

**Lowell City Council**  
**Regular Meeting Agenda**  
**Tuesday, November 19 at 7:00 P.M.**  
Maggie Osgood Library  
70 North Pioneer Street, Lowell, OR 97452

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

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

**Approval of Agenda**

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

City Council Regular Meeting Minutes for October 15, 2019

City Council Work Session Minutes for November 5, 2019

Check Register for October 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

Public Works Report

Financial Report

Police Report

Draft Committee Minutes

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

**Old Business:** None.

**New Business:**

1. Consideration of Community Facilities Study – Discussion/Possible Action
2. Consideration of City Engineer Contract – Discussion/Possible Action
3. Consideration of Oregon RAIN Contract – Discussion/Possible Action
4. Resolution 729 – Interfund Transfers – Discussion/Possible Action

**Other Business**

**Mayor Comments**

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.

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

## **Adjourn**

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

- 11/25 Lowell School District Board Meeting at 6 PM at PDC in Lundy Elementary
- 12/2 Economic Development Committee Meeting at 7 PM at the Maggie Osgood Library
- 12/3 Lowell City Council Work Session and Regular Meeting at 7 PM at the Maggie Osgood Library
- 12/4 Planning Commission Meeting at 7 PM at the Maggie Osgood Library
- 12/5 Parks and Recreation Committee Meeting at 7 PM at the Maggie Osgood Library
- 12/7 Holiday Covered Bridge & Tree Lighting at 5 PM at the Lowell Covered Bridge  
*Parking available at the Maggie Osgood Library. Shuttle service starts at 4:30 PM.*
- 12/9 Lowell School District Board Meeting at 6 PM at PDC in Lundy Elementary
- 12/10 BBJ Committee Meeting at 7 PM at the Maggie Osgood Library
- 12/11 Lowell Fire District Board Meeting at 7 PM at the LRFDP Community Room

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**

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

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

**SUMMARY:**

The Consent Agenda for the November 19, 2019 City Council meeting includes the City Council Meeting Minutes for October 15, 2019, Work Session Minutes for November 5, 2019 and Check Register for October 2019.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

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

**RECOMMENDATION:**

Motion to approve the consent agenda as presented.

**ATTACHMENTS:**

1. City Council Meeting Minutes – October 15, 2019
2. City Council Work Session Minutes – November 5, 2019
3. Check Register – October 2019

**City of Lowell, Oregon**  
**Minutes of the City Council Regular Session**  
**October 15, 2019**

The Regular Session was called to order at 7:05 PM by Mayor Bennett.

**Members Present:** Mayor Don Bennett, Gail Harris, Tim Stratis,

**Members Absent:** Patricia Angelini, Samantha Dragt

**Consent Agenda: Councilor Stratis moved to approve the consent agenda, second by Councilor Harris. PASS 3:0**

**Presentations, Proclamations, and Awards** – CA announced Parks and Recreation Committee awarded Raymond & Phyllis Cross of 165 N Pioneer Street Yard of the Month for October.

**Public Comments:** Larry Senn owns property at 134 & 136 W 2<sup>nd</sup> Street, verbalized frustration with lack of code enforcement.

**Council Comments:** Councilor Stratis responded to comment by Mr. Senn stating the condition of the City of Lowell is better now than ever in history, but also the City continues to work on improving the code enforcement.

**City Administrator Report:** CA Cobb reported on Lowell Beautification Day was a successful cleaned up of the Post Office property; Highway 58 Business Network had a social event on Oct. 10 and had 16 people attend; staff and contract planners are working on several development projects; FY 2019/20 assessed value is approx.. 4% higher; we continue to have vacancies on the Planning Commission; reported on committee meetings and LOC highlights.

**Public Works Report:** Max Baker Public Works Director reported on the cleaning and inspection of storm drains, culverts, catch basins and ditches in preparations for wet weather months; inspection of sewer manholes for I&I; activated carbon has been shut off for the season, continue to collect Cyanotoxin samples for the remainder of the month, all sample results continue to be non-detects; Midstate will be here 10/16/19 to assist with excavation in locating the leak on Cannon Street; he also commented on the great working relationship that has developed over the past few years between the City, the Lowell School District and Lowell Fire Department.

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

**Police Report:** September report provided in packet. Councilor Stratis commented on an observation of the Oakridge Police Dept. parked in the Lowell Industrial Area for a prolonged period of time.

**Draft Committee Minutes:** BBJ Committee and Parks & Recreation Committee minutes attached.



**Old Business:** None

**New Business:**

- **Resolution 728 – Employee Compensation Adjustments** – CA reviewed change to resolution that effects the two new employees with a step increase. **Councilor Harris moved to approve Resolution 728: A Resolution Making Employee Compensation Adjustments for Fiscal Year 2019-20, as presented, second by Councilor Stratis. PASS 3:0**
- **Informal Solicitation – Landscape Architecture Services** – CA presented information on two proposals received for Rolling Rock Park and Cannon Street improvements and the Evaluation Committee recommends the award to Dougherty Landscape Architects. Discussion and questions followed to clarify the project. **Mayor Bennett moved to award landscape architecture projects, phase 1 and 2, to Dougherty Landscape Architects in and amount not to exceed \$23,730 (includes bid documents and construction administration for phase 1), second by Councilor Harris.**

**Councilor Angelini joined the meeting at 8:10 PM.**

More discussion followed motion. **Motion PASS 4:0**

- **Purchase of Sewer Inspection Camera** – CA reported that the Fiscal Year 2019/20 Capital Improvement Plan includes the purchase of a sewer inspection camera with a 200' line, staff presented need for purchase and presented collected price quotes. Mr. Baker PW Director responded to questions from the council. **Councilor Stratis moved to authorize a not-to-exceed amount of \$10,000 for the purchase of a sewer line inspection camera, second by Councilor Harris. PASS 4:0**
- **Oakridge Law Enforcement IGA** – CA presented the agreement and suggested changes to page 3 of 4; section 5.b.iii and iv, related to verbiage for the need to have a separate bank account for court. Recommending a liability account opposed to a fund account, to improve auditing procedures. The change would include removing *'a check will be written from the Trust and Agency Account to the City of Lowell for'* and replace it with *'will be deducted from the liability account and paid to the City of Lowell'* in section iii, and removing the verbiage *'from the Trust and Agency Account'* from section iv. **Councilor Harris moved to approve the 2019-20 agreement for law enforcement services with the City of Oakridge as presented, second by Councilor Stratis. PASS 4:0**

**Other:** Mayor Bennett asked for update on status of water meters, CA responded that staff is waiting on a response from the USDA for a loan. Councilor Stratis thanked the citizens present for attending the meeting.

**Mayor Comments:** None

**Public Comments:** Larry Senn also requested the City Council consider a code to limit the time garbage cans can be left out on the street. Hall O'Regan of 62 E 3<sup>rd</sup> Street, voiced a concern about the devaluation of his property resulting from the neighbors trashy property, and would

like to see the code revised to have someone other than the PW's Director doing code enforcement.

**Adjourn: 8:45 PM**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**City of Lowell, Oregon**  
**Minutes of the City Council Work Session**  
**November 5, 2019**  
**Maggie Osgood Library**

The Work Session was called to order at 7:03 PM by Mayor Bennett.

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

**Staff Present:** CA Cobb

**Work Session Topic(s)**

1. **Oregon RAIN Presentation** – Caroline Cummings Executive Director for Oregon RAIN gave an update on the program and presented information on the changes to the MOU.
2. **Discuss Downtown Master Plan Implementation** – CA provided an update on Phase 1 Projects and funding sources that are available.
3. **Discuss Engineer of Record Contract** – CA presented the new 3 year city engineer contract with Civil West, only change being a 3% per year increase.
4. **Discuss Small City Allotment Grant Award** – CA presented information on the grant for Lakeview Avenue street improvement project.
5. **Mayor and City Council Comments** – Mayor shared information he gained from the invite from the South Willamette Forest Collaborative, US Forest Service and Middle Fork Willamette Watershed Council to view several restoration sites. Eugene now has the nation’s highest rate per capita for homelessness, with Los Angeles rated second. Councilor Dragt asked if the city is looking at expanding the code to include Air B&B, discussion followed. She also stated the Community Dinner at the Fire Hall will be on Dec. 14<sup>th</sup> not Dec. 8<sup>th</sup> as stated in The Bridge.

**Adjourn: 8:27 PM**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## Report Criteria:

Report type: GL detail  
Check.Type = {<-} "Adjustment"

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
<b>1610</b>						
10/01/2019	1610	City of Lowell	110-385-4895	Miscellaneous Revenue	Court Revenue	133.67
Total 1610:						133.67
<b>1611</b>						
10/01/2019	1611	City of Oakridge	110-480-6128	Other Contract Services	Court Service	46.59
Total 1611:						46.59
<b>15415</b>						
10/10/2019	15415	Betty Leavitt	230-490-6420	Water Services	Final Bill Refund	11.17-
Total 15415:						11.17-
<b>15462</b>						
10/10/2019	15462	Chilton, Tony	230-2520	Utility Deposits	Deposit Refund	6.54-
Total 15462:						6.54-
<b>15545</b>						
10/01/2019	15545	Banner Bank	110-410-6122	IT Services	MSFT	100.00
10/01/2019	15545	Banner Bank	110-410-6334	Non-Capitalized Assets	Amazon - Projector	799.99
10/01/2019	15545	Banner Bank	110-410-6334	Non-Capitalized Assets	Amazon-supplies	165.93
10/01/2019	15545	Banner Bank	110-420-6234	General Supplies	Park Supplies	80.54
10/01/2019	15545	Banner Bank	110-420-6234	General Supplies	Park Supplies	65.98
10/01/2019	15545	Banner Bank	110-410-6238	Bank Service Charges	Finance Charge	14.22
Total 15545:						1,226.66
<b>15546</b>						
10/01/2019	15546	CIS Trust	110-410-5320	Worker's Comp	Workers Compensation Allocation	52.60
10/01/2019	15546	CIS Trust	110-420-5320	Worker's Comp	Workers Compensation Allocation	210.40
10/01/2019	15546	CIS Trust	110-440-5320	Worker's Comp	Workers Compensation Allocation	17.53
10/01/2019	15546	CIS Trust	110-450-5320	Worker's Comp	Workers Compensation Allocation	26.30
10/01/2019	15546	CIS Trust	110-460-5320	Worker's Comp	Workers Compensation Allocation	17.53
10/01/2019	15546	CIS Trust	110-480-5320	Worker's Comp	Workers Compensation Allocation	17.53
10/01/2019	15546	CIS Trust	312-490-5320	Worker's Comp	Workers Compensation Allocation	236.69
10/01/2019	15546	CIS Trust	230-490-5320	Worker's Comp	Workers Compensation Allocation	1,025.64
10/01/2019	15546	CIS Trust	240-490-5320	Worker's Comp	Workers Compensation Allocation	1,025.64
Total 15546:						2,629.86
<b>15547</b>						
10/01/2019	15547	City of Lowell	110-410-6420	Water Services	Water Service	91.31
10/01/2019	15547	City of Lowell	110-410-6425	Sewer Services	Sewer Service	90.40
10/01/2019	15547	City of Lowell	110-420-6420	Water Services	Water Service	97.03
10/01/2019	15547	City of Lowell	110-420-6425	Sewer Services	Sewer Service	120.54
10/01/2019	15547	City of Lowell	110-450-6420	Water Services	Water Service	30.44
10/01/2019	15547	City of Lowell	110-450-6425	Sewer Services	Sewer Service	30.14
10/01/2019	15547	City of Lowell	230-490-6420	Water Services	Water Service	64.02
10/01/2019	15547	City of Lowell	230-490-6425	Sewer Services	Sewer Service	60.27
10/01/2019	15547	City of Lowell	240-490-6420	Water Services	Water Service	1,734.93

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
10/01/2019	15547	City of Lowell	240-490-6425	Sewer Services	Sewer Service	542.43
Total 15547:						2,861.51
<b>15548</b>						
10/01/2019	15548	Lane Electric Cooperative	110-450-6430	Electricity Services	Electricity	62.26
10/01/2019	15548	Lane Electric Cooperative	240-490-6430	Electricity Services	Electricity	850.34
10/01/2019	15548	Lane Electric Cooperative	230-490-6430	Electricity Services	Electricity	1,535.20
10/01/2019	15548	Lane Electric Cooperative	312-490-6430	Electricity Services	Electricity	1,171.88
10/01/2019	15548	Lane Electric Cooperative	110-410-6430	Electricity Services	Electricity	186.78
10/01/2019	15548	Lane Electric Cooperative	110-470-6326	Covered Bridge Maintenanc	Electricity	61.09
10/01/2019	15548	Lane Electric Cooperative	110-420-6430	Electricity Services	Electricity	59.76
Total 15548:						3,927.31
<b>15549</b>						
10/01/2019	15549	Lowell School District	110-420-6128	Other Contract Services	Summer Recreation Program Donation	2,000.00
Total 15549:						2,000.00
<b>15550</b>						
10/01/2019	15550	Oregon Government Ethics	110-410-6512	State Ethics Commission	Ethics Commission	548.87
Total 15550:						548.87
<b>15551</b>						
10/01/2019	15551	Ryker, Robin	314-490-6810	Craft/Commercial Booth Ex	BBJ refund for water paymnt	10.00
Total 15551:						10.00
<b>15552</b>						
10/01/2019	15552	Watson, Shawn	110-450-6320	Building Repair & Maintena	Landscaping Supplies	189.94
10/01/2019	15552	Watson, Shawn	110-420-6330	Other Repair & Maintenanc	Landscaping Supplies	681.17
Total 15552:						871.11
<b>15553</b>						
10/01/2019	15553	Banner Bank	230-490-6758	Water/Sewer Connection E	Materials for PF water service	89.05
10/01/2019	15553	Banner Bank	230-490-6240	Travel & Training	Ken Kerri Program	156.00
10/01/2019	15553	Banner Bank	240-490-6234	General Supplies	Drain Kings	77.36
Total 15553:						322.41
<b>15554</b>						
10/01/2019	15554	Cascade Columbia	230-490-6750	Chemicals & Lab Supplies	Tote of Pass C	946.42
10/01/2019	15554	Cascade Columbia	240-490-6750	Chemicals & Lab Supplies	Drums of Hypo and Thiosulfate	534.34
Total 15554:						1,480.76
<b>15555</b>						
10/01/2019	15555	Harris, Hunter	230-490-6234	General Supplies	Rain Gear	60.20
10/01/2019	15555	Harris, Hunter	240-490-6234	General Supplies	Rain Gear	60.21
Total 15555:						120.41
<b>15556</b>						
10/01/2019	15556	Harris, Nick	230-490-6234	General Supplies	Rain Gear	15.07

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
10/01/2019	15556	Harris, Nick	240-490-6234	General Supplies	Rain Gear	15.07
Total 15556:						30.14
<b>15557</b>						
10/01/2019	15557	Mid Valley Tractor	230-490-6324	Equipment Repair & Maint	Maintenance on tractor	284.45
10/01/2019	15557	Mid Valley Tractor	240-490-6324	Equipment Repair & Maint	Maintenance on tractor	284.46
Total 15557:						568.91
<b>15558</b>						
10/01/2019	15558	Pleasant Hill Feed & Farm	230-490-6234	General Supplies	Muck Boots	81.95
10/01/2019	15558	Pleasant Hill Feed & Farm	240-490-6234	General Supplies	Muck Boots	81.95
Total 15558:						163.90
<b>15559</b>						
10/01/2019	15559	Renewable Resource Grou	230-490-6755	Water/Sewer Analysis	Lab	262.80
10/01/2019	15559	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	Lab	639.90
Total 15559:						902.70
<b>15560</b>						
10/01/2019	15560	Sunbelt Rentals	240-490-6330	Other Repair & Maintenanc	20kw generator rental	1,894.08
Total 15560:						1,894.08
<b>15561</b>						
10/01/2019	15561	Verizon Wireless	240-490-6440	Telephone Services	Cell Phone	12.44
10/01/2019	15561	Verizon Wireless	230-490-6440	Telephone Services	Cell Phone	12.44
10/01/2019	15561	Verizon Wireless	110-410-6440	Telephone Services	Cell Phone	12.44
Total 15561:						37.32
<b>15563</b>						
10/08/2019	15563	Caselle	312-490-6122	IT Services	Contract Support and Maintenance	99.70
10/08/2019	15563	Caselle	240-490-6122	IT Services	Contract Support and Maintenance	299.10
10/08/2019	15563	Caselle	230-490-6122	IT Services	Contract Support and Maintenance	299.10
10/08/2019	15563	Caselle	110-410-6122	IT Services	Contract Support and Maintenance	299.10
Total 15563:						997.00
<b>15564</b>						
10/08/2019	15564	Century Link	240-490-6440	Telephone Services	Telephone Service	80.52
10/08/2019	15564	Century Link	230-490-6435	Internet Services	Internet Service	70.00
10/08/2019	15564	Century Link	230-490-6440	Telephone Services	Telephone Service	111.51
10/08/2019	15564	Century Link	110-410-6440	Telephone Services	Telephone Service	154.42
Total 15564:						416.45
<b>15565</b>						
10/08/2019	15565	City of Lowell	110-350-4625	Municipal Court Revenue	Trans from Gen. to T & A acct.	750.00
Total 15565:						750.00
<b>15566</b>						
10/08/2019	15566	Civil West Engineering	110-440-6116	Engineering Services	Engineering Service	1,377.50

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
10/08/2019	15566	Civil West Engineering	312-490-6116	Engineering Services	Engineering Service	1,247.50
10/08/2019	15566	Civil West Engineering	230-490-6116	Engineering Services	Engineering Service	585.00
Total 15566:						3,210.00
<b>15567</b>						
10/08/2019	15567	Lane Forest Products	110-420-8520	Parks Improvements	Playground chips, planter bark	1,070.00
Total 15567:						1,070.00
<b>15568</b>						
10/08/2019	15568	Nichols Layli	240-490-6114	Financial Services	Consulting Services	312.00
10/08/2019	15568	Nichols Layli	230-490-6114	Financial Services	Consulting Services	312.00
10/08/2019	15568	Nichols Layli	312-490-6114	Financial Services	Consulting Services	104.00
10/08/2019	15568	Nichols Layli	110-410-6114	Financial Services	Consulting Services	312.00
Total 15568:						1,040.00
<b>15569</b>						
10/08/2019	15569	Northwest Code Profession	110-440-6524	Building Permit Costs	Building Permit Cost	2,237.66
10/08/2019	15569	Northwest Code Profession	110-440-6525	Electrical Permit Costs	Electrical Permit Cost	336.00
Total 15569:						2,573.66
<b>15570</b>						
10/08/2019	15570	One Call Concepts	230-490-6330	Other Repair & Maintenanc	Fee for Locates	6.00
10/08/2019	15570	One Call Concepts	240-490-6330	Other Repair & Maintenanc	Fee for Locates	6.00
Total 15570:						12.00
<b>15571</b>						
10/08/2019	15571	Pacific Office Automation In	110-410-6128	Other Contract Services	Postage Machine	35.00
10/08/2019	15571	Pacific Office Automation In	230-490-6128	Other Contract Services	Postage Machine	70.00
10/08/2019	15571	Pacific Office Automation In	240-490-6128	Other Contract Services	Postage Machine	70.00
Total 15571:						175.00
<b>15572</b>						
10/08/2019	15572	SaniPac	240-490-6445	Refuse Services	Refuse Services	18.92
10/08/2019	15572	SaniPac	230-490-6445	Refuse Services	Refuse Services	18.92
10/08/2019	15572	SaniPac	110-450-6445	Refuse Services	Refuse Services	8.21
10/08/2019	15572	SaniPac	110-420-6445	Refuse Services	Refuse Services	22.50
10/08/2019	15572	SaniPac	110-410-6445	Refuse Services	Refuse Services	8.21
Total 15572:						76.76
<b>15573</b>						
10/08/2019	15573	Tim Sanders	240-490-6128	Other Contract Services	Monthly DRC Fee for collections	300.00
Total 15573:						300.00
<b>15574</b>						
10/08/2019	15574	Travel Lane County	110-470-6224	Marketing	Visitor Map	120.00
Total 15574:						120.00

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
15575						
10/10/2019	15575	Betty Leavitt	230-490-6420	Water Services	Final Bill Refund	11.17
Total 15575:						11.17
<b>15576</b>						
10/10/2019	15576	Chilton, Tony	230-2520	Utility Deposits	Deposit Refund	6.54
Total 15576:						6.54
<b>15577</b>						
10/15/2019	15577	CenturyLink Business Serv	110-410-6440	Telephone Services	Telephone Service	2.38
Total 15577:						2.38
<b>15578</b>						
10/15/2019	15578	DCBS-Fiscal Services	110-440-6524	Building Permit Costs	Surcharge on Building Permits	352.80
10/15/2019	15578	DCBS-Fiscal Services	110-440-6525	Electrical Permit Costs	Surcharge on Electrical Permits	293.76
Total 15578:						646.56
<b>15579</b>						
10/15/2019	15579	Dept. of State Lands	230-2520	Utility Deposits	Unclaimed Property	6.77
Total 15579:						6.77
<b>15580</b>						
10/15/2019	15580	Hunter Communications	110-450-6435	Internet Services	Internet Service	92.47
10/15/2019	15580	Hunter Communications	110-410-6435	Internet Services	Internet Services	92.47
Total 15580:						184.94
<b>15581</b>						
10/15/2019	15581	Lane County Public Works	110-460-6128	Other Contract Services	Animal Enforcement Services	206.54
Total 15581:						206.54
<b>15582</b>						
10/15/2019	15582	Leon, Rebecca	230-340-4425	Water/Sewer Sales	Final Bill Overpayment Refund	65.37
Total 15582:						65.37
<b>15583</b>						
10/15/2019	15583	Lowell School District	110-2515	CET Tax Collected	CET Tax	2,741.40
Total 15583:						2,741.40
<b>15584</b>						
10/15/2019	15584	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	Lab	426.60
10/15/2019	15584	Renewable Resource Grou	230-490-6755	Water/Sewer Analysis	Lab	1,714.80
Total 15584:						2,141.40
<b>15585</b>						
10/15/2019	15585	U.S. Equipment Finance	110-410-6124	Copier Contract	Copier Contract	147.98



Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
Total 15585:						147.98
<b>15586</b>						
10/28/2019	15586	City of Oakridge	110-430-6118	Police Services	Police Service	9,374.40
Total 15586:						9,374.40
<b>15587</b>						
10/28/2019	15587	Lowell Mini Storage	314-490-6705	Rent	Storage Rental Unit #L029	80.00
Total 15587:						80.00
<b>15588</b>						
10/28/2019	15588	Pacific Office Automation	110-410-6226	Postage	Postage Machine Ink Supplies	208.00
Total 15588:						208.00
<b>15589</b>						
10/29/2019	15589	Banner Bank	110-410-6122	IT Services	Office Licenses	100.00
10/29/2019	15589	Banner Bank	110-410-6240	Travel & Training	Travel & Training Conference	431.01
10/29/2019	15589	Banner Bank	110-410-6238	Bank Service Charges	Finance Charge	20.00
Total 15589:						551.01
<b>15590</b>						
10/29/2019	15590	J & K Electrical LLC	240-490-6320	Building Repair & Maintena	Lights for blower room at WWTP	729.30
Total 15590:						729.30
<b>15591</b>						
10/29/2019	15591	Mid-State Industrial Inc	230-490-6330	Other Repair & Maintenanc	Vac-truck excavation	805.50
10/29/2019	15591	Mid-State Industrial Inc	312-490-6720	Storm Drain Maintenance	Storm drain cleaning	700.80
Total 15591:						1,506.30
<b>15592</b>						
10/29/2019	15592	Renewable Resource Grou	230-490-6755	Water/Sewer Analysis	Lab	187.80
10/29/2019	15592	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	Lab	426.60
Total 15592:						614.40
<b>15593</b>						
10/29/2019	15593	Sewer Optics	312-490-6720	Storm Drain Maintenance	Line Inspection	200.00
Total 15593:						200.00
<b>15594</b>						
10/29/2019	15594	Sunbelt Rentals	240-490-6330	Other Repair & Maintenanc	20kw generator rental	1,894.08
Total 15594:						1,894.08
Grand Totals:						51,817.91

GL Account	Debit	Credit	Proof
110-2125	.00	26,804.79-	26,804.79-
110-2515	2,741.40	.00	2,741.40
110-350-4625	750.00	.00	750.00
110-385-4895	133.67	.00	133.67
110-410-5320	52.60	.00	52.60
110-410-6114	312.00	.00	312.00
110-410-6122	499.10	.00	499.10
110-410-6124	147.98	.00	147.98
110-410-6128	35.00	.00	35.00
110-410-6226	208.00	.00	208.00
110-410-6238	34.22	.00	34.22
110-410-6240	431.01	.00	431.01
110-410-6334	965.92	.00	965.92
110-410-6420	91.31	.00	91.31
110-410-6425	90.40	.00	90.40
110-410-6430	186.78	.00	186.78
110-410-6435	92.47	.00	92.47
110-410-6440	169.24	.00	169.24
110-410-6445	8.21	.00	8.21
110-410-6512	548.87	.00	548.87
110-420-5320	210.40	.00	210.40
110-420-6128	2,000.00	.00	2,000.00
110-420-6234	146.52	.00	146.52
110-420-6330	681.17	.00	681.17
110-420-6420	97.03	.00	97.03
110-420-6425	120.54	.00	120.54
110-420-6430	59.76	.00	59.76
110-420-6445	22.50	.00	22.50
110-420-8520	1,070.00	.00	1,070.00
110-430-6118	9,374.40	.00	9,374.40
110-440-5320	17.53	.00	17.53
110-440-6116	1,377.50	.00	1,377.50
110-440-6524	2,590.46	.00	2,590.46
110-440-6525	629.76	.00	629.76
110-450-5320	26.30	.00	26.30
110-450-6320	189.94	.00	189.94
110-450-6420	30.44	.00	30.44
110-450-6425	30.14	.00	30.14
110-450-6430	62.26	.00	62.26
110-450-6435	92.47	.00	92.47
110-450-6445	8.21	.00	8.21
110-460-5320	17.53	.00	17.53
110-460-6128	206.54	.00	206.54
110-470-6224	120.00	.00	120.00
110-470-6326	61.09	.00	61.09
110-480-5320	17.53	.00	17.53
110-480-6128	46.59	.00	46.59
230-2125	17.71	8,863.99-	8,846.28-
230-2520	13.31	6.54-	6.77
230-340-4425	65.37	.00	65.37
230-490-5320	1,025.64	.00	1,025.64
230-490-6114	312.00	.00	312.00
230-490-6116	585.00	.00	585.00
230-490-6122	299.10	.00	299.10
230-490-6128	70.00	.00	70.00
230-490-6234	157.22	.00	157.22
230-490-6240	156.00	.00	156.00
230-490-6324	284.45	.00	284.45

GL Account	Debit	Credit	Proof
230-490-6330	811.50	.00	811.50
230-490-6420	75.19	11.17-	64.02
230-490-6425	60.27	.00	60.27
230-490-6430	1,535.20	.00	1,535.20
230-490-6435	70.00	.00	70.00
230-490-6440	123.95	.00	123.95
230-490-6445	18.92	.00	18.92
230-490-6750	946.42	.00	946.42
230-490-6755	2,165.40	.00	2,165.40
230-490-6758	89.05	.00	89.05
240-2125	.00	12,316.27-	12,316.27-
240-490-5320	1,025.64	.00	1,025.64
240-490-6114	312.00	.00	312.00
240-490-6122	299.10	.00	299.10
240-490-6128	370.00	.00	370.00
240-490-6234	234.59	.00	234.59
240-490-6320	729.30	.00	729.30
240-490-6324	284.46	.00	284.46
240-490-6330	3,794.16	.00	3,794.16
240-490-6420	1,734.93	.00	1,734.93
240-490-6425	542.43	.00	542.43
240-490-6430	850.34	.00	850.34
240-490-6440	92.96	.00	92.96
240-490-6445	18.92	.00	18.92
240-490-6750	534.34	.00	534.34
240-490-6755	1,493.10	.00	1,493.10
312-2125	.00	3,760.57-	3,760.57-
312-490-5320	236.69	.00	236.69
312-490-6114	104.00	.00	104.00
312-490-6116	1,247.50	.00	1,247.50
312-490-6122	99.70	.00	99.70
312-490-6430	1,171.88	.00	1,171.88
312-490-6720	900.80	.00	900.80
314-2125	.00	90.00-	90.00-
314-490-6705	80.00	.00	80.00
314-490-6810	10.00	.00	10.00
Grand Totals:	<u>51,853.33</u>	<u>51,853.33-</u>	<u>.00</u>

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

GL Account

Debit

Credit

Proof

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Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** November 16, 2019  
**SUBJECT:** City Administrator Report

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

**SUMMARY:**

The attached City Administrator Report is for the period of October 12 – November 15. The report covers the following topics: Lane County Pedestrian Improvements, Douglas Fast Net, Oregon RAIN Funding, Committee Vacancies, Committee Meetings, Project Updates and League of Oregon Cities Highlights.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. City Administrator Report



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

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

### **Lane County Pedestrian Improvements**

On October 28, staff met with staff at Lane County Public Works and our City Planner, Jacob Callister, to discuss downtown pedestrian improvements. As previously reported, Lane County plans to install a pedestrian crosswalk next year connecting East Main Street to Wetleau Drive. They will be replacing the ramps at the intersection at the same time. Additionally, the County reported that our 2019 Safe Routes to School Grant scored highly and just missed the cutoff for funding. City staff will work with the County over the next several months to identify the best project to submit for grant funding in the 2020 application cycle.

### **Douglas Fast Net**

Douglas Fast Net is a regional broadband internet provider based out of Roseburg. You may have noticed their vehicles in town over the past couple weeks. They are surveying the community to plan for the deployment of broadband services. Staff is working with the City Attorney on a draft franchise agreement for the Council to review and consider.

### **Oregon RAIN Funding**

On Tuesday, November 12 I attended the Board of County Commissioners meeting with Caroline Cummings, Raj Vable, and Ariel Ruben of Oregon RAIN; Mayor Kathy Holston of Oakridge, and Laura McGinnis of the City of Veneta to advocate for increased funding. The County increased funding from \$65,000 to \$80,000 for the next two years. This is consistent with the increases requested from other partners to make up for the funding gap created when the state eliminated their \$500,000 contribution. Oregon RAIN is currently funded by cities, counties, multiple non-profits, and the federal government.

### **Committee Vacancies**

Staff received one application for the Planning Commission from Suzanne Kintzley. Council may elect to appoint the position during Other Business or wait until next month when the Council considers committee appointments for 2020. Staff does not anticipate a Planning Commission meeting in December.

## Committee Meetings

- *Blackberry Jam Festival Committee (two meetings)* – The Chair continues to receive timelines from members, which will be used to develop a procedures manual for the festival. The Committee decided to continue with the program for the upcoming year; Bailey Sitts considering taking on program and marketing. Next year’s theme will be “Leaping Forward”. Pine Needlers donations were approved – Lowell Fire Department \$800, Food Pantry \$600, and Lowell/Fall Creek Education Foundation \$1,100. Staff will no longer create and send invoices; registration forms and vendor payments will be accepted through mail and online. Committee decided to no longer restrict menus of food vendors and increased fee from \$160 to \$200 per vendor. The layout of the event was discussed and will be finalized at the next meeting. Brad Anderson submitted plans for adding a cornhole tournament on Friday night and was approved \$400 for materials. Ron and Joann Ballenger were selected to serve as Grand Marshal.
- *Planning Commission* – An application for a partition was reviewed and approved at the November 6 meeting. The application was from Mark and Cheryl Kelley of 300 North Hyland Lane and proposed to create a 0.50 acre lot adjacent to Hyland Lane from their approximately 2.12 acres. A family member plans to build a new home on the lot.

## Project Updates

- *Community Facilities Study* – The Community Facilities Study was recommended for approval by the Downtown Master Plan Committee on October 14, 2019. The Plan is ready for review and consideration by the City Council.
- *Parks and Recreation Master Plan* – The comprehensive plan amendments have been completed. Staff has received the final document and is in the process of posting notices and scheduling public hearings.

## League of Oregon Cities Highlights

*NLC Releases Cybersecurity Guide* – The guide outlines 10 recommended first steps for city officials hoping to improve cybersecurity and includes case studies and an IT checklist. Staff has downloaded and started reviewing the report.

*PERS Employer Incentive Fund* – Cities that are contemplating utilizing the Employer Incentive Fund, the program that provides a 25% match on cash contributions into PERS employer-side account, are urged to check the [program updates page](#). Matching funds are still available, but it will take 30 days for the actuarial work to be completed. The agency is doing its best to make this an efficient process, however there is a \$1,000 fee required to cover application costs. An application does not automatically commit cities to a course of action but lump-sum payments are due in August of 2020 to be eligible for matching assistance.

*Federal Water Infrastructure Legislation Advances* – Last week, the U.S. House of Representatives advanced two bills that aim to address water-related infrastructure needs. Both bills have been identified by the National League of Cities and the LOC as important steps in the effort to meet this infrastructure needs. Oregon Congressman Peter DeFazio is the lead sponsor of both [H.R.](#)

[1497](#), the Water Quality Protection and Job Creation Act of 2019, and [H.R. 2440](#), the Full Utilization of the Harbor Maintenance Trust Fund Act. The LOC appreciates the efforts of Congressman DeFazio for introducing and working to advance these bills.

H.R. 1497, which was passed out of the Subcommittee on Water Resources and Environment last week, authorizes roughly \$23 billion over a five-year period for wastewater infrastructure and improvements to local water quality. The bill also extends authorization for sewer overflow control grants to help communities better manage wet weather flows. Prior to being voted out of the committee, H.R. 1497 was amended to extend the maximum term for National Pollutant Discharge Elimination System (NPDES) permits from five to 10 years. These permits spell out the water quality standards that a permit holder, such as a city, must meet in order to comply with the federal Clean Water Act. Extending the length of these permits can provide permit holders with improved certainty and compliance by allowing permit holders to plan for and construct wastewater treatment infrastructure over a longer period.

H.R. 2440 invests approximately \$34 billion for coastal and inland harbors over the next decade and dedicates revenues to needed harbor projects including dredging. The bill passed the House on October 28, with all five of Oregon's House representatives voting in favor. H.R. 2440 is now awaiting committee action in the Senate.



**AGENDA ITEM SUMMARY**

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

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

**SUMMARY:**

The attached Public Works Report is for the period of October 16 – November 15. The report covers the following topics: Streets and Parks, Wastewater Treatment Plant and Water Treatment Plant.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. Public Works Report



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

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**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works Director  
**DATE:** November 19, 2019  
**SUBJECT:** Public Works Report

### **Streets and Parks**

Staff picked up and installed the Christmas Tree for the bridge lighting event.

All American landscape was onsite 11/7/19 to take measurements and begin the process of installing the sprinkler control valves.

Staff trimmed the Apple trees on 3<sup>rd</sup> and Moss and the Arborvitae on 4<sup>th</sup> and Moss. Both were causing vision clearance issues for the Fire Department and School Bus Drivers.

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

The new Digester Blower was installed by Rogers Machinery on 11/1/19. Civil West was onsite 11/7/14 to inspect operation and verify all operational parameters. On 11/14/19 Ray Fiechter the President of Universal Blower Pac and Jim Coskey with JBI were on site to inspect the new blower and provide operational recommendations. They also explained the root cause of failure on the other blower. The blower was placed in service 11/14/19.

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

Staff is still working to pinpoint the exact location of the water leak on Cannon Street. The leak has been narrowed down to a service line on the West side of the road. Staff is working with H&J and Midstate to schedule a time for the repair. The street will need to be cut and closed to traffic for the repair.

TAG was on site 11/8/19 to troubleshoot and repair some control issues with the SCADA system. **SCADA** is an acronym for supervisory control and data acquisition, a computer system for gathering and analyzing real time data for the water plant.

**AGENDA ITEM SUMMARY**

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

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

**SUMMARY:**

The Monthly Financial Report for October 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. October Revenue and Expenditure reports

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
110-310-4112	.00	.00	142,768.00	142,768.00	.0
110-310-4114	260.53	1,303.00	5,293.00	3,990.00	24.6
	<u>260.53</u>	<u>1,303.00</u>	<u>148,061.00</u>	<u>146,758.00</u>	<u>.9</u>
<u>INVESTMENT EARNINGS</u>					
110-315-4125	488.12	2,026.16	6,130.00	4,103.84	33.1
	<u>488.12</u>	<u>2,026.16</u>	<u>6,130.00</u>	<u>4,103.84</u>	<u>33.1</u>
<u>INTERGOVERNMENTAL</u>					
110-320-4132	.00	2,455.49	10,421.00	7,965.51	23.6
110-320-4134	100.51	441.55	1,000.00	558.45	44.2
110-320-4136	1,756.60	6,441.46	20,564.00	14,122.54	31.3
110-320-4145	.00	5.47	300.00	294.53	1.8
110-320-4148	1,617.33	1,617.33	5,200.00	3,582.67	31.1
	<u>3,474.44</u>	<u>10,961.30</u>	<u>37,485.00</u>	<u>26,523.70</u>	<u>29.2</u>
<u>GRANT REVENUES</u>					
110-325-4151	.00	30,000.00	1,050,000.00	1,020,000.00	2.9
110-325-4152	10,137.00	10,137.00	9,832.00	( 305.00)	103.1
110-325-4154	.00	.00	1,000.00	1,000.00	.0
110-325-4158	.00	.00	1,000.00	1,000.00	.0
	<u>10,137.00</u>	<u>40,137.00</u>	<u>1,061,832.00</u>	<u>1,021,695.00</u>	<u>3.8</u>
<u>FRANCHISE FEES</u>					
110-330-4310	.00	1,358.22	4,388.00	3,029.78	31.0
110-330-4312	.00	25,354.86	47,298.00	21,943.14	53.6
110-330-4314	.00	.00	4,000.00	4,000.00	.0
110-330-4316	.00	.00	1,706.00	1,706.00	.0
	<u>.00</u>	<u>26,713.08</u>	<u>57,392.00</u>	<u>30,678.92</u>	<u>46.5</u>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LICENSES &amp; PERMITS</u>					
110-335-4352	LAND USE & DEVELOPMENT	875.00	6,502.00	13,500.00	6,998.00 48.2
110-335-4354	MISC PERMITS & LICENSES	.00	350.00	250.00 (	100.00) 140.0
110-335-4356	BUILDING PERMIT FEES	757.55	5,627.32	40,634.00	35,006.68 13.9
110-335-4358	ELECTRICAL PERMIT FEES	89.60	2,831.36	6,095.00	3,263.64 46.5
110-335-4360	DOG LICENSES	66.00	258.00	700.00	442.00 36.9
	TOTAL LICENSES & PERMITS	1,788.15	15,568.68	61,179.00	45,610.32 25.5
<u>CHARGES FOR SERVICE</u>					
110-340-4410	COPY, FAX, NOTARY & RESEARCH	117.74	400.35	100.00 (	300.35) 400.4
110-340-4413	LIBRARY MEMBERSHIPS	.00	.00	1,250.00	1,250.00 .0
110-340-4415	LIBRARY BUSINESS SERVICES	.00	.00	500.00	500.00 .0
110-340-4417	LIEN SEARCHES	.00	170.00	350.00	180.00 48.6
110-340-4419	ELECTION FILING FEES	.00	.00	50.00	50.00 .0
110-340-4421	SDC/CET ADMIN FEE	259.95	779.85	2,200.00	1,420.15 35.5
110-340-4423	PAY STATION REVENUE	73.75	73.75	100.00	26.25 73.8
	TOTAL CHARGES FOR SERVICE	451.44	1,423.95	4,550.00	3,126.05 31.3
<u>SDC REVENUE</u>					
110-345-4511	PARKS REIMBURSEMENT SDC	47.00	141.00	387.00	246.00 36.4
	TOTAL SDC REVENUE	47.00	141.00	387.00	246.00 36.4
<u>FINES &amp; FORFEITURES</u>					
110-350-4625	MUNICIPAL COURT REVENUE	750.00	900.00	2,942.00	2,042.00 30.6
	TOTAL FINES & FORFEITURES	750.00	900.00	2,942.00	2,042.00 30.6
<u>REIMBURSEMENT REVENUE</u>					
110-365-4752	REIMBURSEMENT REVENUE	.00	.00	5,000.00	5,000.00 .0
	TOTAL REIMBURSEMENT REVENUE	.00	.00	5,000.00	5,000.00 .0
<u>OTHER REVENUE</u>					
110-370-4824	DONATIONS	35.25	85.25	.00 (	85.25) .0
110-370-4825	LIBRARY DONATIONS	.00	.00	1,000.00	1,000.00 .0
	TOTAL OTHER REVENUE	35.25	85.25	1,000.00	914.75 8.5

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUE</u>						
110-385-4895	MISCELLANEOUS REVENUE	.00	2,186.48	2,500.00	313.52	87.5
	TOTAL MISCELLANEOUS REVENUE	.00	2,186.48	2,500.00	313.52	87.5
	TOTAL FUND REVENUE	17,431.93	101,445.90	1,388,458.00	1,287,012.10	7.3

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
110-410-5110 CITY ADMINISTRATOR	1,386.66	5,546.64	17,305.00	11,758.36	32.1
110-410-5114 CITY CLERK	440.48	1,761.92	5,153.00	3,391.08	34.2
110-410-5158 MAINTENANCE WORKER I	135.35	575.57	1,824.00	1,248.43	31.6
110-410-5220 OVERTIME	7.62	15.24	193.00	177.76	7.9
110-410-5315 SOCIAL SECURITY/MEDICARE	150.71	604.32	2,195.00	1,590.68	27.5
110-410-5320 WORKER'S COMP	53.23	107.99	179.00	71.01	60.3
110-410-5350 UNEMPLOYMENT	.00	.00	1,733.00	1,733.00	.0
110-410-5410 HEALTH INSURANCE	312.96	1,251.90	3,582.00	2,330.10	35.0
110-410-5450 PUBLIC EMPLOYEES RETIREMENT	339.64	1,361.88	4,220.00	2,858.12	32.3
110-410-6110 AUDITING	.00	.00	4,419.00	4,419.00	.0
110-410-6112 LEGAL SERVICES	.00	155.40	5,000.00	4,844.60	3.1
110-410-6114 FINANCIAL SERVICES	312.00	1,900.75	3,749.00	1,848.25	50.7
110-410-6122 IT SERVICES	499.10	4,992.40	5,753.00	760.60	86.8
110-410-6124 COPIER CONTRACT	147.98	591.92	2,000.00	1,408.08	29.6
110-410-6128 OTHER CONTRACT SERVICES	35.00	5,452.00	2,371.00	( 3,081.00)	230.0
110-410-6210 INSURANCE & BONDS	.00	5,968.33	6,115.00	146.67	97.6
110-410-6220 PUBLICATIONS, PRINTING & DUES	.00	653.03	6,900.00	6,246.97	9.5
110-410-6222 NEWSLETTER EXPENDITURE	.00	.00	1,200.00	1,200.00	.0
110-410-6226 POSTAGE	208.00	208.00	750.00	542.00	27.7
110-410-6228 PUBLIC NOTICES	.00	.00	1,000.00	1,000.00	.0
110-410-6230 OFFICE SUPPLIES/EQUIPMENT	.00	867.89	1,000.00	132.11	86.8
110-410-6234 GENERAL SUPPLIES	.00	7.33	1,000.00	992.67	.7
110-410-6238 BANK SERVICE CHARGES	54.23	502.55	1,000.00	497.45	50.3
110-410-6240 TRAVEL & TRAINING	431.01	1,973.11	1,500.00	( 473.11)	131.5
110-410-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
110-410-6320 BUILDING REPAIR & MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
110-410-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	100.00	100.00	.0
110-410-6334 NON-CAPITALIZED ASSETS	965.92	965.92	2,000.00	1,034.08	48.3
110-410-6420 WATER SERVICES	91.31	1,213.41	200.00	( 1,013.41)	606.7
110-410-6425 SEWER SERVICES	90.40	358.96	150.00	( 208.96)	239.3
110-410-6430 ELECTRICITY SERVICES	186.78	549.75	550.00	.25	100.0
110-410-6435 INTERNET SERVICES	92.47	348.38	315.00	( 33.38)	110.6
110-410-6440 TELEPHONE SERVICES	169.24	803.13	342.00	( 461.13)	234.8
110-410-6445 REFUSE SERVICES	8.21	32.84	90.00	57.16	36.5
110-410-6510 COUNCIL EXPENDITURE	.00	.00	2,000.00	2,000.00	.0
110-410-6512 STATE ETHICS COMMISSION	548.87	548.87	600.00	51.13	91.5
110-410-6792 REIMBURSABLE EXPENDITURE	.00	.00	5,000.00	5,000.00	.0
110-410-8225 BUILDINGS & FACILITIES	.00	.00	90,000.00	90,000.00	.0
110-410-8320 SOFTWARE	.00	5,925.15	.00	( 5,925.15)	.0
<b>TOTAL ADMINISTRATION</b>	<b>6,667.17</b>	<b>45,244.58</b>	<b>182,988.00</b>	<b>137,743.42</b>	<b>24.7</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS &amp; RECREATION</u>					
110-420-5110 CITY ADMINISTRATOR	346.66	1,386.64	4,328.00	2,941.36	32.0
110-420-5150 PUBLIC WORKS DIRECTOR	287.08	1,153.29	3,374.00	2,220.71	34.2
110-420-5152 UTILITY WORKER I	1,401.49	2,390.74	3,276.00	885.26	73.0
110-420-5154 UTILITY WORKER II	.00	.00	3,276.00	3,276.00	.0
110-420-5156 UTILITY WORKER III	( 782.25)	.00	.00	.00	.0
110-420-5158 MAINTENANCE WORKER I	676.64	2,877.43	9,118.00	6,240.57	31.6
110-420-5220 OVERTIME	17.15	140.28	1,351.00	1,210.72	10.4
110-420-5315 SOCIAL SECURITY/MEDICARE	148.95	608.08	2,217.00	1,608.92	27.4
110-420-5320 WORKER'S COMP	211.62	425.63	1,709.00	1,283.37	24.9
110-420-5350 UNEMPLOYMENT	.00	.00	1,861.00	1,861.00	.0
110-420-5410 HEALTH INSURANCE	292.13	1,168.50	4,316.00	3,147.50	27.1
110-420-5450 PUBLIC EMPLOYEES RETIREMENT	312.83	1,226.17	4,262.00	3,035.83	28.8
110-420-6128 OTHER CONTRACT SERVICES	2,000.00	2,435.00	1,000.00	( 1,435.00)	243.5
110-420-6234 GENERAL SUPPLIES	146.52	3,486.81	2,000.00	( 1,486.81)	174.3
110-420-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
110-420-6320 BUILDING REPAIR & MAINTENANCE	.00	695.57	2,500.00	1,804.43	27.8
110-420-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	265.96	1,000.00	734.04	26.6
110-420-6330 OTHER REPAIR & MAINTENANCE	681.17	980.14	5,000.00	4,019.86	19.6
110-420-6334 NON-CAPITALIZED ASSETS	.00	1,290.90	2,000.00	709.10	64.6
110-420-6339 MAINTENANCE - NELSON LAND DONA	.00	.00	500.00	500.00	.0
110-420-6420 WATER SERVICES	97.03	1,803.81	5,150.00	3,346.19	35.0
110-420-6425 SEWER SERVICES	120.54	478.64	1,439.00	960.36	33.3
110-420-6430 ELECTRICITY SERVICES	59.76	179.82	614.00	434.18	29.3
110-420-6445 REFUSE SERVICES	22.50	90.00	288.00	198.00	31.3
110-420-6710 GAS & OIL	.00	53.37	812.00	758.63	6.6
110-420-8520 PARKS IMPROVEMENTS	1,070.00	7,187.65	790,000.00	782,812.35	.9
<b>TOTAL PARKS &amp; RECREATION</b>	<b>7,109.82</b>	<b>30,324.43</b>	<b>851,891.00</b>	<b>821,566.57</b>	<b>3.6</b>
<u>POLICE</u>					
110-430-6118 POLICE SERVICES	9,374.40	9,374.40	30,561.00	21,186.60	30.7
110-430-6334 NON-CAPITALIZED ASSETS	.00	.00	5,000.00	5,000.00	.0
<b>TOTAL POLICE</b>	<b>9,374.40</b>	<b>9,374.40</b>	<b>35,561.00</b>	<b>26,186.60</b>	<b>26.4</b>



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
110-440-5110 CITY ADMINISTRATOR	346.66	1,386.64	4,325.00	2,938.36	32.1
110-440-5114 CITY CLERK	220.24	880.96	2,577.00	1,696.04	34.2
110-440-5220 OVERTIME	3.81	7.62	97.00	89.38	7.9
110-440-5315 SOCIAL SECURITY/MEDICARE	43.67	174.10	628.00	453.90	27.7
110-440-5320 WORKER'S COMP	17.70	35.82	14.00	( 21.82)	255.9
110-440-5350 UNEMPLOYMENT	.00	.00	508.00	508.00	.0
110-440-5410 HEALTH INSURANCE	124.87	499.48	1,314.00	814.52	38.0
110-440-5450 PUBLIC EMPLOYEES RETIREMENT	98.38	392.20	1,207.00	814.80	32.5
110-440-6116 ENGINEERING SERVICES	1,377.50	3,762.50	500.00	( 3,262.50)	752.5
110-440-6128 OTHER CONTRACT SERVICES	.00	18,092.22	10,000.00	( 8,092.22)	180.9
110-440-6220 PUBLICATIONS, PRINTING & DUES	.00	.00	100.00	100.00	.0
110-440-6226 POSTAGE	.00	.00	250.00	250.00	.0
110-440-6240 TRAVEL & TRAINING	.00	.00	500.00	500.00	.0
110-440-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-440-6522 LAND USE & DEVELOPMENT COSTS	.00	4,895.98	10,125.00	5,229.02	48.4
110-440-6524 BUILDING PERMIT COSTS	2,590.46	17,117.88	31,282.00	14,164.12	54.7
110-440-6525 ELECTRICAL PERMIT COSTS	629.76	3,412.71	4,650.00	1,237.29	73.4
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>5,453.05</b>	<b>50,658.11</b>	<b>68,327.00</b>	<b>17,668.89</b>	<b>74.1</b>
<u>LIBRARY</u>					
110-450-5130 LIBRARIAN/SPECIAL EVENTS	.00	.00	11,700.00	11,700.00	.0
110-450-5158 MAINTENANCE WORKER I	135.35	575.57	.00	( 575.57)	.0
110-450-5315 SOCIAL SECURITY/MEDICARE	10.35	44.04	1,049.00	1,004.96	4.2
110-450-5320 WORKER'S COMP	26.41	53.04	50.00	( 3.04)	106.1
110-450-5350 UNEMPLOYMENT	.00	.00	741.00	741.00	.0
110-450-5450 PUBLIC EMPLOYEES RETIREMENT	23.33	99.21	2,017.00	1,917.79	4.9
110-450-6122 IT SERVICES	.00	288.00	7,440.00	7,152.00	3.9
110-450-6128 OTHER CONTRACT SERVICES	.00	250.00	2,000.00	1,750.00	12.5
110-450-6226 POSTAGE	.00	.00	50.00	50.00	.0
110-450-6230 OFFICE SUPPLIES/EQUIPMENT	.00	.00	500.00	500.00	.0
110-450-6234 GENERAL SUPPLIES	.00	.00	1,500.00	1,500.00	.0
110-450-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-450-6320 BUILDING REPAIR & MAINTENANCE	189.94	1,320.44	100.00	( 1,220.44)	1320.4
110-450-6334 NON-CAPITALIZED ASSETS	.00	.00	1,000.00	1,000.00	.0
110-450-6420 WATER SERVICES	30.44	404.48	1,200.00	795.52	33.7
110-450-6425 SEWER SERVICES	30.14	119.68	732.00	612.32	16.4
110-450-6430 ELECTRICITY SERVICES	62.26	183.25	3,600.00	3,416.75	5.1
110-450-6435 INTERNET SERVICES	92.47	348.38	2,100.00	1,751.62	16.6
110-450-6440 TELEPHONE SERVICES	.00	.00	300.00	300.00	.0
110-450-6445 REFUSE SERVICES	8.21	32.84	600.00	567.16	5.5
110-450-6530 SUMMER READING PROGRAM	.00	.00	1,000.00	1,000.00	.0
110-450-8225 BUILDINGS & FACILITIES	.00	.00	302,000.00	302,000.00	.0
<b>TOTAL LIBRARY</b>	<b>608.90</b>	<b>3,718.93</b>	<b>339,929.00</b>	<b>336,210.07</b>	<b>1.1</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CODE ENFORCEMENT</u>					
110-460-5110	CITY ADMINISTRATOR	346.66	1,386.64	4,326.00	2,939.36 32.1
110-460-5150	PUBLIC WORKS DIRECTOR	287.08	1,153.29	3,374.00	2,220.71 34.2
110-460-5220	OVERTIME	12.42	53.41	.00 (	53.41) .0
110-460-5315	SOCIAL SECURITY/MEDICARE	49.43	198.38	691.00	492.62 28.7
110-460-5320	WORKER'S COMP	17.73	35.89	307.00	271.11 11.7
110-460-5350	UNEMPLOYMENT	.00	.00	573.00	573.00 .0
110-460-5410	HEALTH INSURANCE	97.38	389.52	1,439.00	1,049.48 27.1
110-460-5450	PUBLIC EMPLOYEES RETIREMENT	111.40	447.09	1,328.00	880.91 33.7
110-460-6128	OTHER CONTRACT SERVICES	206.54	206.54	2,500.00	2,293.46 8.3
110-460-6234	GENERAL SUPPLIES	.00	.00	100.00	100.00 .0
110-460-6290	MISCELLANEOUS	.00	.00	100.00	100.00 .0
110-460-6445	REFUSE SERVICES	.00	274.84	.00 (	274.84) .0
	<b>TOTAL CODE ENFORCEMENT</b>	<b>1,128.64</b>	<b>4,145.60</b>	<b>14,738.00</b>	<b>10,592.40 28.1</b>
<u>TOURISM</u>					
110-470-6128	OTHER CONTRACT SERVICES	.00	.00	1,000.00	1,000.00 .0
110-470-6224	MARKETING	120.00	120.00	2,000.00	1,880.00 6.0
110-470-6226	POSTAGE	.00	.00	100.00	100.00 .0
110-470-6290	MISCELLANEOUS	.00	.00	250.00	250.00 .0
110-470-6326	COVERED BRIDGE MAINTENANCE	61.09	179.07	5,000.00	4,820.93 3.6
110-470-6327	COMMUNITY GRANT PROGRAM	.00	.00	3,000.00	3,000.00 .0
110-470-6550	TOURISM FUNDED PROJECTS	.00	1,072.15	.00 (	1,072.15) .0
	<b>TOTAL TOURISM</b>	<b>181.09</b>	<b>1,371.22</b>	<b>11,350.00</b>	<b>9,978.78 12.1</b>
<u>MUNICIPAL COURT</u>					
110-480-5110	CITY ADMINISTRATOR	346.66	1,386.64	4,325.00	2,938.36 32.1
110-480-5114	CITY CLERK	220.24	880.96	2,577.00	1,696.04 34.2
110-480-5220	OVERTIME	3.81	7.62	97.00	89.38 7.9
110-480-5315	SOCIAL SECURITY/MEDICARE	43.67	174.10	628.00	453.90 27.7
110-480-5320	WORKER'S COMP	17.70	35.82	14.00 (	21.82) 255.9
110-480-5350	UNEMPLOYMENT	.00	.00	508.00	508.00 .0
110-480-5410	HEALTH INSURANCE	124.87	499.48	1,314.00	814.52 38.0
110-480-5450	PUBLIC EMPLOYEES RETIREMENT	98.38	392.20	1,207.00	814.80 32.5
110-480-6120	JUDGE CONTRACT	.00	.00	1,250.00	1,250.00 .0
110-480-6128	OTHER CONTRACT SERVICES	46.59	46.59	1,500.00	1,453.41 3.1
110-480-6226	POSTAGE	.00	.00	50.00	50.00 .0
110-480-6238	BANK SERVICE CHARGES	.00	.00	200.00	200.00 .0
110-480-6560	STATE ASSESSMENTS	.00	.00	500.00	500.00 .0
	<b>TOTAL MUNICIPAL COURT</b>	<b>901.92</b>	<b>3,423.41</b>	<b>14,170.00</b>	<b>10,746.59 24.2</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>DEBT SERVICE</u>						
110-800-7111	LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	13,668.00	13,668.00	.0
110-800-7511	LOAN INTEREST - LIBRARY/CITY	.00	.00	18,601.00	18,601.00	.0
	TOTAL DEBT SERVICE	.00	.00	32,269.00	32,269.00	.0
<u>OTHER REQUIREMENTS</u>						
110-900-9150	TRANSFER TO EQUIPMENT FUND	.00	.00	6,000.00	6,000.00	.0
110-900-9590	CONTINGENCY	.00	.00	55,502.00	55,502.00	.0
110-900-9895	RESERVED FOR FUTURE USE - PARK	.00	.00	7,500.00	7,500.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	69,002.00	69,002.00	.0
	TOTAL FUND EXPENDITURES	31,424.99	148,260.68	1,620,225.00	1,471,964.32	9.2
	NET REVENUE OVER EXPENDITURES	( 13,993.06)	( 46,814.78)	( 231,767.00)	( 184,952.22)	( 20.2)

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
230-315-4125	189.76	790.27	2,902.00	2,111.73	27.2
	189.76	790.27	2,902.00	2,111.73	27.2
<u>LICENSES &amp; PERMITS</u>					
230-335-4370	.00	.00	2,000.00	2,000.00	.0
	.00	.00	2,000.00	2,000.00	.0
<u>CHARGES FOR SERVICE</u>					
230-340-4425	24,481.09	155,964.84	333,048.00	177,083.16	46.8
230-340-4426	.00	.00	500.00	500.00	.0
230-340-4430	.00	.00	2,000.00	2,000.00	.0
230-340-4435	333.48	1,621.42	4,337.00	2,715.58	37.4
230-340-4450	250.00	1,249.06	.00	( 1,249.06)	.0
	25,064.57	158,835.32	339,885.00	181,049.68	46.7
<u>SDC REVENUE</u>					
230-345-4531	745.00	2,235.00	8,568.00	6,333.00	26.1
	745.00	2,235.00	8,568.00	6,333.00	26.1
<u>LOAN PAYMENTS &amp; PROCEEDS</u>					
230-360-4225	.00	.00	175,000.00	175,000.00	.0
	.00	.00	175,000.00	175,000.00	.0
<u>MISCELLANEOUS REVENUE</u>					
230-385-4895	.00	179.91	5,000.00	4,820.09	3.6
	.00	179.91	5,000.00	4,820.09	3.6
	25,999.33	162,040.50	533,355.00	371,314.50	30.4

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
230-490-5110 CITY ADMINISTRATOR	1,906.66	7,626.64	23,796.00	16,169.36	32.1
230-490-5114 CITY CLERK	1,761.92	7,047.68	20,613.00	13,565.32	34.2
230-490-5150 PUBLIC WORKS DIRECTOR	2,440.18	9,802.95	28,680.00	18,877.05	34.2
230-490-5152 UTILITY WORKER I	5,956.34	10,160.67	13,923.00	3,762.33	73.0
230-490-5154 UTILITY WORKER II	.00	.00	13,923.00	13,923.00	.0
230-490-5156 UTILITY WORKER III	( 3,324.56)	.00	.00	.00	.0
230-490-5158 MAINTENANCE WORKER I	203.00	863.26	2,735.00	1,871.74	31.6
230-490-5220 OVERTIME	156.16	884.12	6,516.00	5,631.88	13.6
230-490-5315 SOCIAL SECURITY/MEDICARE	696.12	2,783.45	9,882.00	7,098.55	28.2
230-490-5320 WORKER'S COMP	1,030.03	2,068.62	5,934.00	3,865.38	34.9
230-490-5350 UNEMPLOYMENT	.00	.00	8,736.00	8,736.00	.0
230-490-5410 HEALTH INSURANCE	2,306.78	9,227.10	29,720.00	20,492.90	31.1
230-490-5450 PUBLIC EMPLOYEES RETIREMENT	1,471.89	5,660.08	18,996.00	13,335.92	29.8
230-490-6110 AUDITING	.00	.00	4,419.00	4,419.00	.0
230-490-6112 LEGAL SERVICES	.00	.00	500.00	500.00	.0
230-490-6114 FINANCIAL SERVICES	312.00	1,900.75	3,749.00	1,848.25	50.7
230-490-6116 ENGINEERING SERVICES	585.00	585.00	80,000.00	79,415.00	.7
230-490-6122 IT SERVICES	299.10	1,369.20	5,381.00	4,011.80	25.5
230-490-6128 OTHER CONTRACT SERVICES	70.00	280.00	2,000.00	1,720.00	14.0
230-490-6210 INSURANCE & BONDS	.00	5,968.33	6,115.00	146.67	97.6
230-490-6220 PUBLICATIONS, PRINTING & DUES	.00	125.84	1,000.00	874.16	12.6
230-490-6226 POSTAGE	.00	600.00	1,707.00	1,107.00	35.2
230-490-6230 OFFICE SUPPLIES/EQUIPMENT	.00	276.11	1,281.00	1,004.89	21.6
230-490-6234 GENERAL SUPPLIES	157.22	723.77	2,699.00	1,975.23	26.8
230-490-6238 BANK SERVICE CHARGES	263.03	1,302.40	2,825.00	1,522.60	46.1
230-490-6240 TRAVEL & TRAINING	156.00	156.00	1,500.00	1,344.00	10.4
230-490-6290 MISCELLANEOUS	120.00	120.00	1,500.00	1,380.00	8.0
230-490-6320 BUILDING REPAIR & MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
230-490-6324 EQUIPMENT REPAIR & MAINTENANCE	284.45	811.35	1,000.00	188.65	81.1
230-490-6330 OTHER REPAIR & MAINTENANCE	811.50	929.03	15,329.00	14,399.97	6.1
230-490-6334 NON-CAPITALIZED ASSETS	.00	3,840.86	1,500.00	( 2,340.86)	256.1
230-490-6420 WATER SERVICES	64.02	222.82	1,697.00	1,474.18	13.1
230-490-6425 SEWER SERVICES	60.27	239.32	723.00	483.68	33.1
230-490-6430 ELECTRICITY SERVICES	1,535.20	4,787.70	19,254.00	14,466.30	24.9
230-490-6435 INTERNET SERVICES	70.00	280.00	865.00	585.00	32.4
230-490-6440 TELEPHONE SERVICES	123.95	1,014.28	3,886.00	2,871.72	26.1
230-490-6445 REFUSE SERVICES	18.92	75.68	233.00	157.32	32.5
230-490-6710 GAS & OIL	.00	.00	1,602.00	1,602.00	.0
230-490-6712 OPERATIONS & SUPPLIES	.00	1,533.41	.00	( 1,533.41)	.0
230-490-6750 CHEMICALS & LAB SUPPLIES	946.42	4,933.89	21,349.00	16,415.11	23.1
230-490-6755 WATER/SEWER ANALYSIS	2,165.40	2,316.60	2,842.00	525.40	81.5
230-490-6758 WATER/SEWER CONNECTION EXPENDI	89.05	89.05	.00	( 89.05)	.0
<b>TOTAL NON-DEPARTMENTAL</b>	<b>22,736.05</b>	<b>90,605.96</b>	<b>370,910.00</b>	<b>280,304.04</b>	<b>24.4</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
230-700-8320 SOFTWARE	.00	5,925.15	.00	( 5,925.15)	.0
230-700-8540 WATER SYSTEMS IMPROVEMTS	.00	.00	175,000.00	175,000.00	.0
TOTAL CAPITAL OUTLAY	.00	5,925.15	175,000.00	169,074.85	3.4
<u>DEBT SERVICE</u>					
230-800-7110 LOAN PRINCIPAL	.00	.00	15,794.00	15,794.00	.0
230-800-7111 LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	1,367.00	1,367.00	.0
230-800-7122 LOAN PRINCIPAL - SPWF	.00	.00	4,265.00	4,265.00	.0
230-800-7124 LOAN PRINCIPAL - RD	.00	.00	16,093.00	16,093.00	.0
230-800-7510 LOAN INTEREST	.00	.00	1,483.00	1,483.00	.0
230-800-7511 LOAN INTEREST - LIBRARY/CITY	.00	.00	1,860.00	1,860.00	.0
230-800-7522 LOAN INTEREST - SPWF	.00	.00	3,157.00	3,157.00	.0
230-800-7524 LOAN INTEREST - RD	.00	.00	23,292.00	23,292.00	.0
TOTAL DEBT SERVICE	.00	.00	67,311.00	67,311.00	.0
<u>OTHER REQUIREMENTS</u>					
230-900-9120 TRANSFER TO WATER RESERVE FUND	.00	.00	3,938.00	3,938.00	.0
230-900-9150 TRANSFER TO EQUIPMENT FUND	.00	.00	6,000.00	6,000.00	.0
230-900-9590 CONTINGENCY	.00	.00	55,311.00	55,311.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	65,249.00	65,249.00	.0
TOTAL FUND EXPENDITURES	22,736.05	96,531.11	678,470.00	581,938.89	14.2
NET REVENUE OVER EXPENDITURES	3,263.28	65,509.39	( 145,115.00)	( 210,624.39)	45.1

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
240-315-4125 INTEREST EARNED	180.84	756.26	3,640.00	2,883.74	20.8
TOTAL INVESTMENT EARNINGS	180.84	756.26	3,640.00	2,883.74	20.8
<u>LICENSES &amp; PERMITS</u>					
240-335-4370 WATER/SEWER CONNECTION PERMIT	.00	230.00	920.00	690.00	25.0
TOTAL LICENSES & PERMITS	.00	230.00	920.00	690.00	25.0
<u>CHARGES FOR SERVICE</u>					
240-340-4425 WATER/SEWER SALES	30,254.57	151,286.84	394,156.00	242,869.16	38.4
240-340-4450 WATER/SEWER PENALTIES	205.00	1,113.60	.00	( 1,113.60)	.0
TOTAL CHARGES FOR SERVICE	30,459.57	152,400.44	394,156.00	241,755.56	38.7
<u>SDC REVENUE</u>					
240-345-4541 SEWER REIMBURSEMENT SDC	618.00	1,854.00	4,944.00	3,090.00	37.5
TOTAL SDC REVENUE	618.00	1,854.00	4,944.00	3,090.00	37.5
<u>MISCELLANEOUS REVENUE</u>					
240-385-4895 MISCELLANEOUS REVENUE	.00	85.83	4,500.00	4,414.17	1.9
TOTAL MISCELLANEOUS REVENUE	.00	85.83	4,500.00	4,414.17	1.9
<u>TRANSFERS IN</u>					
240-390-4955 TRANSFER FROM DEBT RESERVE FUN	.00	.00	12,724.00	12,724.00	.0
TOTAL TRANSFERS IN	.00	.00	12,724.00	12,724.00	.0
TOTAL FUND REVENUE	31,258.41	155,326.53	420,884.00	265,557.47	36.9

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
240-490-5110 CITY ADMINISTRATOR	1,906.72	7,626.88	23,796.00	16,169.12	32.1
240-490-5114 CITY CLERK	1,761.90	7,047.60	20,613.00	13,565.40	34.2
240-490-5150 PUBLIC WORKS DIRECTOR	2,440.16	9,802.87	28,680.00	18,877.13	34.2
240-490-5152 UTILITY WORKER I	5,956.30	10,160.58	13,923.00	3,762.42	73.0
240-490-5154 UTILITY WORKER II	.00	.00	13,923.00	13,923.00	.0
240-490-5156 UTILITY WORKER III	( 3,324.56)	.00	.00	.00	.0
240-490-5158 MAINTENANCE WORKER I	203.00	863.26	2,735.00	1,871.74	31.6
240-490-5220 OVERTIME	156.17	884.12	6,516.00	5,631.88	13.6
240-490-5315 SOCIAL SECURITY/MEDICARE	696.11	2,783.35	9,882.00	7,098.65	28.2
240-490-5320 WORKER'S COMP	1,030.02	2,068.63	5,934.00	3,865.37	34.9
240-490-5350 UNEMPLOYMENT	.00	.00	8,736.00	8,736.00	.0
240-490-5410 HEALTH INSURANCE	2,306.80	9,227.16	29,720.00	20,492.84	31.1
240-490-5450 PUBLIC EMPLOYEES RETIREMENT	1,471.89	5,660.08	18,996.00	13,335.92	29.8
240-490-6110 AUDITING	.00	.00	4,419.00	4,419.00	.0
240-490-6112 LEGAL SERVICES	.00	.00	500.00	500.00	.0
240-490-6114 FINANCIAL SERVICES	312.00	1,900.75	3,749.00	1,848.25	50.7
240-490-6116 ENGINEERING SERVICES	.00	3,435.40	100,000.00	96,564.60	3.4
240-490-6122 IT SERVICES	299.10	1,610.67	3,881.00	2,270.33	41.5
240-490-6128 OTHER CONTRACT SERVICES	370.00	1,480.00	3,600.00	2,120.00	41.1
240-490-6210 INSURANCE & BONDS	.00	5,968.33	6,115.00	146.67	97.6
240-490-6220 PUBLICATIONS, PRINTING & DUES	.00	125.84	600.00	474.16	21.0
240-490-6226 POSTAGE	.00	600.00	2,000.00	1,400.00	30.0
240-490-6230 OFFICE SUPPLIES/EQUIPMENT	.00	140.47	500.00	359.53	28.1
240-490-6234 GENERAL SUPPLIES	234.59	1,099.36	2,000.00	900.64	55.0
240-490-6238 BANK SERVICE CHARGES	263.03	1,302.40	1,498.00	195.60	86.9
240-490-6240 TRAVEL & TRAINING	.00	.00	1,500.00	1,500.00	.0
240-490-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
240-490-6320 BUILDING REPAIR & MAINTENANCE	729.30	1,325.72	1,000.00	( 325.72)	132.6
240-490-6324 EQUIPMENT REPAIR & MAINTENANCE	284.46	284.46	5,000.00	4,715.54	5.7
240-490-6330 OTHER REPAIR & MAINTENANCE	3,794.16	9,527.92	12,500.00	2,972.08	76.2
240-490-6334 NON-CAPITALIZED ASSETS	.00	529.92	1,000.00	470.08	53.0
240-490-6420 WATER SERVICES	1,734.93	8,188.38	11,457.00	3,268.62	71.5
240-490-6425 SEWER SERVICES	542.43	2,153.88	6,620.00	4,466.12	32.5
240-490-6430 ELECTRICITY SERVICES	850.34	2,442.70	25,068.00	22,625.30	9.7
240-490-6440 TELEPHONE SERVICES	92.96	569.65	1,518.00	948.35	37.5
240-490-6445 REFUSE SERVICES	18.92	75.68	238.00	162.32	31.8
240-490-6520 PERMITS	.00	.00	3,100.00	3,100.00	.0
240-490-6710 GAS & OIL	.00	.00	1,457.00	1,457.00	.0
240-490-6750 CHEMICALS & LAB SUPPLIES	534.34	2,354.70	14,700.00	12,345.30	16.0
240-490-6755 WATER/SEWER ANALYSIS	1,493.10	3,816.00	10,483.00	6,667.00	36.4
<b>TOTAL NON-DEPARTMENTAL</b>	<b>26,158.17</b>	<b>105,056.76</b>	<b>408,457.00</b>	<b>303,400.24</b>	<b>25.7</b>
<u>CAPITAL OUTLAY</u>					
240-700-8320 SOFTWARE	.00	5,925.15	.00	( 5,925.15)	.0
240-700-8335 EQUIPMENT & FURNISHINGS	.00	.00	42,000.00	42,000.00	.0
<b>TOTAL CAPITAL OUTLAY</b>	<b>.00</b>	<b>5,925.15</b>	<b>42,000.00</b>	<b>36,074.85</b>	<b>14.1</b>



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>DEBT SERVICE</u>						
240-800-7110	LOAN PRINCIPAL	.00	.00	18,313.00	18,313.00	.0
240-800-7111	LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	1,367.00	1,367.00	.0
240-800-7122	LOAN PRINCIPAL - SPWF	.00	.00	4,056.00	4,056.00	.0
240-800-7124	LOAN PRINCIPAL - RD	.00	.00	6,263.00	6,263.00	.0
240-800-7510	LOAN INTEREST	.00	.00	9,573.00	9,573.00	.0
240-800-7511	LOAN INTEREST - LIBRARY/CITY	.00	.00	1,860.00	1,860.00	.0
240-800-7522	LOAN INTEREST - SPWF	.00	.00	3,367.00	3,367.00	.0
240-800-7524	LOAN INTEREST - RD	.00	.00	9,487.00	9,487.00	.0
TOTAL DEBT SERVICE		.00	.00	54,286.00	54,286.00	.0
<u>OTHER REQUIREMENTS</u>						
240-900-9121	TRANSFER TO SEWER RESERVE FUND	.00	.00	1,575.00	1,575.00	.0
240-900-9150	TRANSFER TO EQUIPMENT FUND	.00	.00	6,000.00	6,000.00	.0
240-900-9590	CONTINGENCY	.00	.00	90,595.00	90,595.00	.0
TOTAL OTHER REQUIREMENTS		.00	.00	98,170.00	98,170.00	.0
TOTAL FUND EXPENDITURES		26,158.17	110,981.91	602,913.00	491,931.09	18.4
NET REVENUE OVER EXPENDITURES		5,100.24	44,344.62	( 182,029.00)	( 226,373.62)	24.4

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
312-315-4125 INTEREST EARNED	141.03	592.00	2,045.00	1,453.00	29.0
TOTAL INVESTMENT EARNINGS	141.03	592.00	2,045.00	1,453.00	29.0
<u>INTERGOVERNMENTAL</u>					
312-320-4142 STATE DISTRIBUTIONS	6,720.57	26,287.32	79,288.00	53,000.68	33.2
TOTAL INTERGOVERNMENTAL	6,720.57	26,287.32	79,288.00	53,000.68	33.2
<u>SOURCE 325</u>					
312-325-4151 GRANT REVENUE	.00	.00	150,000.00	150,000.00	.0
TOTAL SOURCE 325	.00	.00	150,000.00	150,000.00	.0
<u>SDC REVENUE</u>					
312-345-4513 TRANSPORTATION REIMBURSEMENT S	104.00	312.00	1,605.00	1,293.00	19.4
TOTAL SDC REVENUE	104.00	312.00	1,605.00	1,293.00	19.4
<u>LOAN PAYMENTS &amp; PROCEEDS</u>					
312-360-4225 LOAN PROCEEDS	.00	.00	268,042.00	268,042.00	.0
TOTAL LOAN PAYMENTS & PROCEEDS	.00	.00	268,042.00	268,042.00	.0
TOTAL FUND REVENUE	6,965.60	27,191.32	500,980.00	473,788.68	5.4

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
312-490-5110 CITY ADMINISTRATOR	346.66	1,386.64	4,326.00	2,939.36	32.1
312-490-5150 PUBLIC WORKS DIRECTOR	287.08	1,153.29	3,374.00	2,220.71	34.2
312-490-5152 UTILITY WORKER I	700.75	1,195.39	1,638.00	442.61	73.0
312-490-5154 UTILITY WORKER II	.00	.00	1,638.00	1,638.00	.0
312-490-5156 UTILITY WORKER III	( 391.13)	.00	.00	.00	.0
312-490-5220 OVERTIME	14.78	96.83	676.00	579.17	14.3
312-490-5315 SOCIAL SECURITY/MEDICARE	73.29	293.18	1,045.00	751.82	28.1
312-490-5320 WORKER'S COMP	237.14	475.16	673.00	197.84	70.6
312-490-5350 UNEMPLOYMENT	.00	.00	913.00	913.00	.0
312-490-5410 HEALTH INSURANCE	194.72	778.90	2,877.00	2,098.10	27.1
312-490-5450 PUBLIC EMPLOYEES RETIREMENT	153.79	588.67	2,009.00	1,420.33	29.3
312-490-6110 AUDITING	.00	.00	1,473.00	1,473.00	.0
312-490-6114 FINANCIAL SERVICES	104.00	633.58	1,250.00	616.42	50.7
312-490-6116 ENGINEERING SERVICES	1,247.50	132.10	1,000.00	867.90	13.2
312-490-6122 IT SERVICES	99.70	485.20	1,342.00	856.80	36.2
312-490-6128 OTHER CONTRACT SERVICES	.00	2,327.50	12,772.00	10,444.50	18.2
312-490-6210 INSURANCE & BONDS	.00	1,989.44	2,038.00	48.56	97.6
312-490-6234 GENERAL SUPPLIES	.00	150.00	150.00	.00	100.0
312-490-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
312-490-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	133.73	500.00	366.27	26.8
312-490-6330 OTHER REPAIR & MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
312-490-6334 NON-CAPITALIZED ASSETS	.00	.00	500.00	500.00	.0
312-490-6430 ELECTRICITY SERVICES	1,171.88	3,537.88	20,363.00	16,825.12	17.4
312-490-6720 STORM DRAIN MAINTENANCE	900.80	900.80	.00	( 900.80)	.0
312-490-6724 STREET SIGNS	.00	.00	500.00	500.00	.0
<b>TOTAL NON-DEPARTMENTAL</b>	<b>5,140.96</b>	<b>16,258.29</b>	<b>71,557.00</b>	<b>55,298.71</b>	<b>22.7</b>
<u>CAPITAL OUTLAY</u>					
312-700-8320 SOFTWARE	.00	179.55	.00	( 179.55)	.0
312-700-8530 STREET IMPROVEMENTS	.00	8,414.24	438,042.00	429,627.76	1.9
<b>TOTAL CAPITAL OUTLAY</b>	<b>.00</b>	<b>8,593.79</b>	<b>438,042.00</b>	<b>429,448.21</b>	<b>2.0</b>
<u>DEPARTMENT 800</u>					
312-800-7111 LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	683.00	683.00	.0
312-800-7511 LOAN INTEREST - LIBRARY/CITY	.00	.00	930.00	930.00	.0
<b>TOTAL DEPARTMENT 800</b>	<b>.00</b>	<b>.00</b>	<b>1,613.00</b>	<b>1,613.00</b>	<b>.0</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
312-900-9150 TRANSFER TO EQUIPMENT FUND	.00	.00	4,000.00	4,000.00	.0
312-900-9590 CONTINGENCY	.00	.00	85,427.00	85,427.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	89,427.00	89,427.00	.0
TOTAL FUND EXPENDITURES	5,140.96	24,852.08	600,639.00	575,786.92	4.1
NET REVENUE OVER EXPENDITURES	1,824.64	2,339.24	( 99,659.00)	( 101,998.24)	2.4

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>					
314-315-4125 INTEREST EARNED	.88	2.69	291.00	288.31	.9
TOTAL INVESTMENT EARNINGS	.88	2.69	291.00	288.31	.9
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314-370-4824 BBJ DONATIONS	.00	30.00	.00	( 30.00)	.0
TOTAL SOURCE 370	.00	30.00	.00	( 30.00)	.0
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<u>FUNDRAISING &amp; EVENT REVENUE</u>					
314-380-4861 CRAFT/COMMERCIAL BOOTH SALES	.00	1,675.00	3,000.00	1,325.00	55.8
314-380-4862 FOOD BOOTH SALES	.00	590.00	1,200.00	610.00	49.2
314-380-4863 BEER GARDEN	.00	.00	3,000.00	3,000.00	.0
314-380-4864 JAM SALES	15.00	1,485.00	1,500.00	15.00	99.0
314-380-4866 QUILT RAFFLE SALES	.00	3,373.00	4,000.00	627.00	84.3
314-380-4868 PROGRAM AD SALES	100.00	1,545.00	2,750.00	1,205.00	56.2
314-380-4870 SPONSORSHIP REVENUE	250.00	250.00	4,000.00	3,750.00	6.3
314-380-4876 5K RACE REVENUE	.00	.00	1,100.00	1,100.00	.0
314-380-4878 CAR SHOW REVENUE	.00	3,445.00	3,500.00	55.00	98.4
314-380-4880 FISHING DERBY REVENUE	.00	200.00	440.00	240.00	45.5
314-380-4882 HORSESHOE TOURNEY REVENUE	.00	145.00	100.00	( 45.00)	145.0
314-380-4884 KIDZ KORNER REVENUE	.00	726.35	1,000.00	273.65	72.6
314-380-4886 PIE EATING CONTEST REVENUE	.00	124.00	100.00	( 24.00)	124.0
TOTAL FUNDRAISING & EVENT REVENUE	365.00	13,558.35	25,690.00	12,131.65	52.8
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<u>MISCELLANEOUS REVENUE</u>					
314-385-4895 MISCELLANEOUS REVENUE	.00	81.00	500.00	419.00	16.2
TOTAL MISCELLANEOUS REVENUE	.00	81.00	500.00	419.00	16.2
TOTAL FUND REVENUE	365.88	13,672.04	26,481.00	12,808.96	51.6

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
314-490-6118	.00	1,220.00	1,500.00	280.00	81.3
314-490-6122	.00	247.54	450.00	202.46	55.0
314-490-6220	.00	.00	1,200.00	1,200.00	.0
314-490-6224	.00	1,376.27	1,500.00	123.73	91.8
314-490-6226	.00	.00	50.00	50.00	.0
314-490-6238	.00	25.92	.00	( 25.92)	.0
314-490-6290	.00	2,265.40	2,000.00	( 265.40)	113.3
314-490-6440	.00	.00	200.00	200.00	.0
314-490-6445	.00	.00	1,000.00	1,000.00	.0
314-490-6705	80.00	320.00	1,000.00	680.00	32.0
314-490-6810	10.00	26.85	750.00	723.15	3.6
314-490-6812	.00	150.00	100.00	( 50.00)	150.0
314-490-6813	.00	.00	1,500.00	1,500.00	.0
314-490-6814	.00	486.00	750.00	264.00	64.8
314-490-6816	.00	270.00	4,000.00	3,730.00	6.8
314-490-6850	.00	.00	600.00	600.00	.0
314-490-6852	.00	3,748.42	4,000.00	251.58	93.7
314-490-6854	.00	200.00	440.00	240.00	45.5
314-490-6856	.00	.00	50.00	50.00	.0
314-490-6858	.00	380.00	1,000.00	620.00	38.0
314-490-6860	.00	283.72	200.00	( 83.72)	141.9
314-490-6862	.00	.00	100.00	100.00	.0
314-490-6864	.00	3,760.00	4,000.00	240.00	94.0
<b>TOTAL NON-DEPARTMENTAL</b>	<b>90.00</b>	<b>14,760.12</b>	<b>26,390.00</b>	<b>11,629.88</b>	<b>55.9</b>
<u>OTHER REQUIREMENTS</u>					
314-900-9590	.00	.00	14,613.00	14,613.00	.0
<b>TOTAL OTHER REQUIREMENTS</b>	<b>.00</b>	<b>.00</b>	<b>14,613.00</b>	<b>14,613.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>90.00</b>	<b>14,760.12</b>	<b>41,003.00</b>	<b>26,242.88</b>	<b>36.0</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>275.88</b>	<b>( 1,088.08)</b>	<b>( 14,522.00)</b>	<b>( 13,433.92)</b>	<b>( 7.5)</b>

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
410-315-4125 INTEREST EARNED	80.08	335.73	1,163.00	827.27	28.9
TOTAL SOURCE 315	80.08	335.73	1,163.00	827.27	28.9
410-345-4510 PARK SDC FEES	985.00	2,955.00	7,880.00	4,925.00	37.5
TOTAL SOURCE 345	985.00	2,955.00	7,880.00	4,925.00	37.5
 TOTAL FUND REVENUE	 1,065.08	 3,290.73	 9,043.00	 5,752.27	 36.4

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
410-490-6714 MATERIALS & SERVICES	.00	.00	10,000.00	10,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	10,000.00	10,000.00	.0
<u>DEPARTMENT 700</u>					
410-700-8520 PARKS IMPROVEMENTS	.00	.00	45,556.00	45,556.00	.0
TOTAL DEPARTMENT 700	.00	.00	45,556.00	45,556.00	.0
TOTAL FUND EXPENDITURES	.00	.00	55,556.00	55,556.00	.0
NET REVENUE OVER EXPENDITURES	1,065.08	3,290.73	( 46,513.00)	( 49,803.73)	7.1



CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
412-315-4125 INTEREST EARNED	59.66	250.13	712.00	461.87	35.1
TOTAL SOURCE 315	59.66	250.13	712.00	461.87	35.1
412-345-4512 TRANSPORTATION SDC	592.00	1,776.00	4,736.00	2,960.00	37.5
TOTAL SOURCE 345	592.00	1,776.00	4,736.00	2,960.00	37.5
TOTAL FUND REVENUE	651.66	2,026.13	5,448.00	3,421.87	37.2

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
412-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
<u>DEPARTMENT 700</u>					
412-700-8530 STREET IMPROVEMENTS	.00	.00	31,951.00	31,951.00	.0
TOTAL DEPARTMENT 700	.00	.00	31,951.00	31,951.00	.0
TOTAL FUND EXPENDITURES	.00	.00	33,951.00	33,951.00	.0
NET REVENUE OVER EXPENDITURES	651.66	2,026.13	( 28,503.00)	( 30,529.13)	7.1

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
430-315-4125 INTEREST EARNED	547.96	2,298.08	5,987.00	3,688.92	38.4
TOTAL SOURCE 315	547.96	2,298.08	5,987.00	3,688.92	38.4
<hr/>					
430-345-4530 WATER SDC	3,830.00	11,490.00	30,640.00	19,150.00	37.5
TOTAL SOURCE 345	3,830.00	11,490.00	30,640.00	19,150.00	37.5
<hr/>					
TOTAL FUND REVENUE	4,377.96	13,788.08	36,627.00	22,838.92	37.6

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
430-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
 <u>DEPARTMENT 700</u>					
430-700-8540 WATER SYSTEMS IMPROVEMTS	.00	.00	274,087.00	274,087.00	.0
TOTAL DEPARTMENT 700	.00	.00	274,087.00	274,087.00	.0
 TOTAL FUND EXPENDITURES	 .00	 .00	 276,087.00	 276,087.00	 .0
 NET REVENUE OVER EXPENDITURES	 4,377.96	 13,788.08	 ( 239,460.00)	 ( 253,248.08)	 5.8

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
440-315-4125 INTEREST EARNED	249.95	1,048.48	3,185.00	2,136.52	32.9
TOTAL SOURCE 315	249.95	1,048.48	3,185.00	2,136.52	32.9
440-345-4540 SEWER SDC	1,071.00	3,213.00	8,568.00	5,355.00	37.5
TOTAL SOURCE 345	1,071.00	3,213.00	8,568.00	5,355.00	37.5
TOTAL FUND REVENUE	1,320.95	4,261.48	11,753.00	7,491.52	36.3

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
440-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
<u>DEPARTMENT 700</u>					
440-700-8550 SEWER SYSTEMS	.00	.00	137,136.00	137,136.00	.0
TOTAL DEPARTMENT 700	.00	.00	137,136.00	137,136.00	.0
TOTAL FUND EXPENDITURES	.00	.00	139,136.00	139,136.00	.0
NET REVENUE OVER EXPENDITURES	1,320.95	4,261.48	( 127,383.00)	( 131,644.48)	3.4

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
445-315-4125 INTEREST EARNED	53.48	224.21	758.00	533.79	29.6
TOTAL SOURCE 315	53.48	224.21	758.00	533.79	29.6
445-345-4545 STORM DRAINAGE SDC	673.00	2,019.00	5,384.00	3,365.00	37.5
TOTAL SOURCE 345	673.00	2,019.00	5,384.00	3,365.00	37.5
TOTAL FUND REVENUE	726.48	2,243.21	6,142.00	3,898.79	36.5

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
445-490-6128 OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
<u>DEPARTMENT 700</u>					
445-700-8560 STORMWATER IMPROVEMENTS	.00	.00	34,475.00	34,475.00	.0
TOTAL DEPARTMENT 700	.00	.00	34,475.00	34,475.00	.0
TOTAL FUND EXPENDITURES	.00	.00	36,475.00	36,475.00	.0
NET REVENUE OVER EXPENDITURES	726.48	2,243.21	( 30,333.00)	( 32,576.21)	7.4



CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WATER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>						
520-315-4125	INTEREST EARNED	1.14	4.79	.00	( 4.79)	.0
	TOTAL INVESTMENT EARNINGS	1.14	4.79	.00	( 4.79)	.0
<u>TRANSFERS IN</u>						
520-390-4930	TRANSFER FROM WATER FUND	.00	.00	3,938.00	3,938.00	.0
	TOTAL TRANSFERS IN	.00	.00	3,938.00	3,938.00	.0
	TOTAL FUND REVENUE	1.14	4.79	3,938.00	3,933.21	.1

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WATER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
520-900-9892 RESERVED FOR WATER BOND PYMT	.00	.00	23,628.00	23,628.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	23,628.00	23,628.00	.0
TOTAL FUND EXPENDITURES	.00	.00	23,628.00	23,628.00	.0
NET REVENUE OVER EXPENDITURES	1.14	4.79	( 19,690.00)	( 19,694.79)	.0

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

SEWER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>						
521-315-4125	INTEREST EARNED	.48	2.01	.00	( 2.01)	.0
	TOTAL INVESTMENT EARNINGS	.48	2.01	.00	( 2.01)	.0
<u>TRANSFERS IN</u>						
521-390-4940	TRANSFER FROM SEWER FUND	.00	.00	1,575.00	1,575.00	.0
	TOTAL TRANSFERS IN	.00	.00	1,575.00	1,575.00	.0
	TOTAL FUND REVENUE	.48	2.01	1,575.00	1,572.99	.1

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

SEWER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
521-900-9892 RESERVED FOR SEWER BOND PYMT	.00	.00	9,820.00	9,820.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	9,820.00	9,820.00	.0
TOTAL FUND EXPENDITURES	.00	.00	9,820.00	9,820.00	.0
NET REVENUE OVER EXPENDITURES	.48	2.01	( 8,245.00)	( 8,247.01)	.0

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

EQUIPMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>						
550-315-4125	INTEREST EARNED	.01	.04	.00	( .04)	.0
	TOTAL INVESTMENT EARNINGS	.01	.04	.00	( .04)	.0
<u>TRANSFERS IN</u>						
550-390-4910	TRANSFER FROM GENERAL FUND	.00	.00	6,000.00	6,000.00	.0
550-390-4912	TRANSFER FROM STREET FUND	.00	.00	4,000.00	4,000.00	.0
550-390-4930	TRANSFER FROM WATER FUND	.00	.00	6,000.00	6,000.00	.0
550-390-4940	TRANSFER FROM SEWER FUND	.00	.00	6,000.00	6,000.00	.0
	TOTAL TRANSFERS IN	.00	.00	22,000.00	22,000.00	.0
	TOTAL FUND REVENUE	.01	.04	22,000.00	21,999.96	.0

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

EQUIPMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>						
550-700-8425	VEHICLES & ROLLING STOCK	.00	.00	22,035.00	22,035.00	.0
	TOTAL CAPITAL OUTLAY	.00	.00	22,035.00	22,035.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	22,035.00	22,035.00	.0
	NET REVENUE OVER EXPENDITURES	.01	.04	( 35.00)	( 35.04)	.1

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

DEBT RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INVESTMENT EARNINGS</u>						
555-315-4125	INTEREST EARNED	3.64	15.27	.00	( 15.27)	.0
	TOTAL INVESTMENT EARNINGS	3.64	15.27	.00	( 15.27)	.0
	TOTAL FUND REVENUE	3.64	15.27	.00	( 15.27)	.0

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

DEBT RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>						
555-900-9140	TRANSFER TO SEWER FUND	.00	.00	12,724.00	12,724.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	12,724.00	12,724.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	12,724.00	12,724.00	.0
	NET REVENUE OVER EXPENDITURES	3.64	15.27	( 12,724.00)	( 12,739.27)	.1



**AGENDA ITEM SUMMARY**

---

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

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

**SUMMARY:**

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

**FISCAL IMPACT:**

None.

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. October Police Report

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** November 15, 2019  
**SUBJECT:** Draft Committee Minutes

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

**SUMMARY:**

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

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

For review and discussion only.

**RECOMMENDATION:**

For review and discussion only.

**ATTACHMENTS:**

1. Draft minutes for the Planning Commission for November 6, 2019.
2. Draft minutes for the Blackberry Jam Festival Committee for October 22, 2019.
3. Draft minutes for the Blackberry Jam Festival Committee for November 12, 2019.

**City of Lowell, Oregon  
Minutes of the Planning Commission Meeting  
November 6, 2019**

The meeting was called to order at 7:00 PM by Commissioner Vice-Chair Wallace.

**Members Present:** Mary Wallace

**Members Present Via Teleconference:** Lon Dragt, John Myers

**Staff Present:** CA Cobb, City Planner - Henry Hearley of LCOG

**Approval of Planning Commission Minutes:** Commissioner Dragt moved to approve minutes from Sept. 4, 2019, second by Commissioner Myers. PASS 3:0

**Old Business:** None

**New Business:**

- a. **Land Use File 2019-07 – Partition of Map and Tax Lot #19011421400 for Mark and Cheryl Kelley**

**Close Public Meeting: 7:07 PM**

**Open Public Hearing: 7:07 PM**

**Land Use File 2019-07 – Partition of Map and Tax Lot #19011421400 for Mark and Cheryl Kelley**

- **Staff Report** – Henry Hearley Assistant Planner for Lane Council of Governments, presented report on partition of property located at Assessor’s Map 19-01-14-21, Tax Lot 400. He provided his recommendation and conditions of approval, with an amendment.
- **Applicant Comments** – None
- **Public Comments** – None

**Public Hearing Closed: 7:14 PM**

**Reconvene Public Meeting: 7:15 PM**

- **Commission Deliberation** - None
- **Commission Decision** – Commissioner Dragt moved that the Planning Commission approve this applicant for a development permit based on the standards findings conclusions and recommendations amended in the staff report, second by Commissioner Wallace. PASS 3:0

**Other Business:** None

**Adjourn: 7:17 PM**

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

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

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

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

**City of Lowell, Oregon**  
**Minutes of the Blackberry Jam Festival Committee Meeting**  
**October 22, 2019**

The meeting was called to order at 7:05 PM by Chair Lon Dragt

**Members Present:** Lon Dragt, Pam Baumann, Michael & Virginia Galvin, Gerry Burr, PJ Angelini, Brad Anderson, Rhett Gedies, Lonna Bennett, Joyce Donnell

**Approval of Minutes: Minutes for September 24, 2019, Approved by consensus.**

**Business:**

- **Discuss/Review Timeline's for Events** – Chair Dragt lead the discussion on gathering information from all committee members for the events they are responsible for. A few have been submitted so far and requests the remaining be submitted before next meeting. He asks that if you need volunteers for your event to make note of it in your information. Plan is to review at the next meeting and create a master timeline.
- **Discuss/Review Development of Procedure Manual** – Chair Dragt included this with the previous discussion, and requests information to be submitted prior to next meeting.
- **Marketing Update** – PJ Angelini reported she has only received a couple emails of advertisers. Discussion followed on how to locate emails and reassigning advertisers to new contact people that are unassigned. There was discussion on the importance of conducting a survey to develop the direction of future advertising. PJ would like to get the survey out by January. Joyce will send out the advertising list again to all members.

**Other Business:**

- Chair Dragt reviewed the current Executive Board members; Michael Galvin, Pam Baumann, George Wild and Aaron Graham. He reviewed the need to have assigned Secretary and Treasure duties to the Executive Board. Consensus was to wait until next month when the full board was present.
- Brad Anderson gave a review of the successful 2019 Horseshoe Tournament. Stated that they are thinking of adding a Corn Hole Tournament on Friday, and possibly expanding the Horseshoe pits. He requests at least a month notice if pits will need to be relocated for the new layout of the festival.
- Rhett Gedies gave a review of the food vendors for 2019 festival. He stated due to some complications the number of vendors was down, but all were pleased over all with the event. He agreed with the possibility of expanding for next year and opening the menu up to competition. He did state lighting was requested for next year. Discussion on increasing food vendors fee's followed, Rhett agreed to provide a comparison of other festivals and report back at next meeting.
- Discussion on the importance of and how to conduct an attendance count followed, with agreeing to start working on the layout of the festival at the next meeting on November 12, 2019. It will be strongly encouraged that all members attend.
- Gerry Burr provided a picture of the quilt in process for the 2020 Quilt Raffle.

**Adjourn: 8:40 PM**

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

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

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

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

**City of Lowell, Oregon**  
**Minutes of the Blackberry Jam Festival Committee Meeting**  
**November 12, 2019**

The meeting was called to order at 7:00 PM by Chair Lon Dragt

**Members Present:** Lon Dragt, Pam Baumann, Michael Galvin, George Wild, Gerry Burr, Brad Anderson, Bailey Sitts, Rhett Gedies, Lonna Bennett, Joyce Donnell, CA Jared Cobb

**Approval of Minutes: Gerry Burr moved to approve the Minutes for October 22, 2019, second by Michael Galvin. Approved by consensus.**

**Business:**

- **Discuss/Review Timeline's for Events – Discuss/Review Development of Procedure Manual** – Chair Dragt will continue to gather information on individual events, the pressing item now is marketing and communications.
- **Marketing Survey Update** – Aaron Graham and PJ Angelini submitted emails stating they will no longer be working on marketing, nor attending BBJ meetings. Bailey Sitts attended the meeting to possibly assist in the marketing realm. It was discussed and decided that the survey will be put on hold. A theme for next years event was discussed and since it is a Leap Year, 'Leaping Forward' was agreed upon. Allowing for advertisers to place banners on the fence surrounding the event, was discussed and agreed upon for a marketing option. Jared stated he would contact Hilltop Bar & Grill for sponsorship and work on developing the sponsorship roll.
- **Approval for Pine Needlers Donations for 2019** – Gerry presented list of applicants and awarded donations. Lowell Fire Dept. - \$800, Food Pantry - \$600, Lowell/Fall Creek Education Foundation - \$1,100. ( \$500 – Dolly Parton Program, \$600 – Summer Recreation Program) **Michael Galvin moved to approve donations, second by Lonna Bennett. Approved by consensus.**
- **Discuss/Assign Contact Persons for Advertisers/Sponsors** – There was discussion on the process and who needed replacement. Chair Lon will bring a list of advertisers to the next meeting and have them assigned to a contact person.
- **Discuss Executive Committee Member Communication Point Person** – Discussion followed on the need for a point person, it was decided that the Online Bill Pay system was needed and Jared would get that started. A point person is still needed.
- **Discuss Food Vendor Comparison Report** – Rhett presented his report, noting that other local events charged from \$250 - \$800 per food vendor. Discussion followed to increase the BBJ fee from \$150 + \$10 for electricity to \$200 per vendor. **George Wild moved to approve the Food Vendor Fee of \$200 per vendor, second by Rhett Gedies. Approved by consensus.**
- **Discuss/Plan Park Footprint for 2020 Festival** – CA Cobb presented a rough draft of the park and one possible option for discussion. After many thoughts and ideas, CA will design a few of the options and bring back to next meeting for review.

**Other Business:**

- Lonna mentioned that the outlets on the stage are inoperable and in need of repair. CA Cobb will have them repaired.
- Brad presented a logo design for the Cornhole game boards, with an estimated cost for materials being less than \$400 for four sets. Plans are to hold the tournament on Friday. **Michael Galvin moved to approve the Cornhole Tournament on Friday, second by George Wild. Approved by consensus.**
- Bailey inquired about parking during the event, publicizing events going on and sharing photos of the events. Discussion followed.
- Discussion on Parade Event Leader replacement and Grand Marshal for 2020 followed. Ron & Joann Ballenger were nominated for Grand Marshals, approved by consensus. There was concern about parade safety, issues needing to be enforced; no candy to be thrown from vehicles and no parade participants walking in front of vehicles as they are moving on route.

**Adjourn: 8:47 PM**

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

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

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

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



**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** November 15, 2019  
**SUBJECT:** Community Facilities Study

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

**SUMMARY:**

In 2018 the City received an estimate of \$538,755 to repair City Hall and the Library. Considering age of the facility, other needed renovations, and location, the Council hired an architect to develop a Community Facilities Study and take a more comprehensive approach to future facilities. The study was drafted with input from the Downtown MP, stakeholder interviews, public workshop, and Downtown MP Steering Committee. The approved plan will be used to guide development of the Library, future Community Center and City Hall.

**FISCAL IMPACT:**

Approval of the plan is necessary to provide staff with direction. It is not a specific commitment to funding. In the immediate future, the Plan will be used to apply for grant funding for the Maggie Osgood Library.

**COURSES OF ACTION:**

1. Motion to approve the Community Facilities Study, as written.
2. Motion to approve Community Facilities Study, as amended.
3. No action.

**RECOMMENDATION:**

Motion to approve the Community Facilities Study, as written.

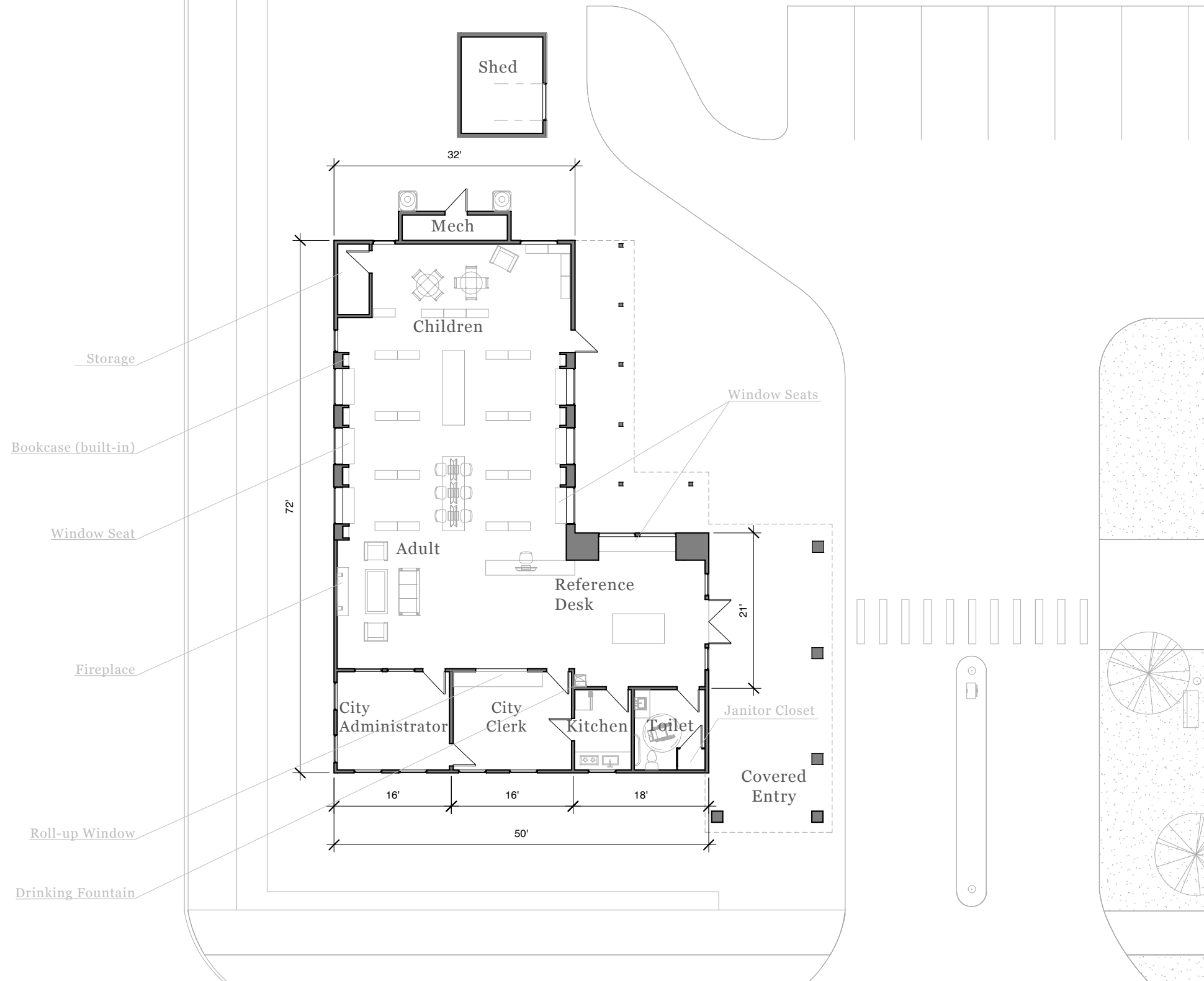
**ATTACHMENTS:**

1. Community Facilities Study

# CITY HALL AND LIBRARY FLOOR PLAN

City of Lowell Facilities Study - FINAL 14 October 2019  
 2,723 net square feet, Renovation

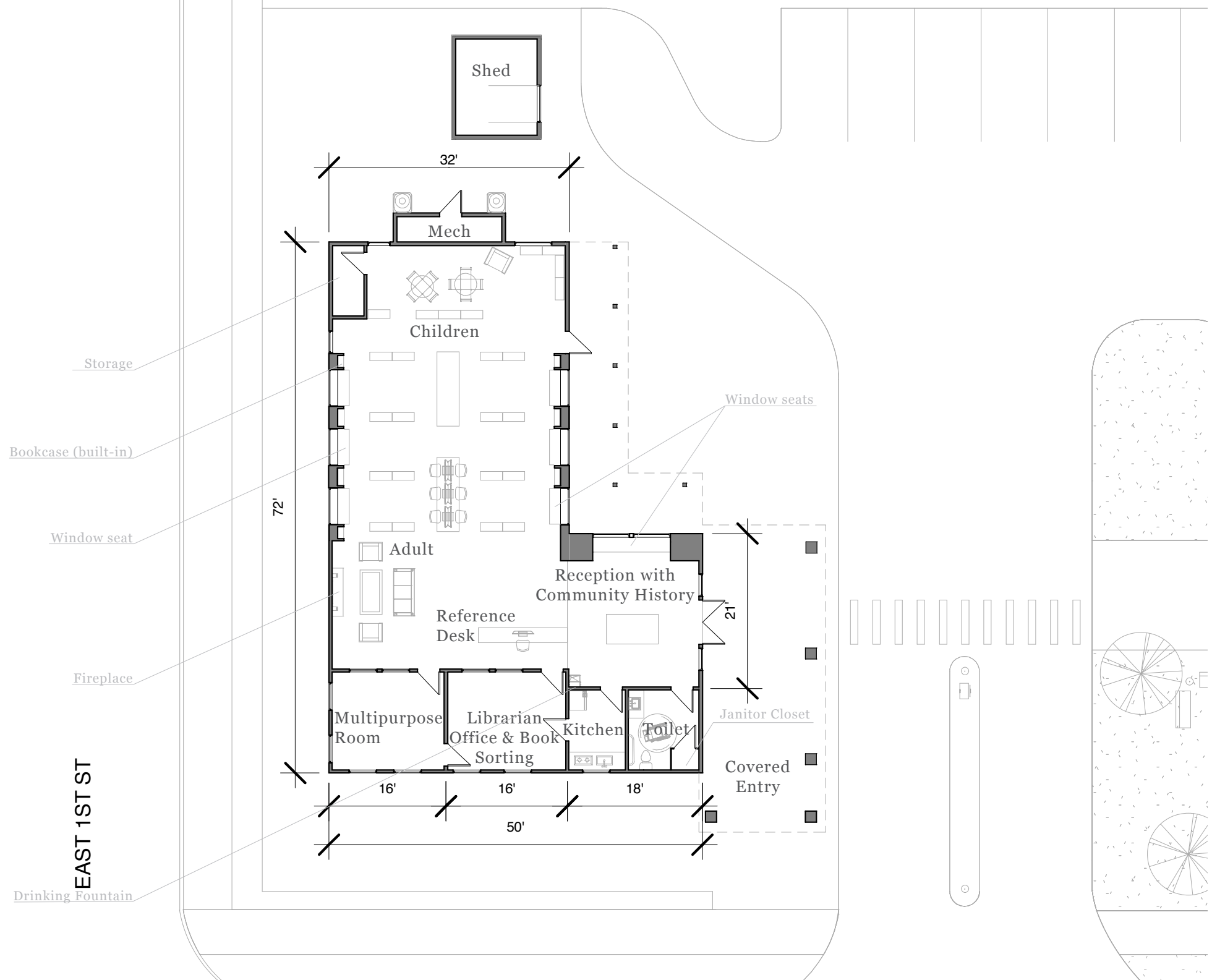
Room	Net SF
Reception Area	335
Main Library Area	1717
Toilet	91
Kitchen	82
City Clerk	210
City Administrator	200
Storage	40
Mechanical	48



# LIBRARY FLOOR PLAN

City of Lowell Facilities Study - FINAL 14 October 2019  
 2,730 gross square feet, Renovation

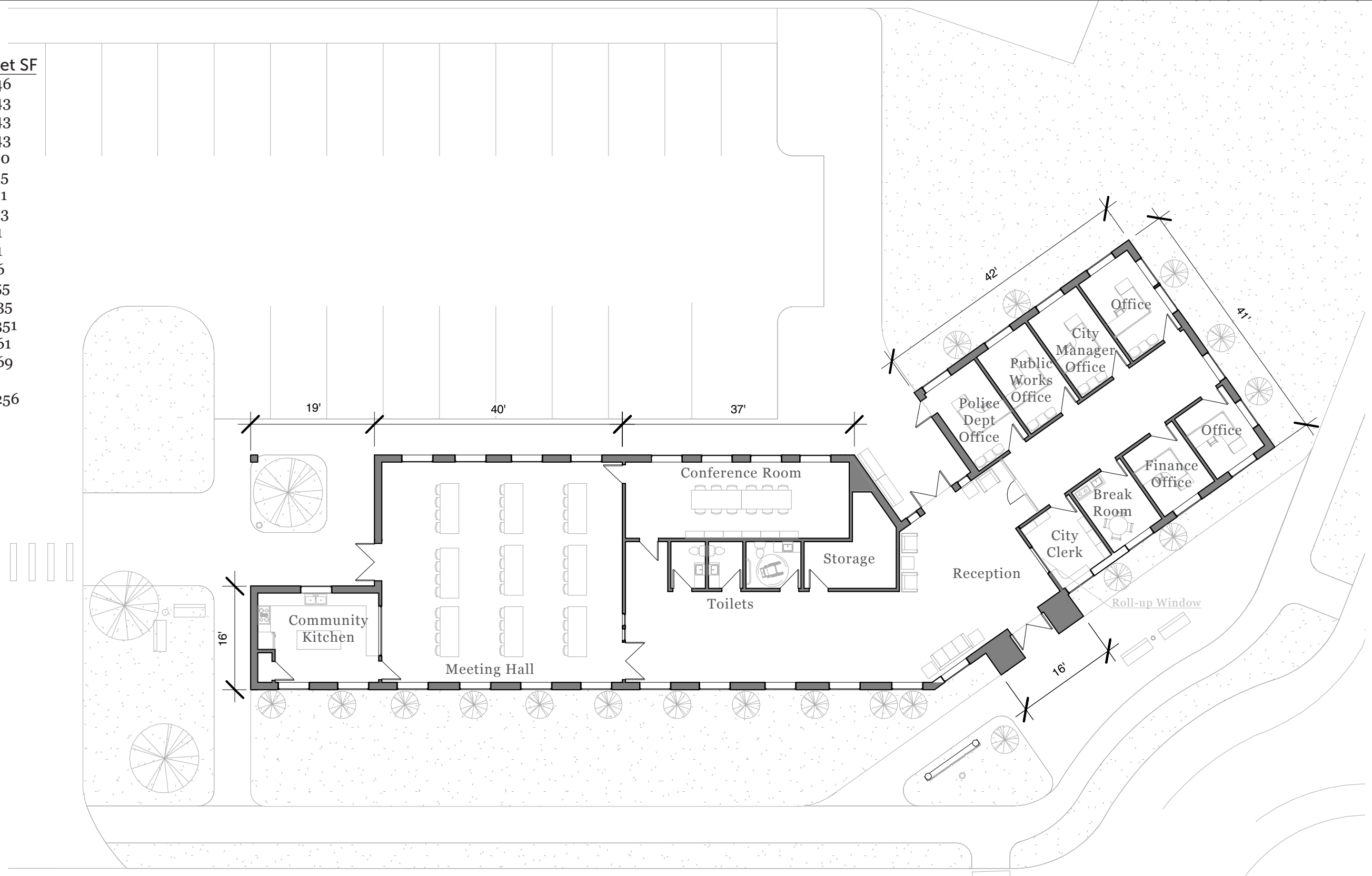
Room	Net SF
Reception Area	335
Main Library Area	1717
Toilet	91
Kitchen	82
Office/Book Sorting	210
Multipurpose Room	200
Storage	40
Mechanical	48



# CITY HALL FLOOR PLAN

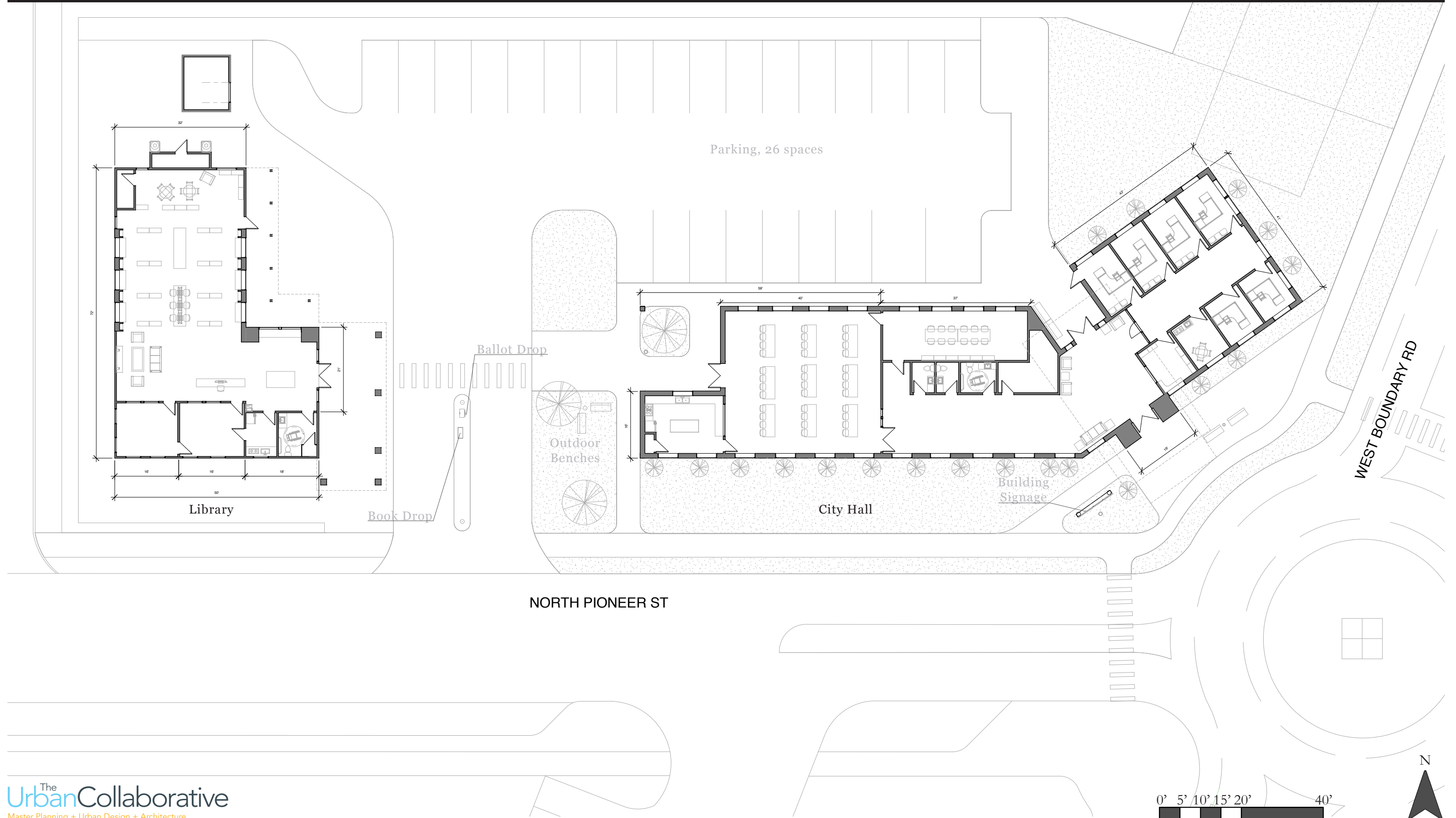
City of Lowell Facilities Study - FINAL 14 October 2019  
 5,010 net square feet, New Construction

Room	Net SF
Police Dept Office	146
Public Works Office	143
City Manager Office	143
Office	143
Office	110
Finance Office	115
Break Room	111
City Clerk Office	113
Toilet	41
Toilet	41
ADA Restroom	66
Storage	155
Conference Room	435
Meeting Hall	1351
Kitchen	261
Hallway	369
Kitchen Closet	11
Reception Area	1256



# SITE PLAN

City of Lowell Facilities Study - FINAL 14 October 2019





# CITY HALL FRONT ELEVATION

City of Lowell Facilities Study - FINAL 14 October 2019





# CITY HALL FRONT ELEVATION

City of Lowell Facilities Study - FINAL 14 October 2019





# LIBRARY FRONT ELEVATION

City of Lowell Facilities Study - FINAL 14 October 2019





# LIBRARY AND CITY HALL FRONT ELEVATION

City of Lowell Facilities Study - FINAL 14 October 2019



Program: Lowell Projects  
 Project: Lowell Town Hall  
 Project Num: TBD

## Project Detail Report

13 Nov 2019  
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Assembly	Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
<b>Facility: General Administrative Facility</b>			<b>Type: Primary Facilities</b>					
<b>FSA: ADA RESTROOM</b>			<b>Size: 66.00 SF</b>					
Assembly	Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
C1010010101	35.37	SF	\$3.08	\$23.48	\$85.54	\$0.00	\$0.00	\$109.02
C1010010109	41.36	SF	\$4.50	\$50.45	\$135.60	\$0.00	\$0.00	\$186.05
C1010010113	100.18	SF	\$21.05	\$636.04	\$1,472.75	\$0.00	\$0.00	\$2,108.79
C1020030303	1.00	EA	\$2,150.44	\$1,615.53	\$534.91	\$0.00	\$0.00	\$2,150.44
C1030020201	1.00	EA	\$70.63	\$31.93	\$38.70	\$0.00	\$0.00	\$70.63
C1030020203	1.00	EA	\$654.27	\$538.18	\$116.09	\$0.00	\$0.00	\$654.27
C1030020206	1.00	EA	\$127.11	\$69.07	\$58.04	\$0.00	\$0.00	\$127.11
C1030020207	1.00	EA	\$406.07	\$348.02	\$58.04	\$0.00	\$0.00	\$406.07
C1030020209	1.00	EA	\$179.60	\$57.41	\$122.20	\$0.00	\$0.00	\$179.60
C1030020210	1.00	EA	\$159.40	\$101.36	\$58.04	\$0.00	\$0.00	\$159.40
C1030040401	1.00	EA	\$102.99	\$78.04	\$24.96	\$0.00	\$0.00	\$102.99
C3010030311	65.75	SF	\$3.03	\$41.28	\$158.19	\$0.00	\$0.00	\$199.47
C3010040401	112.68	SF	\$17.69	\$725.69	\$1,267.77	\$0.00	\$0.00	\$1,993.45
C3010900501	56.34	SF	\$1.44	\$20.21	\$61.15	\$0.00	\$0.00	\$81.37
C3020010101	0.42	SF	\$29.82	\$4.76	\$7.76	\$0.00	\$0.00	\$12.53
C3020010102	59.81	SF	\$40.11	\$1,006.40	\$1,392.63	\$0.00	\$0.00	\$2,399.03
C3030020301	63.89	SF	\$3.73	\$44.70	\$193.91	\$0.00	\$0.00	\$238.61
C3030900601	63.89	SF	\$1.44	\$22.92	\$69.35	\$0.00	\$0.00	\$92.27
D2010010104	1.00	EA	\$4,038.48	\$3,291.88	\$746.60	\$0.00	\$0.00	\$4,038.48
D2010030306	1.00	EA	\$6,907.50	\$2,310.95	\$4,596.54	\$0.00	\$0.00	\$6,907.50
D2010060601	1.00	EA	\$2,005.96	\$1,345.45	\$660.50	\$0.00	\$0.00	\$2,005.96
D5020010109	1.00	EA	\$1,022.75	\$264.07	\$758.68	\$0.00	\$0.00	\$1,022.75
D5020010158	1.00	EA	\$826.81	\$201.46	\$625.35	\$0.00	\$0.00	\$826.81
D5020020207	1.00	EA	\$1,208.32	\$299.78	\$908.53	\$0.00	\$0.00	\$1,208.32
D502002u2	3.00	EA	\$331.95	\$735.53	\$260.32	\$0.00	\$0.00	\$995.85

Note: All Costs Include ACF, Markups and Escalation

Project Location: Oregon Average, Oregon  
 Project Midpoint: Jan 2022

Area Cost Factor: 1.120  
 Escalation Rate: 16.266

Program: Lowell Projects  
 Project: Lowell Town Hall  
 Project Num: TBD

## Project Detail Report

13 Nov 2019  
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**FSA: ADA RESTROOM**

**\$28,276.75**

	<b>Total/SF</b>	<b>Material/SF</b>	<b>Labor/SF</b>	<b>Eqp/SF</b>	<b>Sub/SF</b>
66.00 SF	\$428.44	\$210.07	\$218.37	\$0.00	\$0.00

**FSA: BREAKROOM**

**Size: 111.00 SF**

Assembly	Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
C1010010102	63.06	SF	\$5.29	\$100.68	\$232.95	\$0.00	\$0.00	\$333.63
C1010010111	17.02	SF	\$21.86	\$85.90	\$286.10	\$0.00	\$0.00	\$372.00
C1030080101	13.66	LF	\$69.19	\$416.59	\$528.58	\$0.00	\$0.00	\$945.17
C1030090220	13.66	LF	\$524.33	\$5,048.07	\$2,114.34	\$0.00	\$0.00	\$7,162.41
C1030090222	13.66	LF	\$725.51	\$6,738.93	\$3,171.51	\$0.00	\$0.00	\$9,910.44
C3010030301	75.53	SF	\$6.63	\$122.96	\$377.77	\$0.00	\$0.00	\$500.74
C3010030304	42.27	SF	\$3.11	\$29.57	\$101.70	\$0.00	\$0.00	\$131.27
C3010900501	90.62	SF	\$1.44	\$32.51	\$98.36	\$0.00	\$0.00	\$130.88
C3020040404	19.02	SF	\$13.88	\$155.93	\$107.99	\$0.00	\$0.00	\$263.93
C3020909001	91.98	SF	\$0.37	\$18.23	\$15.47	\$0.00	\$0.00	\$33.71
C3030020301	13.23	SF	\$3.73	\$9.26	\$40.15	\$0.00	\$0.00	\$49.41
C3030900601	11.65	SF	\$1.44	\$4.18	\$12.65	\$0.00	\$0.00	\$16.83
C3030900603	97.77	SF	\$4.38	\$96.47	\$331.67	\$0.00	\$0.00	\$428.14
D2010040402	1.00	EA	\$2,272.60	\$1,722.18	\$550.42	\$0.00	\$0.00	\$2,272.60
D5020010101	4.00	EA	\$882.95	\$797.23	\$2,734.56	\$0.00	\$0.00	\$3,531.78
D5020010109	5.00	EA	\$1,022.75	\$1,320.34	\$3,793.39	\$0.00	\$0.00	\$5,113.73
D502002u1	4.00	EA	\$393.86	\$1,049.10	\$526.36	\$0.00	\$0.00	\$1,575.46

**FSA: BREAKROOM**

**\$32,772.12**

	<b>Total/SF</b>	<b>Material/SF</b>	<b>Labor/SF</b>	<b>Eqp/SF</b>	<b>Sub/SF</b>
111.00 SF	\$295.24	\$159.89	\$135.35	\$0.00	\$0.00

**FSA: BUILDING SHELL**

**Size: 5,010.00 SF**

Assembly	Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
A1010010103	27.87	LF	\$71.49	\$938.19	\$1,028.81	\$25.56	\$0.00	\$1,992.56

Note: All Costs Include ACF, Markups and Escalation

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Project Location: Oregon Average, Oregon

Area Cost Factor: 1.120

2016 Cost Book

Project Midpoint: Jan 2022

Escalation Rate: 16.266

PACES 1.3.34.0

Program: Lowell Projects

### Project Detail Report

13 Nov 2019

Project: Lowell Town Hall

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Project Num: TBD

A1010010105	0.46 m X 1.22 m(1'6" X 4'0") Strip Footing 20,684 kPa(3000 PSI)	65.02	LF	\$139.32	\$4,217.40	\$4,740.81	\$100.60	\$0.00	\$9,058.81
A1010010121	Frost Depth Modification To Foundation Wall	46.44	LF	\$69.80	\$660.70	\$2,516.11	\$64.62	\$0.00	\$3,241.44
A1010020201	Spread Footing	8.14	CY	\$382.29	\$1,586.72	\$1,472.58	\$52.55	\$0.00	\$3,111.85
A1010020241	Spread Footing, Reinforcing Steel	0.24	TON	\$4,011.45	\$417.63	\$545.12	\$0.00	\$0.00	\$962.75
A1030010103	152.4 mm(6") Standard Slab On Grade	5,010.00	SF	\$12.53	\$30,673.89	\$31,472.23	\$650.76	\$0.00	\$62,796.87
A1030050601	Drainage	178.11	LF	\$37.48	\$2,880.46	\$3,590.89	\$204.39	\$0.00	\$6,675.74
B1010010199	Seismic Modifications	5,010.00	SF	\$0.80	\$3,994.10	\$0.00	\$0.00	\$0.00	\$3,994.10
B1020010130	50.8 mm x 101.6 mm(2x4) Wood Truss Roof Framing W/19.05 mm(3/4") Plywd Roof Deck	5,167.00	SF	\$10.89	\$21,278.56	\$34,588.83	\$401.37	\$0.00	\$56,268.76
B2010010102	Brick Veneer Wall	3,985.00	SF	\$43.02	\$37,717.31	\$133,703.63	\$0.00	\$0.00	\$171,420.94
B2010010196	Load Bearing 2X6 Exterior Wall, No Finishes Applied	3,985.00	SF	\$13.98	\$16,603.91	\$39,090.27	\$0.00	\$0.00	\$55,694.18
B2010020310	5/8" Gypsum Board/Installed/Taped & Finished	3,985.00	SF	\$3.11	\$2,788.05	\$9,587.55	\$0.00	\$0.00	\$12,375.60
B2010020311	Paint to Gypsum Board Walls Using Roller	3,985.00	SF	\$1.44	\$1,429.77	\$4,325.57	\$0.00	\$0.00	\$5,755.34
B2010030211	101.6 mm(4") Batt Insulation W/Vapor Barrier	3,985.00	SF	\$2.17	\$2,719.42	\$5,927.87	\$0.00	\$0.00	\$8,647.29
B2010050501	Fixed Blade Exterior Louver With Baked Enamel Finish	103.81	SF	\$79.88	\$4,469.49	\$3,822.82	\$0.00	\$0.00	\$8,292.31
B2010070801	Gypsum Plaster Exterior Soffits	16.66	SF	\$10.07	\$28.13	\$138.89	\$0.81	\$0.00	\$167.83
B2020010101	Aluminum Frm Fixed Type Window - 6.35 mm(1/4") Clear	670.20	SF	\$95.65	\$46,176.40	\$17,929.17	\$0.00	\$0.00	\$64,105.58
B2020020201	Light Aluminum Storefront Frm - 6.35 mm(1/4") Clear	52.87	SF	\$302.64	\$11,917.34	\$4,083.35	\$0.00	\$0.00	\$16,000.69
B2020108u1	Window, wood, double hung, vinyl clad premium, double insulated glass, 3"6"x6" high, includes frame, screens and grilles.	35.00	EA	\$967.69	\$31,250.77	\$2,618.30	\$0.00	\$0.00	\$33,869.07
B2030010202	910 mm X 2130 mm(3'0" X 7'0") Hollow Metal Door W/Frame	1.00	EA	\$5,006.43	\$3,808.89	\$1,197.54	\$0.00	\$0.00	\$5,006.43
B2030010204	1830 mm X 2130 mm(6'0" X 7'0") Pair Hollow Metal Doors W/Frame and Panic Handles	1.00	EA	\$9,081.35	\$6,873.30	\$2,208.05	\$0.00	\$0.00	\$9,081.35
B2030020101	910 mm X 2130 mm(3'0" X 7'0") Aluminum And Glass Door	1.00	EA	\$3,710.81	\$1,914.85	\$1,795.96	\$0.00	\$0.00	\$3,710.81
B2030020102	910 mm X 2130 mm(3'0" X 7'0") Aluminum And Glass Door With Transom	1.00	EA	\$3,103.46	\$1,695.27	\$1,408.19	\$0.00	\$0.00	\$3,103.46
B2030020104	1830 mm X 2130 mm(6'0" X 7'0") Pair Aluminum And Glass Doors With Transom	1.00	EA	\$6,154.94	\$3,540.52	\$2,614.42	\$0.00	\$0.00	\$6,154.94
B3010020108	Standing Seam Metal Roof	5,167.00	SF	\$11.75	\$32,905.94	\$27,786.03	\$0.00	\$0.00	\$60,691.97
B3010030302	Rigid Insulation 1-1/2" Thick	5,167.00	SF	\$1.76	\$5,932.34	\$3,145.08	\$0.00	\$0.00	\$9,077.42
B3010050601	5" Box Gutters With Downspouts	69.13	LF	\$20.46	\$434.47	\$980.22	\$0.00	\$0.00	\$1,414.69
D2020010101	Copper Pipe & Fittings (1/2" to 4" Dia. Piping)	5.00	EA	\$4,040.18	\$6,563.66	\$13,637.21	\$0.00	\$0.00	\$20,200.88
D2020020201	Valves & Hydrants	2.00	EA	\$675.62	\$1,159.07	\$192.17	\$0.00	\$0.00	\$1,351.24
D2020040401	Fiberglass 1-1/2" Pipe Insulation With Vapor Barrier	5.00	EA	\$482.30	\$512.88	\$1,898.63	\$0.00	\$0.00	\$2,411.51

Note: All Costs Include ACF, Markups and Escalation

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Project Location: Oregon Average, Oregon

Area Cost Factor: 1.120

2016 Cost Book

Project Midpoint: Jan 2022

Escalation Rate: 16.266

PACES 1.3.34.0

Program: Lowell Projects

### Project Detail Report

13 Nov 2019

Project: Lowell Town Hall

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Project Num: TBD

D2020050502	Domestic Water Supply Specialties, 25.4 mm(1")	1.00	EA	\$1,091.21	\$914.91	\$176.30	\$0.00	\$0.00	\$1,091.21
D2020210u1	Water heater, residential, glass lined tank, double element, 5 year, 40 gal	1.00	SF	\$2,296.05	\$1,959.38	\$336.67	\$0.00	\$0.00	\$2,296.05
D2030010101	Waste Pipe & Fittings	6.00	EA	\$2,876.00	\$6,044.85	\$11,211.17	\$0.00	\$0.00	\$17,256.02
D2030020201	C.I. No Hub Vent Pipe Systm	5.00	EA	\$284.48	\$506.28	\$916.12	\$0.00	\$0.00	\$1,422.39
D2030030303	Medium Duty And Heavy Duty Cast Iron Floor Drains	1.00	EA	\$953.48	\$711.30	\$242.18	\$0.00	\$0.00	\$953.48
D3030020249	52.75 kW(15 Ton) Split Air-to-Air Heat Pump System Complete	1.00	EA	\$76,041.26	\$35,923.37	\$40,117.89	\$0.00	\$0.00	\$76,041.26
D3040011152	Ductwork Supply Stack Insulation	130.16	SF	\$16.70	\$159.71	\$2,013.61	\$0.00	\$0.00	\$2,173.33
D3040011161	Ductwork Stack (Supply at 1500FPM) Commercial Building	109.57	LB	\$15.28	\$119.90	\$1,554.73	\$0.00	\$0.00	\$1,674.63
D3040011162	Ductwork Stack (Return at 2500FPM) Commercial Building	109.57	LB	\$15.28	\$119.90	\$1,554.73	\$0.00	\$0.00	\$1,674.63
D3040011163	Ductwork Stack (Exhaust at 2500FPM) Commercial Building	90.18	LB	\$15.28	\$98.68	\$1,279.60	\$0.00	\$0.00	\$1,378.28
D3040909001	Exhaust Ventilation System	1.00	EA	\$21,085.09	\$16,945.02	\$4,140.07	\$0.00	\$0.00	\$21,085.09
D3060010701	VFD 3HP, NEMA1 ENCL,460V-3PH	4.00	EA	\$4,704.49	\$12,198.78	\$6,619.18	\$0.00	\$0.00	\$18,817.96
D4010010102	Fire Alarm System - Rate Of Rise Heat Detectors	5.00	OUT	\$1,711.06	\$1,651.53	\$6,903.78	\$0.00	\$0.00	\$8,555.31
D4010010112	8 Zone Fire Alarm Panel And Remote Annunciator	1.00	EA	\$6,003.89	\$2,152.73	\$3,851.16	\$0.00	\$0.00	\$6,003.89
D4020010105	Fire Protection Water Supply	44.00	EA	\$121.96	\$3,703.31	\$1,658.20	\$4.83	\$0.00	\$5,366.33
D4030010101	6" Standpipe System	1.00	EA	\$12,565.76	\$9,295.59	\$3,247.60	\$22.57	\$0.00	\$12,565.76
D4040010102	Concealed Sprinkler Heads, Pipes & Fittings - Ord. Haz.	44.00	EA	\$1,780.43	\$31,895.25	\$46,402.79	\$41.09	\$0.00	\$78,339.14
D4050010101	5 Pound All Purpose ABC Type Fire Extinguishers	2.00	EA	\$124.93	\$95.08	\$154.78	\$0.00	\$0.00	\$249.86
D5010010271	Underground 125 Amp Secondary	1.00	EA	\$61.35	\$31.93	\$29.42	\$0.00	\$0.00	\$61.35
D5010040581	Panel board 120/208V 100A Mlo 24 Cir W/Bkr	1.00	EA	\$7,430.90	\$2,841.60	\$4,589.30	\$0.00	\$0.00	\$7,430.90
D5010040590	Panel board 277/480V 100A Mlo 24 Cir W/Bkr	1.00	EA	\$11,067.40	\$5,532.51	\$5,534.90	\$0.00	\$0.00	\$11,067.40
D5030010302	27-Pair Telephone System	1.00	EA	\$4,445.76	\$3,147.14	\$1,298.62	\$0.00	\$0.00	\$4,445.76
D5030010304	Shielded Data Outlet	11.00	EA	\$1,263.30	\$3,116.29	\$10,780.01	\$0.00	\$0.00	\$13,896.29
D5030010307	Fiber Optics Network Hub (25 Ports) W/Secure Cabinet	2.00	EA	\$9,111.98	\$6,189.09	\$12,034.88	\$0.00	\$0.00	\$18,223.97
D5030010308	Fiber Optics Telephone Patch Panel (50 Pair)	3.00	EA	\$1,235.98	\$1,722.18	\$1,985.75	\$0.00	\$0.00	\$3,707.94
D5030050803	Intrusion Detection System	1.00	OUT	\$6,102.99	\$1,035.44	\$5,067.55	\$0.00	\$0.00	\$6,102.99
D5090030302	Building Grounding	1.00	EA	\$1,490.43	\$532.62	\$957.81	\$0.00	\$0.00	\$1,490.43
D5090040401	Lightning Protection System	3.00	EA	\$1,005.96	\$928.74	\$2,089.15	\$0.00	\$0.00	\$3,017.89

**FSA: BUILDING SHELL \$973,025.94**

	Total/SF	Material/SF	Labor/SF	Eqp/SF	Sub/SF
5,010.00 SF	\$194.22	\$87.16	\$106.75	\$0.31	\$0.00

Note: All Costs Include ACF, Markups and Escalation

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Project Location: Oregon Average, Oregon

Area Cost Factor: 1.120

2016 Cost Book

Project Midpoint: Jan 2022

Escalation Rate: 16.266

PACES 1.3.34.0

Program: Lowell Projects  
 Project: Lowell Town Hall  
 Project Num: TBD

## Project Detail Report

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FSA: HALLWAY		Size: 369.00 SF							
Assembly		Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
C1010010110	2"x4" Wood Stud Partition, 16" O.C.	902.49	SF	\$5.73	\$1,413.56	\$3,760.30	\$0.00	\$0.00	\$5,173.86
C3010030304	5/8" Gypsum Board/Installed/Taped & Finished	1,671.24	SF	\$3.11	\$1,169.26	\$4,020.85	\$0.00	\$0.00	\$5,190.11
C3010900501	Paint To Gypsum Board Walls Using Roller	1,671.24	SF	\$1.44	\$599.62	\$1,814.07	\$0.00	\$0.00	\$2,413.69
C3020040404	Sheet Vinyl Resilient Flooring	369.00	SF	\$13.88	\$3,025.17	\$2,095.17	\$0.00	\$0.00	\$5,120.34
C3030020301	5/8" Gypsum Wallboard Ceiling, 1 Layer, Fire Rated	369.00	SF	\$3.73	\$258.17	\$1,119.93	\$0.00	\$0.00	\$1,378.09
C3030900601	Painting To Drywall Or Plaster Using Rollers, 2 Coats	369.00	SF	\$1.44	\$132.39	\$400.54	\$0.00	\$0.00	\$532.93
D5020010182	120 Volt Residential Receptacle	13.00	EA	\$414.79	\$947.42	\$4,444.83	\$0.00	\$0.00	\$5,392.25
D5020020288	Residential 120V Smoke Detector	7.00	EA	\$500.11	\$1,450.09	\$2,050.67	\$0.00	\$0.00	\$3,500.75
D502002u2	Interior LED fixtures, downlight, cylinder, 20 watts, incl lamps, mounting hardware and connections.	10.00	EA	\$331.95	\$2,451.78	\$867.73	\$0.00	\$0.00	\$3,319.51
<b>FSA: HALLWAY</b>		<b>\$32,021.53</b>							
		<b>Total/SF</b>		<b>Material/SF</b>		<b>Labor/SF</b>	<b>Eqp/SF</b>	<b>Sub/SF</b>	
		369.00 SF		\$86.78	\$31.02	\$55.76	\$0.00	\$0.00	

FSA: KITCHEN		Size: 261.00 SF							
Assembly		Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
C1010010108	Mtl Stud Partition, 6", Sound Rated	402.61	SF	\$5.56	\$729.48	\$1,508.04	\$0.00	\$0.00	\$2,237.52
C1020010116	3'0" X 7'0" S.C. Wood Door W/H.M. Frame W/Passage Set	1.00	EA	\$1,246.75	\$779.56	\$467.19	\$0.00	\$0.00	\$1,246.75
C1020030303	3'0" X 7'0" Fire Rated Wood Door	1.00	EA	\$2,150.44	\$1,615.53	\$534.91	\$0.00	\$0.00	\$2,150.44
C1030020203	Paper Towel Dispenser And Waste Receptacle	1.00	EA	\$654.27	\$538.18	\$116.09	\$0.00	\$0.00	\$654.27
C1030040401	Door Sign, 4" X 8"	2.00	EA	\$102.99	\$156.07	\$49.91	\$0.00	\$0.00	\$205.99
C1030070702	Fire Extinguisher Cabinet, 8" X 16" X 38"	1.00	EA	\$728.29	\$401.84	\$326.45	\$0.00	\$0.00	\$728.29
C1030080101	Plastic Laminate Countertop With Backsplash	8.97	LF	\$69.19	\$273.56	\$347.10	\$0.00	\$0.00	\$620.66
C1030090203	Ktchn Cab. - Prefinished Hardwd W/Plastic Laminate Top	3.37	LF	\$712.48	\$1,992.02	\$409.04	\$0.00	\$0.00	\$2,401.06
C1030090205	Kitchen Cabinets - Prefinished Wall	3.37	LF	\$151.43	\$429.24	\$81.08	\$0.00	\$0.00	\$510.32
C3010030304	5/8" Gypsum Board/Installed/Taped & Finished	776.98	SF	\$3.11	\$543.60	\$1,869.34	\$0.00	\$0.00	\$2,412.95
C3010030311	1/2" WP Gypsum Board/Installed/Taped & Finished	131.07	SF	\$3.03	\$82.30	\$315.34	\$0.00	\$0.00	\$397.64
C3010900501	Paint To Gypsum Board Walls Using Roller	776.98	SF	\$1.44	\$278.77	\$843.38	\$0.00	\$0.00	\$1,122.15
C3010900504	Special Coating	58.65	SF	\$3.13	\$68.39	\$114.95	\$0.00	\$0.00	\$183.34
C3010900506	Epoxy Paint To Drywall	82.66	SF	\$1.30	\$48.93	\$58.33	\$0.00	\$0.00	\$107.26

Note: All Costs Include ACF, Markups and Escalation

Project Location: Oregon Average, Oregon  
 Project Midpoint: Jan 2022

Area Cost Factor: 1.120  
 Escalation Rate: 16.266

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2016 Cost Book  
PACES 1.3.34.0

Program: Lowell Projects

### Project Detail Report

13 Nov 2019

Project: Lowell Town Hall

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Project Num: TBD

C3020010102	6" X 6" X 1/2" Mud Set Quarry Tile And Base	261.00	SF	\$40.11	\$4,391.74	\$6,077.18	\$0.00	\$0.00	\$10,468.92
C3030020301	5/8" Gypsum Wallboard Ceiling, 1 Layer, Fire Rated	261.00	SF	\$3.73	\$182.60	\$792.14	\$0.00	\$0.00	\$974.75
C3030900601	Painting To Drywall Or Plaster Using Rollers, 2 Coats	261.00	SF	\$1.44	\$93.64	\$283.31	\$0.00	\$0.00	\$376.95
D2010040403	S.S. Kitchen Sink, Single Bowl 25 X 22	1.00	EA	\$3,356.80	\$1,650.42	\$1,706.38	\$0.00	\$0.00	\$3,356.80
D5020010102	120 Volt, 20 Amp Duplex Receptacle - Masonry Partition	5.00	EA	\$858.30	\$976.71	\$3,314.77	\$0.00	\$0.00	\$4,291.48
D5020010106	120 Volt, 15 Amp Duplex Ground Fault Receptacle	6.00	EA	\$926.18	\$1,455.24	\$4,101.84	\$0.00	\$0.00	\$5,557.08
D5020010109	120 Volt, 20 Amp Duplex Ground Fault Receptacle	2.00	EA	\$1,022.75	\$528.14	\$1,517.36	\$0.00	\$0.00	\$2,045.49
D5020010136	Equipment Connections For Up To 5 HP	1.00	EA	\$2,536.64	\$602.62	\$1,934.02	\$0.00	\$0.00	\$2,536.64
D5020010158	Thermal Motor Switch	1.00	EA	\$826.81	\$201.46	\$625.35	\$0.00	\$0.00	\$826.81
D5020020272	Exit Light With Battery Backup	1.00	EA	\$1,415.59	\$481.99	\$933.60	\$0.00	\$0.00	\$1,415.59
D502002u1	Interior LED fixtures, troffer, recess mounted, 3,200 lumens, 2 ft X 4 ft, replaces two T8 lamp, incl lamps, mounting hardware and connections	1.00	EA	\$393.86	\$262.27	\$131.59	\$0.00	\$0.00	\$393.86
D502002u2	Interior LED fixtures, downlight, cylinder, 20 watts, incl lamps, mounting hardware and connections.	5.00	EA	\$331.95	\$1,225.89	\$433.87	\$0.00	\$0.00	\$1,659.76

**FSA: KITCHEN**

**\$48,882.76**

	<b>Total/SF</b>	<b>Material/SF</b>	<b>Labor/SF</b>	<b>Eqp/SF</b>	<b>Sub/SF</b>
261.00 SF	\$187.29	\$76.59	\$110.70	\$0.00	\$0.00

**FSA: KITCHEN CLOSET**

**Size: 11.00 SF**

Assembly	Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
C1010010110	2"x4" Wood Stud Partition, 16" O.C.	34.30	SF	\$5.73	\$53.72	\$142.91	\$0.00	\$196.64
C1020010126	2'6" X 6'8" Hollow Core Interior Door And Frame	1.00	EA	\$380.22	\$93.62	\$286.59	\$0.00	\$380.22
C1030060601	10" Wide Stock Prefinished Shelves With Supports	4.75	LF	\$28.24	\$55.39	\$78.77	\$0.00	\$134.16
C3010030304	5/8" Gypsum Board/Installed/Taped & Finished	63.51	SF	\$3.11	\$44.43	\$152.80	\$0.00	\$197.23
C3010900501	Paint To Gypsum Board Walls Using Roller	63.51	SF	\$1.44	\$22.79	\$68.94	\$0.00	\$91.72
C3020040404	Sheet Vinyl Resilient Flooring	11.00	SF	\$13.88	\$90.18	\$62.46	\$0.00	\$152.64
C3030020301	5/8" Gypsum Wallboard Ceiling, 1 Layer, Fire Rated	11.00	SF	\$3.73	\$7.70	\$33.39	\$0.00	\$41.08
C3030900601	Painting To Drywall Or Plaster Using Rollers, 2 Coats	11.00	SF	\$1.44	\$3.95	\$11.94	\$0.00	\$15.89
D502002u2	Interior LED fixtures, downlight, cylinder, 20 watts, incl lamps, mounting hardware and connections.	1.00	EA	\$331.95	\$245.18	\$86.77	\$0.00	\$331.95

**FSA: KITCHEN CLOSET**

**\$1,541.53**

	<b>Total/SF</b>	<b>Material/SF</b>	<b>Labor/SF</b>	<b>Eqp/SF</b>	<b>Sub/SF</b>
11.00 SF	\$140.14	\$56.09	\$84.05	\$0.00	\$0.00

Note: All Costs Include ACF, Markups and Escalation

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Project Location: Oregon Average, Oregon

Area Cost Factor: 1.120

2016 Cost Book

Project Midpoint: Jan 2022

Escalation Rate: 16.266

PACES 1.3.34.0

Program: Lowell Projects  
 Project: Lowell Town Hall  
 Project Num: TBD

## Project Detail Report

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FSA: LOBBY		Size: 1,256.00 SF							
Assembly		Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
C1010010101	Mtl Stud Partition, 3-5/8"	374.73	SF	\$3.08	\$248.73	\$906.25	\$0.00	\$0.00	\$1,154.98
C3010030313	5/8" FR Gypsum Board/Installed/Taped & Finished	865.62	SF	\$3.00	\$590.09	\$2,009.69	\$0.00	\$0.00	\$2,599.78
C3010050602	Medium Weight Vinyl Wallcovering With Fabric Backing	865.62	SF	\$3.08	\$1,397.58	\$1,272.52	\$0.00	\$0.00	\$2,670.10
C3020040403	Vinyl Tile 1/8" Solid Color	1,256.00	SF	\$6.09	\$4,216.61	\$3,438.15	\$0.00	\$0.00	\$7,654.77
C3030020301	5/8" Gypsum Wallboard Ceiling, 1 Layer, Fire Rated	1,256.00	SF	\$3.73	\$878.74	\$3,812.00	\$0.00	\$0.00	\$4,690.74
D5020010101	120 Volt, 20 Amp Duplex Receptacle - Stud Partition	2.00	EA	\$882.95	\$398.61	\$1,367.28	\$0.00	\$0.00	\$1,765.89
D5020010136	Equipment Connections For Up To 5 HP	2.00	EA	\$2,536.64	\$1,205.24	\$3,868.05	\$0.00	\$0.00	\$5,073.28
D5020020207	2' X 4' Lay-In Fluorescent Fixture With Emergency Unit	1.00	EA	\$1,208.32	\$299.78	\$908.53	\$0.00	\$0.00	\$1,208.32
D5020020272	Exit Light With Battery Backup	5.00	EA	\$1,415.59	\$2,409.93	\$4,668.00	\$0.00	\$0.00	\$7,077.93
D502002u2	Interior LED fixtures, downlight, cylinder, 20 watts, incl lamps, mounting hardware and connections.	24.00	EA	\$331.95	\$5,884.26	\$2,082.56	\$0.00	\$0.00	\$7,966.83
<b>FSA: LOBBY</b>									<b>\$41,862.61</b>
		1,256.00 SF		<b>Total/SF</b> \$33.33	<b>Material/SF</b> \$13.96	<b>Labor/SF</b> \$19.37	<b>Eqp/SF</b> \$0.00	<b>Sub/SF</b> \$0.00	

FSA: MEETING HALL		Size: 1,351.00 SF							
Assembly		Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
C1010010101	Mtl Stud Partition, 3-5/8"	350.51	SF	\$3.08	\$232.65	\$847.67	\$0.00	\$0.00	\$1,080.33
C1020010117	3'0" X 7'0" Wood Door, H.M. Frm	8.00	EA	\$1,606.94	\$8,963.23	\$3,892.32	\$0.00	\$0.00	\$12,855.55
C1030030302	Electrically Operated Glass Bead Projection Screen	82.63	SF	\$48.97	\$2,767.51	\$1,278.97	\$0.00	\$0.00	\$4,046.48
C3010030301	5/8" Gypsum Board On 7/8" Furring Channel	647.25	SF	\$6.63	\$1,053.72	\$3,237.30	\$0.00	\$0.00	\$4,291.02
C3010030303	Two Layers Of 5/8" Fire Resistant Gypsum Board	123.30	SF	\$7.05	\$296.40	\$572.53	\$0.00	\$0.00	\$868.92
C3010030304	5/8" Gypsum Board/Installed/Taped & Finished	846.31	SF	\$3.11	\$592.11	\$2,036.14	\$0.00	\$0.00	\$2,628.25
C3010060701	4' X 8' X 1" Fiberglass Sound Absorbing Panels	270.90	SF	\$7.08	\$1,287.84	\$628.94	\$0.00	\$0.00	\$1,916.78
C3010900501	Paint To Gypsum Board Walls Using Roller	1,222.65	SF	\$1.44	\$438.67	\$1,327.14	\$0.00	\$0.00	\$1,765.81
C3010900502	Paint To Concrete Block Using Brushes, Two Coats	406.36	SF	\$2.32	\$233.28	\$707.72	\$0.00	\$0.00	\$940.99
C3020050501	Commercial Grade 28 Oz. Nylon Carpet	150.11	SY	\$79.74	\$9,155.80	\$2,814.03	\$0.00	\$0.00	\$11,969.82
C3030020301	5/8" Gypsum Wallboard Ceiling, 1 Layer, Fire Rated	1,351.00	SF	\$3.73	\$945.21	\$4,100.32	\$0.00	\$0.00	\$5,045.53
D5020010101	120 Volt, 20 Amp Duplex Receptacle - Stud Partition	8.00	EA	\$882.95	\$1,594.45	\$5,469.11	\$0.00	\$0.00	\$7,063.57
D5020010102	120 Volt, 20 Amp Duplex Receptacle - Masonry Partition	2.00	EA	\$858.30	\$390.68	\$1,325.91	\$0.00	\$0.00	\$1,716.59

Note: All Costs Include ACF, Markups and Escalation

Project Location: Oregon Average, Oregon  
 Project Midpoint: Jan 2022

Area Cost Factor: 1.120  
 Escalation Rate: 16.266

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Program: Lowell Projects  
 Project: Lowell Town Hall  
 Project Num: TBD

## Project Detail Report

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D502002u2	Interior LED fixtures, downlight, cylinder, 20 watts, incl lamps, mounting hardware and connections.	28.00	EA	\$331.95	\$6,864.97	\$2,429.66	\$0.00	\$0.00	\$9,294.63
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**FSA: MEETING HALL**

**\$65,484.28**

		<b>Total/SF</b>	<b>Material/SF</b>	<b>Labor/SF</b>	<b>Eqp/SF</b>	<b>Sub/SF</b>			
	1,351.00 SF	\$48.47	\$25.77	\$22.70	\$0.00	\$0.00			

**FSA: OFFICE - CLOSED OFFICE SPACE**

**Size: 913.00 SF**

Assembly	Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
C1010010101	Mtl Stud Partition, 3-5/8"	875.19	SF	\$3.08	\$580.91	\$2,116.56	\$0.00	\$2,697.47
C1010010102	Mtl Stud Partition, 3-5/8", Sound Rated	97.24	SF	\$5.29	\$155.25	\$359.22	\$0.00	\$514.47
C1010050504	Fixed Type Window With Aluminum Frm - 3/4" Clear Glass	1.61	SF	\$95.65	\$110.93	\$43.07	\$0.00	\$154.00
C1020010117	3'0" X 7'0" Wood Door, H.M. Frm	4.00	EA	\$1,606.94	\$4,481.62	\$1,946.16	\$0.00	\$6,427.77
C1020030303	3'0" X 7'0" Fire Rated Wood Door	1.00	EA	\$2,150.44	\$1,615.53	\$534.91	\$0.00	\$2,150.44
C1020030304	6'0" X 7'0" Pair Fire Rated Wood Doors	1.00	EA	\$3,919.29	\$2,965.56	\$953.73	\$0.00	\$3,919.29
C1030080101	Plastic Laminate Countertop With Backsplash	12.00	LF	\$69.19	\$365.96	\$464.35	\$0.00	\$830.31
C1030090201	Plastic Laminate Cabinets With Countertop And Drawers	9.00	LF	\$964.29	\$7,564.14	\$1,114.44	\$0.00	\$8,678.58
C3010030301	5/8" Gypsum Board On 7/8" Furring Channel	120.55	SF	\$6.63	\$196.26	\$602.95	\$0.00	\$799.20
C3010030303	Two Layers Of 5/8" Fire Resistant Gypsum Board	22.81	SF	\$7.05	\$54.83	\$105.91	\$0.00	\$160.75
C3010030304	5/8" Gypsum Board/Installed/Taped & Finished	1,261.28	SF	\$3.11	\$882.44	\$3,034.53	\$0.00	\$3,916.96
C3010050601	Light Weight Vinyl Wallcovering With Fabric Backing	132.27	SF	\$2.84	\$230.17	\$145.83	\$0.00	\$375.99
C3010900501	Paint To Gypsum Board Walls Using Roller	1,356.61	SF	\$1.44	\$486.73	\$1,472.55	\$0.00	\$1,959.28
C3020040401	Vinyl Tile 1/8" X 12" X 12"	89.32	SF	\$14.29	\$1,009.48	\$267.28	\$0.00	\$1,276.75
C3020050501	Commercial Grade 28 Oz. Nylon Carpet	91.52	SY	\$79.74	\$5,582.16	\$1,715.67	\$0.00	\$7,297.84
C3030020301	5/8" Gypsum Wallboard Ceiling, 1 Layer, Fire Rated	913.00	SF	\$3.73	\$638.77	\$2,770.98	\$0.00	\$3,409.75
D5020010101	120 Volt, 20 Amp Duplex Receptacle - Stud Partition	15.00	EA	\$882.95	\$2,989.60	\$10,254.59	\$0.00	\$13,244.19
D5020010102	120 Volt, 20 Amp Duplex Receptacle - Masonry Partition	3.00	EA	\$858.30	\$586.03	\$1,988.86	\$0.00	\$2,574.89
D5020010121	230 Volt, 30 Amp Receptacle - Stud Partition	1.00	EA	\$1,949.85	\$406.99	\$1,542.86	\$0.00	\$1,949.85
D502002u1	Interior LED fixtures, troffer, recess mounted, 3,200 lumens, 2 ft X 4 ft, replaces two T8 lamp, incl lamps, mounting hardware and connections	19.00	EA	\$393.86	\$4,983.20	\$2,500.22	\$0.00	\$7,483.42

**FSA: OFFICE - CLOSED OFFICE SPACE**

**\$69,821.21**

		<b>Total/SF</b>	<b>Material/SF</b>	<b>Labor/SF</b>	<b>Eqp/SF</b>	<b>Sub/SF</b>			
	913.00 SF	\$76.47	\$39.31	\$37.17	\$0.00	\$0.00			

Note: All Costs Include ACF, Markups and Escalation

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Project Location: Oregon Average, Oregon

Area Cost Factor: 1.120

2016 Cost Book

Project Midpoint: Jan 2022

Escalation Rate: 16.266

PACES 1.3.34.0

Program: Lowell Projects

# Project Detail Report

13 Nov 2019

Project: Lowell Town Hall

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Project Num: TBD

**FSA: PUBLIC RESTROOMS**

**Size: 82.00 SF**

Assembly	Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
C1010010101	Mtl Stud Partition, 3-5/8"	43.94	SF	\$3.08	\$29.17	\$106.26	\$0.00	\$135.43
C1010010109	Mtl Stud Partition, 3-5/8", Batt Insulation	51.39	SF	\$4.50	\$62.69	\$168.48	\$0.00	\$231.17
C1010010113	Non-Load Brg Partition Of 8 X 8 X 16 Concrete	124.46	SF	\$21.05	\$790.19	\$1,829.70	\$0.00	\$2,619.88
C1020030303	3'0" X 7'0" Fire Rated Wood Door	1.00	EA	\$2,150.44	\$1,615.53	\$534.91	\$0.00	\$2,150.44
C1030020201	Toilet Paper Holder	2.00	EA	\$70.63	\$63.86	\$77.39	\$0.00	\$141.26
C1030020203	Paper Towel Dispenser And Waste Receptacle	1.00	EA	\$654.27	\$538.18	\$116.09	\$0.00	\$654.27
C1030020206	Grab Bars	2.00	EA	\$127.11	\$138.13	\$116.09	\$0.00	\$254.22
C1030020207	Bath Room Mirrors	1.00	EA	\$406.07	\$348.02	\$58.04	\$0.00	\$406.07
C1030020209	Sanitary Napkin And Tampon Receptacle	1.00	EA	\$179.60	\$57.41	\$122.20	\$0.00	\$179.60
C1030020210	Soap Dispenser	1.00	EA	\$159.40	\$101.36	\$58.04	\$0.00	\$159.40
C1030040401	Door Sign, 4" X 8"	1.00	EA	\$102.99	\$78.04	\$24.96	\$0.00	\$102.99
C3010030311	1/2" WP Gypsum Board/Installed/Taped & Finished	81.69	SF	\$3.03	\$51.29	\$196.54	\$0.00	\$247.83
C3010040401	4-1/4" X 4-1/4" Ceramic Tile To Walls	139.99	SF	\$17.69	\$901.57	\$1,575.03	\$0.00	\$2,476.60
C3010900501	Paint To Gypsum Board Walls Using Roller	70.00	SF	\$1.44	\$25.12	\$75.98	\$0.00	\$101.10
C3020010101	Thin Set Natural Clay Ceramic Tile Floor And Base	0.52	SF	\$29.82	\$5.90	\$9.61	\$0.00	\$15.51
C3020010102	6" X 6" X 1/2" Mud Set Quarry Tile And Base	74.32	SF	\$40.11	\$1,250.55	\$1,730.48	\$0.00	\$2,981.04
C3030020301	5/8" Gypsum Wallboard Ceiling, 1 Layer, Fire Rated	79.38	SF	\$3.73	\$55.54	\$240.92	\$0.00	\$296.46
C3030900601	Painting To Drywall Or Plaster Using Rollers, 2 Coats	79.38	SF	\$1.44	\$28.48	\$86.16	\$0.00	\$114.64
D2010010104	Wall Mounted Water Closet	2.00	EA	\$4,038.48	\$6,583.75	\$1,493.20	\$0.00	\$8,076.96
D2010030306	Wall Hung Lavatory, White Vitreous China W/ Rough-In	1.00	EA	\$6,907.50	\$2,310.95	\$4,596.54	\$0.00	\$6,907.50
D2010060601	8 GPH Electric Water Cooler - Wall Mounted	1.00	EA	\$2,005.96	\$1,345.45	\$660.50	\$0.00	\$2,005.96
D5020010109	120 Volt, 20 Amp Duplex Ground Fault Receptacle	1.00	EA	\$1,022.75	\$264.07	\$758.68	\$0.00	\$1,022.75
D5020010158	Thermal Motor Switch	1.00	EA	\$826.81	\$201.46	\$625.35	\$0.00	\$826.81
D502002u2	Interior LED fixtures, downlight, cylinder, 20 watts, incl lamps, mounting hardware and connections.	6.00	EA	\$331.95	\$1,471.07	\$520.64	\$0.00	\$1,991.71

**FSA: PUBLIC RESTROOMS**

**\$34,099.58**

<b>Total/SF</b>	<b>Material/SF</b>	<b>Labor/SF</b>	<b>Eqp/SF</b>	<b>Sub/SF</b>
82.00 SF	\$415.85	\$223.39	\$192.46	\$0.00

**FSA: STANDARD CONFERENCE ROOM**

**Size: 435.00 SF**

Assembly	Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
Note: All Costs Include ACF, Markups and Escalation								Page 9 of 16
Project Location: Oregon Average, Oregon	Area Cost Factor:		1.120					2016 Cost Book
Project Midpoint: Jan 2022	Escalation Rate:		16.266					PACES 1.3.34.0

Program: Lowell Projects

### Project Detail Report

13 Nov 2019

Project: Lowell Town Hall

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Project Num: TBD

C1010010102	Mtl Stud Partition, 3-5/8", Sound Rated	314.73	SF	\$5.29	\$502.50	\$1,162.65	\$0.00	\$0.00	\$1,665.15
C1020010117	3'0" X 7'0" Wood Door, H.M. Frm	4.00	EA	\$1,606.94	\$4,481.62	\$1,946.16	\$0.00	\$0.00	\$6,427.77
C1020010151	Oak Face Door, 4' X 8'	4.00	EA	\$1,797.10	\$4,539.55	\$2,648.85	\$0.00	\$0.00	\$7,188.40
C3010030304	5/8" Gypsum Board/Installed/Taped & Finished	462.21	SF	\$3.11	\$323.38	\$1,112.04	\$0.00	\$0.00	\$1,435.41
C3010900501	Paint To Gypsum Board Walls Using Roller	462.21	SF	\$1.44	\$165.84	\$501.71	\$0.00	\$0.00	\$667.55
C3020050502	Commercial Grade 35 Oz. Nylon	49.00	SY	\$61.26	\$2,062.00	\$939.78	\$0.00	\$0.00	\$3,001.78
C3030020301	5/8" Gypsum Wallboard Ceiling, 1 Layer, Fire Rated	435.00	SF	\$3.73	\$304.34	\$1,320.24	\$0.00	\$0.00	\$1,624.58
D5020010101	120 Volt, 20 Amp Duplex Receptacle - Stud Partition	7.00	EA	\$882.95	\$1,395.15	\$4,785.47	\$0.00	\$0.00	\$6,180.62
D5020010121	230 Volt, 30 Amp Receptacle - Stud Partition	3.00	EA	\$1,949.85	\$1,220.97	\$4,628.57	\$0.00	\$0.00	\$5,849.54
D502002u1	Interior LED fixtures, troffer, recess mounted, 3,200 lumens, 2 ft X 4 ft, replaces two T8 lamp, incl lamps, mounting hardware and connections	4.00	EA	\$393.86	\$1,049.10	\$526.36	\$0.00	\$0.00	\$1,575.46

**FSA: STANDARD CONFERENCE ROOM**

**\$35,616.26**

	<b>Total/SF</b>	<b>Material/SF</b>	<b>Labor/SF</b>	<b>Eqp/SF</b>	<b>Sub/SF</b>
435.00 SF	\$81.88	\$36.88	\$44.99	\$0.00	\$0.00

**FSA: STORAGE - SUPPORT SECTION**

**Size: 155.00 SF**

Assembly	Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
C1010010108	Mtl Stud Partition, 6", Sound Rated	13.79	SF	\$5.56	\$24.99	\$51.65	\$0.00	\$76.64
C1010010118	8 X 8 X 16 Load Bearing Concrete Masonry Unit Wall	15.44	SF	\$38.33	\$168.59	\$422.27	\$0.92	\$591.78
C1010010119	8 X 12 X 16 Load Bearing Concrete Masonry Unit Wall	2.14	SF	\$54.84	\$31.63	\$85.21	\$0.52	\$117.36
C1010010127	Wire Mesh Partitions, 4' Wide X 20' High	4.37	SF	\$12.18	\$38.44	\$14.79	\$0.00	\$53.23
C1010050510	Fixed Type Window With Steel Frm - 1/4" Wired Glass	1.83	SF	\$133.27	\$187.13	\$56.75	\$0.00	\$243.88
C1020010106	3'4" X 7'2" Hollow Metal Door W/Lockset	1.00	EA	\$2,697.56	\$2,039.80	\$653.36	\$4.40	\$2,697.56
C1030040401	Door Sign, 4" X 8"	1.00	EA	\$102.99	\$78.04	\$24.96	\$0.00	\$102.99
C1030070702	Fire Extinguisher Cabinet, 8" X 16" X 38"	1.00	EA	\$728.29	\$401.84	\$326.45	\$0.00	\$728.29
C1030090201	Plastic Laminate Cabinets With Countertop And Drawers	0.72	LF	\$964.29	\$605.13	\$89.16	\$0.00	\$694.29
C3010030304	5/8" Gypsum Board/Installed/Taped & Finished	606.55	SF	\$3.11	\$424.36	\$1,459.30	\$0.00	\$1,883.67
C3010900501	Paint To Gypsum Board Walls Using Roller	606.55	SF	\$1.44	\$217.62	\$658.39	\$0.00	\$876.01
C3010900502	Paint To Concrete Block Using Brushes, Two Coats	36.19	SF	\$2.32	\$20.78	\$63.03	\$0.00	\$83.80
C3020040403	Vinyl Tile 1/8" Solid Color	37.22	SF	\$6.09	\$124.95	\$101.89	\$0.00	\$226.84
C3020909001	Concrete Floor Sealer	111.58	SF	\$0.37	\$22.12	\$18.77	\$0.00	\$40.89
C3030020301	5/8" Gypsum Wallboard Ceiling, 1 Layer, Fire Rated	155.00	SF	\$3.73	\$108.44	\$470.43	\$0.00	\$578.87

Note: All Costs Include ACF, Markups and Escalation

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Project Location: Oregon Average, Oregon

Area Cost Factor: 1.120

2016 Cost Book

Project Midpoint: Jan 2022

Escalation Rate: 16.266

PACES 1.3.34.0

Program: Lowell Projects

### Project Detail Report

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Project: Lowell Town Hall

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Project Num: TBD

D5020010103	Duplex Receptacle Long Run	1.00	EA	\$1,693.88	\$403.05	\$1,290.83	\$0.00	\$0.00	\$1,693.88
D5020010136	Equipment Connections For Up To 5 HP	1.00	EA	\$2,536.64	\$602.62	\$1,934.02	\$0.00	\$0.00	\$2,536.64
D502002u1	Interior LED fixtures, troffer, recess mounted, 3,200 lumens, 2 ft X 4 ft, replaces two T8 lamp, incl lamps, mounting hardware and connections	2.00	EA	\$393.86	\$524.55	\$263.18	\$0.00	\$0.00	\$787.73
D502002u2	Interior LED fixtures, downlight, cylinder, 20 watts, incl lamps, mounting hardware and connections.	3.00	EA	\$331.95	\$735.53	\$260.32	\$0.00	\$0.00	\$995.85

**FSA: STORAGE - SUPPORT SECTION \$15,010.20**

	<b>Total/SF</b>	<b>Material/SF</b>	<b>Labor/SF</b>	<b>Eqp/SF</b>	<b>Sub/SF</b>
155.00 SF	\$96.84	\$43.61	\$53.19	\$0.04	\$0.00

**General Administrative Facility Total Cost: \$1,378,414.78**

**Primary Facilities Total Marked Up Cost: \$1,378,414.78**

Assembly	Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
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**Facility: Site Work Type: Supporting Facilities**

**Model: Cleanup and Landscaping**

Assembly	Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost	
G2050010101	Area Preparation, .67 Level & .33 Slope	0.08	ACRE	\$39,231.47	\$2,750.67	\$172.25	\$215.60	\$0.00	\$3,138.52
G2050040401	Seeding, .67 Level & .33 Slope, Hydr Spread	0.08	ACRE	\$4,322.97	\$150.04	\$139.82	\$55.98	\$0.00	\$345.84
G2050040408	Fertilizer, Hydr Spread	0.15	ACRE	\$466.05	\$1.45	\$68.45	\$0.00	\$0.00	\$69.91
G2050040413	Watering With 11356.23 L (3,000 Gal) Tank Truck, Per Pass, 9.35 kgal/ha (1kgal/AC)	0.60	ACRE	\$527.43	\$180.38	\$97.08	\$39.00	\$0.00	\$316.46
G2050040415	Mowing	0.15	ACRE	\$535.21	\$0.00	\$80.28	\$0.00	\$0.00	\$80.28
G2050050501	Trees, Deciduous	20.00	EA	\$867.63	\$6,063.51	\$9,131.47	\$2,157.58	\$0.00	\$17,352.55

**Model: Cleanup and Landscaping \$21,303.56**

**Cleanup and Landscaping Total Cost: \$21,303.56**

Assembly	Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
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**Facility: Site Work Type: Supporting Facilities**

Note: All Costs Include ACF, Markups and Escalation

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Project Location: Oregon Average, Oregon

Area Cost Factor: 1.120

2016 Cost Book

Project Midpoint: Jan 2022

Escalation Rate: 16.266

PACES 1.3.34.0

Program: Lowell Projects  
 Project: Lowell Town Hall  
 Project Num: TBD

## Project Detail Report

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**Model: Cleanup and Landscaping**

Assembly		Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
G2050040401	Seeding, .67 Level & .33 Slope, Hydr Spread	0.01	ACRE	\$4,322.97	\$18.75	\$17.48	\$7.00	\$0.00	\$43.23
G2050040408	Fertilizer, Hydr Spread	0.02	ACRE	\$466.05	\$0.19	\$9.13	\$0.00	\$0.00	\$9.32
G205090u1	Bioswale	3,152.00	SF	\$1.95	\$2,827.25	\$3,220.29	\$100.35	\$0.00	\$6,147.88
<b>Model: Cleanup and Landscaping</b>									<b>\$6,200.44</b>

**Cleanup and Landscaping Total Cost: \$6,200.44**

Assembly		Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
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**Facility: Site Work**

**Type: Supporting Facilities**

**Model: Communications**

Assembly		Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
G1030020259	Cat 225, 1.15m3 (1.5 CY), Soil/Sand, Trenching	16.85	CY	\$5.18	\$0.00	\$60.09	\$27.26	\$0.00	\$87.35
G1030040401	950, 2.29m3 (3 CY), Backfill W/Excavated Material	9.63	CY	\$3.48	\$0.00	\$17.98	\$15.55	\$0.00	\$33.53
G1030040405	950, 2.29m3 (3 CY), Delivered & Dumped, Backfill W/Sand	2.77	CY	\$89.09	\$203.74	\$22.61	\$20.44	\$0.00	\$246.79
G1030050511	Compact Soil W/Vibrating Plate	9.63	CY	\$4.94	\$0.00	\$45.59	\$1.95	\$0.00	\$47.54
G1030050515	Compact With Pogosticks	2.77	CY	\$26.74	\$0.00	\$69.36	\$4.72	\$0.00	\$74.08
G1030101002	50.80mm (2") Dia Contractor's Trash Pump, 283.91 L/min (75 GPM)	1.00	DAY	\$150.48	\$121.12	\$29.36	\$0.00	\$0.00	\$150.48
G4010070610	50.80mm (2") PVC Conduit	260.00	LF	\$10.01	\$690.31	\$1,912.20	\$0.00	\$0.00	\$2,602.51
G4010070615	Concrete Encasement For Duct Bank	4.81	CY	\$315.56	\$1,324.53	\$189.72	\$3.59	\$0.00	\$1,517.83
G4030010101	25 Pair No. 22 Awg Wire, Comm Cable	130.00	LF	\$8.47	\$527.06	\$573.65	\$0.00	\$0.00	\$1,100.71
<b>Model: Communications</b>									<b>\$5,860.82</b>

**Communications Total Cost: \$5,860.82**

Assembly		Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
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**Facility: Site Work**

**Type: Supporting Facilities**

**Model: Demolition**

Note: All Costs Include ACF, Markups and Escalation

Project Location: Oregon Average, Oregon  
 Project Midpoint: Jan 2022

Area Cost Factor: 1.120  
 Escalation Rate: 16.266

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Program: Lowell Projects  
 Project: Lowell Town Hall  
 Project Num: TBD

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Assembly		Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
G1020020201	Demolish Bituminous Road W/Power Equipment	79.17	CY	\$57.26	\$0.00	\$3,600.69	\$932.68	\$0.00	\$4,533.37
G1020070401	Dump Charge	118.75	CY	\$26.91	\$3,195.45	\$0.00	\$0.00	\$0.00	\$3,195.45
G1030020220	910, 0.96m3 (1.25 CY), Wheel Loader	3.00	HR	\$143.23	\$0.00	\$297.22	\$132.49	\$0.00	\$429.70
G1030020284	6.12m3 (8 CY), Dump Truck	9.00	HR	\$211.24	\$0.00	\$1,187.70	\$713.42	\$0.00	\$1,901.12
<b>Model: Demolition</b>									<b>\$10,059.65</b>

**Demolition Total Cost: \$10,059.65**

Assembly		Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
<b>Facility: Site Work</b>		<b>Type: Supporting Facilities</b>							
<b>Model: Restriping Roadways/Parking Lots</b>									
G1020070102	Pavement Sweeping, Machine	1,000.00	SY	\$0.06	\$0.00	\$59.94	\$0.00	\$0.00	\$59.94
G2010020201	Concrete Curb, 152.40mm x 152.40mm (6" x 6")	483.00	LF	\$4.73	\$1,355.25	\$924.09	\$3.31	\$0.00	\$2,282.65
G2020040401	Parking Space Striping	20.00	EA	\$14.23	\$159.30	\$109.19	\$16.17	\$0.00	\$284.65
<b>Model: Restriping Roadways/Parking Lots</b>									<b>\$2,627.24</b>

**Restriping Roadways/Parking Lots Total Cost: \$2,627.24**

Assembly		Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
<b>Facility: Site Work</b>		<b>Type: Supporting Facilities</b>							
<b>Model: Sanitary Sewer</b>									
G1030020259	Cat 225, 1.15m3 (1.5 CY), Soil/Sand, Trenching	35.22	CY	\$5.18	\$0.00	\$125.60	\$56.98	\$0.00	\$182.59
G1030040401	950, 2.29m3 (3 CY), Backfill W/Excavated Material	29.38	CY	\$3.48	\$0.00	\$54.86	\$47.43	\$0.00	\$102.29
G1030040405	950, 2.29m3 (3 CY), Delivered & Dumped, Backfill W/Sand	5.58	CY	\$89.09	\$410.42	\$45.55	\$41.18	\$0.00	\$497.15
G1030050511	Compact Soil W/Vibrating Plate	29.38	CY	\$4.94	\$0.00	\$139.10	\$5.93	\$0.00	\$145.04
G1030050515	Compact With Pogosticks	5.58	CY	\$26.74	\$0.00	\$139.71	\$9.51	\$0.00	\$149.22

Note: All Costs Include ACF, Markups and Escalation

Project Location: Oregon Average, Oregon  
 Project Midpoint: Jan 2022

Area Cost Factor: 1.120  
 Escalation Rate: 16.266

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Program: Lowell Projects

### Project Detail Report

13 Nov 2019

Project: Lowell Town Hall

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Project Num: TBD

G3020010127	203.20mm (8") PVC Pipe Sanitary	60.00	LF	\$21.56	\$742.69	\$551.20	\$0.00	\$0.00	\$1,293.89
G3020020201	Precast, CIP Base, 1.22m Dia, 1.83m Deep (4' Dia, 6' Deep), Manhole	1.00	EA	\$3,297.77	\$1,818.26	\$1,324.06	\$155.45	\$0.00	\$3,297.77
<b>Model: Sanitary Sewer</b>									<b>\$5,667.94</b>

**Sanitary Sewer Total Cost: \$5,667.94**

Assembly	Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
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**Facility: Site Work** **Type: Supporting Facilities**

**Model: Sidewalks**

Assembly	Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost	
G1030010105	Fine Grading, Hand	966.67	SY	\$17.84	\$0.00	\$17,245.27	\$0.00	\$17,245.27	
G1030020205	Curb/Sidewalk Excav & Bkfl, 27% Haul off Spoil, 1.61 km (1 Mile)	161.10	CY	\$26.56	\$0.00	\$3,072.17	\$1,206.37	\$4,278.54	
G1030040417	Delivered & Dumped - Hand, Backfill W/Sand	89.51	CY	\$180.37	\$2,866.27	\$13,114.05	\$164.55	\$16,144.88	
G1030050511	Compact Soil W/Vibrating Plate	89.51	CY	\$4.94	\$0.00	\$423.80	\$18.08	\$441.88	
G2030030301	Standard 101.60mm (4") Sidewalk W/Mesh, Formed	5,801.00	SF	\$11.83	\$19,668.54	\$48,960.98	\$0.00	\$68,629.53	
<b>Model: Sidewalks</b>									<b>\$106,740.09</b>

**Sidewalks Total Cost: \$106,740.09**

Assembly	Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
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**Facility: Site Work** **Type: Supporting Facilities**

**Model: Underground Electrical Distribution**

Assembly	Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
G1030020259	Cat 225, 1.15m3 (1.5 CY), Soil/Sand, Trenching	20.00	CY	\$5.18	\$0.00	\$71.33	\$32.36	\$103.68
G1030040401	950, 2.29m3 (3 CY), Backfill W/Excavated Material	12.00	CY	\$3.48	\$0.00	\$22.41	\$19.37	\$41.78
G1030040405	950, 2.29m3 (3 CY), Delivered & Dumped, Backfill W/Sand	4.00	CY	\$89.09	\$294.21	\$32.65	\$29.52	\$356.38
G1030050511	Compact Soil W/Vibrating Plate	12.00	CY	\$4.94	\$0.00	\$56.82	\$2.42	\$59.24
G1030050515	Compact With Pogosticks	4.00	CY	\$26.74	\$0.00	\$100.15	\$6.82	\$106.97
G4010060511	5 KV, 3/0, Shielded Cable, Copper	390.00	LF	\$15.93	\$3,165.85	\$3,047.61	\$0.00	\$6,213.46

Note: All Costs Include ACF, Markups and Escalation

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Project Location: Oregon Average, Oregon

Area Cost Factor: 1.120

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Project Midpoint: Jan 2022

Escalation Rate: 16.266

PACES 1.3.34.0

Program: Lowell Projects  
 Project: Lowell Town Hall  
 Project Num: TBD

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G4010060545	5 KV, 1/0 To 4/0 Conductor, Terminations & Splicing	6.00	EA	\$1,008.08	\$2,690.91	\$3,357.56	\$0.00	\$0.00	\$6,048.46
G4010070611	76.20mm (3") PVC Conduit	260.00	LF	\$16.09	\$1,315.32	\$2,868.31	\$0.00	\$0.00	\$4,183.62
G4010070615	Concrete Encasement For Duct Bank	6.00	CY	\$315.56	\$1,652.22	\$236.66	\$4.47	\$0.00	\$1,893.35

**Model: Underground Electrical Distribution** **\$19,006.95**

**Underground Electrical Distribution Total Cost: \$19,006.95**

Assembly	Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost
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<b>Facility: Site Work</b>	<b>Type: Supporting Facilities</b>
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**Model: Water Distribution**

Assembly	Quantity	UOM	Unit Cost	Material	Labor	Equipment	SubBid	Total Cost	
G1030020259	Cat 225, 1.15m3 (1.5 CY), Soil/Sand, Trenching	71.05	CY	\$5.18	\$0.00	\$253.39	\$114.95	\$0.00	\$368.34
G1030040401	950, 2.29m3 (3 CY), Backfill W/Excavated Material	60.56	CY	\$3.48	\$0.00	\$113.09	\$97.76	\$0.00	\$210.85
G1030040405	950, 2.29m3 (3 CY), Delivered & Dumped, Backfill W/Sand	10.58	CY	\$89.09	\$778.17	\$86.37	\$78.08	\$0.00	\$942.62
G1030050511	Compact Soil W/Vibrating Plate	60.56	CY	\$4.94	\$0.00	\$286.73	\$12.23	\$0.00	\$298.96
G1030050515	Compact With Pogosticks	10.58	CY	\$26.74	\$0.00	\$264.91	\$18.03	\$0.00	\$282.93
G3010020211	152.40mm (6"), Class 150, PVC Piping	130.00	LF	\$24.02	\$1,247.68	\$1,875.40	\$0.00	\$0.00	\$3,123.08

**Model: Water Distribution** **\$5,226.78**

**Water Distribution Total Cost: \$5,226.78**

**Supporting Facilities Total Marked Up Cost: \$182,693.46**

**Total Facilities Marked Up Cost: \$1,561,108.24**

Note: All Costs Include ACF, Markups and Escalation

Project Location: Oregon Average, Oregon  
 Project Midpoint: Jan 2022

Area Cost Factor: 1.120  
 Escalation Rate: 16.266

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Program: Lowell Projects  
Project: Lowell Town Hall  
Project Num: TBD

## Project Detail Report

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### In-Project Lump Sums(s)

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<b>Pavement:</b>	0.00
<b>Site Improvements:</b>	0.00
<b>Utilities:</b>	0.00

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<b>Estimated Contract Cost:</b>		<b>\$1,561,108.24</b>
<b>Contingency:</b>	3.00%	\$46,833.25
<b>SIOH:</b>	5.70%	\$91,652.66
<b>Design</b>	4.00%	\$62,444.33
<b>Other</b>	0.00%	\$0.00
<b>Total Project Cost:</b>		<b>\$1,762,038.48</b>

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### Out-of-Project Lump Sum(s)

Note: All Costs Include ACF, Markups and Escalation

Project Location: Oregon Average, Oregon  
Project Midpoint: Jan 2022

Area Cost Factor: 1.120  
Escalation Rate: 16.266

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**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** November 15, 2019  
**SUBJECT:** City Engineer Contract

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

**SUMMARY:**

The City’s three-year contract with our Engineer of Record, Civil West Engineering, expires on January 17, 2020. Staff has been pleased with the work of Civil West Engineering and has several ongoing projects with the firm, including the design of Main Street. The firm proposes an 8% increase over the 2017 Rate Schedule. Staff recommends renewal of the contract.

**FISCAL IMPACT:**

Funds for engineering services required for private development are covered by land use application and permit fees. Services for City projects are covered through the general, water, street or sewer funds. All contract work is subject to the appropriations included in the annual budget.

**COURSES OF ACTION:**

1. Motion to award the engineering services contract with Civil West Engineering Services Inc., as written.
2. Motion to award the engineering services contract with Civil West Engineering Services Inc., as amended.
3. No action.

**RECOMMENDATION:**

Motion to approve the contract for engineering services with Civil West Engineering Services Inc., as written.

**ATTACHMENTS:**

1. Contract for Engineering Services with Civil West Engineering Services Inc.
  - Exhibit A
  - Exhibit B
  - Exhibit C

**PERSONAL SERVICES CONTRACT  
FOR  
ENGINEERING SERVICES**

This contract is entered into between the City of Lowell, Oregon, P.O. Box 490, Lowell, OR, 97452, an Oregon Municipal Corporation hereafter referred to as “**City**” and Civil West Engineering Services, Inc., 945 Geary Street SE, Albany, OR 97322 hereafter referred to as “**Contractor**”.

**RECITALS**

- A. Contractor is engaged in the business of providing licensed professional engineering services and has significant experience providing engineering services to Oregon local governments for public works projects, including sewer, water and transportation services.
- B. City desires to engage Contractor as the City’s Engineer of Record, to provide the services described in this contract, and Contractor is willing to provide such services on the terms and conditions set forth herein.
- C. The following are attached and incorporated as part of this Contract:
  - Exhibit A. City of Lowell Standard Contract Conditions.
  - Exhibit B. City Engineer Schedule of Expectations and Assumptions
  - Exhibit C. Civil West Engineering Services, Inc. – 2020 Class B Rate Schedule

**AGREEMENT**

- 1. **Services to be provided.** Contractor agrees to serve as City Engineer for City and to perform the following services:
  - 1.1. Advise City staff and the City Council on engineering issues, including but not limited to, sewer, water, transportation, subdivision and partition plans, standards, policies, budgeting, operations and permits.
  - 1.2. Review subdivision and partition plans and requests as to compliance with City ordinances and City, State and Federal standards, and the City’s plans and infrastructure capabilities.
  - 1.3. Coordinate as necessary with the City’s Building Inspector, Planner and Attorney, Lowell Rural Fire Protection District, Lowell School District, other permitting/granting agencies, and project engineers.
  - 1.4. Conduct the inspection of public infrastructure installations and such other activities occurring within City easements and rights-of-way that may be assigned, including verification or preparation of as-built drawings.
  - 1.5. Develop plans, specifications and bid documents for construction of public infrastructure.

1.6. Assist with grant writing and contract administration.

1.7. Use its best efforts to meet the City's Expectations and Assumptions described in Exhibit B.

2. **Consideration.**

2.1. Contractor shall utilize its best effort to submit to City, on or before the 10<sup>th</sup> day of each month, a statement for Contractor Services for the previous month, billed in accordance with the Compensation Schedule attached as Exhibit C hereto. Said statement shall clearly itemize work done by project, hours expended and billing category performing the work. In no event will the City accept a statement for services which occurred more than 90 days previous to the billing date unless agreed upon in advance. The Compensation Schedule may be amended annually on the anniversary of this Contract upon mutual agreement of both parties to a written amendment to Exhibit C.

2.2. City will utilize its best efforts to remit payment to Contractor in the amount billed within 30 days of receipt of the invoice.

3. **Authorized Service Requests.** Only the City Administrator and Public Works Director are authorized to request services from Contractor unless indicated otherwise in writing.

4. **Term of Contract.** This contract shall be effective from the date signed by both parties for a period of three years unless terminated earlier as provided in Section 5 of this contract.

5. **Termination.** Notwithstanding any other provision hereof to the contrary, this contract may be terminated as follows:

5.1. The parties, by mutual written agreement may terminate this contract at any time.

5.2. Either party may terminate this contract in the event of a breach of the contract by the other party, after the first party provides written notice of breach and other party fails to remedy the breach within seven calendar days.

5.3. Either party may terminate this contract for any reason upon sixty days' written notice to the other party.

5.4. City may terminate this contract immediately upon Contractor's failure to have in force any insurance required by this Contract.

5.5. Except as provided in Section 6 below, in the event of termination, City shall pay Contractor for work performed to the date of termination.

6. **Remedies.**

6.1. In the event of a termination of this contract by City because of a breach by Contractor, City may complete work by contract with other persons. Contractor shall be liable to City for any costs or losses actually incurred by City as a result of the breach. City may withhold payment of sums due

Contractor for work performed prior to and on the date of termination until City's costs and losses have been determined, at which time City may offset any such amount due Contractor against costs and losses incurred by City.

- 6.2. The foregoing remedies provided to City for breach of this contract by Contractor shall not be exclusive. City shall be entitled to exercise any one or more legal or equitable remedies available because of Contractor's breach.
- 6.3. In the event of breach of this contract by City, Contractor's remedy shall be limited to termination of this contract, payment for work performed to the date of termination, and compensation for any direct loss actually incurred by Contractor as a result of the City's breach.
- 6.4. Waiver by either party of any violation of this contract shall not prevent that party from invoking remedies of this section for any succeeding violations of the contract.
7. **Indemnification.** Contractor agrees to indemnify, defend and hold harmless City, its officers, agents and employees from any claims, actions, liability or cost, including attorney fees and other costs of defense, arising out of Contractor's negligence or non-performance of the terms of this contract.
8. **Insurance.** Contractor shall maintain in force for the duration of this contract, the insurance coverage specified below. A copy of each policy or certificate satisfactory to City shall be delivered to City prior to commencement of work hereunder. The certificates of insurance shall contain a provision that coverage afforded under the policies will be primary over any other available insurance, including insurance by City, and must contain endorsements entitling the City to not less than thirty (30) days' prior notice before suspension, cancellation or reduction in coverage. Policies shall be issued by companies authorized to do business under the laws of the State of Oregon and approved by the City. Policies must identify the City as an additional insured entity. Failure to maintain any insurance coverage required by this contract shall be cause for immediate termination of this contract by City.
  - 8.1. **Commercial General Liability.** Contractor shall maintain a broad form of commercial liability insurance policy with coverage of not less than \$1,000,000 combined single limit per occurrence, with aggregate of \$2,000,000, for bodily injury, personal injury or property damage. Such policy shall contain contractual liability endorsement to cover Contractor's indemnification obligations under this contract, and shall expressly provide that the interest of City shall not be affected by Contractor's breach of policy provisions.
  - 8.2. **Professional Liability.** Contractor shall maintain a professional liability insurance policy with coverage of not less than \$1,000,000, with a deductible of not more than \$50,000, to protect Contractor from claims for professional acts, errors or omissions arising from the work hereunder. The policy shall contain an endorsement entitling City to not less than 60 days' prior written notice of any material change, non-renewal or cancellation of such policy. This policy may be written on a "claims made" form, provided that, Contractor shall maintain the claims made policy for at least five (5) years after the date of termination of this contract. Contractor's obligation under this Subsection 8.2 shall survive termination of this contract.
9. **Non-discrimination.** Contractor shall not discriminate against employees, or discriminate against or deny service to any person, on the grounds of race, color, sex, national origin, marital status, familial status, sexual orientation, disability, age or duration of residence.

10. **Subcontracting.** Contractor shall not subcontract the work, in whole or in part, without City's prior written approval. Contractor shall require any approved subcontractor to agree, as to the portion subcontracted, to comply with all obligations of Contractor specified in this contract. Notwithstanding City's approval of a subcontractor, Contractor shall remain obligated for full performance of this contract and City shall incur no obligation to any subcontractor. Contractor shall indemnify, defend and hold harmless from all claims of subcontractors.
11. **Assignment.** Contractor shall not assign this contract, in whole or in part, or any right or obligation hereunder, without City's prior written approval.
12. **Independent Contractor.** Whether Contractor is a corporation, partnership, or other legal entity or an individual, Contractor is an independent contractor. If Contractor is an individual, Contractor's duties will be performed with the understanding that the Contractor is a self-employed person, has special expertise as to the services which Contractor is to perform and is customarily engaged in the independent performance of the same or similar services for others. The manner in which the services are performed shall be controlled by Contractor, however, the nature of the services and the results to be achieved shall be specified by City, consistent with Exhibit B hereto. Contractor is not to be deemed an employee or agent of the City and has no authority to make any binding commitments or obligations on behalf of City, except to the extent expressly provided herein within the scope of the work specified.
13. **Compliance with Laws.** Contractor shall comply with all applicable federal, state and local laws, rules, ordinances and regulations at all times and in the performance of the work, including all applicable provisions of City's standard contract conditions set forth in Exhibit A.
14. **Notices.** Any notices permitted or required by this contract shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to the parties at the address designated at the beginning of this contract, or other address as either party may provide to the other by notice given in accordance with this provision.
15. **Survival.** Any obligation of a party to perform an act or liability for indemnification or payment which arises from or under the provision of this contract prior to its termination or expiration shall survive such termination or expiration until satisfied by performance or payment.
16. **Attorney Fees.** In the event of any action to enforce or interpret this contract, the prevailing party shall be entitled to recover from the losing party reasonable attorney fees incurred in the proceeding, as set by the court, at trial, and on appeal.
17. **Integration.** This contract embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This contract shall supersede all prior communications, representations or agreements, either oral or written, between the parties. This contract shall not be amended except in writing, signed by both parties.
18. **Governing Law.** This contract shall be governed by and interpreted in accordance with the laws of the State of Oregon.

19. **Jurisdiction and Venue.** All actions relating to this contract shall be tried before the courts of the State of Oregon to the exclusion of all other courts which might have jurisdiction apart from this provision. Venue in any action shall be the Circuit Court of Lane County, Oregon.

**For the City of Lowell**

**For Civil West Engineering Services, Inc.**

By: \_\_\_\_\_  
Jared Cobb

Title: City Administrator

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

## Exhibit A

### Standard Contract Provisions

The following standard public contract clauses shall be included expressly or by reference where appropriate in every contract of the City. These terms are intended to supplement, and not replace, any provisions in the contract.

- (1) Contractor shall make payment promptly, as due, to all persons supplying to such contractor labor or material for the prosecution of the work provided for in the contract, and shall be responsible for payment to such persons supplying labor or material to any subcontractor.
- (2) Contractor shall pay promptly all contributions or amounts due to the State Industrial Accident Fund and the State Unemployment Compensation Fund from contractor or any subcontractor in connection with the performance of the contract.
- (3) Contractor shall not permit any lien or claim to be filed or prosecuted against the City on account of any labor or material furnished, shall assume responsibility for satisfaction of any lien so filed or prosecuted and shall defend against, indemnify and hold City harmless from any such lien or claim.
- (4) Contractor and any subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- (5) For public improvement and construction contracts only, if contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the contractor or a subcontractor by any person in connection with the public contract as such claim becomes due, the City may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due the contractor by reason of the contract. The payment of a claim in the manner authorized hereby shall not relieve the contractor or its surety from the obligation with respect to any unpaid claim. If the City is unable to determine the validity of any claim for labor or services furnished, the City may withhold from any current payment due contractor an amount equal to said claim until its validity is determined, and the claim, if valid, is paid by the contractor or the City. There shall be no final acceptance of the work under the contract until all such claims have been resolved.
- (6) Contractor shall make payment promptly, as due, to any person, co-partnership, association or corporation furnishing medical, surgical, hospital or other needed care and attention, incident to sickness or injury, to the employees of contractor, of all sums which the contractor agreed to pay or collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing payment for such service.
- (7) With certain exceptions listed below, contractor shall not require or permit any person to work more than 10 hours in any one day, or 40 hours in any one week except in case of necessity, emergency, or where public policy absolutely requires it, and in such cases the person shall be paid at least time and a half for:
  - (a) All overtime in excess of eight hours a day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday, or
  - (b) All overtime in excess of 10 hours a day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday, and
  - (c) All work performed on the days specified in ORS 279B.020(1) for non-public improvement contracts or ORS 279C.540(1) for public improvement contracts.
  - (d) For personal/professional service contracts as designated under ORS 279A.055, instead of (a) and (b) above, a laborer shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week, except for individuals under these contracts who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. Sections 201 to 209, from receiving overtime.
  - (e) Contractor shall follow all other exceptions, pursuant to ORS 279B.235 (for non-public improvement contracts) and ORS 279C.540 (for public improvement contracts), including contracts involving a collective bargaining agreement, contracts for services, and contracts for fire prevention or suppression. For contracts other than construction or public improvements, this subsection (7) does not apply to contracts for purchase of goods or personal property.
  - (f) Contractor must give notice to employees who work on a public contract in writing, either at the time of hire or before commencement of work on the contract, or by posting a notice in a



location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.

- (8) The hourly rate of wage to be paid by any contractor or subcontractor to workers upon all public works with a contract value greater than \$49,999 shall be not less than the applicable prevailing rate of wage for an hour's work in the same trade or occupation in the locality where such labor is performed, in accordance with ORS 279C.800 to ORS 279C.850. For projects covered by the federal Davis-Bacon Act (40 USC 276a), contractors and subcontractors shall pay workers the higher of the state or federal prevailing rate of wage.
- (9) The contractor, its subcontractors, if any, and all employers working under the contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, or otherwise be exempt under ORS 656.126.
- (10) As to public improvement and construction contracts, Contractor shall comply with all applicable federal, state, and local laws and regulations, including but not limited to those dealing with the prevention of environmental pollution and the preservation of natural resources that affect the performance of the contract. A list of entities who have enacted such laws or regulations is found in the Oregon Attorney General's Model Public Contract Rules Manual, OAR 137-030-0010, Commentary 4. If new or amended statutes, ordinances, or regulations are adopted, or the contractor encounters a condition not referred to in the bid document not caused by the contractor and not discoverable by reasonable site inspection which requires compliance with federal, state, or local laws or regulations dealing with the prevention of environmental pollution or the preservation of natural resources, both the City and the contractor shall have all the rights and obligations specified in ORS 279C.525 to handle the situation.
- (11) In addition to any other provisions regarding termination, the contract may be canceled at the election of City for any substantial breach, willful failure or refusal on the part of contractor to faithfully perform the contract according to its terms. The City may terminate the contract by written order or upon request of the contractor, if the work cannot be completed for reasons beyond the control of either the contractor or the City, or for any reason considered to be in the public interest other than a labor dispute, or by reason of any third party judicial proceeding relating to the work other than one filed in regards to a labor dispute, and when circumstances or conditions are such that it is impracticable within a reasonable time to proceed with a substantial portion of the work. In either case, for public improvement contracts, if the work is suspended but the contract not terminated, the contractor is entitled to a reasonable time extension, costs and overhead per ORS 279C.655. Unless otherwise stated in the contract, if the contract is terminated, the contractor shall be paid per ORS 279C.660 for a public improvement contract.
- (12) If the City does not appropriate funds for the next succeeding fiscal year to continue payments otherwise required by the contract, the contract will terminate at the end of the last fiscal year for which payments have been appropriated. The City will notify the contractor of such non-appropriation not later than 30 days before the beginning of the year within which funds are not appropriated. Upon termination pursuant to this clause, the City shall have no further obligation to the contractor for payments beyond the termination date. This provision does not permit the City to terminate the contract in order to provide similar services or goods from a different contractor.
- (13) By execution of this contract, contractor certifies, under penalty of perjury that:
  - (a) To the best of contractor's knowledge, contractor is not in violation of any tax laws described in ORS 305.380(4), and
  - (b) Contractor has not discriminated against minority, women or small business enterprises in obtaining any required subcontracts.
  - (c) Contractor has a public works bond filed with the Construction Contractors Board that is valid at the time of initiation of construction and all times thereafter during construction.
  - (d) Contractor will include in every subcontract a provision requiring the subcontractor to have a public works bond filed with the Construction Contractor's Board before starting work on the project.
- (14) Contractor agrees to prefer goods or services that have been manufactured or produced in this State if price, fitness, availability or quality are otherwise equal.
- (15) Contractor agrees to not assign this contract or any payments due hereunder without the proposed assignee being first approved and accepted in writing by City.

- (16) Contractor agrees to make all provisions of the contract with the City applicable to any subcontractor performing work under the contract.
- (17) The City will not be responsible for any losses or unanticipated costs suffered by contractor as a result of the contractor's failure to obtain full information in advance in regard to all conditions pertaining to the work.
- (18) Except as provided in the contract, all modifications and amendments to the contract shall be effective only if in writing and executed by both parties.
- (19) The contractor certifies he or she has all necessary licenses, permits, or certificates of registration (including Construction Contractors Board registration or Landscape Contractors Board license, if applicable), necessary to perform the contract and further certifies that all subcontractors shall likewise have all necessary licenses, permits or certificates before performing any work. The failure of contractor to have or maintain such licenses, permits, or certificates is grounds for rejection of a bid or immediate termination of the contract.
- (20) Unless otherwise provided, data which originates from this contract shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the City. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights. Data which is delivered under the contract, but which does not originate therefrom shall be transferred to the City with a nonexclusive, royalty-free, irrevocable license to publish, translate, reproduce, deliver, perform, dispose of, and to authorize others to do so; provided that such license shall be limited to the extent which the contractor has a right to grant such a license. The contractor shall exert all reasonable effort to advise the City, at the time of delivery of data furnished under this contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this contract. The City shall receive prompt written notice of each notice or claim of copyright infringement received by the contractor with respect to any data delivered under this contract. The City shall have the right to modify or remove any restrictive markings placed upon the data by the contractor. If as a result of this contract, the Contractor produces a report, paper, publication, brochure, pamphlet or other document on paper which uses more than a total 500 pages of 8 1/2" by 11" paper, the Contractor shall use recycled paper with at least 25% post-consumer content which meets printing specifications and availability requirements.
- (21) The Oregon Standard Specifications for Construction adopted by the State of Oregon, and the Manual on Uniform Traffic Control Devices, each as is currently in effect, shall be applicable to all road construction projects except as modified by the bid documents.
- (22) As to contracts for lawn and landscape maintenance, the contractor shall salvage, recycle, compost or mulch yard waste material in an approved site, if feasible and cost-effective.
- (23) As to public improvement contracts for demolition, the contractor shall salvage or recycle construction and demolition debris, if feasible and cost-effective.
- (24) When a public contract is awarded to a nonresident bidder and the contract price exceeds \$10,000, the contractor shall promptly report to the Department of Revenue on forms to be provided by the department the total contract price, terms of payment, length of contract and such other information as the department may require before the City will make final payment on the contract.
- (25) If a contractor does not submit certified payroll reports each month, In addition to the specified amount of retainage, the City will withhold twenty five (25) percent of any amount earned during the time when no certified reports are submitted. City will release the additional withholding within 14 days to the submission of a certified payroll report that complies with applicable state and federal standards.
- (26) A fee is required to be paid to the Commissioner of the Bureau of Labor and Industries (BOLI) for every public works contract. This fee will be paid pursuant to the administrative rules of BOLI. Every contractor and subcontractor must have a public works bond filed with the Commissioner of BOLI prior to starting work on this contract, unless the contractor is exempt under ORS 279C.836.
- (27) Within ten days of the execution of a public improvement contract, or at any time prior to that date, Contractor shall demonstrate that an employee drug testing program is in place.

Exhibit B  
EXPECTATIONS AND ASSUMPTIONS

1. Contractor will assign the least expensive employee capable of handling a particular task to perform the work, which will be billed at a lower rate than the standard engineer rate. Contractor will remain ultimately responsible for the work performed by employees.

2. Sufficient inspections of development will be performed to insure that plans and standards are followed and that "as-builts" are complete and correct.

3. Contractor shall be receptive to considering new information and, if necessary, changing prior advice given to City if new information warrants doing so.

4. Contractor shall promptly respond to City requests for technical advice. However, Contractor shall first research the subject sufficiently to ensure the response formulated is reliable.

5. Contractor shall treat all persons contacted in performance of the contract duties with respect, courtesy and sensitivity to their concerns.

6. Contractor shall be objective in providing City with analyses of policy considerations and will discuss the pros and cons of matters without advocating a particular position. Policy decisions are made by the City Council after considering Contractor's technical advice, the advice of other experts and the public, and Contractor's work shall support the City Council decisions.

7. Although Contractor has broad experience with local government and public sewer, water and transportation systems, when necessary in order to provide specialized assistance with problems beyond Contractor's experience, education or training, Contractor shall contact other engineers for assistance or recommend that City hire other engineers to deal with such problems.

8. Contractor shall be "on call" at all times. If assistance is requested by City, Contractor shall send a qualified representative upon no more than one-hour notice.

9. Contractor shall report to the City Council any conflicts discovered between various City ordinances, ordinance provisions which violate state or federal law or regulations, or City

budget problems.

10. Contractor shall guide and advise City staff on all City engineering related matters, advise when action is required by staff, the City Council, or a consultant other than Contractor.

11. Contractor shall use its best efforts to assist the City in saving money in both the long and short term.

12. In the event a particular City Council policy is unclear, Contractor shall consult with the City's staff, attorney, building official, and/or planner before interpreting a City ordinance or policy. Contractor shall not take a public position in behalf of the City on any such issues until any disagreement between the staff, attorney, building official, and/or planner has been resolved or the City Council has addressed the issue.

## Exhibit C



<b>Civil West Engineering Services, Inc. - 2020 Class B Rate Schedule</b>	
<b>STAFF/ITEM</b>	<b>BILLING RATE</b>
<b>ENGINEERING</b>	
Principal Engineer	\$165
Project Manager	\$150
Senior Project Engineer	\$145
Project Engineer	\$134
Engineering Technician	\$114
Staff Engineer	\$84
Inspector	\$95
Engineering Intern	\$50
Clerical	\$52
<b>Surveying</b>	
Senior Surveyor (PLS)	\$150
Senior Survey Technician	\$120
Survey Technician	\$103
1-person Survey Crew	\$160
2-person Survey Crew	\$188
3-person Survey Crew	\$225
<b>REIMBURSABLES</b>	
Mileage - or current IRS Rate	\$0.575
Lodging, meals as required for travel	Cost
Reproduction, Printing, Etc.	Cost plus 10%
Subconsultants	Cost plus 10%
* Scoped Support Services Approved Travel Budgets Will be Developed and Approved by City Using Standard Billing Rates.	

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** November 15, 2019  
**SUBJECT:** Oregon RAIN Contract

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

**SUMMARY:**

In 2017, the City of Lowell welcomed RAIN to assist entrepreneurs in Lowell, Dexter, and Fall Creek. RAIN holds networking events, business training, and one-on-one mentoring. Funding has been provided by The Ford Family Foundation (\$25,000) and Lane County (\$40,000). Match in the amount of \$7,500 has been requested by RAIN from the cities of Lowell and Oakridge to continue the part-time position for East Lane County.

**FISCAL IMPACT:**

If the contract is approved, \$7,500 would be paid for out of the FY 2019/20 General Fund/ Administration Budget.

**COURSES OF ACTION:**

1. Motion to authorize the City Administrator to sign the Memorandum of Understanding with RAIN and the City of Oakridge, as written.
2. Motion to authorize the City Administrator to sign the Memorandum of Understanding with RAIN and the City of Oakridge, as written.
3. No action.

**RECOMMENDATION:**

Motion to authorize the City Administrator to sign the Memorandum of Understanding with RAIN and the City of Oakridge, as written.

**ATTACHMENTS:**

1. Scorecard - Oakridge and Lowell
2. Oregon RAIN Memorandum of Understanding

Name of City or County: **Oakridge & Lowell**

**SCORING:**

**0** = Don't Know

**1** = Disagree or Too Early to Tell

**2** = Somewhat Agree

**3** = Agree

	Enter score to the best of your knowledge			
<b>Regional Characteristics of a Thriving Entrepreneurship &amp; Innovation (E&amp;I) Ecosystem</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
Government buy-in still exists to support a thriving E&I Ecosystem			2.5	
Government leaders are demonstrating a willingness to amend policies to support the ecosystem			2.5	
Human capital (talent) exists in your region to support the growth of the E&I ecosystem		1		
Workforce training is available in the region			2	
The right education and training exists to support an E&I ecosystem (e.g. higher education, leadership training, accelerators, incubators, workshops, etc.)		1		
Quality mentors (people who have "been there, done that") exist in the region			2	
The local media covers stories about your local startups and innovation economy				3
There are multiple ecosystem partners engaged in the ecosystem			2.5	
Entrepreneurs have stepped up to champion the ecosystem		1.5		
Relevant physical assets exist in your community to support a growing E&I ecosystem (e.g. labs, kitchen incubators, co-working spaces, maker spaces, innovation hubs, etc.)		1		
High net-worth individuals interested in learning about angel investing have been identified.			2.5	
Capital is being invested into startups in the region.		1		
Service providers exist in the region and are engaging in the ecosystem		1		
There are regional and global markets demanding the types of products/innovations being created in your community (market timing)		1		
There are entrepreneurs, inventors, creatives in your community asking for support.				3
<b>TOTALS</b>	<b>0</b>	<b>7.5</b>	<b>14</b>	<b>6</b>
<b>GRAND TOTAL</b>	<b>27.5</b> <b>(compared to 30.5 for all Rural Lane RAIN is serving)</b>			

Note: If your grand total is under 20, your community/region may not be ready for this work, or the work plan needs to be revisited.

## MEMORANDUM OF UNDERSTANDING

### Between Regional Accelerator & Innovation Network, City of Lowell, and City of Oakridge

#### 1. Purpose

1.1. The purpose of this Memorandum of Agreement (MOU) is to set out the terms by which the Regional Accelerator & Innovation Network (Oregon RAIN), the City of Lowell and the City of Oakridge will work together to continue developing and scaling up the Oregon RAIN Rural Entrepreneurial Program in the City of Lowell and the City of Oakridge.

1.2. The key contacts for this project will be **Caroline Cummings** (Executive Director) for Oregon RAIN, **Jared Cobb** (City Administrator of Lowell), and **Bryan Cutchen** (City Administrator of Oakridge). The key contacts are responsible for ensuring performance of the activities and duties described in this MOU. Changes to key contacts shall be made in writing to the following addresses.

#### Oregon RAIN

Caroline Cummings  
Executive Director  
942 Olive Street  
Eugene, OR 97401  
541.968.2982

[caroline@oregonRAIN.org](mailto:caroline@oregonRAIN.org)

#### City of Lowell

Jared Cobb  
City Administrator  
107 E. 3rd Street  
Lowell, OR 97452  
541.937.2157

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

#### City of Oakridge

Bryan Cutchen  
City Administrator  
P.O. Box 1410  
Oakridge, OR 97463  
541-782-2258

[cityadministrator@ci.oakridge.or.us](mailto:cityadministrator@ci.oakridge.or.us)

1.3. Through this MOU, the City of Lowell and the City of Oakridge **each** agree to provide \$7,500 to Oregon RAIN in FY 19/20. These funds will be allocated to Oregon RAIN for Rural Venture Catalyst support and resources for entrepreneurs and innovators in the City of Lowell and the City of Oakridge and for creating a culture of entrepreneurship through ecosystem-building.

1.4. Oregon RAIN's Rural Venture Catalyst shall bring entrepreneurs and potential entrepreneurs together, providing them with increased access to **people** (mentors and accomplished entrepreneurs), **programs** (workshops and accelerators), **physical assets** (space and equipment), and **capital** (access to statewide funding sources, including Oregon RAIN's Seed Fund and crowdfunding).

1.5. Oregon RAIN, the City of Lowell, and the City of Oakridge recognize that the \$15,000 is a significant investment in advancing the innovation economy in the City of Lowell and the City of Oakridge and further recognize that **more investment will be required to fully implement and sustain the program**. The City of Lowell and the City of Oakridge will support Oregon RAIN's efforts to advance additional funding opportunities from foundations, counties, private corporations, the State of Oregon, and the Federal Government.



## **2. Goals**

- 2.1. Continue to elevate the regional entrepreneurial ecosystem.
- 2.2. Raise additional funds for Rural Venture Catalyst activities in the City of Lowell and the City of Oakridge.
- 2.3. Support and expand mentoring, meetups, and other events to help gather, educate, and support entrepreneurs and innovators.
- 2.4. Continue to activate capital in the region.
- 2.5. Track overall budget and report progress to funders and partners.
- 2.6. Maintain and expand established database of entrepreneurs, mentors, and ecosystem stakeholders.
- 2.7. Continue launching and supporting previously identified and assisted startups.
- 2.8. Deliver wrap-around mentoring services to startups with the best potential in the City of Lowell and the City of Oakridge.
- 2.9. Meet other goals, as mutually agreed-upon between Oregon RAIN, the City of Lowell, and the City of Oakridge.

## **B. Oregon RAIN's Responsibilities**

- 3.1. Oregon RAIN shall provide ongoing training, support, and supervision to the Rural Venture Catalyst and other staff serving the City of Lowell and the City of Oakridge.
- 3.2. Oregon RAIN shall work collaboratively with the City of Lowell and the City of Oakridge to continue implementing its Rural Entrepreneurial Development Program, which includes tracking and supporting ecosystem partners and key stakeholders, asset mapping, community outreach, surveying, and other investigative activities to assess culture and climate as it relates to entrepreneurship and overall community readiness to continue building and sustaining the region's entrepreneurial ecosystem.
- 3.3. Oregon RAIN shall monitor the overall budget and metrics for this program and report progress to the City of Lowell, the City of Oakridge, and other funders. Metrics tracked and reported shall include: number of entrepreneurs identified and assisted, revenue generated by startups assisted, jobs created by startups assisted, number and type of activities hosted, mentors engaged, and investors engaged.
- 3.4. Oregon RAIN shall work collaboratively with the City of Lowell and the City of Oakridge to create and implement specific strategies to develop an entrepreneurial ecosystem in the City of Lowell, the City of Oakridge, and the region. Within the City of Lowell and the City of Oakridge, Oregon RAIN shall

conduct educational events, find and support entrepreneurs by matching them with resources, find and educate angel investors, conduct asset mapping to identify resources and gaps in the regional entrepreneurial ecosystem, track and report metrics, and make recommendations for improvement.

3.5. Oregon RAIN shall continue building a network of stakeholders who have a shared vision for establishing an entrepreneurial ecosystem in the City of Lowell and the City of Oakridge.

3.6. Oregon RAIN shall provide communication and public relations support for this program.

3.7. Oregon RAIN shall work with the City of Lowell and the City of Oakridge to develop strategies for a sustainable program, including collaborative fundraising, grant writing efforts, and joint financial “asks,” where appropriate.

3.8. Oregon RAIN shall work collaboratively with the City of Lowell and the City of Oakridge to gather case study documentation, including videos, interviews, quotes, stories, and “essential questions” at community events, town halls, and forums.

#### **4. The City of Lowell and the City of Oakridge’s Responsibilities**

4.1. The City of Lowell and the City of Oakridge shall work collaboratively with Oregon RAIN to create and implement specific strategies to continue assessing, supporting, and building an entrepreneurial ecosystem in the City of Lowell and the City of Oakridge, including strategies that are innovative.

4.2. The City of Lowell and the City of Oakridge shall work with Oregon RAIN to develop strategies for a sustainable program, including collaborative fundraising, grant writing efforts, and joint financial “asks,” where appropriate.

4.3. The City of Lowell and the City of Oakridge shall help Oregon RAIN track metrics for this program, providing this data to Oregon RAIN no fewer than ten (10) business days before funder progress reports are due.

4.4. The City of Lowell and the City of Oakridge shall help Oregon RAIN promote outreach and activities for this program by encouraging its staff and economic development partners to increase engagement with Oregon RAIN and to work collaboratively with Oregon RAIN in the ecosystem.

4.5. The City of Lowell and the City of Oakridge shall support Oregon RAIN’s communication and public relations activities for this program, as needed.

4.6. The City of Lowell and the City of Oakridge shall work collaboratively with Oregon RAIN to gather case study documentation, including videos, interviews, quotes, stories, and “essential questions” at community events, town halls, and forums.

4.7. The City of Lowell and the City of Oakridge work collaboratively with Oregon RAIN to develop and submit a sustainability plan that identifies potential sources of support and a timeline and action plan for accessing or applying to those sources.

4.8. The City of Lowell and the City of Oakridge shall engage with the Oregon RAIN Rural Venture Catalyst and actively support the program to foster maximum program results.

## 5. Payment Schedule

5.1. The City of Lowell and the City of Oakridge shall each provide \$7,500 to Oregon RAIN to build an entrepreneurial ecosystem in the City of Lowell and the City of Oakridge that focuses on helping startups launch and thrive.

5.2. The funds shall be paid to Oregon RAIN by **October 15, 2019** by:

- **City of Lowell** in the amount of **\$7,500**
- **City of Oakridge** in the amount of **\$7,500**

## 6. Duration of Agreement

6.1. This MOU will be in effect from **October 1, 2019 through June 30, 2020** and may be updated at any time through mutual written agreement of the parties.

6.2. No party may assign or transfer all or any portion of this MOU without the prior written consent of the other party.

## 7. Diversity, Equity, and Inclusion

7.1. Just as biodiversity strengthens natural systems, the diversity of human experience strengthens our entrepreneurial ecosystem building efforts. Oregon RAIN represents and reflects that human diversity, embracing it in all the communities where we work, in order to achieve our goals. To that end, we are committed to increasing the diversity of our staff, board, volunteers, mentors, and partners, and to fostering an inclusive network of stakeholders and partners in all kinds of communities, from rural to urban.

7.2. Equity, diversity, and inclusion is not only a best practice for business, it's a strategic imperative. Our business and strategies are enriched and made stronger by the contribution of the experiences, perspectives, and values of diverse individuals and communities. Creating an innovation economy transcends political, cultural, and social boundaries, and so must Oregon RAIN in order to expand our reach and engage more people in Oregon's entrepreneurial ecosystem.

7.3. Oregon RAIN is dedicated to providing a work environment that prioritizes fairness and respect. At Oregon RAIN, everyone is treated equally and is encouraged to achieve their fullest potential. We respect the individuality of each member of our community, and we are committed to a workplace free

of any kind of discrimination based on race, color, religion, sex, age, sexual orientation, gender identity and expression, disability, national or ethnic origin, politics, or veteran status.

7.4. With a plurality of voices, Oregon RAIN will inspire more entrepreneurs and help create more jobs and revenue in Oregon. Respect, inclusion, and opportunity for people of all backgrounds, lifestyles, and perspectives will attract the best ideas and harness the greatest passion to shape a more vibrant future for all Oregonians. By honoring and celebrating the remarkable diversity of the human species, Oregon RAIN will bring new creativity, effectiveness, and leadership to our work.

## **8. Intellectual Property**

8.1. Oregon RAIN, the City of Lowell, and the City of Oakridge agree that any intellectual property that is jointly-developed by the parties to this MOU may be used by both parties for non-profit, non-commercial purposes without obtaining consent from the other and without any need to account to the other.

8.2. All intellectual property that was developed independently by one party to this MOU shall be the sole property of that party, requiring written consent before it could be used by the other party.

## **9. Association**

9.1 Oregon RAIN, the City of Lowell, and the City of Oakridge are not entering into a legal partnership, joint venture, commercial undertaking for monetary gain, or other such business arrangement.

9.2. Oregon RAIN, the City of Lowell, and the City of Oakridge shall not refer to this MOU or treat the arrangements of this MOU as a legal partnership, joint venture, commercial undertaking for monetary gain, or other such business arrangement.

9.3. Oregon RAIN, the City of Lowell, and the City of Oakridge shall not take any actions that would be inconsistent with the intentions of this paragraph.

## **10. Dispute Resolution**

10.1. Oregon RAIN, the City of Lowell, and the City of Oakridge agree that, in the event of any dispute between them relating to this MOU, they shall first seek to resolve the dispute through informal discussions, which shall be initiated in writing.

10.2. In the event any dispute cannot be resolved informally within sixty (60) calendar and consecutive days from the written notice of dispute, Oregon RAIN, the City of Lowell, and the City of Oakridge agree to attempt to resolve the dispute by mediation.

10.3. Oregon RAIN, the City of Lowell, and the City of Oakridge agree that their respective good faith participation in mediation is a condition precedent to pursuing any other available legal or equitable remedy, including litigation, arbitration, or other dispute procedures.

10.4. Any party to this MOU may commence the mediation process by providing to the other party written notice (Initial Mediation Notice) setting forth the subject of the dispute, claim, or controversy and the relief requested.

10.5. Within ten (10) days after receipt of the Initial Mediation Notice, the other party shall deliver a written response to the initiating party's notice.

10.6. The initial mediation session shall be held within thirty (30) days after the Initial Mediation Notice.

10.7. The costs of mediation shall be shared equally by Oregon RAIN, the City of Lowell, and the City of Oakridge.

10.8. Oregon RAIN, the City of Lowell, and the City of Oakridge do not waive their legal right to adjudicate this MOU in a legal forum.

## **11. Entirety**

11.1. This MOU constitutes the entire agreement among Oregon RAIN, the City of Lowell, and the City of Oakridge concerning the subject matter thereof.

11.2. All prior agreements, discussions, representations, warranties, and covenants are merged herein.

11.3. There are no warranties, representations, covenants, or agreements (expressed or implied) between the parties except those expressly set forth in this agreement.

11.4. Any amendments or modifications of this agreement shall be in writing and executed by all parties: Oregon RAIN, the City of Lowell, and the City of Oakridge.

11.5. Electronic signatures are valid and binding.

11.6. Each person signing this MOU represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this agreement.

11.7. Each party represents and warrants to the other that the execution and delivery of this MOU and the performance of each party's responsibilities and obligations hereunder have been duly authorized and that this MOU is a valid and legal agreement binding on each party and enforceable in accordance with its terms.

**For RAIN**



\_\_\_\_\_  
**Signature**

Caroline Cummings  
**Name**

Executive Director  
**Title**

7/1/2019  
**Date**

**For City of Lowell**

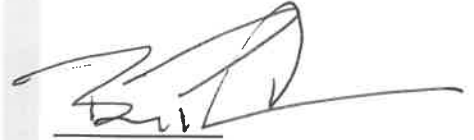
\_\_\_\_\_  
**Signature**

Jared Cobb  
**Name**

City Administrator  
**Title**

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

**For City of Oakridge**



\_\_\_\_\_  
**Signature**

Bryan Cutchen  
**Name**

City Administrator  
**Title**

10/19/2019  
**Date**

**AGENDA ITEM SUMMARY**

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** November 15, 2019  
**SUBJECT:** Resolution 729 – Budget Transfers

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

**SUMMARY:**

The Fiscal Year 2019/120 Budget identifies several budget transfers. As required by the City’s Fiscal Management Policy and Procedures Manual, all budget transfers must be approved by the City Council prior to execution. The attached Resolution 729 completes all the budgeted transfers.

**FISCAL IMPACT:**

The transfers were included in the Fiscal Year 2019-20 Budget and the transferring funds have the resources to complete the transfers.

**COURSES OF ACTION:**

1. Motion to approve Resolution 729, as written.
2. Motion to approve Resolution 729, as amended.
3. No action.

**RECOMMENDATION:**

Motion to approve Resolution 729, as written.

**ATTACHMENTS:**

1. Resolution 729 – A Resolution Transferring Funds

**CITY OF LOWELL, OREGON**

**RESOLUTION 729**

**A RESOLUTION TRANSFERRING FUNDS**

**WHEREAS**, the FY 2019-2020 Budget for the City of Lowell identified several transfers of resources between funds; and

**WHEREAS**, resources are currently available in the fund from which they are to be transferred;

**NOW THEREFORE, BE IT RESOLVED**, that the following budget transfers be made:

FROM	TO	AMOUNT
General Fund	Equipment Fund	\$6,000.00
Street Fund	Equipment Fund	\$4,000.00
Water Fund	Equipment Fund	\$6,000.00
Sewer Fund	Equipment Fund	\$6,000.00
Water Fund	Water Reserve Fund	\$3,938.00
Sewer Fund	Sewer Reserve Fund	\$1,575.00
Debt Reserve Fund	Sewer Fund	\$12,724.00

Adopted by the City Council of the City of Lowell, this 19<sup>th</sup> day of November 2019.

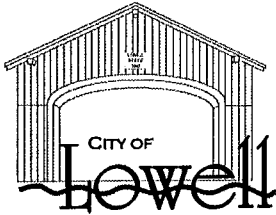
Yea: \_\_\_\_\_

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

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

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





**VOLUNTEER APPLICATION**  
BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Suzanne Kintzley
Street Address:	88 E. 2nd Street
Mailing Address:	P.O. Box 91
City/State/Zip Code:	Lowell, OR 97452
Home Phone:	541-937-8902
Work Phone:	541-915-6009 (Best place to reach me)
E-Mail Address:	Kintzleyhome@aol.com

Background	
Years of Residence in Lowell:	25 years
Place of Employment:	Campbell Commercial Real Estate
Occupation:	Commercial Real Estate Broker
Educational Background:	Graduated 1984 Thurston Sr High School, Springfield 84-87 LCC - Graphic Design/Marketing 87-91 University of Oregon - Architecture/Marketing
Prior Civic Activities:	Lowell School District Board of Directors - 11 yrs City of Lowell: Urban Renewal - Chair 2 yrs City of Lowell: Downtown Development - Committee Member 4 yrs Blackberry Jam & Car Show - Co-organizer - 7 yrs Graduate: Ford Leadership Foundation

**Boards, Commissions, or Committees of Interest**

Several Ad-Hoc committees for The City / School District

Please check all of the following Boards, Commissions, or Committees that interest you:

- City Council
- Budget Committee
- Planning Commission
- Parks and Recreation Committee
- Economic Development Committee
- Library Committee
- Blackberry Jam Festival Committee
- Other short-term task groups



**Special Skills or Qualifications**

Summarize any special training, skills or experience you may have pertinent to the Board, Commission, or Committee to which you are applying.

I am familiar with the process of discovering implementation of change in a small town.

**Motivation**

Discuss your motivation for serving on this Board, Commission, or Committee.

to make Lowell a better place to live for everyone. The world is ever changing & our small town needs to move with it, not necessarily on the same scale but we need to evolve.

**Special Notice**

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Suzanne Johnson Kintz
Signature	<i>[Handwritten Signature]</i>
Date	10/17/2019

**Our Policy**

It is the policy of the City of Lowell to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The City of Lowell accepts applications from potential volunteers throughout the year and will hold applications until vacancies exist on specific boards, commissions, or committees. Thank you for completing this application form and for your interest in volunteering with us.

**Applications may be submitted by mail, in person, or email to:**

City of Lowell  
P.O. Box 490  
107 East Third Street  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)