

WORK SESSION AGENDA
 VENETA CITY COUNCIL
 MONDAY, APRIL 24, 2023 – 5:00 P.M.
 Veneta Administrative Center – J.W. “Bill” Smigley Room
 88184 8th Street, Veneta, Oregon

City of Veneta Public Meetings can be accessed via teleconference. To listen to this meeting call 541-935-2192 (Participant Code 793738).

- 5:00 1. CALL TO ORDER
- 5:00 2. COUNCIL GOALS SETTING
 - a. City Council Goals for 2023-25 (pgs. 1-3).....Matt Michel
- 5:45 3. OTHER
 - a. Council Meeting Opening Protocol (verbal).....Mayor Weiss
- 6:00 4. ADJOURN

To access City Council meeting material please go to <http://www.venetaoregon.gov/meetings>

Times are approximate. This meeting will be digitally recorded. Location is wheelchair accessible (WCA). Individuals needing special accommodations, such as sign language or foreign language interpreters, should make such requests by contacting the City Recorder at 541-935-2191(voice) or by e-mail at: GJelks@ci.veneta.or.us. Requests made after 10:00 a.m. two working days prior to a meeting may not be accommodated.

Los tiempos son aproximados. Esta reunión se grabará digitalmente. La ubicación es accesible para sillas de ruedas (WCA). Las personas que necesiten un alojamiento especial, tales como lenguaje de señas o intérpretes de idiomas extranjeros, deben hacer tales peticiones poniéndose en contacto con el registrador de la ciudad en 541-935-2191 (voz) o por correo electrónico a: GJelks@ci.veneta.or.us. Las solicitudes hechas después de las 10:00 a.m. dos días hábiles antes de una reunión no pueden ser acomodadas.

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VENETA CITY COUNCIL AGENDA ITEM SUMMARY

TITLE/TOPIC: Proposed City Work Plan for 2023-2025

Meeting Date: April 24, 2023
Department: Administration

Staff Contact: Matt Michel, City Administrator
Email: mmichel@ci.veneta.or.us
Telephone Number: 541-935-2018

ISSUE STATEMENT

Staff seeks City Council feedback on the projects in the attached proposed City of Veneta Work Plan for 2023-2025, and input on any projects or tasks Council would like to see in the Work Plan.

BACKGROUND

At the February 13th City Council regular business meeting, the City Council reviewed a working draft of a City projects work plan. That draft plan encompassed city fiscal years 2023 through 2025 (July 2023 through June 2025). Council directed staff to prepare a final draft 2023–2025 work plan as amended to reflect addition of Hwy 126 and 8th Street intersection safety improvement and expand the Code Enforcement project milestones.

Attached is a final proposed version of the City of Veneta Work Plan for 2023-2025 for the Council's final review.

RELATED CITY POLICIES

City Council 2023-25 Goals

COUNCIL OPTIONS

1. Consensus to bring the proposed Work Plan for 2023-2025 to the May 8th City Council regular business meeting for adoption, as presented.
2. Consensus to bring the proposed Work Plan for 2023-2025 to the May 8th City Council regular business meeting for adoption, as amended by the Council.
3. Direct staff on further development of the Work Plan in specific areas.

CITY ADMINISTRATOR'S RECOMMENDATION

N/A

SUGGESTED MOTION

"Is there consensus on the proposed Work Plan for 2023-2025?"

ATTACHMENT

1. Proposed City of Veneta Work Plan for 2023-2025



City of Veneta 2023-2025 Projects and Priorities

City Council 2023-2025 Priorities:



Color indicates planned start
 Fiscal Year
 2023-2024 | 2024-2025

Council Goal	Department	Program	Project Title & Deliverables		Budget	Timeline				Staff Lead	Notes	
						July-Dec 2023	Jan-June 2024	July-Dec 2024	Jan-June 2025			
	Community Development	Parks & Recreation Enhancement	Paths & Trails Master Plan	Deliver Plan with prioritized Capital Improvements Project list	\$ 50,000					CDD	Consultant hired Feb. 2023. Planning Process closes June 2023	
			Bolton Hill Sports Complex Master Plan (URA Funded)	Land Acquisition		\$ 285,000					CA	4/17 Term Sheet agreed; start survey and appraisal
				Pre-design & phased cost estimates							PWD	Contractor engaged Q3 2022; concept design outreach Q2 2023
				Future Operations financing plan							MA	Develop future operations financing options for Council prior to build
				Construction		\$ 5,000,000					PWD	Tentative begin build if future operating costs answered
			City Park - Phase 5: Community Center (URA Funded)	30% design	\$ 345,000					MA (CDD/PWD)	1/27/23 Council consensus on concept	
			Adult Quiet Park @ Ralph Johnson Park - Pre-design	Demolition & Construction							CDD	Funding not currently identified
					\$ 50,000						CDD	Park Board advised design for renovation cost estimate
			Off-Leash Dog Park @ RR	Pre-design	\$ 15,000						PWD	Landscape design in progress
		Construction								PWD		
		Pickleball Courts @ Territorial Park	Pre-design	\$ 25,000						PWD	Pre-design in progress	
			Construction	\$ 150,000						PWD		
		Pool & Community Center Parking Lot Crack & Sand Seal		\$ 8,500						PWD		
			Community Development	Planning - Long Range	Jeans Road- Territorial Intersection Planning (URA Funded)	County engagement and concept design	\$ 10,000					CDD
	Property rights acquisition				\$ 300,000					CDD		
Jeans Road Todd Way Intersections Planning					\$ 10,000					CDD		
Cheney Drive /Territorial Hwy Intersection Legal Cost					\$ 10,000					CDD		
Land Development & Land Division Ordinances Consolidation					\$ 5,000					CDD		
Modify and Adopt the Eugene Stormwater Manual					\$ 40,000					CDD		
TMDL Implementation Plan & Erosion and Sediment Control Manual					\$ 5,000					CDD		
Staff grant writing training					\$ 1,000					CDD		
Elmira-Veneta Multi-Use Path					\$ 60,000					PWD/CDD	County searching for funding	
Development of Applegate Park Master Plan and Vision					\$ 50,000					CDD		
	Public Works	Sewer	Wastewater Treatment Plant Improvements	DEQ required Facilities Master Plan & Pre-design	\$ 250,000					PWD		
			Lot 602 - Prepare Site for Development		\$ 40,000					CDD/PWD		
			Sewer Infiltration and Inflow Inspection		\$ 60,000					PWD		
			East Veneta lift station pre-design (for future land acquisition)		\$ 30,000					PWD		
		Streets	E. Broadway Avenue street pre-design	\$ 30,000						PWD	current terminus to Jameson Way	
			ADA-Compliant Sidewalks over Territorial Crossing	\$ 15,000						PWD	Contingent on Railroad permission	
			E. Hunter Road Sidewalk and Stormwater Upgrade	Bid Design	\$ 25,000						PWD	Contingent on funding
				Construction	\$ 2,175,000						PWD	
			Public Works Office Roof replacement	\$ 40,000						PWD	Replace metal roof	
			Hwy 126 and 8th Street intersection safety improvement	\$ 3,000						PWD	EPUD will add another light	
		Water	Secure Future Site of New Water Reservoir	\$ 115,000						PWD	Opportunistic	
			Update GIS mapping with asset management data	\$ 2,000						PWD		
			Distribution Pump purchase	\$ 8,000						PWD	Replace 40-year old pump	
			Public Works Yard Lot Crack and Sand Seal Project	\$ 12,000						PWD		

	Community Health	Unhoused Initiatives	Access to Lot 400 for sanitary and shelter solutions?	\$ 200,000					CDD	contingent on funding		
			Portable potty	\$ 1,200					PWD			
			Mobile Crisis Response program	\$ 400,000					MA			
			National Night Out	\$ 5,000					MA			
	Public Safety	Code Enforcement	Accele Software Upgrade for Planning and Code Enforcement		\$ 5,000					CDD		
			Continue Cat Spay and Neuter Program		\$ 5,600					OSS III		
			Explore Active Code Enforcement Policy	Engage Community / Dept. Workload Analysis / Cost-Benefit Implementation (potential new position)	\$ 52,000					MA		
		Disaster Preparedness	Coordinate Update of Natural Hazard Mitigation Plan with Lane County Update								MA	
			Continue Staff Disaster Preparedness Training		\$ 5,000						MA	Em. Prep. Team formed; ICS 100 trainings done; 700 pend.
			Update Emergency Operating Plan with Lane Fire Authority								MA	
		Implement Wildfire Mitigation Program		\$ 50,000						MA	Res No. 1359 Mitigation Plan	
		Economic Development	5-Year Strategy Initiatives (URA Fund)	Veneta Economic Identity Study (BR&E Outcome)	\$ 50,000					MA		
Arts & Culture: Sculpture, Murals, Banners				\$ 10,000						MA	Res No. 1344 Vibrant Veneta Program	
Business Grants Program				\$ 10,000						MA		
Hwy 126 Gateway (Proj.: Terr. Hwy Impts, Hwy 126 to Hunter)				\$ 30,000						MA		
Redevelopment Toolkit				\$ 91,500						MA		
VenetaWorks			RAIN Catalysts							MA		
			ShopVeneta gift cards	\$ 30,000						MA		
			Reinventing Rural							MA		
			W. Broadway ("Attic") Sale and Redevelopment (URA Funds)	\$ 250,000						MA		
			Federal Outreach to Fund Hwy 126	\$ 3,000						CA		
Miscellaneous Fiber (URA Funded)		Broadband System Survey and Capital Improvement Plan	Build 1.75 miles to connect LCOG fiber to Zayo fiber	\$ 875,000						MA/CA		
									PWD/CA			
		Acquiring SVDP Lot on Broadway	\$ 450,000						MA			
		Commercial Development Incentive Program	\$ 50,000						MA			
		City Management Intern	\$ 23,500						MA			
Administration		Communications	Develop expanded Newsletter content		\$ 5,400					CT		
			Public Outreach		\$ 600					CT		
			Develop Citizens' Budget Report		\$ 3,000					CT		
			Council Video Summaries		\$ 8,000					CT		
			Town Hall event		\$ 1,000					CA		
Finance	Issue Auditor RFP		\$ 50,000						FD			
	Caselle module optimization								FD			
Human Resources	Compensation Study		\$ 30,000						CA	RFP in late Q3 2023 for deliverable by mid-Q1 2024		
Information Technology	Cybersecurity - Server resiliency		\$ 10,000						AS			
	City Fiber Campus Project (connect work facilities; servers to DFN)		\$ 15,000						AS			
	Laptop Rotation (2 laptops/year)		\$ 4,000						AS			
	Tablets for Public Works		\$ 6,000						AS			
	WiFi at Parks		\$ 4,000						AS			
General	LCOG Agreement Update or Renewal								CA			
	City Hall expansion concept design	\$ 130,000							CA			
	Spectrum/Charter Communications Franchise Renegotiation								CA			
	CenturyLink Franchise Renegotiation								CA			
	Lane Electric Franchise Renegotiation								CA			
	Improve Public Records Archive System (Laserfiche software)								CR			
City Hall Parking Lot Crack and Sand Seal Project	\$ 3,500							PWD				

Communications Team (CT): Administration Supervisor, City Administrator, Management Analyst