



CITY OF JACKSONVILLE
CITY COUNCIL AGENDA

CITY COUNCIL
City Council Meeting

April 7, 2020
11:00 am

COUNCIL MEETING VIA CONFERENCE CALL

Dial into the Meeting – (844) 890-7777 Access Code: 247-063-431*

NOTE TIME CHANGE TO 11:00 AM

For those wishing to provide comment during the meeting, there are two opportunities on the agenda: Public Comment; and

Action Item (5e) Britt Festival Request: Permit Operation Through October

Written statements may be sent in advance of the meeting to City Recorder Angela Watson (recorder@jacksonvilleor.us) up until 4:00 pm on Monday, April 6th. These statements will be included in the official meeting record, but not read during the meeting.

1) **CALL TO ORDER**

2) a. **MINUTES** March 3, 2020

b. **BILLS LIST**

March 17, 2020

April 7, 2020

3) **PUBLIC COMMENT (items not on the agenda) limited to 3 minutes per speaker, refer to “Speaking Time Limit” guidelines below:** *Opportunity for Public Comment will be given at this time. There will be a prompt that a Q & A Session has begun. Press *6 to be placed in the queue and you will be called upon.*

4) **STAFF / DEPARTMENT REPORTS STAFF / DEPARTMENT REPORTS**

5) **ACTION / DISCUSSION ITEMS**

The public will be allowed to speak, one time, to certain items during the action/discussion items. The public will be given the opportunity to speak on **Agenda Item Letter E** by using the same method as stated above under Public Comment. **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. **Appoint Budget Officer for FY 2020-2021**

d. **Resolution No. R2020-002 – A Resolution Declaring a State of Emergency in the City of Jacksonville Caused by the Coronavirus (COVID-19) Pandemic in the State of Oregon and United States**

e. **Britt Request: Permit Operation through October**

f. **SDWRLF Request for Additional Funds for Water Projects**

g. **Award Bid – Radio Read Meter Replacement Project**

h. **Award Bid – 4th St., California St., Beekman Square**

i. **Award Bid –Emergency Power and Pump Station Improvements**

6) **COUNCIL COMMITTEE REPORTS AND DISCUSSION**

7) **ADJOURN**

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

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

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:	

CITY OF JACKSONVILLE
Bills Against the City - City Council
APRIL 7, 2020

GENERAL FUND - ADMINISTRATION DEPARTMENT		
Vendor Name	Description	Amount
4Kiwis Construction	gutters and downspouts for depot bldg.	225.00
C & K Market Inc.	supplies for bldg. maintenance	11.48
Don's Lock LLC	keys for NCH	26.50
		262.98
GENERAL FUND - PLANNING DEPARTMENT		
Vendor Name	Description	Amount
C & K Market Inc.	planning supplies	12.58
Rogue Valley Council of Governments	contract planner Feb 2020	1,442.99
Southern Oregon Printing	bldg. insp. business cards	18.85
		1,474.42
FIRE PROTECTION FUND		
Vendor Name	Description	Amount
C & K Market Inc.	FD supplies	14.58
City of Medford	fuel- Feb 2020	261.56
Grounded Electrical	replaced lamp ballast	199.00
Industrial Source	medical supplies	34.20
Mercy Flights Inc.	medical supplies	477.96
Weldons Cleaning Centers	turnout cleaning	28.35
		1,015.65
POLICE PROTECTION FUND		
Vendor Name	Description	Amount
Central Point Cleaners	uniform cleaning	117.00
City of Medford	fuel Feb 2020	454.57
		571.57
CEMETERY FUND		
Vendor Name	Description	Amount
C & K Market Inc.	supplies for cemetery	9.77
		9.77
STREETS FUND		
Vendor Name	Description	Amount
Advantage Tire, Inc.	2 new tires for trash truck	450.00
Bartlett Tree Service LLC	remove tree in row w/blight	980.00
Bradley's Excavation Inc.	ditch work on Westmont	5,373.10
C & K Market Inc.	street light bulbs	31.97
City of Medford	Street Sweeper maintenance	1,831.26
Drake's	annual service on paint striper	347.60
KAS & Associates, Inc.	engineering on Applegate St. SCA overlay	60.00
Pacific Electrical Contractors Inc.	repair street light	128.84
		9,202.77

Vendor Name	Description	Amount
WATER FUND		
Vendor Name	Description	Amount
Bradley's Excavation Inc.	repair water leak vintage & carriage In	1,773.14
C & K Market Inc.	tools for trucks	53.74
C & K Market Inc.	pump supplies	59.53
C & K Market Inc.	supplies for madrona pump station	35.73
C & K Market Inc.	power strip for telemetry	24.99
C & K Market Inc.	WTR supplies	23.54
Control Systems NW LLC	telemetry project	1,002.45
KAS & Associates, Inc.	engineering review for generators	105.00
KAS & Associates, Inc.	engineering on 2019 water system improvements	15.00
KAS & Associates, Inc.	engineering on Bybee Dr.	2,386.53
KAS & Associates, Inc.	engineer inspection on water line extension	188.12
NASASP	state surplus dues	39.00
Rosebud Media	advertisement for bids - SDWRLF	894.26
		6,601.03
PARKS FUND		
Vendor Name	Description	Amount
C & K Market Inc.	supplies for repairs to britt gardens wall	15.47
C & K Market Inc.	shop supplies	4.49
C & K Market Inc.	parts for NCH water fountain	30.96
Philadelphia Insurance Companies	volunteer insurance policy	300.00
Salvador's Landscape Maintenance	parks & lawn maintenance	920.00
TRUGREEN	parks lawn service	605.16
		1,876.08
CAPITAL PROJECTS FUND		
Vendor Name	Description	Amount
ZCS Inc.	engineering 2nd floor NCH improvements	860.00
		860.00
	TOTAL:	21,874.27
APPROVED BY:	DATE:	

Jacksonville City Council Agenda Item Summary



OLCC Application – Awen Winecraft

Date: April 1, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: April 7, 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 City Council	97530

April 7, 2020
Agenda Item 5a
Exhibit A



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 style="width:100%;" type="text"/>			
City Medford	State OR	Zip Code 97501	
9. Phone Number of the Business Location <input style="width:100%;" type="text"/>		10. Email Contact for this Application <input style="width:100%;" type="text"/>	
11. Contact Person for this Application Sean Hopkins		Phone Number <input style="width:100%;" type="text"/>	
Contact Person's Mailing Address (if different) <input style="width:100%;" type="text"/>	City <input style="width:100%;" type="text"/>	State <input style="width:100%;" type="text"/>	Zip Code <input style="width:100%;" 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.

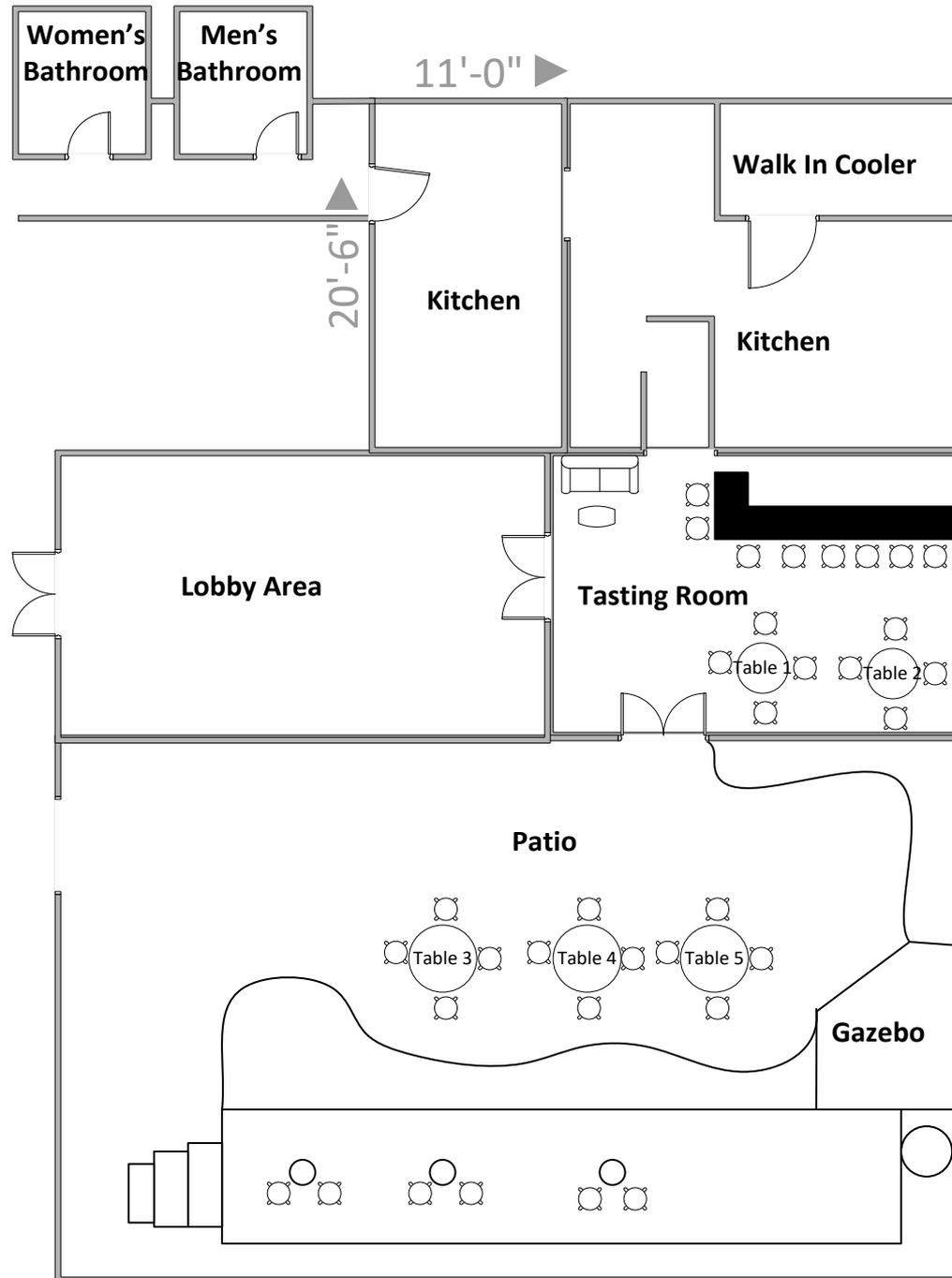
(Applicant#1)

(Applicant#2)

(Applicant#3)

(Applicant#4)

Overall Layout



Jacksonville City Council Agenda Item Summary



Approval of Transient Lodging Tax Grants

Date: April 1, 2020
From: Stacey Bray, Finance Director

City Council Meeting: April 7, 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

RECEIVED FEB 21 2020 CITY OF JACKSONVILLE

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

City Council April 7, 2020 Agenda Item 5b Exhibit 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.
- 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.

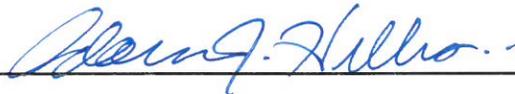
7) How will the project involve multiple community interest groups? _____

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

City Council
April 7, 2020
Agenda Item 5b
Exhibit B

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
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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

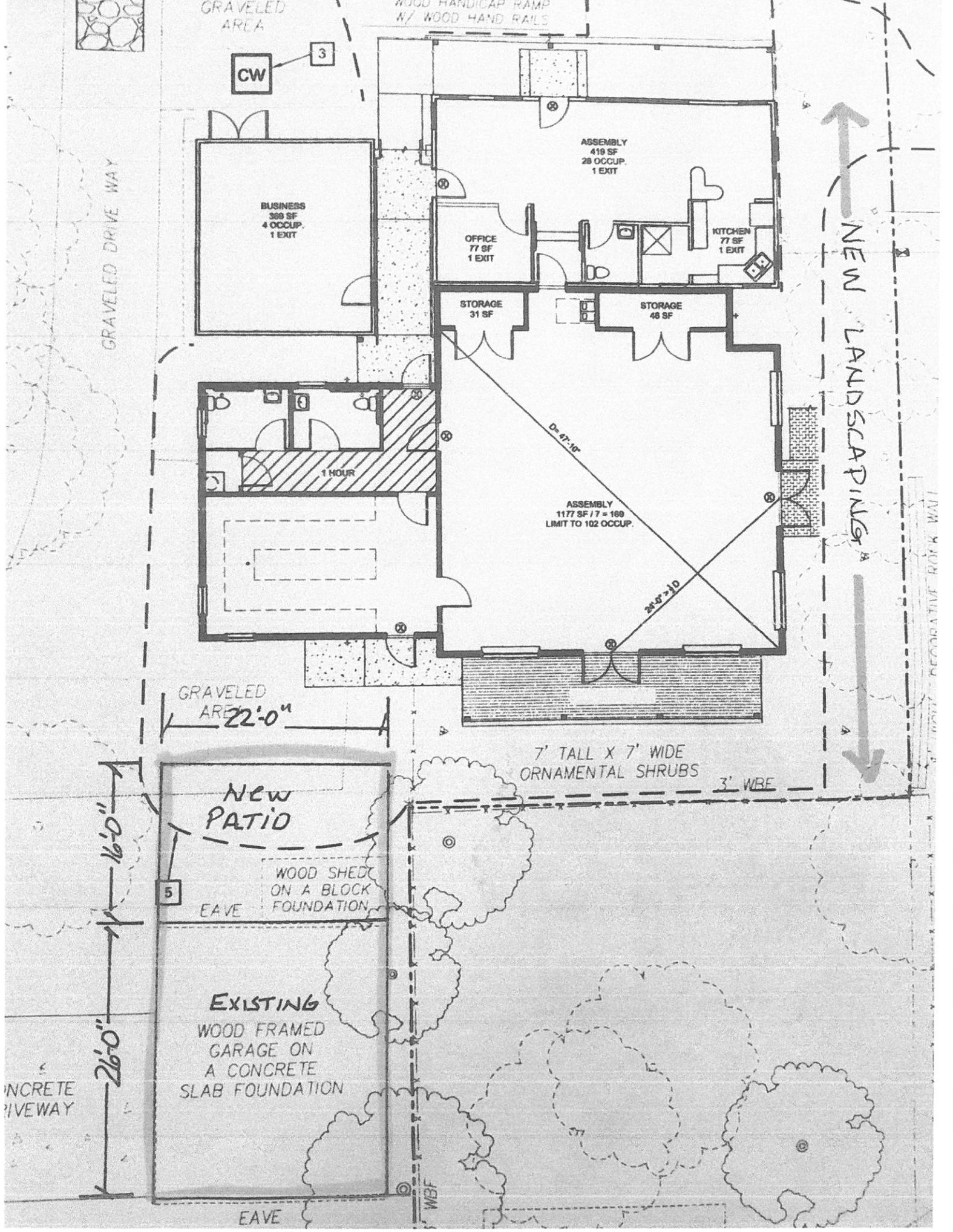
FY2020 BUDGET VS. ACTUALS: JULY - JANUARY

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 %



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

City Council
April 7, 2020
Agenda Item 5b
Exhibit C

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CITY OF 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.
- 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.
- (M) The Transient Lodging Tax Committee may, at any time, recommend to the City Council the rescinding or discontinuance of projects that have not conformed to the criteria established under §§ 3.20.240 and 3.20.250 or noncompliance with the representations of the application and any agreements made a part thereof.
- (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)

Jacksonville Chamber of Commerce
Profit & Loss
 January through December 2019

	Jan - Dec 19
Income	
2000 Advertising Income	7,250.00
2100 Fund Raising	35,428.12
2200 Operating Income	105,865.19
2300 Trolley	29,929.35
2400 Historic Jacksonville	4,232.45
Total Income	182,705.11
Gross Profit	182,705.11
Expense	
3000 Chamber Expenses Admin	74,956.06
3100 Conferences	1,232.55
3200 Events	35,075.45
3300 Merchandise for Resale	613.09
4000 Advertising Expenses	44,078.69
5000 Info Center Expenses-reim	42,310.29
6000 Trolley	34,267.83
Payroll Expenses	70.00
Reconciliation Discrepancies	-26.45
Total Expense	232,577.51
Net Income	-49,872.40

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
April 7, 2020
Agenda Item 5b
Exhibit D

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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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- (M) The Transient Lodging Tax Committee may, at any time, recommend to the City Council the rescinding or discontinuance of projects that have not conformed to the criteria established under §§ 3.20.240 and 3.20.250 or noncompliance with the representations of the application and any agreements made a part thereof.
- (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)

Jacksonville Chamber of Commerce
Profit & Loss
 January through December 2019

	Jan - Dec 19
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2300 Trolley	29,929.35
2400 Historic Jacksonville	4,232.45
Total Income	182,705.11
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3200 Events	35,075.45
3300 Merchandise for Resale	613.09
4000 Advertising Expenses	44,078.69
5000 Info Center Expenses-reim	42,310.29
6000 Trolley	34,267.83
Payroll Expenses	70.00
Reconciliation Discrepancies	-26.45
Total Expense	232,577.51
Net Income	-49,872.40

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.

City Council
April 7, 2020
Agenda Item 5b
Exhibit E

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CITY OF 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.
- 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:  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: 
(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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- (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.
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- (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.
- (M) The Transient Lodging Tax Committee may, at any time, recommend to the City Council the rescinding or discontinuance of projects that have not conformed to the criteria established under §§ 3.20.240 and 3.20.250 or noncompliance with the representations of the application and any agreements made a part thereof.
- (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)

Jacksonville Chamber of Commerce
Profit & Loss
January through December 2019

	Jan - Dec 19
Income	
2000 Advertising Income	7,250.00
2100 Fund Raising	35,428.12
2200 Operating Income	105,865.19
2300 Trolley	29,929.35
2400 Historic Jacksonville	4,232.45
Total Income	<u>182,705.11</u>
Gross Profit	<u>182,705.11</u>
Expense	
3000 Chamber Expenses Admin	74,956.06
3100 Conferences	1,232.55
3200 Events	35,075.45
3300 Merchandise for Resale	613.09
4000 Advertising Expenses	44,078.69
5000 Info Center Expenses-reim	42,310.29
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>

Jacksonville City Council Agenda Item Summary



Appoint Budget Officer

Date: April 2, 2020
From: Stacey Bray, Finance Director

City Council Meeting: April 7, 2020
Agenda Item: 5c

Synopsis:

Local Budget Law requires the City Council to appoint one person to serve as the budget officer. JMC section 2.04.040 designates the City Administrator to serve as the budget officer.

Fiscal Impact:

N/A

Recommendations:

Appoint the City Administrator as budget officer.

Exhibits:

N/A

Jacksonville City Council Agenda Item Summary



RESOLUTION NO. R2020-002 – A Resolution Declaring a State of Emergency in the City of Jacksonville Caused by the Coronavirus (COVID-19) Pandemic in the State of Oregon and United States

Date: April 1, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: April 7, 2020
Agenda Item: 5d

Synopsis:

In recent months, the Coronavirus (COVID-19) pandemic has spread from China to the rest of the world. Each day, the number of cases and deaths increase in the United States. Oregon has seen similar increases in the last month, including Jackson County. The President, Governor and County Commissioners have declared a state of emergency in response to the spread of COVID-19.

The City of Jacksonville has the authority under ORS Chapter 401 and the adopted Emergency Operations Plan that provides direction to the City, its officials, and others in the event of an emergency that exists within the City, and which provides for the responsibility in times of emergency and delegates authority to declare an emergency to the Mayor with ratification by City Council.

On March 17, 2020, through an Administrative Order, The Mayor declared that a state of emergency exists within the entire City of Jacksonville. The declaration is effective March 17, 2020 and shall remain in effect until April 30, 2020; but may be extended in two-week increments.

Resolution No. R2020-002 comes before Council to ratify the Declaration of a State of Emergency.

Recommendations:

Approval of Resolution No. R2020-002.

Exhibits:

Exhibit A – Resolution No. R2020-002

RESOLUTION NO. R2020-002

**A RESOLUTION OF THE CITY OF JACKSONVILLE
RATIFYING THE MAYOR'S ADMINISTRATIVE ORDER DATED MARCH 17,
2020 DECLARING A LOCAL STATE OF EMERGENCY IN THE CITY OF
JACKSONVILLE AS A RESULT OF COVID-19 PANDEMIC**

RECITALS:

- A. On March 17, 2020, the Mayor of the City of Jacksonville declared a local state of emergency.
- B. Declarations of Emergency may be declared by the Mayor pursuant to Jacksonville Emergency Operations Plan Section II(a) and Ordinance No. 538 Section 2, subject to ratification by the City Council. Such Declaration was approved by the Mayor, pursuant to EOP and Ordinance No. 538.
- C. The City Council of the City of Jacksonville is in full agreement with the Declaration and all the contents thereof.

**NOW THEREFORE, BE IT RESOLVED BY THE JACKSONVILLE CITY
COUNCIL AS FOLLOWS:**

Section 1. The Mayor's Administrative Order dated March 17, 2020 Declaring a Local State of Emergency in the City of Jacksonville as a Result of COVID-19 Pandemic, attached hereto as Exhibit "A", is ratified.

Passed by the Council and signed by me in authentication of its passage this 7th day of April, 2020.

Paul Becker, Mayor

ATTEST:

Angela Watson, City Recorder

Resolution No. R2020-002; April 7, 2020

City Council
April 7, 2020
Agenda Item 5d
Exhibit A

EXHIBIT A - RESOLUTION NO. R2020-002

ADMINISTRATIVE ORDER
March 17, 2020
By the Mayor of the City of Jacksonville

Declaring a State of Emergency due to COVID-19

The Mayor of the City of Jacksonville finds that:

- a. On March 8, 2020 Governor Kate Brown declared a State of Emergency due to the COVID-19 (Executive Order No. 20-03). Governor Brown also issued guidelines regarding group gatherings and social distancing to alleviate possible impacts of COVID-19 (Executive Order No. 20-5). On March 13, 2020 President Donald Trump declared a National Emergency concerning COVID-19.
- b. COVID-19 requires significant amount of resources at the local level to keep the public and community informed and as safe as possible.
- c. The unknown duration of the COVID-19 may have a **significant** financial impact on the community.
- d. The primary focus at the City is to keep the community safe while maintaining the health of our workforce so the City can continue to provide crucial city services, and to alleviate impacts to residents and business owners within the City of Jacksonville.
- e. Pursuant to ORS 401.309(1), the governing body of a city may declare, by ordinance or resolution, that a state of emergency exists within the city.

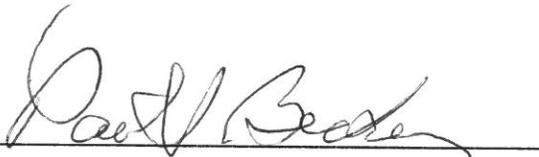
Now, therefore, based on the above findings, The Mayor of the City of Jacksonville declares an emergency.

1. This Declaration of Emergency is effective immediately and shall remain in effect until April 30, 2020 but may be extended in two-week increments.
2. To protect the health and safety of City employees, with input from Human Resource, legal and other city department heads, I have and will direct the City Administrator to develop emergency policies and guidance on the use of sick leave, vacation leave, telecommuting, meeting protocol, identification of essential and non-essential staff for

ongoing presence at City facilities, and other policies that will be in effect for the duration of the emergency.

3. To protect the health and safety of City employees, with input from Human Resources, legal and other city department heads, I give the City Administrator discretion to determine whether closing certain city facilities and cancelling public meetings may be necessary.
4. To alleviate hardship on merchants and restaurants in the City of Jacksonville I will direct the City Administrator to set temporary policies to assist merchants and restaurants during the affected time.
5. The City will take all necessary steps authorized by law to coordinate the response and recovery of this emergency, including but not limited to, requesting assistance from the State of Oregon and Jackson County.
6. To protect the health and safety of City employees, elected officials and the public, and reduce the number of public meetings, the City Council shall consider the ratification of the Declaration of a State of Emergency at its next Council meeting on April 7, 2020 rather than via a separate emergency meeting.

Dated this 17th day of March, 2020

A handwritten signature in black ink, appearing to read "Paul Beale", written over a horizontal line.

Mayor, City of Jacksonville, Oregon

Ratified by City Council action on April 7, 2020

Recorder, City of Jacksonville, Oregon

Jacksonville City Council Agenda Item Summary



Britt Festival Request: Permit Operation through October

Date: April 1, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: April 7, 2020
Agenda Item: 5e

Synopsis:

As a result of COVID-19, Britt Music and Arts Festival determined that they need to postpone the start of their 2020 season from June to July. They are currently working on rebooking shows, though some performances ultimately may have to be cancelled.

In February, 2020, the City Council approved a one-week extension into the shoulder season. However, because of this unprecedented situation with COVID-19, the festival is now requesting permission to operate through the month of October. This will allow Britt to reschedule and renegotiate some of the June contracts. However, per Britt Master Plan adopted through the Conditional Use Permit, they would still be limited to four shows outside of their season.

Fiscal Impact:

N/A

Recommendations:

The Council approve Britt Music and Arts Festival request to permit operation through October, 2020 with a limit of four events during the shoulder season period.

Exhibits:

N/A

Jacksonville City Council Agenda Item Summary



SDWRLF Request for Additional Funds for Water Projects

Date: April 1, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: April 7, 2020
Agenda Item: 5f

Synopsis:

All bids have been received and additional funding will be needed to complete all projects. Please see Exhibit A – Project Funding Memorandum from Civic West Engineering.

Fiscal Impact:

An additional \$315,000 in federal funds are to be requested to cover construction amounts in budget, however all funding may not be needed due to the contingency fund. These additional funds have been approved by SDWRLF. If all funds were used, the estimated annual payment would be \$63,800 still at 1% starting in December 2021.

Recommendations:

Approve request for additional SDWRLF funds.

Exhibits:

Exhibit A – Project Funding Memorandum from Civic West Engineering.

***SDWRLF = Safe Drinking Water Revolving Loan Fund**



South Coast Office
486 E Street
Coos Bay, OR 97420

Willamette Valley Office
213 Water Ave. NW, Suite 100
Albany, OR 97321

Rogue Valley Office
830 O'Hare Parkway, Suite 102
Medford, OR 97504

North Coast Office
609 SW Hurbert Street
Newport, OR 97365

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▪ PROJECT FUNDING M E M O R A N D U M ▪

TO Jeffrey N. Alvis Administrator / Public Works Director City of Jacksonville Prepared by: Manny Ramos / Project Manager	DATE 3/30/2020	JOB NO.: 1902-005
	ATTN Jeff Alvis	
	RE Project Funding Memo	

To whom it may concern,

Civil West continues to seek the vision and goals related to the 2019 Water System Improvement projects funded by the Safe Drinking Water Revolving Loan Fund. The projects are defined as follows:

- a.) **Applegate St.** - main line water line, water services, fire hydrants and meter replacement (completed)
- b.) **M Street Spur**- main line water line, water services, fire hydrants and meter replacement (completed)
- c.) **4th Street** - main line water line, water services, fire hydrants and meter replacement (Received Bid)
- d.) **California St.** - main line water line, water services, fire hydrants and meter replacement (Received Bid)
- e.) **Beekman Square** - main line water line, water services, fire hydrants and meter replacement (Received Bid)
- f.) **Emergency Power upgrades at Mary Ana Pump Station**- New Generator, access parking and fencing. (Received Bid)
- g.) **Emergency Power upgrades at Laurelwood Pump Station**- New Generator, access parking and fencing. (Received Bid)
- h.) **Laurelwood Pump Station Access improvements**- Grading for a New access road and construction of new fencing and two (2) water vault rehabilitation. (Received Bid)
- i.) **City Wide Radio Read improvement**- Replace all the City’s meters and reporting system. (Received Bid)

Thus far all the above projects that have been completed or that we have received final bid proposals for were received within 2% of the original engineer’s construction estimates, all except for one project the Radio Read Project. Since the project goals and construction estimates were developed as a part of The City of Jacksonville’s Water System Master Plan finalized in 2013. Project’s a-h above remained stable through project inception, design phase and now the bidding /construction phase. However, the Radio Read Project has seen significant technology changes and advantages since 2013. Through a collaborative effort changes in the technology related to the Radio Read project have been identified and were found to be worthy of additional cost to the original budget presented in 2013.

City Council
April 7, 2020
Agenda Item 5f
Exhibit A



South Coast Office
486 E Street
Coos Bay, OR 97420

Willamette Valley Office
213 Water Ave. NW, Suite 100
Albany, OR 97321

Rogue Valley Office
830 O'Hare Parkway, Suite 102
Medford, OR 97504

North Coast Office
609 SW Hurbert Street
Newport, OR 97365

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The major advantages are presented below.

- 1) Originally the recommend system was a drive by system that required one or more vehicles to drive around the City and read the meters. With the proposed upgraded system there will be no vehicle maintenance or fuel costs. Being that a City Employee will not have to drive around the City to read meters, the system will promote employee safety and a carbon free footprint.
- 2) The upgraded system is a Cloud based reporting system with an improved user-friendly platform, faster reporting for client invoicing, monthly, weekly and daily monitoring alerts to spot potential leaks and or failed meters quickly and efficiently. The system can be upgraded even further to allow Client monitoring, vacation notices, remote shut off, client phone monitoring applications and a pay by phone option.
- 3) With this upgraded Radio Read System the City will be able alleviate valuable man hours each month related to manual meter reading system. This will also result in less manhours freeing up staff to focus on other important City needs.
- 4) With the new upgraded radio read system the City will be able to take advantage of a fully integrated software matched with a proprietary meter package that will provide seamless communications and system monitoring for many years to come.
- 5) The additional funds needed will be obtain under the original loan agreement of 1% for a maximum term of 30 years.

Please find below the cost break down for projects completed and the projects we have received bids for, as well as the additional funds needed to obtain the New Upgraded Radio Read System. In additional it has been expressed that the City wishes to replace 688 private side shut off valves that are shown below.

Current Costs for Jacksonville Projects 3/25/2020		
Emergency Pwr	\$ 201,568.00	Low Bid Amount
4th/CAL/Beek	\$ 498,338.00	Low Bid Amount
Applegate	\$ 253,345.00	Finished
Radio read	\$ 763,465.00	Low Bid Amount
	\$ 1,716,716.00	New Tally of Construction Bids & finishd projects
	\$ 1,509,446.00	Original Construction Amount
	\$ 207,270.00	Additional Construction Amount needed
	\$ 79,120.00	Additional Shut Off Valve Alternate (688x115.00 Ea)
sub total	\$ 286,390.00	
	\$ 28,639.00	10% Contingency
	\$ 315,029.00	Total Need with Contingency

End Memo

Jacksonville City Council Agenda Item Summary



Award Bid – Radio Read Meter Replacement Project

Date: April 1, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: April 7, 2020
Agenda Item: 5g

Synopsis:

There were four bids received:

1. MC Carlton Contracting - \$948,869.50
2. Central Pipeline Inc. - \$809,197.00
3. Kogap Enterprises - \$798,159.00
4. Pilot Rock Excavation, Inc. - \$763,465.00 (low bid)

Fiscal Impact:

Based on SDWRLF.

Recommendations:

Award Pilot Rock Excavation, Inc bid in the amount of \$763,465.00 for the Radio Read Meter Replacement Project

Exhibits:

N/A

Jacksonville City Council Agenda Item Summary



Award Bid – 4th St., California St., Beekman Square

Date: April 1, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: April 7, 2020
Agenda Item: 5h

Synopsis:

There were three bids received:

1. Kogap Enterprises, Inc. - \$649,875
2. Pilot Rock Excavation, Inc. - \$526,110
3. Central Pipeline, Inc. - \$498,338 (low bid)

Fiscal Impact:

Based on SDWRLF

Recommendations:

Award Central Pipeline, Inc. bid in the amount of \$498,338 for the 4th St., California St. and Beekman Square water line replacement.

Exhibits:

N/A

Jacksonville City Council Agenda Item Summary



Award Bid – Emergency Power and Pump Station Improvements

Date: April 1, 2020
From: Jeff Alvis, City Administrator

City Council Meeting: April 7, 2020
Agenda Item: 5i

Synopsis:

There were two bids received:

1. Kogap Enterprises, Inc. - \$231,300
2. Pair-A-Dice Contracting, LLC - \$201,568 (low bid)

Fiscal Impact:

Based on SDWRLF

Recommendations:

Award Pair-A-Dice Contracting, LLC bid in the amount of \$201,568 for emergency generator installation and site improvements for Laurelwood and MaryAnn pump stations.

Exhibits:

N/A

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