



**CITY OF JACKSONVILLE
CITY COUNCIL AGENDA
OLD CITY HALL, 205 W Main St**

**CITY COUNCIL
City Council Meeting**

**September 6, 2016
6:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2)
 - a. **MINUTES (August 16, 2016)**
 - b. **BILLS LIST**
- 3) **PUBLIC COMMENT (items **not** on the agenda) limited to 3 minutes per speaker.**
- 4) **STAFF / DEPARTMENT REPORTS**
 - a. **Admin Department** - Jeff Alvis / Stacey Bray / Kimberlyn Collins
 - b. **Planning Department** - Ian Foster
 - c. **Police Department**
Chief Towe: Success.... Search and Rescue
 - d. **Fire Department** - Devin Hull
 - e. **Mayor** - Paul Becker
- 5) **ACTION / DISCUSSION ITEMS**
(The public will be allowed to speak, one time, to certain items during the action/discussion items. In order to speak you must sign in with the Recorder under the item for which you wish to speak)
 - a. **Medford Water Contract – Larry Rains**
 - b. **Planning Department Location**
 - c. **Approval for Change of Ownership for the Cheesemonger’s Wife Liquor license**
 - d. **Jacksonville ITS Plan**
 - e. **Approval of Resolution No. R2016-016**
A Resolution of the City of Jacksonville Modifying Administrative Procedures for Collection of the Increased Fire Protection Surcharge in Order to Raise the Adjusted Gross Income Level Below Which No Increased Fire Protection Surcharge is Due
- 6) **COUNCIL COMMITTEE REPORTS AND DISCUSSION**
- 7) **ADJOURN**

Please let the City offices know if you will need any special accommodations to attend or participate in the meeting by calling (541) 899-1231. Informational documents for items on this agenda are available for review on the City website www.jacksonvilleor.us. A recording of the meeting will be available on the website within one week of the meeting.

Action minutes along with electronic recordings of the meeting, which may be reviewed on-line on the City of Jacksonville website <http://www.jacksonvilleor.us>.

August 16, 2016 at Old City Hall, 205 W Main St, Jacksonville

- 1) **CALL TO ORDER (includes call to order, pledge of allegiance) 6:00 pm**
Present: Councilors Jessor, Gregg, Lewis, and Mayor Becker. Absent: Councilors Bennington, Wall, and Garcia.
Staff Present: Recorder Collins.
- 2) **a. MINUTES (minutes from August 2, 2016 meeting)**
Move to: Approval
Motion by: Councilor Lewis
Seconded by: Councilor Gregg
Vote:
Ayes: Unanimous
Motion Carries
- b. BILLS LIST**
Move to: Approve the Bills List
Motion by: Councilor Jessor
Seconded by: Councilor Lewis
Roll Call Vote:
Ayes: 4
Nays: 0
Motion Carries
- 3) **PUBLIC COMMENT (items **not** on the agenda) limited to 3 minutes per speaker.**
Ken Snoke – 212 Tumbleweed Trail, Jacksonville, Or 97530 – Informed Council that he would be taking over the Farmers Market from Chad Worcester.
- 4) **STAFF / DEPARTMENT REPORTS**
 - a. **Admin Department** - Jeff Alvis / Stacey Bray / Kimberlyn Collins
 - b. **Planning Department** - Ian Foster
 - c. **Police Department** - Chief Towe
 - d. **Fire Department** - Chief Hull
 - e. **Mayor** – Paul Becker
- 5) **ACTION / DISCUSSION ITEMS**
(The public will be allowed to speak, one time, to certain items during the action/discussion items. In order to speak you must sign in with the Recorder under the item for which you wish to speak)
 - a. **First Presbyterian Church Request for City Wide Yard Sale**
Public Comment: None
Council Discussion: Nancy McKinley – Presented the need to have an early set up time for the City Wide Yard Sale.

Move to: Approve the Request
Motion by: Councilor Jesser
Seconded by: Councilor Lewis
Vote:
Ayes: Unanimous
Motion Carries

6) **COUNCIL AND COMMITTEE REPORTS AND DISCUSSION**

- a. Councilor Gregg: No Report.
- b. Councilor Lewis: No Report
- c. Councilor Jesser:
- d. Mayor Becker: Inquired if Council would be interested in getting involved with a group that wants Jacksonville to participate in climate control. Mayor Becker will get back with them after they have had time to think about it.

7) **ADJOURN 6:12 pm**

Paul Becker, Mayor

Kimberlyn Collins, City Recorder

Date approved: _____

**CITY OF JACKSONVILLE
Bills Against the City - City Council
SEPTEMBER 6, 2016**

GENERAL FUND - ADMINISTRATION DEPARTMENT

Vendor Name	Description	Amount
A-One Exterminators	full pest inspection & treatment - new city hall	\$ 395.00
A-One Exterminators	quarterly pest control - PW shop	\$ 90.00
A-One Exterminators	pest control / wasp nest - new city hall	\$ 68.00
B.C. Engraving & Awards Inc.	name plate for bldg maint. spvsr	\$ 25.00
Best Signs Inc.	signs for new city hall	\$ 465.00
Brothers Custom Cabinets & Furniture	countertop for resource table	\$ 488.00
City of Jacksonville - Petty Cash	petty cash reimbursement	\$ 2.45
City of Jacksonville - Petty Cash	petty cash reimbursement	\$ 15.98
Data Center West	annual renewal email server & accounts	\$ 334.12
Friends of Jacksonville Historic Cemetery	reimbursement for volunteer policy	\$ 300.00
Huycke O'Connor Jarvis LLP	attorney services - July 2016	\$ 1,503.50
Mike Murzynsky	OR-PRIMA Conf - Collins	\$ 150.00
Oregon Association of Municipal Recordors	OAMR Conference	\$ 450.00
Paul Becker	mileage reimb. OMA Conference	\$ 257.93
Platt	supplies for New City Hall	\$ 423.21
Staples Advantage	supplies for admin	\$ 54.67
		5,022.86

GENERAL FUND - POLICE DEPARTMENT

Vendor Name	Description	Amount
Data Center West	annual renewal email server & accounts	\$ 89.10
Quill Corporation	supplies for PD	\$ 140.86
		229.96

GENERAL FUND - PLANNING DEPARTMENT

Vendor Name	Description	Amount
Data Center West	annual renewal email server & accounts	\$ 185.63
		185.63

FIRE PROTECTION FUND

Vendor Name	Description	Amount
Cascade Fire Equipment	hoses for fire dept	\$ 403.00
Data Center West	annual renewal email server & accounts	\$ 89.10
Jackson County Environmental Public Health	annual clerical support for supervising physician program	\$ 259.63
Mercy Flights Inc.	medical supplies for fire dept	\$ 467.91
Rogue Disposal & Recycling Inc.	garbage container for firewise	\$ 528.84
Two Dogs Fabricating - LLC	supplies for unit 8206	\$ 205.00
WFCA: The Daily Dispatch	firefighter posting	\$ 250.00
Zoll Medical Corporation	annual preventative maint. contract - defibrillator	\$ 510.00
		2,713.48

CEMETERY FUND

Vendor Name	Description	Amount
Greenway Spray, LLC	spray east property line for beetle, moth & mites	\$ 225.00
		225.00

STREETS FUND

Vendor Name	Description	Amount
Beaver Tree Service	pruning and removing trees on Coachman	\$ 500.00
Bradley's Excavation, Inc.	cleaning ditch and armoring Oak St.	\$ 1,005.00
Jackson County Community Justice	parks & street clean up	\$ 400.00
KAS & Associates, Inc	engineer rebill - Andrew's Place	\$ 292.50
United Rentals	supplies for street striping	\$ 71.88
		2,269.38

Vendor Name	Description	Amount
WATER FUND		
Vendor Name	Description	Amount
B.C. Engraving & Awards Inc.	name plate for utility clerk	\$ 25.00
Bradley's Excavation, Inc.	air valve repiar on Applegate St.	\$ 175.00
City of Jacksonville - Petty Cash	petty cash reimbursement	\$ 3.58
City of Jacksonville - Petty Cash	petty cash reimbursement	\$ 26.05
Data Center West	annual renewal email server & accounts	\$ 44.55
Finance and Accounting Branch	O & M Water Storage	\$ 8,391.43
Mike Murzynsky	OR-PRIMA Conf - Alvis	\$ 150.00
Oregon Association of Water Utilities	annual membership renewal 2016-17	\$ 551.67
Pacific Electrical	repair westmont reservoir level indicator	\$ 3,321.91
Quench & Drench	vehicle maintenance	\$ 10.00
Standard Supply	supplies for water dept	\$ 75.72
Staples Advantage	supplies for water dept	\$ 58.78
		12,833.69
PARKS FUND		
Vendor Name	Description	Amount
Historic Jacksonville Inc.	room tax grant reimb. Beekman Bank Docent	\$ 568.60
Salvador Salazar	lawn & parks maintenance	\$ 1,785.00
TRUGREEN	fertilizer for parks	\$ 1,057.00
		3,410.60
CAPITAL PROJECT FUND		
Vendor Name	Description	Amount
KAS & Associates, Inc	contract documents - elevator bid	\$ 386.29
Performance Plumbing and Mechanical	sump pump /drain / faucet for New City Hall	\$ 625.00
		1,011.29
	TOTAL:	27,901.89
APPROVED BY:	DATE:	

Jacksonville City Council Agenda Item Summary



Medford Water Contract – Larry Rains

Date: August 25, 2016
From: Jeff Alvis, City Administrator

City Council Meeting: September 6, 2016
Agenda Item: 5a.

Synopsis:

It is time once again to begin reviewing and updating our 5-year term wholesale water service agreement for the City of Jacksonville. The current agreement lapses in October of this year. Medford Water Commission will need to receive the signed agreement from the City of Jacksonville by September 14, 2016 in order to present it to the Board of Water Commissioners for their approval at the regular meeting of September 21, 2016. Larry Rains will be there for any questions and we can discuss the contract at the meeting.

Fiscal Impact:

Existing Water Rates.

Recommendations:

Approve Medford Water Contract.

Exhibits:

Exhibit A – Wholesale Water Service Agreement

WHOLESALE WATER SERVICE AGREEMENT

THIS WATER SERVICE AGREEMENT (Agreement), made and entered in duplicate to commence on the first day of October, **2016**, between the City of Jacksonville, a municipal corporation of the State of Oregon, acting as purchaser (Jacksonville), and the City of Medford, a municipal corporation of the State of Oregon, acting by and through its Board of Water Commissioners, acting as vendor (MWC), together referred to as the Parties.

RECITALS:

- 1) MWC is an entity established under the Home Rule Charter (Charter) adopted by the citizens of the City of Medford, comprised of five citizens appointed by the Mayor and confirmed by the City Council, to manage the Water Fund for the purpose of supplying inhabitants of the City of Medford with water; and
- 2) Under Section 19 of the Charter, the MWC is authorized to sell water and/or supply facilities outside the legal boundaries of the City of Medford, only if said water and/or supply facilities are surplus to the needs of the inhabitants of the City of Medford, and meet certain conditions of MWC Resolution No. 1058; and
- 3) Under the Charter, the MWC is authorized to set rates for City of Medford inhabitants, and to make all necessary rules and regulations for the sale, disposition and use of water and water service from the City of Medford water system, and the MWC has adopted such rules and regulations; and
- 4) Per the MWC's projections, reports and plans, the MWC finds it has surplus water and supply facilities capacity available in its system to serve Jacksonville; and
- 5) Jacksonville desires to purchase surplus treated and transported water from MWC from October through April, and purchase surplus supply facilities treatment and transport services for Jacksonville's own water appropriated under Jacksonville's own state-issued water rights from May through September;

NOW, THEREFORE, for and in consideration of the foregoing and of the mutual promises herein, the Parties mutually agree as follows:

AGREEMENT:

ARTICLE 1. SCOPE OF SURPLUS WATER SUPPLY AND SERVICE

Subject to Article 3 of this Agreement, MWC agrees to supply surplus water up to a combined (from all connections) maximum of **476** gallons per minute (GPM) for the months of October through April, and surplus facilities capacity to treat and transport water up to a combined (from all connections) maximum of **1289** GPM for the months of May through September. Jacksonville agrees to provide sufficient water storage as part of its water system to assure that the maximum rate of withdrawal in GPM by Jacksonville is not exceeded with the following exceptions.

During the 5 year term of this agreement the following conditions will be complied with: The above flow rates will not be exceeded between the hours of 5 am and 11 am. During all other hours the maximum flow rate will not exceed 1400 gallons per minute (GPM) in the summer and 600 gallons per minute (GPM) in the winter. Notwithstanding the foregoing, in the event this agreement is renewed in October 2021, the maximum flow rates specified in this article may be recalculated by MWC based on future total source supply and future 2020 maximum month demand percentages, and such flow rates will be required over an entire 24 hour period.

Upon written request by Jacksonville, this Agreement may be amended to provide supplemental supply and service to Jacksonville if MWC determines that it has surplus capacity for Jacksonville's use, and Jacksonville agrees to reimburse MWC the reasonable cost of providing such supplemental supply and service.

ARTICLE 2. JACKSONVILLE DISTRIBUTION SYSTEM EMERGENCY

Upon notice to MWC by Jacksonville of a distribution system emergency, MWC will use its best efforts to provide supplemental water supply or services during the emergency.

For purpose of this agreement, "distribution system emergency" means: Any human or natural caused event that disables or impairs the distribution system such that its use constitutes an immediate threat to human life or health.

ARTICLE 3. MWC CONNECTIONS

MWC owns and is responsible for the construction, extension, maintenance, and operation of the MWC system up to the point of and including the master Jacksonville meter. Jacksonville shall pay all costs of connections to the MWC system including initial metering, initial and ongoing backflow protection, and annual testing of the backflow device, all in accordance with

MWC standards. MWC shall monthly read and annually test the master meter and provide readings and test results to Jacksonville.

Jacksonville's water supply is provided by the following master meter(s) with backflow connections to MWC:

- 6" x 2" Compact Fireline Meter at Oak Grove Road and Madrona Lane, Jackson County, Oregon

Temporary emergency connections to MWC with prior approval can be provided at the following location(s):

N/A

The following special conditions concerning connections to MWC apply:

N/A

ARTICLE 4. MWC REGULATIONS

Water service under this Agreement shall be in accordance with Section 30 SURPLUS WATER and Section 31 PROVISIONS RELATING TO UTILITY AND MUNICIPAL CUSTOMERS of the MWC Regulations Governing Water Service (Regulations), as now in effect or as may be amended. If there is any inconsistency between this Agreement and the Regulations, the Regulations control. Notwithstanding the foregoing, nothing herein is intended to relieve MWC of its obligation to supply surplus water in accordance with the terms of this Agreement, except as dictated by Federal/State regulations outside the control of MWC. The Parties acknowledge that implementation of this Agreement and the Regulations are subject to federal or state directives.

MWC shall promptly provide Jacksonville a copy of any amendments to the Regulations.

ARTICLE 5. URBANIZATION POLICY

Jacksonville agrees to provide water and services to customers within Jacksonville city limits, or as otherwise approved by MWC in MWC Resolution No. 1058, as may be amended. Jacksonville may provide water and services outside of city limits, but within its urban growth boundary, provided that the property requesting service has signed an irrevocable consent to annex to Jacksonville, or as otherwise approved in writing by MWC. The current general water service map covering city limits and urban growth boundaries for Jacksonville is attached to this

Agreement as Exhibit A. Jacksonville shall promptly notify MWC and provide a revised map as city limits and urban growth boundaries are modified.

ARTICLE 6. MEETING FUTURE WATER DEMANDS

Water and water services provided by MWC under this Agreement are pursuant to water rights held by the MWC and Jacksonville. Nothing in this Agreement shall be construed to confer upon either party a legal or beneficial interest in each other's water rights, or to prevent either party from seeking additions or alterations to their water rights as deemed necessary.

Jacksonville shall acquire and maintain such water rights as needed to meet the demand within its service area during the months of May through September. Jacksonville may use the MWC intake facility, located at the intersection of Table Rock Road and the Rogue River in White City, as the designated point of diversion for Jacksonville water rights. MWC shall cooperate in the perfection of any Jacksonville water rights. Jacksonville currently holds water rights with a diversion point on the Rogue River at the MWC Intake Facility site at the rate of N/A cubic feet per second and/or volume of 600 acre feet. Delivery of such Jacksonville water through MWC facilities shall be subject to the same terms and conditions as delivery of surplus MWC water. MWC shall measure and record at its Robert A. Duff Water Treatment Plant the amount of water withdrawn from the Rogue River by MWC and its municipal water service customers under each of their respective water rights. In its monthly water service invoice, MWC shall provide water use data for Jacksonville. Jacksonville shall provide MWC updated demand projections.

ARTICLE 7. SYSTEM DEVELOPMENT CHARGES

Pursuant to Resolution No. 774, MWC has established Water System Development Charges (SDCs) and supporting methodology to finance future MWC transmission and treatment facilities expansions. SDCs apply to all new customers, including customers of municipal wholesale customers served by MWC. Jacksonville shall collect SDCs set by MWC from new Jacksonville customers. MWC reviews the SDCs annually and reserves the right, in its sole discretion, to modify or replace the SDCs with a different financing mechanism for system improvements.

All SDCs collected by Jacksonville will be held in a separate account and forwarded to MWC along with an accounting of the number and sizes of the services installed. Jacksonville shall provide MWC with a copy of the section within the annual Jacksonville audit that shows accounting of MWC SDCs collected during the audited year. MWC shall, in turn, provide Jacksonville an annual accounting of all SDCs collected.

MWC utilizes a utility basis for determining the water usage rate it charges Jacksonville. Under this rate analysis, Jacksonville is required to pay a return on investment for its share of the facilities paid for by MWC. Facilities funded by SDCs shall not be included in the return on investment portion of the rate analysis.

MWC shall render technical assistance to Jacksonville in determining SDCs. MWC shall defend Jacksonville against any legal action or appeals which may arise over the development, methodology, or implementation of the SDCs. Jacksonville shall cooperate and support MWC in the defense, but shall not be obligated to incur any monetary obligation in such defense.

Upon termination of this Agreement, the following refund policy shall apply:

- (a) MWC shall return to Jacksonville its prorated share of the unexpended balance of the SDCs fund. This prorated share shall be based upon the actual unexpended SDCs collected by Jacksonville for the specific facilities funded by the SDCs, plus the interest earned.
- (b) MWC shall return to Jacksonville a prorated share of the depreciated plant value of the specific MWC facilities funded by the SDCs and already installed. The prorated share shall be a percentage based upon the total amount of SDCs paid by Jacksonville divided by the total SDCs collected and used to fund the facility, not including interest earned during the years in which the SDCs were collected.
- (c) In order to avoid a financial hardship, MWC shall develop a reasonable schedule of up to five (5) years for repayment of the depreciated value of the specific MWC facilities funded by the SDCs.
- (d) At the request of Jacksonville, the MWC shall provide an accounting of the refunds made pursuant to this section.

ARTICLE 8. PAYMENTS TO MWC

Jacksonville shall pay monthly for all water and services provided by MWC at MWC's scheduled wholesale rates then in place. Payment shall be made within ten (10) days after the meeting of the Jacksonville's Council following receipt by Jacksonville of a statement of charges from MWC.

MWC reserves the right, in its sole discretion, to change (with prior written notification of a rate study review) said rate at any time upon sixty (60) days written notice to Jacksonville, following rate procedures and protocols in the MWC Regulations.

ARTICLE 9. TERM OF AGREEMENT

This term of this Agreement shall be five (5) years from its commencement. Jacksonville may, at its option, extend the term for three additional five-year periods, which periods would run through October of **2026**, **2031**, and **2036** respectively. Extensions shall be subject to the same terms and conditions as this Agreement. Written notice of the election to exercise a five-year extension of this Agreement must be given to MWC not later than January 1st of the year in which the Agreement would otherwise expire. If Jacksonville fails to provide MWC such notice, this Agreement shall be deemed canceled at the end of the term then in effect. MWC shall continue service for a reasonable period, determined in MWC's sole discretion, to allow Jacksonville to secure other sources of water. Provided, however, Section 19 of the Charter of the City of Medford limits the term of water service contracts to 20 years and, therefore, the obligations of MWC under this Agreement, including renewal periods, shall not exceed that period of time.

ARTICLE 10. ASSIGNMENTS

Jacksonville shall make no assignment of this Agreement without written permission from MWC. Any approved assignee or successor shall agree to be bound by the terms and conditions of this Agreement.

ARTICLE 11. WATER CURTAILMENT PLAN

During periods of drought or emergency, Jacksonville shall be subject to the MWC Water Curtailment Plan, per MWC Resolution No. 1345, unless Jacksonville has in effect a state-approved and adopted Water Curtailment Plan at least as stringent as that of MWC. In the event of a conflict between the Jacksonville plan and the MWC plan, the MWC plan shall control. The MWC shall give Jacksonville as much advance warning as possible prior to curtailment of water supplies. The level of curtailment shall be determined by MWC based on the severity of the anticipated shortage. Jacksonville shall be responsible for enforcing the MWC curtailment plan or the above mentioned Jacksonville plan in its service area.

MWC will require and apply emergency curtailment of water use in an equitable, fair, and consistent manner consistent with Resolution 1345. Continued service during periods of emergency shall neither be construed as a waiver nor limitation of any kind on any water rights held by MWC, or a waiver or curtailment of any water rights held by Jacksonville, nor as affecting any other terms in this Agreement.

ARTICLE 12. ANNUAL WATER QUALITY REPORTING

MWC will gather annual water quality data and prepare informational reports as required under state Consumer Confidence Reporting (CCR) rules. These CCR reports will include water quality information for MWC and all participating municipal water customers. Annual costs involved will be proportionally shared among participating municipal water customers and billed separately to each.

Statistical data necessary to create the CCR report for the prior year must be provided by Jacksonville to MWC no later than April 1st of each year. If bulk mailing is the primary distribution method utilized, Jacksonville shall also provide MWC with postal routes covering their respective service areas by April 1st of the delivery year. MWC reserves the right to utilize other approved delivery methods (e.g.; electronic), which may impact responsibilities for Jacksonville.

In the event that Jacksonville receives water into its system that is supplied by an entity other than MWC, the composite MWC report for that year will not include data for Jacksonville. Jacksonville shall be responsible for preparation of its own annual CCR, and MWC will provide MWC data by April 1st of the delivery year.

MWC maintains water quality test points throughout the MWC system and one specifically at the master meter location(s) of Jacksonville. These test points are used to collect water samples for meeting required state water quality parameters on a weekly, monthly, and annual basis. All information collected is of public record and is accessible through state or MWC databases. Responsibility for water quality is transferred to Jacksonville at the point of the master meter location(s), except where water quality problems are attributable to MWC.

ARTICLE 13. MUTUAL INDEMNITY

To the extent allowed by law, Jacksonville and MWC shall each defend, indemnify and hold the other, and their officers, employees, and agents harmless from any and all claims, suits, actions, or losses arising solely out of the acts and omissions of the Party's own officers, employees, or agents while acting under this agreement.

ARTICLE 14. PARTIAL INVALIDITY

If any term, covenant, condition, or provision of this Agreement is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in force and effect, and shall in no way be affected, impaired, or invalidated thereby.

ARTICLE 15. INTEGRATION

This Agreement represents the entire understanding of MWC and Jacksonville as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. This Agreement may not be modified or altered except in writing signed by both parties.

ARTICLE 16. DEFAULT

For purposes of this Agreement “default” means failure to comply with any of the terms of this Agreement. If either party determines that a default has occurred, it shall provide the other party written notice of the default, which such party shall have thirty days in which (a) to cure the default, (b) show that the default is of such a nature that it cannot be reasonably cured within thirty days, or (c) show that no default occurred.

MWC and Jacksonville will work in good faith to amicably resolve the default. If after thirty days of the notice of default, MWC determines, in its sole discretion, that Jacksonville is unable or unwilling to cure the default within a reasonable time, MWC may impose escalating penalties as follows: (a) ten percent surcharge for a period of thirty days; (b) twenty percent surcharge for the next thirty days; and (c) termination of this Agreement. Such penalties are in addition to any other remedies at law or equity that may be available to MWC. Failure to issue notice of default or to enforce its remedies under this Article 16 shall not preclude MWC from taking such action for future defaults.

If after thirty days, Jacksonville determines, in its sole discretion, that MWC is unable or unwilling to cure the default within a reasonable time, Jacksonville may terminate this Agreement and pursue any other remedies at law or in equity that may be available to Jacksonville.

ARTICLE 17. FORCE MAJEURE

Neither party hereto shall be liable for delays in performance under this Agreement by reason of fires, floods, earthquakes, acts of God, wars, strikes, embargoes, necessary plant repairs or replacement of equipment, of any other cause whatsoever beyond the control of such party, whether similar or dissimilar to the causes herein enumerated. This clause does not include causes related to water supply and demand planning or failure to engage in such planning.

ARTICLE 18. DISPUTE RESOLUTION

If a dispute arises out of or relates to this contract, and if the dispute cannot be settled through negotiation, the parties agree first to try to settle the dispute by non-binding mediation before

Jacksonville City Council Agenda Item Summary



Planning Department Location

Date: August 25, 2016
From: Jeff Alvis, City Administrator

City Council Meeting: September 6, 2016
Agenda Item: 5b.

Synopsis:

Discussion and approval of Planning Department Location. Please refer to Exhibit A from Dick Converse, Interim Planning Director.

Fiscal Impact:

Potential rental income of Hanley Building.

Recommendations:

Based on the differing office hours and the needs of the Planning Department, staff's recommendation is to keep the department in the Hanley Building.

Exhibits:

Exhibit A - Letter: Dick Converse

Hi Jeff,

You asked for my reaction to keeping the Planning Department in its current location rather than moving to the remodeled courthouse. Based on my conversations with staff, there are several reasons we are enthusiastic about this alternative.

Although the courthouse is a beautiful space, the layout of our current office provides ideal working conditions. The reception area works well for Diane and the public, and having it separate from Ian's and my workspace allows us to conduct our work without disrupting each other, even to the point of having a door that allows meetings and discussions about sensitive issues out of earshot of the counter. The conference table is especially useful, allowing us to have both scheduled and impromptu meetings with individuals and small groups without having to reserve the space or adjust to other departments' schedules. Trying to crowd all our functions into a smaller space would be challenging and could adversely affect efficiency.

Probably the greatest benefit of retaining this space is avoiding the potential conflicts that could arise from our differing office hours. People coming to City Hall expect – probably unrealistically - all departments in the building to be available during normal working hours, but given current staffing levels, it is important for the Planning staff to have adequate blocks of time to complete land use reviews within State-mandated timeframes. By being in a separate building, we would be able to maintain our current business hours, and city hall staff would probably spend less time explaining why we are unavailable, or being requested to make deliveries to our office during non-public hours.

Having most of the City functions on a single property will be a great advantage to the public, and our department will still be only steps away from other departments, improving convenience to those we work with and those we serve.

Thanks for considering these thoughts.

Dick

City Council
September 6, 2016
Agenda Item# b.
Exhibit "A"

Jacksonville City Council Agenda Item Summary



Approval for Change of Ownership for the Cheesemonger's Wife Liquor license

Date: August 25, 2016
From: Jeff Alvis, City Administrator

City Council Meeting: September 6, 2016
Agenda Item: 5c.

Synopsis:

Patti Kirsch is the new owner of The Cheesemonger's Wife. Patti is requesting approval for change of ownership for her liquor license.

Fiscal Impact:

N/A

Recommendations:

Recommend Approval

Exhibits:

Exhibit A – OLCC Liquor License Application



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

Full On-Premises Sales (\$402.60/yr)

Commercial Establishment

Caterer

Passenger Carrier

Other Public Location

Private Club

Limited On-Premises Sales (\$202.60/yr)

Off-Premises Sales (\$100/yr)

with Fuel Pumps

Brewery Public House (\$252.60)

Winery (\$250/yr)

Other: _____

ACTIONS

Change Ownership

New Outlet

Greater Privilege

Additional Privilege

Other _____

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

Limited Partnership

Corporation

Limited Liability Company

Individuals

RECEIVED
AUG 22 2016
CITY OF JACKSONVILLE

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission: _____

(name of city or county)

recommends that this license be:

Granted Denied

By: _____

(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: [Signature]

Date: 8-18-16

90-day authority: Yes No

- Entity or Individuals applying for the license: [See SECTION 1 of the Guide]
 - Patti Kirsch LLC
 - _____
 - _____
 - _____
- Trade Name (dba): The Cheesemongers Wife
- Business Location: 150 S. Oregon Street Jacksonville, Jackson OR 97530
(number, street, rural route) (city) (county) (state) (ZIP code)
- Business Mailing Address: PO Box 1132 Jacksonville OR 97530
(PO box, number, street, rural route) (city) (state) (ZIP code)
- Business Numbers: _____
(phone) (fax)
- Is the business at this location currently licensed by OLCC? Yes No
- If yes to whom: The Cheesemongers Wife LLC Type of License: limited on premise
- Former Business Name: NA
- Will you have a manager? Yes No Name: Patti Kirsch
(manager must fill out an Individual History form)
- What is the local governing body where your business is located? Jacksonville
(name of city or county)
- Contact person for this application: Patricia Kirsch
(name) 831-331-0251
(phone number(s))
P.O. Box 1132 Jacksonville, OR 97530
(address) (fax number) pattikirsch@gmail.com
(email address)

RECEIVED

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Patricia Kirsch Date Aug 10, 2016

② (Patti Kirsch) Date _____

AUG 15 2016 Date _____

MEDFORD REGIONAL OFFICE
OREGON LIQUOR CONTROL COMMISSION



OREGON LIQUOR CONTROL COMMISSION INDIVIDUAL HISTORY

OSP/DMV
Search Completed

1. Trade Name The Cheesemongers Wife 2. City Jacksonville
 3. Name Kirsch Patricia Anne
 (Last) (First) (Middle)
 4. Other names used (maiden, other) Patricia Anne Shaw
 5. *SSN ___ - ___ - ___ 6. Place of Birth _____ 7. DOB ___ / ___ / ___ 8. Sex M F
 (State or Country) (mm) (dd) (yyyy)

*SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a). If you consent to these uses, please sign here:

Applicant Signature: Patricia Kirsch

9. Driver License or State ID # _____ 10. State Oregon

11. Residence Address _____
 (number and street) (city) (state) (zip code)

12. Mailing Address (if different) PO Box 1132 Jacksonville OR 97530
 (number and street) (city) (state) (zip code)

13. Contact Phone _____ 14. E-Mail address (optional) pattikirsch@gmail.com

15. Do you have a spouse or domestic partner? Yes No
 If yes, list his/her full name: _____

16. If yes to #15, will this person work at or be involved in the operation or management of the business?
 Yes No

17. List all states, other than Oregon, where you have lived during the past ten years:
California

18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?
 Yes No Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions.
 If unsure, explain. You may include the information on a separate sheet.

19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony? Yes No Unsure
 If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

20. Trade Name The Cheesemongers Wife 21. City Jacksonville

22. Do you have any arrests or citations that have not been resolved? Yes No Unsure
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.) Yes No Unsure
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.) Yes No Unsure
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?
 Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license. If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol? N/A Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?
 N/A Yes No Unsure If yes or unsure, explain:

Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license. If you are not applying for one of those licenses, mark "N/A" on Question 28.

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon? N/A Yes No Unsure If yes or unsure, explain:

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Patricia Kurzd Date: Aug 9, 2016



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Patti Kirsch LLC Phone: 831 331 0251

Trade Name (dba): The Cheesemongers Wife

Business Location Address: 150 S. Oregon Street

City: Jacksonville ZIP Code: 97530

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	<u>10</u>	to	<u>6</u>
Monday		to	
Tuesday	<u>10</u>	to	<u>6</u>
Wednesday	<u>10</u>	to	<u>6</u>
Thursday	<u>10</u>	to	<u>9</u>
Friday	<u>10</u>	to	<u>9</u>
Saturday	<u>10</u>	to	<u>9</u>

Outdoor Area Hours: NA

Sunday		to	
Monday		to	
Tuesday		to	
Wednesday		to	
Thursday		to	
Friday		to	
Saturday		to	

The outdoor area is used for:

- Food service Hours: _____ to _____
- Alcohol service Hours: _____ to _____
- Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply: NA

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday		to	
Monday		to	
Tuesday		to	
Wednesday		to	
Thursday	<u>5</u>	to	<u>9</u>
Friday	<u>5</u>	to	<u>9</u>
Saturday	<u>5</u>	to	<u>9</u>

SEATING COUNT

Restaurant: 28 Outdoor: _____

Lounge: _____ Other (explain): _____

Banquet: _____ Total Seating: 28

OLCC USE ONLY	
Investigator Verified Seating: _____(Y) _____(N)	
Investigator Initials: _____	
Date: _____	

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Patti Kirsch Date: Aug 9 2016

Jacksonville City Council Agenda Item Summary



Jacksonville ITS Plan

Date: August 25, 2016
From: Jeff Alvis, City Administrator

City Council Meeting: September 6, 2016
Agenda Item: 5d.

Synopsis:

The results of a city-wide survey conducted in the fall of 2015 showed the need to provide people with information technology services related to Jacksonville Oregon which would improve their access to municipal information, enhance staff communication efficiency and support everyone's quality of life. A strategic ITS Plan for the City of Jacksonville therefore has been created with the goal to generate the maximum technology benefit for the lowest possible cost.

Fiscal Impact:

Neutral. The recommendations are intended to re-direct existing budget dollars, not necessarily add new costs.

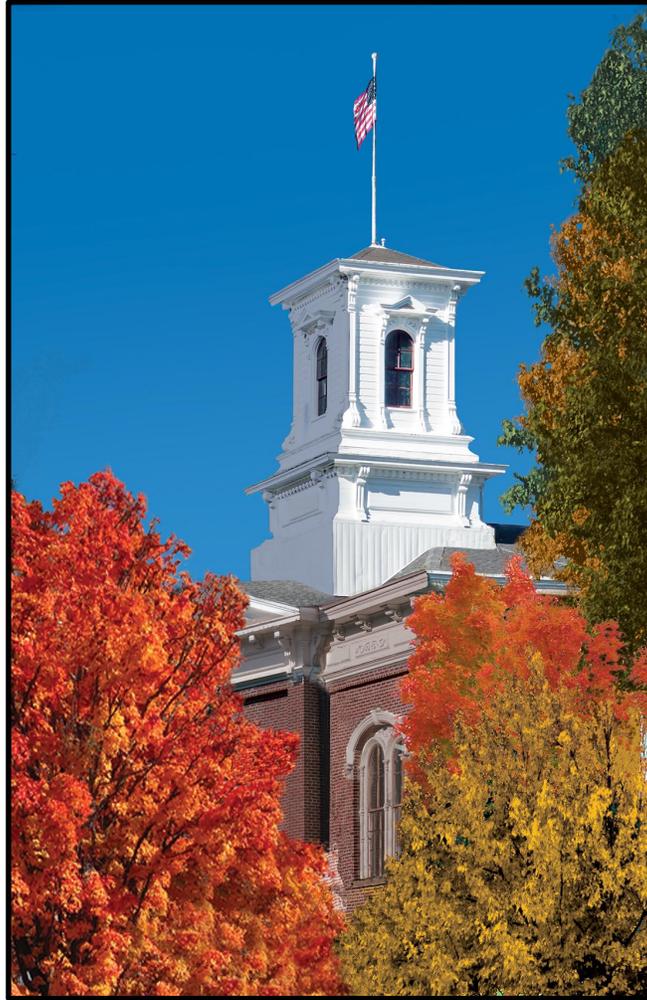
Recommendations:

Council to review Jacksonville ITS Plan and advise staff the next direction to go.

Exhibits:

Exhibit A – Information Technology Services Plan

City of Jacksonville, Oregon



Information Technology Services Plan

City of Jacksonville ITS Plan

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City of Jacksonville ITS Plan

Mission Statement

“To provide people with information technology services related to Jacksonville Oregon which improve their access to municipal information, enhance staff communication efficiency and support everyone’s quality of life.”

Business Case

A strategic ITS Plan for the City of Jacksonville will provide the maximum technology benefit for the lowest possible cost. The goal of this plan should be to level annual costs for materials and services related to high technology communications while providing optimal information access. Achieving this goal should produce a standardized infrastructure and reduce waste due to inoperability, obsolescence and redundancy of computer systems.

Initiatives:

Jacksonville is a small town with a mission to share its history with the world. It is a town blessed with natural beauty that enthusiastic and involved citizenry are proud to call home. A strong regard for quality of life is at the center of our town. This plan focuses on how to achieve the full technology potential of our community. Starting with three basic initiatives this plan extends simple, easy to follow guidelines that build slowly and steadily. It is based on the premise that government should deliver first the services citizens value the most. The most valuable resource of Jacksonville was once the gold, today that gold exists in the hearts of the people who live here.

We list each initiative below with a short description along with the services ranked most important by the citizens in a recent survey. We found our citizens most value civic involvement, transparent electronic access to City services, archives and meeting documents. For more information on the survey questions, methodology and complete responses, please see the appendices at the end of this document.

1. Access Municipal Information

Easy electronic access to information about conducting business in Jacksonville, including city records, forms and meetings, supports a well informed citizenry.

Most Popular Services Requested

- Phones
- In Person
- Email
- Applications & Forms
- Bill Pay
- Civic Events Calendars
- Public Documents
- Committee Calendars
- Council M/A
- Utilities

Interpretation

Citizens in Jacksonville generally prefer direct contact with City Staff. There is significant demand for online access to business documents and meeting schedules. An online bill pay program for utilities would be quite popular based on responses.

Listed in popular order

2. Enhance Staff Communication Efficiency

Provide foundational tools and systems for efficient access to citizen and city business data. Optimize processing of routine citizen document requests and inquiries.

Most Popular Services Requested

Phones
In Person
Email
Applications & Forms
Bill Pay
Civic Events Calendars
Public Documents
Committee Calendars
Council M/A
Utilities

Interpretation

Staff and citizens conduct most of their communication at the counter by phone and in person. Staff highly utilizes email when communicating with citizens and each other.

Citizen requests most often are regarding how to conduct business with the City, pay bills. Communication regarding public meetings such as requests for meeting times, agendas and minutes were also cited frequently.

3. Support Quality of Life

Improve access to public programs through innovative uses of technology that connect people to their community.

Most Popular Services Requested

Applications & Forms
Bill Pay
Civic Events Calendars
Public Documents
Committee Calendars
Council M/A
Utilities
Account Information
Public Minutes/Agendas (M/A)
Usage History

Interpretation

Convenience was a common theme throughout this section. Jacksonville citizens appreciate time saving methods of accessing applications, forms, code information and other related public documents. They rated the ability to pay their City utility bill online very highly, the fact they also cited a desire to access historic usage information indicates these services would be popular.

Service Delivery Platforms

There are many different ways to do the same work in the modern workplace. An office worker's desktop today is far different from that of twenty-five years ago. Information is increasingly distributed and shared further away from the actual desktop of the person who authors or works with it. There are more opportunities for sharing, collaborating and publishing information online today than at any point in history.

Underlying business needs should be carefully understood in order to properly prescribe how each need will be met. Standardized business solutions are now widely available at competitive prices. Each collection of solutions and services offered by a single delivery system constitutes a "delivery platform". Each platform has tradeoffs and advantages to offer their customer.

We carefully cataloged the business needs of the City of Jacksonville and then compared them to the most popular citizen request for services from our survey. Each platform was assigned a score that reflected the total value of the services it could potentially deliver to the City and its citizens. That overall ranking is reflected in the presentation order of platforms that follow.

1. Cloud Collaborative

Collaborative applications and web services hosted by a third party such as Google Docs, Microsoft 365 and LinQ have become increasingly accepted as an alternative to traditional in house application hosting. Cloud services allow users to lease a portion of a larger, professionally maintained infrastructure and subscribe to services that they would not otherwise be able to provide themselves.

Service Area

Interpretation

Email
Applications & Forms
Civic Events Calendars
Public Documents
Committee Calendars
Council M/A
Account Information
Public Minutes/Agendas (M/A)
Usage History
Emergency Management Information

Looking at the overall highest ranked responses from the survey. Both city staff and citizens most often cited the items listed to the left. As a whole Cloud Collaborative services supported the highest number of these requests.

2. Digital Web

One way communication services via the internet are well known and understood as a way of publishing information. Digital web services are mostly a one directional flow of information and are most useful for reference information that doesn't change often. Digital web services have expanded their reach with the development of custom hosted applications, often providing e-commerce, web discussion boards and blogs. Custom hosted solutions have a high built in level of security, are easy to support; are searchable and generally require less publishing expertise.

Service Area

Interpretation

Applications & Forms
Civic Events Calendars
Committee Calendars
Council M/A
Account Information
Public Minutes/Agendas (M/A)
Usage History
Emergency Management Information
Budget Committee M/A
Contact Info

Digital web services have been the traditional method of delivering city documents and scheduling information to citizens. Digital web serves fewer overall strategic services than Cloud Collaborative does.

3. Analog (Paper, In Person Phone)

Analog services are those represented by material interaction and generally represent traditional business services. In person, phone and postal mail are the primary methods of information exchange. These services have been augmented and/or replaced in favor of digital communication over the last two decades. They are included in this survey as a benchmark of the value citizens place on using traditional services.

Service Area

Interpretation

In Person
Applications & Forms
Bill Pay
Civic Events Calendars
Committee Calendars
Council M/A
Utilities
Account Information
Public Minutes/Agendas (M/A)
Usage History

Jacksonville enjoys conducting business in person and traditional over the counter services are very popular. The city should continue to provide convenient and personable access to all services.

4. Voice & Messaging Solutions

Phone and messaging solutions regardless of platform are represented here. Voice, texting, messaging and other real time communication methods have seen a convergence across platforms. A “telephone” call can be made on a computer, a smartphone or any combination of digital and analog devices transparent to the end user. Increasingly these platforms involved software as much as the infrastructure and traditional hardware associated with telecommunications. These services are convenient and familiar to staff and citizen alike. Their wide availability and high adoption in the population strategically align them with any communication initiative.

Service Area

Interpretation

Account Information
Usage History
Equal Payment Plan
General Public Records Requests
Conservation Programs
Assault
Burglary
Meter Problems
Service Issues
Animal Problems

Being able to reach city staff on important matters via phone or text message was popular with both staff and citizens alike. Responses in this group of questions focused on two major areas Account Services and Public Safety. Citizens are looking for the ability to manage their accounts (i.e. enroll in special programs) at their convenience. Both groups highly value communicating urgent public safety matters in real time.

5. Enterprise Applications

Enterprise applications fulfill a business need specific to government. They often have users across several departments. These applications are often highly customized to meet the special needs of government and are not easily changed due to regulations, restrictions or historic practices. These special programs and the consultant services that they require are following the general trend of becoming cloud and turnkey based solutions. The strategic value they offer should be carefully considered against the high costs of setup, customization and maintenance.

Service Area

Interpretation

Email
Public Documents
Account Information
Usage History
Codes
Rules and Regulations
Business Licenses
Locations & Access
Building Permits
Burial Records

Easy access to documents, code sections and other licensing information ranked very highly. These applications can be self hosted and maintained, but at a great cost and risk than any of the solutions mentioned above.

Guiding Principles:

The following three principles should be considered during the assessment of new solutions in order to derive maximum benefit from this report. They are considered industry best practices and maximize value across all ITS solutions deployed.

1. Infrastructure Standardization

Standardized solutions are easier to maintain, leading to lower support costs and delivering higher business values over their lifetimes.

2. Cost Leveling

Strategically implementing systems on a single platform allows stepwise improvements in functionality without continual large cost outlays. A cost leveling approach delivers maximum benefit from a fixed budget.

3. Interoperability

Information Technology should be selected based on the ability to completely interface with existing products or systems in a well understood manner without restricting access or hindering future technology implementations.

Scoring Data:

Initiative Cumulative Scoring

Services may contribute to a single or multiple desired initiative listed above. Where a question response directly supports an initiative in our study we contributed its overall cumulative score to a running total for that initiative. The services are ranked by the product of their popularity in terms of responses and the number of initiatives they support. For example Bill Pay had a cumulative score of 14.82 and supported three initiatives (14.81 * 3 = 44.43) which ranked it second overall in the list below.

Questions	Initiative* Cumulative Score
Applications & Forms	44.46
Bill Pay	44.43
Civic Events Calendars	43.14
Public Documents	42.72
Committee Calendars	42.57
Council M/A	42.39
Utilities	42.39
Account Information	41.76
Public Minutes/Agendas (M/A)	41.46
Usage History	41.37
Emergency Management Information	41.01
Budget Committee M/A	40.98
Contact Info	40.89
Event Permits	40.65
Planning Commission M/A	40.59
Codes	40.38
Rules and Regulations	40.17
Business Licenses	39.96
HARC (Historic & Architectural Review Commission) M/A	39.63
Locations & Access	39.60

(*Access to Municipal Information, Enhance Staff Communication Efficiency and Support Quality of Life)

Integrated Platform and Initiative Scoring

Combining the platform and initiative scoring data allows us to review the capability of each technology platform to host a given service in the context of how much value citizens place on that service. This view also gives us insights into the long term value each platform is capable of delivering to Jacksonville’s citizens.

(E.g. In the table below “Public Documents” is a service that could be delivered within either a *Cloud Collaborative* or *Managed Host* environment. We would then take the cumulative score assigned by our survey (14.24) and add it to each of these platform totals listed in the Cumulative Scoring Section below.)

Cumulative Score	Service	Initiative Score	CC	DW	AP	Staff	SP	VOIP	PBX	MA	M CoLo	ePay
14.82	Applications & Forms	44.46	X	X	X							
14.81	Bill Pay	44.43			X	X						X
14.38	Civic Events Calendars	43.14	X	X	X							
14.24	Public Documents	42.72	X								X	
14.19	Committee Calendars	42.57	X	X	X							
14.13	Council M/A	42.39	X	X	X							
14.13	Utilities	42.39			X	X						X
13.92	Account Information	41.76	X	X		X	X	X	X	X	X	
13.82	Public Minutes/Agendas (M/A)	41.46	X	X	X							
13.79	Usage History	41.37	X	X		X	X	X	X	X	X	
13.67	Emergency Management Information	41.01	X	X	X							
16.38	Phones	32.76						X	X			
16.06	In Person	32.12				X						
15.96	Email	31.92	X							X		

Key to Abbreviations

CC: Cloud Collaborative; DW: Digital Web; AP: Analog/Paper; Staff: Counter Services; SP: Smart Phone; VOIP: Voice Over IP; PBX: Private Branched eXchange; MA: Messaging Application; M CoLo: Managed Colocation; ePay: Electronic Payment Services

Platform Cumulative Scoring

A platform is capable of hosting multiple services. Where a question response is directly supported by a platform we contributed the service’s overall cumulative score to a running total for that platform. The platforms are ranked by the sum of the popularity of the services they support.

Platform	Application Score	Percentage
Cloud Collaborative	906.78	17.60
Digital Web	799.13	15.51
Analog Paper	517.33	10.04
Staff / In Person	455.36	8.84
Smart Phone	384.25	7.46
VOIP	380.53	7.39
Analog PBX	380.53	7.39
Messaging Applications	373.19	7.24
Managed Colocation	344.40	6.68
Device	169.06	3.28
Managed Device	169.06	3.28
Self Host	103.52	2.01
MF Copier	33.80	0.66
ePay Service	28.94	0.56
Copiers	22.74	0.44
Printers	11.58	0.22
Camera	11.06	0.21
Point to Point	10.94	0.21
Mesh	10.94	0.21
GPS Enabled Device	10.22	0.20
Smart Fleet	10.22	0.20
Cabling	9.46	0.18
Radio Towers	9.44	0.18
Total	5152.48	

Recommendations

We propose a stepwise program of first providing foundational elements that can be iteratively built upon. Delivering the highest ranked and valued services in the first phase will promote early success and satisfaction for the cost & effort.

We suggest Jacksonville proceed in two phases, the first being the selection and purchase of a cloud collaborative solution. This initial phase would deliver 57% of the top ranked services almost immediately with room to grow for some time to come. The second would focus on growing the staff and public’s use and familiarity with the new tools at their service.

Phase 1:

Service Value	Service
67.35	Create a publishing area on that platform to act as a website for the public; including contact info, rules and regulations, code links and FAQs; permit information; license information
55.14	Create minutes and agenda libraries for each committee, commission and the city council.
18.57	Create calendars for each committee, commission and the city council.
14.82	Migrate all city applications and forms from the existing website to this platform for ongoing publication purpose.
32.02	Email and counter services support
187.9	Value delivered by Phase 1

City of Jacksonville, Oregon

Select and purchase licenses for a cloud collaborative platform (906.78 pt) for conducting internal city processes.

Serving all of our top twenty services would produce 298.84 pts

Phase 1 would deliver 187.90 points of value, approximately 57.3% of the top rated services

(67.35) Create a publishing area on that platform to act as a website for the public; including contact info, rules and regulations, code links and FAQs; permit information; license information

Applications & Forms

The foundational documents citizens use to conduct data with the City. Today these forms are available on the city website and in person. These require staff form library maintenance and the manual processing of the completed forms. These documents should be easy to access from whatever platform the city chooses to maintain. Suggestions include online citizen submission where possible, integrated library to desktop functionality for staff ease of maintenance. Workflow notification for tracking in progress documents and applications. Instructions on processing and forums where communication with staff regarding applications could reference FAQs, messaging, etc. could be valuable citizen guideposts in doing business with the City. Approval process tracking tools, ease of code and statute reference along with a self serve kiosk for questions would reduce load on staff time.

Civic Calendars

City calendars are currently provided through Google calendar. This service is highly valued by the citizenry and could be expanded or complemented by dedicated calendars for each committee, commission and city council use. Links to the meeting agendas, minutes and supporting documents directly from the calendar entry would be an excellent leveraging of this tool on the cloud

collaborative platform. Permitted town wide events and other city sanctioned and sponsored activities could also provide a welcome resource for citizen and visitors to participate in events and volunteer opportunities. Create minutes and agenda libraries for each committee, commission and the city council. -recorder/admin

Basic Employee Counter Productivity Services

32.02 - Providing staff with good tools is important too. Moving email, enabling smartphone interactions, chat and document collaboration would create familiarity and provide benefits.

Phase 2:

Service Value	Service
56.65	Work with utility billing and payment processing providers to provide a portal view of citizen account information. Consider managing program membership (bill pay, equal pay, conservation, autopay) Admin/Utilities
14.24	Bring historic public documents online archive project - City Character
13.67	Establish a community emergency management for resources, emergency procedures and other relevant information for dealing with disasters. - police/fire
84.56	Migrate all city applications and forms from the existing website to this platform for ongoing publication purpose.
32.02	Value delivered by Phase 2 projects
187.9	Value delivered by Phase 1

84.56 points or approximately 28.3% of the top rated services

(56.65) - Work with utility billing and payment processing providers to provide a portal view of citizen account information. Consider managing program membership (bill pay, equal pay, conservation, autopay) Admin/Utilities

(14.24) Bring historic public documents online archive project - City Character

(13.67) Establish a community emergency management for resources, emergency procedures and other relevant information for dealing with disasters. - police/fire

Utility Account Information

No current capacity exists to review or actively manage utility account information with the city. This is largely a standard service for utility customers today and another area where the perceived service disparity with other providers acts as a dissatisfier for utility customers. Opportunity to provide a portal view of citizen account information that included managing program membership (bill pay, equal pay, conservation, autopay) and billing options like ACH, autopay and credit card payments are highly desired by Jacksonville residents. Special considerations should be taken for the management of accounts by landlords, businesses. Other needs include self service reporting of usage, expense and payments.

Bill Pay

Online utility account payments are processed on the City's website with an additional surcharge applied. Electronic payments have largely become standard across every industry, the use of surcharges discourages use of the service and is a dissatisfied for the consumer. While incorporating credit card processing fees is expensive, a gained efficiency in staff time can realize savings. Opportunity to extend online payment to planning, parking ticket and other city services could be a welcome convenience based on the high value citizens placed on this service through the survey responses received.

Public Documents

City archive documents such as agendas, minutes, historical photos and other business records are largely unavailable in digital format today. While contemporary documents may exist in digital form on the city network and website, many valuable and culturally significant items are stored away in boxes unavailable to those interested in the rich frontier history of Jacksonville. Making current documents available to the public was a frequently requested service in the survey. Staff would benefit from easier search and retrieval of their current archives. A cloud collaborative platform would allow the city to leverage metadata indexing to effectively organize business documents across several departments and their associated services. Historic documents urgently need preservation and protection and should be the subject of a dedicated phase two project. An enterprise software solution could be a valuable asset.

Emergency Management Information

Coordinating first response is critical to provide community support services during an emergency. Depending on the type of disaster involved, some or all City services may be interrupted or require citizen volunteers to fully deploy. City Police and Fire Officers plan alongside county, state and federal agencies preparing the Emergency Operations Plan & citizen materials for various foreseeable disasters. However, these materials may be outdated or limited in access during an actual emergency. Making Emergency Management information available online serves a critical need for a comprehensive reference library needed to properly train and deploy volunteers and coordinate efforts from an Emergency Operations Center. Establish a community emergency management reference resource area for documents such as emergency procedures and other relevant planning information to help our community respond and cope with disasters. Defining this library as the source of information in case of a disaster and as a point of sharing for training exercises should be a priority of City Administration and Emergency Personnel.

Moving Forward

No document can fully provide a plan without periodic reassessment of what efforts have been successful during the initial two phases. Continual review and updates to this plan as it progresses should be considered an integral part of the technology implementation process. Opportunities will become apparent during the adoption process of each phase. Additional project plans should be developed for implementation during this phase. New functionality should be reviewed with the goal of delivering maximum value for Jacksonville's citizens in mind.

Traditional desktop services will continue to be leveraged. However, new opportunities within the cloud service space will develop cost and efficiency advantages that should be subject to a cost benefit analysis on an ongoing basis.

Business processes can also be periodically reviewed for best tracking, efficiency and visibility to both internal staff and citizens who are the ultimate customers of the municipal enterprise. Areas of promise include automating approval workflows for documents, extending document archives and existing services online.

Network capability projects are an important infrastructure element to provide bandwidth and modern standard compliance. Bandwidth and throughput should be regularly improved to leverage teleconferencing, integrated communications capabilities and general network security.

Appendices, Supporting Data & Evidence

Question to Initiative Mapping

Question	Initiative
1, 4, 6, 12, 19, 20, 22	Access Municipal Information
1, 4, 6, 8, 12, 19, 20, 22, 23	Enhance Staff Communication Efficiency
4, 6, 12, 19, 20, 22	Support Quality of Life

SWOT Analysis

- Strengths
 - Involved and experienced mayor & council
 - Willing and engaged staff
 - Network Connectivity
 - Civic Volunteerism
- Weaknesses
 - Budget
 - Backlog of material
 - Lack of Resources
 - Staff Time
 - Budget Limitations
 - Lack of Dedicated IT Staff
- Opportunities
 - Small scaled solutions
 - Nimbleness, quick to deploy
 - Historical Archives
 - Tourism
 - Forms and Online resources save staff effort and time
 - Public Safety awareness
 - Civic Events

- Threats
 - Political or Economic Conditions Change
 - Stakeholder Dissatisfaction
 - Natural Disaster
 - Technology Failures
 - Regressive Thinking
 - Current Workflow Fixation
- Constraints
 - Regulations, requirements of law
 - Budget
 - Time
 - Resources
 - Quality

Stakeholders Index

- Functional Departments
- Council
- Committees
- Citizens
- Local Groups
- General Public
- Other Municipalities / County & State Governments

Communication Channels

- Website
- Email Online
- Phones
- Mail
- In Person
- Forums
- Instant Messenger
- Publications
- Utility Bills
- Utility Devices Radio Reads
- Forms / Official Requests / Permits
- FTP
- VPN
- GIS?
- Texting / SMS

Hardware / Infrastructure

- Workstations
- Laptops
- Tablets
- Smart Phones
- Pagers
- Walkie / Talkies / CBs?
- Police and Fire Radios
- MDUs - In Vehicle Computing
- Car Cams
- Body Cams
- Local Redundant Storage NAS
- Exchange Server
- Scanner
- Copiers
- Printers
- Wireless Network Devices (WiFi)
- Switches (10/100/1000/10000)
- Firewall
- Cabling - CAT-5
- Radio Towers
- Backup Devices
- Meters / Readers
- Vehicles (Trucks, Cars, Carts)
- Street Lights
- Mesh Networks

Civic Services

- **Calendars**
- **Contact Info**
- **Public Documents**
- **Forms**
- **Contact Info**
- **Fire**
 - Residential
 - FireWise
 - Paramedic
 - Inspections for Hazards
 - Search & Rescue
 - Wildland
 - Training
 - Outreach
 - Smoke Detectors
 - Car Seats
 - Senior Citizens
 - Emergency Management
- **Police**
 - Law Enforcement
 - Citations
 - Parking
 - Speeding
 - DUII

- Disorderly Conduct
- Disturbance
- Animal Problems
- Assault
- Public Assist
- Welfare Checks
- Larceny Theft
- Burglary
- Code Violation
- Court Testimony
- Warrants
- Dispute Resolution
- Investigations of Suspicious Activity
- **Administration**
 - Public Records Request
 - Current 5 years
 - Historical
 - Publishing Minutes/Agendas
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 - Line Adjustments, Variances, Etc.
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- **Public Works**
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 - Sewer
 - Infrastructure
- **Cemetery**
 - Geolocation, Mapping
 - Burial Records
 - Rules and Regs
 - Contacts

Survey Methodology

Round 1: Survey Department Heads, Supervisors and Council together to get an initial response. Catalog and archive these responses for weighted scoring later.

Round 2: Survey general public, including committees, local business owners, civic groups and other interested parties.

Take the averages of round 1 for each question multiply it by 2 then combine it with the averages for round 2. $(2*r1+r2)=score$.

This survey will be considered successful only if 90% of round 1 participation and at least 200 responses to round 2.

Round 1 will be active for 30 days; Round 2 for 60 days.

The responses to this survey and the scoring will be presented to City Council and made publicly available thereafter.

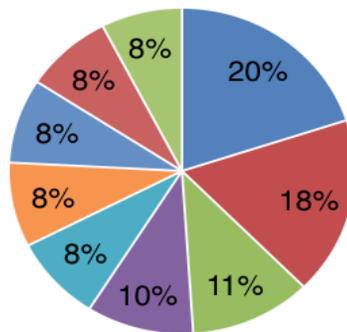
Comments and feedback will be forwarded to City Staff for consideration and response.

Surveys that score less than 30 points total will be considered invalid.

Summary Platform Data

Platform	Application Score	Percentage
Cloud Collaborative	906.78	17.60
Digital Web	799.13	15.51
Analog Paper	517.33	10.04
Staff / In Person	455.36	8.84
Smart Phone	384.25	7.46
VOIP	380.53	7.39
Analog PBX	380.53	7.39
Messaging Applications	373.19	7.24
Managed Colocation	344.40	6.68
Device	169.06	3.28
Managed Device	169.06	3.28
Self Host	103.52	2.01
MF Copier	33.80	0.66
ePay Service	28.94	0.56
Copiers	22.74	0.44
Printers	11.58	0.22
Camera	11.06	0.21
Point to Point	10.94	0.21
Mesh	10.94	0.21
GPS Enabled Device	10.22	0.20
Smart Fleet	10.22	0.20
Cabling	9.46	0.18
Radio Towers	9.44	0.18
	5152.48	

- Cloud Collaborative
- Digital Web
- Analog Paper
- Staff / In Person
- Smart Phone
- VOIP
- Analog PBX
- Messaging Applications
- Managed Colocation



City of Jacksonville, Oregon

Survey Questions & Scoring Data

City of Jacksonville - Citizen Survey								
1. How important do you consider each of the following when communicating with City Staff?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
Web Site	4	2	3	8	5	28	4.84	50
Email	4	2	2	3	10	29	5.00	50
Phones	1	0	2	6	10	31	5.34	50
Mail	6	10	13	10	4	5	3.23	48
In Person	1	2	3	6	11	27	5.10	50
Discussion Boards	5	10	8	5	9	9	3.65	46
answered question								50
skipped question								0
2. How important do you consider each of the following when communicating with City Staff?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
Instant Messenger	25	3	4	4	8	4	2.56	48
Publications	6	5	14	10	7	7	3.57	49
Messages on Utility Bill	5	9	8	9	8	10	3.73	49
Forms / Official Requests / Permits	3	8	5	11	13	9	4.02	49
answered question								49
skipped question								1
3. How important do you consider each of the following when communicating with City Staff?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
FTP (File Transfer Protocol, e.g. Dropbox)	14	9	11	2	9	3	2.83	48
VPN (Virtual Private Network)	20	9	9	4	4	1	2.28	47
GIS (Geographical Information System)	17	6	13	4	3	3	2.54	46
Texting / SMS (Short Message Service)	11	9	7	7	3	11	3.31	48
answered question								48
skipped question								2
4. How important would you consider sharing each of the following?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
Civic Events Calendars	2	0	4	6	13	24	5.04	49
Committee Calendars	3	4	4	7	13	18	4.57	49

City of Jacksonville, Oregon

Work Schedules	9	6	8	6	7	13	3.71	49
answered question								50
skipped question								0
5. How important would you consider sharing each of the following?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
Contact Info	1	1	4	2	7	34	5.35	49
Public Documents	3	0	6	6	4	30	5.00	49
Applications & Forms	3	3	3	5	7	28	4.92	49
answered question								49
skipped question								1
6. How much would you value being able to request each of the following services electronically?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
Safety Inspections	6	3	8	7	12	12	4.08	48
FireWise Programs	6	4	7	8	10	13	4.06	48
Paramedic	5	1	8	8	5	21	4.46	48
Inspections for Hazards	3	4	9	14	7	11	4.06	48
Search & Rescue	4	4	10	5	7	18	4.27	48
Wildland Risk Assessment	5	4	8	10	8	12	4.02	47
answered question								48
skipped question								2
7. How much would you value being able to request each of the following services electronically?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
Safety Training	5	6	9	7	10	10	3.87	47
Smoke Detectors Outreach Programs	8	4	10	6	11	8	3.68	47
Car Seats Outreach Programs	9	7	9	6	7	9	3.47	47
Senior Citizens Outreach Programs	4	3	9	8	10	13	4.19	47
Emergency Management Information	2	2	5	6	9	22	4.83	46
answered question								47
skipped question								3
8. How much would you value being able to report each of the following electronically?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
Law Enforcement Violations	5	5	7	2	12	11	4.05	42
Potential Citations	8	3	6	7	14	8	3.87	46
answered question								46

City of Jacksonville, Oregon

skipped question								4
9. How much would you value being able to report each of the following electronically?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
Parking	8	4	9	6	12	8	3.72	47
Speeding	7	4	3	6	13	14	4.19	47
DUI (Driving Under the Influence, e.g. Drunk Driving)	5	2	3	8	10	19	4.55	47
Disorderly Conduct	5	3	3	11	11	13	4.28	46
Disturbance	6	2	5	8	11	15	4.30	47
Animal Problems	7	2	8	4	16	10	4.06	47
answered question								47
skipped question								3
10. How much would you value being able to report each of the following electronically?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
Assault	7	2	2	8	8	20	4.45	47
Public Assist	7	2	6	10	7	14	4.09	46
Welfare Check-Ins	11	2	9	8	7	9	3.54	46
Larceny Theft	7	2	4	6	14	14	4.28	47
Burglary	7	2	4	6	8	20	4.40	47
answered question								47
skipped question								3
11. How much would you value being able to report each of the following electronically?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
Code Violation	6	8	6	10	9	7	3.63	46
Links to Court Testimony	9	7	9	6	5	8	3.34	44
Links to Warrants	10	7	9	6	5	7	3.23	44
Dispute Resolution	7	6	10	10	5	7	3.47	45
Investigations of Suspicious Activity	7	3	7	10	6	12	3.91	45
answered question								46
skipped question								4
12. How much would you value being able to request each of the following electronically?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
General Public Records Requests	2	4	6	6	13	15	4.50	46
Current vs 5 Years Requests	3	5	7	8	12	10	4.13	45

City of Jacksonville, Oregon

Historical Requests	4	7	4	7	11	13	4.15	46
answered question								46
skipped question								4
13. How much would you value being able to request each of the following electronically?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
Public Minutes/Agendas (M/A)	0	3	4	11	11	17	4.76	46
Budget Committee M/A	0	6	5	10	13	11	4.40	45
Parks, Recreation & Visitor Services Committee M/A	0	9	5	8	11	12	4.27	45
Parking Committee M/A	2	8	5	12	10	8	3.98	45
Personnel Committee M/A	3	8	7	10	8	9	3.87	45
answered question								46
skipped question								4
14. How much would you value being able to request each of the following electronically?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
Transit / Lodging Tax Committee M/A	5	9	6	5	12	7	3.70	44
Public Safety Committee M/A	2	9	5	6	13	9	4.05	44
Movie Committee Committee M/A	10	7	8	4	8	7	3.32	44
Citizen Involvement Committee M/A	2	7	6	9	8	13	4.18	45
Citizen Action Committee M/A	2	7	6	9	9	12	4.16	45
answered question								45
skipped question								5
15. How much would you value being able to request each of the following electronically?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
Council M/A	0	3	4	8	11	19	4.87	45
Planning Commission M/A	0	3	7	8	10	17	4.69	45
HARC (Historic & Architectural Review Commission) M/A	0	3	6	9	11	16	4.69	45
Cemetery Commission M/A	2	7	9	11	5	11	3.96	45
answered question								45
skipped question								5
16. How much would you value being able to request each of the following electronically?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
Business Licenses	6	2	9	5	8	15	4.16	45

City of Jacksonville, Oregon

Event Permits	6	1	8	5	9	16	4.29	45
OLCC (Oregon Liquor Control Commission) Permits	9	6	11	3	7	8	3.39	44
answered question								45
skipped question								5
17. How much would you value being able to request each of the following electronically?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
Planning Performance Review	6	1	8	6	11	13	4.20	45
Sign Permits	7	1	4	8	10	15	4.29	45
Building Permits	5	1	4	3	12	20	4.69	45
Fence Permits	6	3	4	5	11	17	4.37	46
Home Occupancy Permits	5	5	5	3	9	18	4.33	45
answered question								46
skipped question								4
18. How much would you value being able to request each of the following electronically?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
Tree Removal Permits	5	3	5	9	8	16	4.30	46
Annexation Permits	8	2	9	7	8	10	3.80	44
Pool Permits	11	2	9	7	7	9	3.53	45
Line Adjustments, Variance, etc.	5	1	10	5	13	11	4.18	45
Codes	3	0	6	5	11	20	4.80	45
Grant Applications	5	1	9	6	10	14	4.27	45
answered question								46
skipped question								4
19. How much would you value being able to access the following records electronically?								
Answer Options	Not Important					Very Important	Rating Average	Response Count
Inventory	10	3	8	7	9	7	3.52	44
Rules and Regulations	2	2	3	8	9	22	4.87	46
Locations & Access	6	2	2	8	11	17	4.46	46
History	5	3	5	7	10	15	4.31	45
answered question								46
skipped question								4
20. How much would you value being able to access each of the following services electronically?								
Answer Options	Not Important					Very Important	Rating Average	Response Count

City of Jacksonville, Oregon

Utilities	2	3	5	2	11	23	4.87	46
Account Information	3	3	5	2	11	22	4.76	46
Usage History	4	3	7	1	8	23	4.63	46
Bill Pay	2	2	3	0	12	26	5.13	45
Equal Payment Plan	4	7	6	5	5	17	4.16	44
Conservation Programs	1	6	9	3	8	17	4.41	44
answered question								46
skipped question								4

21. How much would you value being able to access each of the following services electronically?

Answer Options	Not Important					Very Important	Rating Average	Response Count
Detail Reports	6	5	10	8	7	8	3.66	44
Service Issues	6	3	7	4	15	10	4.09	45
Infrastructure Problems	5	4	8	4	13	10	4.05	44
Meter Problems	6	2	5	4	14	14	4.33	45
answered question								45
skipped question								5

22. How much would you value being able to access the following records electronically?

Answer Options	Not Important					Very Important	Rating Average	Response Count
Geolocation, Mapping	6	2	4	7	8	18	4.40	45
Burial Records	8	4	3	10	8	13	3.98	46
Rules and Regulations	5	4	1	8	12	16	4.43	46
Deeds	6	3	4	5	9	19	4.41	46
answered question								46
skipped question								4

23. Please add any comments or questions regarding this survey.

Answer Options	Response Count
	6
answered question	6
skipped question	44

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Response Scoring Calculations

CITY Weighted Total	CITIZEN Weighted Total	Combined Totals	Questions
			1. How important do you consider each of the following when communicating with City Staff?
			Answer Options
6.76	4.84	11.60	Web Site
10.96	5.00	15.96	Email
11.04	5.34	16.38	Phones
5.42	3.23	8.65	Mail
10.96	5.10	16.06	In Person
5.24	3.65	8.89	Discussion Boards
			2. How important do you consider each of the following when communicating with City Staff?
			Answer Options
6.28	2.56	8.84	Instant Messenger
4.76	3.57	8.33	Publications
5.14	3.73	8.87	Messages on Utility Bill
8.48	4.02	12.50	Forms / Official Requests / Permits
			3. How important do you consider each of the following when communicating with City Staff?
			Answer Options
7.30	2.83	10.13	FTP (File Transfer Protocol, e.g. Dropbox)
6.42	2.28	8.70	VPN (Virtual Private Network)
7.58	2.54	10.12	GIS (Geographical Information System)
9.52	3.31	12.83	Texting / SMS (Short Message Service)
			4. How important would you consider sharing each of the following?
			Answer Options
9.34	5.04	14.38	Civic Events Calendars
9.62	4.57	14.19	Committee Calendars
7.34	3.71	11.05	Work Schedules

City of Jacksonville, Oregon

5. How important would you consider sharing each of the following?			
			Answer Options
8.28	5.35	13.63	Contact Info
9.24	5.00	14.24	Public Documents
9.90	4.92	14.82	Applications & Forms
6. How much would you value being able to request each of the following services electronically?			
			Answer Options
8.52	4.08	12.60	Safety Inspections
7.88	4.06	11.94	FireWise Programs
7.34	4.46	11.80	Paramedic
8.00	4.06	12.06	Inspections for Hazards
7.66	4.27	11.93	Search & Rescue
8.34	4.02	12.36	Wildland Risk Assessment
7. How much would you value being able to request each of the following services electronically?			
			Answer Options
8.00	3.87	11.87	Safety Training
7.56	3.68	11.24	Smoke Detectors Outreach Programs
7.78	3.47	11.25	Car Seats Outreach Programs
7.66	4.19	11.85	Senior Citizens Outreach Programs
8.84	4.83	13.67	Emergency Management Information
8. How much would you value being able to report each of the following electronically?			
			Answer Options
7.48	4.05	11.53	Law Enforcement Violations
6.94	3.87	10.81	Potential Citations
9. How much would you value being able to report each of the following electronically?			
			Answer Options
7.26	3.72	10.98	Parking
7.06	4.19	11.25	Speeding
7.36	4.55	11.91	DUI (Driving Under the Influence, e.g. Drunk Driving)
7.78	4.28	12.06	Disorderly Conduct
7.26	4.30	11.56	Disturbance
8.00	4.06	12.06	Animal Problems

City of Jacksonville, Oregon

			10. How much would you value being able to report each of the following electronically?
			Answer Options
8.10	4.45	12.55	Assault
7.36	4.09	11.45	Public Assist
7.36	3.54	10.90	Welfare Check-Ins
7.68	4.28	11.96	Larceny Theft
8.10	4.40	12.50	Burglary
			11. How much would you value being able to report each of the following electronically?
			Answer Options
7.90	3.63	11.53	Code Violation
6.10	3.34	9.44	Links to Court Testimony
6.52	3.23	9.75	Links to Warrants
6.94	3.47	10.41	Dispute Resolution
7.26	3.91	11.17	Investigations of Suspicious Activity
			12. How much would you value being able to request each of the following electronically?
			Answer Options
8.32	4.50	12.82	General Public Records Requests
7.68	4.13	11.81	Current vs 5 Years Requests
7.16	4.15	11.31	Historical Requests
			13. How much would you value being able to request each of the following electronically?
			Answer Options
9.06	4.76	13.82	Public Minutes/Agendas (M/A)
9.26	4.40	13.66	Budget Committee M/A
8.32	4.27	12.59	Parks, Recreation & Visitor Services Committee M/A
7.56	3.98	11.54	Parking Committee M/A
7.78	3.87	11.65	Personnel Committee M/A
			14. How much would you value being able to request each of the following electronically?
			Answer Options
7.78	3.70	11.48	Transit / Lodging Tax Committee M/A
7.68	4.05	11.73	Public Safety Committee M/A
6.22	3.32	9.54	Movie Committee M/A
7.48	4.18	11.66	Citizen Involvement Committee M/A
7.58	4.16	11.74	Citizen Action Committee M/A
			15. How much would you value being able to request each of the following electronically?
			Answer Options

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9.26	4.87	14.13	Council M/A
8.84	4.69	13.53	Planning Commission M/A
8.52	4.69	13.21	HARC (Historic & Architectural Review Commission) M/A
7.78	3.96	11.74	Cemetery Commission M/A
			16. How much would you value being able to request each of the following electronically?
			Answer Options
9.16	4.16	13.32	Business Licenses
9.26	4.29	13.55	Event Permits
8.94	3.39	12.33	OLCC (Oregon Liquor Control Commission) Permits
			17. How much would you value being able to request each of the following electronically?
			Answer Options
8.00	4.20	12.20	Planning Performance Review
8.12	4.29	12.41	Sign Permits
8.44	4.69	13.13	Building Permits
8.34	4.37	12.71	Fence Permits
8.44	4.33	12.77	Home Occupancy Permits
			18. How much would you value being able to request each of the following electronically?
			Answer Options
8.00	4.30	12.30	Tree Removal Permits
7.12	3.80	10.92	Annexation Permits
7.22	3.53	10.75	Pool Permits
7.56	4.18	11.74	Line Adjustments, Variance, etc.
8.66	4.80	13.46	Codes
8.12	4.27	12.39	Grant Applications
			19. How much would you value being able to access the following records electronically?
			Answer Options
7.44	3.52	10.96	Inventory
8.52	4.87	13.39	Rules and Regulations
8.74	4.46	13.20	Locations & Access
8.52	4.31	12.83	History
			20. How much would you value being able to access each of the following services electronically?
			Answer Options
9.26	4.87	14.13	Utilities
9.16	4.76	13.92	Account Information

City of Jacksonville, Oregon

9.16	4.63	13.79	Usage History
9.68	5.13	14.81	Bill Pay
8.84	4.16	13.00	Equal Payment Plan
8.22	4.41	12.63	Conservation Programs
			21. How much would you value being able to access each of the following services electronically?
			Answer Options
7.48	3.66	11.14	Detail Reports
8.00	4.09	12.09	Service Issues
7.90	4.05	11.95	Infrastructure Problems
8.00	4.33	12.33	Meter Problems
			22. How much would you value being able to access the following records electronically?
			Answer Options
7.90	4.40	12.30	Geolocation, Mapping
9.06	3.98	13.04	Burial Records
8.10	4.43	12.53	Rules and Regulations
7.44	4.41	11.85	Deeds
			23. How important do you consider each of the following communication methods?
			Answer Options
9.06		9.06	Workstations
9.06		9.06	Laptops
9.06		9.06	Tablets
10.10		10.10	Smart Phones
3.56		3.56	Pagers
			24. How important do you consider each of the following communication methods?
			Answer Options
7.06		7.06	Walkie-Talkie / CBs (Citizen Band Radios)
10.66		10.66	Police and Fire Radios
10.66		10.66	MDUs (Mobile Data Units, e.g., Laptops in Police Cars)
10.00		10.00	Car Cams
8.84		8.84	Body Cams
			25. How important do you consider each of the following communication methods?
			Answer Options

City of Jacksonville, Oregon

11.06		11.06	Scanners
11.16		11.16	Copiers
11.58		11.58	Printers
			26. How important do you consider each of the following communication methods?
			Answer Options
10.94		10.94	Wireless Network Devices (WiFi)
9.58		9.58	Network Switches
10.88		10.88	Firewall
9.12		9.12	Local Redundant Storage
10.78		10.78	Exchange Server (Email Server)
9.46		9.46	Cabling - CAT-5
			27. How important do you consider each of the following communication methods?
			Answer Options
9.44		9.44	Radio Towers
10.88		10.88	Backup Devices
10.56		10.56	Meters / Readers
10.22		10.22	Vehicles (Trucks, Cars, Carts)
10.12		10.12	Street Lights
9.64		9.64	Mesh Networks (e.g., City-wide WiFi)

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Platform Scoring

Combin ed Totals	Questions	Manage d Colocati on	Self Hos t	VOI P	Anal og PBX	Smart Phon e	Messagin g Applicati ons	Digit al Web	Anal og Pape r	ePay Servi ce	Printe rs	Copie rs	MF Copi er	Came ra	Poi nt to Poi nt	Mes h	Devi ce	Manag ed Device	GPS Enabl ed Devic e	Cabli ng	Radi o Towe rs	Sma rt Flee t
		47.71	0.00	22.44	22.44	204.04	22.44	48.32	26.55	0.00	0.00	0.00	11.06	11.06	0.00	0.00	7.06	7.06	0.00	0.00	0.00	0.00
15.96	Email	15.96	15.96																			
14.24	Public Documents	14.24																				
13.92	Account Information	13.92		13.92	13.92	13.92	13.92	13.92	13.92													
13.79	Usage History	13.79		13.79	13.79	13.79	13.79	13.79	13.79													
13.46	Codes	13.46																				
13.39	Rules and Regulations	13.39						13.39														
13.32	Business Licenses	13.32																				
13.20	Locations & Access	13.20						13.20														
13.13	Building Permits	13.13																				
13.04	Burial Records	13.04	13.04																			
13.00	Equal Payment Plan	13.00		13.00	13.00	13.00	13.00	13.00	13.00													
12.83	History	12.83						12.83														
12.77	Home Occupancy Permits	12.77						12.77														
12.63	Conservation Programs	12.63		12.63	12.63			12.63	12.63													
12.53	Rules and Regulations	12.53	12.53																			
12.41	Sign Permits	12.41						12.41														
12.33	OLCC (Oregon Liquor Control Commission) Permits	12.33						12.33														
12.30	Geolocation, Mapping	12.30	12.30																			
12.20	Planning Performance Review	12.20						12.20														

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12.06	Disorderly Conduct			12.06	12.06	12.06													
11.96	Larceny Theft			11.96	11.96	11.96													
11.95	Infrastructure Problems			11.95	11.95	11.95													
11.91	DUI (Driving Under the Influence, e.g. Drunk Driving)			11.91	11.91	11.91													
11.81	Current vs 5 Years Requests [Public Records]			11.81	11.81	11.81													
11.80	Paramedic			11.80	11.80	11.80													
11.74	Line Adjustments, Variance, etc.			11.74	11.74	11.74	11.74												
11.56	Disturbance			11.56	11.56	11.56													
11.53	Law Enforcement Violations			11.53	11.53	11.53													
11.53	Code Violation			11.53	11.53	11.53													
11.45	Public Assist			11.45	11.45	11.45													
11.31	Historical Requests			11.31	11.31	11.31													
11.25	Speeding			11.25	11.25	11.25													
11.17	Investigations of Suspicious Activity			11.17	11.17	11.17													
11.14	Detail Reports			11.14	11.14	11.14													
10.98	Parking			10.98	10.98	10.98													
10.90	Welfare Check-Ins			10.90	10.90	10.90													
10.81	Potential Citations			10.81	10.81	10.81													
10.41	Dispute Resolution			10.41	10.41	10.41													
9.75	Links to Warrants			9.75	9.75	9.75													
				9.44	9.44	9.44	18.88	0.00											
9.44	Links to Court Testimony			9.44	9.44	9.44	9.44	9.44											

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8.84	Body Cams																8.84	8.84				
7.06	Walkie-Talkie / CBs (Citizen Band Radios)																7.06	7.06				
3.56	Pagers																3.56	3.56				

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Expanded Summary By Service

Combined Totals	Questions	Initiative Cumulative Score	Possible Delivery Platforms	Cloud Collaborative	Managed Colocation	Self Host	VOIP	Analog PBX	Staff/In Person	Smart Phone	Messaging Applications	Digital Web	Analog Paper	ePay Service	Printers	Copiers	MF Copier	Camera	Point to Point	Mesh	Device	Managed Device	GPS Enabled Device	Cabling	Radio Towers	Smart Fleet
16.38	Phones	32.76	VOIP - Digital, Analog				16.38	16.38																		
16.06	In Person	32.12	Staff						16.06																	
15.96	Email	31.92	On Premise, Managed Colo, Cloud Collaborative;	15.96	15.96		15.96																			
14.82	Applications & Forms	44.46	Analog - Paper; Digital - Web, Cloud Collaborative	14.82								14.82	14.82													
14.81	Bill Pay	44.43	In Person; Credit Card; ACH; ePay; ApplePay; PayPal; Square; etc.						14.81				14.81	14.81												
14.38	Civic Events Calendars	43.14	Analog - Paper; Digital - Web, Cloud Collaborative	14.38								14.38	14.38													
14.24	Public Documents	42.72	Managed Host; Cloud Collaborative	14.24	14.24																					
14.19	Committee Calendars	42.57	Analog - Paper; Digital -	14.19								14.19	14.19													

Jacksonville City Council Agenda Item Summary



Resolution No. R2016-016 A Resolution of the City of Jacksonville Modifying Administrative Procedures for Collection of the Increased Fire Protection Surcharge in Order to Raise the Adjusted Gross Income Level Below Which No Increased Fire Protection Surcharge is Due

Date: August 29, 2016
From: Jeff Alvis, City Administrator

City Council Meeting: September 6, 2016
Agenda Item: 5e.

Synopsis:

Resolution No. R2016-016 is coming before you per the recommendation of the Public Safety Committee and the discussion at the 8/2/16 City Council meeting. The resolution modifies the administrative procedures for the Fire Protection Surcharge relief, raising the adjusted gross income level below which no surcharge is due.

Fiscal Impact:

Per Exhibit A of Resolution No. R2016-016

Recommendations:

Approval of Resolution No. R2016-016

Exhibits:

Exhibit A - Resolution No. R2016-016

RESOLUTION NO. R2016-016

A RESOLUTION OF THE CITY OF JACKSONVILLE MODIFYING ADMINISTRATIVE PROCEDURES FOR COLLECTION OF THE INCREASED FIRE PROTECTION SURCHARGE IN ORDER TO RAISE THE ADJUSTED GROSS INCOME LEVEL BELOW WHICH NO INCREASED FIRE PROTECTION SURCHARGE IS DUE

WHEREAS, the City Council determined that the Fire Protection Surcharge amount as identified Chapter 3.01 of the Jacksonville Municipal code is insufficient to provide an adequate level of Fire Protection Services, and;

WHEREAS, the City Council determined that inadequate fire and medical coverage exist, and;

WHEREAS, the City Council adopted Ordinance No. O2016-005 which increased the surcharge effective August 1, 2016, as allowed by the Jacksonville Municipal Code 3.01 and approved by the Budget Committee and the City Council, and;

WHEREAS, the City Council has determined that within the City there are individuals and families living at or below the federal poverty guidelines for whom financial relief from the increased Fire Protection Surcharge would be beneficial; and

WHEREAS, Chapter 3.01.070(B) of the Jacksonville Municipal Code authorizes the City Administrator to recommend changes to the Fire Protection Surcharge Program in the form of administrative procedures for adoption by the City Council by Resolution; and

WHEREAS, the City Council has determined it is in the public interest to modify the administrative procedures for collection of the Fire Protection Surcharge Program, as described on the attached Exhibit "A" incorporated herein by reference, to amend how the surcharge is calculated and to raise the adjusted gross income level below which no surcharge is due; and

WHEREAS, the City Council finds that the proposed changes comply with and conform to the corresponding sections of the Jacksonville Municipal Code.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, OREGON, RESOLVES AS FOLLOWS:

SECTION 1: Fire Surcharge Discount Program.

City Council
September 6, 2016
Agenda Item 5e.
Exhibit "A"

Effective October 1, 2016, the administrative procedures for collection of the Fire Protection Surcharge shall modified be as set forth on Exhibit 'A' of this ordinance, attached hereto, to raise the adjusted gross income level below which no surcharge is due.

SECTION 2. This Resolution shall be affective upon its approval and adoption.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, OREGON ON THE DATE LAST WRITTEN BELOW.

Signed by me in open session in authentication of its passage this day of September 6, 2016.

Paul Becker, Mayor

ATTEST:

Kimberlyn Collins, City Recorder

Council Discussion



Public Records Requests

Date Req.	Name of Requestor	Description of Records Requesting	Fee Charged	Date Completed	Completed By
8/29/2016	Thomas Roberts	Police & Fire report for fire on Hueners Lane on 8/17/16	\$2.60	8/30/2016	K. Collins
8/18/2024	Shamus Murray	Police & Fire report for fire on Hueners Lane on 8/17/16	\$7.67	8/24/2016	K. Collins, K. Tiller, D Matchett
8/12/2016	Joel Sorem	site plan and stuture elevation plan File 2016116	\$2.00	8/16/2016	K. Collins & I. Foster