



2018-2019 Project Outlook

PROJECT

NOTES:

1. Alyrica Franchise Agreement (McDowell & Wolf)

Time Frame: 08.2018 – 12.19

Negotiations (Kevin Sullivan)

08.21.2018

April Report

04.23.2019

October Report

2. Facilities Committee ★ (Frink, Coleman & McDowell)

Time Frame: 09.2018 – 05.2019

Assemble Committee

08.17.2018

Prepare POA

08.17.2018

Conduct Meetings

Determine Council Recommendation

Park Board Check-Ins

Create Ad Hoc Joint Committee

Send Invitation for Ad Hoc Joint Committee

Hold First Meeting: Ad Hoc Joint Committee

Hold Second Meeting: Ad Hoc Joint Committee

Schedule Building Tour

Ad Hoc Joint Committee – Flesh Out Plan

Hold Follow-Up Meetings

3. Calendar Project ★ (Deaver & McDowell)

Time Frame: 01.2019 – 06.2019 [Significant Change/Addition]

Organize Community Meeting

12.2018

Host Community Meeting

01.2019

Create Website Links

02.2019

Create Calednar Links

02.2019

Develop WS Upgrade

02.2019

Negotiate WS Calendar Upgrade

02.2019

Build Calendar Upgrade

In Progress

Review Calendar Upgrade (Changes)

05.10.19

Review Module with Savannah

05.10.19

Review Module with Jannea

05.13.19

Testing Module with Jannea

05.10.19

Populating Module

In Progress

Public Unveiling

4. Regional Economic Development & Policy Advocacy (McDowell)

Time Frame: On Going

ROI & Branding (Salem)

08.15.2018

Various Update Meeting

11.2018

Community Meetings

Various

Senator Roblan Letter

01.2019

RAIN Council Update

02.2019

RAIN Luncheon

03.2019

RAIN Webinar

04.2019



2018-2019 Project Outlook

PROJECT	NOTES:
<input checked="" type="checkbox"/> RAIN Contract Extension	04.23.2019
<input checked="" type="checkbox"/> Joint Econ. Dev. Partnership Initial	05.28.2019
	06.20.2019

5. Weed Abatements (Phase I) ☉ (McDowell & Morrow)

Time Frame: 05.2019 – 07.30.2019

- First Review
- Execute Spreadsheets
- Pull Contractor PO
- Execute Necessary Paperwork
- Execute Final Contract
- Review Work
- Pay Contractor(s)
- Send Invoices to Property Owners

6. Land Inventory ★ (Kinney, Coleman & McDowell)

Time Frame: On Going

- Review & Prepare Scope (Kinney & Coleman) 01.04.2018
- Council Update 01.23.2018
- Engage Linn County GIS (Kinney) 01.30.2018
- Engage DLCD
- Review Details Ongoing
- Final Edit
- Council Public Hearings
- Submit to County
- Submit to State

7. Event Agreement Negotiations (McDowell & Coleman)

Time Frame: 10.2018 – 02.2019

- Chamber of Commerce
(Process – Street Closures, freezer, storage, receipt books etc.)
- Pioneer Picnic (New as of 2017)
- Mid Valley Bike Club Overnight
- Rally on the River
- Willamette Valley Cycling Tour (Revenge)
- Willamette Agility Group
- Salem Boy Scout Opportunity (Brian Scott)
- Various Reunion Camping Arrangements
- Festival of Tents

8. Budget Process (Morrow & McDowell)

Time Frame: 02.2019

- Prepare & Review Checklists
 - Refer to Budget Checklists
 - Council May Budget Hearing
 - Council June Final Budget Hearing
- Pass Appropriates and Taxing Resolutions*



2018-2019 Project Outlook

PROJECT

NOTES:

Authorize Utility Liens

Finalizes in July - Certified to County & GL entry

- 9. Marijuana** [Ⓜ] (Council & Staff)
Time Frame: On Going (Please refer to 2014-2015 FY Annual Checklist)
(Please refer to 2015-2016 FY Annual Checklist)
(Please refer to 2016-2017 FY Annual Checklist)
(Please refer to 2017-2018 FY Annual Checklist)
- Planning Commission CU Denial 07.31.2017
 - OLCC Policy Implementation Pending
 - Legal Avenue Exploration On Going
 - Council Hears CU Appeal 09.19.2017
 - Council Decision on CU Appeal 09.26.2017
 - City forward Council Outcome Letter 09.27.2017
 - Ordinance Changes (Bradburn/Williams) 09.26.2017
 - LUBA Executive Session 10.24.2017
 - Special Meeting (Simpson & Raschein) 11.14.2017
 - Council Information Delivery (LCBD/LCCO) 11.15.2017
 - Council Grow Flip-flop 11.28.2017
 - LUCS (Simpson) 11.28.2017
 - Council Appeal (Neddeau PC) 12.13.2017
 - Council Info Appeal (Raschein) 12.15.2017
 - Grow Operation South Brownsville 01.23.2018
 - Marijuana Ordinance 770 01.23.2018
 - Marijuana Ordinance 770 (Ross Land Use Angles) 01.31.2018
 - Grow Operation LCCO Hearing (Cancelled) 02.27.2018
 - Ware & Nyquist Meeting 02.27.2018
 - Kinney working on UGB Expansion 03.19.2018
 - Council Measure 56 Discussion 03.27.2018
 - Council Decision: Vote in November 2018 04.24.2018
 - Council Determine Requirements 05.22.2018
 - Council Complete Election Language 06.26.2018
 - Council FWD UGB Information 06.27.2018
 - File Election Information with LCCO 07.23.2018
 - Responded to a possible lawsuit from Green Cross 10.2018
 - Nyquist Follow-up After Election 12.2018
 - Nyquist Answer 02.2019
 - Council Report 02.2019
 - Continue Nuisance Language Review 03.2019
 - City Attorney Ross Williamson 04.2019
 - Council Agenda Nuisance Review Discussion 04.23.19
 - Discuss with Bryan Bradburn 04.25.19
 - City Attorney Ross Williamson Language Rewrite 05.06.19
 - Compile Ordinance
 - Council Reading & Passage 05.28.19



2018-2019 Project Outlook

PROJECT

NOTES:

10. Playground Equipment *(McDowell & Frink)*

Time Frame: Pending as Needed...

- Discuss Logistics
- Prepare Specifications
- Investigate Specialty Companies
- Park Board Approval
- Council Conference

11. Staff Prospectus ★ *(McDowell)*

Time Frame: On-going

- Continue to Define the New Era
- Create Shared Expectations
- Monitor Execution

12. Public Works ROW Maintenance Checklist *(Frink)*

Time Frame: 08.2018 – 10.2018

- Create Photo Checklist
- Seasonal Employees Training Piece
- Demonstrate Workload
- Council Review

13. Records Project ★ *(Deaver, Coleman, Morrow & McDowell)*

Time Frame: 09.2018 – 06.2019

- Line Out Filing Cabinets
- Organize E-Files (Ordinances & Resolutions)
- Create Easement File
- Create Contracts File

In Progress

14. Zoning Code Provisions Review ★ *(Coleman, McDowell & Frink)*

Time Frame: 10.2018 – 02.2019

- Review Current Standards
- Council Approval

15. Park Projects *(Frink, Coleman & McDowell)*

Time Frame: 09.2018 – 06.2019

Pioneer

- Cleanout River Debris
- Paint Sidewalk Distance Indicators
- Playground Relocation
- Execute Contracts

Kirk's Ferry

- Fill Work

Remington Park

- Open Space Property



2018-2019 Project Outlook

PROJECT

NOTES:

- 16. **Wastewater Collections Cleaning Checklist** *(Frink)*
Time Frame: 12.2018 – 05.2019
 - Identify Areas
 - Contact Inspection Service
 - Review Findings
 - Complete Recommendations
 - Create Maintenance Checklist
 - Implement Cleaning Process

- 17. **Brownsville Municipal Code & Policy Review** [Ⓜ] *(Staff & Council)*
Time Frame: 11.2018 – 05.2019
 - Review Code Goals
 - Make Recommendations
 - Council Approval
 - Prepare & Update Checklists in Council Agenda Packets
 - Refer to Policy Checklists in Council Agenda Packets

Projects to Finalize early following FY

- 18. **Dust Control & Greg Tilley** *(Frink)*
Time Frame: 05.2019
 - Prepare & Review Streets
 - Fax Greg List of Streets *(If Needed)*
 - Add Pearl Street *(Check with Lemhouse) City paid 1/4 of 735' Last 4 FY*

- 19. **Fourth of July Preparations** *(Frink & McDowell)*
Time Frame: 06.2019 – 07.2019
 - Prepare Caretakers
 - Rent Light Banks *(Karl: 2 Total)*
 - Coordinate Volunteer Help *(Liz)*
 - Contact Vendors
 - Contact Sweet Home Sanitation *(Scott) 30 Cans*
 - Order Additional Toilets *(SM: 10 Best Pots)*
 - Execute Cleanup

- 20. **Budget Finalization Process** [Ⓜ] *(McDowell & Morrow)*
Time Frame: 07.2019
 - Certify Budget
 - Budget Checklist Update
 - Complete Compilation
 - Microfund – Populate FY 2019-20
 - Budget Documents Forward '19
 - Schedule Forward '19

- 21. **Antique Faire Preparations** *(Frink & McDowell)*
Time Frame: 07.31.2019
 - Provide Signs



2018-2019 Project Outlook

PROJECT

NOTES:

- Open Back Gate
- Electricity & Vendors
- Move rocks for staging
- Caretakers Arrangements
- Chain down in back for chicken people

22. Weed Abatements (Phase II) Ⓞ (McDowell & Morrow)

Time Frame: 08.2018 – 09.30.2018

- Execute Spreadsheets
- Pull Contractor PO
- Execute Necessary Paperwork
- Execute Final Contract
- Review Work
- Pay Contractor(s)
- Send Invoices to Property Owners

Pending

23. Radio Read/Water Meter Installations Ⓞ (McDowell & Frink)

Time Frame: 09.2018 – 03.2019 [Significant Change]

- | | |
|--|---------|
| <input checked="" type="checkbox"/> Explore Options | 12.2018 |
| <input checked="" type="checkbox"/> Kamstrup Quote | 07.2018 |
| <input checked="" type="checkbox"/> Sensus Quote | 07.2018 |
| <input checked="" type="checkbox"/> Consolidated Quote | 12.2018 |
| <input checked="" type="checkbox"/> Council Presentation | 11.2018 |
| <input checked="" type="checkbox"/> Explore Financing Options | 12.2018 |
| <input checked="" type="checkbox"/> Select Financing Options (Council) | 12.2018 |
| <input checked="" type="checkbox"/> Execute Financing Contract | 01.2019 |
| <input checked="" type="checkbox"/> Execute Correct Equipment Contract | 01.2019 |
| <input checked="" type="checkbox"/> Prepare Installation Logistics | 01.2019 |
| <input checked="" type="checkbox"/> Install Software | 02.2019 |
| <input checked="" type="checkbox"/> Send Community-wide Letter | 02.2019 |
| <input checked="" type="checkbox"/> Begin Meter Installations | 02.2019 |
| <input checked="" type="checkbox"/> Setup Software Training | 03.2019 |
| <input checked="" type="checkbox"/> Complete Purchasing | 03.2019 |
| <input checked="" type="checkbox"/> Finalize Contract | 04.2019 |
| <input type="checkbox"/> Make Final Payments | |
| <input type="checkbox"/> Pay Back Loans | |

24. City Hall Safety Improvements Ⓜ (Staff)

Time Frame: 09.2018 – 12.2018

- Review CIS Recommendations
- Decide on Solutions
- Execute Contract
- Finish Construction
- Finalize Contract

01.05.2018
IN PROGRESS



2018-2019 Project Outlook

PROJECT

NOTES:

25. Canal Company [Ⓜ] (Council & McDowell)

Time Frame: 10.2018 – 06.2019

- Holbrook Makes Contact
 - Confirms positive IRS Status
 - Confirms solvency issue
 - Provides Insurance
- KF: Initiate Startup
- Disbanding Conversation
- Review Implications

Agreements & Miscellaneous

Time Frame: Various

FY 2018-2019 Agreements Reviews

- ◆ Wickett & Slaughter at 729 N. Main Street Flower Agreement [Next Review: 09.2020]
- ◆ Calapooia Food Alliance (Red Barn) [Next Review: 09.2020]
- ◆ Chamber of Commerce [Next Review: October 2018]
- ◆ Solid Waste: Sweet Home Sanitation [Next Review: November 2019]
- ◆ Valley Telephone Services Agreement [Annual] [Next Review: June 2019]

Annual Agreements

- | | |
|--|--|
| ◆ Senior Center Agreement
[Next Review: November 2020] | <input checked="" type="checkbox"/> Revenge Cycling (K. Graham) |
| ◆ Prepare Annual Park Agreements | <input checked="" type="checkbox"/> Miscellaneous Bicycle, Motorcycle & Running Events |
| <input checked="" type="checkbox"/> Willamette Agility Group
(C. Widdell & J. Oaks) | ◆ DAS ORCPP Agreement
[Next Review: October 2018] |
| <input type="checkbox"/> Festival of Tents (J. Boggs) | |

Future Agreement Reviews

- | | |
|---|--|
| ◆ LCSO Agreement
[Next Review: 06.2018] | ◆ Nealon Mowing Services
[Next Review: December 2019] |
| ◆ Brownsville Garden Club
[Next Review: 07.2021] | ◆ McDowell Administrator
[Next Review: November 2021]
{Plus Two Year Option} |
| ◆ Central Linn Recreation Board
[Next Review: 12.2019] | |
| ◆ Brownsville Art Association
[Next Review: 12.2019] | |
| ◆ Pioneer Picnic Association
[Next Review: 11.2019] | |

Rolling Agreements

- | | |
|---------------------------------------|------------------------------------|
| ◆ Court Administrator (C. Humphreys) | ◆ Linn County Building Department |
| ◆ Planning Consultant (D. Kinney) | ◆ Linn County Court Clerk Services |
| ◆ Engineering Consultant (R. Quigley) | ◆ Benton County General Services |
| ◆ DOR Marijuana Tax Collection | ◆ Linn County Justice of the Peace |

2018 - 2019 Master TTDL

Ⓜ = First Six Months; Ⓜ = Last Six Months; ★ = All Year



2018-2019 Project Outlook

PROJECT

- ◆ ODOT Emergency Services
- ◆ Halsey Public Works Mutual Aid
- ◆ BCS Payroll Agreement
- ◆ Speer Hoyt Legal Services

NOTES:

- ◆ Barker-Uerlings Insurance Services
- ◆ James Land Lease Agreement

Franchise Agreements

- ◆ **Communications:** CenturyLink 2017/Alyrica (ACTIVE)
- ◆ **Solid Waste:** Sweet Home Sanitation [Next Review: 2020]
- ◆ **Natural Gas:** Northwest Natural Gas [Next Review: 2026]
- ◆ **Electricity:** Pacific Power [Next Review: 2021]

General Staff Duties, Responsibilities & Other Things

- | | |
|--|---|
| <ul style="list-style-type: none"> ▶ Day to Day Operations ▶ Website Maintenance ▶ Weekly Deposits ▶ Monthly Utility Billing ▶ Month End Financials ▶ Financial Management <ul style="list-style-type: none"> ○ Bond Payments ○ Bank Reviews ○ Audit Items ▶ Citizen Concerns & Complaints ▶ Water & Wastewater Testing ▶ Water & Wastewater Reports & Processing ▶ Utility Emergencies ▶ Routine Maintenance ▶ Grounds Maintenance ▶ Vehicle Maintenance ▶ State Law Changes ▶ Programmatic Changes ▶ State Reporting ▶ Committees & Boards Developments <ul style="list-style-type: none"> ✦ Council ✦ Planning Commission ✦ Park Board ✦ Library Advisory Board ✦ Historic Review Board ▶ Resolutions & Ordinances ▶ Council Packets ▶ Newsletters ▶ Consumer Confidence Report ▶ Utility Emergency Plans ▶ Community Emergency Plans ▶ Brownsville Handbook Update ▶ Volunteer Management | <ul style="list-style-type: none"> ▶ Business Registration Program ▶ Zoning & Permits ▶ Computer Issues ▶ Update Prospectus ▶ Go Team ▶ Visit Linn Coalition ▶ Executive Board (Chamber) ▶ Oregon Parks & Recreation Department Grant Advisory Board ▶ Linn County Project Advisory Committee ▶ Linn County Solid Waste Advisory Committee ▶ Cascades West Council of Governments ▶ League of Oregon Cities & Region III ▶ Cascade West Council of Governments Policy Advocacy ▶ State DAS ISS ▶ Linn County Planning & Building Discussions ▶ China Sword & Recycling Emergency ▶ Gap Road Marijuana Development ▶ Computer Failure & Website Loss ▶ Town Hall & Committee Formation ▶ River's Edge Development ▶ Dollar General Development ▶ Lepman Development ▶ Linn County Planning & Building Department Discussion |
|--|---|



2018-2019 Project Outlook

PROJECT

NOTES:

Complete

26. Website Update ★ (McDowell & Coleman)

Time Frame: 09.2018 – 01.2019

- Go Live
- Fix Web Pages
- Update Content
- Finish Mulholland Contract
- Annual Photo Contest
- Finalize Contract

27. Nuisance Committee (Morrow & McDowell)

Time Frame: October 2018

- POA Nuisance Ordinance 09.2019
- POA Houtz (Partial) 09.2019
- POA Wingren Barn (Being Torn Down) 09.2019
- RV Issues... 09.2019
- General Appearance... 09.2019
- Junk Vehicles... 09.2019
- Bradburn & Marijuana: 09.2019
(Council to Review Modifications) Pending

28. September Newsletter ⑥ (Morrow)

Time Frame: 8.2018 – 09.2019

- Call for Articles
- Staff Complete Necessary Articles
- Staff Assemble
- Edit Reviews
- Copy
- Prepare for Mailing including Out-of-Town copies
- Prepare Post Office (*Bulk Process*)
- Post to WS
- Send

29. Christmas Decorations ⑥ (Frink & McDowell)

Time Frame: 11.2018 – 01.2019

- Make Installation Arrangements 11.27.2018
- Make Removal Arrangements 01.03.2019

30. Judges Pro-Tempore ⑥ (McDowell)

Time Frame: 01.2019

- Create Resolution 01.02.2018
- Council Approval 01.23.2018

31. Boldt, Carlisle & Smith ⑥ (Deaver, Morrow & McDowell)

Time Frame: 08.2018 – 12.2018



2018-2019 Project Outlook

PROJECT	NOTES:
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Schedule Audit (10.23-10.27) <input checked="" type="checkbox"/> Pre-Audit Information Gathering <input checked="" type="checkbox"/> Prepare Information <input checked="" type="checkbox"/> Execute Checklists <input checked="" type="checkbox"/> Complete Engagement Letter <input checked="" type="checkbox"/> Prepare Staff Information <input checked="" type="checkbox"/> Answer Follow-Up Questions <input checked="" type="checkbox"/> Track Completion <input checked="" type="checkbox"/> Review Audit <input checked="" type="checkbox"/> Provide M D & A Report <input checked="" type="checkbox"/> File with Secretary of State <input checked="" type="checkbox"/> File with S & P <input checked="" type="checkbox"/> YE AJE's <input checked="" type="checkbox"/> Finalize Contract <input checked="" type="checkbox"/> Council Presentation 	<ul style="list-style-type: none"> 05.2018 07.2018 08.2018 08.2018 07.2018 07.2018 10.2018 02.2019 02.2019 02.2019 02.2019 02.2019 02.2019 02.2019
<p>32. Arbor Day ⑥ (Coleman) Time Frame: 08.2018 – 10.2018</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Contact Partners <input checked="" type="checkbox"/> Contact the State <input checked="" type="checkbox"/> Determine Planting Location <input checked="" type="checkbox"/> Park Tree Planting: Discuss with Frink <input checked="" type="checkbox"/> Make Arrangements for Refreshments (Optional) <input checked="" type="checkbox"/> Event Day 	<ul style="list-style-type: none"> 08.2018 08.2018 09.2018 10.2018 10.2018 10.2018
<p>33. Hire Park Caretakers ⑥ (Frink, Morrow & McDowell) Time Frame: 11.2018 – 04.2019</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Negotiations (<i>Don & Carol Neddeau</i>) ~OR~ <li style="padding-left: 20px;"><input checked="" type="checkbox"/> Prepare Advertisement <li style="padding-left: 20px;"><input checked="" type="checkbox"/> Prepare Questionnaire <li style="padding-left: 20px;"><input checked="" type="checkbox"/> Interviews <input checked="" type="checkbox"/> Prepare Contract <input checked="" type="checkbox"/> Execute Contract 	<ul style="list-style-type: none"> 12.2018
<p>34. Robe Street Water Improvements Project ★ (Frink, Erwin & McDowell) Time Frame: 08.2018 – 12.2018</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Develop Engineering & Documents <input checked="" type="checkbox"/> Get Another Engineering Quote <input checked="" type="checkbox"/> Council Authorize Contract <input checked="" type="checkbox"/> Contract Finalized <input checked="" type="checkbox"/> Budget Inclusion <input checked="" type="checkbox"/> Bid Deadline <input checked="" type="checkbox"/> Execute Contracts <input checked="" type="checkbox"/> Pre-Construction Meeting <input checked="" type="checkbox"/> Letter to Residents 	<ul style="list-style-type: none"> 12.06.2017 02.01.2018 02.27.2018 03.08.2018 05.22.2018 07.18.2018 08.2018 08.2018 08.2018



2018-2019 Project Outlook

PROJECT	NOTES:
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Mobilization & Construction <input checked="" type="checkbox"/> Weekly & Daily Inspections <input checked="" type="checkbox"/> Execute Mid-Point Check <input checked="" type="checkbox"/> Complete Punch List Items <input checked="" type="checkbox"/> Move Money to Escrow <input checked="" type="checkbox"/> Execute Final Check <input checked="" type="checkbox"/> Finalize Contract 	<ul style="list-style-type: none"> 09.2018 As Needed 10.2018 11.2018 11.2018 11.2018 11.2018
<p>35. Evaluations ⑥ (McDowell & Frink) Time Frame: 10.2018 – 01.2019</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Vacation Cash Out Option (November Payroll) <input type="checkbox"/> Perform Evaluations <input checked="" type="checkbox"/> Calculate Potential Increases <input checked="" type="checkbox"/> Prepare Benefits Letters <input checked="" type="checkbox"/> Prepare Payroll Changes <input checked="" type="checkbox"/> Send Payroll Changes to BCS <input checked="" type="checkbox"/> Execute Personnel Meetings 	<ul style="list-style-type: none"> 11.2018 03.2019 12.2018 12.2018 01.2019 01.2019 01.2019
<p>36. Street Paving & Rehabilitation Projects ★ (Frink & McDowell) Time Frame: 09.2018 – 06.2019</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Create Specifications <input checked="" type="checkbox"/> Include Cemetery Bridge & Roll FY <input checked="" type="checkbox"/> Request & Obtain Quotes <input checked="" type="checkbox"/> Execute All Quote <input checked="" type="checkbox"/> Council Motion of Acceptance <input checked="" type="checkbox"/> Execute Contract <input checked="" type="checkbox"/> Pre-Construction Meeting <input checked="" type="checkbox"/> Letter to Residents <input checked="" type="checkbox"/> Mobilization & Construction <input checked="" type="checkbox"/> Punch List Items <input checked="" type="checkbox"/> Finalize Contract <input checked="" type="checkbox"/> Execute Final Check 	<ul style="list-style-type: none"> 08.2019 03.2019
<p>37. Hire New Judge ⑥ (McDowell) Time Frame: 01.2019</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Setup Meeting with J. Meyer <input checked="" type="checkbox"/> Create Contract Language <input checked="" type="checkbox"/> Council Approval <input checked="" type="checkbox"/> Lemhouse & Linn County IGA <input checked="" type="checkbox"/> Meyer Governor Approval <input checked="" type="checkbox"/> Linn County: Gene Karandy IGA <input checked="" type="checkbox"/> Linn County Commissioner's Approval 	<ul style="list-style-type: none"> 09.2018 11.2018 12.2018 12.2018 12.2018 01.2019 01.2019
<p>38. General Ledger & Utility Billing Software Upgrade ★ <i>(Deaver, Morrow & McDowell)</i></p>	



2018-2019 Project Outlook

PROJECT	NOTES:
<p>Time Frame: 09.2018 – 03.2019</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Execute Contract <input checked="" type="checkbox"/> Conversion & Training <input checked="" type="checkbox"/> Punch List Items <input checked="" type="checkbox"/> Finalize Contract <input checked="" type="checkbox"/> Execute Final Check <input checked="" type="checkbox"/> Alyrica – Upgrade Internet 	<p>09.2018</p> <p>09.2018</p> <p>02.2019</p> <p>03.2019</p> <p>03.2019</p> <p>01.2019</p>
<p>39. March Newsletter ⑥ (Morrow)</p> <p>Time Frame: 8.2018 – 09.2019</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Call for Articles <input checked="" type="checkbox"/> Staff Complete Necessary Articles <input checked="" type="checkbox"/> Staff Assemble <input checked="" type="checkbox"/> Edit Reviews <input checked="" type="checkbox"/> Copy <input checked="" type="checkbox"/> Prepare for Mailing including Out-of-Town copies <input checked="" type="checkbox"/> Prepare Post Office (<i>Bulk Process</i>) <input checked="" type="checkbox"/> Post to WS <input checked="" type="checkbox"/> Send 	<p>02.21.19</p> <p>03.14.19</p> <p>03.24.19</p> <p>03.29.19</p> <p>03.29.19</p> <p>04.02.19</p> <p>04.03.19</p> <p>04.04.19</p> <p>04.04.19</p>
<p>40. TMDL Five Year Review ⑥ ★ (McDowell & Frink)</p> <p>Time Frame: On Going</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Review TMDL Plan (<i>Woolverton</i>) <input checked="" type="checkbox"/> Continue Periodic Updates of Council <input checked="" type="checkbox"/> Review Implementation Items <input checked="" type="checkbox"/> Staff Training <input checked="" type="checkbox"/> Council Report Review & Approval <input checked="" type="checkbox"/> Council Approve Final Matrix <input checked="" type="checkbox"/> File Matrix Update with State <p style="text-align: center;">** Went back and forth three drafts with DEQ; Months...</p>	<p>08.2018</p> <p>Fall (2)</p> <p>Ongoing</p> <p>10.2018</p> <p>03.2019</p> <p>04.23.19</p> <p>05.08.19</p>
<p>41. Cemetery Bridge Replacement ⑥ (Frink & McDowell)</p> <p>Time Frame: 08.2018 – 06.2019 [Significant Change]</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Environmental & Cost Hurdles <input checked="" type="checkbox"/> Inform Jared McClain <input checked="" type="checkbox"/> Review Options <input checked="" type="checkbox"/> Consult Linn County Road Department <input checked="" type="checkbox"/> Consult Canal Company (McClain Project) <input checked="" type="checkbox"/> Hire McGee Engineering (Inspection & Load Rating) <input checked="" type="checkbox"/> Review McGee Engineering Report <input checked="" type="checkbox"/> Development Emergency Options <input checked="" type="checkbox"/> Consult with Dyer Partnership <input checked="" type="checkbox"/> Consult with Speer Hoyt <input checked="" type="checkbox"/> Consult with Council <input checked="" type="checkbox"/> Staff Gathering Quotes <input checked="" type="checkbox"/> Council Final Decision 	<p>08-10.2019</p> <p>Ongoing</p> <p>10.2018</p> <p>10.2018</p> <p>08-10.2018</p> <p>11.2018</p> <p>01.2019</p> <p>01.2019</p> <p>01.2019</p> <p>01.2019</p> <p>01.2019</p> <p>02.2019</p> <p>02.2019</p>



2018-2019 Project Outlook

PROJECT	NOTES:
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Hire McGee Engineering (Construction Inspection) <input checked="" type="checkbox"/> Execute Farline Contract <input checked="" type="checkbox"/> Farline Construction <input checked="" type="checkbox"/> Construction Logistics (Affected Property Owners) <input checked="" type="checkbox"/> Final Punch List Items <input checked="" type="checkbox"/> Execute Final Payments 	<ul style="list-style-type: none"> 02.2019 02.2019 03.12.19 03.08.19 03.15.19 03.29.19
<p>42. Hire Seasonal Public Works (<i>Frink, Morrow & McDowell</i>) Time Frame: 01.2019 – 04.2019</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Negotiations (<i>Jake Hampton</i>) ~OR~ <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Prepare Advertisement <input checked="" type="checkbox"/> Prepare Questionnaire <input checked="" type="checkbox"/> Interviews <input checked="" type="checkbox"/> Prepare Contracts <input checked="" type="checkbox"/> Execute Contracts <p style="text-align: center;">** Two applicants: Chuck Brown & Jake Hampton. Rehired both. Brown six months, Hampton three months.</p>	
<p>43. CIS/Barker-Uerlings [Ⓜ] (<i>McDowell & Staff</i>) Time Frame: 01.2019 – 07.2019</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annual Survey <input checked="" type="checkbox"/> Attend Annual Conference (<i>February</i>) <input checked="" type="checkbox"/> Pass Workers Compensation Resolution <input checked="" type="checkbox"/> Review Workers Compensation Figures (<i>JD</i>) <input checked="" type="checkbox"/> Review General Liability Coverage (<i>KF</i>) <input checked="" type="checkbox"/> Review Flood Insurance (<i>KF</i>) <input checked="" type="checkbox"/> Mobile Equipment List (<i>KF</i>) <input checked="" type="checkbox"/> Property Coverage Review <input checked="" type="checkbox"/> Open Enrollment (<i>July</i>) 	<ul style="list-style-type: none"> 02.2019 02.2019 03.2019 06.2019 06.2019 06.2019 06.2019 06.2019
<p>44. Update Capital Improvements Plan [Ⓞ] [<i>CUPSS Development</i>] Time Frame: 02.2019 – 06.2019</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Review Current CIP <input checked="" type="checkbox"/> Make Changes <input checked="" type="checkbox"/> Frink & McDowell Review <input checked="" type="checkbox"/> Adopt New Plan <input checked="" type="checkbox"/> Council Approval 	
<p>45. EPC ★ (<i>McDowell & Morrow</i>) Time Frame: 09.2018 – 06.2019</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Fix Website <input checked="" type="checkbox"/> Council Strategy Discussion <input checked="" type="checkbox"/> Council Report <input checked="" type="checkbox"/> Emergency Plan <input checked="" type="checkbox"/> BRFD, H-SRFPD & Halsey <input checked="" type="checkbox"/> BRFD, H-SRFPD, Halsey & CLSD 	<ul style="list-style-type: none"> 12.2018 12.2018 12.2018 02.2019 03.2019



2018-2019 Project Outlook

PROJECT

NOTES:

- BRFD, H-SRFPD, Halsey & CLSD (Jacob's Kits)
- Hilary Norton
- Quarterly Meeting

04.23.19
05.14.19
05.16.19