



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

**CITY COUNCIL
City Council Meeting**

**March 17, 2020
6:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2) a. **MINUTES** March 3, 2020
b. **BILLS LIST**
- 3) **PUBLIC COMMENT (items not on the agenda) limited to 3 minutes per speaker, refer to “Speaking Time Limit” guidelines below:**
- 4) **STAFF / DEPARTMENT REPORTS**
 - a. **Admin Department** - Jeff Alvis / Stacey Bray /Angela Watson
 - b. **Planning Department** - Ian Foster
 - c. **Police Department** - Chief Towe
 - d. **Fire Department** – Interim Fire Chief Wayne Painter
 - 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. **Speaking Time Limit: To allow equal time for speakers, each speaker has 3 minutes; a reminder will sound and speaker has another 1 minute to complete presentation. At that time, the chair will sound gavel, ending presentation and thank the speaker. This rule also applies to reading written communications. There will be no ceding of time among speakers.**

 - a. **OLCC Application – Awen Winecraft**
 - b. **Approval of Transient Lodging Tax Grants**
 - c. **Committee for Citizen Involvement Appointment**
 - d. **Scope of Work – Ad Hoc Committee on Accessibility**
 - e. **Flexible Service Maintenance Agreement with ODOT**
- 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 online on the City of Jacksonville website <http://www.jacksonvilleor.us>.

March 3, 2020 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 Bowen, Casaleggio, Garcia, Gregg, Lewis, McClain and Mayor Becker

Absent:

Staff Present: Administrator Alvis, City Recorder Watson and City Planner Thompson

2) **a. MINUTES (minutes from February 18, 2020 meeting)**

Move to: Approval

Motion by: Councilor Garcia

Seconded by: Councilor Gregg

Vote:

Ayes: Unanimous

Motion Carries

Councilor Bowen abstains as she was not at the City Council Meeting.

b. BILLS LIST

Move to: Approval of the Bills List

Motion by: Councilor Casaleggio

Seconded by: Councilor Gregg

Roll Call Vote:

Ayes: 6 Councilors Casaleggio, Gregg, Bowen, Lewis, Garcia, McClain, and Mayor Becker

Nays: 0

Motion Carries

Councilors ask specific questions regarding line items in the bills list. Administrator Alvis answers.

3) **PUBLIC COMMENT (items not on the agenda) limited to 3 minutes per speaker.**

None.

4) **STAFF / DEPARTMENT REPORTS**

a. Admin Department – Jeff Alvis/Stacey Bray / Angela Watson

Administrator Alvis speaks to:

- Applegate waterline project hoping to be paved soon.
- New bids will be advertised in the paper for new projects.

b. Planning Department -Ian Foster

c. Police Department - Chief Towe

d. Fire Department – Interim Fire Chief Painter

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. Historic Jacksonville, Inc. Annual Report

Public Comment: None.

Council Discussion: Carolyn Kingsnorth presents the Historic Jacksonville, Inc. annual report. Council ask questions regarding items in the report. Carolyn Kingsnorth answers.

b. Citizen Advisory Committee Appointments

Public Comment: None.

Council Discussion: Mayor Becker reads the agenda summary and Administrator Alvis gives instructions on how the City Council will be voting for CAC applicants. Councilor McClain asks a process question.

Administrative Alvis answers. Councilor Garcia asks if the CCI have any comments they wanted passed on to the City Council. City Planner Thompson answers. Councilor Gregg asks if any applicants have applied for some sort of permit for their property. City Planner Thompson answers. Councilors fill in ballots and return to Recorder Watson. Administrator Alvis and Recorder Watson tally the votes. Scott Selbe, Michael Thornton, Donald Reordan, Beverly Smith and Diane Helmer were voted to the Citizen Advisory Committee.

Ballot Vote:

For Donald Reordan (5) – Councilors Garcia, Lewis, Casaleggio, Bowen and Mayor Becker

For Michael Thornton (6) – Councilors Garcia, Lewis, Casaleggio, Bowen, Gregg and McClain

For Scott Selbe (7) – Councilors Garcia, Lewis, Casaleggio, Bowen, Gregg, McClain and Mayor Becker

For Beverly Smith (5) – Councilors Lewis, Casaleggio, Gregg, McClain and Mayor Becker

For Dianne Helmer (5) – Councilors Garcia, Casaleggio, Bowen, McClain and Mayor Becker

For John Jorgenson (4) – Councilors Garcia, Lewis, Gregg and Mayor Becker

For Jocie Wall (3) – Councilors Bowen, Gregg and McClain

Councilor Bowen confirms with the Mayor that a letter be mailed to the applicants that applied to be on the CAC. Administrator Alvis answers.

6) COUNCIL AND COMMITTEE REPORTS AND DISCUSSION

a. Councilor Bowen: Speaks to attending the CCI meeting in January.

b. Councilor McClain: No Report.

c. Councilor Casaleggio: There will be a Planning meeting March 11, 2020.

d. Councilor Gregg: No Report.

e. Councilor Garcia: No Report.

f. Councilor Lewis: No Report. Confirms that Mayor Becker is the alternate to attend RVCOG meetings if Councilor Lewis is unable to attend.

g. Mayor Becker: No Report.

9) ADJOURN 6:26 PM

Paul Becker, Mayor

Angela Watson, City Recorder

Date approved: _____

CITY OF JACKSONVILLE
Bills Against the City - City Council
MARCH 17, 2020

GENERAL FUND - ADMINISTRATION DEPARTMENT

Vendor Name	Description	Amount
A One Exterminators Inc.	quarterly pest control	15.00
C & S Fire-Safe Services LLC	repair wire for fire suppression panel	209.00
Cantel of Medford	signs for NCH	64.00
Data Center West	monthly IT services	85.89
Industrial Source	fire extinguisher annual service	94.26
Rosebud Media LLC	publish UR annual report FY 2018-19	418.82
Rosebud Media LLC	Mall Tribune subscription renewal 6 mos	148.20
Sherwin-Williams	supplies for bldg. maintenance	76.39
Staples Business Credit	logo envelopes	108.01
Staples Business Credit	office supplies	80.76
Staples Business Credit	laminator for city offices	336.04
		1,636.37

GENERAL FUND - PLANNING DEPARTMENT

Vendor Name	Description	Amount
Data Center West	monthly IT services	78.61
Medford Builders Exchange A Inc.	plans	76.20
Staples Business Credit	logo envelopes	108.01
		262.82

FIRE PROTECTION FUND

Vendor Name	Description	Amount
A One Exterminators Inc.	quarterly pest control	99.00
AlSCO	janitorial supplies	66.18
Brian Barrett	training reimbursement	85.00
Cascade Fire Equipment	fire hose for pre-connects	230.00
Data Center West	monthly IT services	26.91
Seawestern	adaptor for SCBA's	439.20
Seawestern	supplies safer grant	709.20
Weldon's Cleaning Center	turn out cleaning	85.20
		1,740.69

POLICE PROTECTION FUND

Vendor Name	Description	Amount
A One Exterminators Inc.	quarterly pest control	110.00
Bi-Mart	supplies for PD	26.97
Central Point Cleaners	uniform cleaning	104.00
Data Center West	monthly IT services	22.78
Deep Woods Embroidery	police badges	134.00
Department of Transportation	DMV records	3.00
Gregory Nichols	boot reimbursement	87.95
Kayla Cutting	boot reimbursement	120.00
Quench & Drench	vehicle maintenance	55.00
		663.70

STREETS FUND

Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	316.34
Blackbird Shopping Center	shop parts	46.30
Cantel of Medford	reflective cones	198.50
Crater Chain Saw Co.	chain for saw	25.00
Edge Construction Supply Inc.	caution tape for shop	96.00
Edge Construction Supply Inc.	dust masks for shop	52.20
Grange Co-Op	trash cans for parade route	175.92
Grover Electric and Plumbing Supply Co.	supplies for street lights	103.74
KAS & Associates Inc.	Nunan-engineer rebill	555.00
KAS & Associates Inc.	engineering for Bybee	1,875.00
Napa Auto Parts	radiator fluid	10.77
Pape Machinery	supplies for equipment	195.30
West Coast Pipeline LLC	slurry under culvert on 3rd St. & Daisy Crk	800.00
		4,450.07

Vendor Name	Description	Amount
WATER FUND		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	316.34
Bradley's Excavation Inc.	water service leak @ information center	2,729.89
Budge-McHugh Supply Co.	shop stock	220.25
Civil West Engineering Services Inc.	engineering for SRAMP grant	6,340.00
Civil West Engineering Services Inc.	engineering for SDWRLF	7,851.14
Daily Journal of Commerce	RFB for SDWRLF project-laurelwood	404.14
Daily Journal of Commerce	RFB for SDWRLF project- radio read meter repl.	384.78
Daily Journal of Commerce	RFB for SDWRLF project- 4th Ca & Beekman Sq.	394.46
Data Center West	monthly IT services	25.03
Ferguson Waterworks	air relief valve parts	166.89
Ferguson Waterworks	WTR supplies	2,868.94
Ferguson Waterworks	gate valve for PW shop	1,086.88
Ferguson Waterworks	supplies for stock	4,370.24
Ferguson Waterworks	water meters	1,127.28
GC Systems	supplies for cla-vals	2,241.21
Grover Electric and Plumbing Supply Co.	supplies for madrona pump station	38.66
KAS & Associates Inc.	annual map updates	300.00
KAS & Associates Inc.	engineering for water line ext.	267.76
Neilson Research Corporation	routine water testing	140.00
Staples Business Credit	logo envelopes	108.01
Staples Business Credit	office supplies	33.85
Valley Web Printing	monthly billing	1,301.00
		32,716.75
PARKS FUND		
Vendor Name	Description	Amount
AlSCO	Janitorial Supplies	632.68
Auto Zone	shop supplies	12.06
Blackbird Shopping Center	paint for handrails	69.14
Blackbird Shopping Center	supplies for equipment	8.94
Budge-McHugh Supply Co.	parts for drinking fountain repair	44.73
Budget Lumber	supplies for Britt Gardens walk path	17.70
Dazey's - Hubbard's	parts for drinking fountain repair	13.72
Edge Construction Supply Inc.	marking ribbon	20.00
Ewing	irrigation parts	58.86
Fountain People Inc.	replacement supplies for water park controls	797.00
Grange Co-Op	supplies for Beekman house lawn	42.98
Jacksonville Chamber of Commerce	VIC reimb. Feb 2020	8,367.60
Sherwin-Williams	paint for PKS	57.69
		10,143.10
	TOTAL:	51,613.50
APPROVED BY:	DATE:	

Jacksonville City Council Agenda Item Summary



OLCC Application – Awen Winecraft

Date: March 12, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: March 17, 2020
Agenda Item: 5a

Synopsis:

Awen Winecraft located at 240 E California St is opening a new wine tasting room and submitted an OLCC Liquor License Application on March 4, 2020. The Planning Department has done a performance review and approved this business; and Chief Towe has reviewed the Liquor License Application and has no concerns.

Fiscal Impact:

N/A

Recommendations:

Council to recommend either granting or denying the Liquor License Application

Exhibits:

Exhibit A – Liquor License Application – Awen Winecraft



LIQUOR LICENSE APPLICATION

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1st Location	Date application received and/or date stamp: RECEIVED MAR 04 2020 CITY OF JACKSONVILLE Name of City or County: <u>City of Jacksonville</u> Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied By: _____ Date: _____
<input type="checkbox"/> Brewery 2nd Location	
<input type="checkbox"/> Brewery 3rd Location	
<input type="checkbox"/> Brewery-Public House 1st Location	
<input type="checkbox"/> Brewery-Public House 2nd Location	
<input type="checkbox"/> Brewery-Public House 3rd Location	
<input type="checkbox"/> Distillery	
<input type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1st Location	
<input type="checkbox"/> Grower Sales Privilege 2nd Location	
<input type="checkbox"/> Grower Sales Privilege 3rd Location	
<input type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1st Location	
<input checked="" type="checkbox"/> Winery 2nd Location	
<input type="checkbox"/> Winery 3rd Location	
<input type="checkbox"/> Winery 4th Location	
<input type="checkbox"/> Winery 5th Location	

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

On Oak Cellars, LLC

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

3. Trade Name of the Business (Name Customers Will See)

Awen Winecraft

4. Business Address (Number and Street Address of the Location that will have the liquor license)

240 E California St

City	County	Zip Code
Jacksonville	Jackson	97530



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) Awen Winecraft			
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) <input type="text"/>			
City <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>	
9. Phone Number of the Business Location <input type="text"/>		10. Email Contact for this Application <input type="text"/>	
11. Contact Person for this Application Sean Hopkins		Phone Number <input type="text"/>	
Contact Person's Mailing Address (if different) <input type="text"/>	City <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>

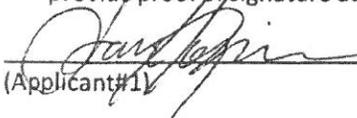
Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.



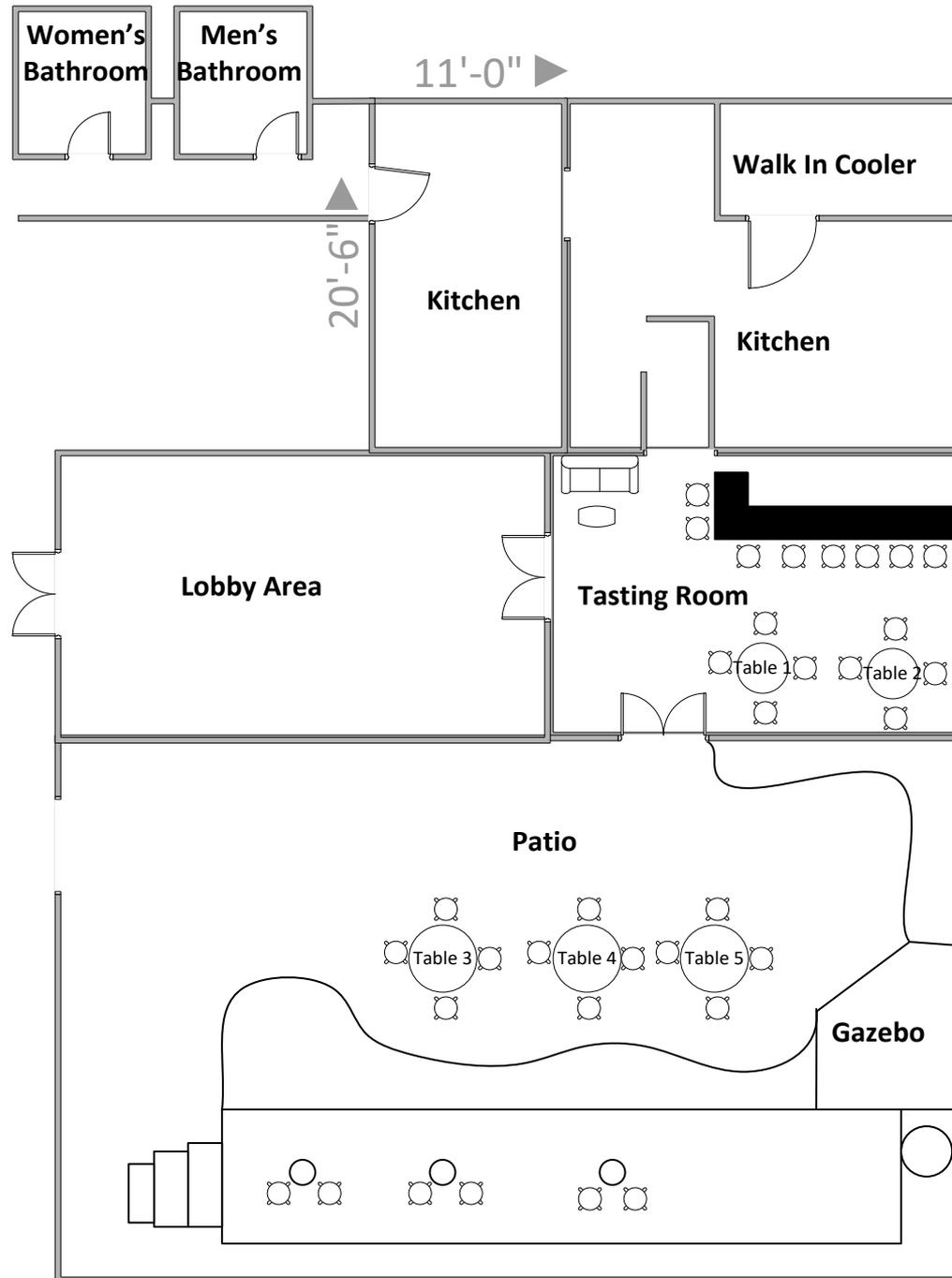
(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

Overall Layout



Jacksonville City Council Agenda Item Summary



Approval of Transient Lodging Tax Grants

Date: March 12, 2020
From: Stacey Bray, Finance Director

City Council Meeting: March 17, 2020
Agenda Item: 5b

Synopsis:

The Transient Lodging Tax Committee reviewed applications on March 10, 2020 and submit the following recommendations to City Council.

Transient Lodging Grant Funds available: \$41,022.27

Review of Grant Applications – total amount for applications received - \$68,245.00

- a. Peter Britt Gardens Music & Arts Festival Association – Hiking the Woodlands with the BFO– \$10,000
The Transient Lodging Tax Committee recommended fully funding this application in the amount of \$10,000.
- b. Jacksonville Community Center – Complete Outdoor Patio Space - \$8,975
The Transient Lodging Tax Committee recommended not funding this application.
- c. Jacksonville Chamber of Commerce – New Digital Billboard Advertising – \$12,000
The Transient Lodging Tax Committee recommended not funding this application.
- d. Jacksonville Chamber of Commerce – Partial Funding of 2020 Advertising Plan - \$20,870
The Transient Lodging Tax Committee recommended fully funding this application in the amount of \$20,870.
- e. Jacksonville Chamber of Commerce – Hire a Videographer to Create a Video for Jacksonville- \$16,400
The Transient Lodging Tax Committee recommended partially funding this application in the amount of \$10,152.

The Transient Lodging Tax Committee approved fully funding the following Marketing Fund Applications:

- a. Jacksonville Lodging Association – Britt Marketing Program: 2020 Recurring Annual Participation - \$1,843

- b. Jacksonville Lodging Association – Britt Marketing Program: 2021 Recurring Annual Participation - *\$2,000*
- c. Jacksonville Chamber of Commerce – Oregon Wine Experience Donation - *\$6,000*
- d. Jacksonville Chamber of Commerce – Purchase New Camera and Technology - *\$688.97*

Recommendations:

Council to approve award amounts for Transient Lodging Grants per committee recommendation or make alternative awards.

Exhibits:

Exhibit A – Peter Britt Gardens Music & Arts Festival Association Grant Application

Exhibit B – Jacksonville Community Center Grant Application

Exhibit C – Jacksonville Chamber of Commerce Grant Application

Exhibit D – Jacksonville Chamber of Commerce Grant Application

Exhibit E – Jacksonville Chamber of Commerce Grant Application

CITY OF JACKSONVILLE

APPLICATION FOR TRANSIENT LODGING TAX GRANT

(Incomplete applications will not be accepted by staff)

Date: 2/20/2020

Applicant Organization Name: Peter Britt Gardens Music & Arts Festival Association

Mailing Address: PO Box 1124 Medford, OR 97501

Contact Name: Donna Briggs Phone: 541-690-3854

Email Address: ed@brittfest.org Federal Nonprofit Tax ID Number: 93-6034910

A. Describe the Project: Hiking the Woodlands with the BFO

Britt Festival will commission a new experiential work from composer Caroline Shaw for the

Britt Festival Orchestra, inspired by and performed on the Jacksonville Woodland Trail system.

Admission is free to the public and guests will experience the performance as they walk the trail.

Estimated Start Date: 1/1/2020 Estimated Completion Date: 7/30/2020

B. Project Budget:

Materials: \$ 20,000

Labor: \$ 80,000

Total: \$ 100,000

C. Funding Provided by Sponsoring Organization: Amount: \$ 45,000

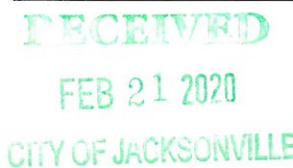
D. Contributions by Other Organizations, Groups, and Foundations:

Name: Grant: Oregon Community Foundation Amount: \$ 30,000

Name: Sponsorship: Cutler Investment Group Amount: \$ 15,000

Name: Amount: \$

Total: \$ 45,000



E. Total Amount Requested from Transient Lodging Tax Grant: \$ 10,000

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

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

Medium Event permit application has been submitted to Jacksonville

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? _____

See attached.

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

See attached.

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

See attached.

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

See attached.

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

See attached.

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

See attached.

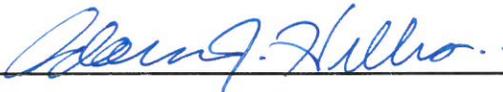
7) How will the project involve multiple community interest groups? _____

See attached.

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: Adam J. Hillis Title: Senior Executive Assistant
(Print Name)

Signature:  Date: 2/20/2020

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: \$ 10,000

Comments: _____

Signature: 
(Transient Lodging Tax Committee)

Date: 3/10/2020

Jacksonville City Council:

Approved Denied Approved Amount: \$ _____

Signature: _____
(Jacksonville City Council)

Date: _____

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

Given the experiential nature of the project compared to a typical performance, we are expecting more guests from out of town to want to enjoy this composition. Many will need to stay overnight after walking the trails before making the drive home. Our hope is they will stay longer to enjoy Jacksonville and an additional show at Britt.

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

Marketing will be local and regional. We will also hire a film crew to record the rehearsal process and performance of the new work. Our previous endeavor with the Crater Lake Project was picked up by PBS and aired multiple times nationally. While not a guarantee that would happen again, if it did, a national audience could be introduced to Jacksonville.

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

Hiking the trails draws attention to the natural history of the land that has always existed since people settled in Jacksonville in the mid-1800s. As guests enter and walk the trail system, they'll read the signage that tells some of the history of the land. Additionally, we feel we are contributing to, and enhancing, the history of the land and trail system as there has never been a partnership of music and nature like this.

4) How will the project beautify Jacksonville and surroundings?

The Woodland Trails system is already beautiful in its own right. But by adding music to the trails, which is specifically inspired by and crafted for the surroundings, we aim to enhance the aural beauty of the nature that currently exists.

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

Our musicians will be playing the composition in groups along the trails. In order to hear the piece of music as it is intended people will hike the trails.

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

It is our hope that this project draws the community into a new type of musical experience, as well as celebrating the nature around us in the performance space. We want it to continue to bring people back to both the trails and the orchestra to satisfy their intrigue sparked by music and the incredible scenery surrounding them.

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

We are working closely with the Jacksonville Woodlands Association on the project.

Britt Music & Arts Festival Income Statement

	YTD 12/31/2019	YTD 12/31/2018	\$ Change	% Change	Total 2019 Budget	Total 2020 Budget
REVENUE AND SUPPORT						
Performance Revenue						
Orchestra Admissions & Fee Revenue	\$137,025	\$90,580	\$46,445	51.3%	\$191,000	\$153,000
Music & Comedy Admissions & Fee Revenue	\$2,413,195	\$2,292,163	\$121,032	5.3%	\$2,282,050	\$2,355,000
Britt Education	\$0	\$4,827	(\$4,827)	(100.0)%	\$0	\$0
Concessions	\$198,960	\$164,448	\$34,513	21.0%	\$200,000	\$200,150
Total Performance Revenue	\$2,749,181	\$2,552,017	\$197,164	7.7%	\$2,673,050	\$2,708,150
Support						
Membership	\$433,200	\$498,480	(\$65,280)	(13.1)%	\$500,000	\$450,000
Business Partnerships	\$390,700	\$344,580	\$46,120	13.4%	\$330,000	\$400,000
Britt Society	\$30,000	\$27,389	\$2,611	9.5%	\$30,000	\$30,000
Gifts & Grants	\$184,701	\$177,289	\$7,413	4.2%	\$130,000	\$223,500
Restricted Grants & Gifts	\$112,345	\$132,237	(\$19,892)	(15.0)%	\$114,000	\$157,500
Donated Services	\$284,071	\$256,407	\$27,664	10.8%	\$224,700	\$214,700
Endowment Dividend	\$78,487	\$78,251	\$236	0.3%	\$75,500	\$62,729
Total Support	\$1,513,504	\$1,514,632	(\$1,128)	(0.1)%	\$1,404,200	\$1,538,429
Other Revenue						
Advertising	\$80,089	\$97,683	(\$17,595)	(18.0)%	\$90,000	\$90,000
Special Events	\$109,422	\$99,820	\$9,602	9.6%	\$99,750	\$104,750
Rental Income	\$19,725	\$20,810	(\$1,085)	(5.2)%	\$19,950	\$25,950
City of Jacksonville Tax Rebate	\$26,486	\$14,719	\$11,767	79.9%	\$30,700	\$37,750
Other Revenue	\$25,213	\$23,047	\$2,167	9.4%	\$22,800	\$20,300
Total Other Revenue	\$260,936	\$256,079	\$4,857	1.9%	\$263,200	\$278,750
TOTAL REVENUE AND SUPPORT	\$4,523,621	\$4,322,728	\$200,892	4.6%	\$4,340,450	\$4,525,329
EXPENSES						
Personnel Expenses						
Wages	\$965,363	\$869,368	\$95,995	11.0%	\$941,123	\$978,244
Taxes & Benefits	\$198,056	\$184,995	\$13,062	7.1%	\$205,245	\$236,782
Travel & Training	\$12,236	\$7,183	\$5,054	70.4%	\$15,850	\$17,050
Total Personnel Expenses	\$1,175,656	\$1,061,546	\$114,110	10.7%	\$1,162,218	\$1,232,076
Program Expenses						
Musician & Contracted Expenses	\$1,706,148	\$1,769,677	(\$63,529)	(3.6)%	\$1,713,210	\$1,831,676
Performance Rentals and Equipment Maintenance	\$53,792	\$37,533	\$16,260	43.3%	\$40,900	\$42,850
Travel & Lodging Expenses	\$77,169	\$87,162	(\$9,993)	(11.5)%	\$79,096	\$78,045
Artist Hospitality	\$55,688	\$51,048	\$4,640	9.1%	\$57,600	\$60,300
Recognition and Special Events	\$35,977	\$43,938	(\$7,960)	(18.1)%	\$42,750	\$37,650
Production Lighting & Sound	\$201,581	\$203,394	(\$1,814)	(0.9)%	\$210,000	\$224,000
Total Program Expenses	\$2,130,354	\$2,192,751	(\$62,397)	(2.8)%	\$2,143,556	\$2,274,522
Facility & Equipment Expenses						
Building & Equipment Maintenance	\$38,033	\$54,500	(\$16,467)	(30.2)%	\$29,500	\$32,780
Utilities	\$46,889	\$47,393	(\$504)	(1.1)%	\$44,720	\$46,220
Telephone & Data Expense	\$22,686	\$23,449	(\$763)	(3.3)%	\$21,600	\$23,700
Rent & Lease Expense	\$76,630	\$72,625	\$4,005	5.5%	\$73,755	\$73,755

Financial Statements are not audited or reviewed and, in accordance with SSARS21, Section 70, no assurance is being provided

Britt Music & Arts Festival Income Statement

	YTD 12/31/2019	YTD 12/31/2018	\$ Change	% Change	Total 2019 Budget	Total 2020 Budget
Property Tax Expense	\$3,634	\$3,784	(\$150)	(4.0)%	\$3,300	\$3,300
Total Facility & Equipment Expenses	\$187,872	\$201,750	(\$13,878)	(6.9)%	\$172,875	\$179,755
Operating Expenses						
Cost of Sales	\$4,759	\$7,649	(\$2,889)	(37.8)%	\$8,400	\$9,300
Advertising	\$55,031	\$71,157	(\$16,126)	(22.7)%	\$51,620	\$59,250
Credit Card Processing Fees	\$82,658	\$76,491	\$6,167	8.1%	\$75,000	\$80,000
Printing Expense	\$50,275	\$48,269	\$2,006	4.2%	\$49,700	\$48,500
Office & Postage Expense	\$13,815	\$17,368	(\$3,553)	(20.5)%	\$19,356	\$18,906
Operating Supplies	\$20,947	\$20,049	\$897	4.5%	\$20,450	\$22,550
IT Software Fees	\$39,742	\$38,069	\$1,673	4.4%	\$41,754	\$41,754
Licenses & Taxes	\$39,304	\$33,795	\$5,510	16.3%	\$40,250	\$38,250
Dues & Subscriptions	\$3,109	\$3,644	(\$535)	(14.7)%	\$3,720	\$3,720
Insurance Expense	\$51,002	\$40,236	\$10,767	26.8%	\$40,000	\$45,000
Professional Fees	\$125,411	\$102,932	\$22,479	21.8%	\$132,000	\$105,000
Board Related Expenses	\$26	\$426	(\$399)	(93.8)%	\$250	\$250
Bank Service Charges	\$1,897	\$2,885	(\$988)	(34.3)%	\$3,000	\$3,000
Donated Expenses	\$284,071	\$256,407	\$27,664	10.8%	\$224,700	\$214,700
Other Operating Expenses	\$3,063	(\$351)	\$3,413	(972.9)%	\$4,900	\$4,700
Total Operating Expenses	\$775,111	\$719,026	\$56,085	7.8%	\$715,100	\$694,880
TOTAL EXPENSES	\$4,268,993	\$4,175,073	\$93,920	2.2%	\$4,193,749	\$4,381,232
Net Operating Income	\$254,628	\$147,655	\$106,972	72.4%	\$146,701	\$144,097
Other Incomes and Expenses						
Depreciation	(\$215,185)	(\$194,943)	(\$20,243)	10.4%	(\$224,138)	(\$212,116)
Interest & Financing Revenue/Expense	(\$6,235)	(\$6,729)	\$494	(7.3)%	(\$7,000)	\$76,700
Total Other Expenses/ Income	(\$221,421)	(\$201,672)	(\$19,749)	9.8%	(\$231,138)	(\$135,416)
NET SURPLUS/(DEFICIT)	\$33,207	(\$54,016)	\$87,223	(161.5)%	(\$84,437)	\$8,681

**CITY OF JACKSONVILLE
APPLICATION FOR TRANSIENT LODGING TAX GRANT**

RECEIVED

FEB 27 2020

CITY OF JACKSONVILLE

Date: 2/27/20

Applicant Organization Name: Jacksonville Community Center

Mailing Address: P.O. Box 1435, Jacksonville, OR 97530

Contact Name: Sue Miler **Phone:** (c) 301-452-4440

Email Address: samiler17@gmail.com **Fed. Nonprofit Tax ID#:** 93-1299899

A. Describe the Project: The Jacksonville Community Center (JCC) is requesting funds in support of a project to complete the outdoor patio space at the rear of the Center.

Background: In the August 2019 TLTG cycle, JCC requested and was approved for a grant to be used for two purposes: construction of a patio behind the Center, and landscaping on the 4th Street side of the Center. However, during the fall, circumstances relating to completion of the patio changed. At the back of the property which JCC leases from the City, there had been a ramshackle three-bay garage which the Jacksonville Boosters, JCC and the Jacksonville Seniors used for storage. In the fall of 2019, the Jacksonville Boosters were planning to renovate the storage garage, taking it down to the studs and then reroofing and rebuilding the interior and exterior. Work began in October 2019, but it was quickly determined that saving the existing building was not realistic, because of asbestos and a severely cracked foundation pad. Due to these circumstances, the decision was made to demolish the old garage and build a new shed on the same site using a professional construction company ("The Shed Guys").

Over \$30,000 in funding was raised from the Jacksonville Boosters, the Jacksonville Woodlands Association and the Jacksonville Community Center to construct a new storage building ("the shed") on the site. On December 6, JCC made a request to the City, asking that the funds from the fall 2019 TLTG allocated for the patio be instead permitted to be used toward the construction of the new shed. The City agreed and released the \$5600 intended for the patio for that purpose. The foundation was poured in December 2019 and construction and painting of the new building was completed in February 2020. The shed has three large storage bays, each with its own door: one for JCC, one for the Boosters and one for the Jacksonville Seniors. Two volunteers are constructing interior shelving for JCC's bay at no expense to the organizations involved.

Now that the shed is completed, painted and ready for lighting installation, the area between that structure and rear of the main JCC building can be developed as an outdoor patio. The area planned is approximately 775 square feet and currently has a rough gravel surface that is uneven and unattractive. For the patio project the area would be excavated, prepared with gravel base layers and then paved with concrete paving blocks. The area to be paved would include the space between the Center and the shed and a walkway in front of the shed doors for ease of access to the bays. Funds requested in this proposal would be used for materials and labor. JCC's proposal from last August contemplated that the pavers would be installed by

volunteers. However, in the intervening months, the parties involved agree that the project should be handled by paving professionals and we have secured bids accordingly. Having this area paved will also improve the safety in this exterior space.

The patio will be used for a variety of outdoor activities that will enhance existing events at the Center. JCC is already being used for numerous family events including birthday, graduation, anniversary and engagement parties, weddings, and celebrations of life. Civic groups, foundations, organizations and private businesses are also using JCC for meetings, retreats and planning sessions. Having an inviting outdoor space, functional for many months of the year, will increase the appeal of JCC as a community resource.

Estimated Start Date: 4/1/20

Estimated Completion Date: 6/30/20

B. Project Budget:

Materials:	\$4432
Labor:	\$6943
Total for Project:	<u>\$11,375</u>

C. Funding Provided by Sponsoring Organization: Amount: \$ 2400

D. Contributions by other Organizations, Groups & Foundations:

E. Total Amount Requested from Transient Lodging Tax Grant: \$ 8975

F. Required Permits & Approvals (see required attachments):

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

HARC approval and appropriate building permits were secured for the Garage/Shed project; our understanding is that no further permitting or approval is required for this project, as it is at grade level and within the property lines. Accordingly, we have not attached copies of the earlier approval and permits to this application but can produce them if requested.

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 and 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

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

The Community Center benefits Jacksonville lodging businesses by serving as a venue that draws visitors to Jacksonville for a variety of occasions. In the first 12 months of operation, the Center had over 400 activities attended by more than 6000 people. In particular, the Center has been used for many family events such as weddings, rehearsal dinners, anniversary parties, and Celebrations of Life that have brought out-of-town visitors to Jacksonville. The organizers of these events appreciate that a moderately-priced venue exists in Jacksonville for family events where people are coming from other communities and states.

In addition, the Center has already been used by over 25 businesses and organizations for retreats and planning sessions. The response from those using the facility for this purpose has been very positive as to the space, the acoustics, the A/V equipment, and the event kitchen facilities. We expect this usage to grow, as Jacksonville offers so many additional amenities with respect to lodging, restaurants and shops for those attending such business meetings.

The patio project in this proposal will enhance the existing Center by offering an attractive outdoor space that can be used for parties and barbeques. It will transform what is now an unattractive gravel patch in the back into a usable area that extends the hospitality capacity of the Center.

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

JCC actively promotes the overall amenities and uniqueness of Jacksonville itself—these are the things that draw people to Jacksonville. We are working with the Chamber of Commerce to ensure that along with the options for lodging, dining and shopping in town, information is available about JCC activities that visitors can attend—for example Tai Chi, yoga, line dancing and Zumba. Having an outdoor patio space to compliment indoor events can be an additional draw.

As people drop in to the Center, JCC also provides information about other events and activities in town. Proximity to an airport, available local motel, historic hotel and guest quarters, many restaurants and multiple wineries make Jacksonville an ideal conference, meeting or event site.

As noted above, JCC's indoor and outdoor spaces offer a very reasonably-priced option for families, agencies, businesses, and organizations to choose Jacksonville for their gatherings.

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

The Jacksonville Community Center serves as a venue where visitors and residents can attend educational, arts and recreational activities while experiencing Jacksonville's larger cultural and historic amenities. For example, the Center has in the past and will continue in the future to support activities that feature Jacksonville history and culture, including staging for community events such as the Chinese New Year parade, serving as a stop for the Haunted Trolley tour and hosting a holiday open house after the Christmas tree-lighting ceremony this past December. Print materials and flyers regarding historic local attractions and tours, such as the Beekman Bank, Beekman House, the Historic Cemetery and Hanley Farm are on display at the Center, and we are committed to cross-promoting and supporting events in town.

4) How will the project beautify Jacksonville and surroundings?

This project will turn an unattractive space on the back side of the Center into a pleasant, usable patio. It will complement the other exterior areas of the Center, which draw visitors and residents who pass by as they walk in town, or who stop to rest on the circular wall and the benches on the front of the building.

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

The patio area that will be created as part of the shed project will offer the space for some fun and casual outdoor parties, receptions and barbecues—a welcome addition to the current Center's amenities.

6) How will the project benefit citizens of Jacksonville?

Overall, the Community Center has already benefitted the citizens of Jacksonville by providing a place for a variety of cultural, arts, recreational, educational, and family activities—as participants, instructors and volunteer leaders. By expanding the space and amenities available, this project will create more opportunities to enjoy the outdoor environment of the Center, which due to our temperate climate, is usable virtually year-round.

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

The Shed project has been a joint effort of the Jacksonville Community Center, the Jacksonville Boosters Club, the Jacksonville Boosters Foundation, and the Jacksonville Woodlands Association. Although volunteer labor will not be used for the main patio project, Boosters have provided valuable input into the elements to be considered in the design of the patio and have assisted in identifying contractors and sources for the materials.

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: SUSAN MILLER Title: JCC BOARD PRESIDENT
(Print Name)

Signature: Susan Miller Date: 28 February 2020

This application must be submitted to the City Offices, attn: 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: 3/10/2020
(Transient Lodging Tax Committee)

Jacksonville City Council:

_____ Approved _____ Denied Approved Amount: \$ _____

Signature: _____ Date: _____
(Jacksonville City Council)

Jacksonville Community Center
Balance Sheet
Construction Account
1/31/2020

ASSETS

Cash in Bank - Construction Fund	25,419
Fixed Assets	774,691
Jacksonville Seniors Inc. Short-Term Receivable	0
Jacksonville Seniors Inc. Long-Term Receivable	18,720

TOTAL ASSETS 818,830

LIABILITIES

City Loan Payable Due in 12 Months	0
City Loan Payable Long Term	18,720
Total Liabilities	<u>18,720</u>

EQUITY

Retained Earnings	800,110
-------------------	---------

TOTAL LIABILITIES & EQUITY 818,830

Jacksonville Community Center
CONSTRUCTION ACCOUNT
Statement of Revenues and Expenditures
7/1/2019 to 1/31/2020

	JCC	GARAGE	TOTAL
Beginning Cash Balance 7/1/2019	25,366.83	(240.00)	25,126.83
Revenues			
Sue Miler - Costco rebate	162.69		162.69
Jacksonville Boosters		16,800.00	16,800.00
Jacksonville Woodlands		10,000.00	10,000.00
Jacksonville Seniors - City Loan	4,680.00		4,680.00
City of Jacksonville - Lodging Tax Grant	5,600.00		5,600.00
	<u>10,442.69</u>	<u>26,800.00</u>	<u>37,242.69</u>
Expenses			
Sue Miler - sign boards	162.98		162.98
Sue Miler - dance flooring	3,064.22		3,064.22
Curtis - kitchen furnishings	1,674.10		1,674.10
Mike McClain - storage pods		428.00	428.00
Umpqua Bank - loan annual fee (canx)	150.00		150.00
Pam Smith - lunch for crew		75.88	75.88
The Shed Guys		18,443.00	18,443.00
Good Bloke Tree - tree removal	375.00		375.00
Shooting Star Nursery - new plantings	530.50		530.50
Medford Mobile Storage - old invoice	110.00		110.00
Cut N Break Construction Inc		6,865.00	6,865.00
City of Jacksonville		391.88	391.88
City of Jacksonville - City Loan	4,680.00		4,680.00
	<u>10,746.80</u>	<u>26,203.76</u>	<u>36,950.56</u>
Ending Cash Balance 1/31/2020	25,062.72	356.24	25,418.96

Jacksonville Community Center

BALANCE SHEET - OPERATING ACCOUNT

As of January 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on Hand	100.00
Umpqua Bank Operating	32,397.83
Total Bank Accounts	\$32,497.83
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Refunds Receivable	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$32,497.83
TOTAL ASSETS	\$32,497.83
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	4,546.30
Total Accounts Payable	\$4,546.30
Other Current Liabilities	
Jacksonville Seniors Scholarships	1,320.00
Security Deposits Payable	680.00
Total Other Current Liabilities	\$2,000.00
Total Current Liabilities	\$6,546.30
Total Liabilities	\$6,546.30
Equity	
Opening Balance Equity	25,321.53
Retained Earnings	16,779.23
Net Income	-16,149.23
Total Equity	\$25,951.53
TOTAL LIABILITIES AND EQUITY	\$32,497.83

Jacksonville Community Center

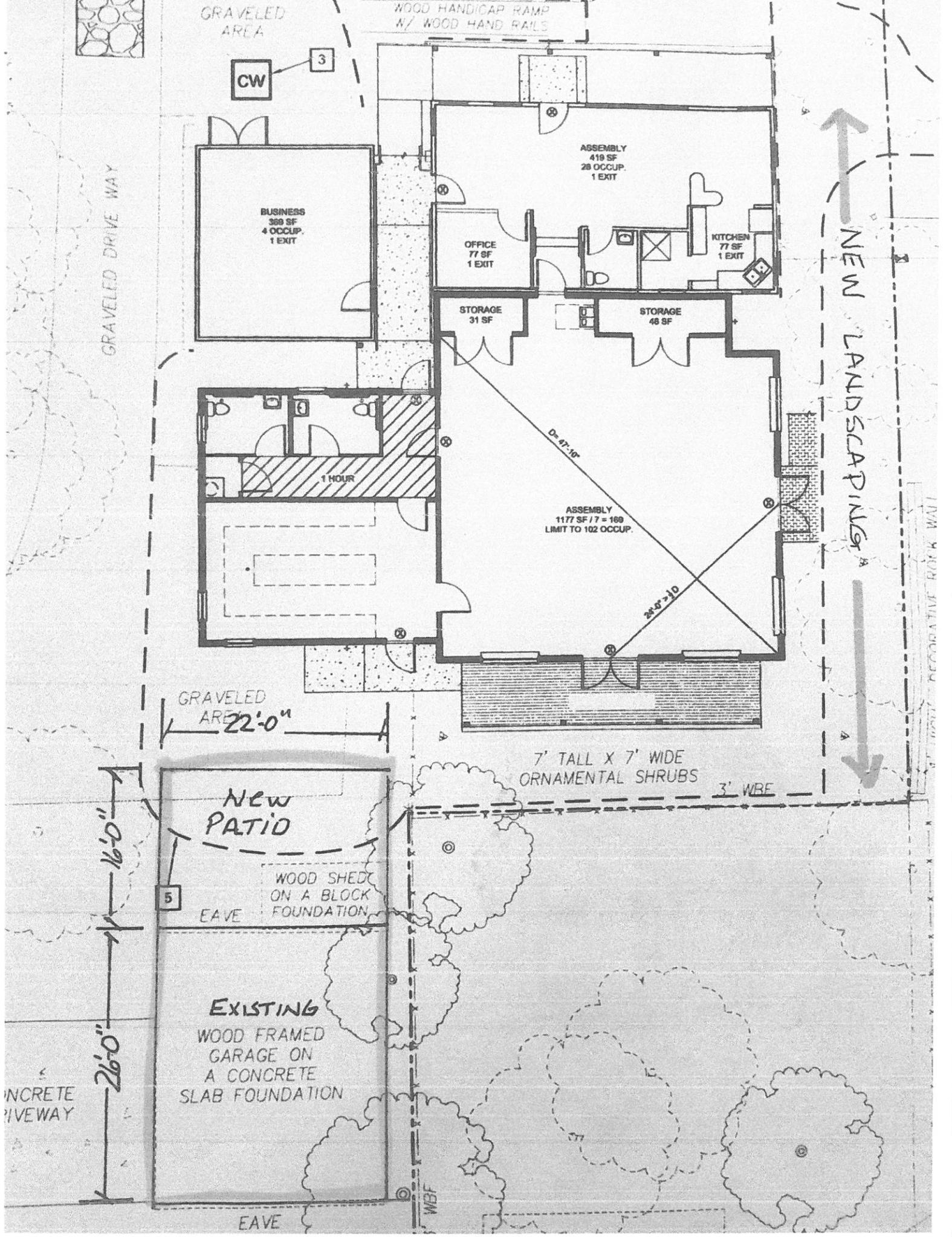
FY2020 BUDGET VS. ACTUALS: JULY - JANUARY

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Contributions from Business/Organizations		1,500.00	-1,500.00	
Contributions from Individuals				
Individual Donors	1,390.98	3,000.00	-1,609.02	46.37 %
Major Donors	1,500.00	20,000.00	-18,500.00	7.50 %
Total Contributions from Individuals	2,890.98	23,000.00	-20,109.02	12.57 %
Foundation Grants				
Operation Grants		5,000.00	-5,000.00	
Program Grants	3,000.00	6,000.00	-3,000.00	50.00 %
Total Foundation Grants	3,000.00	11,000.00	-8,000.00	27.27 %
Fundraising Events				
2019 Spring Mailer	1,450.00		1,450.00	
Total Fundraising Events	1,450.00		1,450.00	
Jacksonville Seniors Inc.		1,320.00	-1,320.00	
JCC Sponsored Classes		3,500.00	-3,500.00	
Beginning Yoga	1,030.10		1,030.10	
Cooking the Colors	120.00		120.00	
Eat Your Colors	15.00		15.00	
Line Dancing	294.00		294.00	
Preschooler's Music/Dance	0.00		0.00	
Series on Aging	138.00		138.00	
Tai Chi	704.75		704.75	
Zumba	445.00		445.00	
Total JCC Sponsored Classes	2,746.85	3,500.00	-753.15	78.48 %
Rental of Facility				
Cottage	2,976.25	5,000.00	-2,023.75	59.53 %
Event Kitchen	50.00	50.00	0.00	100.00 %
Great Room-Half Space	718.50	1,200.00	-481.50	59.88 %
Great Room-Whole Space	7,622.50	13,750.00	-6,127.50	55.44 %
Total Rental of Facility	11,367.25	20,000.00	-8,632.75	56.84 %
Transfer in From Construction Account	0.00		0.00	
Total Income	\$21,455.08	\$60,320.00	\$ -38,864.92	35.57 %
GROSS PROFIT	\$21,455.08	\$60,320.00	\$ -38,864.92	35.57 %
Expenses				
Advertising/Marketing	2,529.99	3,500.00	-970.01	72.29 %
Appreciation/Open House Events	53.03	100.00	-46.97	53.03 %
2019 Holiday Open House	208.63		208.63	
Total Appreciation/Open House Events	261.66	100.00	161.66	261.66 %
City of Jacksonville Lease Payment	1.00	1.00	0.00	100.00 %
Dues & Memberships	90.00	150.00	-60.00	60.00 %
Facility Repair & Maintenance	415.00	700.00	-285.00	59.29 %

TOTAL

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Fees to OR Sec of State	50.00	220.00	-170.00	22.73 %
Fund Raising Supplies	275.56	550.00	-274.44	50.10 %
Insurance - Commercial Liability	1,467.65	1,600.00	-132.35	91.73 %
Insurance - Commercial Property	1,582.86	1,600.00	-17.14	98.93 %
Insurance - Directors & Officers	811.00	820.00	-9.00	98.90 %
Insurance - Volunteers	300.00	300.00	0.00	100.00 %
Jackson County	1,209.50	1,210.00	-0.50	99.96 %
Janitorial/Cleaning	1,168.87	2,400.00	-1,231.13	48.70 %
Landscape Maintenance	1,270.00	2,700.00	-1,430.00	47.04 %
Office/Postal Supplies	1,330.23	1,500.00	-169.77	88.68 %
PayPal Fees	161.79	300.00	-138.21	53.93 %
Payroll Service	317.60	500.00	-182.40	63.52 %
Professional Services		1,000.00	-1,000.00	
Program Instructors	240.00	1,000.00	-760.00	24.00 %
Program Materials	383.70	500.00	-116.30	76.74 %
Restroom/Kitchen Supplies		400.00	-400.00	
Scholarships		400.00	-400.00	
Staff - Administrative Assistant Payroll Taxes	578.03	1,300.00	-721.97	44.46 %
Staff - Administrative Assistant Salary	5,445.00	12,000.00	-6,555.00	45.38 %
Staff - Director Payroll Taxes	1,306.37	2,600.00	-1,293.63	50.25 %
Staff - Director Salary	12,729.00	22,300.00	-9,571.00	57.08 %
Staff - Insurance Stipend	700.00	1,700.00	-1,000.00	41.18 %
Staff - Workers Compensation	222.13	230.00	-7.87	96.58 %
Utilities - Garbage/Recycle	381.56	700.00	-318.44	54.51 %
Utilities - Heat/Cool	802.66	1,500.00	-697.34	53.51 %
Utilities - Internet/Phone	754.79	1,330.00	-575.21	56.75 %
Utilities - Water	818.36	1,400.00	-581.64	58.45 %
Total Expenses	\$37,694.31	\$66,511.00	\$-28,906.69	56.54 %
NET OPERATING INCOME	\$-16,149.23	\$-6,191.00	\$-9,958.23	260.85 %
NET INCOME	\$-16,149.23	\$-6,191.00	\$-9,958.23	260.85 %



GRAVELED AREA

WOOD HANDICAP RAMP
W/ WOOD HAND RAILS

CW

3

BUSINESS
389 SF
4 OCCUP.
1 EXIT

ASSEMBLY
419 SF
28 OCCUP.
1 EXIT

OFFICE
77 SF
1 EXIT

KITCHEN
77 SF
1 EXIT

STORAGE
31 SF

STORAGE
48 SF

1 HOUR

ASSEMBLY
1177 SF / 7 = 169
LIMIT TO 102 OCCUP.

GRAVELED AREA
22'-0"

NEW PATIO

WOOD SHED
ON A BLOCK
FOUNDATION

EAVE

5

EXISTING
WOOD FRAMED
GARAGE ON
A CONCRETE
SLAB FOUNDATION

7' TALL X 7' WIDE
ORNAMENTAL SHRUBS

3' WBF

CONCRETE
DRIVEWAY

26'-0"

EAVE

WBF

NEW LANDSCAPING

RECREATIVE ROCK WALL

CITY OF JACKSONVILLE

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

Date: February 21, 2020

Applicant Organization Name: Jacksonville Chamber of Commerce

Mailing Address: PO Box 33 Jacksonville, OR 97530

Contact Name: Amanda Moreira Phone: 541-843-0985

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

A. Describe the Project: New digital billboard advertising to promote the city of Jacksonville including: annual and special events, services and attractions, merchant & lodging partners as well as recreational activities.

Estimated Start Date: May 2020 Estimated Completion Date: *May 2021

*1 year contract required

B. Project Budget:

B. Project Budget		
Medford- Crater Lake Hwy Outdoor Digital Billboard	\$500/mo	\$6,000/yr
Medford- McAndrews Outdoor Digital Billboard	\$500/mo	\$6,000/yr
Total Project Cost		\$12,000
C. Funding Provided by Sponsoring Organization:		\$0
D. Contributions by Other Organizations:		\$0
E. Total Amount Requested from Transient Lodging Tax Grant:		\$12,000

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

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

RECEIVED
FEB 28 2020
CITY OF JACKSONVILLE

City Council
 March 17, 2020
 Agenda Item 5b
 Exhibit C

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.
- 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 digital billboards are a new advertising avenue that we have not used in the past. The key locations of the billboards offer us the opportunity to market to new groups of individuals and specifically those traveling through Southern Oregon. Each of the two locations receive over 200,000 typical views per month.
- 2) **How will the project promote Jacksonville's advantages as a regional center for unique goods and services?** With monthly rotations, we have the opportunity to modify the advertising message each month. We can focus on our events, businesses, historical district as well as different aspects and features of Jacksonville each month. This caters to the diverse interests of visitors, highlights the variety of things to do in town, draw attention to our unique events and focus on the most important happenings in each season.
- 3) **How does the project enhance/highlight the history of Jacksonville?** The billboards are directly focused on bringing new visitors to Jacksonville and a reminder to the local community by advertising all that there is to do in town.
- 4) **How will the project beautify Jacksonville and surroundings?** The billboards are located in Medford so there is no bearing on Jacksonville or adding an obtrusive new structures to town.
- 5) **How will the project develop or enhance recreation opportunities in Jacksonville?** One of the many areas of focus is directly highlighting the outdoor recreational sector of Jacksonville including our trails for hiking, biking. We also have a high walkability from almost any location in town, which lends itself to attract new tourism and ease of access to the entire town.
- 6) **How will the project benefit the citizens of Jacksonville?** Citizens and business owners (sometimes one in the same) enjoy and appreciate seeing Jacksonville thriving and busy with activity all year around.
- 7) **How will the project involve multiple community interest groups?** N/A

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: Amanda Moreira Title: Jacksonville Chamber of Commerce; Marketing Coordinator

Signature:  Date: 2/28/2020

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: 
(Transient Lodging Tax Committee)

Date: 3/10/2020

Jacksonville City Council:

_____ Approved

_____ Denied

Approved Amount: \$ _____

Signature: _____
(Jacksonville City Council)

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 by request at the City offices.

Excerpts from Jacksonville Municipal Code:

§ 3.20.240 DISPOSITION AND USE OF TRANSIENT ROOM TAX FUNDS.

- (A) There is created a special dedicated fund within the city budget to be known as the Beautification and Tourism Development Fund (BTD Fund). 20% of the revenue from the BTD Fund 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.
 - (3) The Transient Room Tax Committee shall use the criteria established by Council resolution for selection of priority projects.
- (B) Five percent of the revenue collected under this chapter shall be used for city administrative expenses; 50% will be dedicated to the operation and maintenance of the Visitor's Information Center; 20% will be deposited into a dedicated fund of the City of Jacksonville for park/parking funds; and the remaining 5% 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 5% 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.

(1981 Code, § 3.20.240) (Ord. 424, passed 12-20-1994; Am. Ord. 480, passed 7-7-1998; Am. Ord. 501, passed 7-18-2000; Am. Ord. 591, passed 9-15-2009)

§ 3.20.250 TERM, POWERS AND DUTIES OF THE TRANSIENT LODGING TAX EXPENDITURE COMMITTEE.

- (A) The members of this Committee shall not at any time receive compensation for their services on the Committee.
- (B) The term of office shall be for two years. No member shall serve more than three terms.
- (C) Should any member resign or be removed from office as provided in this chapter, a replacement member shall be appointed by the Mayor, to fill the unexpired term of the replaced or resigned member.
- (D) Except for the City Tax Administrator or designee, any member of the Committee may be removed from the Committee for cause upon written recommendation signed by four members of the Committee and approved by the City Council.
- (E) A quorum of four members shall be necessary to conduct the business of the Committee.
- (F) The Committee shall select from amongst its members a Chairperson, Vice Chairperson and a Secretary who shall serve at the pleasure of the Committee.
- (G) The Committee shall keep a record of its meetings and proceedings and shall keep all minutes, records and files of the Committee in the City Hall.
- (H) 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.
- (I) 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 § 3.20.240.
- (J) 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.
- (K) 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.

- (L) 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.
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- (N) 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.

(1981 Code, § 3.20.250) (Ord. 393, passed - -1993; Am. Ord. 470, passed 7-1-1997; Am. Ord. 600, passed 12-1-2009)

02/28/20

Jacksonville Chamber of Commerce
Profit & Loss
January through December 2019

	<u>Jan - Dec 19</u>
Income	
2000 Advertising Income	7,250.00
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6000 Trolley	34,267.83
Payroll Expenses	70.00
Reconciliation Discrepancies	-26.45
Total Expense	<u>232,577.51</u>
Net Income	<u><u>-49,872.40</u></u>

CITY OF JACKSONVILLE

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

Date: February 1, 2020

Applicant Organization Name: Jacksonville Chamber of Commerce

Mailing Address: PO Box 33 Jacksonville, OR 97530

Contact Name: Amanda Moreira Phone: 541-843-0985

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

A. Describe the Project: This request is to assist with partial funding of our 2020 Advertising Plan. It combines print and digital advertising across various mediums to attract new visitors across a range of demographics. In addition, our marketing is used to:

- Retain partnerships with Travel Oregon and Travel Southern Oregon to take advantage of marketing staffs/expertise and to maximize our reach, Travel Oregon targets international markets as well as domestic markets. Travel Southern Oregon focuses on both the Southern Oregon regions as well as neighboring large cities with campaigns to target the San Francisco Bay area, Northern California, Seattle and Portland
- Includes print advertising to position Jacksonville as a destination for small business meetings/training sessions/retreats during the shoulder seasons
- Increases online advertising with Google and Facebook Ads

Estimated Start Date: January 2020 Estimated Completion Date: December 2020

B. Project Budget:

B. Project Budget	See attached Spreadsheet – 2018 Advertising	
Total Project Cost		\$32,870
C. Funding Provided by Sponsoring Organization:		
D. Contributions by Other Organizations:	(Enhanced Advertising Revenue)	\$12,000
E. Total Amount Requested from Transient Lodging Tax Grant:		\$20,870

City Council
March 17, 2020
Agenda Item 5b
Exhibit D

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FEB 28 2020
CITY OF JACKSONVILLE

2020 Marketing & Advertising Placement					
		Details	Cost	Source	
Travel Oregon				EAP	TLT Grant
	Printed Visitor Guide	1/2 page in annual guide	\$2,895		
	Website Ad	\$500/quarter-small bundle	\$2,000		
Travel Southern Oregon					
	Membership		\$350		
	TSO Printed Guide		\$2,175		
Regional Print					
	Southern Oregon Magazine	1/4 page- 4 issues @ \$750 each	\$3,000		
	Southern Oregon Wine Scene	1/4 page- 3 issues @ \$500	\$1,500		
	1010 Things to Do		\$950		
Digital Ads					
	Facebook Ads	regional and out of state ads	\$7,500		
	Instagram Ads	regional and out of state ads	\$6,000		
	Google Ads		\$5,000		
Television Ads					
	Regional TV spot- event promo	Celebrate the Shamrock event	\$1,500		
Totals			\$32,870	\$12,000	20,870
Source Key: EAP= Enhanced Advertising Package 50% = 50% Allocation of Transient Lodging Tax for VIC & Marketing					

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

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

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.
- 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 advertising is directed at regional as well as distant markets which require overnight stays and will increase lodging business. We are also aligning marketing efforts with areas where potential consumers have similar interests and also allocated discretionary spending.

2) How will the project promote Jacksonville's advantages as a regional center for unique goods and services? The ad placement is focused on markets in which we need to increase audience awareness of Jacksonville. These are good drive markets for us. The ads are designed to promote the diversity of activities, attractions and our unique goods and services.

3) How does the project enhance/highlight the history of Jacksonville? Not directly applicable, but some messaging will highlight the small-town charm, historical aspect and history of the area. The ads call to action will be to go to the website where there is information about our history and the related activities.

4) How will the project beautify Jacksonville and surroundings?

Increased overnight stays will increase the transient bed tax revenue which can be used for future beautification projects. An increase in visitors, also strengthens our local economy.

5) How will the project develop or enhance recreation opportunities in Jacksonville? N/A

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. Residents benefit from the diversity of businesses that would not normally exist in a town of this size. The large number of restaurants and shops has attracted many of the people who have moved to town within the past two decades.

7) How will the project involve multiple community interest groups? N/A

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: Amanda Moreira Title: Jacksonville Chamber of Commerce; Marketing Coordinator

Signature: Amanda Moreira Date: 2/28/2020

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: \$ 20,870

Comments: _____

Signature: [Signature]
(Transient Lodging Tax Committee)

Date: 3/10/2020

Jacksonville City Council:

Approved Denied Approved Amount: \$ _____

Signature: _____
(Jacksonville City Council)

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.

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 - (3) The Transient Room Tax Committee shall use the criteria established by Council resolution for selection of priority projects.
- (B) Five percent of the revenue collected under this chapter shall be used for city administrative expenses; 50% will be dedicated to the operation and maintenance of the Visitor's Information Center; 20% will be deposited into a dedicated fund of the City of Jacksonville for park/parking funds; and the remaining 5% 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 5% 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.

(1981 Code, § 3.20.240) (Ord. 424, passed 12-20-1994; Am. Ord. 480, passed 7-7-1998; Am. Ord. 501, passed 7-18-2000; Am. Ord. 591, passed 9-15-2009)

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- (N) 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.

(1981 Code, § 3.20.250) (Ord. 393, passed - -1993; Am. Ord. 470, passed 7-1-1997; Am. Ord. 600, passed 12-1-2009)

02/28/20

Jacksonville Chamber of Commerce
Profit & Loss
January through December 2019

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6000 Trolley	34,267.83
Payroll Expenses	70.00
Reconciliation Discrepancies	-26.45
Total Expense	<u>232,577.51</u>
Net Income	<u><u>-49,872.40</u></u>

CITY OF JACKSONVILLE

APPLICATION FOR TRANSIENT LODGING TAX GRANT

(Incomplete applications will not be accepted by staff)

Date: February 25, 2020

Applicant Organization Name: Jacksonville Chamber of Commerce

Mailing Address: PO Box 33 Jacksonville, OR 97530

Contact Name: Amanda Moreira Phone: 541-843-0985

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

Describe the Project: We propose to hire a videographer to create a video for Jacksonville. This video is intended to bring visibility to our brand and highlight Jacksonville as a tourist destination. The video can be used for a variety of purposes from tv ads to social media and even collaborative campaigns with other organizations. The video brings a missing piece to our marketing plan and offers a visually engaging view for prospective visitors. We want to show others the unique value and welcoming ambiance that we have to offer.

The story we want to tell is the magnitude of what can be offered all around Jacksonville. From local shops, and hikes to spas, award winning wineries and restaurants, we have the ability to offer the small-town charm as well as all the conveniences of a large city. The feel of the pieces would be summed up under the line "Culture and experiences that will leave you wanting more".

Estimated Start Date: Spring 2020 Estimated Completion Date: Fall 2020

B. Project Budget:

B. Project Budget		
Professional videographer and crew	2-days of filming, hired talent, insurance coverage and filming throughout the city	\$16,400
Total Project Cost		\$16,400
C. Funding Provided by Sponsoring Organization:		\$0
D. Contributions by Other Organizations:		\$0
E. Total Amount Requested from Transient Lodging Tax Grant:		\$16,400

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

List any permits or approvals required from local, state or federal jurisdictions: Any required permits by the city will be pulled by the company.

RECEIVED
FEB 28 2020
CITY OF JACKSONVILLE

City Council
March 17, 2020
Agenda Item 5b
Exhibit E

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.
- 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 video will highlight the unique boutique lodging that we have to offer and the beautiful architecture of the buildings.
- 2) **How will the project promote Jacksonville's advantages as a regional center for unique goods and services?** The video is centered around presenting Jacksonville in the limelight. There is nothing like it in our region and we want to highlight the uniqueness of the city including the businesses in town.
- 3) **How does the project enhance/highlight the history of Jacksonville?** The video will provide a visual perspective of Jacksonville and showcase the rich history and architectural preservation.
- 4) **How will the project beautify Jacksonville and surroundings?** The video will be shot during the spring/summer months when all of the plants and flowers are in full bloom. Video will also occur during the morning and evening hours to capture the best light.
- 5) **How will the project develop or enhance recreation opportunities in Jacksonville?** One of the main features of telling this visual story of Jacksonville will be highlighting the trails, walkability of the town and scenic atmosphere.
- 6) **How will the project benefit the citizens of Jacksonville?** This visual representation will be used to promote Jacksonville as a "must visit" travel destination and benefit the businesses in town.
- 7) **How will the project involve multiple community interest groups?** Possible collaborations with the City of Jacksonville prior to or during filming, as needed.

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: Amanda Moreira Title: Jacksonville Chamber of Commerce; Marketing Coordinator

Signature: Amanda Moreira Date: 2/26/2020

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: \$ 10,152

Comments: _____

Signature: [Signature]
(Transient Lodging Tax Committee)

Date: 3/10/2020

Jacksonville City Council:

Approved Denied Approved Amount: \$ _____

Signature: _____
(Jacksonville City Council)

Date: _____

Transient Lodging Tax – Grant Information

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02/28/20

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Jacksonville City Council Agenda Item Summary



Committee for Citizen Involvement Appointment

Date: March 12, 2020
From: Ian Foster, Planning Director

City Council Meeting: March 17, 2020
Agenda Item: 5c

Synopsis:

There is a vacancy on the Committee for Citizen Involvement (CCI). The City posted applications in January, 2020 and left the application window open until the position is filled. The City received two applications for the position.

Fiscal Impact:

NA

Recommendations:

Appoint one of the two applicants to the CCI.

Exhibits:

Exhibit A: CCI application received from John Jorgenson on January 21, 2020

Exhibit B: CCI application received from Beth Lindsay on January 23, 2020



Application for the City of Jacksonville Committee for Citizen Involvement (CCI)

City Office • 206 N 5th Street • Jacksonville, OR 97530

PLEASE NOTE:

- CCI Members are required to be Jacksonville residents.
- The term of membership shall be for four years, on an overlapping basis.
- The Jacksonville City Council appoints members to the CCI

Name: John w Jargenson
First Middle Initial Last

Home address:

Mailing address: _____
Street City Zip

Day Phone: City cell Evening phone:

Email Address:

Preferred Form of Contact: cell

Are you a Jacksonville Resident? Yes No ⇒ If yes, how long? 2.5 years

Are you a registered voter? Yes No

Occupation: N/A Place of employment: _____

Business address: _____

Are you currently serving on any other board, committee, or commission? If so, please list them here:
Jacksonville Boosters Foundation, Vineyard View HOA

How did you hear about the above vacancy?
 Newspaper ad Newspaper article Radio/TV Mail notice
 Word of mouth Board/Commission/Committee member Internet

RECEIVED
JAN 21 2020
CITY OF JACKSONVILLE

Over →

For more information please call the City Office 541-899-1231
Return this application to the City Office, 206 N 5th Street, Jacksonville, OR 97530

City Council
March 17, 2020
Agenda Item 5c
Exhibit A

Application for the City of Jacksonville Committee for Citizen Involvement (CCI)

1. What experiences/training/qualifications do you have for this committee? Please list skills or knowledge that would be relevant to this committee.

I recently served on the Citizens Advisory Committee to revise Chapter One of the Comprehensive plan, the Civic Engagement Element.

I have a retail marketing and operations background developing and operating gasoline and convenience locations for 7-Eleven, Circle K and Chevron. I have successfully worked with planning commissions and neighborhood groups in several different cities.

I have lived and worked in more than 16 unique communities though out the US and have experienced a wide variety of community planning efforts and results.

My experience working in a retail and customer focused organizations will help me provide a good sounding board and I hope to challenge the team to make the best decisions for all citizens of Jacksonville.

2. Why are you interested in serving on this committee?

My family relocated to Jacksonville in 2017 and we really enjoy the results of the folks who have made this such and wonderful community. Given my experience and status as a retired professional I believe it's my duty to give back and assist in making this an even better area to live.

3. Briefly describe your relevant community groups and activities.

I currently serve as a board member of the Valley view HOA and serve on the board of the Jacksonville Boosters Foundation. In my working life I was a major fundraiser for several national and local charities including Children's Miracle Network, Susan G Komen, St Jude's and many others.

I also served as a flag football coach for a dozen years in Orange County California.

4. What community topics concern you that relate to this committee? Why do you want to become a member?

I do not have any topic or issue related to the committee at this time. I believe it's imperative that citizens become involved in their community and take ownership of the results.

5. Please describe how you see the function of this committee.

I see that the function and duty of the committee is to ensure that the citizens of Jacksonville have an opportunity to provide input on the planning process and to eliminate any barriers that might prohibit their involvement.

6. List any organizations, boards, committees or professional associations of which you are a member.

I serve as a board member of the Valley View HOA and serve on the board of the Jacksonville Boosters Foundation.

7. Is there any other information related to your serving as a member of this committee that you would like to tell us?

I am looking forward to the opportunity to serve the citizens of the City Jacksonville.

8. This committee generally meets once a month in the evenings. The meeting are usually two hours. Are you able to meet this time commitment? Yes.



Application for the City of Jacksonville Committee for Citizen Involvement (CCI)

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Jacksonville, its officers, agents, and employees, in regard to this exchange of information. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Jacksonville. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Jacksonville, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Jacksonville including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Jacksonville.

Applicant Signature: _____

Date: 1/21/20

**Please Return this application
no later than 12 noon on (12/30/19)**

City of Jacksonville
206 North 5th Street
P.O. Box 7
Jacksonville, Oregon 97530



Application for the City of Jacksonville Committee for Citizen Involvement (CCI)

City Office • 206 N 5th Street • Jacksonville, OR 97530

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Name: Beth A. Lindsay
First Middle Initial Last

Home address: _____
Street City Zip

Mailing address: _____
Street City Zip

Day Phone: _____ Evening phone: (same)

Email Address: _____

Preferred Form of Contact: email or text

Are you a Jacksonville Resident? Yes No \Rightarrow If yes, how long? 1 yr @ Miner's Way;
12 yrs @ Sterling Creek Rd., Jville

Are you a registered voter? Yes No

Occupation: Retired Bus. Exec. Place of employment: Harry + David - 7 yr - Exec. Off.
Printing (Commercial) Exec
25 yrs.

Business address: n/a

Are you currently serving on any other board, committee, or commission? If so, please list them here:
United Way of Jackson County, Executive Committee member
+ Board member - until June 2020.

How did you hear about the above vacancy?
 Newspaper ad Newspaper article Radio/TV Mail notice
 Word of mouth Board/Commission/Committee member Internet
 Posting on bulletin board by Post Office

RECEIVED
JAN 23 2020
CITY OF JACKSONVILLE
Over \Rightarrow

For more information please call the City Office 541-899-1231
Return this application to the City Office, 206 N 5th Street, Jacksonville, OR 97530

City Council
March 17, 2020
Agenda Item 5c
Exhibit B



Application for the City of Jacksonville Committee for Citizen Involvement (CCI)

Please print or type:

1. What experiences/training/qualifications do you have for this committee? Please list skills or knowledge that would be relevant to this Committee:

Planning Commission member - Merced, CA.
Co-Chair Economic Development Commission -
Chamber of Commerce member/officer - Merced, CA +
Medford, OR

2. Why are you interested in serving on this committee?

Desired to assist our city, feel my executive experience, Planning Commission experience + economic development experience may be helpful experience.

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

Have been involved w/ citizen committees, planning commissions + economic development commissions in the previous communities where I have resided. Prior member of Chamber of Commerce in Merced, CA +

4. What community topics concern you that relate to this committee? Why do you want to become a member?

Like to be involved with + assist City leadership with any projects, decisions etc. my business experience also helps with being fact based, objective + non-emotional. Medford, OR, while working.

5. Please describe how you see the function of this committee.

To assist our city leadership with their decision-making process with regards to the planning process.

6. List any organizations, boards, committees or professional associations of which you are a member.

Currently only Executive Committee r Board member of the Jackson County United Way until June,

7. Is there any other information related to your serving as a member of this committee that you would like to tell us?

Just my experience on Planning + Economic Development + Citizen Committees in previous cities where I have lived.

8. This committee generally meets once a month in the evenings. The meetings are usually two hours. Are you able to meet this time commitment? Yes No

Comments: _____



**Application for the City of Jacksonville
Committee for Citizen Involvement (CCI)**

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Jacksonville, its officers, agents, and employees, in regard to this exchange of information. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Jacksonville. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Jacksonville, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Jacksonville including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Jacksonville.

Applicant Signature: _____

Beeth Lindsay

Date: _____

1.22.2020

**Please Return this application
no later than 12 noon on (12/30/19)**

City of Jacksonville
206 North 5th Street
P.O. Box 7
Jacksonville, Oregon 97530



Application for the City of Jacksonville Committee for Citizen Involvement (CCI)

About the Committee for Citizen Involvement

The requirements for the Committee for Citizen Involvement (CCI) are included in Chapter 1 of the City's Comprehensive Plan, *Citizen Involvement*. The Goal in the Citizen Involvement Chapter is, "to provide opportunity for the citizens of Jacksonville to be involved in the ongoing city planning process."

To achieve this goal, the city adopted Policy 1: "The City of Jacksonville shall support and maintain an effective Citizen Involvement Program in order to ensure that all citizens are afforded the opportunity to participate in the City's programs and decision-making processes."

Criteria for Appointment

Membership on city committees and commissions is open to all interested citizens subject to the qualifications determined by the Jacksonville City Council. There shall be no discrimination of applicants based on race, color, religion, sex, age, national origin, physical or mental disability, marital status, family status, status as a Vietnam-era or special disabled veteran, or membership in any other group protected by law in accordance with applicable federal, state, and local laws.

Preference shall be given to those with backgrounds in municipal operations, land use, administration; or community outreach.

The CCI must provide timely direction to Citizen Advisory Committees, and reports to the Jacksonville City Council. Failure to do so may result in removal from the CCI.

Applicants shall have demonstrated effective communication and working relationships with other committee members and commissions, the Jacksonville City Council, and staff.

Applicants shall demonstrate an ability to navigate complex issues, respect the diversity of interests of all parties.

Applicants shall demonstrate and encourage flexibility, and consider perspectives of non-participating citizens and interest groups.

General Conditions for Appointment

The members shall reside, work in, own property, or own a business within the Jacksonville Urban Growth Boundary.

All members shall serve without compensation.

Failure of any member to attend three consecutive meetings; misconduct; or nonperformance of duty, shall be cause for removal by the City Council.

The CCI shall have no authority to make any expenditures on behalf of the city or to obligate the city for payments of sums of money.

Jacksonville City Council Agenda Item Summary



Scope of Work- Ad Hoc Committee on Accessibility

Date: March 12, 2020
From: Ian Foster, Planning Director

City Council Meeting: March 17, 2020
Agenda Item: 5d

Synopsis:

On August 20, 2019, the City Council directed staff to develop a scope of work for an Ad Hoc Committee on Accessibility. The Committee would serve as an advisory body to the Mayor and the City Council on accessibility issues. Consistent with Chapter 1 of the City's Comprehensive Plan, the Committee shall not have legislative or quasi-judicial authority.

Per Council's direction, Staff drafted a Scope of Work for Council review.

Next Steps:

If the Council approves the Scope of Work, then staff will publicly post applications for a minimum of three weeks. Per Chapter One of the Comprehensive Plan, the Mayor will appoint the Ad Hoc Committee members.

Fiscal Impact:

NA

Recommendations:

Adopt the Scope of Work and direct staff to develop and post applications for the Ad Hoc Committee.

Exhibits:

Exhibit A –Ad Hoc Accessibility Scope of Work



Scope of Work

Background

On August 20, 2019, based on public concerns about accessibility for persons with disabilities, the City Council directed Staff to develop a "Scope of Work" for an Ad Hoc Committee on Accessibility ("Committee"). The Committee would serve as an advisory body to the Mayor and the City Council on accessibility issues. Consistent with Chapter 1 of the City's Comprehensive Plan, the Committee shall not have legislative or quasi-judicial authority.

Scope of Work

The basic Scope of Work of the Committee will be to advise the Mayor and City Council on: perceived accessibility issues; researching best practices for public and private accessibility improvements; and suggesting ways of increasing community awareness on accessibility issues. Within its scope of work, the Committee shall provide for Council review:

- Resources for the public on accessibility issues and current ADA requirement;
- Handouts for the public available at the City Planning Department;
- Resources for owners and/or tenants of historic properties on ways to improve site accessibility;
- Information on available financial assistance through grants for improved accessibility; and
- Information and resources regarding Americans With Disabilities Act ("ADA") for the City website.

Establish Committee

Once Council approves this Scope of Work, Staff will post and recruit for Committee membership for at least three weeks. After the close of the application period, per Chapter One of the Comprehensive Plan, The Mayor appoints the members of the Committee.

Purpose and Work: The Committee is an advisory body that provides recommendations to the City Council. The Committee will work with the help, guidance and in conjunction with City Staff and City officials.

Members: Minimum 3, maximum 5, voting members, each a Jacksonville resident for at least one year.

Term: One Year

Liaison: One City Councilor, as a non-voting liaison to the Council.

Attendance: Members of the Ad Hoc are expected to attend each meeting of the Committee. The Chair of the Committee may request that the Mayor replace any member who accrues three consecutive absences, or more than fifty percent of the meetings within a six-month period.

Meeting Procedures: Meetings shall be conducted City rules of procedure. A quorum for the conduct of business shall be a simple majority of the voting members. The Committee shall

AD HOC COMMITTEE ON ACCESSIBILITY

Scope of Work

elect a Chair from its membership at its first meeting of the calendar year. The Committee shall keep minutes and/or shall record the proceedings of their meetings. Staff will facilitate the meetings and act as the recording secretary.

Compensation: None.

Reporting: The Committee will periodically report findings and present materials to the Mayor and City Council not less than annually.

Jacksonville City Council Agenda Item Summary



Flexible Service Maintenance Agreement with ODOT

Date: March 12, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: March 17, 2020
Agenda Item: 5e

Synopsis:

City staff has been working cooperatively with ODOT to implement an Agreement whereby each entity may assist the other with road and highway maintenance services. ODOT may request maintenance services from the City on an as-needed basis for work performed on State-owned and maintained highways and highway right of way; and the City may request services from ODOT on an as-needed basis for work performed on City-owned and maintained roads. In both of these scenarios the entity performing the work will be reimbursed by the requesting entity for services provided.

This Flexible Service Maintenance Agreement has been reviewed by the City Attorney and comes before Council for approval.

Fiscal Impact:

N/A

Recommendations:

Staff recommends Council approve the Flexible Service Maintenance Agreement with ODOT.

Exhibits:

Exhibit A – Flexible Service Maintenance Agreement

FLEXIBLE SERVICE MAINTENANCE AGREEMENT
City of Jacksonville

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State" or "ODOT;" and the City of Jacksonville, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. By the authority granted in Oregon Revised Statute (ORS) [190.110](#), [366.572](#), [366.574](#) and [366.576](#), State may enter into cooperative agreements with the counties, cities and units of local governments for the performance of work on certain types of maintenance or improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.
2. State and Agency have determined that it is both to their mutual benefit and to the general public's benefit if they jointly utilize State and Agency highway maintenance resources, including equipment and operators.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. Under such authority, State and Agency desire to enter into this Agreement to share road and highway maintenance services including. patching, shouldering, ditching, sweeping, vegetation control, brushing, signing, landscaping, striping, bridge repair, guardrail repair, winter maintenance activities, hazardous material spills, drainage, purchase of de-icer and purchase of liquid asphalt.
2. The tasks associated with the highway maintenance responsibilities referred to above are as defined in the current editions of the Oregon Department of Transportation's Maintenance Guide and the Routine Road Maintenance Water Quality and Habitat Guide Best Management Practices Manual, which are herein incorporated by reference and located at the following address:

<http://www.oregon.gov/ODOT/HWY/OOM/Pages/publications.aspx>

- a. The Oregon Department of Transportation Maintenance Guide includes the Activity numbers. Other maintenance services may be included as defined on the Work Order Authorization.

3. The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate upon completion of the Project and final payment or ten (10) calendar years following the date all required signatures are obtained, whichever is sooner. This Agreement may be modified by mutual consent of both Parties and upon execution of amendments to this Agreement stating said modifications.
4. The total financial obligation for both Parties will not exceed \$374,000 during the term of this Agreement.
5. If the total cost of this Agreement or individual Work Order Authorization exceeds \$150,000, the Department of Justice must review and approve any amendments and/or Work Order Authorizations prior to performance of any work.

SCOPE OF WORK

1. State's District 8 Manager or Transportation maintenance Manager, or designee may request maintenance services from Agency on an as-needed basis for work performed on State-owned and maintained highways and highway right of way. Maintenance service requests shall be a written request in the form of a Work Order Authorization, attached hereto as Exhibit A and made a part of this Agreement. The Work Order Authorization may be signed by State's District 8 Manager or designee. Each Work Order Authorization that is issued pursuant to this Agreement shall become a part of this Agreement. Both Parties shall sign the Work Order Authorization before commencement of work. An original signed Work Order Authorization shall be completed and returned to the originating Party within ten (10) business days.
2. Agency may request maintenance services from State on an as-needed basis for work performed on Agency-owned and maintained roads. Maintenance service requests shall be a written request in the form of a Work Order Authorization, as shown on Exhibit A. The Work Order Authorization may be signed by the City Administrator or his designee. Each Work Order Authorization that is issued pursuant to this Agreement shall become a part of this Agreement. Both Parties shall sign the Work Order Authorization before commencement of work. An original signed Work Order Authorization shall be completed and returned to the originating Party within ten (10) business days.
3. The original Work Order Authorization initiated by State shall be forwarded to State's Region 3 Agreement Coordinator, 3500 NW Stewart Parkway, Roseburg, Oregon 97470.
4. State shall provide instructions to Agency employees concerning work to be performed under the Work Order Authorization, and Agency shall direct and supervise its employees who are assigned to assist State.

5. Agency shall provide instructions to State's employees concerning work to be performed under the Work Order Authorization, and State shall direct and supervise its employees who are assigned to assist Agency.

REIMBURSEMENT TO STATE

1. On a monthly basis, State shall submit invoices to Agency for actual costs incurred for work performed under this Agreement. Agency shall reimburse State for equipment and services based on the State's rates used for its internal financial management of personnel and equipment adopted and in existence at the time of work being performed. Payment shall be made within forty-five (45) calendar days from receipt of the invoice. Invoices shall be submitted to City of Jacksonville, City Administrator, PO Box 33, Jacksonville, Oregon 97530, 541-899-8118.
2. Under no condition shall Agency's total obligation for payments exceed \$187,000 during the term of this Agreement.

REIMBURSEMENT TO AGENCY

1. On a monthly basis, Agency shall submit invoices to State for actual costs incurred for work performed under this Agreement. State shall reimburse Agency for equipment and services based on the Agency's rates used for its internal financial management of personnel and equipment adopted and in existence at the time of work being performed. Payment shall be made within forty-five (45) calendar days from receipt of the invoice. Invoices shall be submitted to: Department of Transportation, District 8 Manager, 100 Antelope Road, White City, Oregon 97503, 541-774-6355.
2. Under no condition shall State's total obligation for payments exceed \$187,000 during the term of this Agreement.

EXPENDITURE AUTHORIZATION

1. State certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within State's current appropriation or limitation of the current biennial budget. State shall not be indebted or liable for any obligation created by this Agreement in excess of the debt limitation of Article XI, Section 7, of the Oregon Constitution. State shall not assume any debts of Agency in violation of Article XI, Section 8, of the Oregon Constitution.
2. Agency certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within Agency's current appropriation or limitation of the current biennial budget. Agency

shall not be indebted or liable for any obligation created by this Agreement in excess of the debt limitation of Article XI, Section 10, of the Oregon Constitution.

3. Neither State nor Agency shall be liable for any expenditure under this Agreement without proper appropriation pursuant to ORS Chapter 291 and ORS Chapter 294 respectively.
4. The Work Order Authorization form for State may be signed by State's District 8 Manager, 100 Antelope Road, White City, Oregon 97503, or assigned designee upon individuals absence.
5. The Work Order Authorization form for Agency may be signed by Agency's City Administrator, PO Box 7, Jacksonville, Oregon 97530, or assigned designee upon individuals absence.

EQUIPMENT AND SERVICES

1. Each Party shall make available to the other Party vehicles, equipment, machinery, employees, related items and services in the manner and on the terms and conditions provided herein.
2. Services and equipment shall be provided upon reasonable request at mutually convenient times and locations. Each Party retains the right to refuse to honor a request if the services or equipment are needed for other purposes, if providing the equipment would be unduly inconvenient or if for any other reason the Party determines in good faith that it is not in its best interest to provide a particular item or service at the requested time. It is up to the discretion of the Party providing the equipment ("owner") whether an operator is provided with the equipment.
3. The Party receiving the equipment ("user") shall take proper precaution in its operation, storage, and maintenance. Equipment shall be used only for its intended purpose. User shall permit the equipment to be used only by properly trained and supervised operators and shall be responsible for equipment repairs necessitated by misuse or negligent operation. User shall perform and document required written maintenance checks prior to and after use and shall provide routine daily maintenance of equipment during the period in which the equipment is in user's possession. User shall not, however, be responsible for scheduled maintenance or repairs other than repairs necessitated by misuse or negligent operation.
4. If equipment requires repair while in use, a State mechanic and Agency mechanic shall assess the problem and, in consultation with each other, determine which Party is responsible for repair. In the event an agreement cannot be reached, State's District Manager or designee and Agency shall determine the responsible Party.

5. The entity providing the equipment (“provider”) shall endeavor to provide equipment in good working order and to inform user of any information reasonably necessary for the proper operation of the equipment. The equipment, however, is provided “as is”, with no representations or warranties as to its fitness for a particular purpose. User shall be solely responsible for selecting the proper equipment for its needs and inspecting equipment prior to use. It is acknowledged by the Parties that the provider is not in the business of selling, leasing, renting, or otherwise providing equipment to others and that the Parties are acting only for their mutual convenience and efficiency.
6. The Parties shall provide equipment storage space to each other, at no charge, upon rental request when mutually convenient. It is recognized that such storage is for the benefit of the Party requesting it. The Party storing the equipment shall be responsible only for providing a reasonably safe and secure area.
7. The user is responsible for any damage to rented equipment considered to be beyond normal wear and tear.
8. Service and usage times, established for the purpose of record keeping and rental charges, will begin at the time the equipment and operator leave the owner’s shop or maintenance yard, and end when the equipment and operator return to the owner’s shop or maintenance yard.
9. Both Parties shall use their individual internal rental rates for labor and equipment. These rates may be adjusted only once per State fiscal year.
10. Both Parties shall maintain accurate and up-to-date records of all rentals of equipment and operators. Said records will be kept available for inspection by representatives of each Party for a period of six (6) years following termination of the Agreement.
11. Both Parties shall furnish fuel, maintenance, and insurance for their equipment; however, fuel for vehicles and equipment shall be provided by the user during the period in which the equipment or vehicle is in the user’s possession.

GENERAL PROVISIONS

1. Americans with Disabilities Act Compliance:
 - a. Each Party shall ensure that the services it provides under this Agreement (“Services”) comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, “ADA”). The Parties shall use ODOT standards to assess whether the Services comply with the ADA, including, but not limited to, ODOT Maintenance Operational Notices MG 100-107 (“MG 100-107”), MG144-03 (“MG144-03”), and MG Activities-2 (“MG Activities-2”).

- b. The scope of the Services performed under this Agreement is limited to maintenance activities and shall not include alteration, upgrade, or construction of sidewalks or curb ramps, or installation of pedestrian activated signals, except as otherwise expressly agreed by the Parties pursuant to Subsections d.i or d.ii below.
- c. When Agency is providing Services to ODOT under this Agreement, Agency shall:
 - i. Promptly notify ODOT of completion of Services and allow ODOT to inspect completed Services located on or along a state highway for ADA compliance, prior to acceptance of such Services and release of any Agency contractor, and
 - ii. Ensure that temporary pedestrian routes are provided through or around any work zone as provided in MG Activities-2 and Chapters 1 and 5 of the Oregon Temporary Traffic Control Handbook 2011 ("OTTCH"). For Services included in MG Activities-2 "Situations" Paragraph 2, Agency shall provide ODOT with adequate information to allow ODOT to provide advance notice of any temporary pedestrian route to the public, people with disabilities, and disability organizations. The Parties acknowledge that providing advance notice may not be possible in some such circumstances, including but not limited to, when Services are provided on an urgent or emergency basis, or where the nature and location of the Services are unknown until the beginning of the workers' shift.
- d. **When ODOT is providing Services to Agency under this Agreement:**
 - i. **Prior to Agency's issuance of a Work Order Authorization, Agency shall exercise reasonable efforts to identify if the Services may include an alteration under the ADA as set forth in MG100-107 ("Alteration") and thereby trigger additional modifications to the facility in order to comply with the ADA ("ADA Modifications").** If Agency determines that the Services may include an Alteration, Agency shall not issue the Work Order Authorization until:
 - A. Agency has completed the ADA Modifications, or
 - B. After obtaining ODOT's concurrence, the Parties include the ADA Modifications in the Services to be provided by ODOT under the Work Order Authorization.
 - ii. After the Agency's issuance of a Work Order Authorization under this Agreement, if ODOT identifies that any Services to be performed by ODOT under the Work Order Authorization in a location under Agency's jurisdiction may include an Alteration, ODOT shall immediately notify Agency. After such notification is provided:

- A. If Agency decides to proceed with the ADA Modifications, ODOT is not obligated to perform the Services until: (a) the Parties have amended the Work Order Authorization to include the ADA Modifications in the scope of the Services, or (b) the Agency has completed the ADA Modifications.
 - B. If Agency decides not to proceed with the ADA Modifications, (a) ODOT may immediately stop work and cancel the Work Order Authorization, (b) the Parties may amend the Work Order to remove the Services that may include the Alteration, or (c) ODOT may decide, at its sole discretion, to continue to provide the Services in the original Work Order.
 - C. Notwithstanding GENERAL PROVISIONS, Paragraphs 9, 10 and 11, if Agency decides not to proceed with the ADA Modifications, and if ODOT chooses to continue to provide the Services that may include an Alteration, AGENCY SHALL INDEMNIFY AND DEFEND ODOT AND ITS OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE WHATSOEVER ARISING OUT OF, OR RELATING TO THE AGENCY'S DECISION NOT TO PROCEED WITH THE ADA MODIFICATIONS AND ODOT'S PERFORMANCE OF THE SERVICES WITHOUT INCLUSION OF THE ADA MODIFICATIONS.
- iii. Any ADA Modifications performed by ODOT pursuant to Subsections d.i or d.ii above shall follow ODOT's standards and processes for design, alteration, upgrade, or construction of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, applicable ODOT Maintenance Operational Notices, and providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form.
 - iv. Agency acknowledges that it has sole responsibility for determining whether the Services may include an Alteration or may trigger other ADA requirements, and agrees to make its own independent assessment regarding compliance with the ADA.
 - v. Agency reaffirms its commitment to provide an accessible ADA-compliant transportation system and ensure that any feature or part of a feature under Agency's jurisdiction that was addressed as part of the Services ("Feature"), including ADA Modifications, is maintained in compliance with the ADA for the useful life of the Feature. This includes, but is not limited to, Agency ensuring that:
 - A. Pedestrian access is maintained as required by the ADA,

- B. Any complaints received by Agency identifying sidewalk, curb ramp, or pedestrian-activated signal safety or access issues are promptly evaluated and addressed,
 - C. Agency, or abutting property owner, pursuant to local code provisions, performs any repair or removal of obstructions needed to maintain the facility in compliance with the ADA requirements that were in effect at the time the facility was constructed or altered,
 - D. Any future work on the Feature during the useful life of the Feature complies with the ADA requirements in effect at the time the future work is performed, and
 - E. Applicable permitting and regulatory actions are consistent with ADA requirements.
- vi. Maintenance obligations in Subsection d.v above shall survive termination of this Agreement.
- e. ODOT Maintenance Operational Notices MG 100-107, MG144-03, MG Activities-2, and the OTTCH are incorporated herein by reference.
- i. The OTTCH is available at <http://www.oregon.gov/ODOT/Engineering/Pages/OTTCH.aspx> Copies of MG 100-107, MG144-03, and MG Activities-2 are available for inspection at the ODOT District 8 Office located at 100 Antelope Road, White City, OR 97503 during regular business hours, or at the following locations online:
 - MG 100-107:
https://www.oregon.gov/ODOT/Engineering/DOCS_ADA/MG100-107_w-diagram.pdf
 - MG 144-03:
https://www.oregon.gov/ODOT/Engineering/DOCS_ADA/MG144-03.pdf
 - MG Activities-2:
https://www.oregon.gov/ODOT/Engineering/Doc_TechnicalGuidance/MG-Activities-2.pdf
 - ii. All references to MG 100-107, MG144-03, and MG Activities-2 in this Section refer to the version of the policy in place at the time the Services are performed.
2. Both Parties hereby grant the other Party authority to enter onto each other's right of way for the purpose of performing the maintenance services as stated on the Work Order Authorization.

3. Both Parties will only assign personnel to work on each other's right of way that have similar experience on State and Agency right of way.
4. Both Parties acknowledge and agree that each Party, the Oregon Secretary of State's office and the federal government and their duly authorized representatives shall have access to such fiscal records and other books, documents, papers, plans and writings of each Party that are pertinent to this Agreement to perform examinations and audits and make excerpts and transcripts. Both Parties shall retain and keep all files and records for a minimum of six (6) years following termination of the Agreement.
5. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279C.505, 279C.515, 279C.520, 279C.530 and 279B.270 incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
6. Agency represents that this Agreement is signed by personnel who have been authorized to do so by Agency.
7. State personnel assigned to assist Agency shall not be considered employees of Agency. Agency personnel assigned to assist State shall not be considered employees of State. Agency and State shall each be responsible for the following items in regard to their own employees:
 - a. Payment of all wages and benefits that its employees are entitled to receive through their employment including, but not limited to, vacation, holiday and sick leave; other leaves with pay; medical, dental, life, and accident insurance; other insurance coverage; overtime; Social Security; Workers' Compensation; unemployment compensation, and retirement benefits.
 - b. Withholding Social Security, federal and state taxes, and other regular deductions from wages paid to employees.
 - c. Administration of applicable civil service statutes and rules, classification and compensation plans, collective bargaining agreements, and other laws and agreements governing personnel relations with employees.

8. The Parties to this Agreement are of equal authority. Each Party acts independently in the performance of its obligations and functions under this Agreement, and neither Party is to be considered the agent of the other.
9. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
10. With respect to a Third Party Claim for which State is jointly liable with Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.
11. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

12. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
13. All employers, including both Parties, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability insurance with coverage limits of not less than \$500,000 must be included. Both Parties shall ensure that each of their subcontractors complies with these requirements.
14. This Agreement may be terminated by mutual written consent of both Parties, or by either Party, upon thirty (30) calendar days' written notice. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
15. Neither Party shall enter into any subcontracts for any of the work scheduled under this Agreement without obtaining prior written approval from the other Party.
16. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
17. This Agreement and attached exhibit constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

CITY OF JACKSONVILLE, by and through its elected officials

By _____

Title _____

By _____

Title _____

Date _____

APPROVED AS TO FORM

By _____
Counsel

Date _____

Agency Contact:

Jeff Alvis
City Administrator
PO Box 33
Jacksonville, OR 97530
541-899-8118
administrator@jacksonville.or.us

STATE OF OREGON, by and through its Department of Transportation

By _____

Region 3 Manager

Date _____

APPROVAL RECOMMENDED

By _____

State Traffic-Roadway Manager

Date _____

By _____

District 8 Manager

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

By Matthew Shoop Via-email

Assistant Attorney General

Date 3/9/2020

State Contact:

Jerry Marmon
District 8 Manager
100 Antelope Road
White City, OR 97503
541-774-6355
Jerry.marmon@odot.state.or.us

EXHIBIT A

WORK ORDER AUTHORIZATION

State Requesting to Perform Work

Requesting State to Perform Work

Agreement No. 34025 Work Order No.

Under the terms of Agreement No. 34025 between the Oregon Department of Transportation (State) and Agency, which is hereby incorporated by reference, the following Project work is authorized:

Project Name: Flexible Maintenance Services

State District 8 Manager: Agency City Manager

Total Authorized Amt. this Work Order \$ Expenditure Acct. No.:

Work Order Start Date: Work Order End Date:

Effective Date: No Work shall occur until signed by all Parties.	State Totals
Expenditure Account No.	No.
A. Amount authorized for this Work Order	\$
B. Amount authorized on prior Work Orders	\$
C. Total Amount authorized for all Work Orders (A+B=C)	\$
D. Agreement Not-to-Exceed amount	\$
E. Amount remaining on Agreement (D-C=E)	\$

SCOPE OF WORK (tasks, hours per task, estimated cost per task, and staff assigned to do the work and their hourly rate. Specify the Party responsible for providing materials and the Party responsible for material costs associated with the Project or services). Work necessary to complete Project or services as described in original Agreement scope of work: (Indicate which services are to be used by checking appropriate box(es)).

Maintenance Services and Equipment Rental: *(List work shown below)*

- Patching (100-102, 107-108) Shouldering (111-112, 119) Ditching (120) Sweeping (116-117)
 Vegetation Control (131) Striping (140-141, 147) Winter Maintenance (170-171, 179-181, 192)
 Brushing (132-133) Signing (142-143) Landscaping (136) Drainage (121) Guardrail Repair (151) Bridge Repair (163, 169) Hazardous Material Spills (149) Equipment Rental (specify equipment)

General Description of Project: _____

This Work Order Authorization may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Work Order Authorization so executed shall constitute an original.

ACCEPTANCE OF TERMS AND ACTION APPROVED BY STATE: I acknowledge and certify that the work in this Work order authorization is within the scope of work of the original Agreement.

State's _____ (approp. title) Date

ACCEPTANCE OF TERMS BY LOCAL AGENCY

Name / Title Date

APPROVED AS TO LEGAL SUFFICIENCY: If work exceeds \$150,000, signature required

Asst. Attorney General Date

cc: District #8 Manager or Transportation Maint. Mgr.
State's Work Order Coordinator
Central Services, Procurement Office (OPO) for Agreement File

EXHIBIT A Work Order – Local Agency Rev. 04-08-2008

Council Discussion



Public Records Requests

Date Req.	Name of Requestor	Description of Records Requesting	Fee Charged	Date Completed	Completed By
2/25/2020	R Lindbloom/Outlier	Building Permits Plan set for 725 N Fifth St, Jacksonville OR	\$66.70	2/26/2020	Diane Oliver
2/24/2020	James Martin	Fire Department report for 575 Grove St Jacksonville, house burned down, need info for state of oregon audit	\$27.45	2/27/2020	Interim Chief Painter
2/21/2020	Tim Baughman	House planes for 425 S Fourth St Jacksonville	\$44.50	2/26/2020	Diane Oliver
2/13/2020	Roger Whipple	Platof the City. Looking for possible access through the public works property	\$76.70	2/14/2020	Zachery Thompson