



# 2015-2016 Project Outlook

## PROJECT

## NOTES:

<b>1. Marijuana</b>	
<i>Time Frame:</i> On Going (Please refer to 2014-2015 FY Annual Checklist)	
<input checked="" type="checkbox"/> Advisory Question Measure (Attorney)	02.25.2015
<input checked="" type="checkbox"/> Special Council Meeting Advisory Question Measure	03.03.2015
<input checked="" type="checkbox"/> Council Hearing ( <i>Second Reading</i> )	03.24.2015
<input checked="" type="checkbox"/> Submit to DLC	03.26.2015
<input checked="" type="checkbox"/> Major Mailing Options	04.29.2015
<input checked="" type="checkbox"/> On-going Lawyer Conversations	On Going
<input checked="" type="checkbox"/> Certified Advisory Vote Result	06.04.2015
<input checked="" type="checkbox"/> Council Resolution 2015.19	06.23.2015
<input checked="" type="checkbox"/> Ordinance 756	07.28.2015
<input checked="" type="checkbox"/> Ordinance 757	07.28.2015
<input checked="" type="checkbox"/> Simpson's Conditional Use Application	09.22.2015
<input checked="" type="checkbox"/> Simpson's Business Registration Letter	09.30.2015
<input checked="" type="checkbox"/> Ordinance 751 Correction (Code & Sommers)	10.02.2015
<input type="checkbox"/> Policy Implementation ( <i>Pending</i> )	On Going
<input checked="" type="checkbox"/> Lawsuit Threat	On Going
	10.26.2015
	10.27.2015
<input checked="" type="checkbox"/> Legal Avenue Exploration	On Going
	10.27.2015
	(Sommers)
	11.02.2015 (HLGR)
<input checked="" type="checkbox"/> Meeting with Simpsons	10.26.2015
<input checked="" type="checkbox"/> Council Hears Business Registration Appeal	10.27.2015
<input checked="" type="checkbox"/> City forward Council Outcome Letter	10.30.2015
<input checked="" type="checkbox"/> City begins Conditional Use Process	10.28.2015
<input checked="" type="checkbox"/> Planning Commission Conditional Use Meeting	12.14.2015
<input checked="" type="checkbox"/> Council Meeting Request (Simpsons & 228)	12.15.2015
<input checked="" type="checkbox"/> Council Marijuana Timeline	01.15.16
<input checked="" type="checkbox"/> Council Meeting Request (Simpsons & 228)	01.27.16
	(Council denies Simpson's request to allow them to open provisionally)
<input type="checkbox"/> Tax & Ballot Measure Preparations (Sommers April)	May Council
<input type="checkbox"/> Law Enforcement Options	On Going

<b>2. TMDL Five Year Review (McDowell &amp; Frink)</b>	
<i>Time Frame:</i> ASAP	
<input checked="" type="checkbox"/> Prepare & Review TMDL	11.24.15
	12.01.15
<input checked="" type="checkbox"/> Forward State Report	12.02.15
<input checked="" type="checkbox"/> Meet with State Officials	01.27.16
<input type="checkbox"/> Rewrite TMDL Plan	MAY/JUNE



# 2015-2016 Project Outlook

PROJECT	NOTES:
<b>3. Street Paving &amp; Rehabilitation Projects ③ (Frink &amp; McDowell)</b> <b>Time Frame:</b> 08.2015 – 12.2015	
<input checked="" type="checkbox"/> Create Specifications <input checked="" type="checkbox"/> Request & Obtain Quotes <input type="checkbox"/> Execute All Quotes <input type="checkbox"/> Execute Contract <input type="checkbox"/> Pre-Construction Meeting <input type="checkbox"/> Mobilization & Construction <input type="checkbox"/> Punch List Items <input type="checkbox"/> Finalize Contract <input type="checkbox"/> Execute Final Check	<i>February 2016</i> <i>03.07.2016</i> <i>04.19.2016</i>
<b>4. Zoning Code Provisions Review ⑥ (Coleman, McDowell &amp; Frink)</b> <b>Time Frame:</b> 10.2015 – 02.2016 <input type="checkbox"/> Review Current Standards <input type="checkbox"/> Frink, Coleman & McDowell <input type="checkbox"/> Council Approval	<i>In Progress</i>
<b>5. Central Linn Recreation Partnership ③⑥ (Deaver, Morrow &amp; McDowell)</b>	<i>In Progress</i>
<b>Time Frame:</b> 07.2015 – 06.2016 <input checked="" type="checkbox"/> Create Policy & Procedures <input type="checkbox"/> Administrative Policies <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Background Checks</li> <li><input checked="" type="checkbox"/> Concussion Treatment</li> <li><input checked="" type="checkbox"/> Medical Emergency</li> <li><input checked="" type="checkbox"/> First Aid Administration</li> <li><input type="checkbox"/> Operational Policies</li> <li><input type="checkbox"/> Facility Management</li> <li><input type="checkbox"/> Equipment Management</li> <li><input type="checkbox"/> Capital Improvements Components</li> <li><input type="checkbox"/> Management Policies</li> <li><input checked="" type="checkbox"/> Sport Directors Handbook</li> <li><input checked="" type="checkbox"/> Coaches Directors Handbook</li> <li><input checked="" type="checkbox"/> Parents &amp; Players Handbook</li> <li><input type="checkbox"/> Develop Basic Position Descriptions</li> <li><input type="checkbox"/> Develop Basic Things to Do Checklist</li> <li><input type="checkbox"/> Develop Training Program</li> <li><input type="checkbox"/> Fine Tune Programmatic Logistics</li> </ul> <input checked="" type="checkbox"/> Facility Booking <input checked="" type="checkbox"/> Sports Scheduling <input checked="" type="checkbox"/> Website Updates & Support <input checked="" type="checkbox"/> Basic Janitorial Service <input type="checkbox"/> Develop General Maintenance Guidelines & Procedures <input type="checkbox"/> Develop New Partnerships <input type="checkbox"/> Create New Fee Structures	



# 2015-2016 Project Outlook

PROJECT	NOTES:
<input type="checkbox"/> Create Fundraising Committee <input checked="" type="checkbox"/> Central Linn Recreation Board Meeting (Deaver) <input checked="" type="checkbox"/> Host Progress Meeting (Morrow)	 02.29.2016 04.05.2016
<b>6. Central Linn School District Facilities Discussions</b> <i>Time Frame:</i> Pending/On Going	
<input checked="" type="checkbox"/> Monitor Developments <input checked="" type="checkbox"/> Initial Discussion <input checked="" type="checkbox"/> Prepare Discussion Points/Strategies/Tactics Report	 09.22.15 10.06.15 10.22.15
<ul style="list-style-type: none"> <li>▪ <i>Report Prepared for Council</i></li> <li>▪ <i>Property Issues &amp; Linn County</i></li> <li>▪ <i>Tabled Until Central Linn School District Resolves Property Concern</i></li> </ul>	 10.27.15
<input checked="" type="checkbox"/> Council Discussion <input checked="" type="checkbox"/> Special Committee Meeting (MC & GS) <input checked="" type="checkbox"/> Attended Special Meeting (MC, TM, EC & GS) <input checked="" type="checkbox"/> Reported To Council <input type="checkbox"/> Waiting to Hear From CLSD (Blakely) <input checked="" type="checkbox"/> Request to Support Bond Measure <input checked="" type="checkbox"/> CLRC Committee (MC, CG & MN) <input checked="" type="checkbox"/> Four Conversations with Gardner <input checked="" type="checkbox"/> Liz Coleman – Bond Measure Discussion <input checked="" type="checkbox"/> Dr. Glenn – Bond Measure Discussion	 11.24.15 12.02.15 12.16.15 01.27.16 ... 02.23.16 03.09.16 March & April 04.05.16 04.07.16
<b>7. Library Lighting Project ⑥ (McDowell &amp; Frink)</b> <i>Time Frame:</i> 08.2015 – 12.2015	
<input checked="" type="checkbox"/> Discovery of Illegal Lighting Concern <input checked="" type="checkbox"/> Norm's Electric Quote <input checked="" type="checkbox"/> Council Special Meeting Acceptance <input checked="" type="checkbox"/> Pull PO with Instruction <input checked="" type="checkbox"/> Forward Contract etc. <input checked="" type="checkbox"/> Waiting for Contract <input checked="" type="checkbox"/> Punchlist Items <input checked="" type="checkbox"/> Complete Contract <input checked="" type="checkbox"/> Final Check <input type="checkbox"/> Wingren Concern & Council <input type="checkbox"/> Energy Trust Reimbursement	 10.21.15 11.04.15 11.10.15 11.11.15 11.11.15 01.05.16 01.27.16 01.28.16 March 2016 Pending Pending
<b>8. OPRD Grant Advisory Responsibilities ⑥ (McDowell)</b> <i>Time Frame:</i> 08.2015 – 06.2016	
<input type="checkbox"/> Finish Report ( <i>See Notes</i> ) <input type="checkbox"/> Attend Debrief ( <i>Salem</i> ) <input type="checkbox"/> Review Grants & Requests ( <i>May</i> ) <input type="checkbox"/> Salem Conference ( <i>June 1-3</i> )	



# 2015-2016 Project Outlook

PROJECT	NOTES:
<b>9. Red Barn Revamp ⑥ (Frink &amp; McDowell)</b> <b>Time Frame:</b> 11.2015 – 03.2016	
<input checked="" type="checkbox"/> Define Scope <input type="checkbox"/> Conceptual HRB <input type="checkbox"/> Construction <input type="checkbox"/> Public Works Roof Removal <input type="checkbox"/> Public Works Painting <input type="checkbox"/> Public Works Garage Doors <input type="checkbox"/> Public Works Electricity <input type="checkbox"/> Punch List Items	01.05.16
<b>10. EPC Follow-Up (McDowell, Morrow &amp; Van Sandt)</b> <b>Time Frame:</b> 09.2015 – 06.2016	
<input checked="" type="checkbox"/> Council Considers New Model <input checked="" type="checkbox"/> Staff Meeting	09.22.15 10.12.15
<ul style="list-style-type: none"> <li>▪ Van Sandt – Ordinance Corrections</li> <li>▪ McDowell &amp; Morrow – Job Description</li> <li>▪ New Timeline &amp; Council Meeting</li> </ul>	10.27.15 10.27.15 10.27.15
<input checked="" type="checkbox"/> Ordinance Changes (First Reading) <input checked="" type="checkbox"/> Ordinance Changes (Second Reading) <input checked="" type="checkbox"/> Post Volunteer Position <input checked="" type="checkbox"/> Interview Volunteers <input checked="" type="checkbox"/> Appoint Norman Simms <input type="checkbox"/> Resolution & Agreements	11.24.15 12.15.15 01.05.16 03.17.16 03.22.16
<input type="checkbox"/> Community Outreach <input type="checkbox"/> Emergency Plan <input type="checkbox"/> Continuity of Operations Plan	
<b>11. Canal Company (McDowell)</b> <b>Time Frame:</b> 08.2015 – 06.2016	
<input checked="" type="checkbox"/> Council Report <input type="checkbox"/> Review Options (Water Attorney) <input type="checkbox"/> Reset with Holbrook & Shepherd <input type="checkbox"/> Develop Model <input type="checkbox"/> Review Model & Outcomes <input type="checkbox"/> Council Negotiations <input type="checkbox"/> Public Hearings <input type="checkbox"/> Finalize Agreement <input type="checkbox"/> Council Approval <input type="checkbox"/> Execute Contract Outcomes	03.22 & 04.26.16
<b>12. Event Agreement Negotiations (McDowell)</b> <b>Time Frame:</b> 12.2015 – 02.2016	
<input checked="" type="checkbox"/> Chamber of Commerce (Process – Street Closures, freezer, storage, receipt books etc.) <input checked="" type="checkbox"/> Pioneer Picnic (New)	In Progress



# 2015-2016 Project Outlook

PROJECT	NOTES:
<input checked="" type="checkbox"/> Willamette Valley Cycling Tour <input type="checkbox"/> Willamette Agility Group <input type="checkbox"/> Festival of Tents <input checked="" type="checkbox"/> Eugene Kennel Club	04.13.2016  04.11.2016
<ul style="list-style-type: none"> <li>▪ Council Meeting</li> </ul>	11.24.15
<b>13. Sidewalk Program (McDowell, Erwin &amp; Frink)</b> <b>Time Frame:</b> 02.2016 <input type="checkbox"/> Discuss Funding the Program (BCM) <input type="checkbox"/> Prepare Specifications <input type="checkbox"/> Council Approval	<b>HOLD - \$\$\$</b>
<b>14. VLC Responsibilities (McDowell)</b> <b>Time Frame:</b> On Going <input type="checkbox"/> Re-approach Commissioners <input type="checkbox"/> Re-imagine Website/Technology <input type="checkbox"/> Develop Linn County App	
<b>15. Staff Prospectus (McDowell)</b> <b>Time Frame:</b> On-going <input checked="" type="checkbox"/> Create Planning Strategies <input checked="" type="checkbox"/> Review Internal Processes & Policies <input checked="" type="checkbox"/> Continue to Define the New Era <input type="checkbox"/> Create Shared Expectations <input type="checkbox"/> Execute Debrief Sessions <input type="checkbox"/> Monitor Execution	
<b>16. 2015 Utility Line Improvements (McDowell, Erwin &amp; Frink)</b> <b>HOLD - \$\$\$</b> <b>Time Frame:</b> 08.2015 – 06.2016 <input type="checkbox"/> Start Engineering Downtown Sanitary Sewers <input type="checkbox"/> Video Inspections & Maintenance <input type="checkbox"/> Shelve Main Street Water Line <input type="checkbox"/> Prepare Documents <input type="checkbox"/> Council Resolution of Acceptance	
<b>17. Service Truck Purchase (Frink &amp; McDowell)</b> <b>Time Frame:</b> 07.2015 – 10.2015 <input checked="" type="checkbox"/> Frink Discussion <input checked="" type="checkbox"/> Contact ORPIN <input checked="" type="checkbox"/> Receive Quotes <input checked="" type="checkbox"/> Selection Process <input checked="" type="checkbox"/> Council Approval (Benton County IGA) <input type="checkbox"/> Complete Purchase <input type="checkbox"/> Complete Contract <input type="checkbox"/> Final Payment	     01.2016  01.27.16



# 2015-2016 Project Outlook

## PROJECT

## NOTES:

<input type="checkbox"/> Insurance Coverage
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### 18. Park Projects (*Frink, Coleman & McDowell*)

**Time Frame:** 09.2015 – 12.2015

#### ***Pioneer***

- Install Signage 06.23
- Park Electric (*Phase II*) 06.30
- Buena Vista Tree Service (*Hazard Tree Removal*) 09.09
- Cleanout River Debris Summer
- Sandbox Eyelash Idea ...
- Paint Sidewalk Distance Indicators Summer
- Road Relocation OCTOBER
- Playground Relocation
- Execute Contracts

#### ***Kirk's Ferry***

- Install Fountain *June 2015*
- Fill Work
- Asphalt Quote

#### ***Remington Park***

- Park Board Approval
- Council Approval
- Remove Equipment
- Open Space Property

### 19. Public Works ROW Maintenance Checklist (*Frink*)

**Time Frame:** 11.2015 – 01.2016

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

### 20. Wastewater Collections Cleaning Checklist (*Frink*)

**Time Frame:** 12.2015 – 05.2016

- Identify Areas
- Contact Inspection Service
- Review Findings
- Complete Recommendations
- Create Maintenance Checklist
- Implement Cleaning Process

### 21. ICMA – RC DeLana Hansen

**Time Frame:** 01.2016

- Setup Meeting
- Retirement Review



# 2015-2016 Project Outlook

## PROJECT

## NOTES:

### 22. CIS/Barker-Uerlings (McDowell)

**Time Frame:** 01.2016 – 07.2016

- Annual Survey
- Attend Annual Conference
- Pass Workers Compensation Resolution
- Review Workers Compensation Figures
- Review General Liability Coverage
- Review Flood Insurance
- Mobile Equipment List
- Property Coverage Review
- Open Enrollment

January 2016  
 02.24 – 02.26.2016  
 03.22.16  
 MAY  
 MAY  
 MAY  
 MAY  
 MAY

### 23. Hire Seasonal Public Works (Frink, Morrow & McDowell)

**Time Frame:** 02.2016 – 04.2016

- Rehire Clint Taskinen
- Prepare Advertisement
- Prepare Questionnaire
- Interviews
- Negotiations
- Prepare Contract
- Execute Contract

04.05.16  
 03.21.16  
 03.21.16  
 April 25, 2016

### 24. Records Project (Deaver, Coleman, Morrow & McDowell)

**Time Frame:** 01.2015 – 06.2016

- Line Out Filing Cabinets
- Organize E-Files (Ordinances & Resolutions)
- Create Easement File
- Create Contracts File
- Budget Fireproof Filing Cabinets
- Saturday Upstairs Preparation Plus

In Progress  
 In Progress  
 In Progress  
 In Progress  
 In Progress  
 In Progress

### 25. Update Safety Manual

**Time Frame:** On-going

- Review Manuals
- Make Changes
- CIS Review
- Adopt New Manual
- Council Approval

### 26. Shuttle to Town MOU (McDowell)

**Time Frame:** 04.2016 – 07.2016

- Part of Shuttle to Town Committee
- Create MOU
- Negotiate Contract with CLSD
- Discuss details with outside parties
- Solidify Details
- Coordination with WCMF

03.04.2016



# 2015-2016 Project Outlook

## PROJECT

## NOTES:

<input type="checkbox"/> Finalize Contract <input type="checkbox"/> Debrief of Event
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### 27. Update Capital Improvements Plan [CUPSS Development]

**Time Frame:** 10.2015 – 03.2016

- Review Current CIP
- Make Changes
- Frink & McDowell Review
- Adopt New Plan
- Council Approval

### 28. Brownsville Municipal Code Review (McDowell & Coleman)

**Time Frame:** 08.2015 – 06.2016

- Review Code
- Make Recommendations
- Council Approval

### 29. Certified Local Government

**Time Frame:** On-going

- Watch Developments
- Historic Review Board
- Canal Company Implications
- Others Respect Process
- Council Decision

<b>30. Budget Process (Morrow &amp; McDowell)</b> <b>Time Frame:</b> 02.2016 <input checked="" type="checkbox"/> Prepare & Review Checklists <input type="checkbox"/> Refer to Budget Checklists	02.25.2016 In Progress
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### 31. Dust Control & Greg Tilley (Frink)

**Time Frame:** 05.2016

- Prepare & Review Streets
- Fax Greg List of Streets
- Add Pearl Street (Check with Lemhouse) City paid 1/4 of 735' Last FY

### 32. Fourth of July Preparations (Frink & McDowell)

**Time Frame:** 06.2016 – 07.2016

- Prepare Caretakers
- Rent Light Banks (Karl: 3 Total)
- Coordinate Volunteer Help (Liz)
- Contact Vendors
- Contact Sweet Home Sanitation (Scott) 30 Cans
- Order Additional Toilets (Karl: 10 Total)
- Execute Cleanup



# 2015-2016 Project Outlook

## PROJECT

## NOTES:

### Agreements & Miscellaneous

#### Time Frame: Various

- ◆ Solid Waste: Sweet Home Sanitation [01.2016 Review] [01.22.2013]
- ◆ Central Linn Recreation Board [02.2017] [12.21.2013]
- ◆ Chamber of Commerce [09.2016] [12.21.2013]
- ◆ Central Linn School District (Community Gardens) [03.2016]
- ◆ Pioneer Picnic Association & the Picture Gallery [09.2016]
- ◆ City Administrator [06.2017] w/One (1) Year Option  
(Opened 03.22.16 – JUNE)
- ◆ Municipal Court Administrator [Perpetual]
- ◆ Planning Consultant (Dave Kinney) [Rolling]
- ◆ Brownsville Art Association [2016]
- ◆ Senior Center Phone Agreement [2017]
- ◆ LCSO Agreement [Annual] January
- ◆ Sattler Planning & IT Agreement [Annual] December
- ◆ 729 N. Main Street Flower Agreement [01.2017]
- ◆ Calapooia Food Alliance (Kirk's Ferry) [Pending]
- ◆ Monitor Kirk Avenue Project [Pending]
- ◆ Prepare Annual Park Agreements
  - State of Oregon (DAS) Cancelled 2014
  - Eugene Kennel Club
  - LC Picnic Association (Oregon Heritage)
  - Chamber of Commerce Addendum
  - Calapooia Food Alliance MOU [06.2015]
  - Willamette Agility Group
  - Festival of Tents
  - Central Linn Rec Assistance MOU [06.2015] Option Exercised
  - Miscellaneous Bicycle, Motorcycle & Running Events

### Franchise Agreements

#### Time Frame: Various

- ◆ **Natural Gas:** Northwest Natural Gas 2026 (Expiration)
- ◆ **Electricity:** Pacific Power 2021 (Expiration)
- ◆ **Communications:** CenturyLink 2017 (Expiration)
- ◆ **Solid Waste:** Sweet Home Sanitation [01.22.2013]

#### Duties:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▶ Day to Day Operations</li> <li>▶ Website Maintenance</li> <li>▶ Weekly Deposits</li> <li>▶ Monthly Utility Billing</li> <li>▶ Month End Financials</li> <li>▶ Citizen Concerns &amp; Complaints</li> <li>▶ Water &amp; Wastewater Testing</li> <li>▶ Water &amp; Wastewater Reports &amp; Processing</li> <li>▶ Utility Emergencies</li> </ul> | <ul style="list-style-type: none"> <li>▶ Routine Maintenance</li> <li>▶ Grounds Maintenance</li> <li>▶ Vehicle Maintenance</li> <li>▶ State Law Changes</li> <li>▶ Programmatic Changes</li> <li>▶ Reporting</li> <li>▶ Committees &amp; Boards Developments               <ul style="list-style-type: none"> <li>✦ Council</li> <li>✦ Planning Commission</li> <li>✦ Park Board</li> </ul> </li> </ul> |
|---|---|



# 2015-2016 Project Outlook

## PROJECT

- ✦ Library Advisory Board
- ✦ Historic Review Board
- ▶ Resolutions & Ordinances
- ▶ Council Packets
- ▶ Newsletters
- ▶ Consumer Confidence Report
- ▶ Utility Emergency Plans
- ▶ Community Emergency Plans
- ▶ Brownsville Handbook Update
- ▶ Business Registration Program
- ▶ Zoning & Permits
- ▶ Computer Issues

## NOTES:

- ▶ Go Team
- ▶ VLC
- ▶ Executive Board (Chamber)
- ▶ Brownsville Community Foundation
- ▶ SWAC
- ▶ COG
- ▶ LOC & Region III

## Complete

<b>33. Budget Process (McDowell &amp; Morrow)</b>	
<b>Time Frame:</b> 07.2015	
<input checked="" type="checkbox"/> Certify Budget	07.07.15
<input checked="" type="checkbox"/> Budget Checklist Update	07.07.15
<input checked="" type="checkbox"/> Complete Compilation	07.07.15
<input checked="" type="checkbox"/> Microfund – Populate FY 2015-16	07.03.15
<input checked="" type="checkbox"/> Budget Documents Forward '16	07.09.15
<input checked="" type="checkbox"/> Schedule Forward '16	11.03.15

<b>34. City Hall Phones ③ (Morrow &amp; McDowell)</b>	
<b>Time Frame:</b> 07.2015 – 09.2015	
<input checked="" type="checkbox"/> Contact Valley Telephone	07.23.15
<input checked="" type="checkbox"/> Execute New Quotes (Based on Old Quote)	07.30.15
<input checked="" type="checkbox"/> Execute Contract	07.31.15
<input checked="" type="checkbox"/> Pre-Construction Meeting	08.09.15
<input checked="" type="checkbox"/> Punch List Items (Centurylink Nightmare)	09.04.15
<input checked="" type="checkbox"/> Execute Final Check	08.31.15
<input checked="" type="checkbox"/> Finalize Contract	10.30.15

*Returned two phones  
Still Need Computer Software*

<b>35. Weed Abatements ③ (McDowell &amp; Morrow)</b>	
<b>Time Frame:</b> 07.2014 – 09.30.2014	
<input checked="" type="checkbox"/> Complete Spreadsheets	06.01
<input checked="" type="checkbox"/> Determine Contractor	06.01
<input checked="" type="checkbox"/> Hold Harmless Clause	06.01
<input checked="" type="checkbox"/> Contractor Property Review	06.12
<input checked="" type="checkbox"/> Price Determinations	06.12
<input checked="" type="checkbox"/> Pull Contractor PO (Phase I)	06.12
<input checked="" type="checkbox"/> Review Work (Phase I)	06.30



## 2015-2016 Project Outlook

PROJECT	NOTES:
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Execute Spreadsheets (Phase I)</li> <li><input checked="" type="checkbox"/> Execute Spreadsheets (Phase II)</li> <li><input checked="" type="checkbox"/> Pull Contractor PO (Phase II)</li> <li><input checked="" type="checkbox"/> Execute Necessary Paperwork</li> <li><input checked="" type="checkbox"/> Execute Final Contract</li> <li><input checked="" type="checkbox"/> Review Work (Phase II)</li> <li><input checked="" type="checkbox"/> Pay Contractor(s)</li> <li><input checked="" type="checkbox"/> Send Invoices to Property Owners</li> </ul>	<ul style="list-style-type: none"> <li>06.30</li> <li>08.10</li> <li>08.17</li> <li>09.02</li> <li>09.02</li> <li>10.05</li> <li>NA</li> <li>Pending</li> </ul>
<p><b>36. September Newsletter ③ (Morrow)</b>  <b>Time Frame:</b> 7.2015 – 09.2015</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Call for Articles</li> <li><input checked="" type="checkbox"/> Staff Write Necessary Articles</li> <li><input checked="" type="checkbox"/> Staff Assemble</li> <li><input checked="" type="checkbox"/> Edit Reviews</li> <li><input checked="" type="checkbox"/> Copy</li> <li><input checked="" type="checkbox"/> Prepare for Mailing including Out-of-Town copies</li> <li><input checked="" type="checkbox"/> Prepare Post Office (<i>Bulk Process</i>)</li> <li><input checked="" type="checkbox"/> Post to WS</li> <li><input checked="" type="checkbox"/> Send</li> </ul>	<ul style="list-style-type: none"> <li>08.10.15</li> </ul>
<p><b>37. Employee Handbook &amp; Job Descriptions Update ③ (McDowell)</b>  <b>Time Frame:</b> 7.2015 – 09.2015</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Add Necessary Policy</li> <li><input checked="" type="checkbox"/> Revise Existing Policy to match practice</li> <li><input checked="" type="checkbox"/> <b>CJIS - Add Necessary Policy</b></li> <li><input checked="" type="checkbox"/> Make Necessary Changes</li> <li><input checked="" type="checkbox"/> Council Approval</li> <li><input checked="" type="checkbox"/> Send CJIS Info to State Police</li> <li><input checked="" type="checkbox"/> Receive State Confirmation</li> <li><input checked="" type="checkbox"/> Make Changes Per Council Authority</li> <li><input checked="" type="checkbox"/> Post New Handbook etal to WS</li> <li><input checked="" type="checkbox"/> Send All Employees New Version</li> </ul>	<ul style="list-style-type: none"> <li>10.20.15</li> <li>10.22.15</li> <li>09.02.15</li> <li>10.22.15</li> <li>09.22.15 CJIS</li> <li>10.27.15 Handbook</li> <li>09.24.15</li> <li>09.25.15</li> <li>10.30.15</li> <li>10.30.15</li> <li>10.30.15</li> </ul>
<p><b>38. General Ledger &amp; Utility Billing Software Upgrade ③ HOLD Timing &amp; \$\$</b>  <i>(Deaver, Morrow &amp; McDowell)</i>  <b>Time Frame:</b> 08.2015 – 12.2015</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Create Specification Sheet</li> <li><input checked="" type="checkbox"/> Request &amp; Obtain Quotes</li> <li><input checked="" type="checkbox"/> Research Caselle (Halsey &amp; Harrisburg)</li> <li><input type="checkbox"/> Check ORPIN</li> <li><input type="checkbox"/> Review COG Options</li> <li><input type="checkbox"/> Execute All Quote</li> <li><input type="checkbox"/> Council Resolution of Acceptance</li> </ul>	<ul style="list-style-type: none"> <li>06.30.15</li> <li>08.03.15</li> <li>08.31.15</li> </ul>



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## PROJECT

## NOTES:

- Execute Contract
- Conversion & Training
- Punch List Items
- Finalize Contract
- Execute Final Check

**39. Arbor Day ③ (Coleman)**  
**Time Frame:** 07.2015 – 10.2015  
 oContact Partners  
 Contact the State  
 Determine Planting Location  
 Park Tree Planting: Discuss with Frink  
 Park Board did Arbor Day Month (Library Assist) 10.21.15  
 Event Day 11.04.15

**40. Library HVAC Project ⑥ (Lemhouse & Frink)**  
**Time Frame:** 08.2015 – 12.2015  
 Create Specifications 08.30  
 Request & Obtain Quotes 09.03  
 Execute All Quote 10.06  
 Council Resolution of Acceptance 10.27 (Motion)  
 Execute Contract 10.12.15  
 Mobilization & Construction 10.19  
 Punch List Items  
 Finalize Contract 10.30.15  
 Execute Final Check 10.30.15

**41. Boldt, Carlisle & Smith ⑥ (Deaver, Morrow & McDowell)**  
**Time Frame:** 08.2015 – 12.2015  
 Schedule Audit (09.02-09.05) 06.03  
 Pre-Audit Information Gathering 06.24  
 Complete Engagement Letter 07.20  
 Prepare Debt Confirmations (Not this Year: Per Palmer)  
 New GASB Statements 08.03  
 Prepare Information 08.03–8.06  
 Complete USDA Questions 08.14  
 Prepare Information 07.20  
 Execute Checklists 07.25  
 Review Audit 10.14  
 Provide M D & A Report 10.16  
 Answer Follow-Up Questions 10.16  
 Track Completion ...  
 File with Secretary of State 11.02  
 Finalize Contract 11.06

**42. 2015 Linn County Commissioners & BWCMF (McDowell)**



## 2015-2016 Project Outlook

PROJECT	NOTES:
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> LCCO Public Hearing Continuation</li> <li><input checked="" type="checkbox"/> Approve Traffic Plan</li> <li><input checked="" type="checkbox"/> Monitor Progress &amp; Outcomes</li> <li><input checked="" type="checkbox"/> Conducting Traffic Counts (<i>LCRD</i>)</li> </ul>	<ul style="list-style-type: none"> <li>08.04.15</li> <li>07.16.15</li> <li>On Going</li> <li>09.22.15</li> </ul>
<p><b>43. Evaluations ⑥ (McDowell &amp; Frink)</b>  <b>Time Frame:</b> 10.2015 – 12.2015</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Vacation (November Payroll)</li> <li><input checked="" type="checkbox"/> Perform Evaluations</li> <li><input checked="" type="checkbox"/> Execute Personnel Meetings</li> <li><input checked="" type="checkbox"/> Calculate Potential Increases</li> <li><input checked="" type="checkbox"/> Prepare Benefits Letters</li> <li><input checked="" type="checkbox"/> Prepare Payroll Changes</li> <li><input checked="" type="checkbox"/> Send Payroll Changes to BCS</li> </ul>	<ul style="list-style-type: none"> <li>End of November</li> <li>12.2015</li> <li>12.2015 &amp; 01.2016</li> <li>End of November</li> <li>01.22.16</li> <li>01.06.16</li> <li>01.06.16</li> </ul>
<p><b>44. Christmas Decorations ⑥ (Frink &amp; McDowell)</b>  <b>Time Frame:</b> 11.2015 – 01.2016</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Make Installation Arrangements</li> <li><input checked="" type="checkbox"/> Make Removal Arrangements</li> </ul>	<ul style="list-style-type: none"> <li>12.02.15</li> <li>01.09.16</li> </ul>
<p><b>45. Council Goal Review Retreat (McDowell + All)</b>  <b>Time Frame:</b> 02.2016</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Set a Date for Tour &amp; Training</li> <li><input checked="" type="checkbox"/> Prepare PowerPoint Presentation</li> <li><input checked="" type="checkbox"/> Obtain a Van</li> <li><input checked="" type="checkbox"/> Make Lunch Arrangements</li> <li><input checked="" type="checkbox"/> Staff &amp; Council Retreat Meeting</li> </ul>	<ul style="list-style-type: none"> <li>11.2015</li> <li>02.03.16</li> <li>01.27.16</li> <li>01.13.16</li> <li>02.06.16</li> </ul>
<p><b>46. 2015 Water Improvements Project ③ (Frink, Erwin &amp; McDowell)</b>  <b>Time Frame:</b> 07.2015 – 10.2015</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Bid Deadline</li> <li><input checked="" type="checkbox"/> Execute Contracts (<i>Pre-authorized 05.26.2015</i>)</li> <li><input checked="" type="checkbox"/> Pre-Construction Meeting</li> <li><input checked="" type="checkbox"/> Letter to Residents</li> <li><input checked="" type="checkbox"/> Mobilization &amp; Construction</li> <li><input checked="" type="checkbox"/> Water Line Conflict Problem</li> <li><input checked="" type="checkbox"/> Develop Engineering Estimate</li> <li><input checked="" type="checkbox"/> Contractor Price for Water Line Change Order</li> <li><input checked="" type="checkbox"/> City Acceptance</li> <li><input checked="" type="checkbox"/> Weekly Inspections</li> <li><input checked="" type="checkbox"/> Execute Mid-Point Check</li> <li><input checked="" type="checkbox"/> Punch List Items</li> <li><input checked="" type="checkbox"/> Installing Final Electric</li> <li><input checked="" type="checkbox"/> Move Money to Escrow</li> <li><input checked="" type="checkbox"/> Startup Meeting</li> </ul>	<ul style="list-style-type: none"> <li>07.01.15</li> <li>07.11.15</li> <li>07.31.15</li> <li>08.07.15</li> <li>08.14.15</li> <li>08.25.15</li> <li>08.26.15</li> <li>Done</li> <li>Done</li> <li>Karl to Perform</li> <li>09.30.2015</li> <li>10.01.2015 (<i>Averill</i>)</li> <li>11.03.2015</li> <li>11.02.2015</li> <li>12.08.2015</li> </ul>



# 2015-2016 Project Outlook

## PROJECT

## NOTES:

<i>Meeting #2</i>	02.02.2016
<input checked="" type="checkbox"/> Awaiting Change Orders	02.23.2016
<input checked="" type="checkbox"/> Execute Final Check	04.01.2016
<input checked="" type="checkbox"/> Finalize Contract	04.01.2016

<b>47.</b>	<b>City Hall Sidewalk Project (<i>Pioneer Park Sidewalk Project</i> ★) ③</b>	
	⑥ ( <i>Frink &amp; McDowell</i> )	
	<b>Time Frame:</b> 08.2015 – 10.2015	
	<input checked="" type="checkbox"/> Contact Concrete Contractor	09.03.15
	<input checked="" type="checkbox"/> Contractor Visits	10.05 – 10.12.15
	<input checked="" type="checkbox"/> Pick Contractor ( <i>Briese Custom Concrete</i> )	11.10.15
	<input checked="" type="checkbox"/> Construction	01.2016
	<input checked="" type="checkbox"/> Public Works Concrete Removal	01.2016
	<input checked="" type="checkbox"/> Public Works Drainage	03.07.2016
	<input checked="" type="checkbox"/> Public Works Irrigation	03.07.2016
	<input checked="" type="checkbox"/> Public Works Install Grass	04.06.2016
	<input checked="" type="checkbox"/> Punch List Items	02.02.16
	<input checked="" type="checkbox"/> Finalize Contract	02.05.16
	<input checked="" type="checkbox"/> Budget for Phase III ( <i>Fire Pad</i> )	

<b>48.</b>	<b>Pioneer Park Sidewalk Project (<i>City Hall Project</i> ★) ③</b>	
	( <i>Frink, Coleman &amp; McDowell</i> )	
	<b>Time Frame:</b> 08.2015 – 10.2015	
	<input checked="" type="checkbox"/> Public Works Landscaping Cleanup	04.12.16
	<input checked="" type="checkbox"/> Contact Sidewalk Contractor ( <i>Briese Custom Concrete</i> )	09.03.15
	<input checked="" type="checkbox"/> Pick Contractor	11.10.15
	<input checked="" type="checkbox"/> Construction	01.2016
	<input checked="" type="checkbox"/> Public Works General	04.12.16
	<input checked="" type="checkbox"/> Punch List Items	02.02.16
	<input checked="" type="checkbox"/> Finalize Contract	02.05.16

<b>49.</b>	<b>Boldt, Carlisle &amp; Smith ⑥</b> ( <i>Deaver, Morrow &amp; McDowell</i> )	
	<b>Time Frame:</b> 08.2015 – 12.2015	
	<input checked="" type="checkbox"/> Prepare SOS Resolution	11.04.15
	<input checked="" type="checkbox"/> Council Passage of SOS Resolution	11.10.15
	<input checked="" type="checkbox"/> Engage BCS for Solutions	11.20.15
	<input checked="" type="checkbox"/> Luncheon Discussion	01.27.16
	<input checked="" type="checkbox"/> Sign Agreement	01.28.16
	<input checked="" type="checkbox"/> Execute Work	February & March '16

<b>50.</b>	<b>Judges Pro-Tempore</b> ( <i>McDowell</i> )	
	<b>Time Frame:</b> 01.2016	
	<input checked="" type="checkbox"/> Create Resolution	01.08.16
	<input checked="" type="checkbox"/> Council Approval	01.27.16

<b>51.</b>	<b>Hire Park Caretakers</b> ( <i>Frink, Morrow &amp; McDowell</i> )	
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# 2015-2016 Project Outlook

## PROJECT

## NOTES:

<b>Time Frame:</b> 11.2015 – 04.2016	
<input checked="" type="checkbox"/> Prepare Advertisement	Nov. '15
<input checked="" type="checkbox"/> Prepare Questionnaire	March '16
<input checked="" type="checkbox"/> Interviews	03.22.16
<input checked="" type="checkbox"/> Negotiations	03.25.16
<input checked="" type="checkbox"/> Prepare Contract	03.25.16
<input checked="" type="checkbox"/> Execute Contract	03.29.16

<b>52. March Newsletter (Morrow)</b>	
<b>Time Frame:</b> 1.2016 – 03.2016	
<input checked="" type="checkbox"/> Call for Articles	February 2016
<input checked="" type="checkbox"/> Staff Write Necessary Articles	03.29.16
<input checked="" type="checkbox"/> Staff Assemble	03.30.16
<input checked="" type="checkbox"/> Edit Reviews	03.30.16
<input checked="" type="checkbox"/> Copy	03.31.16
<input checked="" type="checkbox"/> Prepare for Mailing including Out-of-Town copies	04.01.16
<input checked="" type="checkbox"/> Prepare Post Office (Bulk Process)	04.04.16
<input checked="" type="checkbox"/> Post to WS	04.04.16
<input checked="" type="checkbox"/> Send	04.04.16

<b>53. Internal Controls Project ⑥</b>	<b>Out of Time &amp; \$\$\$</b>
<b>Time Frame:</b> 01.2016 – 02.2016	
<input type="checkbox"/> BCS Quote for Services	
<input type="checkbox"/> Develop Written Standards	
<input type="checkbox"/> Implement Policy Recommendations	
<input type="checkbox"/> Provide Council Drafts	
<input type="checkbox"/> Council Approval	
<input type="checkbox"/> Incorporate New Procedures	

<b>54. Remington Park Agreement (McDowell)</b>	<b>HOLD</b>
<b>Time Frame:</b> 11.2015 - 01.2016	
<input type="checkbox"/> Prepare Draft Agreement	
<input type="checkbox"/> Continue Negotiations	

<b>55. Emergency Electricity (Frink)</b>	<b>HOLD - \$\$\$\$</b>
<b>Time Frame:</b> 12.2015 – 05.2016	
<input checked="" type="checkbox"/> Erwin & Norms Discussion	In the Works
<input checked="" type="checkbox"/> Obtain Quotes	In the Works
<input type="checkbox"/> Mobilization & Construction	
<input type="checkbox"/> Finalize Contract	

<b>56. South Wastewater Plant Well (Frink)</b>	
<b>Time Frame:</b> 10.2015 – 04.2016	
<input checked="" type="checkbox"/> Well Driller Recommendations	12.2015
<input checked="" type="checkbox"/> Prepare Documents	12.22.15
<input checked="" type="checkbox"/> Obtain Quotes	01.2016



## 2015-2016 Project Outlook

<b>PROJECT</b>	<b>NOTES:</b>
<input checked="" type="checkbox"/> Council Acceptance (Line v. Well)	03.22.16
<input checked="" type="checkbox"/> Execute Contract (Boring)	04.07.16
<input checked="" type="checkbox"/> Punch List Items	04.19.16
<input checked="" type="checkbox"/> Finalize Contract	04.19.16
<input checked="" type="checkbox"/> Execute Final Check	04.19.16