



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

**CITY COUNCIL  
City Council Meeting**

**October 4, 2016  
6:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2) **a. MINUTES (September 20, 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
  - 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. **Parks Committee Recommendation for No Smoking in City Parks**
  - b. **Transient Lodging Grant Applications**
  - c. **Bid for Construction of Elevator at New City Hall**
- 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](http://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>.

## September 20, 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 Jesser, Gregg, Lewis, Bennington, Wall, Garcia, and Mayor Becker.  
Staff Present: Administrator Alvis, Finance Director Bray, and Recorder Collins.
- 2) **a. MINUTES (minutes from September 6, 2016 meeting)**  
Move to: Approve  
Motion by: Councilor Garcia  
Seconded by: Councilor Gregg  
Vote:  
Ayes: Unanimous  
Motion Carries  
  
**b. BILLS LIST**  
Move to: Approve the bills as presented  
Motion by: Councilor Jesser  
Seconded by: Councilor Garcia  
Roll Call Vote:  
Ayes: 7  
Nays: 0  
Motion Carries  
Council asked questions. Administrator Alvis answered.
- 3) **PUBLIC COMMENT (items not on the agenda) limited to 3 minutes per speaker.**  
John Schmidt - 370 S. Fifth St. Jacksonville, Or. 97530 - Spoke to some concerns he has with a proposed residence at 340 S. Fifth St., Jacksonville. Council asked questions. Administrator Alvis and Councilor Bennington answered.  
  
Larry Smith - 315 Laurelwood Dr. Jacksonville, Or. 97530 –Larry presented the Mayor with a framed photograph of the front page of the Jacksonville Review. Larry and his wife wanted to honor the Mayor in recognition of his persistence and vision to bring new life to the historical Jackson County Courthouse, SOHS Museum and a New City Hall. An additional framed photograph was also presented for the first lady for their home.
- 4) **STAFF / DEPARTMENT REPORTS**
  - a. **Admin Department** - Jeff Alvis / Stacey Bray / Kimberlyn Collins  
Administrator Alvis spoke to council in regards to a letter that was sent to them about some ADA concerns. A meeting is being scheduled for next month. Council asked questions. Administrator Alvis answered.
  - 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. Parks Committee Appointment by Mayor**

Public Comment: None

Council Discussion: Mayor Becker announced his appointment to the vacancy on the Parks Committee. Kristin Sullivan introduced herself to council.

Move to: Accept the Mayors appointment for Mrs. Sullivan.

Motion by: Councilor Bennington

Seconded by: Councilor Garcia

Vote:

Ayes: Unanimous

Motion Carries

**b. St. Andrews Church Lease**

Public Comment: None

Council Discussion: Patricia Bell and Stan Lyon from St. Andrews Church presented their request to renew their lease with the City. Councilor Jesser requested that we extend the lease 30 days so the City has time to update the contract

Move to: Approval of the lease for St. Andrews Church

Motion by: Councilor Garcia

Seconded by: Councilor Jesser

Motion withdrawn

Move to: Extend their present lease for another month.

Motion by: Councilor Jesser

Seconded by: Councilor Garcia

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Carries

**c. Rogue Disposal Franchise Presentation**

Public Comment: None

Council Discussion: Garry Penny and Laura Leebrick presented Rogue Disposal 5 year review to council. Council asked questions. Garry and Laura answered.

**d. Resolution R2016-017 - A Resolution Amending The Solid Waste Collection Franchise Agreement Between The City Of Jacksonville (Hereinafter "City") And Rogue Disposal And Recycling, Inc. (Hereinafter "Contractor"), Dated January 1, 1998, As Amended, By The Contractor And Lengthening The Term Of The Franchise**

Public Comment: None

Council Discussion: None

Move to: Approval of Resolution No. R2016-017

Motion by: Councilor Lewis

Seconded by: Councilor Bennington

Roll Call Vote:

Ayes: 7

Nays: 0

Motion Carries

**e. Proclamation – Kiwanis Children’s Cancer Cure Month**

Public Comment: None

Council Discussion: Mayor reads proclamation dedicating Kiwanis Children’s Cancer Cure to the month of September.

Finance Director Bray introduced our new intern, Alexis Amavisca, from the RARE program.

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

- a. Councilor Jesser: No Report
- b. Councilor Gregg: Gave report on Transient Lodging meeting held today. Recommendations from the Transient Lodging Committee will be presented at the October 4, 2016 City Council meeting for approval.
- c. Councilor Lewis: He will be attending the monthly breakfast meeting at RVSS tomorrow morning at 7 am. On Tuesday Councilor Lewis will be attending the monthly Metropolitan Planning Organization meeting. Wednesday he will be attending the LOC Conference. Councilor Lewis inquired about the condition of the trolley. Administrator Alvis answered.
- d. Councilor Wall: Gave report on Cemetery Commission meeting held on September 12, 2016.
- e. Councilor Bennington: Gave update on Planning Dept. and code revision.
- f. Councilor Garcia: Reminded council of Parks Committee meeting September 21, 2016 at 5:00 pm in Old City Hall.
- g. Mayor Becker: Spoke in regards to the donation letter that was included in the packet.

**7) ADJOURN 7:00 pm**

\_\_\_\_\_  
Paul Becker, Mayor

\_\_\_\_\_  
Kimberlyn Collins, City Recorder

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

**CITY OF JACKSONVILLE  
Bills Against the City - City Council  
OCTOBER 4, 2016**

<b>GENERAL FUND - ADMINISTRATION DEPARTMENT</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Dept. of Administrative Services	annual renewal state procurement program	50.00
Don's Lock LLC	keys for NCH	24.00
Jacksonville Senior Center Inc.	reimb. senior nutrition program	2,000.00
Kimberlyn Collins	per diem PRIMA conf.	65.00
League of Oregon Cities	FD employment posting	20.00
Rock Solid Masonry	repair work on chimney @ Miller house	500.00
SOREDI	annual membership FY 2016-17	500.00
Staples Advantage	printer toner & supplies	339.99
Staples Advantage	chairs for NCH	350.57
		<b>3,849.56</b>
<b>GENERAL FUND - POLICE DEPARTMENT</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Central Point Cleaners	uniform cleaning - PD	29.70
Mobile Installations	removal of equip. from unit 4502	225.00
Mobile Installations	equip. for new PD cars	1,010.00
Rasmussen's Super Service	vehicle maint. PD	420.00
Rasmussen's Super Service	vehicle maint. PD	165.00
SIRREN.COM	strap kit for new PD vehicles	123.50
Taser International	holster for PD	68.07
		<b>2,041.27</b>
<b>GENERAL FUND - PLANNING DEPARTMENT</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
B.C. Engraving & Awards Inc.	name plate for planning comm.	18.00
Rogue Valley Council of Governments	contract planner Aug 2016	2,990.68
		<b>3,008.68</b>
<b>FIRE PROTECTION FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Alteration Center	uniform alterations - FD	62.00
David Forrest	computer install/set up for fire chief	1,134.50
Mercy Flights Inc.	medical supplies - FD	220.56
Michele Brown-Riding	reimb. supplies for CERT training	118.27
National Hose Testing Specialties Inc.	annual fire hose & ladder testing	1,569.70
		<b>3,105.03</b>
<b>STREETS FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Don's Lock LLC	padlocks for STR dept.	192.00
Industrial Source	supplies for STR dept.	114.51
Jackson County Roads	street striping	899.46
Rodda Paint	paint for streets	25.09
		<b>1,231.06</b>
<b>WATER FUND</b>		
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Batteries Plus Bulbs #208	battery back ups	213.72
Don's Lock LLC	key cabinet for WTR dept.	70.00
Don's Lock LLC	padlocks for WTR dept.	216.00
Jack Burns Construction	drywall storage room	1,100.00
Pacific Electrical Contractors	work on SCADA/telemetry equip.	952.70
Pacific Electrical Contractors	work on SCADA/telemetry equip.	2,959.20
Staples Advantage	chairs for NCH	350.57
WIN-911 Software	annual renewal telemetry software	595.00
		<b>6,457.19</b>

Vendor Name	Description	Amount
<b>PARKS FUND</b>		
Vendor Name	Description	Amount
Dogpoopbags.com LLC	dog clean up bags for PKS	321.95
Pacific Forest Seeds Inc.	annual cold storage tree seed inventory	55.00
		<b>376.95</b>
<b>SDC FUND</b>		
Vendor Name	Description	Amount
Pacific Electrical Contractors	work on SCADA/telemetry equip.	3,236.80
Rogue Valley Council of Governments	work on riparian planting project	85.60
		<b>3,322.40</b>
<b>CAPITAL PROJECT FUND</b>		
Vendor Name	Description	Amount
Brothers Custom Cabinets & Furniture	final payment reception area cabinets	300.00
		<b>300.00</b>
	<b>TOTAL:</b>	<b>23,692.14</b>
APPROVED BY:	DATE:	

# Jacksonville City Council Agenda Item Summary



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## Parks Committee Recommendation for No Smoking in City Parks

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Date: September 27, 2016  
From: Jeff Alvis, City Administrator

City Council Meeting: October 4, 2016  
Agenda Item: 5a.

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### **Synopsis:**

The Parks Committee made a recommendation, at the September 21, 2016 Parks meeting to ban smoking and place no-smoking signs in City parks. The Parks Regulations in Exhibit A of Resolution 844 would need to be amended if the Council proceeds with this recommendation.

### **Fiscal Impact:**

In addition to any signs presented by the Parks Committee, all City signage currently posted at the parks would need to be revised.

### **Recommendations:**

If Council agrees with these recommendations staff will bring the Resolution back at the next Council meeting for adoption.

### **Exhibits:**

# Jacksonville City Council Agenda Item Summary



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## Transient Lodging Grant Application

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Date: September 27, 2016  
From: Stacey Bray, Finance Director

City Council Meeting: October 4, 2016  
Agenda Item: 5b.

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### **Synopsis:**

Transient Lodging Tax Committee reviewed and made recommendations for grants on September 20, 2016.

### **Fiscal Impact:**

Transient Lodging Tax Committee recommended funding grant applications in the amount of \$10,044.86.

### **Recommendations:**

See memo in Exhibit A.

### **Exhibits:**

Exhibit A – Transient Lodging Grant Applications



**TO: CITY COUNCIL**

**FROM: STACEY BRAY**

**DATE: September 27, 2016**

**RE: TRANSIENT LODGING GRANT APPLICATIONS**

The Transient Lodging Tax Committee reviewed applications on September 20, 2016 and submit the following recommendations to City Council.

**Transient Lodging Grant Funds available: \$10,044.86**

**Review of Grant Applications – total amount for applications received - \$17,041**

- a. Jacksonville Community Center – Construction and Installation of a Covered, Four-Bicycle Rack - \$4,600

**The Transient Lodging Tax Committee did not recommend funding this application.**

- b. Jacksonville Chamber of Commerce – New Sound System and Woodwork Refinish for Trolley – \$2,641

**The Transient Lodging Tax Committee recommended funding this application in full.**

- c. Jacksonville Chamber of Commerce – Travel Writer Hosting - \$5,300

**The Transient Lodging Tax Committee recommended funding this application in the amount of \$ 2903.86.**

- d. Jacksonville Chamber of Commerce – Advertising in OSF and Online Ads - \$ 4,500

**The Transient Lodging Tax Committee recommended funding this application in full.**

**Total amount Transient Lodging Tax Committee recommended funding in grant applications: \$10,044.86.**

City Council  
October 4, 2016  
Agenda Item 5b.  
Exhibit "A"

TRANSIENT ROOM TAX REPORT

\$ 1,668,027.79 \$ 42,729.40 \$ 1,625,298.39 \$ 146,276.86 \$ 727.74 \$ 146,599.30 \$ 146,557.00 \$ 132,828.41 \$ 6,864.28 \$ 6,864.28 \$ 29,319.86 \$ 29,319.86

**Grant funds available:**

Grant funds available as of 06/30/15: \$ 29,319.86

Grant funds added back in this fiscal year: \$ 10,830.99

**Funds Available to Award \$ 40,150.85**

**Grants Awarded in FY 2013-2014 with rollovers to be paid out in 2014-2015 (funds already accounted for)**

	Awarded
10/18/11 JOBA	\$ 1,216.00
GC02-02-2013-14	\$ 2,550.00
GC01-01-2014-15	\$ 1,758.18
GC02-02-2014-15	\$ 7,500.00

Date Paid	Amount Paid	Amount Remaining
7/8/2015	\$ 1,216.00	\$ -
4/8/15 \$874.92	\$ 883.26	\$ 2,550.00
7/15/2015	\$ 1,758.18	\$ -
7/15/2015	\$ 7,500.00	\$ -

Subtotal - Grant Funds Awarded \$ 13,024.18  
Subtotal - Remaining Amount of Grant Funds Committed

Subtotal - Grant Funds Paid \$ 10,474.18  
Subtotal - Remaining Amount of Grant Funds Committed \$ 2,550.00

**Grants Awarded in FY 2015-2016**

	Awarded
GC01-01-2015-16	\$ 2,337.50
GC01-02-2015-16	\$ 1,535.00
GC01-03-2015-16	\$ 6,958.49
GC02-01-2015-16	\$ 7,500.00
GC02-02-2015-16	\$ 1,837.50
GC02-03-2015-16	\$ 1,500.00
GC02-04-2015-16	\$ 3,437.50
GC02-05-2015-16	\$ 5,000.00

Date Paid	Amount Paid	Amount Remaining
5/18/2016	\$ 2,337.50	\$ -
5/4/16	\$ 580.00	\$ 1,535.00
5/18/2016	\$ 4,755.00	\$ 2,203.49
7/6/2016	\$ 7,500.00	\$ -
9/7/16	\$ 568.60	\$ 1,837.50
7/20/2016	\$ 1,288.90	\$ -
5/18/15	\$ 955.00	\$ -

Subtotal - Grant Funds Awarded \$ 30,105.99  
Subtotal - Remaining Amount of Grant Funds Committed

Subtotal - Grant Funds Paid \$ 17,965.00  
Subtotal - Remaining Amount of Grant Funds Committed \$ 12,140.99

**Current Year Grant Funds Available as of 06/30/16:**

**\$ 10,044.86**

**CITY OF JACKSONVILLE  
APPLICATION FOR TRANSIENT LODGING TAX GRANT  
(Incomplete applications will not be accepted by staff)**

Date: 30 August 2016  
Applicant Organization Name: Jacksonville Community Center  
Mailing Address: P.O. Box 1435, Jacksonville, OR 97530  
Contact Name: Jeanena Whitewilson  
Phone: 541 899-1121  
Email Address: [jeanena@charter.net](mailto:jeanena@charter.net)  
Federal Nonprofit Tax ID Number: 93-1299899

**RECEIVED**  
**AUG 31 2016**  
**CITY OF JACKSONVILLE**

**A. Describe the Project:** This request is funding for construction and installation of a covered, four-bicycle rack as recently required and approved by both the Planning Commission and H.A.R.C. to be placed at 160 East Main Street, Jacksonville.

Jacksonville Community Center (JCC) at the above address is in the final stages of fund raising and to complete the expansion of the multi-use community center for all ages of Jacksonville and regional residents and Jacksonville visitors. JCC supports programs and activities of local organizations and planning and staging of City functions. With the completed 3,000 square foot expansion there will be increased after-school tutoring/activities, cultural events, workshops, mid-size receptions and conferences, etc.

Estimated Start Date: 1Nov2016 Estimated Completion Date: 1Dec2016

**B. Project Budget:**

Materials: \$3,200  
Labor: \$2,100 Total: \$ 5,300  
(See attached breakdown of project costs)

**C. Funding Provided by Sponsoring Organization:** Amount:  
\$ One day of In-Kind Installation Labor (Estimate \$700)

**D. Contributions by Other Organizations, Groups, and Foundations:**

Name: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
Name: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
Name: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

**E. Total Amount Requested from Transient Lodging Tax Grant: \$ 4,600**

**F. Required Permits and Approvals (See required attachments):**

List any permits or approvals required from local, state or federal jurisdictions:

Historic and Architectural Review Commission (H.A.R.C.), City of Jacksonville, State of Oregon  
Approved 30Jun2016, Donna Bowen, Chairwoman.

The Planning Commission of the City of Jacksonville, State of Oregon, Approved 5May2016, Roger Thom, Chairman.

**G. Project Benefits:**

City Resolution #708 provides the following goal and objectives for the purpose of prioritizing projects to receive funding:

**Goal:** To promote Jacksonville as a long term destination rather than a day trip stop.

**Objectives:**

- A) Develop or enhance the natural setting to provide a variety of possible activities for visitors.
- B) Sponsor events designed to showcase Jacksonville’s special qualities.
- C) Enhancement of the historic character of Jacksonville.
- D) Develop promotional campaigns that emphasize Jacksonville’s unique advantages.
- E) Disseminate information about Jacksonville.

**Describe how the project provides the following benefits listed in Resolution #708 (provide separate sheet if needed):**

**1) How will the project show benefit for the lodging businesses in Jacksonville?**

Additional secure all-seasonal bike parking encourages lodging and extended stays for active visitors who enjoy bicycling tours of our community such as exploring Jacksonville Woodlands, Forest Park, and Bear Creek trails, or visiting regional wineries, farms, and events for children, art, theater, and music. It also eliminates some frustration for visitors searching for parking or leaving when auto parking is not available or time limits expire.

**2) How will the project promote Jacksonville’s advantages as a regional center for unique goods and services?**

Cycle Analysis’ recent move to the downtown area reaches out to a broad population of active visitors and residents encouraging cyclists to Jacksonville as a popular destination location. This public bike rack will be covered and provide an all-season secured bicycle protection in the downtown area.

**3) How does the project enhance/highlight the history of Jacksonville?**

Alternate transportation is encouraged for local touring of our historic community. The design approved by H.A.R.C. for the covered bike rack is to be located near the Main Street entry of the Community Center is designed to match the Potter/Sampson 1948 (community center) expansion building plan.

Jacksonville currently encourages trolley, Segway, and other-than-auto transportation for tours of our historic community and surrounding wine region, especially for visiting guests. Bicycle transportation is another source of alternative touring, freeing 4 automobile City parking spaces.

**4) How will the project beautify Jacksonville and surroundings?**

The covered design is to match the expanded and remodeled Potter/Sampson building Jacksonville Community Center – Cedars on 4<sup>th</sup>. (See photo of Anne Brooke painted rendition of the building expansion)

**5) How will the project develop or enhance recreation opportunities in Jacksonville?**

Bicycle recreation and transportation is becoming increasingly more popular for persons of all ages,

**6) How will the project benefit the citizens of Jacksonville?**

Many Jacksonville children and adults enjoy bicycling. Providing secure bike racks encourages children’s independence to join after school activities and adults to leave their autos at home. Reducing carbon emission exhaust and reducing the City’s need for parking spaces is a benefit for all residents.

**7) How will the project involve multiple community interest groups?**

Currently Boosters, Friends of Jacksonville Historic Cemetery, Chamber of Commerce, Jacksonville Woodlands, and other organizations hold meetings and/or event planning such as Home and Garden Tours, City parades decorating and staging, U.S. flag flying, Meet the Pioneers, Hike-a-Thon at Jacksonville Community Center and have materials stored there. Reducing 4 vehicle parking spaces in the downtown area by secure bike station is desired by many in Jacksonville especially for these events.

**H. Required Attachments:**

**1. Applicant's current financial statement.** - Attached

**2. Project drawings for construction, signs, banners or other details.**

Attached are Bike Rack architectural elevation drawing and Property Plans with Main Street location in blue (Ausland Group Architect)

Photo of Anne Brooke's painted rendition of building expansion.

Cost Breakdown: Materials and Labor

**3. Copies of project permits, Final Orders, or approvals. If permits or approvals have not been obtained, provide copies of completed applications or pre-application staff reports.**

Attached are Approvals by:

City Planning Commission for the City of Jacksonville, State of Oregon (5May2016 – Final Order of Approval File 2016-60)

Historic and Architectural Review Commission for the City of Jacksonville, State of Oregon (30 June 2016 – Final Order of Approval, File 2016-59)

**Submitted by:** Jeanena Whitewilson,  
**Title:** Jacksonville Community Center Board of Directors Vice-President

**Signature:** Jeanena Whitewilson **Date:** 30Aug2016

*This application must be submitted to the City Offices, attention City Tax Administrator, Transient Lodging Tax Committee, from February 1 to February 28 and/or August 1 to August 31.*

**Transient Lodging Tax Committee:**  
\_\_\_\_\_ Recommended for Approval  Recommended for Denial  
Recommended Amount: \$ \_\_\_\_\_  
Comments:  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** [Signature] **Date:** 9-20-16  
(Transient Lodging Tax Committee)

**Jacksonville City Council:**  
\_\_\_\_\_ Approved \_\_\_\_\_ Denied Approved Amount: \$ \_\_\_\_\_

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

### **Transient Lodging Tax – Grant Information**

The Jacksonville Transient Lodging Tax was established as a revenue source to assist local nonprofit organizations in promoting and advertising the City's cultural and tourist related activities, facilities and services, as well as to provide for City beautification, acquisition and construction of new cultural and tourist related facilities. Twenty (20) percent of the taxes collected by the City are made available for these purposes.

Applications for grants to nonprofit organizations must be submitted to the City offices and will be forwarded to the Jacksonville Transient Lodging Tax Committee. The committee is appointed by the Mayor and is responsible for monitoring ordinance compliance and accepting and reviewing applications for grants with recommendations submitted to the Jacksonville City Council.

Organization qualification, requirements and procedures for obtaining grants are in Chapter 3.20 of the Jacksonville Municipal Code. A full copy of this chapter can be obtained on the City website ([www.jacksonvilleor.us](http://www.jacksonvilleor.us)) or by request at the City offices.

### **Excerpts from Jacksonville Municipal Code:**

#### **Sec. 3.20.240. - Disposition and use of transient room tax funds as directed by the transient lodging tax expenditure committee.**

(A) There is created a special dedicated fund within the City budget to be known as the Beautification and Tourism Development Fund (BTD Fund). A percentage of the revenue from the BTD Fund, as established by resolution, shall be expended for:

- (1) City beautification: enhancement of vehicular and pedestrian routes; acquisition and construction of new cultural and tourist related facilities, including parking; and
- (2) Tourist development: promotion and advertising of the City's cultural and tourist related activities, events and services.

The Transient Room Tax Committee shall use the criteria established by Council resolution for selection of priority projects.

(B) A percentage of the revenue collected under this chapter, as established by resolution, shall be used for City administrative expenses; a percentage as established by resolution will be dedicated to the operation and maintenance of the Visitor's Information Center; a percentage as established by resolution will be deposited into a dedicated fund of the City of Jacksonville for park/parking funds; and the remaining percentage would be retained by the owner/operator of the lodging establishment.

(C) The City and any lodging business or businesses may agree, under separate contract, to contribute a mutually agreed-upon amount, up to their respective five percent of funds collected each year, to a discrete fund for the purpose of marketing the City of Jacksonville as a whole in order to maximize the number of overnight stays. These agreed upon contributions would continue until such time that either one of the parties provides notice of withdrawal.

(Code 1981, § 3.20.240; Ord. No. 424, 12-20-1994; Ord. No. 480, 7-7-1998; Ord. No. 501, 7-18-2000; Ord. No. 591, 9-15-2009) Page 5 of 5 Revised 03/27/15

**Sec. 4.12.010. - Purpose, composition, meeting frequency and qualifications.** (A) *Purpose.* A committee appointed by the City Council to advise the City Council on the expenditure of the City Beautification and Tourism Development Fund and to make final decisions as to the dispensation of any marketing funds that have been set aside under the separate contract references in section 3.20.240(C).

(1) Any recognized nonprofit organization may petition the Committee for funding pursuant to the provisions of this chapter. Petitions for funding shall be delivered to the Tax Administrator from August 1 to August 31 and from February 1 to February 28.

(2) The petition shall state the name of the organization to be funded, the amount of funds requested, a description of the project to be funded and a statement of how the project will comply with the requirements of section 3.20.240

(3) Upon receipt of the funding petition, the Tax Administrator or designee shall convene a meeting of the Transient Lodging Tax Expenditure Committee. The Transient Lodging Tax Expenditure Committee shall meet to review applications no later than 90 days following June 30 and December 31. The Committee shall meet in open session to consider the funding request and upon the conclusion of its deliberations shall forward to the City Council a written expenditure recommendation. The City Council shall consider this recommendation at its next regularly scheduled meeting.

(4) All organizations funded under this chapter shall provide, for the period of time they are funded under this chapter, and at no expense to the City, semi-annual financial reports. The reports shall be due in the office of the Tax Administrator or designee no later than August 1 for the six-month period ending June 30 and no later than February 1 for the period ending December 31. These reports shall be reviewed within 30 days by the Tax Administrator and the Transient Lodging Tax Expenditure Committee.

(5) The financial report shall provide a detailed listing of the expenditure of funds received under this chapter with sufficient supporting documents attached so that the City Council can be satisfied that the funds were expended as intended by the Transient Lodging Tax Expenditure Committee and the City Council.

(6) The Transient Lodging Tax Committee may, at any time, recommend to the City Council the rescinding or discontinuance of projects that have not conformed to the criteria established under section 3.20.240 or noncompliance with the representations of the application and any agreements made a part thereof.

(7) The Transient Lodging Tax Expenditure Committee may advise the City Council on any matter pertaining to the transient lodging tax and recommend to the City Council the adoption, amendment or repeal of ordinances pertaining to the transient lodging tax.

(B) *Composition and meeting frequency.* The Committee shall be composed of member of the City Council appointed by the Mayor as liaison, five members and one ex officio member as follows:

(1) One member of the City Council; non-voting member;

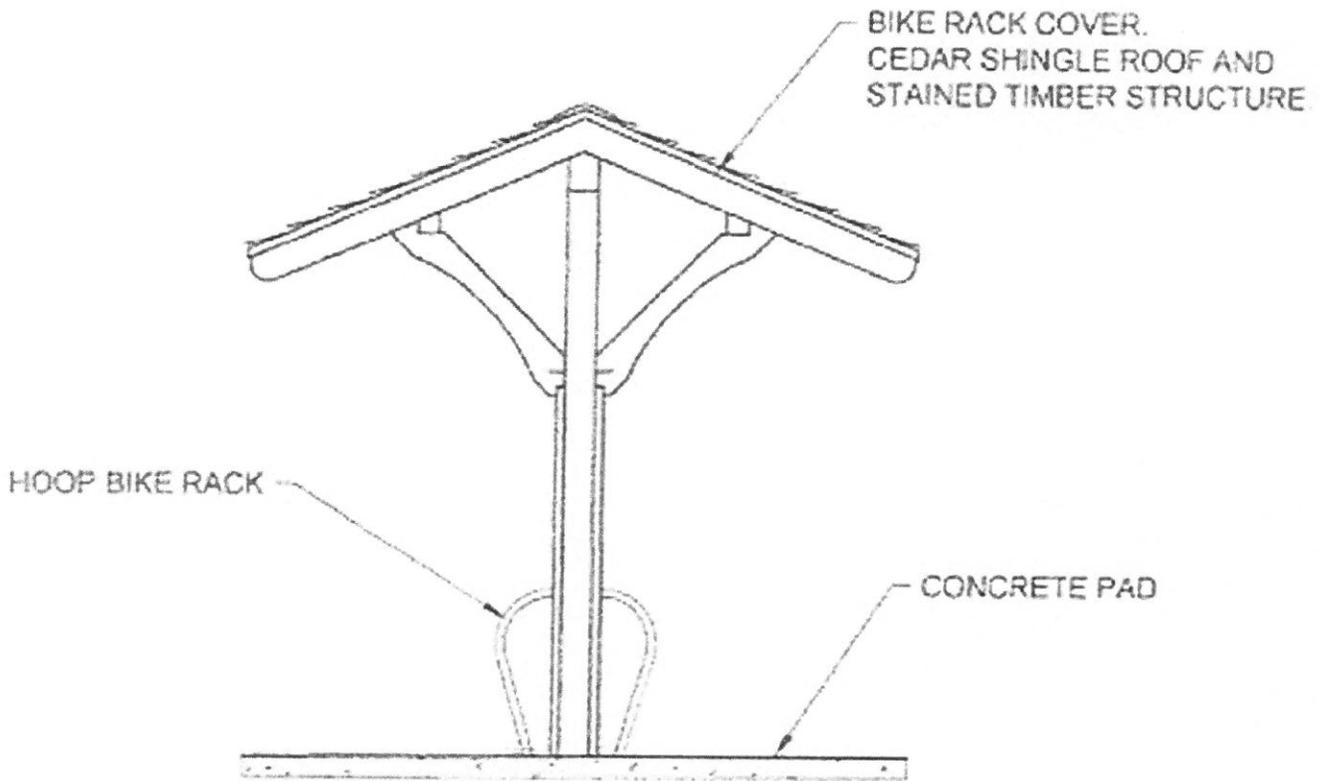
(2) Four representatives of the lodging industry with a lodging facility within the City limits with voting powers;

(3) One citizen at large with voting powers;

(4) Ex officio: the Tax Administrator or Treasurer as a non-voting member.

(C) *Qualifications.* Qualifications are detailed in the Composition portion of this section. (Code 1981, §§ 3.20.010, 3.20.250; Ord. No. 393, 5-18-1993; Ord. No. 424, 12-20-1994; Ord. No. 470, 7-1-1997; Ord. No. 591, 9-15-2009; Ord. No. 600, 12-1-2009)





**ELEVATION - BIKE RACK ALTERNATIVE B**

SCALE: 1/2" = 1' (24 x 36)

**Jacksonville Community Center  
Cedars on 4th**



ESTIMATE OF 4-BICYCLE RACK – Jacksonville Community Center/ Cedars on 4<sup>th</sup> expansion. featuring secured, roofed, cement pad, architecturally matching 1948 Potter/Sampson House

\$ 700 Concrete:  
slab 8'x 8'

\$1,100 Lumber:  
pressure treated posts, sunken for stability (pour concrete around them)  
decorative wood roof supports and trim around posts

\$ 900 Metal:  
Hoops  
Powder coated. 3 hoops (4 bikes)  
Plates/bolts – anchor to concrete  
Miscellaneous

\$ 500 Roofing

---

\$3,200 Total Materials

\$2,100 Labor *3 days*

---

\$5,300 Total project estimate



**BEFORE THE PLANNING COMMISSION  
OF THE CITY OF JACKSONVILLE, STATE OF OREGON**

IN THE MATTER OF A PERFORMANCE REVIEW FOR AN EXPANSION ) **FINAL**  
OF THE JACKSONVILLE COMMUNITY CENTER LOCATED AT 160 ) **ORDER**  
EAST MAIN STREET (THE POTTER HOUSE) WITHIN THE CORPORATE ) **OF APPROVAL**  
LIMITS OF THE CITY OF JACKSONVILLE, JACKSON COUNTY, OREGON. ) **FILE NO 2016-60**

ORDER approving a Performance Review Application to permit an expansion of use for the Jacksonville Community Center located at 160 E Main Street in Jacksonville, Oregon within the Historical Core (HC) zoning district, as provided for in the City of Jacksonville Unified Development Code.

WHEREAS:

1. The Planning Department duly processed the application filed in accordance with Chapter 18.02, Application Procedures, and properly noticed the public hearing according to Chapter 18.04 Notification Procedures; and,
2. The Jacksonville Planning Commission (PC) considered in an open meeting on May 11, 2016 the applicant's request to expand the use of the Jacksonville Community Center located at 160 E Main Street, Jacksonville, OR within the Historical Core (HC) zoning district; and,
3. The Planning Commission received evidence and recommendations, presented by Planning Department staff, and found the proposed expansion complies with the Performance Review Criteria of Title 17, Section 17.36.040 of the Jacksonville Unified Development Code; and,
4. After consideration and a motion duly seconded, the Planning Commission approved the request for the expanded use as per the staff report dated May 2, 2016. The Planning Commission approved the following staff recommended conditions:
  1. *Any increase in use will require further Performance Review Applications.*
  2. *HARC review is required prior to the issuance of building permits.*
  3. *The applicant shall submit a landscape plan for HARC review.*
  4. *Bicycle parking shall be provided in accordance with Title 18.17.100 of the Jacksonville Development Code. The location and shelter are subject to HARC review.*
  5. *Mechanical equipment shall be enclosed or fully screened and buffered.*
  6. *The applicants shall protect neighboring properties from noise, light glare, odors and other nuisances.*

The Planning Commission approved the following additional condition:

7. *Modify the extent of the cross easement agreement to avoid encroachment by the proposed building improvements.*

THEREFORE:

Let it be hereby ordered that the request to permit the expansion of use for the Jacksonville Community Center on the Historic Core zoned property located at 160 E. Main Street is hereby approved based on the Findings, Conclusions, Exhibits A-E and Conditions set forth during the hearing and in the PC Staff Report dated May 2, 2016. This order is further supported by the evidence presented at the above referenced hearing.

Accepted and approved this 5<sup>th</sup> day of May, 2016.

Planning Commission

Attest

\_\_\_\_\_  
Roger E. Thom, Chair

\_\_\_\_\_  
Ian J. Foster, Principal Planner

**BEFORE THE HISTORIC AND ARCHITECTURAL REVIEW COMMISSION  
FOR THE CITY OF JACKSONVILLE, STATE OF OREGON**

IN THE MATTER OF A CERTIFICATE OF APPROPRIATENESS FOR AN ) **FINAL**  
ADDITION TO THE JACKSONVILLE COMMUNITY CENTER LOCATED ) **ORDER**  
AT 160 EAST MAIN STREET (THE POTTER HOUSE) WITHIN THE ) **OF APPROVAL**  
CORPORATE LIMITS OF THE CITY OF JACKSONVILLE, ) **FILE NO 2016-59**  
JACKSON COUNTY, OREGON.

ORDER approving a Certificate of Appropriateness Application to permit an addition to the Jacksonville Community Center located at 160 E Main Street in Jacksonville, Oregon within the Historical Core (HC) zoning district, as provided for in the City of Jacksonville Unified Development Code.

WHEREAS:

1. The Planning Department duly processed the application filed in accordance with Chapter 18.02, Application Procedures, and properly noticed the public hearing according to Chapter 18.04 Notification Procedures; and,
2. The Jacksonville Historic and Architectural Review Commission (HARC) considered in an open meeting on June 28, 2016 the applicant's request to for an addition and tree removal for the Jacksonville Community Center located at 160 E Main Street, Jacksonville, OR within the Historical Core (HC) zoning district; and,
3. The HARC received evidence and recommendations, presented by Planning Department staff, and found the proposed expansion complies with the Decision Criteria of Title 18, Section 18.05.040, and Historic Commercial Standards, Title 18.12 of the Jacksonville Unified Development Code; and,
4. After consideration and a motion duly seconded, the HARC approved the request for an addition and tree removal per the Staff Report dated June 7, 2016. The HARC amended staff recommended conditions to read as follows:
  1. *No construction shall begin prior to the issuance of the building permit.*
  2. *Lighting shall be shielded and directed downward in order to protect neighboring properties from light glare.*
  3. *The existing historic windows shall be restored rather than replaced.*
  4. *Historic features of the historic structure shall be preserved.*
  5. *The removed trees shall be replaced at a 2:1 ratio within six months of the final inspection.*
  6. *Any new HVAC equipment shall be screened and located to the rear of the structure.*
  7. *The applicant shall comply with all maintenance standards of Section 18.10.050 of the Jacksonville Municipal Code.*
  8. *The applicant shall provide bicycle parking and shelter per Title 18.17.100 of the Jacksonville Development Code. The HARC approved design option "B" as provided by the applicant.*

THEREFORE:

Let it be hereby ordered that the request to permit the expansion of use for the Jacksonville Community Center on the Historic Core zoned property located at 160 E. Main Street is hereby approved based on the Findings, Conclusions, Exhibits A-E and Conditions set forth during the hearing and in the PC Staff Report dated May 2, 2016. This order is further supported by the evidence presented at the above referenced hearing.

Accepted and approved this 30<sup>th</sup> day of June, 2016.

Historic and Architectural Review Commission



Donna Bowen, Chair

Attest



Ian J. Foster, Principal Planner

**CITY OF JACKSONVILLE**  
**APPLICATION FOR TRANSIENT LODGING TAX GRANT**  
(Incomplete applications will not be accepted by staff)

**RECEIVED**  
AUG 31 2016  
CITY OF JACKSONVILLE

Date: August 31, 2016

Applicant Organization Name: Jacksonville Chamber of Commerce

Mailing Address: PO Box 33

Contact Name: Tim Balfour Phone: 541-601-3416

Email Address: executivedirector@JacksonvilleOregon.org Federal Nonprofit Tax ID Number: 51-0191068

**A. Describe the Project:** New Sound System and Woodwork Refinish for Trolley:

As part of our agreement with maintaining the trolley we would like to have two improvements made - a new sound system and refinishing of the woodwork. The Chamber has incurred excessive maintenance expenses over the past year for the trolley in support of our management agreement with the city. We would like to address some cosmetic issues to enhance our visitor experience.

The new sound system would provide a higher quality of sound for the regular narration. In addition, it would allow for recorded narration and/or sound effects to be included. This would allow for the regular history narrations to be supplemented with the professionally recorded narration from the walking tours and create the opportunity for the driver/narrator to rest their voice and alternate the voices heard by the audience. For example, a recorded narrator portraying Mrs. Beekman could provide the inserted narrative for the Beekman House.

Exterior woodwork has been exposed to the elements for a number of years and the finish has worn off. The work would include removing the remaining finish and putting on a new coat. This will be the first of several steps of maintaining the exterior of the trolley. We will also be having parts of the siding securely attached and the pain job touched up where possible and redone where necessary.

Due to the extensive mechanical work the Chamber has paid for this year, we are seeking grant money to cover the remaining planned expenses.

Estimated Start Date: October 2016 Estimated Completion Date: December 2016

**B. Project Budget:**

**Project Budget:**

Exterior Wood Refurbishment	\$1,250.00
Sound System – Equipment & Installation	\$1391.00
	<b>\$2,641.00</b>

**Total Project Cost**

**C. Funding Provided by Sponsoring Organization:** **\$0\***

**D. Contributions by Other Organizations, Groups, and Foundations: NA**

**E. Total Amount Requested from Transient Lodging Tax Grant:** **\$2641.00**

\*The Chamber expended over \$8,000 this past spring on brakes, tires, cooling system & throttle work. We are currently waiting to get the final bill for additional cooling system work from the past 5 weeks. We think this counts to Funding by Sponsoring Organization.

**F. Required Permits and Approvals (See required attachments):**

List any permits or approvals required from local, state or federal jurisdictions:

  NA  

**G. Project Benefits:**

City Resolution #708 provides the following goal and objectives for the purpose of prioritizing projects to receive funding:

**Goal:** To promote Jacksonville as a long term destination rather than a day trip stop.

**Objectives:**

- A) Develop or enhance the natural setting to provide a variety of possible activities for visitors.
- B) Sponsor events designed to showcase Jacksonville's special qualities.
- C) Enhancement of the historic character of Jacksonville.
- D) Develop promotional campaigns that emphasize Jacksonville's unique advantages.
- E) Disseminate information about Jacksonville.

**Describe how the project provides the following benefits listed in Resolution #708 (provide separate sheet if needed):**

- 1) **How will the project show benefit for the lodging businesses in Jacksonville?** The trolley provides an ongoing attraction for the guests of the lodging businesses. It is also one of the most consistent access points for the town's history. Having the trolley looking and sounding good once it is back in working order serves the town and the lodging businesses well.
- 2) **How will the project promote Jacksonville's advantages as a regional center for unique goods and services?**

Our trolley is a known attraction, even featured in AAA Travel Books. So it helps attract people to town to experience the varied unique goods and services. It almost serves as a mascot for the town. The Chamber runs the trolley as a break-even proposition, not as a profit center in order to support all of our businesses.

3) How does the project enhance/highlight the history of Jacksonville? The trolley tours provide the most consistent access point to the town's history through the narration.

4) How will the project beautify Jacksonville and surroundings?

A well maintained trolley running through town enhances the character and visual impact of Jacksonville.

5) How will the project develop or enhance recreation opportunities in Jacksonville? \_\_\_\_\_

NA

6) How will the project benefit the citizens of Jacksonville? Many residents take advantage of the trolley when they have friends and family in town. We also use the trolley for the Victorian Christmas celebration, seasonal parades and have added the Haunted Trolley Tours as a fall attraction.

7) How will the project involve multiple community interest groups? \_\_\_\_\_ NA.

**H. Required Attachments:**

1. Applicant's current financial statement.
2. Project drawings for construction, signs, banners or other details.
3. Copies of project permits, Final Orders, or approvals. If permits or approvals have not been obtained, provide copies of completed applications or pre-application staff reports.

Submitted by: Tim Balfour Title: Jacksonville Chamber of Commerce; Executive Director

Signature: Tim Balfour Date: Aug 31, 2016

*This application must be submitted to the City Offices, attention City Tax Administrator, Transient Lodging Tax Committee, from February 1 to February 28 and/or August 1 to August 31.*

**Transient Lodging Tax Committee:**

Recommended for Approval \_\_\_\_\_ Recommended for Denial

Recommended Amount: \$ 2,041

Comments: \_\_\_\_\_

Signature: [Signature]  
(Transient Lodging Tax Committee)

Date: 9/20/16

**Jacksonville City Council:**

\_\_\_\_\_ Approved \_\_\_\_\_ Denied Approved Amount: \$ \_\_\_\_\_

Signature: \_\_\_\_\_  
(Jacksonville City Council)

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



# Classic Investors, Inc.

836 Mason Way  
Medford, OR 97501

Phone # 541-857-8508  
Fax # 541-734-9036

office@classictrolley.com  
www.classictrolley.com

## ESTIMATE

DATE	ESTIMATE #
2/8/2016	86

Jacksonville Trolley  
Chamber of Commerce  
185 N Oregon St,  
Jacksonville, OR 97530

PROJECT

DESCRIPTION	QTY	TOTAL
Refurbishment - Labor & Materials for Scuff and Recoating of Exterior Wood		1,250.00
<del>           Roof Repair:            Full Roof Replacement, all new membrane on upper and lower sections.            OR for a less expensive minimum repair:            Upper coupe roof only - new membrane \$875            Lower roof only - coat old membrane \$300         </del>	ALREADY DONE	1,825.00
Stereo System - Equipment and Installation: New stereo with PA, wireless headset and 6 speakers Minus \$611 if using existing speakers for a total of \$780 just for stereo, PA and headset.		1,391.00
<b>TOTAL</b>		<b>\$4,466.00</b>

CITY OF JACKSONVILLE

APPLICATION FOR TRANSIENT LODGING TAX GRANT

(Incomplete applications will not be accepted by staff)

RECEIVED

AUG 31 2016

CITY OF JACKSONVILLE

Date: August 31, 2016

Applicant Organization Name: Jacksonville Chamber of Commerce

Mailing Address: PO Box 33

Contact Name: Tim Balfour Phone: 541-601-3416

Email Address: executivedirector@JacksonvilleOregon.org Federal Nonprofit Tax ID Number: 51-0191068

A. Describe the Project: Travel Writer Hosting:

This request is for costs related to hosting travel. We expended a previous Marketing Fund request to provide housing for 10 travel writers that Travel Southern Oregon hosted in September under their Influence the Influencer campaign. We would like to have money set aside in order to take advantage of future situations during the upcoming 12 months.

We are budgeting for 10 writers with 2-night stays at \$530 per stay for a total of \$5,300. This assumes a discounted rate on rooms and some meals/entertainment. (\$180 Lodging, \$200 Meals, \$120 Entertainment/Gift Bags/Transportation).

We are approached periodically by Travel Oregon or Travel Southern Oregon for travel arrangements when travel writers are coming to the area. The staffs of these organizations verify the validity of the writers to ensure they are professional with exposure in appropriate print and online media. Proactively including this expense in our budget will better enable us to accommodate these requests, thereby increasing the coverage Jacksonville receives.

Estimated Start Date: September 2016 Estimated Completion Date: August 2017

B. Project Budget:

Project Budget:

Travel Writer Hosting	\$5,300
	<b>\$5,300</b>
	<b>Total Project Cost</b>

C. Funding Provided by Sponsoring Organization: \$0

D. Contributions by Other Organizations, Groups, and Foundations: NA Reduced Rates

E. Total Amount Requested from Transient Lodging Tax Grant: \$5,300

**F. Required Permits and Approvals (See required attachments):**

List any permits or approvals required from local, state or federal jurisdictions:

NA

**G. Project Benefits:**

City Resolution #708 provides the following goal and objectives for the purpose of prioritizing projects to receive funding:

**Goal:** To promote Jacksonville as a long term destination rather than a day trip stop.

**Objectives:**

- A) Develop or enhance the natural setting to provide a variety of possible activities for visitors.
- B) Sponsor events designed to showcase Jacksonville's special qualities.
- C) Enhancement of the historic character of Jacksonville.
- D) Develop promotional campaigns that emphasize Jacksonville's unique advantages.
- E) Disseminate information about Jacksonville.

**Describe how the project provides the following benefits listed in Resolution #708 (provide separate sheet if needed):**

1) **How will the project show benefit for the lodging businesses in Jacksonville?** The travel writers would be lodged in local establishment increasing the probability of those lodging establishments being include in articles.

But the longer term effect is to increase editorial content about Jacksonville that could appear in a variety of print and online media, thereby attracting more overnight visitors.

2) **How will the project promote Jacksonville's advantages as a regional center for unique goods and services?**

The writing will position Jacksonville as a desirable destination for regional visitors at any time of year. Promoting our unique value proposition through as many media outlets as possible will continue to increase awareness.

3) **How does the project enhance/highlight the history of Jacksonville?** Articles written about Jacksonville will highlight the history and its relationship to what is happening now.

4) **How will the project beautify Jacksonville and surroundings?**

The writing and photography will help to document the attractiveness of the town and our surroundings.

Increased overnight stays will increase the transient bed tax revenue which can be used for beautification projects.

5) **How will the project develop or enhance recreation opportunities in Jacksonville?** \_\_\_\_\_

NA

6) **How will the project benefit the citizens of Jacksonville?** \_\_\_\_\_

Increased overnight stays supports retail, restaurant and other tourism focused businesses helping to

increase the vitality of the overall business environment.

7) How will the project involve multiple community interest groups? \_\_\_\_\_

NA.

**H. Required Attachments:**

1. Applicant's current financial statement.
2. Project drawings for construction, signs, banners or other details.
3. Copies of project permits, Final Orders, or approvals. If permits or approvals have not been obtained, provide copies of completed applications or pre-application staff reports.

Submitted by: Tim Balfour Title: Jacksonville Chamber of Commerce; Executive Director

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

*This application must be submitted to the City Offices, attention City Tax Administrator, Transient Lodging Tax Committee, from February 1 to February 28 and/or August 1 to August 31.*

**Transient Lodging Tax Committee:**

Recommended for Approval \_\_\_\_\_ Recommended for Denial

Recommended Amount: \$ 2903,86

Comments: \_\_\_\_\_

Signature:   
(Transient Lodging Tax Committee)

Date: 9/20/16

**Jacksonville City Council:**

\_\_\_\_\_ Approved \_\_\_\_\_ Denied Approved Amount: \$ \_\_\_\_\_

Signature: \_\_\_\_\_  
(Jacksonville City Council)

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

**Transient Lodging Tax – Grant Information**

# CITY OF JACKSONVILLE

## APPLICATION FOR TRANSIENT LODGING TAX GRANT

(Incomplete applications will not be accepted by staff)

Date: August 31, 2016

RECEIVED

Applicant Organization Name: Jacksonville Chamber of Commerce

AUG 31 2016

Mailing Address: PO Box 33

CITY OF JACKSONVILLE

Contact Name: Tim Balfour Phone: 541-601-3416

Email Address: executivedirector@JacksonvilleOregon.org Federal Nonprofit Tax ID Number: 51-0191068

**A. Describe the Project:** Oregon Shakespeare Festival Playbill Ad & Online Ads for participants: Two-page spread coop ad promotes Jacksonville as an attractive destination. It targets a highly refined target market of people who are demonstrating the ability and willingness to travel to this region who also have the demographic constitution that suits Jacksonville.

Information in the ad demonstrates the broad appeal of Jacksonville – sophisticated culinary, diverse entertainment/activities, upscale lodging and shopping - all in our small-town setting. It is one of several outreach initiatives targeting the Ashland visitor and recruiting them to discover Jacksonville. This ad has been running since 2010 with noted increases in traffic from Ashland and anecdotal references to the ad.

The ad features an overall Jacksonville image/pitch, surrounded by individual coop ads. This works to give both an overall image and demonstrate the diversity of offering. The coop partners also receive a highly discounted online ad.

Estimated Start Date: December 2017 Estimated Completion Date: October 2017

### B. Project Budget:

#### Project Budget:

Ad placement – both issues of the playbill	\$15,000
Online Ad with Link	\$ 280
Design/Photography/Creative	\$ 1,500
	<b>\$16,780</b>

#### Total Project Cost

**C. Funding Provided by Sponsoring Organization: \$ 3,280**

**D. Contributions by Other Organizations, Groups, and Foundations: NA \$ 9,000**

**E. Total Amount Requested from Transient Lodging Tax Grant: \$ 4,500**

NA \_\_\_\_\_

**G. Project Benefits:**

City Resolution #708 provides the following goal and objectives for the purpose of prioritizing projects to receive funding:

**Goal:** To promote Jacksonville as a long term destination rather than a day trip stop.

**Objectives:**

- A) Develop or enhance the natural setting to provide a variety of possible activities for visitors.
- B) Sponsor events designed to showcase Jacksonville’s special qualities.
- C) Enhancement of the historic character of Jacksonville.
- D) Develop promotional campaigns that emphasize Jacksonville’s unique advantages.
- E) Disseminate information about Jacksonville.

**Describe how the project provides the following benefits listed in Resolution #708 (provide separate sheet if needed):**

1) **How will the project show benefit for the lodging businesses in Jacksonville?** Attracting Ashland visitors for day trips has converted them to future overnight guests in Jacksonville. The less attractive qualities of Ashland – transients, Goth panhandlers, over crowed restaurants pre-show time – don’t exist in Jacksonville and many people find that highly attractive. The goal of the ad is to draw them over for a break between plays – but then let the Jacksonville experience speak for itself in getting them to stay here on their next trip.

2) **How will the project promote Jacksonville’s advantages as a regional center for unique goods and services?**

The ad will position Jacksonville as a desirable destination for regional visitors at any time of year. The coop advertisers demonstrate the unique goods and services available to an appropriate target market.

3) **How does the project enhance/highlight the history of Jacksonville?** Not directly applicable.

4) **How will the project beautify Jacksonville and surroundings?**

Increased overnight stays will increase the transient bed tax revenue which can be used for beautification projects.

5) **How will the project develop or enhance recreation opportunities in Jacksonville?** \_\_\_\_\_

NA \_\_\_\_\_

\_\_\_\_\_

6) How will the project benefit the citizens of Jacksonville? \_\_\_\_\_

Increased overnight stays supports retail, restaurant and other tourism focused businesses helping to increase the vitality of the overall business environment.

7) How will the project involve multiple community interest groups? \_\_\_\_\_

NA.

**H. Required Attachments:**

1. Applicant's current financial statement.
2. Project drawings for construction, signs, banners or other details.
3. Copies of project permits, Final Orders, or approvals. If permits or approvals have not been obtained, provide copies of completed applications or pre-application staff reports.

Submitted by: Tim Balfour Title: Jacksonville Chamber of Commerce; Executive Director

Signature: Tim Balfour Date: Aug. 31, 2016

*This application must be submitted to the City Offices, attention City Tax Administrator, Transient Lodging Tax Committee, from February 1 to February 28 and/or August 1 to August 31.*

**Transient Lodging Tax Committee:**

Recommended for Approval \_\_\_\_\_ Recommended for Denial

Recommended Amount: \$ 4,500

Comments: \_\_\_\_\_

Signature: [Signature]  
(Transient Lodging Tax Committee)

Date: 9/20/16

**Jacksonville City Council:**

\_\_\_\_\_ Approved \_\_\_\_\_ Denied Approved Amount: \$ \_\_\_\_\_

Signature: \_\_\_\_\_  
(Jacksonville City Council)

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

# OSF 2017 Advertising Contract



Business Name \_\_\_\_\_ Address \_\_\_\_\_  
 Contact Name \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 E-Mail \_\_\_\_\_ Phone / Fax \_\_\_\_\_

## Season Catalog & Pocket Guide Publication date is mid-January 2017

Eight lines of copy: \$855  
 Additional number of lines: \_\_\_ at \$205 per line=\$\_\_\_\_\_  
 Eight lines of copy with Web Ad: Add \$280 = \$1,135

Deadline for signed contract: Sept. 2  
 Deadline for ad copy: Sept. 9  
 Deadline for full payment: Dec. 19

## Playbill ⇒ Ads placed in Vol. I will be placed in Vol. II at no extra charge ⇐

**Volume I February 17 – June 5** Deadline for signed contract: Dec. 2  
 Deadline for ad artwork: Dec. 9  
 Deadline for full payment: Feb. 17

Full page COLOR - \$7,500     Premium: Front inside cover \$10,000     Premium: Back inside cover \$10,000 (OSFBA Discount Available\*)  
 Full page B/W - \$3,960  
 1/2 vertical B/W - \$2,175  
 1/2 horizontal B/W - \$2,175  
 1/4 B/W - \$1,120  
 1/8 B/W - \$700

**Yearly Web Ad Included for only \$280**  
 Image (746 pixels wide x 308 pixel high jpg.) and a 75-word description, plus amenities, address, phone number, web address and rates. Web address is active link.

**Volume II ONLY June 6 – October 29** Deadline for signed contract: Mar. 24  
 Deadline for ad artwork: Mar. 31  
 Deadline for full payment: June 16

Full page COLOR - \$4,500  
 Full page B/W - \$2,980  
 1/2 vertical B/W - \$1,630  
 1/2 horizontal B/W - \$1,630  
 1/4 B/W - \$845  
 1/8 B/W - \$525

**Yearly Web Ad Included for only \$280**  
 Image (746 pixels wide x 308 pixel high jpg.) and a 75-word description, plus amenities, address, phone number, web address and rates. Web address is active link.

## Web Ad Only Web year is October 31, 2016 – October 29, 2017    Other

**Web Ad Only:** (ONLY use this section if you do not wish to advertise in the Playbill) Image (746 pixels wide x 308 pixel high jpg.) and a 75-word description, plus amenities, address, phone number, web address and rates. Web address is active link.  
 Full year: \$855 (October 31, 2016 – October 29, 2017)  
 Half-year: \$575 (May 1 – October 29)

E-Newsletter: \$855 Preferred month: \_\_\_\_\_  
 Image, 75-words and Live Link. One advertiser per month.  
 Package Partner: \$275 (restrictions apply\*\*)  
 • Web Total: \$ \_\_\_\_\_

A deposit of 50% of the total amount is due by the ad copy deadline. Payment in full is due 30 days after publication.    Initial here \_\_\_\_\_  
 Until a credit relationship is established, new advertisers are required to pay 100% of costs by the ad copy deadline.    Initial here \_\_\_\_\_  
 Any amount unpaid post 30 days after publication shall bear interest at the rate of 1.5% for each month it is outstanding. Initial here \_\_\_\_\_  
 City of Ashland Planning Action #: \_\_\_\_\_

Title \_\_\_\_\_ Total Fee: \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## OSF 2017 Advertising Contract (Cont'd)

This is an Agreement between the OREGON SHAKESPEARE FESTIVAL (OSF) and Advertiser whereby OSF agrees to carry an advertisement in its 2017 Playbill or 2017 OSF Website under the following terms and conditions:

1. OSF must approve all ads before publication.
2. Advertiser must sign and return one copy of this Agreement prior to deadline for signed contract.
3. A deposit of 50% of the total amount is due by the ad copy deadline and payment in full is due 30 days after publication.
4. Any amount unpaid post 30 days after publication shall bear interest at the rate of 1.5% for each month it is outstanding.
5. The failure of OSF to demand strict performance of any of the terms of this Agreement shall not be construed as a continuing waiver or relinquishment thereof, and OSF may, at any time, demand strict and complete performance by the Advertiser of said terms.
6. These understandings comprise all the terms of the contract between the parties. No agreement or arrangements shall be binding on either party unless agreed to in writing.

Web: OSF will send advertiser an ad proof. Advertiser must approve and return proof to OSF in a timely manner to ensure inclusion online. OSF will not be responsible for errors on the Website if advertiser fails to return ad proof.

Playbill: The ad submitted will be printed as is. OSF will not make changes to artwork and will not send proofs.

E-Newsletter: Priority for sole monthly ad is given on first-received basis. The ad submitted will be printed as is.

\* OSF Business Alliance Members receive Premium color page ads for \$9,500 (a \$500 discount).

\*\* Package Partner designation is restricted to lodging properties only. Package Partner must also purchase an advertisement in the Playbill, or on the Web.

By intialing here \_\_\_\_\_, you agree to these terms of use.

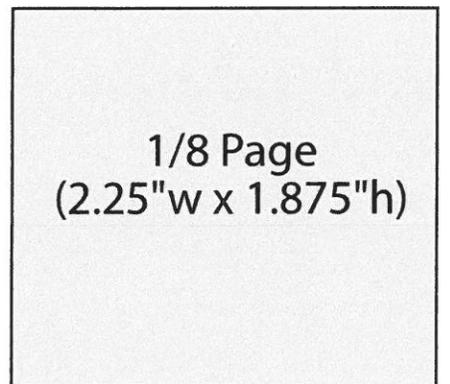
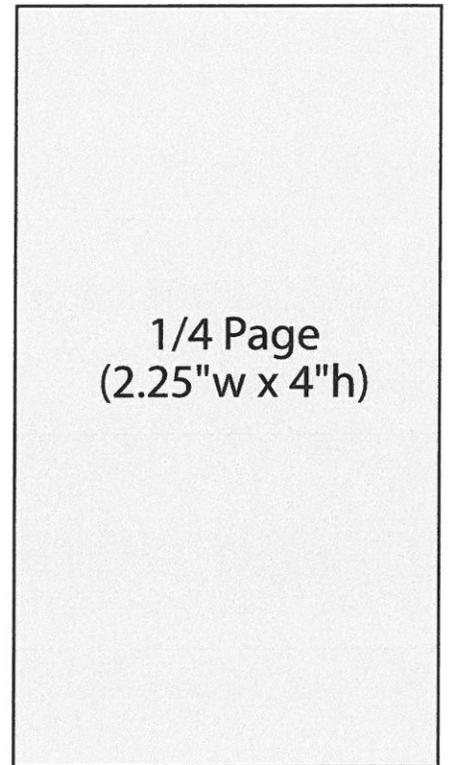
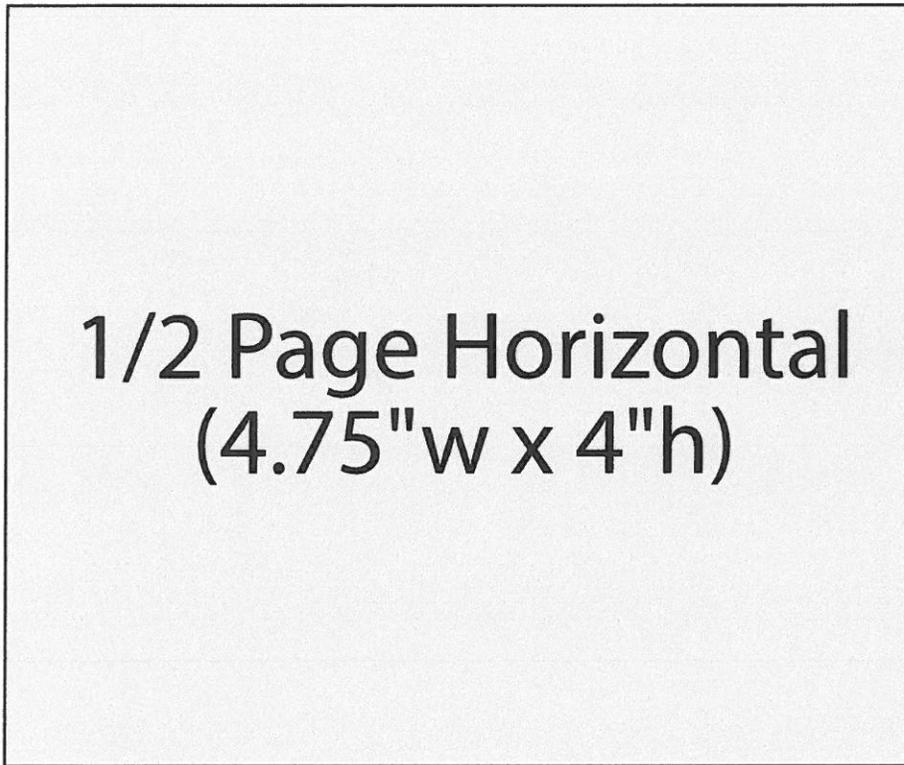
## Playbill Ad Sizes and Dimensions

**Full page B/W**  
**(4.75"w x 8.25"h)**

**Full page Color**  
**(5.5"w x 9"h)**  
**Plus .125" bleed 4 sides**

**1/2 Page Vertical**  
**2.25"w x 8.25"h**

# Playbill Ad Sizes and Dimensions



08/31/16

Jacksonville Chamber  
**Profit & Loss**  
 January through August 2016

**RECEIVED**  
 AUG 31 2016  
 CITY OF JACKSONVILLE

	Jan - Aug 16
Income	
2000 Advertising Income	
Enhanced Marketing Funds	
OSF Playbill ad	7,500.00
Enhanced Marketing Funds - Ot...	18,023.31
Total Enhanced Marketing Funds	25,523.31
Total 2000 Advertising Income	25,523.31
2200 Fund Raising	
2201 Events	
Taste of Summer	
Beer Garden	343.20
Food Court	1,000.00
Wine Stroll	7,411.00
Taste of Summer - Other	365.00
Total Taste of Summer	9,119.20
Victorian Christmas	
Merchant Donations	326.00
Total Victorian Christmas	326.00
Total 2201 Events	9,445.20
2202 Grants	
Bed Tax Grants	
Marketing Grants	10,300.76
Total Bed Tax Grants	10,300.76
Total 2202 Grants	10,300.76
Total 2200 Fund Raising	19,745.96
2300 Operating Income	
2301 Annual Chamber Dinner	1,230.00
2303 Donations	128.00
2304 Interest on Bank Accounts	6.69
2305 Management Fee City	
Info Center Expenses	31,732.53
Marketing/Promotion	2,966.95
Reserve Fund	14,661.91
Total 2305 Management Fee City	49,361.39
2306 Membership Dues	16,406.81
2307 Merchandise Sales	847.12
2312 Jvill Gift Certificate	1,400.00
Total 2300 Operating Income	69,380.01
2500 Trolley	
Admission	
Cash	13,201.00
Credit Card	780.31
Total Admission	13,981.31
Advertising	2,320.00

08/31/16

**Jacksonville Chamber**  
**Profit & Loss**  
 January through August 2016

	Jan - Aug 16
Special Excursions	
Beekman House share	-75.00
Special Excursions - Other	1,605.00
Total Special Excursions	1,530.00
Total 2500 Trolley	17,831.31
Historic Jacksonville, Inc.	1,829.92
Total Income	134,310.51
Gross Profit	134,310.51
Expense	
3000 Chamber Expenses Admin	
3001 Accounting	1,346.00
3002 Annual Dinner	1,610.12
3003 Bank Charges	
Square fees	28.82
3003 Bank Charges - Other	6.76
Total 3003 Bank Charges	35.58
3004 Corporate Registration	50.00
3008 Events	
Chinese New Year	167.00
Haunted Trolley Tour	1,095.36
Taste of Summer	
advertising	420.70
County Food Court permit	31.00
Entertainment	
other	1,213.61
Total Entertainment	1,213.61
printing/signs	74.67
square fee	206.63
Taste of Summer - Other	5,285.94
Total Taste of Summer	7,232.55
Victorian Christmas	
Decoration	661.28
Miscellaneous	193.40
Total Victorian Christmas	854.68
Total 3008 Events	9,349.59
3009 Insurance	
Workers Compensation Ins	2,361.12
Total 3009 Insurance	2,361.12
3010 Merchandise for Resale	
Books	263.08
Post Cards	85.60
Total 3010 Merchandise for Resale	348.68
3012 Miscellaneous	172.07
3014 Rentals	
Post Office Box	48.00
Storage Unit	720.00
Total 3014 Rentals	768.00

08/31/16

**Jacksonville Chamber**  
**Profit & Loss**  
 January through August 2016

	Jan - Aug 16
3015 Payroll	
Historic Jacksonville, Inc.	2,079.00
Info Center	4,197.00
Total 3015 Payroll	6,276.00
3016 Payroll Taxes	
Historic Jacksonville, Inc.	-654.06
Info Center	-868.95
3016 Payroll Taxes - Other	8,856.55
Total 3016 Payroll Taxes	7,333.54
3020 Jville Gift Certificate	1,000.00
3000 Chamber Expenses Admin - ...	8,873.31
Total 3000 Chamber Expenses Admin	39,524.01
3011 Conferences	
SOVA Marketing Symposium	
Registration Fee	198.00
Total SOVA Marketing Symposium	198.00
Total 3011 Conferences	198.00
3026 Quarterly Mixer	128.00
4000 Advertising Expenses	
4001 Airport Sign	1,739.85
4003 Computer & Internet	80.00
4005 Print Media	
1859 Magazine	2,300.00
Jacksonville Wine Scene	1,000.00
OSF Playbill	7,628.78
SO Magazine	1,050.00
SOVA	
RAM	2,175.00
Total SOVA	2,175.00
Strum Media	3,000.00
Walkabout	924.00
Total 4005 Print Media	18,077.78
4008 Rack Card Placement	475.00
4012 Web Page Development	130.00
4000 Advertising Expenses - Other	4,850.00
Total 4000 Advertising Expenses	25,352.63
5000 Info Center Expenses-reim	
5002 Building Maintenance	40.00
5006 Office Supplies	983.16
5007 Payroll	29,698.98
5008 Payroll Taxes	-1,395.98
5009 Postage	308.44
5012 Supply	259.70
5013 Telephone	1,539.12
5014 Utilities	780.25
Marketing	1,921.71

08/31/16

Jacksonville Chamber  
**Profit & Loss**  
January through August 2016

	<u>Jan - Aug 16</u>
Promotional Materials	
Brochures	431.86
Business maps	513.95
Walking Map	424.33
Web/Social media	374.97
Promotional Materials - Other	-998.71
Total Promotional Materials	<u>746.40</u>
Total 5000 Info Center Expenses-reim	34,881.78
6000 Trolley	
6001 Insurance	2,866.00
6002 Gasoline	1,532.35
6004 Supplies	77.96
6005 Repairs	9,266.93
6006 Printing & Reproduction	119.88
6007 Rent	6,744.00
6008 Trolley Payroll	8,654.60
6010 Payroll Taxes	-1,295.39
6014 Replacement Transportation	2,950.00
6015 Miscellaneous	60.00
Total 6000 Trolley	<u>30,976.33</u>
Total Expense	<u>131,060.75</u>
Net Income	<u><u>3,249.76</u></u>

# Jacksonville City Council Agenda Item Summary



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## Bid for Construction of Elevator at New City Hall

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Date: September 27, 2016  
From: Jeff Alvis, City Administrator

City Council Meeting: October 4, 2016  
Agenda Item: 5c.

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### **Synopsis:**

Vitus Construction, Inc. was the only bid received for elevator work in the amount of \$568,700.00. The elevator cost originally was estimated to be between \$250,000 - \$300,000, therefore staff agrees with the recommendation from KAS & Associates, Inc. to reject the bid and re-bid at a later date.

### **Fiscal Impact:**

\$568,700.00

### **Recommendations:**

Reject elevator bid for \$568,700.00

### **Exhibits:**

Exhibit A – KAS & Associates notice to reject Vitus Construction, Inc.



CIVIL  
•  
STRUCTURAL  
•  
PLANNING

Medford, OR 97501  
304 S. Holly Street  
Tel: (541) 772-5807  
Fax: (541) 618-7389  
kas@kasinc.com

Grants Pass, OR 97527  
1867 Williams Hwy, Suite 206  
Tel: (541) 479-5801  
Fax: (541) 244-2651  
kas@kasinc.com

September 28, 2016

To: Jeff Alvis  
City Administrator  
City of Jacksonville

Re: Jacksonville City Offices Remodel & Addition Old County Courthouse, Phase II Elevator Work

Project No.: J16-001

From: Scott D. Pingle, P.E.  
City Engineer

Bids Received:

<u>Bidder</u>	<u>Amount</u>
Vitus Construction Inc.	\$ 568,700.00
	\$
	\$
	\$

*Engineers Estimate* \$ 250,000.00

Only one General Contractor, Vitus Construction Inc. showed up to the Mandatory Pre-Bid Meeting and only one Bid was received, from Vitus Construction Inc.

**It is NOT recommended that the Contract be awarded to the ONLY bidder, Vitus Construction, Inc., in the amount of \$568,700.00. It is recommended that this project be re-bid at another time in hopes of gaining additional qualified and reasonable bids.**

City Council  
October 4, 2016  
Agenda Item 5c.  
Exhibit "A"

# Council Discussion



**OLD BUSINESS**

- Forest Park Scout Projects Update
- Forest Park Hikes Update
- Recycle Update - Linda
  - Been very successful, very important
  - Have new bins from County that have been gifted.
  - Even make some money off the redeemable cans
- Pat Dahl Memorial Update
  - existing memorial is greatly appreciated, no further disbursement will be coming from estate.
- Park Benches Update
  - 2 new benches are now installed
  - Marjorie Edens monument
  - midpoint on the steps between 238 on the Britt Garden
- Vineyard View Parks Update
  - A resolution to do some additional cleanup on references is still coming

**ACTION/DISCUSSION ITEMS**

Reschedule Park Inventory

- Didn't get done in the heat, will reschedule for October
- Pheasant Meadows and Cottage View

Dog Park by NGO

- On agenda for Comm. Member Cellars
- Same situation statically in effect

Beekman Arboretum

- Friends of the Arboretum have been formed to maintain the area to try and restore it to former condition
- JWA Board, Boosters Board, Staff, Native Plant Society of SO. St. Mary's middle school students. Citizens at large
  - installed boulders around waterfall, prevent erosion and improve the aesthetics of the area. Circle of boulders for enjoying the area. Improving the drip system
  - Still JWA, not a park
  - 10/22 0900-1100 next workday

No Smoking Signs in Parks

- Signs and potential locations in Jacksonville
- The lamppost design (C) is favored by the committee, suggest simplifying the language
- Committee recommends council adopt a resolution endorsing the installation of smoke free signs in the parks. May need to specify an ordinance if it doesn't already exist.

**Other business:**

- Community Center would like funding for a bicycle shelter, required approval of design by Planning Commission/HARC \$5K
- JWA - Would like some role in the development of trails in the new Andrew's place development. Entirely the responsibility of the subdivision and homeowners association. Don't want to get into another vineyard view

Tony Hess presents some trail sign pictures for the interest of the committee. Updates coming.

Next meeting Dec 1st @ 1700 OCH

## Public Records Requests

Date Req.	Name of Requestor	Description of Records Requesting	Fee Charged	Date Completed	Completed By
9/30/2016	Clark Stevens	Complete file for 525 S. 3rd St.	\$15.42	9/30/2016	K. Collins & D. Oliver
9/22/2016	Gayle Pabuda	City Council Meeting July 12, 1994	\$20.30	9/28/2016	K. Collins
9/22/2016	Katie Haugse	CUP's for Bigham Knoll	\$15.40	9/27/2016	K. Collins
9/20/2016	Amanda Schmautz	Original building plans for 114, 116, and 118	\$40.90	9/23/2016	D. Oliver & K. Collins
9/14/2016	Patricia Gordon	Hard copy of Current and proposed city charter	\$3.60	9/14/2016	K. Collins