

Torii Community Center and Library Customer Concept Document (Iwakuni, Japan)

The Urban Collaborative led a public engagement process to generate conceptual architectural designs for a library, community center, teen center, and neighborhood pool. The project is located in the town center of Marine Corps Air Station Iwakuni - a growing small community of overseas families. Our team held **focus groups with youth, parents, adult community members, library staff, community planners, and key decision-makers** to determine a vision for the facility, the appropriate siting, and architectural plans to meet the client's and the community's needs.

The process resulted in a **vision statement and architectural concept** for the facility: **a contemporary mixed-use building that is welcoming to the community, with clearly defined spaces, incorporating narrow wings and collaborative spaces.**

The contractor and stakeholder team **analyzed multiple sites** and identified its preferred location. The site, located in the community's foremost residential and community-focused area, also sits adjacent to the installation's central park. Library staff and community planners worked with our architects to determine the building's programmatic requirements to include multi-purpose rooms, teen storage cubbies and hang out areas, maker rooms, reading alcoves, and staff work stations, personal offices, and break room/kitchen.

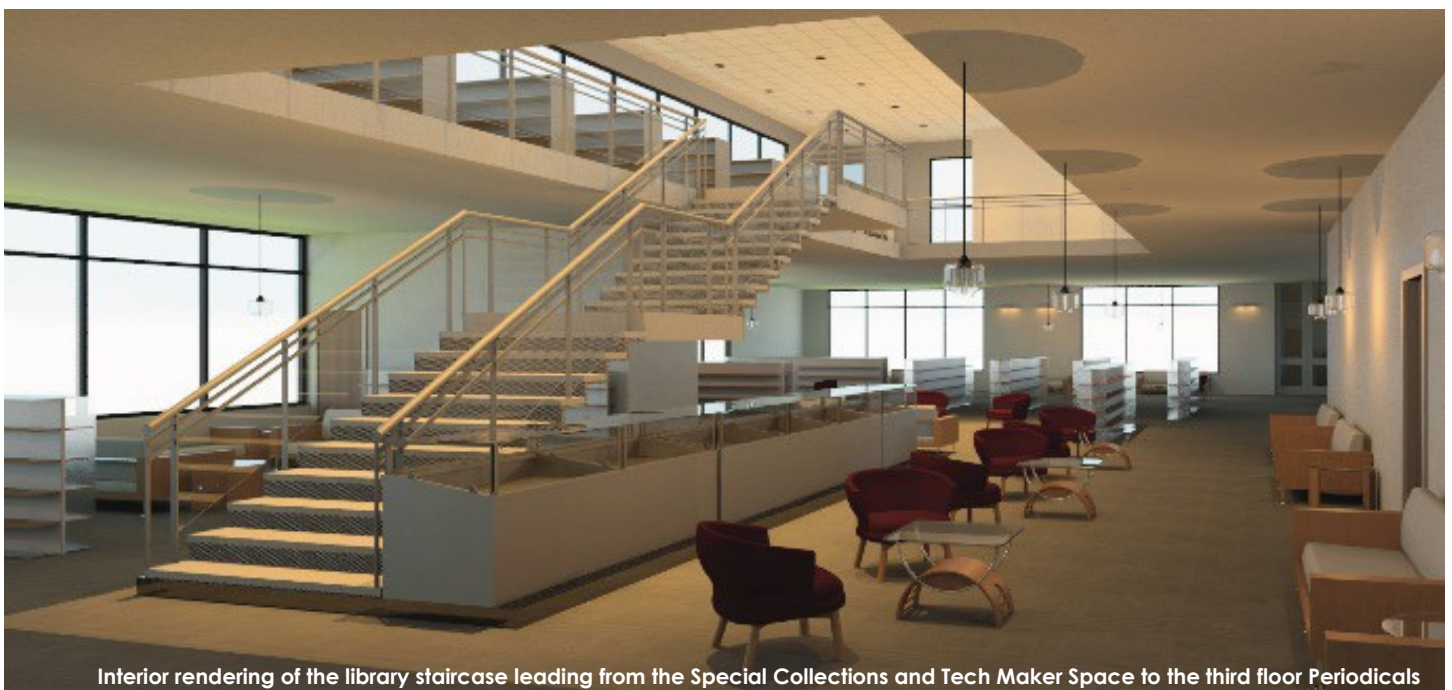
The UC created **architectural design alternatives and the preferred plan by** following the design vision, goals, and objectives, and inspiration gathered from stakeholder groups.

Project Reference:

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Youth Focus Group



Interior rendering of the library staircase leading from the Special Collections and Tech Maker Space to the third floor Periodicals

WORK PRODUCT SAMPLES

The conceptual design for the Torii Community Center and Library has narrow wings to create opportunities for **passive design strategies**, such as natural light and ventilation. The L-shape footprint allows for the segregation of different types of uses, including **public and administrative spaces**.

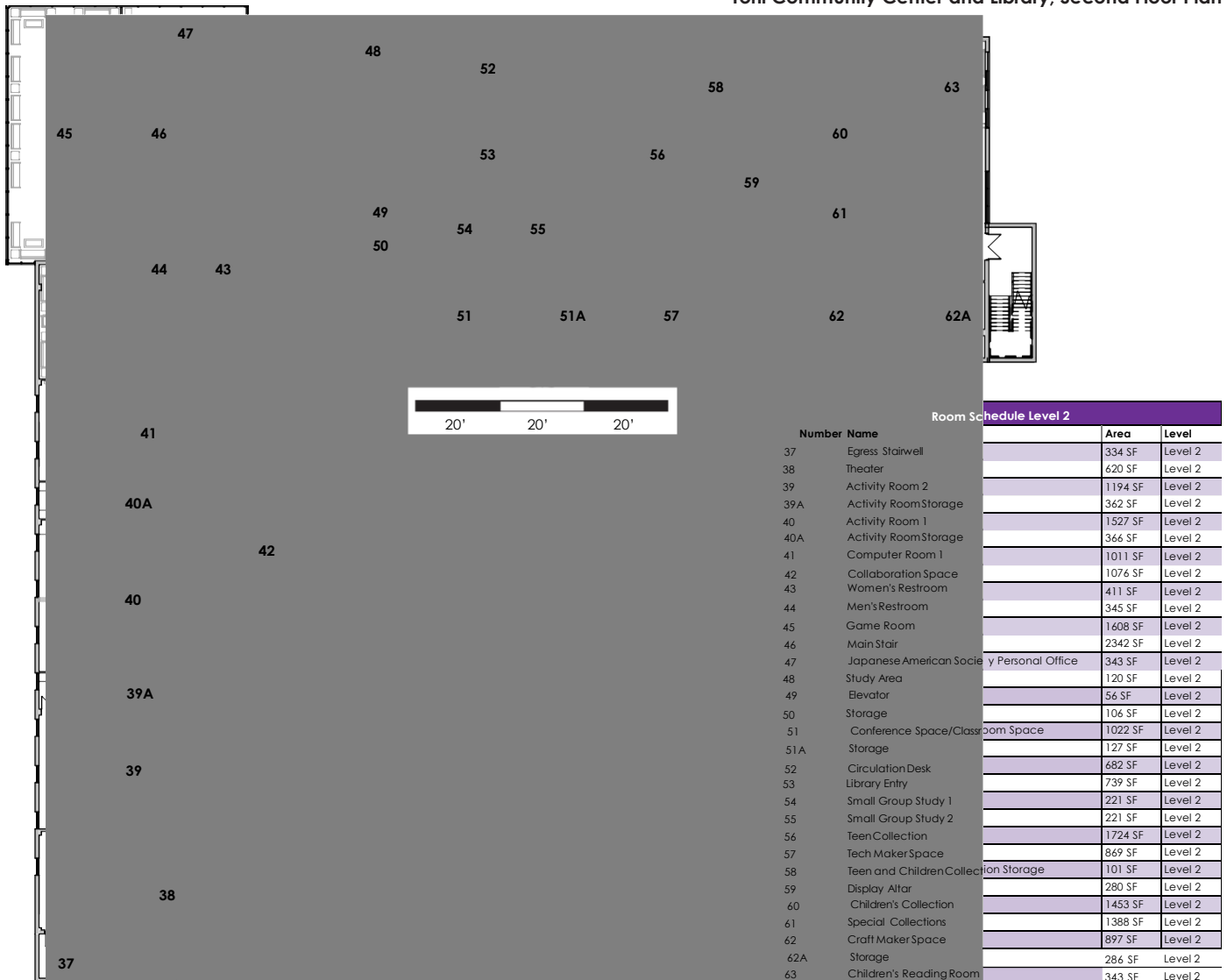
Our team of architects and planners developed a **detailed project cost estimate** based upon the selected conceptual design. We worked with our client to develop presentation materials for the planning board.

The deliverable establishes a planning framework for the facility and will reduce the design time, limit design changes and conserve design funds.

Project Elements:

- Public Engagement (including a four-day workshop, 40 interviews, open houses, focus groups, and follow-on reviews with stakeholders)
- Community Vision and Principles
- Focus Groups with Staff, Youth & Adults
- Site Identification within Master Plan
- Conceptual Floor Plans, Sections and Renderings
- Cost Estimate
- Energy Modeling

Torii Community Center and Library, Second Floor Plan



WORK PRODUCT SAMPLES

Camp Lutherwood, Cheshire, Oregon

Lodge and Entry Facility Customer Concept Documents

In 2016 **The Urban Collaborative** completed a set of two customer concept designs for a youth summer camp in Cheshire, Oregon. The customer concept designs were part of a multi-year collaborative effort starting with the camp's master plan and continuing through the schematic design and preliminary cost estimate of the new buildings on-site.

Project Reference:

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The Urban Collaborative engaged over 250 participants in 14 workshops and focus groups over a period of four-years to complete the Master Plan and customer concept designs. During the customer concept design process, the team relied and built on the information collected during the previous workshops by facilitating focus groups, stakeholder workshops, and individual interviews aimed at creating a vision and identity for the new facilities that aligned with the overall Master Plan.

To understand the requirements for the new facilities, the team completed a detailed site and existing building analysis through interviews, creating as-built drawings of the existing buildings, reviewing utility and man-made/natural constraints, and facilitating site-walks with stakeholders.

Through exhaustive analysis of site constraints and opportunities, detailed document review, and comprehensive engagement with stakeholders the camp can move forward with energy-efficient, rustic-modern development that aligns with the master-plan, has been approved by the majority of stakeholders including the board of directors, and builds on their operational vision and growth strategy.



The Board of Director's Workshop



Showing Main Entry to Lodge/Hotel Facility

WORK PRODUCT SAMPLES

Lodge Vision:

"Our vision of the lodge is a series of flexible spaces made of natural materials, flooded by natural light, with a strong connection to nature from within."

Entry Vision:

"Our successful entry is a place that is efficient, welcoming, and safe, with clear signage and wayfinding. The entry should contain buildings with complimentary functions, ample and hidden parking, and appropriate landscaping to help set the tone for the camp upon arrival."

Project Elements:

- Existing Conditions Analysis
- Utilities Analysis
- Programming
- Alternative Analysis
- Energy Modeling
- Master Plan
- Camp Vision and Principles
- Public Engagement (including 14 workshops, with interviews, presentations, and focus groups)
- Two Customer Concept Documents



WORK PRODUCT SAMPLES

Dublin, California

Parks RFTA Training Center, Customer Concept Document

The UC developed a customer concept document for a new Reserve Center for the Marine Forces Reserve Command in Dublin, California. The report outlines a **comprehensive set of program requirements** for the design and construction of a new Marine Corps Forces Reserve Training Center at Parks Reserve Forces Training Area.

The Parks RFTA Training Center, customer concept document includes a conceptual **site plan linked to an existing master plan**, conceptual **floor plans** and **elevations** were **linked to the Installation Design Guide** and **master plan design standards**, conceptual **building sections**, a **systems narrative**, and a conceptual **cost estimate**.

The report also includes a **detailed program table**, a **summary of the vision and planning patterns** for the facility, and **renderings** of the facility. In addition, an **energy model of the proposed project identifies a path towards net-zero energy**.

The customer concept document enables the installation and MARFORRES to understand the implications of their requirements, validate the programmed areas and enable the project manager to facilitate design with a clear statement of customer requirements.

The plan **establishes a planning framework** for the facilities, and **will reduce the design time, limit design changes**, and **conserve design funds**.

Project Reference:

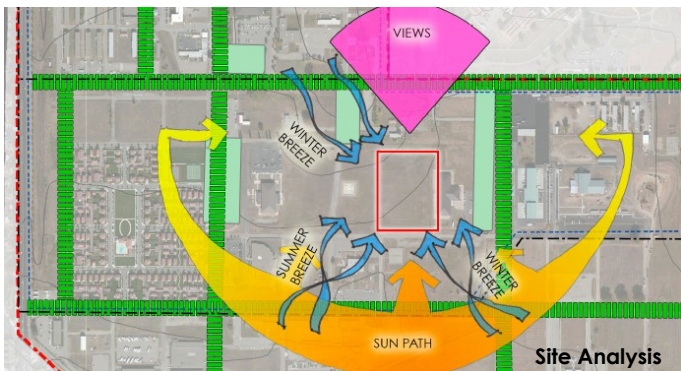
Ms. Cyndi Skinner
cynthia.a.skinner.civ@mail.mil
503.570.1536

Project Elements:

- Existing Conditions Analysis
- Vision and Principle Development
- Utilities Analysis
- Programming
- Alternative Analysis
- Parametric Cost Estimating
- LEED Analysis
- Conceptual Floor Plans, Elevations, Sections



Above: East and West Elevations



WORK PRODUCT SAMPLES

Alexandria, Louisiana

Joint Operations Center, Customer Concept Document

This Customer Concept Document outlines a **comprehensive set of program requirements** for the design and construction of a new Joint Operations Center at Fort Polk.

A customer concept document includes a **conceptual site plan linked to the installation's Master Plan**, **conceptual floor plans for each floor linked to the Facility Standards**, **conceptual elevations for each side of the building linked to the Vision Plan**, **conceptual building sections, a systems narrative, and a conceptual cost estimate**. All of these elements are created at the planning level.

The report includes a **detailed program table**, a summary of the vision and planning patterns for the facility, and renderings of the facility. In addition, an energy model of the proposed project **identifies a path for energy efficiency**. A capital construction and design budget estimate based upon the architectural drawings, enable decision makers to plan for funding. These are all conceptual planning documents only and are not to be used for construction.

This customer concept document will enable the client to understand the implications of their requirements, validate the programmed areas and enable the project manager to facilitate design with a clear statement of customer requirements. It establishes a planning framework for the facility, and will reduce the design time, limit design changes, and conserve design funds.

Project Reference:

Mr. Joey Ball
joey.b.ball@usace.army.mil
817.886.1878

Project Elements:

- Existing Conditions Analysis
- Vision and Principle Development
- Utilities Analysis
- Programming
- Alternative Analysis
- Parametric Cost Estimating
- Energy Modeling
- Conceptual Floor Plans, Elevations, Sections



PROJECT COST

Project Budget

Community Facilities Study Tasks	Total Cost	Total Hours
Stakeholder Interviews and Engagement	\$1,050.00	15
Conceptual Plans Development	\$12,650.00	235
Public Community Workshop	\$2,200.00	32
Summary Planning Document and Cost Estimate	\$7,900.00	133
Meetings and Presentations	\$700.00	10
Total Burdened Labor Cost	\$24,500.00	
Travel, Printing, & Other Direct Costs	\$390.00	
TOTALS	\$24,890.00	425

Assumptions

1. The City of Lowell will provide background information, maps, and other technical knowledge.
2. The City of Lowell will be responsible for printing all draft and final deliverables other than materials used during meetings.
3. In-person meetings include two steering committee meetings, one public community workshop, and one City Council presentation.
4. The City of Lowell will coordinate outreach and public communication.

Hourly Rates and Estimated Hours for Each Team Member

Position	Estimated Hours	Fully Burdened Hourly Rates
Senior Architect	13	\$150
Project Manager	75	\$90
Senior Planner	14	\$90
Architectural Designer	162	\$50
Assistant Planner	161	\$40

ADDITIONAL SERVICES

The Urban Collaborative has the capability to provide final design construction documents and specifications, energy modeling, LEED certification assistance (Neighborhood Development, Building Design and Construction, Interior Design and Construction), additional renderings and physical model making, construction administration, bid management, owners rep services, value engineering, design management if another firm is selected for the final design.

For example, the Urban Collaborative can assist the city to identify a team to prepare the construction drawings and coordinate that process. Additionally, we can assist the city to identify a contractor team to build the project using a design-bid-build or design-bid approach and serve as the Owner's Representative through the entire process. We can help manage the financing process as well.