

AGENDA
WORK SESSION OF THE VENETA CITY COUNCIL
MONDAY, JANUARY 11, 2016
SPECIAL MEETING TIME OF 5:00 P.M.
Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

- 1. 2016 GOAL SETTING (pgs. 3-10)**
- 2. RECOGNITION IDEAS FOR FORMER COUNCILOR FRED MILLER**
- 3. ADJOURN**

2016 Veneta City Council Goal Setting Survey

As the New Year is under way, so is discussion about goals for 2016. Based on Council feedback staff was directed to provide a survey and supporting material that would allow the Council to re-prioritize existing goals, since they still represent the most pertinent issues upon which Council would like to focus. The goals and colors correspond to those in the Goal Setting Session Summary Report and reflect the adopted prioritized 2015 goals. Please let me know if you'd like a copy of the full 2014 Goal Setting Session Summary Report.

Please take a moment to read through the **Goals** and rank them one (1) through seven (7) in order of which are most important to you, with one (1) being most important. To assist with your selection I've attached Management Team's list of 2016 likely programs, projects and activities. I've also attached the most recent updated Work Plan (2015-16).

	Improve upon community policing, youth relations and code enforcement efforts.
	Complete sewer system build out in current serviceable area.
	Improvement of City streets through preservation and modernization.
	Provide development opportunities for businesses and industry to create jobs.
	Continue to urbanize city streets in order to improve bicycle and pedestrian connectivity within the City.
	Improve community awareness of City issues and public engagement opportunities.
	Other: _____
	Other: _____

In addition to the goals identified from the goal setting session and subsequent goal setting exercise in 2015, the following were **Other Identified Tasks** put forth by Council. Please rank them one (1) through six (6) with one being most important.

	Emergency response plan, coordinated with Lane County, Fire, Schools, etc.
	Maintain and improve park structures and cleanliness
	Continued increase of communication with council by way of educational work sessions
	Continued and increased support for positive activities for youth and families (movie nights, swim, concerts, festivals, etc.)
	Historic recognition and preservation, placing historical plaques and developing better relationship with the museum
	Council members to participate in learning opportunities such as conferences, training workshops, etc.

If you have one or two specific tasks that you believe should be addressed, please list below:

Please return this in email or paper form by Friday, January 8th @ 5:00 p.m. If you are dropping off the hard copy of your results, please provide:

Name: _____

Date: _____

Management Team's 2016 Likely Programs, Projects & Activities

ADMINISTRATIVE

Community Awareness/Public Relations

1. Implement Social Media program
2. Implement Lane County Ticketing Program for Zumwalt

Economic Development

1. Implementation of Business Retention & Expansion Program
2. Development of economic incentive program
3. Re-work business loan criteria and program rules
4. Fiber contract and buildout industrial park
5. Second year evaluation of RARE position
6. Issue RFP and secure a consultant to conduct Market Analysis and Downtown Development & Implementation Strategy

Fiscal & Administrative Services:

1. Development of Dual Budgets
2. Fall General Elections
3. Re-finance water and sewer loans
4. Surplus property process
5. Update of Council Rules
6. Amendment of VMC regarding Utility Billing
7. Develop "lay" persons financial pamphlet
8. Develop plan for upgrading of accounting software

Municipal Code:

1. Tobacco Retail Licensing
2. Place on ballot Recreational Marijuana Tax

COMMUNITY DEVELOPMENT

Bike & Ped Projects/Plan

1. Develop sidewalk connectivity plan including project list, construction costs, and schedule and potential for LIDs
2. Conduct preliminary work for Veneta-Elmira Path (environmental studies)
3. Sidewalk Improvements on Territorial at R/R Tracks
4. Advance design and engineering for Southern Route Multi-Use Path
5. Update Regional Trails & Multi-use Path Plan – coordinate with Lane County and City TSP update
6. Lane County Rural Bike & Ped Connectivity Plan (eco-devo, tourism & recreation)

Parks, Recreation & Cultural Enhancement

1. Review Park Master Plan and prioritize projects (including BHSC)
2. SWAP Park Design and Implementation
3. Seek Input on Completing Design and Const. of Toddler Pool/Water Feature
4. Short & long range plan for City Park
5. Garden Club/Boy Scout Recognition Sign at 4-Corners
6. Cameras at Skate Park

Planning (Long Range)

1. Jeans & Territorial Intersection: Work with ODOT identifying timing of mitigation measures and finance plan
2. Transportation System Plan Update: ODOT Agreement, Project Plan, Adoption
3. Stormwater Manual Review and Adoption
4. Amend Municipal Code to define sidewalk maintenance responsibilities
5. Amend Development Code Amendments: Tree felling, Greenway, stormwater, recreational marijuana, parking, commercial design standards
6. Assist with Tiny House Project (affordable housing project)
7. Secure funding for design and NEPA analysis Highway 126

PUBLIC SAFETY

Disaster Preparedness

1. Placement & start-up of new RARE participant
2. Adoption of Natural Hazard Mitigation Plan
3. Draft & Adopt Emergency Operation Plan
4. Disaster Preparedness Training

Law Enforcement/FRCPD:

1. City co-adoption of BOC Board orders forming district
2. Council talking points/FAQ
3. Community response to permanent rate roll back
4. Design, permitting and construction of new substation

PUBLIC WORKS

Animal Control: (shared responsibility with Community Development Dept.)

1. Reduction in turkey population
2. Continuation of PetSmart feral cat program

Sewer:

1. Air piping project
2. Mixing Zone Study
3. Review & Updating Wastewater Master Plan
4. Construction of In-stream diffuser
5. 8th Street wastewater improvement design and engineering
6. Design & Engineering Jeans Rd. Lift Station

Streets:

1. Next phase of street preservation
2. Next phase of Four-corners beautification

Water

1. Secure water reservoir site
2. Water line Hope Lane to Luther Lane

Urban Renewal

1. Next Steps for W. Broadway
2. Revised redevelopment tool-kit and adoption
3. Legislative passage of New Market Tax Credits
4. Incentive package for new veterans housing project (SVP)
5. Implement projects prioritized by City Council
6. Continue to address blighted properties (Video Store)

CITY OF VENETA
OVERLAPPING FISCAL YEAR WORK PLAN

Jan. 2015 - Dec. 2016

Updated: 11-5-15 by Ric Ingham, 11/4 by KB; 11/3 by SH 11/4

Summary of Council Goals (adopted 2015)

1. Improve Public Safety & Community Relations (Goal 1)
2. Sewer Infrastructure Build out (Goal 2)
3. Transportation Network Enhancements (Goals 3 & 5)
4. Encourage Business Development (Goal 4)
5. Enhance Communication & Civic Engagement (Goal 6)

Criteria for Prioritization:

1. Council Priority
2. Essential for Maintaining Basic Service
3. Efforts to Support Future Projects and Activities
4. Enhances Community Livability and Safety

Item #	Program Area:	Start Date	End Date	Budget	Lead	Status
Public Safety						
	Develop community policing (CP) policies and goals	Mar-15	Dec-15		RI	Discussion focused on formation of FRCPD
	Maintain current database of calls and cases		Ongoing		RI	Teresa maintaining database - material to be presented
	Implement LCSO Contract Modification to reflect CP policies		May-15		RI	Modification made for current contract
	Implement three (3) CP practices	May-15	Apr-16		RI	Discussion focused on formation of FRCPD
	Determine feasibility of hiring a Community Resource Officer	Jul-15	Jun-16		RI	Discussion focused on formation of FRCPD
	Complete Emergency Operation Plan	Sep-15	Dec-15		RI	Short delay but should still start after 1st of year (2016)
	Complete Hazard Mitigation Plan	Aug-14	Oct-15		RI	Plan 80% drafted. Will come before Council next few months
	Determine a schedule and implement disaster planning training	Dec-15	Jun-16		RI	Possible to still make proposed dates
Sewer Build out						
	East Bolton Sewer Expansion: LID Implementation	Feb-15	Oct-15	\$ -	KB	Complete
	East Bolton Sewer Expansion: Construction	Oct-15	Oct-16	\$ 350,000	KS	Complete
	East Bolton Sewer Expansion: Finalize LID Agreements (installment payments, deferrals)	Aug-15	Oct-15	\$ 2,000	SH	Legal & Recording Fees associated with implementation; in process
	Effluent Mixing Zone Study	Oct-15	Jun-16	\$ 30,000	KS	Dye testing complete, draft report due in Dec.
	Sewer Master Plan update	Oct-15	Jun-16	\$ 35,000	KS	Engineer authorized to proceed September 30.
	Air Piping and Efficiency upgrade	May-15	Sep-15	\$ 435,000	KS	Project underway 25% complete.
	8th Street Sewer Expansion Preliminary Design Report	Jan-15	Mar-15	\$ 4,000	KS	Design options and engineer's estimates complete
	8th Street Sewer Engineering Report & Possible LID Project	Sep-15	Jan-15		KS	No action taken
	Inflow and Infiltration project list	Mar-15	Jun-16	\$ 90,000	KS	List established, work to be scheduled as weather allows
Streets						
	Develop six-year preservation plan with appropriate financing plan	Mar-15	Dec-15		SH,KS	Project plan developed. Traffic Utility Fee Ordinance under development.
	Bid and contract for 2015-2016 fiscal year preservation projects	Apr-15	Oct-16	\$ 1,000,000	KS	2015-2016 projects completed
	5th Street between Broadway and Dunham improvements	Jan-15	Jun-15		KS	Completed
	2nd and 3rd Street between Broadway and Dunham design.	May-15	Jul-15		KS	Design authorized. Draft due December
	Apply for Small City Allotment Grant for 2nd, 3rd St	Jun-15	Aug-15	\$ 50,000	KB	Grant request denied
	2nd and 3rd Street Construction	Mar-16	Jun-16		KS	
Bicycle & Pedestrian Projects						
	Advance design and engineering for Southern Route Multi-Use Path	ongoing			RI	Currently funded for 2016 STIP but could move up to 2015
	Sidewalk Improvements on Territorial at R/R Tracks				KS	
	Develop sidewalk connectivity plan including project list, construction costs, and schedule and potential for LIDs	Mar-15	May-15		KB	On-going. Coordinate with street preservation plan
	Update Regional Trails & Multi-use Path Plan	Jan-16	Jun-16		KB	Need to coordinate with TSP Update
	Advance final design and engineering for Veneta-Elmira Multi-Use Path	ongoing			RI,KB	STIP application to be submitted 11/20/15. Final funding 2016
Business Development						
	Continue to seek Hwy 126 safety and capacity funding	ongoing			RI	Improvements funded for 2016 STIP
	Hire RARE Participant to Implement ED Plan	Sep-15	Aug-16			Claudia Denton started Sept. 2015
	Reconvene ED Committee	Oct-15	ongoing			Committee reconvened October 2015
	Implement top five (5) ED strategies	Jan-16	ongoing			Developing action plan

Item #	Program Area:	Start Date	End Date	Budget	Lead	Status
Urban Renewal (UR Agency)						
	Adopt & Implement Redevelopment Tool-Kit	May-15	Feb-16	\$ 25,000	LG/RARE	In Progress
	Develop Urban Renewal Plan Project List	Mar-15	Jul-15		LG	Complete
	Continue to address blighted properties (Video Store)	Feb-15	Aug-15		KB	In Progress
	4-Corner Beautification	Feb-15	Apr-15	\$ 10,150	KB, KS	NW corner complete. New project scheduled for 2015-16
	Seek Next W. Broadway Catalyst Project	ongoing	ongoing		RI	
	Amend and Adopt UR Plan with updated project list	May-15	Oct-15		LG	Complete
Community Awareness						
	Launching of new website	Mar-15	Apr-15		KB & AF	Complete
	Development of Facebook Policy and Procedures	Apr-15	Jun-15		AF	
	Implement Next Phases of Communication Plan	May-15	Jan-15		AF	
	Maintain an active public relations presence (press Releases & newsletter)	Ongoing			All	
Parks, Recreation & Cultural Enhancement						
	Park Beautification and Enhancement Efforts	Apr-15	Oct-16		RI, KB	Review Park Master Plan and prioritize projects with Park Brd
	Determine Next Steps with BHSC	May-15	Aug-15		KB, RI, KS	Convene mtg. w/ TSP determine grant cycle
	SWAP Parkland Dedication	Mar-15	Apr-15		KB	Dedicated at final plat of Applegate Phase III
	SWAP Park Development: Wetland Delineation	Mar-16	Apr-16	\$ 6,500	KB	Nancy to provide estimate this week
	Revise PMP Capital improvement Plan	Oct-15	Mar-16		KB, RI	Based on input from Park Brd, City Council and community
	Seek Input on Completing Design and Const. of Toddler Pool/Water Feature	Apr-15	May-15		KB, KS	OPR Grants due April 1st
Planning						
	Comprehensive Plan Amendments; Adoption of amendments as a result of EOA and Residential BLI	Jun-15	Aug-15	\$ 1,000	KB	Complete
	Transportation System Plan Update: ODOT Contract Development	Jan-16	Feb-16		KB	Scheduled for 2016-17
	Transportation System Plan Update: Project Plan	Mar-16	Sep-16		KB, LG, KS	Scheduled for 2016-17
	Transportation System Plan Update: Adoption	Oct-16	Dec-16	\$ 1,000	KB, LG	Scheduled for 2016-17
	Code Amendments: Tree Felling, Grnwy, Strm wtr, Rec. Marijuana	Jul-15	Nov-15	\$ 5,000	KB, LG	On-Going
Fiscal & Administrative Services						
	Fill Office Specialist position	Feb-15	May-15	\$ 200	SH	Completed 5-27-15
	Secure audit services	Jan-15	May-15	\$ 200	SH	Completed May 2015
	Prepare FY15-16 adopted budget and document	Jan-15	Jul-15		SH	Completed June 2015
	Year end closing and audit preparation for FY2014-15	Jul-15	Dec-15		SH	Nearly complete
	Review and revise policies and procedures related to Utility Billing	Jan-15	Aug-15	\$ 500	SH	
	Revise processes and reporting method for City Liens	Jan-15	May-15		SH	Nearly complete
	Update all job descriptions for positions in department	Jan-15	Apr-15		SH	Completed April 2015
	Update Procurement Resolution, forms and process	Aug-15	Dec-15		SH	In process
	Upgrade accounting software (including Fixed Asset module)	Sep-15	Jun-16		SH	On hold
	Create a Financial pamphlet in lay person's terms	Jun-15	Jul-15	\$ 1,000	SH	
	Update Grant Administration, process and forms	Apr-15	Apr-16	\$ 150	SH	
	Prepare additional documents needed to create a CAFR	Oct-16	Dec-16		SH	CAFR means Comprehensive Annual Financial Report
Water - Kyle						
	2.0 MG Reservoir improvements	Jan-15	Dec-15	\$ 390,000	KS	Completed
	Well Abandonment Well #2 and #7	Jan-15		\$ 5,000	KO	
Council Direction & Other - Katie						
	Develop regular Council Work session					In Progress
	Historic recognition and preservation activities					In Progress
	Research implementation of recreational marijuana tax	Sep-15	Dec-15		KB	In Progress